

**December 18, 2017**

To: Dr. Riggle, Superintendent  
Board of Education

Fr: Karen Geddeis

Re: Glenbrook Stories - January 8, 2017

## **MEMO**

For our first Glenbrook Stories segment of the new year, we will get to know graduating GBE student Madison Christenson who was one of only 14 students chosen from the Chicago area to present live on the “Hamilton” stage Dec. 13. She wrote a poem, told from the perspective of Alexander Hamilton, and competed for the limelight against students from more than 20 other schools.

Madison quickly worked to overcome her stage fright, practicing at home and at school for about two weeks straight.

“My arms and legs were shaking... there was so much talent on that stage,” she said.

GBE English Teacher Ms. Berk said, “I think that Alexander Hamilton and Madison have a lot in common. They share a strong work ethic and a passion for the pen. Madison wrote her way to where she wanted to be and she came full circle up there on that stage with all eyes on her.”

This story focuses on the road to success.



**To:** Board of Education  
**From:** Brad Swanson  
**Date:** January 8, 2018  
**Re:** Appointments: Certified

**Mathematics Teacher - GBS**  
**Ms. Larissa Hanson**

**Degree:**

M.Ed., Secondary Education, DePaul University  
B.A., Computer Science and Mathematics, Augustana College

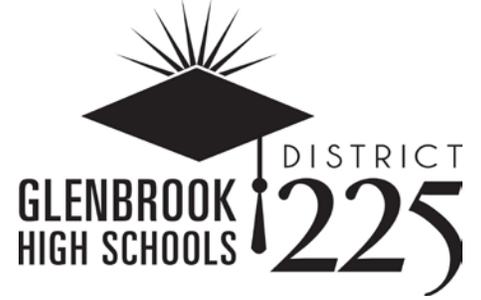
**Certification:**

Secondary (Algebra, Calculus, Computer Science, Geometry, and Trigonometry)

**Professional Experience:**

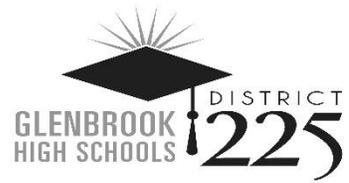
Larissa has taught full-time at New Trier High School from 2007-13. She successfully designed comprehensive instructional lessons and assessments for a variety of mathematics courses and ability levels.

**Salary:** \$31,975 (MA, Step 7, 0.43 FTE)  
**Start Date:** January 8, 2018



To: Dr. Mike Riggle  
 Board of Education  
 From: Brad Swanson  
 Date: January 8, 2018  
 Re: Appointments: Support Staff

<u>Name</u>	<u>Bldg.</u>	<u>Position</u>	<u>Calendar</u>	<u>FTE</u>	<u>Start Date</u>	<u>Schedule</u>	<u>Salary</u>	<u>Hourly</u>
DeGroot, James	GBN	Dean's Parapro	186.5	.67	1.8.18	Para	\$21,696	\$15.51
Gibbs, Paul	GBN	Dean's Parapro	186.5	.63	1.8.18	Para	\$20,248	\$15.51



TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA Requests

**FOIA Response:**

Please see the attached email response. Responsive documents can found online at <http://il.glenbrook.schoolboard.net/board>.

**Background:**

The Freedom of Information Act (FOIA - 5 ILCS 140/1 et seq.) is a state statute that provides the public the right to access government documents and records. A person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning student records or personal privacy).

A public body must respond to a FOIA request within 5 business days after the public body receives the request or 21 business days if the request is for commercial purpose. That time period may be extended for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body who has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requester in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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**Re: FOIA Request**

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Fri, Dec 15, 2017 at 3:08 PM

To: Cole Lauterbach &lt;clauterbach@ilnews.org&gt;

Bcc: egeallis@glenbrook225.org

Dear Mr. Lauterbach,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 12/14/17 we received your request for the following information:

- An itemized list of all the Glenbrook School District 225 expenses related to the 2017 Illinois Association of School Boards conference held Nov. 17-19 in Chicago, including registration, hotel, travel, food, entertainment and any other expenses related to the conference for all school district staff and elected officials who attended.
- A total amount that the district spent on the conference, and information on whether this expense number is complete or whether more expenses remain outstanding.

**District Response: Please see attached.**

Sincerely,

Rosanne Williamson Ed.D.  
Assistant Superintendent for Educational Services  
Glenbrook H.S. District 225  
3801 West Lake Ave.  
Glenview, IL 60026  
[847-486-4701](tel:847-486-4701)

On Wed, Dec 13, 2017 at 3:55 PM, Cole Lauterbach <[clauterbach@ilnews.org](mailto:clauterbach@ilnews.org)> wrote:

This is a request under Illinois' Freedom of Information Act.

Please submit an itemized list of all the Glenbrook School District 225 expenses related to the 2017 Illinois Association of School Boards conference held Nov. 17-19 in Chicago, including registration, hotel, travel, food, entertainment and any other expenses related to the conference for all school district staff and elected officials who attended.

Please also include a total amount that the district spent on the conference, and information on whether this expense number is complete or whether more expenses remain outstanding.

A digital copy of these records is preferred.

As we are a media outlet and we are requesting these records for news purposes, we ask that you waive any fees associated with our FOIA request.

If you have any questions about this request, please reply via email or call me at the number below.

Also, please reply to acknowledge you have received the request.

Thank you for your attention to this matter.

--

Cole Lauterbach  
Multimedia Reporter  
[Illinois News Network](#)  
[\(815\)383-5100](#)



**Triple 1 Conference Expenses - Sheet1 (1).pdf**

52K

<b>Triple I Conference Expenses - note expenses are complete</b>					
		<b>Registration</b>	<b>Training Session for new Board Members</b>	<b>Travel</b>	
Dr. Mike Riggle	Superintendent	\$465	n/a	\$44	\$509
Dr. R.J. Gravel	Assistant Superintendent of Finance	\$465	n/a	\$327	\$792
Peter Glowacki	Board Member	\$465	\$280	n/a	\$745
Skip Shein	Board Member	\$465	n/a	n/a	\$465
Sonia Kim	Board Member	\$465	\$280	n/a	\$745
Marcelo Sztainberg	Board Member	\$465	\$280	n/a	\$745
		\$2,790	840	\$372	<b>\$4,002</b>

## **GLENBROOK HIGH SCHOOL DISTRICT 225**

### **FINANCE COMMITTEE MINUTES**

**December 4, 2017 7:32 AM – 9:21 AM**

**Administration Building - Public Meeting Room 100A**

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Members Present: Doughty, Fagel, Finan, Frandson, Gravel, Ptak, Raffles, Riggle, Swanson, Tarver, Taub, Wright

Also Present: Williamson

Members Absent: Hanley

#### **Agenda Item #1: Call to Order**

A regular meeting of the Finance Committee was held in Room 100A at the Glenbrook High School District 225 District Office on December 4, 2017. The meeting convened at 7:32 AM.

#### **Agenda Item #2: Recognition of Community Visitors**

There were no community members present at the meeting.

#### **Agenda Item #3: Refunding Opportunity for the 2008 Referendum Bonds**

Dr. Gravel introduced Elizabeth Hennessy, Managing Director of Public Finance from Raymond James to present a market update regarding the refunding opportunity for the 2008 Referendum Bonds. Dr. Gravel reminded the committee that since 2000, the District has saved over \$10,555,000 of interest by refunding bonds.

Ms. Hennessy explained to the committee that the district has the opportunity to refund the Series 2008 Bonds for savings within 90 days of the call date, which is June 1, 2018. The district can refund these bonds in advance of the call date on a tax-exempt basis under current law, however, cannot issue additional debt in calendar 2017 due to the issue of the life safety bonds as bank qualified. Under current law, bonds can be refunded on a tax-free basis once - after that, any refunding or restructuring would need to be on a taxable basis.

Ms. Hennessy presented two refunding options: (1) Uniform refunding keeping the final maturity the same with savings in each year, or (2) Accelerated refunding paying the

bonds off over a shorter period of time with no savings for the first several years.

Uniform debt structure keeps the repayment terms of the debt the same. The total savings will reduce the tax rate by 1.1 cents or approximately \$17 for the owner of a \$600,000 market value home, over the term of the bonds.

Under accelerated debt structure the debt payment is shortened by one year. Total savings is higher than the uniform debt structure. Taxpayers would get all the benefit of the refunding in the final year 2027. The total savings for an owner of a \$600,000 market value home in 2027 would be \$167.

The committee agreed that they will bring forth the refunding opportunity and a draft parameter resolution for discussion at the January 8, 2018 Board of Education meeting and the final resolution for approval to the January 22, 2018 Board of Education meeting.

#### **Agenda Item #4: Follow-up to Contingency Discussion**

Dr. Gravel reminded the committee that at the November 7, 2017 Finance Committee meeting, the topic of budgeted contingencies was discussed. At that time the committee determined that the current practice of budgeting 0.5% (half of one percent) of each operating fund should be adjusted. As a result, beginning with the 2018-19 fiscal year budget, the budget will include non-capital project contingency funds in the amount of 0.25% (quarter of one percent) for only the Education Fund and the Operations and Maintenance Fund. For the first time in the 2018/19 fiscal year there will be no contingencies budgeted for the Transportation Fund and IMRF/Social Security Fund.

The committee agreed that there would be no policy changes regarding contingencies, at this time.

#### **Agenda Item #5: Updated 5-Year Financial Projection**

Dr. Gravel shared with the committee that last year the business services team partnered with Forecast5 Analytics to create a new financial forecast for the school district. The financial forecast, called 5Cast, enables the team to develop “what-if” scenarios for use in predicting the impact of different local, state and federal conditions and basically projects how much funds the district can responsibly spend in the future.

Dr. Gravel then provided an overview of the the fund balance. He explained that the fund balance is defined as the difference between assets and liabilities in an individual governmental fund. The fund balance of an individual fund is increased with revenues exceed expenditures. Dr. Gravel emphasised by pointing out to the committee that the

fund balance of an individual fund changes almost daily, as revenues are received and expenditures are disbursed.

Dr. Gravel shared that Board Policy 4010 identifies the requirements for the annual budget and provides guidance regarding the District's operating fund balance. Section B states "unassigned reserves in the operating funds shall be maintained at a level equal to not less than 33% of the next year's projected operating budget". Dr. Gravel further explained that the district might want to consider a higher reserve level in the future, especially in light of limited opportunities to issue new debt for the next 10 years, the unpredictability of property taxes, and the unstable conditions of state funding.

At this time, the committee agreed to provide these projections as an informational item at an upcoming Board of Education meeting.

### **Agenda Item #6: Discussion of Black Box Theatres**

Dr. Ptak presented the topic of the black box theatres. A black box theatre is a flexible, versatile performance space intended to house small performances and informal presentations. It is a simple, open space that serves the purpose of connecting the audience to performers in an intimate setting.

Dr. Ptak presented some historical information by explaining that in December 2013, district and building administration presented an enrollment and capacity study to the Board of Education. As a follow-up, in the Spring of 2014, a report on student athletic and activity opportunities was shared with the Board where GBN and GBS both brought forward the need for additional performance venues. Since that time, the topic of Black Box Theatres have been discussed and the district's architect, ARCON and Associates created renderings along with estimates based on Black Box Theatres constructed in neighboring districts. This information was shared at the September 20, 2017 Facility Committee meeting, where it was recommended that it be discussed with the Finance Committee.

A board member offered fund raising activities as a funding option, and also recommended that the schools think "out of the box" on the multiple uses for the theatres, aside from their performance value.

Dr. Riggle offered exploring options using existing spaces, i.e., the drama room at GBS and the orchestra room at GBN.

The committee would like the option of visiting this topic again later in the year, once we know the direction of healthcare and the conclusion of employee group negotiations. Additionally, after the spring the committee agreed that the district's architects should

provide some more information after a thorough review of the needs of each building.

**Agenda Item #8: Other Topics**

There were no other topics for discussion

**Agenda Item #9: Adjournment**

The meeting adjourned at 9:21 AM.

The next Finance Committee Meeting date will be February 6, 2018.

**MINUTES OF REGULAR MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, DECEMBER 11, 2017**

A regular meeting of the Board of Education, School District No. 225 was held on Monday, December 11, 2017, at approximately 7:03 p.m. at Glenbrook District Office Public Meeting Room 100A, pursuant to due notice of all members and the public.

The president called the meeting to order. Upon calling of the roll, the following members answered present:

Doughty, Glowacki, Hanley, Shein, Taub

Absent: Kim, Sztainberg

Also present: Fagel, Finan, Geallis, Geddeis, Gravel, Riggle, Swanson, Tarver, Williamson

**Approval of Agenda for this Meeting**

Motion by Mr. Doughty, seconded by Mr. Taub to approve the agenda for this meeting.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Shein, Taub

nay: none

Motion carried 5-0.

**Glenbrook Stories**

Ms. Geddeis introduced Kate Stack, a GBS sophomore who was selected as a national finalist in a STEM competition sponsored by Marvel Studios. Ms. Geddeis shared a video on the the kid-friendly Epi-Spot (pen) Kate designed, that doubles as a teddy bear and can used as a training tool.

**Recognition of Community Visitors**

None.

**Board and Superintendent Reports**

Dr. Riggle stated it's time for the winter plays at both schools. He said he was able to attend GBN's winter production of "Tribes". He said it was a very inspiring story. Dr. Riggle stated he is sure GBS' production will be great as well.

Dr. Finan noted that there was a talk back session after the play. The performances were great and students are very talented. He also stated Orchesis put on a dance marathon to raise money for hurricane relief.

Dr. Fagel noted the Glenbrook South Annual Dance Show “Shine “ was Friday night and everything went smoothly.

Dr. Riggle noted the Winter Choral Concert for both schools will be next week. Unfortunately GBN’s concert is during our special board meeting on Monday, Dec. 18, but GBS’ concert is on Tues, Dec. 19.

**Motion to Approve Consent Agenda Items**

Motion by Mr. Doughty, seconded by Mrs. Hanley to approve the following items on the consent agenda:

In response to a board member’s question, the administration stated that all of the findings in the auditor’s report have been addressed or resolved and we are in very good shape.

1. Appointments
  - a. Certified - None
  - b. Support Staff

<u>Name</u>	<u>Bldg.</u>	<u>Position</u>	<u>Calendar</u>	<u>FTE</u>	<u>Start Date</u>	<u>Schedule</u>	<u>Salary</u>	<u>Hourly</u>
Barrera, Daniel	GBS	Maint Day	260	1.0	11/20/17	CU3	\$50,505	\$24.28
Henriot, Jean-Louis	GBS	Asst Plant Operator	260	1.0	9/1/17	Ex Pro	\$76,898	\$36.97
Geallis, Austin	GBE	Parapro	GBE	.30	12/4/17	P-1	\$9,920	\$15.50
Yang, Jean	GBN	RN	186.5	.56	12/18/17	Ex Pro	\$35,182	\$30.62

2. Resignations/Terminations
  - a. Certified - None

b. Support Staff

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>School</u>
Benvenuti, Jack	Paraprofessional	11.30.17	GBE
Nabolotny, Michael	Dean's Instructional Assistant	12.22.17	GBN

3. FOIA
4. Approval of Accounts Payable Bills
5. Approval of Payroll Disbursements
6. Approval of Revolving Fund Reimbursement
7. Minutes
  - o November 6, 2017 Special Board Meeting
  - o November 6, 2017 Special Closed Meeting
  - o November 7, 2017 Finance Committee Meeting
  - o November 13, 2017 Regular Board Meeting
  - o November 13, 2017 Regular Closed Meeting
8. Gifts

<b>Gift From</b>	<b>Amount or Item</b>	<b>School</b>	<b>Department</b>	<b>Account</b>
Target 2241 Willow Rd. Glenview, IL 60025	\$50.00	GBS	Titans Helping Titans	830060
Target 679 E Dundee Rd. Palatine, IL 60074	\$50.00	GBS	Titans Helping Titans	830060
JC Penney	\$100.00	GBS	Titans Helping Titans	830060

Olmar Corp. Inc. Cheesie's Food Truck Chicago, IL	\$143.00	GBN	SAO Food Drive	820990
David & Catherine Burnham 1546 Elm Ave Northbrook, IL	\$1,125.00	GBN	Orchesis	820800
Aztec Dave's Food Truck Inc. Cicero, IL	\$115.00	GBN	SAO Food Drive	820990
Anonymous donation via Coca Cola Give	\$34.95	GBS	Titans Helping Titans	830060
Anonymous donation	\$5,000.00	GBS	Auditorium acct - Dimmer rack for Lyceum lighting	ESAU5410
Randy Dautel 815 Revere Rd Glenview, IL 60025	Everett Walnut Console Piano Serial #232255	GBS	Fine Arts - Music practice rooms	N/A
North Shore Turf 131 Montgomery, Deerfield, IL 60015	1995 Ford F Super Duty Cab; Vin #1FDLF47F2 S EA59310	GBS	CTE/Autos	N/A
Laura Cushnie Book Club/Neighbors	\$388.00	GBS	Titans Helping Titans	830060

9. Semi-Annual Review of Closed Session Minutes

10. Acceptance of the Comprehensive Annual Financial Report (CAFR) for the Fiscal Year Ended June 30, 2017

11. GBS Spanish Exchange Program 2018-19
12. GBS Baseball Team Trip to Louisville, KY
13. GBN Study Abroad Program to Buenos Aires, Argentina
14. GBS Yearbook CSPA Trip

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Shein, Taub

nay: none

Motion carried 5-0.

**Public Hearing: Truth in Taxation Hearing on the 2017 Estimated Tax Levy**

Dr. Riggle stated that we will hold a public hearing although it is not necessary because the tax cap levy we are recommending is less than the threshold percentage. The hearing is structured to allow members of the school community an opportunity to address the Board with any concerns regarding the advertised proposed tax levy.

Dr. Riggle declared the public hearing open. After a second call for those interested in commenting on the proposed tax levy and hearing no one, he declared the public hearing closed.

**Discussion/Action: Resolution to Levy 2017 Taxes**

**Discussion/Action: Resolution Regarding Application of Loss and Cost Factor to 2017 Levies**

**Discussion/Action: Resolution to Instruct County Clerk How to Apportion 2017 Tax Levy Extension Reduction**

Dr. Riggle stated we need to take action on the resolutions.

**Motion to Approve the Resolution to Levy 2017 Taxes**

Motion by Mr. Doughty, seconded by Mr. Glowacki to approve the resolution to levy 2017 taxes.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Shein, Taub

nay: none

Motion carried 5-0.

**Motion to Approve the Resolution Regarding Application of Loss and Cost Factor to 2017 Levies**

Motion by Mr. Doughty, seconded by Mrs. Hanley to approve the resolution regarding application of loss cost factor to 2017 levies.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Shein, Taub

nay: none

Motion carried 5-0.

**Motion to Approve the Resolution to Instruct County Clerk How to Apportion 2017 Tax Levy Extension Reduction**

Motion by Mr. Doughty, seconded by Mrs. Hanley to approve the resolution to instruct county clerk how to apportion 2017 tax levy extension reduction.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Shein, Taub

nay: none

Motion carried 5-0.

**Discussion/Action: Board Policies:**

- a) 8000 Equal Educational and Extracurricular Opportunities
- b) 8005 Transgender Students
- c) 8280 Student Records

Dr. Riggle stated that we have had transgender students at the Glenbrooks for many years. He explained it was important to bring our policy in line with our current practice. Dr. Riggle stated it was important to introduce a new policy and update policies that are affected.

### **8000 Equal Educational and Extracurricular Opportunities**

Dr. Riggle explained some of the intricacies of the policy and noted the policy explicitly states students will not be discriminated against and the district will remain neutral when granting access to school facilities on the basis of sex or any other protected status.

### **8005 Transgender Students**

Dr. Riggle thanked District 27 administration who worked with our shared attorney on drafting this policy. He explained the administration's plan was to look to include and not exclude students. Dr. Riggle noted this was a very collaborative effort between the administrative team as well as appropriate student groups. He noted the policy was drafted to provide guidelines and allow for professional decision making, because no one policy will work in every situation. The Student Services department as well as feedback from students appreciated the uniqueness of this policy and the parameters being set. They feel the policy strikes a good balance and honors the law. It is clear that the students are being protected. Dr. Riggle explained this policy will evolve over time, but this is a very good start.

In response to a board member's questions, Dr. Riggle stated:

- There will be additional policies that will need to be updated based on new legislation, which the administration will bring forward in the future
- The change in timeframe on page 5 of 15 was due to a change in legislation

Mr. Jack Murphy (attorney) arrived at 7:32 p.m.

### **8280 Student Records**

Dr. Riggle summarized the proposed changes to the policy.

Dr. Riggle noted the policies will be brought back on consent agenda at the January 8, 2018 board meeting.

### **Miscellaneous Topics**

None.

### **Review and Summary of Board Meeting**

Upcoming Board Meetings:

Monday, December 18, 2017 - 6:30 p.m. - Special Board Meeting  
Monday, January 8, 2018 - 7:00 p.m. - Regular Board Meeting

### **Motion to Move into Closed Session**

Motion by Mr. Doughty, seconded by Mrs. Hanley to move into closed session at approximately 7:49 p.m.

- to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity;
- 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;
- student disciplinary cases;
- (Section 2(c) (1), (2) and (9) of the Open Meetings Act).

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Shein, Taub

nay: none

Motion carried 5-0.

The Board returned to open session at 10:20 p.m.

**Action Regarding Resignation Agreement for a Certificated Staff Member**

Motion by Mr. Doughty, seconded by Mr. Glowacki to approve the resignation agreement for Frank Santa as discussed in closed session.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Shein, Taub

nay: none

Motion carried 5-0.

**Action Regarding Resignation Agreement for a Certificated Staff Member**

Motion by Mr. Doughty, seconded by Mr. Glowacki to approve the resignation agreement for Scott Greenspan as discussed in closed session.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Shein, Taub

nay: none

Motion carried 5-0.

**Action Regarding Student Disciplinary Action**

Motion by Mr. Doughty, seconded by Mr. Glowacki to approve the recommendation of the administration for student 12-11-17-01 as modified in closed session for the reasons discussed in closed session.

Upon calling of the roll:

aye: Doughty, Glowacki, Hanley, Shein, Taub

nay: none

Motion carried 5-0.

**Adjournment**

Motion by Mr. Doughty, seconded by Mrs. Hanley to adjourn the meeting at approximately 10:21 p.m.

Upon call for a vote on the motion, all present voted aye.\*

Motion carried 5-0.

\* Doughty, Glowacki, Hanley, Shein, Taub

CERTIFIED TO BE CORRECT:

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PRESIDENT - BOARD OF EDUCATION

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SECRETARY - BOARD OF EDUCATION

**MINUTES OF SPECIAL MEETING,  
BOARD OF EDUCATION, SCHOOL  
DISTRICT #225, COOK COUNTY,  
ILLINOIS, DECEMBER 18, 2017**

A special meeting of the Board of Education, School District No. 225 was held on Monday, December 18, 2017, at approximately 6:34 p.m. at Glenbrook District Office Public Meeting Room 100A, pursuant to due notice of all members and the public.

The president called the meeting to order. Upon calling of the roll, the following members answered present:

Doughty, Glowacki (arrived at 6:47 p.m.), Hanley, Kim, Shein, Sztainberg, Taub

Also present: Fagel, Finan, Geallis, Gravel, Petrarca (attorney), Raflares, Riggle, Swanson, Tarver, Williamson and Gallagher Consultant Team: La Spisa and Mendoza

**APPROVAL OF AGENDA FOR THIS MEETING**

Motion by Mr. Doughty, seconded by Mr. Taub to approve the agenda for this meeting.

Upon calling of the roll:

aye: Doughty, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

Motion carried 6-0.

**RECOGNITION OF COMMUNITY VISITORS**

None.

**MOTION TO MOVE INTO CLOSED SESSION**

Motion by Mr. Doughty, seconded by Mrs. Hanley to move into closed session at approximately 6:36 p.m.

- to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity;
- 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;
- (Section 2(c) (1) and (2) of the Open Meetings Act).

Upon calling of the roll:

aye: Doughty, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

Motion carried 6-0.

The Board returned to open session at 9:18 p.m.

**ACTION REGARDING CERTIFICATED STAFF MEMBER  
RESIGNATION**

Motion by Mr. Doughty, seconded by Mr. Glowacki to accept the resignation of Andrew Zweibel for the reasons discussed in closed session.

aye: Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg, Taub

nay: none

Motion carried 7-0.

**FUTURE MEETING DATES**

Dr. Riggle informed the Board that a member of the community was reaching out to him regarding our transgender policy. Dr. Riggle noted the community member was asking if the Board would delay action on the policy until the community members could meet with their lawyer to discuss possible alternative language for the policy.

Dr. Riggle provided the Board with some information from the IASB website, a court case in Kenosha, WI regarding transgender policy and feedback he has heard on the subject of our transgender policy.

After Board discussion, it was decided to move the item to consent on the January 22 board meeting allowing the community to share their thoughts.

**ADJOURNMENT**

Motion by Mr. Doughty, seconded by Dr. Kim to adjourn the meeting at approximately 9:19 p.m.

Upon call for a vote on the motion, all present voted aye.\*

Motion carried 7-0.

\* Doughty, Glowacki, Hanley, Kim, Shein, Sztainberg, Taub

CERTIFIED TO BE CORRECT:

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PRESIDENT - BOARD OF EDUCATION

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SECRETARY - BOARD OF EDUCATION

**UPCOMING BOARD MEETINGS:**

Monday, January 8, 2018- 7:00 p.m.-Regular Board Meeting  
Monday, January 22, 2018- 7:00 p.m.-Regular Board Meeting



To: Dr. Mike Riggle  
 From: Dr. Rosanne Williamson  
 Re: Gifts  
 Date: January 8, 2018

The following gifts have been received since the last acceptance of gifts by the Board of Education. I recommend the Board approve the acceptance of the following:

<b>Gift From</b>	<b>Amount or Item</b>	<b>School</b>	<b>Department</b>	<b>Account</b>
Waterway Gas & Wash Company Chesterfield, MO	\$2,000.00	GBN	Student Activities - Food Drive	820990
John Archabal	\$500.00	GBS/OC	Glenbrook United /Special Olympics team	810900
AT&T Corporate Giving Program	\$50.00	GBS	Titans Helping Titans	830060
Brennan Family Fund	\$2,000.00	GBS	Titans Helping Titans	830060
Ann Marie Golding	\$400.00	GBS	Key Club	830600
Footprints Foundation Countryside, IL	\$1,000.00	GBN	Hynda Gamze Educational Scholarship	820554
Joshua Pak	\$1000.00	GBS	Titans Helping Titans	830060

**GLENBROOK EVENING HIGH SCHOOL**  
**1835 Landwehr Rd.**  
**GLENVIEW, ILLINOIS 60026**

To: Brad Swanson  
 From: Jim Shellard  
 Date: December 18, 2017  
 Rea: GBE faculty contracts/salary structure for second sem. 2017- 18

Please request that the Glenbrook Board of Education approve the following teachers and salaries for the second semester of the 2017 – 2018 school year. The seven-step salary schedule for the evening high school teachers, shown below, reflects a 1.5% increase over last year’s schedule.

**GBE Salary Schedule 2017 – 2018**

<u>1<sup>st</sup> year</u>	<u>2<sup>nd</sup> year</u>	<u>3<sup>rd</sup> year</u>	<u>4<sup>th</sup> year</u>	<u>5<sup>th</sup> year</u>	<u>6<sup>th</sup> year</u>	<u>7<sup>th</sup> year</u>
\$2,306	\$2,748	\$3,192	\$3,634	\$4,080	\$4,525	\$4,967

<u>Name</u>	<u>Assignment</u>	<u>Salary</u>
Lauren Berk	Reading Strategies- Wednesday	\$4,967
Theresa Hardin	Consumer Ed. –Tuesday	\$4,967
Pa’al Joshi	General Math -Thursday	\$4,967
Mary Rabinak	English Literature- Monday	\$4,967
Asya Chacheva	General Math -Tuesday	\$3,192
Afrodite Skaouris	English Composition-Thursday	\$4,967
Irene Koliopoulos	English Comp.-Tuesday	\$4,080
Michael Rast <sup>(9)</sup>	US History II – Wednesday	\$4,080
Suzanne Webb	Unif. Lab Science-Monday	\$4,967
Jerome Hoyne <sup>S(12)</sup>	US History I-Monday	\$4,967
Sarah Dowlatshahi	Geometry - Thursday	\$2,306
Frank Whalen	Driver’s Ed – Wednesday	\$3,634
Sandra Morse	Foods – Monday	\$3,634
Sue Beck	Art – Tuesday	\$4,967

Glenbrook High School District #225

**BOARD POLICY: EQUAL EDUCATIONAL AND EXTRACURRICULAR OPPORTUNITIES 8000**

~~It is the policy of the Board of Education of District #225 that e~~Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, gender identity, sexual orientation, status of being homeless, immigration status, order of protection status, ancestry, age, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status, including pregnancy. Further, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status as identified above: ,except that the District remains neutral when granting access to school facilities under School Board Policy 5030: Community Use of School Facilities.

No student shall, on the basis of any of the statuses identified above, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

~~Any student may file a complaint pertaining to equal access by contacting the principal through the process outlined in Board Policy # 6010. Such complaints will be processed according to procedures outlined in Board Policy and Procedures 6010 Nondiscrimination Including Title IX and Section 504.~~ Unresolved complaints may be appealed to the superintendent and Board of Education. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of the School Code).

Administrative Implementation

The building principal shall be the designated Nondiscrimination Coordinator in each school. The superintendent and building principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Approved: July 25, 1977; Item #6240  
Revised: October 27, 1986  
Revised: October 9, 2001  
Revised: February 10, 2014  
Revised:

A. Confidentiality

1. The school student records of all students shall be maintained confidentially in accordance with the requirements of the Illinois School Student Records Act, the Illinois School Code, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Improvement Act of 2004, the Local Records Act, USA Patriot Act of 2001, and their respective implementing regulations. The following procedures are currently in compliance with the above named state and federal laws. In the event of a conflict between this policy and any statute, rule, or regulation cited herein, the statute, rule, or regulation shall govern.
2. For purposes of these procedures, school student record means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school regardless of how or where the information is stored.

The following are not school student records and are not subject to disclosure:

- a. Writings or other recorded information maintained by an employee of District 225 or other person whether or not at the direction of the District for his/her exclusive use, provided that all such writings and other recorded information are destroyed not later than the student's graduation or permanent withdrawal from the school, and provided further that no such records or recorded information may be released or disclosed to any person except a staff member designated by the school as a substitute unless they are first incorporated in a school student record and made subject to all of the provisions of federal and State law.
- b. School student records do not include video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes; and  
  
Electronic recordings made on school buses, as defined in Section 14-3 of the Criminal Code of 1961 [720 ILCS 5/14-3].
- c. Information maintained by law enforcement professionals working in the school.

- d. Any information, either written or oral, received pursuant to Section 22-20 of the School Code (105 ILCS 5/22-20) and Sections 1-7 and 5-905 of the Juvenile Court Act of 1987 [705 ILCS 405/1-7 and 5-905].
3. The assistant principal for student services shall serve as the Official Records Custodian and will take all reasonable measures to comply with the confidentiality requirements of the Illinois School Code, the Illinois School Student Records Act, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, the Local Records Act, and their respective implementing regulations.
  4. As Official Records Custodian, the assistant principal for student services shall assume responsibility for the following:
    - a. Separate permanent and temporary records of a student;
    - b. Respond to any request for inspection and review of school student records, including a request for a copy of school student records, within 15 school days;
    - c. Respond to any request for an explanation or interpretation of a school student record;
    - d. Respond to any request to amend or destroy a school student record;
    - e. Respond to any request to disclose or release personally identifiable information and/or school student records;
    - f. Keep a record of parties obtaining access to school student records including the name of the party, the date access took place, and the purpose of the authorized use.
    - g. Maintain, for public inspection, a current listing of the names and positions of the employees who may have access to personally identifiable information;
    - h. Provide upon request from the parent(s)/guardian(s), a list of the types and locations of school student records collected, maintained, or used by the District; and
    - i. Take all reasonable measures to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages of maintenance of school student records;

- j. The Official Records Custodian shall review the terms of any court order requiring the disclosure of student records issued pursuant to the USA Patriot Act of 2001, P.L. 107-56, and determine whether such order permits or prohibits notice to the parent(s)/guardian(s) as otherwise required in Section C.2.e below, and determine whether such order permits or prohibits the Official Records Custodian from following the record keeping requirements of Section A.4.f. above;
  - k. Ensure that student record information is not disclosed pursuant to a subpoena, but only pursuant to a court order signed by a judge;
  - l. Review student temporary records at least every four years, or upon a student's change in attendance center, whichever occurs first, to verify entries and to eliminate or correct out-of- date, inaccurate or irrelevant information;
  - m. Upon written request from the official records custodian of another school in which the student has enrolled or intends to enroll, and with prior written notice to the parent(s)/guardian(s), transfer a copy of records of students transferring to another school district and retain the original records;
  - n. When notified by the Department of Children and Family Services (DCFS), purge DCFS' final finding report from a student's record and return the report to DCFS. If the Official Records Custodian has transferred a copy of the DCFS report to another school as part of a transfer of the student's records, the Official Records Custodian shall forward a copy of the DCFS request to the receiving school district.
5. The Assistant Principal for Student Services may delegate any of these duties to an appropriate staff member. Each school principal or designee shall take all action necessary to assure that each person collecting or using personally identifiable information receives training or instruction regarding the policies and procedures governing confidentiality of personally identifiable information.
6. All rights and privileges accorded to a person under these procedures and the Student Records policy shall become exclusively those of the student upon his or her 18<sup>th</sup> birthday, graduation from secondary school, marriage, or entry into military services, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record.
7. District 225 will notify the parent(s)/guardian(s) of their rights under federal and State law.

- a. The school will annually notify the parent(s)/guardian(s) of their rights with respect to school student records, including the following:
  - (1) The types and location of information contained in the permanent and temporary school student records;
  - (2) The right and procedures for inspecting and copying permanent and temporary school student records and the cost of copying such records;
  - (3) The right to control access to and release of school student records and the right to request a copy of information released;
  - (4) The rights and procedures for challenging and/or amending the contents of school student records that may be inaccurate, misleading or improper;
  - (5) The persons, agencies or organizations having access to the school student records without parental consent;
  - (6) The right to copy any school student record or information contained therein which is proposed to be destroyed or deleted and the school's schedule for reviewing and destroying such information;
  - (7) The categories of information the school has designated as "directory information" and the right of the parent(s)/guardian(s) to prohibit the release of such information;
  - (8) That no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act;
  - (9) The right to inspect and challenge the information contained in the student record, other than academic grades and references to expulsions and out-of-school suspensions, prior to transfer of the records to another school district, in the event of a student's transfer to another school district;
  - (10) The right to opt out of the disclosure of students' names, addresses and telephone listings to military recruiters and institutions of higher learning;

- (11) Upon a student's graduation, transfer or permanent withdrawal from school, the destruction schedule for the student's permanent or temporary school student records and of their right to request a copy of such records prior to their destruction; and
  - (12) The right to file a complaint with the Department of Education regarding alleged failures by the educational agency or institution to comply with Family Educational Rights and Privacy Act and/or its regulations.
- b. Notice will be delivered by the means most likely to reach the parent(s)/guardian(s), including direct mail, parent-teacher conferences, delivery by the student to the parent, or incorporated in a "parent-student" handbook or other informational brochure for student(s) and parent(s)/guardian(s) disseminated by the school.
  - c. All notifications shall be given in a manner that is accessible to parents with disabilities. Notifications to parents of students with limited English-speaking ability shall be given in English and in the student's primary language.
- B. Inspection and Review of School Student Records
1. District 225 shall permit parent(s)/guardian(s) and any other authorized persons the opportunity to inspect, review, and copy all school student records.
  2. The Official Records Custodian shall respond to and grant any written request to inspect and to copy school student records to a parent(s)/guardian(s) or authorized representative within ~~15 school~~ 10 business days after the date of receipt of such written request by the Assistant Principal for Student Services. The time for response may be extended by the District for up to 5 additional business days for any of the following reasons:
    - a. the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
    - b. the request requires the collection of a substantial number of specified records;
    - c. the request is couched in categorical terms and requires an extensive search for the records responsive to it;
    - d. the requested records have not been located in the course of routine search and additional efforts are being made to locate them;

- e. the request for records cannot be complied with by the District within the original 10 business day time limit without unduly burdening or interfering with the operations of the District; or
- f. there is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district or among 2 or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.

The person making the request and the District may agree in writing to further extent the time for compliance for a period to be determined by the parties.

3. The District may charge a reasonable fee for copies of records, however, a fee shall not be charged when the Official Records Custodian determines that a parent(s)/guardian(s) is unable to bear the cost of such copying.

C. Release of Personally Identifiable Information

1. District 225 shall obtain written parental consent before permitting personally identifiable information to be released or used except as otherwise authorized by law.
2. District 225 may not release, transfer, disclose or otherwise disseminate information maintained in the school student records except as follows and as provided by law:
  - a. To a parent(s)/guardian(s) or student or person specifically designated as a representative by a parent; or
  - b. To an employee or official of the school or State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest.
  - c. To the official Records Custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois in which the student has enrolled, or intends to enroll, upon the written request of such official or student.
  - d. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable

statutes and rules pertaining to school student records, and with this policy and procedures.

- e. Pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect and copy the school student records and to challenge their contents. If the parents of a student are named in the court order, however, the parents shall be deemed to have received the required notice. The District will respond to the order no earlier than five school days after receiving it to allow the parents the opportunity to review, inspect and challenge the records.
- f. To any person as specifically required by state or federal law.
- g. To juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of the court. For purposes of this Section, a juvenile authority means:
  - (1) A judge of the circuit court and members of the staff of the court designated by the judge;
  - (2) Parties to the proceedings under the Juvenile Court Act of 1987 (705 ILCS 405/), and their attorneys;
  - (3) Probation officers and court-appointed advocates for the juvenile authorized by the judge hearing the case;
  - (4) Any individual, public or private agency having custody of the student pursuant to court order;
  - (5) Any individual, public or private agency providing education, medical or mental health service to the student when the requested information is needed to determine the appropriate service or treatment for the minor;
  - (6) Any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement;
  - (7) Law enforcement officers and prosecutors;

- (8) Adult and juvenile prisoner review boards;
  - (9) Exclusively authorized military personnel; and
  - (10) Individuals authorized by court.
- h. Subject to regulations of the State Board, in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.
  - i. Military recruiters and institutions of higher learning will be granted access to students' names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s) through the District's opt-out procedure.
  - j. The District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of the student's parent(s)/guardian(s), pursuant to the USA Patriot Act of 2001.
  - k. To any person, with the prior specific-dated written consent of the parent(s)/guardian(s) designating the person to whom the records may be released, provided that at the time any such consent is requested or obtained, the parent(s)/guardian(s) shall be advised in writing that he/she/they has the right to inspect and copy such records, to challenge their contents, and to limit any such consent to designated records or designated portions of the information contained therein, as provided by law and as described herein.
  - l. Directory information may be released to anyone as permitted by law unless a parent requests in writing that any or all such information shall not be released on his or her student. Directory information shall be limited to:
    - (1) Identifying information such as student's name, address, gender, grade level, date and place of birth, and parents' names and mailing addresses;
    - (2) Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers,

or sporting or fine arts programs, except that:

- a. No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable (see 765 ILCS 1075/30); and
  - b. No image on a school security video recording shall be designated as directory information;
- (3) Academic awards, degrees, and honors;
  - (4) Information in relation to school-sponsored activities, organizations and athletics;
  - (5) Major field of study; and
  - (6) Period of attendance in the school.

No student Social Security Number (SSN) or student identification (ID) or unique student identifier may be designated as directory information.

- m. Receipt of a subpoena shall not be treated as a court order, but shall require the Official Records Custodian to report receipt of the same to the Superintendent and parent or guardian. Student records will not be produced pursuant to a subpoena.
3. Copies of records transmitted to the School District from another school district (the “sending school district”) from which the student has transferred may be transferred back to the sending school district without parental or student notice and consent.

#### D. Transfer of Records

District 225 shall forward, within 10 days of receipt of notice of the student’s transfer to any other private or public elementary or secondary school located in this or any other state, a copy of the unofficial record of the student’s grades to the school to which the student is transferring. The District at the same time shall forward to the school to which the student is transferring the remainder of the student’s school student records and a Certification of Good Standing form. “In good standing” means that the student’s medical records are up-to-date and complete and the student is not currently being disciplined by a suspension or expulsion.

1. Prior written notice must be provided to the parent(s)/guardian(s) regarding the nature and substance of the information being released/transferred and shall advise the parent(s)/guardian(s) of their right to inspect, copy and challenge the records being transferred.
2. Biometric information (e.g. fingerprints, handprints, retina patterns, voice waves, etc.) collected pursuant to School District policy, if any, shall not be transferred to another school district in which the student has enrolled and shall be destroyed as provided in Section 10-20.40 of the School Code as applicable.
3. The District shall maintain the transferring student's temporary records for a period of not less than 5 years. The transferring student's temporary records will be destroyed not later than July 1 after the end of the fifth year after the student's transfer. The District shall maintain for 60 years the transferring student's permanent record.
4. Upon transfer, graduation or permanent withdrawal from the District, psychological evaluations, special education files and other information contained in the student temporary records which may be of continued assistance to the student may, after 5 years, be transferred to the custody of the parent(s)/guardian(s). District 225 shall explain to the parent(s)/guardian(s) the future usefulness of these records.

E. Challenges to School Student Records

1. A parent(s)/guardian(s) may challenge the accuracy, relevance, or propriety of any entry in the student's records. If the challenge is made at the time the records are to be forwarded to another school to which the student is transferring, the parent(s)/guardian(s) may not challenge academic grades or references to expulsion or out of school suspensions.
2. The request for a hearing must be submitted in writing and contain notice of the specific entry or entries being challenged and the basis of the challenge.
3. The school principal, or principal's designee, upon receiving a written request from a parent(s)/guardian(s), shall hold an informal conference with the parent(s)/guardian(s) within 15 school days from the date of receipt of the request. The school principal, or principal's designee, will amend or delete information he or she determines to be inaccurate, irrelevant or improper. If the school principal, or principal's designee, refuses to amend the information, he or she shall inform the parent(s)/guardian(s) of the

refusal and advise the parent(s)/guardian(s) of his/her right to proceed with a hearing.

4. If the dispute is not resolved by the informal conference, formal procedures shall be initiated:
  - a. A hearing officer, who shall not be employed in the attendance center where the student is enrolled, shall be appointed by the District.
  - b. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless the parent(s)/guardian(s) and school officials agree upon an extension of time. The hearing officer shall notify the parent(s)/guardian(s) and the school officials of the time and place of the hearing.
  - c. A verbatim record of the hearing shall be made by a recording or a court reporter.
  - d. At the hearing, each party shall have the right to (1) present evidence and to call witnesses, (2) cross-examine witnesses, (3) counsel, (4) a written statement of any decision and reasons therefore; and (5) appeal an adverse decision of the hearing officer to the Regional Superintendent as provided by law.
5. The written decision of the hearing officer shall, no later than 10 days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
  - a. To retain the challenged contents of the student record;
  - b. To remove the challenged contents of the student record; or
  - c. To change, clarify or add to the challenged contents of the student record.
6. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent, or Intermediate Service Center ("ISC") if the Office of Regional Superintendent has been abolished, within 20 school days after such decision is transmitted. If the parent(s)/guardian(s) appeals, the parent(s)/guardian(s) shall so inform the school and within 10 school days, the District shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent/ISC. The District may

initiate an appeal by the same procedures. Upon receipt of such documents, the Regional Superintendent/ISC shall examine the documents and record to determine whether the District's proposed action in regard to the student's record is in compliance with the Illinois School Student Records Act, make findings and issue a written decision to the parent(s)/guardian(s) and the District within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Regional Superintendent/ISC should seek advice from special education personnel:

- a. Who were not authors of the entry; and
  - b. Whose special education skills are relevant to the subject(s) of the entry in question.
7. District 225 shall implement the decision of the Regional Superintendent/ISC.
  8. If, as a result of the appeal process, it is determined that the information is inaccurate, irrelevant, or improper, District 225 shall amend the information and inform the parent(s)/guardian(s) in writing.
  9. If, as a result of the appeal process, it is determined that the information is not inaccurate, irrelevant, or improper, District 225 shall inform the parent(s)/guardian(s) of his/her right to place in the student's record a statement of reasonable length setting forth his/her position on any disputed information contained in the record.
  10. The District shall ensure that a statement placed in an education record as described above:
    - a. Is maintained by District 225 as part of the record of the student as long as the record or contested portion is maintained by the District; and
    - b. Is disclosed by District 225 to any party to whom the records of the student are disclosed.

#### F. Former Student Requests for Name Change to Records

Requests by former students to change their name on school records will be considered on a case-by-case basis, based on the following:

- a. Changes will be made only to academic transcripts and diplomas;

- b. Changes will not be made if it is not technologically feasible given the District's then existing hardware, software, and database limitations (The District will not purchase or otherwise acquire new hardware or software for the purpose of making a name change to records);
- c. The request must be accompanied by appropriate court order approving the name change;
- d. Any cost for the change, including reprinting of diplomas, must be covered by the requestor;
- e. If requesting a name change to a diploma, approval of the name change will be contingent upon the requestor returning the original diploma to the District.

**FG.** Retention and Destruction of Records

1. District 225 maintains two types of school student records: permanent and temporary.
  - a. The permanent record shall include:
    - (1) Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents;
    - (2) Academic transcript, including grades, graduation date, grade level achieved, and the unique student identifier assigned and used by the Student Information System established pursuant to Section 1.75 of rules governing Public Schools Evaluation, Recognition and Supervision (see 23 Ill. Adm. Code 1.75);
    - (3) Attendance record;
    - (4) Health record;
    - (5) Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (see 105 ILCS 5/2-3.64(a));
    - (6) Record of release of permanent record information in accordance with Section 6(c) of the Illinois School Student Records Act [105 ILCS 10/6(c)];

If not maintained in the temporary record, may also consist of:

- (7) Honors and awards received; and

- (8) Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
- b. No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred.
- c. The temporary record may include:
  - (1) Family background information;
  - (2) Intelligence test scores, group and individual and aptitude test scores;
  - (3) Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
  - (4) Elementary and secondary achievement level test results;
  - (5) Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations;
  - (6) Honors and awards received;
  - (7) Teacher anecdotal records;
  - (8) Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another;
  - (9) Special education records;
  - (10) Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student;
  - (11) A record of release of temporary record information in accordance with Section 6(c) of the Illinois School Student Records Act [105 ILCS 10/6(c)];
  - (12) Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act [325 ILCS 5/8.6], as required by Section 2(f) of the Illinois School Student Records Act [105 ILCS 10/2(f)];

- (13) The completed home language survey form (see 23 Ill. Adm. Code 228.15);
  - (14) Health-related information;
  - (15) Accident Reports
  - (16) Other disciplinary information; and
  - (17) Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 USC 701 et seq.).
- d. District 225 will maintain the student's temporary record for at least 5 years after the student transfers, graduates, or permanently withdraws.
2. District 225's destruction of school student records shall be pursuant to prior notice to the parent(s)/guardian(s) and in accordance with federal and State law, including the Local Records Act.

LEGAL REF.: 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act),  
20 U.S.C. §§ 1400, et seq. (Individuals with Disabilities Education Improvement Act)  
34 C.F.R. §§ 300.127, 300.560-576, 300.740.  
34 C.F.R. Part 99.  
50 ILCS 205/1 et seq. (Local Records Act).  
105 ILCS 10/1 et seq.; 740 ILCS 110/1 et seq.; 50 ILCS ' 205/1 et seq.  
740 ILCS 110 et seq. (Mental Health and Developmental Disabilities Confidentiality Act).  
23 Ill. Admin. Code Part 375 (student records).  
44 Ill. Admin. Code Part 4000 (local records)  
20 U.S.C. 7908 (No Child Left Behind Act)

Approved: 1977

Revised: January 14, 2002; July 22, 2002; August 11, 2003, September 24, 2012,  
June 26, 2017



To: Dr. Mike Riggle  
From: Brad Swanson  
Date: January 8, 2018  
Re: Certified FTE Adjustment for the 2017-18 School Year

This memo serves to request approval from the Board of Education for the following FTE adjustment.

Karly Sachs	Mathematics, GBS	0.8 FTE to 0.9 FTE
Kelsey Nichols	Fine Arts, GBN	0.7 FTE to 0.8 FTE



**To:** Dr. Mike Riggle

**From:** Dr. Lauren Fagel

**Re:** GBS Baseball Team Trip to Murfreesboro, TN

**Date:** December 20, 2017

Attached is the formal request from Steve Stanicek, Head Baseball Coach, to take the GBS Varsity Baseball Team to Murfreesboro, Tennessee, from Tuesday, March 27 to Saturday, March 31, 2018, over Spring Break. The students will play five varsity games in the Warrior Spring Classic Baseball Tournament and three junior varsity games. The students also will tour area colleges and universities.

This is a Student Trip covered under Board Policy 7230 (attached). This Trip is conducted by the district, and partially funded by the district, and requires approval from the principal, superintendent, and Board.

I support this request and believe it will be a valuable team-building experience for the boys on our Varsity Baseball Team.



# Field Trip Request for Overnight Trips

Revised: December 2017

## Trip Description

Type of Field Trip:  Instructional  Student Activity / Co-Curricular

School:  Glenbrook North  Glenbrook South  Other: \_\_\_\_\_

Sponsor(s): Steve Stanicek Extension: 4590

Activity / Class Name: GBS Baseball Team

Description: The GBS Baseball team will travel down to Murfreesboro Tn to play in the  
Warrior Spring Baseball Classic.

Date(s) of Trip: March 27-March 31

Number of Chaperones: 3 Number of Students: 28

Names of Chaperones: Steve Stanicek, Travis Myers, Josh Stanton

## Transportation Information

Departing from: GBS High School date: March 27, 2018 at: 8:00  AM  PM

Traveling to (complete address): 325 N Thompson Murfreesboro TN

Returning from (complete address): 325 N Thompson Murfreesboro TN date: March 31, 2018 at: 1:00  AM  PM

Returning to: GBS High School date: March 31, 2018 at: 10:00  AM  PM

Students released from class (indicate time or blocks): None

Permission Slip Needed?  Yes  No Waiver Slip Needed?  Yes  No Should the bus remain with the trip?  Yes  No

Car(s): \_\_\_\_\_ Bus(es): 1 D225 Van(s): \_\_\_\_\_ Other: Olson Transportation Charter

## Financial Information

Does this trip require money to be collected from students?  Yes  No

Begin Collection on: March 5, 2018 End Collection on: March 16, 2018

**Cost Per Student**

Cost per Student\*: \$ 565.00

\* See attached cost allocation worksheet for additional expense detail.

### Accounting Details

Instructional / Course Field Trip \_\_\_\_\_ Student Activity / Co-Curricular Field Trip \_\_\_\_\_

Account Number: GBN:  10L200 4850 0000 00 000000  830100  
GBS:  10L300 4850 0000 00 000000 Please write account number above.

### For Business Services Department Use

Bank Cash Account:  Cash Receipts  Agency Fund

## Approval

Requestor: Steve Stanicek Date: December 20, 2018  
Instructional Supervisor  
or Assistant Principal\*: \_\_\_\_\_ Date: \_\_\_\_\_  
Associate Principal: St R. L. Date: 12/20/17

\* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

## Superintendent and Board of Education Approval \*

Principal: Lauren Tafel Date: 12/20/17  
Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_

\* Board Policies 7050 (Educational Travel Experiences) and 7230 (Student Trips) require the recommendation of the Principal and approval of the Superintendent for all overnight student trips. Approval of the Board of Education is required for all student trips conducted outside of the State of Illinois or adjacent states, as well as educational tours requiring one day or more of student absence.

### For School Office Use

Date Request Received: \_\_\_\_\_  
Date Trip Approved: \_\_\_\_\_  
Date Bus Ordered: \_\_\_\_\_  
Date D225 Van Reserved: \_\_\_\_\_  
Cost of Transportation: \_\_\_\_\_  
Request Sent to Business Services Department: GBN:  gbnfeessetup@glenbrook225.org Date: \_\_\_\_\_  
GBS:  gbsfeessetup@glenbrook225.org

### For Business Services Department Use

Fee Setup Activities:  Master Fee Roster  PowerSchool  e~Funds for Schools  
 Notice to Bookstore  Notice to Faculty Sponsor and Department Assistant

## Trip Information

Trip Description: The GBS Baseball Team is traveling down to Murfreesboro TN to play in the Warrior Classic Baseball Tourname

## Staff Expenses

Number of Staff: 3

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>	
Meals:	\$ <u>150.00</u>	Meals:	\$ <u>450.00</u>
Transportation:		Transportation:	
Air	\$ <u>          </u>	Air	\$ <u>0.00</u>
Bus / Car	\$ <u>          </u>	Bus / Car	\$ <u>0.00</u>
Lodging:	\$ <u>200.00</u>	Lodging:	\$ <u>600.00</u>
<b>Total Cost:</b>	<b>\$ <u>350.00</u></b>	<b>Total Cost:</b>	<b>\$ <u>1050.00</u></b>

### Meal Per Diem Maximum Reimbursement Rates

Breakfast	\$ 4.00
Lunch	\$ 8.00
Dinner	\$ 20.00
<i>Per Day</i>	<b>\$ <u>32.00</u></b>

## Student Expenses

Number of Students: 28

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ <u>150.00</u>	Meals:	\$ <u>4200.00</u>
Transportation:		Transportation:	
Air	\$ <u>          </u>	Air	\$ <u>0.00</u>
Bus / Car	\$ <u>191.00</u>	Bus / Car	\$ <u>5348.00</u>
Lodging:	\$ <u>195.00</u>	Lodging:	\$ <u>5460.00</u>
<b>Total Cost:</b>	<b>\$ <u>536.00</u></b>	<b>Total Cost:</b>	<b>\$ <u>15008.00</u></b>

## Other Expenses

Registration:	\$ <u>600.00</u>
Judging:	\$ <u>          </u>
Officiating:	\$ <u>          </u>
<b>Total Cost:</b>	<b>\$ <u>600.00</u></b>

## Total Trip Expenses

Staff Expenses:	\$ <u>1050.00</u>
Student Expenses:	\$ <u>15008.00</u>
Other Expenses	\$ <u>600.00</u>
<b>Total Cost:</b>	<b>\$ <u>16658.00</u></b>

## Payment Responsibility

Paid by Students:	\$ <u>15820.00</u>	Per Student Cost:	\$ <u>565.00</u>
Paid by District:	\$ <u>838.00</u>		

### Description of Expenses Paid by Students

\*Balance cost will be paid by GBS Baseball account #830100.

Student cost includes staff expenses.

# GLENBROOK SOUTH HIGH SCHOOL BASEBALL PROGRAM

## SPRING TRIP 2018

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<b>SUBMITTED BY</b>	Steve Stanicek (Head Varsity Baseball Coach)
<b>ATHLETIC TEAM</b>	Glenbrook South High School Varsity Baseball Team
<b>DESTINATION</b>	Murfreesboro, TN
<b>TOURNAMENT</b>	2018 Warrior Spring Classic (hosted by Riverdale High School)
<b>DEPARTURE DATE</b>	Tuesday, March 27, 2018
<b>RETURN DATE</b>	Saturday, March 31, 2018
<b>TRANSPORTATION</b>	Olson Transportation Charter (847-336-0720)
<b>HOTEL ACCOMMODATIONS</b>	Hampton Inn and Suites (Murfreesboro, TN) 615-890-2424
<b>INCLUDED MEALS</b>	Breakfast / Lunch / Dinner

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<b>CHARTER BUS</b>	\$5,350
<b>HOTEL</b>	\$6,000
<b>FOOD</b>	\$4,600
<b>REGISTRATION</b>	\$600
<b>TOTAL EXPENSES</b>	\$16,550
<b>COST PER PLAYER (28)</b>	\$565.00 * Balance picked up by GBS Baseball

### PURPOSE OF REQUEST TO TRAVEL OUT OF STATE

The purpose of this trip is to provide the Glenbrook South High School Varsity Baseball Team with the following opportunities:

- 1. Establish and improve team camaraderie and chemistry.** One of the goals of this trip is to help our players learn to grow as a team. Having the opportunity to travel together, eat meals with one

another, practice on a daily basis, and compete in a tournament will accelerate the process of coming together.

**2. Compete in the Warrior Spring Classic Baseball Tournament.** This tournament features a field of teams that includes many of the top high school baseball programs from the state of Tennessee. Our team will have the chance to play in this tournament as well as additional junior varsity games during this trip.

**3. Play and practice in improved weather conditions.** The week of spring break provides our team and players with the chance to focus on improving their performance level. The average daily temperature in Nashville, TN is 15 to 16 degrees greater when compared to daily average temperatures in Glenview, IL for the respective dates of travel.

p			
Date	Glenview, IL	Murfreesboro, TN	Difference
March 27	49° F	65° F	+ 16° F
March 28	50° F	66° F	+ 16° F
March 29	50° F	66° F	+ 16° F
March 30	50° F	66° F	+ 16° F
March 31	51° F	67° F	+ 16° F

## VARSDITY GAME SCHEDULE

March 28 – Varsity vs. Watkins Memorial (OH) at 2:30 P.M. (at Summit)  
 March 29 – Varsity vs. Page (TN) at 5:00 P.M. (at Stewart Creek)  
 March 30 – Varsity vs. Lake Park (IL) at 11:00 A.M. (at Shelbyville)  
 March 30 – Varsity vs. Shelbyville (TN) at 1:30 P.M. (at Shelbyville)  
 March 31 - Varsity vs. Tullahoma (TN) at 10:00 A.M. (at Wilson Central)

## JV GAME SCHEDULE

March 29 – JV vs. Neuqua Valley at 2:30 P.M. (at Barfield)  
 March 30 – JV vs. Warren County (TN) at 11:00 A.M. (at Barfield)  
 March 30 – JV vs. Riverdale (TN) at 4:00 P.M. (at Barfield)

## SUPERVISION

The Head Varsity Baseball Coach (Steve Stanicek) and the Assistant Varsity Baseball Coaches (Travis Myers and Josh Stanton) will serve as the primary chaperones for the Glenbrook South Varsity Baseball Team and its members. The baseball coaches, in conjunction with Glenbrook South Athletic Director Steve Rockrohr, will enforce the expectations for appropriate behavior and conduct. The policies of Glenbrook South High School, including the Code of Conduct, will be in effect at all times. All measures taken on this trip are in place to reduce risks and increase safety.

## **VIOLATION OF STANDARDS**

All Glenbrook South High School Baseball players will be expected to adhere to all team standards at all times. A violation of these standards will result in a loss of privileges or punishments as deemed appropriate by the Head Varsity Baseball Coach (Steve Stanicek). The loss of privileges or punishments may include, but are not limited to:

- reduced curfew time
- reduction in playing time

## **GROSS VIOLATIONS**

A gross violation of school policy, including the Code of Conduct, may result in having the player sent home at the expense of his parents. Examples of gross violations include, but are not limited to:

- use or possession of tobacco
- use or possession of illegal drugs
- consumption or possession of alcohol
- breaking the law (local, state, or federal)

## **CONCLUSION**

This spring trip will help the members of the Glenbrook South Varsity Baseball Team maximize their potential as individuals, as students, as athletes, and as a team. This trip will serve as the springboard in helping our team close the gap between the team they are and the team they are capable of being. Spending a week with one another will provide some very fun and exciting moments while creating memories that last a lifetime.

December 20, 2017

Dear Board of Education:

I am requesting permission to take the Varsity Baseball Team at Glenbrook South to Murfreesboro, TN over spring break from Tuesday March 27 to Saturday March 31, 2018. We would play five Varsity games and three JV games on our trip. We would also take the boys to see area colleges and universities.

As coaches, we always leave feeling that the work and time were so worth it for the team. They learn so much being focused on being together and getting better with every game. We would fundraise for the trip so that it was affordable to all and would not leave anybody behind due to cost. The GBS baseball team will rent a charter bus for the trip. We will eat all meals together and give the boys very little downtime. Thank you for your consideration of this trip.

Sincerely,

Steve Stanicek  
Head Baseball Coach

## Glenbrook High School District #225

### BOARD POLICY: STUDENT TRIPS

7230

Page 1 of 3 pages

#### Section A - Introduction

The Board of Education believes that structured learning should not be limited to the classroom. Valuable experiences for Glenbrook students exist within and outside the boundaries of District #225. The Board also realizes that additional responsibilities arise whenever students are taken from the school premises. Staff, parents, and students should be aware of these responsibilities and the necessity for reasonable administrative procedures. The physical welfare of our students and staff must always be paramount in our considerations. It shall be the policy of this Board of Education to maintain insurance for the liability of the district, its board members, its employees, and authorized volunteers as a result of student injury, property loss and general liability coverage on student trips. It shall also be the Board's policy to encourage the maintenance of adequate personal automobile liability and medical insurance by our staff members.

#### Section B - Definition of Student Trips

A student trip shall be considered to be a school-sponsored activity away from the school premises usually falling within two major areas.

1. Instructional Field Trips and Extended Classroom:

Instructional field trips provide experiences out of the classroom that are normally carried on during regular class hours and are related to the planned curriculum. In some instances pre- and post-school hours may be utilized.

- a. A field trip implements and/or augments group classroom instruction. Transportation for field trips is restricted by The School Code to Illinois or adjacent states.
- b. An "extended classroom" allows individual students to pursue their studies in various work-related, volunteer, or observation activities outside the classroom.

2. Student Activity Trips:

Student activity trips are connected with regularly sponsored in school or post-school programs and may include but not be limited to the following:

- a. An activity trip as part of an extracurricular activity
- b. A contest (or practice for a contest) between students representing Glenbrook and another secondary school, or between participants in intramural sports (contestants, cheerleaders, marching band, etc.)
- c. A performance or exhibition displaying special talent by an individual or group of students (e.g., band, chorus, etc.)
- d. A convention or workshop in which an individual or group of students representing Glenbrook participate (e.g., student council convention or workshop)

Section C – General Parameters

1. All student trips must be approved by and will be subject to the procedures set forth by the school principal or the designated representative.
2. Recommendation of the principal and approval of the superintendent shall be required for all overnight student trips. Recommendation of the principal and the superintendent and approval of the Board shall be required for all student trips conducted outside the State of Illinois or adjacent states.
3. Funding for student trips shall be in accordance with the guidelines adopted by the Board.
4. No student shall be penalized for non-participation in a class field trip. No student shall be penalized for participation in a class field trip or student activity trip.
5. Reasonable administrative care should be taken to ensure safety and orderly behavior on all student trips. Staff members shall accompany all field trips except “extended classroom” trips.
6. All Board and school policies, procedures and regulations regarding student conduct apply for students on student trips.

**BOARD POLICY: STUDENT TRIPS**

**7230**

Page 3 of 3 pages

7. Transportation on all student trips should be by district-owned vehicles or by commercial vehicles, whenever practical. Occasionally, because of a limited number of participating students, private transportation is permissible when approved by the principal or the designated representative. In these instances, travel may be by private automobile, if the driver is a Glenbrook staff member, parent, or student.
8. Students participating in student trips must travel to and from the trip's destination in the school-sponsored mode of transportation unless an exception for good cause is made by the trip's sponsor for the student to be transported by the student, his/her parent or guardian.
9. The Parental Permission Slip and Field Trip Request Application, as specified in the procedures to this policy, shall be used in complying with this policy.

Source: School Code; Section 10-20.19  
10-22.22,  
10-22.29b  
29-3.1

Revised: February 6, 1978  
Revised: September 10, 1984  
Revised: October 28, 1996  
Revised: May 29, 2001  
Revised: July 10, 2006



To: Dr. Mike Riggle  
From: Rosanne Williamson  
Re: New Course Proposals  
Date: December 20, 2017

**Recommendation:**

I recommend that new courses be presented for Board discussion on Monday, January 8, 2018 and that action on this item occur no later than the Monday, January 22, 2018 Board meeting.

**Process:**

New courses and curricular changes have been thoroughly discussed in each building by relevant departmental and building-level committees, Instructional Supervisors, Associate Principals and building principals. District-level administrators have also reviewed these proposals. The Board will note that they seek to meet the academic needs and interests of students in keeping with a comprehensive high school program. New course proposals, which may require additional FTE, will be covered within the building's authorized FTE allocation.

Building administrators who were closely involved in the development of these proposals will be available at the Board meeting to address questions from the Board.

**Board Policy: Curriculum Planning Strategy 7010 (procedures)** is included in the packet so that Board members who wish to review our required timelines and forms concerning our process for new course approvals may do so.

Board Policy 7010 and its procedures identifies not only the process for how proposals shall be submitted for Board approval, but also explains what happens after they are implemented as administrators evaluate the success of the change, reporting back to the Board "no later than the end of the third semester that the course is offered." This third semester follow-up evaluation of previously approved new courses will be contained in curriculum reports presented at a future Board meeting.

**To: Dr. Mike Riggle, Dr. Rosanne Williamson**  
**From: Dr. Ed Solis**  
**Cc: Dr. John Finan**  
**Re: Curriculum and Course Adoption Proposals**  
**Date: December 2017**

**Glenbrook North High School**  
**Curriculum and Course Adoption Proposals for 2018-2019**

The Glenbrook North Instructional Leadership Team met on October 18 and October 25 and agreed to recommend the following new course proposals and curricular changes for your approval. In addition, GBN’s Curriculum Council reviewed and approved these proposals on October 18. These courses/changes meet with the approval of the principal and both associate principals. Please let me know if you have any additional questions.

I. Glenbrook North proposes the addition of these courses:

Course Proposals	Course Title	Status	Rationale	Impact on Budget, FTE, Facilities	Evaluation
Fine Arts	Advanced Music Theory and Composition 373	New Course (already offered at GBS)	This course is designed for the academically gifted music student. Its content is a continuation of Music Theory and Composition 283 with a focus on arranging, orchestrating, and composing.	Staffing is not anticipated to change and no significant impact on budget is expected. Current facilities meet the needs of this course.	Student performance in the class, enrollment trends and teacher feedback.

Course Proposals	Course Title	Status	Rationale	Impact on Budget, FTE, Facilities	Evaluation
Social Studies	Debate Seminar- C: Congressional Debate	New Course	Congressional debate warrants its own course because it is a very distinct type of debate and is different from the other debate courses that we teach.	Since Lincoln-Douglas will phase out and be replaced with Congressional Debate, there is no impact on budget or FTE.	Student performance in the class, enrollment trends and teacher feedback.

II. Glenbrook North proposes the following level changes for current course offerings:

Course Changes	Course Title	Current level	Proposed level change	Rationale
Business Department	Sports Management 161	10-12	9-12	Provide the opportunity for students to access the curriculum as freshmen to explore their elective choices. The curriculum and skill development is appropriate for freshmen. The level change also provides more room for students to continue the next course or courses in the sequence.
Family and Consumer Science	Fashion & Interior Design	10-12	9-12	Provide the opportunity for students to access the curriculum as freshmen to explore their elective choices. The curriculum and skill development is appropriate for freshmen. The level change also provides more room for students to continue the next course or courses in the sequence.

III. Glenbrook North proposes the following name change for current course offerings:

Course Name Changes	Course Title	New Title	Rationale	Impact on Budget, FTE, Facilities	Evaluation
Fine Arts	Current title: Stagecraft	Technical Theatre	Students will explore various elements of stagecraft including theatrical nomenclature, theatre safety, scenic design, construction, painting, lights, sound, makeup, costumes, and props. Many students have inquired about this type of course and the new course title will draw in even more interest.	The proposed changes will require no additional staffing. The hope is to run one section each semester.	Student performance in the class, enrollment trends and teacher feedback.

IV. Glenbrook North proposes the following courses be archived:

Removal of Course Offerings	Course	Recommended Action	Rationale
Career & Technical Education	Construction Skills for Service 161	Archive course.	There has been no enrollment in this course in the last eight years. It is the opinion of the department that with the current offerings in Technology Education, Construction Skills for Service has lost its relevance to the student body and should be archived indefinitely.

## **APPLICATION FOR CURRICULAR CHANGE / COURSE PROPOSAL**

School: Glenbrook North

Department: Fine Arts

Date: 11/8/2017

Name of proposed curricular change: Advanced Theory and Music Composition

### **1. Brief description of the curricular change**

Grade: 11, 12 Length: Repeatable semester course

Advanced Music Theory and Composition 373 (currently taught as an independent study) is a course designed specifically for the gifted music student who wishes to study music at an advanced and rigorous level. The syllabus includes a focus on advanced music theory concepts (which coincides with a second semester of college-level theory course), critical listening analysis, arranging, orchestrating, composing, and student/instrument-specific assignments such as orchestral excerpt analysis, transpositions, and conducting.

The class would be taught stacked with AP Music Theory 283 and would have a small number of students per year, so it would not affect FTE. This aligns with the Advanced Music Theory and Composition 373 class already taught at GBS.

#### **From GBS Curriculum Guide (where the class is already taught):**

This course is designed for the academically gifted music student. Its content is a continuation of Music Theory and Composition 283 with a focus on arranging, orchestrating, and composing.

### **2. Curriculum planning committee membership**

- a) List the members of the committee.

Chad Davidson, Aaron Kaplan, Andrew Toniolo, Robby Shellard, and Rich Chapman

- b) Give the rationale for the membership of this committee.

Aaron Kaplan and Rich Chapman currently teach music theory at GBN. Andrew Toniolo and Robby Shellard teach music theory at GBS. Chad Davidson, IS for Fine Arts, will ensure that the curriculum meets the needs of our department as a whole.

- c) If outside experts or consultants are requested, give rationale for their inclusion, proposed revisions, and the curriculum vitae and fees.

We did not consult any outside consultants.

### **3. Need for the curricular change**

- a) Present and analyze data on student learning that point to a need for change.

Students have indicated that they are interested in continuing to study music theory beyond the AP level. These students typically intend to study music in college, and additional study in this area advances their college readiness.

- b) Present other data (demographic, anecdotal, research, and others) that point to a need for change.

Each year, we have a small number of students (1-3) that have completed the AP Music Theory class and would like additional opportunities to learn and grow their knowledge of Music Theory. This course would allow those students to continue to study and practice Music Theory.

- c) Summarize opinions of experts (researchers, higher educational professionals, business people, parents, community members) who speak to a need for change.

GBN college counselor, David Boyle, agrees that adding this course would be a benefit to those students who seek additional music theory opportunities. Additionally, this course is offered at GBS, and the many students, families, and faculty members who have been involved in this course have seen the benefits of this offering.

### **4. Rationale for addressing the need through a curricular change**

- a) State the purpose of the change, indicating specifically how this curriculum change shall improve student learning by meeting the needs described in #3 above.

Currently, students who wish to continue their study of music theory beyond the AP level can only do so as an independent study. By adding this course, students can avail themselves of an established curriculum with clearly defined goals, activities, and assessments. Not only will this add rigor to the music theory curriculum, but adding this course will more accurately reflect learning on the student transcript.

- b) If the committee has considered other approaches to meeting the needs described above, describe those alternatives and indicate why each alternative was rejected.

Currently, students can access this curriculum only via independent study. We feel that the creation of the Advanced Theory and Composition provides colleges with a more accurate description of what the course is, and what students will be learning.

- c) Delineate the ways in which this curriculum proposal, if implemented, shall complement other courses in the department and the school.

This course will be an extension of the music theory offerings that we currently have. Additionally, this will bring GBN and GBS into alignment with our music theory curricula.

## **5. Description of proposed change**

- a) Describe the students for which this curriculum change has been designed and the approximate size of the target group.

The students would all have completed the AP Music Theory course prior to taking Advanced Music Theory and Composition.

- b) Provide a tentative outline of the proposed course or program.

Unit 1: Secondary Dominants (Harmonic Functions)  
Unit 2: Critical Listening (Macro - Recording/Performance Analysis)  
Unit 3: Critical Listening (Micro - Orchestral Excerpt Analysis, instrument specific)  
Unit 4: Augmented 6th Chords (Harmonic Functions)  
Unit 5: Notation Software  
Unit 6: Arranging for Large Ensembles (Orchestra, Band, Choir)  
Unit 7: Arranging for Small Ensembles (Chamber music)  
Unit 8: Orchestration  
Unit 9: Music History  
Unit 10: Introduction to Jazz Theory

## **6. Implications of the proposed change**

- a) What are the implications of this proposed change for staffing, facilities, and budget?

It would be stacked with AP Music Theory, so there would be no additional sectioning or FTE needs.

- b) What are the implications of this proposed change for other courses in the department and for other departments in the school?

With such a small audience, we do not anticipate impact on other courses.

- c) What additional resources in personnel and money shall be required before this change is implemented? Shall summer curriculum work be required?

Other than summer curriculum work, no additional staffing or funding are needed.

## APPLICATION FOR CURRICULAR CHANGE AND COURSE PROPOSAL

School: Glenbrook North

Department: Social Studies

Date: August 23, 2017

Name of proposed curricular change: Introduce Debate Seminar- C: Congressional Debate & phase out of Debate Seminar / Lincoln-Douglas 17300 and Lincoln-Douglas 173S00

### **1. Brief description of the curricular change**

Currently we have upper level debate classes for sophomores, juniors, and seniors where we teach three types of debate: policy, Lincoln-Douglas, and public forum. There is a three-week Congressional Debate Unit in the Introduction to Debate Course and students have expressed interest in an upper level Congressional Debate Course. Congressional Debate warrants its own course because it is a distinct type of debate from the others currently taught. There are currently 15 students enrolled in the first level of Lincoln-Douglas Debate. For 2018-19, GBN will offer one more year of Advanced LD Debate so that those students currently involved in the program as seniors may continue without disruption. For the projected handful of students who will be juniors in Lincoln-Douglas Debate, they will have a year to transition into Policy Debate for their senior year. We will introduce Congressional Debate and that will become an option (along with Policy Debate) for current freshmen who wish to continue in the program. In 2019-20, we anticipate one section of first year Congressional Debate and one section of advanced Congressional Debate, with Lincoln-Douglas Debate archived.

### **2. Curriculum Planning Committee Membership**

- a. List the members of the committee.

Michael Greenstein, Scott Williams

- b. Give the rationale for the membership of this committee.

Michael Greenstein is the head debate coach and the only certified teacher at Glenbrook North that is a member of the debate team coaching staff. This summer (2017) he completed a summer curriculum project where he compiled or created all needed materials for this course. Scott Williams is involved because the change has implications for Social Studies Department staffing and supervision.

### **3. Need for the curricular change**

- a. Present and analyze data on student learning that point to a need for change.

Many area schools already offer Congressional Debate. Congressional Debate is a popular unit of study currently being taught during the introductory debate course.

- b. Present other data (demographic, anecdotal, research, and others) that point to a need for change.

Approximately 130 students are a part of the Glenbrook North debate program. Some have expressed an interest in learning about and engaging in competitive congressional debate. The format of this type of debate is different from other forms. It provides students who do not excel at one type of debate another format that could better fit their skill set and/or interests. On the other hand, interest in Lincoln-Douglas Debate is relatively small, and interest is not growing. Congressional Debate involves learning about Parliamentary rules and simulating Congress and is thus more accessible to mainstream Social Studies teachers, giving GBN more staffing options.

- c. Summarize opinions of experts (researchers, higher educational professionals, business people, parents, community members) who speak to a need for change.

There is a long-standing history of robust Congressional Debate nationally and throughout the state of Illinois. The National Speech and Debate Association and the Illinois High School Association recognize Congressional Debate as an independent debate event at the state and national tournament. When discussing the Congressional Debate Unit in the Introduction to Debate Course with parents at Parent Night in the Classroom, they have expressed interest in making that an advanced debate option for students as it provides unique skill sets distinct from other types of debate. Teachers at Glenbrook South have taught Congressional Debate and students have participated in contests for many years.

#### **4. Rationale for addressing the need through a curricular change:**

- a. State the purpose of the change, indicating specifically how this curriculum change shall improve student learning by meeting the needs described in #3 above.

Phasing out Lincoln-Douglas Debate and replacing it with Congressional Debate will introduce a dynamic and very relevant new course that will generate excitement among students and teachers alike, whereas overall enthusiasm for Lincoln-Douglas Debate is low.

- b. If the committee considered other approaches to meeting the needs described above, describe those alternatives and indicate why each alternative was rejected.

The alternative to creating a standalone course is to add Congressional Debate to another upper level debate course that already exists. Trying to teach Congressional Debate while also trying to teach another type of debate in the same

class would spread classroom learning too thin. There would always be a group of students not engaged as a result. The type of teaching and learning that are required for other types of debate are too distinct from Congressional Debate.

- c. Delineate the ways in which this curriculum proposal, if implemented, shall complement other courses in the department and the school.

The format of Congressional Debate requires students to act as if they are members of Congress. They research and write legislation as well as debate if it should pass via real world congressional/parliamentary procedure and rules. The curriculum, content, and skills learned in Congressional Debate can complement all the political science and civics courses offered in the Social Studies Department. Further, anyone who is able to teach political science or civics, could teach Congressional Debate. While Congressional Debate strongly complements civics, it cannot satisfy the Illinois state civics requirement because the scope of civics is much wider than our federal Congress.

## **5. Description of proposed change:**

- a. Describe the students for which this curriculum change has been designed and the approximate size of the target group.

This course would be for students who have taken the Introductory Debate Course and have an interest in focusing on Congressional Debate. The number of students interested would change from year to year but the course would only run if a sufficient number of students were interested. For the last several years, all of the students who take the Introductory Debate Course (50+ students) continue with an upper level debate course. More than half move into Policy Debate and there is no reason to believe that this would not continue. The just under half who currently take Lincoln-Douglas Debate will, we believe, embrace Congressional Debate and with stronger enthusiasm.

- b. Provide a tentative outline of the proposed course or program.

Unit 1: Introduction to Congressional Debate

- How to write and research a bill
- How to write and research a resolution
- How to speak and act like a member of Congress
- Understanding Civics, The Constitution, and Federalism
- Introduction to Parliamentary Procedure
- Introduction to Congressional committees and sub-committees
- Introduction to Party Politics, Lobbying, and Deal-Making

Unit 2: Standard Congressional Debate Simulation Using Illinois Congressional Debate Association Rules

Unit 3: Standard Congressional Debate Simulation Using Illinois High School Association Rules

Unit 4: Congressional Debate Simulation - Foreign Affairs Sub-Committee

Unit 5: Congressional Debate Simulation - Domestic Non-Economic Sub-Committee

Unit 6: Congressional Debate Simulation - Domestic Economic Sub-Committee

Unit 7: Congressional Debate Simulation - Amending the Constitution to Overturn a Supreme Court Decision

Unit 8: Congressional Debate Simulation - Delegation and Non-Delegation Doctrine -Expand or Remove a Specific Executive Agency's Authority

Unit 9: Congressional Debate Simulation - Travel back in time to the Constitutional Convention

Unit 10: Congressional Debate Simulation - Propose a change to GBN or District 225 Policy

## **6. Implications of the proposed change:**

- a. What are the implications of this proposed change for staffing, facilities, and budget?

There are not many implications; however, given the new state civics law the number of people certified to teach civics at GBN will only continue to increase. Anyone with this certification would be qualified to teach Congressional Debate, which will provide the Social Studies Department with greater staffing flexibility.

- b. What are the implications of this proposed change for other courses in the department and for other departments in the school?

We anticipate that the internal trade-off described above will occur. The same number of debate courses will continue, with Congressional Debate replacing Lincoln-Douglas. It is possible that Congressional Debate will prove much more popular than Lincoln-Douglas Debate. If that were to occur, it is possible that the total number of debate sections will increase. Alternately, students may be siphoned away from Policy Debate and the total number of Debate sections would remain stable. We do not anticipate an impact on other departments.

- c. What additional resources in personnel and money shall be required before this change is implemented? Shall summer curriculum work be required?

Perhaps ten-fifteen hours summer curriculum for a new teacher to consult with Michael Greenstein, review the materials he has already compiled, and undertake his / her own preparation.

**7. Method of evaluating the success of the proposal after it is implemented:**

a. If the proposal is approved and implemented, how shall it be evaluated?

Student enrollment and evaluation by Head Debate Coach Michael Greenstein and Social Studies supervisor Scott Williams.

b. What specific outcomes shall indicate success of the implemented proposal?

Enrollment numbers over time. Classroom evaluations using the Danielson framework. Student participation at Congressional Debate events. Student and parent-reported enthusiasm and satisfaction.

**To:** Dr. Michael Riggle; Dr. Rosanne Williamson  
**From:** Cameron Muir  
**Cc:** Dr. Lauren Fagel  
**Re:** New Course Proposals  
**Date:** November 28, 2017

The Glenbrook South Administration, with the approval of the Instructional Supervisors Council, recommends the following new course proposals for approval. These recommendations are supported by the Glenbrook South Instructional Council who met on October 11, 2017 and again on October 18, 2017. *The Glenbrook South Administrative Council met on December 5, 2016. Both agreed to recommend the following new course proposals/curricular changes for your approval. The following are the proposed curriculum and course adoptions for Glenbrook South. I am also attaching the new course proposal forms for each new course.*

I. Glenbrook South proposes the following new courses:

Department	Course Title	Status	Rationale	Impact on FTE, Budget, or Facilities	Evaluation
English and Social Studies	<i>The American Experience</i>	New Course (this interdisciplinary course is offered at GBN)	The English and Social Studies Departments propose a full year interdisciplinary course on the American Experience which would integrate the existing curricula from US History and Junior English.	No impact on overall staffing	Student performance, enrollments trends, and teacher feedback

Department	Course Title	Status	Rationale	Impact on FTE, Budget, or Facilities	Evaluation
Special Education	<i>Suburban Studies</i>	New Course	Students who receive support in an instructional setting currently have two social Social Studies classes offered to them: History of World Civilizations and United States History. This course would provide a Social Studies elective at an instructional level. There are many students who plan to attend community college or go straight to work following graduation from GBS without having had instruction about services available through Glenview and surrounding Chicagoland communities. This course would offer an in-depth study of community, state, and federal supports (e.g. transportation, Department of Human Services, social security, local legislation offices).	No impact on overall staffing.	Student performance, enrollment trends, and teacher feedback

II. Glenbrook South proposes the following name changes for courses:

Department	Current Course Title	New Course Title	Rationale
Special Education	<i>Reading 163, 263, 363, 463</i>	<i>Reading Foundations; Reading Comprehension; Reading Enrichment</i>	Students who receive support in an instructional setting currently have the option of Reading 163, Reading 263, Reading 363, and Reading 463. More specific course titles would better communicate the differentiation of reading interventions offered through the courses. Each course provides students with direct instruction, targeting each student's specific deficits in the area of reading.

## **APPLICATION FOR CURRICULAR CHANGE**

**School:** Glenbrook South    **Department:** English and Social Studies    **Date:** 10/21/2017

**Name of proposed curricular change:** The American Experience

### **1. Brief description of the curricular change:**

The English and Social Studies Departments propose a full year interdisciplinary course on the American Experience which would integrate the existing curricula from US history and junior year English.

### **2. Curriculum Planning Committee Membership**

a) List the members of the committee:

Jeannie Logan, Tom Kucharski, Steve Bolf, Stacy Flannery, Lisa Neu, Daniel Hicks

b) Give the rationale for the membership of this committee.

Each member has some background or prior experience with interdisciplinary education and has expressed an interest in potentially teaching the course if it should be approved.

c) If outside experts or consultants are requested, give rationale for their inclusion, proposed revisions, and the curriculum vitae and fees.

N/A

### **3. Need for the curricular change:**

- a) Present and analyze data on student learning that point to a need for change. or
- b) Present other data (demographic, anecdotal, research, and others) that point to a need for change. or
- c) Summarize opinions of experts (researchers, higher educational professionals, business people, parents, community members) who speak to a need for change.

The research in support of interdisciplinary learning and combining English and history in particular is significant. Below is an annotated bibliography of a selection from this research:

- *Interdisciplinary Curriculum: Design and Implementation*, edited by Heidi Hayes Jacobs.  
Jacobs' work is supported by the ASCD ([here is a sampling of her work on their website](#)) and addresses the philosophical beliefs around interdisciplinary education. She argues that interdisciplinary courses are particularly effective

in heightening the relevance of content. Students will become skilled and comfortable with thinking more flexibly beyond the parameters of a traditional discipline, while encountering multiple points of view on a topic of study. Jacobs also argues that interdisciplinary study encourages students to reflect more explicitly on the process of learning as well.

- “Two Teacher Educators go to the Source: Teaching an Interdisciplinary Class in an Urban Charter School” by Lorrei DiCamillo and Nancy M. Bailey (2016). The article cites other research which finds that an interdisciplinary curriculum can increase student engagement. The teachers who employed this model found that they became stronger educators while working together at teaching American Studies. Additionally, they argue that the Common Core calls for the integration of complex texts, which the course allowed them to do.
- “Where English and History Meet” by Karen Cobb Carroll, PhD. Carroll argues that students see “connections among elements in our social, cultural and political landscapes,” gaining deeper understanding and seeing greater relevancy of their studies. She believes that the cross curricular approach to writing helped the Advanced Placement History students.
- From, “Concept-based Teaching and Learning” by H. Lynn Erickson  
Inherent in more concept-based teaching and learning, which is a key feature of interdisciplinary curricula, is the transference of knowledge, as students become trained to see patterns and connections between concepts, ideas, and situations. This type of learning allows for “personal meaning-making” by students. Erickson argues that concept-based instruction leads to “Synergistic Thinking,” which she defines as the “interplay between the factual and conceptual levels of mental processing.”
- “Having ‘Great Expectations’ of Year 9” by Michael Monaghan  
Monaghan, a history teacher, reflects on the incorporation of a unit centered around the nineteenth century and *Great Expectations*. He testifies to the improved historical understanding of his students as well as the personal growth he experienced in becoming engaged with his English colleagues.

#### 4. **Rationale for addressing the need through a curricular change:**

- a) State the purpose of the change, indicating specifically how this curriculum change shall improve student learning by meeting the needs described in #3 above.
  - The student experience of GBS is primarily compartmentalized according to discipline thus limiting opportunities for synthesis. The primary purpose of this course is to promote interdisciplinary and synthetic thinking.
  - Both the English and Social Studies Departments have worked hard to find relevant readings for students in both fiction and nonfiction. Combining the curricula and stressing a thematic approach will allow more opportunities to find relevant, high interest material, while capitalizing on the concentrated focus on reading skills from complementary and overlapping disciplinary approaches; these materials can then be shared throughout our curriculum, not just in the interdisciplinary course.

- Providing students an instructional choice in their course selection supports our organizational goal of nurturing student identity, as it requires student self-reflection informed by teacher guidance, self-awareness of who they are as learners and how they want to learn, and student agency through making reasoned decisions about their academic program.
  - Homework load and student wellness has been a priority of the district. The collaboration of the teachers in a teamtaught course allow for more thoughtful coordination of homework assignments and long-term projects to help alleviate student stress.
- b) If the committee considered other approaches to meeting the needs described above, describe those alternatives and indicate why each alternative was rejected.
- c) Delineate the ways in which this curriculum proposal, if implemented, shall complement other courses in the department and the school.

The proposed course represents an opportunity to provide a different way to frame the study of American history and literature that will complement the current disciplinary approaches. Students would be able to choose between a synthesized approach to various humanities themes in American culture, or more focused study within the conventions of each separate discipline. The proposed course also provides another interdisciplinary learning opportunity for students in addition to the experiences that exist through other departments.

## 5. **Description of proposed change:**

- a) Describe the students for which this curriculum change has been designed and the approximate size of the target group.
- Rising juniors who would normally take English 363 and US History 163 (approximately 400 students) would be offered the choice of either the stand alone History and English classes or the interdisciplinary American Experience class.
  - The course would run for one block every day as two simultaneous history and English sections that meet together as much as possible, with 1 English teacher and 1 Social Studies teacher assigned to the group. The commitment would be 0.4 of each teacher's FTE. Class size would mirror those of the current English and Social Studies classes for two sections (approximately 50 total for each "section" of American Experience).
- b) Provide a tentative outline of the proposed course or program.

The following is a tentative outline of possible units of study that integrate US history and American literature:

- Early America and the Contested Terrain of Freedom
- Immigration: The Contest for Terrain Continues/Reemerges
- Growth and Collapse of the American Dream
- Peace, Prosperity, and Progress?: Post-War America
- Civil Rights, Agency, And Social Change

- The Trauma of War: Vietnam

6. **Implications of the proposed change:**

- a) What are the implications of this proposed change for staffing, facilities, and budget?

Given that we are joining courses junior students would be taking anyway, the proposed combined course with current class size guidelines would have no impact on staffing. Based on enthusiasm from both departments, we anticipate ample volunteers who would be willing and eager to partner with a Social Studies or English colleague to teach the course.

Facilities may be a challenge because of the limited number of rooms that can accommodate combined sections of students (approximately 50). Currently, there are 2 large group spaces that have availability, and we can also offer two separate classrooms for the course without taxing our current room distribution.

We do not anticipate any changes to the budget.

- b) What are the implications of this proposed change for other courses in the department and for other departments in the school?

This course would reduce the enrollment in our current English 363 and US History 163 courses by offering students the combined option, but would not be drawing student enrollment away from other departments. Other courses in our own departments would not be affected.

- c) What additional resources in personnel and money shall be required before this change is implemented? Shall summer curriculum work be required?

This course would require significant summer curriculum work.

7. **Method of evaluating the success of the proposal after it is implemented:**

- a) If the proposal is approved and implemented, how shall it be evaluated?

We would evaluate the course based on student enrollment, assessment data, as well as potentially using student survey data.

- b) What specific outcomes shall indicate success of the implemented proposal?

The success of the course would be reflected in robust student enrollment via the course selection process, strong student performance on assessments designed to demonstrate synthetic thinking (e.g. student writing that reflects fluid integration of historical, literary, cultural lenses on a topic), and positive student experiences of the course.

## **APPLICATION FOR CURRICULAR CHANGE**

**School:** Glenbrook South    **Department:** Special Education    **Date:** 10/23/17

**Name of proposed curricular change:** Suburban Studies

1. **Brief description of the curricular change:**

Students who receive support in an instructional setting currently have two Social Studies classes offered to them: History of World Civilizations and United States History. This course would provide a Social Studies elective at an instructional level.

2. **Curriculum Planning Committee Membership**

a. List the members of the committee.

- a. Julie Smith
- b. Terry Harris
- c. Jamie Bachmann
- d. Dan Rhoades

b. Give the rationale for the membership of this committee.

Julie is the transition specialist for GBS, focusing on increasing positive post-secondary outcomes for students. Terry and Jamie are current History teachers in the department. Dan is the general education Urban Studies teacher.

c) If outside experts or consultants are requested, give rationale for their inclusion, proposed revisions, and the curriculum vitae and fees. **N/A**

3. **Need for the curricular change:**

Present and analyze data on student learning that point to a need for change.

There are many students who plan to attend community college or go straight to work following graduation from GBS without having had instruction about services available through Glenview and surrounding Chicagoland communities. This course would offer an in-depth study of community, state, and federal supports (e.g. transportation, Department of Human Services, social security, local legislation offices).

4. **Rationale for addressing the need through a curricular change:**

a) State the purpose of the change, indicating specifically how this curriculum change shall improve student learning by meeting the needs described in #3 above.

This course fosters independence by assisting students in developing skills to manage and monitor behavior, academic progress and personal goals. Teachers will work diligently with students to develop self-advocacy strategies, allowing students to access support across educational, vocational and community settings, while maintaining the highest level of dignity for all involved.

b) If the committee considered other approaches to meeting the needs described above, describe those alternatives and indicate why each alternative was rejected.

- c) Delineate the ways in which this curriculum proposal, if implemented, shall complement other courses in the department and the school.  
This course would be a one semester course (offered opposite Civics). This course will complement both Civics and Independent Living by offering a more in depth investigation of Glenview and the surrounding communities. The course will offer direct instruction in advocacy, understanding disability rights and local, state and federal legislation related to such rights. It also will offer additional direct instruction in accessing adult service agencies and local service providers (e.g. medical provider, financial institutions, post-secondary educational environments).

5. **Description of proposed change:**

- a. Describe the students for which this curriculum change has been designed and the approximate size of the target group.  
This course will be offered to seniors in need of DLS instruction. These students are identified for Special Education services and may have a variety of disabilities (e.g. learning disabilities, cognitive impairments, other health impairments, emotional disabilities). The course would not exceed 13 students (this is the maximum enrollment for a Special Education course).
- b) Provide a tentative outline of the proposed course or program.  
Unit 1: History of Glenview (governmental, agricultural, civic, educational)  
Unit 2: Disability Rights, Glenview Resources, State Resources  
Unit 3: Accessing community resources and agencies  
Unit 4: Local Entertainment and Leisure Programs/Park District Programs  
Unit 5: Putting it All Together - practical application of skills gained through enrollment in this course along with civics, consumer, living (students will develop individual portfolios to support transition to post-secondary settings)  
Portfolio may include: personal information reference (list of doctors, medications, etc), resumes and work history, residential options, transportation references, local government contacts and leisure reference guide.

6. **Implications of the proposed change:**

- a. What are the implications of this proposed change for staffing, facilities, and budget?  
This course would be assigned as .1 of a teacher's schedule. This is not an increase in staffing.
- b) What are the implications of this proposed change for other courses in the department and for other departments in the school?  
This course will be offered opposite Civics to support a full year of electives for students in need of Special Education instruction.
- b. What additional resources in personnel and money shall be required before this change is implemented? Shall summer curriculum work be required?  
Summer curriculum work would be required to develop the curriculum.

7. **Method of evaluating the success of the proposal after it is implemented:**

- a) If the proposal is approved and implemented, how shall it be evaluated?  
Evaluations will take place through observations by administrators, such as the Instructional Supervisor of Special Education and the Associate Principal of Curriculum and Instruction, through reflection of the instructors, and through anecdotal student feedback.
- b) What specific outcomes shall indicate success of the implemented proposal?  
Students will have opportunity to complete transition activities as listed in the transition plan of their IEPs. They will identify key historical implications of Glenview and the surrounding communities. Students will make progress toward the goals as listed in their IEPs and demonstrate generalization of skills. |

Section A - Introduction

These procedures, outlined below, are intended to facilitate the systematic processing of curriculum development proposals for making modifications in the instructional program of District #225. The curriculum shall be defined to consist of all courses of study offered by the district.

Modifying the curriculum shall be defined as:

1. Adding or deleting a course, an entire sequence of courses, or a program.
2. Significantly changing the goals of an existing course or program.

Decisions concerning the administrative operation of the curriculum shall not be subject to the curriculum planning strategy. Decisions concerning such items as the following shall be made by the appropriate administrative staff:

- 1) assignment of the instructional staff,
- 2) development of the master class schedule,
- 3) assignment of students to classes,
- 4) recommendations concerning instructional materials, subject to the provisions of Policy 7180: Instructional Materials,
- 5) changes in course or program titles,
- 6) utilization of facilities,
- 7) classroom methodology or individual teaching strategies,
- 8) use of new instructional technologies.

Section B - Procedures

1. Each instructional supervisor, in conjunction with the associate principal for instruction and the department staff, shall conduct an annual evaluation of approximately twenty percent (20%) of the department's courses and programs. It is the expectation that all courses within a department will be reviewed at least once during the five-year cycle. The courses and programs to be reviewed will be determined through a collaborative process involving the associate principals for instruction and instructional supervisors at both schools. This review will be used as a base for the Instructional Supervisor Curriculum Report.
2. The impetus for curriculum change may be such factors as, but not limited to, the following: a demonstrated need for learning outcomes not met by current curriculum; data on student learning; demographic data on students; professional expert advice from educational consultants or representatives of higher education; the conclusions of educational research. Upon seeing a curricular need, staff members, students, parents, and members of the community may submit ideas for curriculum changes to the instructional supervisor of the appropriate department. Principals also shall inform parents and members of the community about curricular issues and shall invite representatives to join curriculum planning committees when appropriate. Experts and consultants may be engaged to provide input to the process when deemed appropriately by the respective principals.
3. Upon receiving a suggested change in curriculum, the instructional supervisor may convene an ad hoc departmental curriculum planning committee to address the need for the curricular change. This curriculum planning committee, after studying the perceived need, may write a curriculum proposal. If the proposed change affects more than one department, the principal may convene an ad hoc interdisciplinary committee to address the perceived need.
4. The proposal of the departmental committee must include the need, the rationale, a description, and the implications of the curricular change, as well as a method of evaluating the success of the implemented proposal (Appendix B).
5. All proposals recommended by the departmental or interdisciplinary committees shall be reviewed by the building's instructional supervisors and principal. Accepted proposals shall be acted on successively by the principal, superintendent, and the Board.

The decision or recommendation of each of the above-listed individuals or groups shall be communicated in writing to the committee submitting the proposal. A timeline for the strategy is contained in Appendix A of these Procedures.

6. No proposal shall be implemented unless approved by the principal, the superintendent, and the Board. The instructional supervisors shall serve in an advisory function.
7. Each year proposals shall be submitted to the Board for approval as indicated in the timeline in Appendix A of these Procedures. Under extraordinary circumstances, the superintendent may authorize the submission of a proposal to the curriculum planning process or to the Board at any time during the year.
8. One year after the implementation of a curriculum change, the instructional supervisor and the designated administrator shall evaluate each proposal approved by the Board in order to determine whether the proposal was successful in meeting its goals and fulfilling the educational needs. A report of this evaluation, together with a recommendation as to the continuance or modification of the implemented change, shall be shared with the appropriate committee that had proposed the curriculum change and shall be submitted to the superintendent and the Board no later than the end of the third semester that the course is offered.

APPENDIX A

CURRICULUM PLANNING STRATEGY  
ANNUAL TIMELINE \*

<u>Deadline</u>	<u>Activity</u>
March 15 to August	Collaboration between instructional supervisors and principal or associate principal for instruction at both schools to review department curriculum in light of data on student learning and to consider curricular changes.
August to October	Instructional supervisors set up committees for suggested curricular changes. Committees meet, plan, elicit input from various constituencies, and write proposal applications.
By November 1	Curriculum planning committees submit applications for curriculum changes to the instructional supervisors.
By November 15	Instructional supervisors review proposals and submit recommendations to the principals.
By December 1	Principals accept or reject proposals and, if accepted, send them to the superintendent including any resource implications.
Prior to Winter Break	Superintendent accepts or rejects proposals and gives rationale for actions.
By February 1	Superintendent informs the Board of Education and submits accepted proposals for Board action.
By March 1	Instructional supervisors submit proposals for summer curriculum work to develop course outlines and instructional resources.

By March 15

Superintendent either approves the proposal for summer project and designates funding for summer curriculum project or rejects the proposal. Instructional Supervisor Curriculum Reports are due to the superintendent. These reports are based on curriculum review conducted or modifications made during the past year and identified curriculum directions for the ensuing year(s). The reports should also include an evaluation and recommendation for any course that has completed the third semester of implementation.

Note: Under extraordinary circumstances, the superintendent may authorize the submission of a proposal to the Board at any time during the year.

**\* This timeline will be coordinated with but not limited by the district budget timeline process.**

APPENDIX B

APPLICATION FOR CURRICULAR CHANGE

School:

Department:

Date:

Name of proposed curricular change:

1. **Brief description** of the curricular change
2. **Curriculum Planning Committee Membership**
  - a) List the members of the committee.
  - b) Give the rationale for the membership of this committee.
  - c) If outside experts or consultants are requested, give rationale for their inclusion, proposed revisions, and the curriculum vitae and fees.
3. **Need** for the curricular change:
  - a) Present and analyze data on student learning that point to a need for change.

or
  - b) Present other data (demographic, anecdotal, research, and others) that point to a need for change.

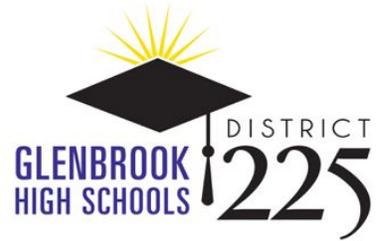
or
  - c) Summarize opinions of experts (researchers, higher educational professionals, business people, parents, community members) who speak to a need for change.
4. **Rationale** for addressing the need through a curricular change:
  - a) State the purpose of the change, indicating specifically how this curriculum change shall improve student learning by meeting the needs described in #3 above.
  - b) If the committee considered other approaches to meeting the needs described above, describe those alternatives and indicate why each alternative was rejected.
  - c) Delineate the ways in which this curriculum proposal, if implemented, shall complement other courses in the department and the school.

APPENDIX B (Continued)

APPLICATION FOR CURRICULAR CHANGE

5. **Description** of proposed change:
  - a) Describe the students for which this curriculum change has been designed and the approximate size of the target group.
  - b) Provide a tentative outline of the proposed course or program.
6. **Implications** of the proposed change:
  - a) What are the implications of this proposed change for staffing, facilities, and budget?
  - b) What are the implications of this proposed change for other courses in the department and for other departments in the school?
  - c) What additional resources in personnel and money shall be required before this change is implemented? Shall summer curriculum work be required?
7. **Method of evaluating** the success of the proposal after it is implemented:
  - a) If the proposal is approved and implemented, how shall it be evaluated?
  - b) What specific outcomes shall indicate success of the implemented proposal?

Adopted: November 21, 1977  
Revised: October 9, 1995  
Revised: November 27, 2000  
Revised: August 11, 2003



**To:** Dr. Mike Riggle  
Board of Education

**From:** Dr. R.J. Gravel

**Date:** Monday, January 8, 2018

**Re:** Refunding Opportunity for the 2008 Referendum Bonds

### **Recommendation**

It is recommended that the Board of Education approve the Resolution providing for the issue of not to exceed \$15,150,000 General Obligation Refunding School Bonds, Series 2018, for the purpose of refunding certain outstanding bonds of the District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

### **Background**

On November 7, 2006, the Glenbrook High School District 225 community approved the issuance of \$94 million dollars in building bonds for the purposes of:

- Maintaining the academic, activity and athletic opportunities for current and future students;
- Bringing aging and inadequate facilities up to current standards to meet student needs;
- Maintaining financial stability for at least ten years.<sup>1</sup>

In an effort to maximize access to referendum funds, at the lowest possible cost to the taxpayer, the District issued \$94 million in bonds over the course of 5 years with similar repayment terms. Since that time the District has taken advantage of several refunding opportunities, resulting in the refinancing of the original debt. Through the different refunding opportunities, the Board of Education has saved over \$10,555,000 of interest for the taxpayers of the school district.

This spring, the District has the opportunity to refund the Series 2008 bonds for savings within 90 days of the call date which is June 1, 2018. In partnership with the District's long-term municipal financial advisor, Mrs. Elizabeth Hennessy of Raymond James (formerly William Blair), two options for refunding the Series 2008 bonds have been developed. While each provides savings to the taxpayer, the accelerated debt payment structure provides the greatest amount of savings - approximately \$2,838,267.

Both refunding options were presented to the Finance Committee on Monday, December 4, 2017, and it was determined that this information should be presented at the regular Board of Education meeting on Monday, January 8, 2018. It should be noted that the savings amount between the two models has been updated since the December meeting, as a result of updated interest rates.

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<sup>1</sup> Glenbrook North High School. "A Newsletter for the Community: Special Referendum Edition". Fall 2006.

To support Monday evening's presentation, several resources have been attached:

- **Proposed Financing Schedule**

This document provides a draft schedule for the activities leading to the refunding of the Series 2008 bonds. Meetings of the Board of Education have been identified on the schedule with an outline around the date, to highlight anticipated Board actions regarding the refunding.

- **Parameters Bond Resolution**

The parameters bond resolution authorizes the administration, to issue up to \$15,150,000 in general obligation bonds for the purposes of refunding the Series 2008 bonds.

- **Engagement Letter for Municipal and Financial Advisor Services**

The engagement letter from Raymond James & Associates, Inc. (Elizabeth Hennessy) outline the services to be provided to the District as municipal and financial advisor.

- **Engagement Letter for Bond Counsel and Disclosure Counsel Services**

The engagement letter from Chapman & Cutler outline the services to be provided to the District as bond and disclosure counsel.

- **Monday, January 8, 2018 Presentation**

This presentation will be used by the Business Services team and Mrs. Hennessy during the Board of Education meeting. The presentation provides an overview of the District's existing debt, the current refunding opportunity, and Mrs. Hennessy's / Raymond James & Associates, Inc. recent municipal portfolio.

If you have any questions in advance of Monday's meeting, please do not hesitate to contact me.

**Northfield Township High School District 225, Cook County, IL**  
**\$15M\* General Obligation Refunding School Bonds, Series 2018**  
**Proposed Financing Schedule**

January-18							February-18							March-18							April-18						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
	1	2	3	4	5	6					1	2	3					1	2	3		1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	21	22	23	24	25	26	27
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	28	29	30				

<u>Date</u>	<u>Activity</u>	<u>Responsibility</u>	<u>Status</u>
Finance Committee 4-Dec-17	Discuss refunding of the Series 2008 Bonds	District	Done
20-Dec-17	District receives draft parameters refunding bond resolution in Board packets	C+C	
Regular Meeting 8-Jan-18	Review refunding options and the parameters bond resolution	District/RJ	
Regular Meeting 22-Jan-18	Approve parameters bond resolution authorizing \$15M of refunding Bonds subject to final approval of the Board delegates: Board Representative and Assistant Superintendent for Business	District/RJ	
29-Jan-18	Distribute Preliminary Official Statement (POS) for Review	All Parties	
5-Feb-18	Receive comments on first draft of POS	C&C	
8-Feb-18	Rating Agency Meeting Review and Rehearsal	District/RJ	
14-Feb-18	Meeting with Rating Agencies	District/RJ	
21-Feb-18	Receive Bond Rating and Due Diligence Call	All Parties	
22-Feb-18	Mail Preliminary Official Statement (POS)	RJ	
Week of Feb 26 or March 5	Price Bonds given appropriate market conditions via competitive bond sale with approval of Board Delegates	District/RJ	
Ongoing	Process documentation	All Parties	
2-Apr-18	Close Bond Issue	All Parties	
<b>Glenbrook Community High School District 225</b> <b>Raymond James, Municipal Advisor</b> <b>Chapman and Cutler, Bond Counsel/Disclosure Counsel</b>		<b>District</b> <b>RJ</b> <b>C&amp;C</b>	

\*Preliminary, subject to change.

MINUTES of a regular public meeting of the Board of Education of Township High School District Number 225, Cook County, Illinois, held in the Glenbrook District Office, 3801 West Lake Avenue, Glenview, Illinois, in said School District at 7:00 o'clock P.M., on the 22nd day of January, 2018.

\* \* \*

The meeting was called to order by the President, and upon the roll being called, Skip Shein, the President, and the following members were physically present at said location:

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The following members were allowed by a majority of the members of the Board of Education in accordance with and to the extent allowed by rules adopted by the Board of Education to attend the meeting by video or audio conference: \_\_\_\_\_

No member was not permitted to attend the meeting by video or audio conference.

The following members were absent and did not participate in the meeting in any manner or to any extent whatsoever: \_\_\_\_\_

The President announced that the next item for consideration was the issuance of not to exceed \$15,150,000 general obligation bonds to be issued by the District pursuant to Article 19 of the School Code for the purpose of refunding certain of the District's outstanding bonds and that the Board of Education would consider the adoption of a resolution providing for the issue of said bonds and the levy of a direct annual tax sufficient to pay the principal and interest thereon. The President then explained that the resolution sets forth the parameters for the issuance of said bonds and sale thereof by designated officials of the District and summarized the pertinent terms of said parameters, including the specific parameters governing the manner of sale, length of maturity, rates of interest, purchase price and tax levy for said bonds.

Whereupon Member \_\_\_\_\_ presented and the Secretary read by title a resolution as follows, a copy of which was provided to each member of the Board of Education prior to said meeting and to everyone in attendance at said meeting who requested a copy:

RESOLUTION providing for the issue of not to exceed \$15,150,000 General Obligation Refunding School Bonds, Series 2018, of Township High School District Number 225, Cook County, Illinois, for the purpose of refunding certain outstanding bonds of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

\* \* \*

WHEREAS, Township High School District Number 225, Cook County, Illinois (the “*District*”), has outstanding General Obligation School Bonds, Series 2008, dated January 1, 2008 (the “*Prior Bonds*”); and

WHEREAS, it is necessary and desirable to refund all or a portion of the Prior Bonds (said Prior Bonds to be refunded being referred to herein as the “*Refunded Bonds*”) in order to realize debt service savings for the District; and

WHEREAS, the Refunded Bonds shall be fully described in the Escrow Agreement referred to in Section 12 hereof and are presently outstanding and unpaid and are binding and subsisting legal obligations of the District; and

WHEREAS, the Board of Education of the District (the “*Board*”) has determined that in order to refund the Refunded Bonds, it is necessary and in the best interests of the District to borrow an amount not to exceed \$15,150,000 and issue bonds of the District therefor; and

WHEREAS, the bonds to be issued hereunder shall be payable from a direct annual ad valorem tax levied against all taxable property in the District, without limitation as to rate or amount; and

WHEREAS, the Property Tax Extension Limitation Law of the State of Illinois, as amended, imposes certain limitations on the “*aggregate extension*” of certain property taxes levied by the District, but provides that the definition of “*aggregate extension*” applicable to the District contained in Section 18-185 of the Property Tax Code of the State of Illinois, as

amended, does not include extensions “made for any taxing district to pay interest or principal on bonds issued to refund or continue to refund bonds issued after March 1, 1995 that were approved by referendum”; and

WHEREAS, the Board does hereby find and determine that the Prior Bonds were issued after March 1, 1995, and were approved by referendum; and

WHEREAS, the County Clerk of The County of Cook, Illinois (the “*County Clerk*”), is therefore authorized to extend and collect said tax so levied for the payment of the bonds to be issued hereunder without limitation as to rate or amount; and

WHEREAS, in accordance with the terms of the Refunded Bonds, the Refunded Bonds may be called for redemption in advance of their maturity, and it is necessary and desirable to make such call for the redemption of the Refunded Bonds on their earliest possible and practicable call date, and provide for the giving of proper notice to the registered owners of the Refunded Bonds:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of Township High School District Number 225, Cook County, Illinois, as follows:

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

*Section 2. Authorization.* It is hereby found and determined that the Board has been authorized by law to borrow a sum not to exceed \$15,150,000 upon the credit of the District and as evidence of such indebtedness to issue bonds of the District to said amount, the proceeds of said bonds to be used to refund the Refunded Bonds, and that it is necessary and for the best interests of the District that there be issued an amount not to exceed \$15,150,000 of the bonds so authorized.

*Section 3. Bond Details.* There be borrowed on the credit of and for and on behalf of the District an amount not to exceed \$15,150,000 for the purpose aforesaid; and that bonds of the District (the “*Bonds*”) shall be issued to said amount and shall be designated “General Obligation Refunding School Bonds, Series 2018.” The Bonds shall be dated such date (not prior to March 5, 2018, and not later than July 29, 2018) as set forth in the Bond Notification (as hereinafter defined), and shall also bear the date of authentication, shall be in fully registered form, shall be in denominations of \$5,000 each or authorized integral multiples thereof (unless otherwise set forth in the Bond Notification) (but no single Bond shall represent installments of principal maturing on more than one date), and shall be numbered 1 and upward. The Bonds shall become due and payable serially or be subject to mandatory redemption (subject to option of prior redemption as hereinafter described) on December 1 of each of the years (not later than 2027), in the amounts (not exceeding \$5,560,000 per year) and bearing interest at the rates per annum (not exceeding 5% per annum) as set forth in the Bond Notification. The Bonds shall bear interest from their date or from the most recent interest payment date to which interest has been paid or duly provided for, until the principal amount of the Bonds is paid, such interest (computed upon the basis of a 360-day year of twelve 30-day months) being payable semi-annually commencing with the first interest payment date as set forth in the Bond Notification, and on June 1 and December 1 of each year thereafter to maturity.

Interest on each Bond shall be paid by check or draft of the bond registrar and paying agent (which shall be the Purchaser (as hereinafter defined), the School Treasurer who receives the taxes of the District or a bank or trust company authorized to do business in the State of Illinois) set forth in the Bond Notification (the “*Bond Registrar*”), payable upon presentation in lawful money of the United States of America, to the person in whose name such Bond is registered at the close of business on the 15th day of the month next preceding the interest payment date. The principal of the Bonds shall be payable in lawful money of the United States

of America at the principal office or the principal corporate trust office (the "*Principal Office*"), as applicable, of the Bond Registrar.

The Bonds shall be signed by the manual or facsimile signatures of the President and Secretary of the Board, and shall be registered, numbered and countersigned by the manual or facsimile signature of the School Treasurer who receives the taxes of the District, as they shall determine, and in case any officer whose signature shall appear on any Bond shall cease to be such officer before the delivery of such Bond, such signature shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery.

All Bonds shall have thereon a certificate of authentication substantially in the form hereinafter set forth duly executed by the Bond Registrar as authenticating agent of the District and showing the date of authentication. No Bond shall be valid or obligatory for any purpose or be entitled to any security or benefit under this Resolution unless and until such certificate of authentication shall have been duly executed by the Bond Registrar by manual signature, and such certificate of authentication upon any such Bond shall be conclusive evidence that such Bond has been authenticated and delivered under this Resolution. The certificate of authentication on any Bond shall be deemed to have been executed by the Bond Registrar if signed by an authorized officer of the Bond Registrar, but it shall not be necessary that the same officer sign the certificate of authentication on all of the Bonds issued hereunder.

*Section 4. Registration of Bonds; Persons Treated as Owners.* (a) *General.* The District shall cause books (the "*Bond Register*") for the registration and for the transfer of the Bonds as provided in this Resolution to be kept at the Principal Office of the Bond Registrar, which is hereby constituted and appointed the registrar of the District. The District is authorized to prepare, and the Bond Registrar shall keep custody of, multiple Bond blanks executed by the District for use in the transfer and exchange of Bonds.

Upon surrender for transfer of any Bond at the Principal Office of the Bond Registrar, duly endorsed by, or accompanied by a written instrument or instruments of transfer in form satisfactory to the Bond Registrar and duly executed by, the registered owner or his or her attorney duly authorized in writing, the District shall execute and the Bond Registrar shall authenticate, date and deliver in the name of the transferee or transferees a new fully registered Bond or Bonds of the same maturity of authorized denominations, for a like aggregate principal amount. Any fully registered Bond or Bonds may be exchanged at said office of the Bond Registrar for a like aggregate principal amount of Bond or Bonds of the same maturity of other authorized denominations. The execution by the District of any fully registered Bond shall constitute full and due authorization of such Bond and the Bond Registrar shall thereby be authorized to authenticate, date and deliver such Bond, *provided, however*, the principal amount of outstanding Bonds of each maturity authenticated by the Bond Registrar shall not exceed the authorized principal amount of Bonds for such maturity less previous retirements.

The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds.

The person in whose name any Bond shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes, and payment of the principal of and interest on any Bond shall be made only to or upon the order of the registered owner thereof or his or her legal representative. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

No service charge shall be made for any transfer or exchange of Bonds, but the District or the Bond Registrar may require payment of a sum sufficient to cover any tax or other governmental charge that may be imposed in connection with any transfer or exchange of Bonds, except in the case of the issuance of a Bond or Bonds for the unredeemed portion of a Bond surrendered for redemption.

(b) *Global Book-Entry System.* The Bonds shall be initially issued in the form of a separate single fully registered Bond for each of the maturities of the Bonds determined as described in Section 3 hereof. Upon initial issuance, the ownership of each such Bond may be registered in the Bond Register in the name of Cede & Co., or any successor thereto (“*Cede*”), as nominee of The Depository Trust Company, New York, New York, and its successors and assigns (“*DTC*”). In such event, all of the outstanding Bonds shall be registered in the Bond Register in the name of Cede, as nominee of DTC, except as hereinafter provided. The President and Secretary of the Board, the Superintendent and Assistant Superintendent of Business Services of the District and the Bond Registrar are each authorized to execute and deliver, on behalf of the District, such letters to or agreements with DTC as shall be necessary to effectuate such book-entry system (any such letter or agreement being referred to herein as the “*Representation Letter*”), which Representation Letter may provide for the payment of principal of or interest on the Bonds by wire transfer.

With respect to Bonds registered in the Bond Register in the name of Cede, as nominee of DTC, the District and the Bond Registrar shall have no responsibility or obligation to any broker-dealer, bank or other financial institution for which DTC holds Bonds from time to time as securities depository (each such broker-dealer, bank or other financial institution being referred to herein as a “*DTC Participant*”) or to any person on behalf of whom such a DTC Participant holds an interest in the Bonds. Without limiting the immediately preceding sentence, the District and the Bond Registrar shall have no responsibility or obligation with respect to

(i) the accuracy of the records of DTC, Cede or any DTC Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any DTC Participant or any other person, other than a registered owner of a Bond as shown in the Bond Register, of any amount with respect to the principal of or interest on the Bonds. The District and the Bond Registrar may treat and consider the person in whose name each Bond is registered in the Bond Register as the holder and absolute owner of such Bond for the purpose of payment of principal and interest with respect to such Bond, for the purpose of giving notices of redemption and other matters with respect to such Bond, for the purpose of registering transfers with respect to such Bond, and for all other purposes whatsoever. The Bond Registrar shall pay all principal of and interest on the Bonds only to or upon the order of the respective registered owners of the Bonds, as shown in the Bond Register, or their respective attorneys duly authorized in writing, and all such payments shall be valid and effective to fully satisfy and discharge the District's obligations with respect to payment of the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of a Bond as shown in the Bond Register, shall receive a Bond evidencing the obligation of the District to make payments of principal and interest with respect to any Bond. Upon delivery by DTC to the Bond Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede, and subject to the provisions in Section 3 hereof with respect to the payment of interest to the registered owners of Bonds at the close of business on the 15th day of the month next preceding the applicable interest payment date, the name "Cede" in this resolution shall refer to such new nominee of DTC.

In the event that (i) the District determines that DTC is incapable of discharging its responsibilities described herein and in the Representation Letter, (ii) the agreement among the

District, the Bond Registrar and DTC evidenced by the Representation Letter shall be terminated for any reason or (iii) the District determines that it is in the best interests of the beneficial owners of the Bonds that they be able to obtain certificated Bonds, the District shall notify DTC and DTC Participants of the availability through DTC of certificated Bonds and the Bonds shall no longer be restricted to being registered in the Bond Register in the name of Cede, as nominee of DTC. At that time, the District may determine that the Bonds shall be registered in the name of and deposited with such other depository operating a universal book-entry system, as may be acceptable to the District, or such depository's agent or designee, and if the District does not select such alternate universal book-entry system, then the Bonds may be registered in whatever name or names registered owners of Bonds transferring or exchanging Bonds shall designate, in accordance with the provisions of Section 4(a) hereof.

Notwithstanding any other provisions of this resolution to the contrary, so long as any Bond is registered in the name of Cede, as nominee of DTC, all payments with respect to principal of and interest on such Bond and all notices with respect to such Bond shall be made and given, respectively, in the name provided in the Representation Letter.

*Section 5. Redemption.* (a) *Optional Redemption.* All or a portion of the Bonds due on and after the date, if any, specified in the Bond Notification shall be subject to redemption prior to maturity at the option of the District from any available funds, as a whole or in part, and if in part in integral multiples of \$5,000 in any order of their maturity as determined by the District (less than all of the Bonds of a single maturity to be selected by the Bond Registrar), on the date specified in the Bond Notification, and on any date thereafter, at the redemption price of par plus accrued interest to the date fixed for redemption.

(b) *Mandatory Redemption.* The Bonds maturing on the date or dates, if any, indicated in the Bond Notification are subject to mandatory redemption, in integral multiples of \$5,000 selected by lot by the Bond Registrar, at a redemption price of par plus accrued interest to the

redemption date, on December 1 of the years, if any, and in the principal amounts, if any, as indicated in the Bond Notification.

The principal amounts of Bonds to be mandatorily redeemed in each year may be reduced through the earlier optional redemption thereof, with any partial optional redemptions of such Bonds credited against future mandatory redemption requirements in such order of the mandatory redemption dates as the District may determine. In addition, on or prior to the 60th day preceding any mandatory redemption date, the Bond Registrar may, and if directed by the Board shall, purchase Bonds required to be retired on such mandatory redemption date. Any such Bonds so purchased shall be cancelled and the principal amount thereof shall be credited against the mandatory redemption required on such next mandatory redemption date.

(c) *General.* The Bonds shall be redeemed only in the principal amount of \$5,000 and integral multiples thereof. The District shall, at least forty-five (45) days prior to any optional redemption date (unless a shorter time period shall be satisfactory to the Bond Registrar) notify the Bond Registrar of such redemption date and of the principal amount and maturity or maturities of Bonds to be redeemed. For purposes of any redemption of less than all of the outstanding Bonds of a single maturity, the particular Bonds or portions of Bonds to be redeemed shall be selected by lot by the Bond Registrar from the Bonds of such maturity by such method of lottery as the Bond Registrar shall deem fair and appropriate; *provided* that such lottery shall provide for the selection for redemption of Bonds or portions thereof so that any \$5,000 Bond or \$5,000 portion of a Bond shall be as likely to be called for redemption as any other such \$5,000 Bond or \$5,000 portion. The Bond Registrar shall make such selection upon the earlier of the irrevocable deposit of funds with an escrow agent sufficient to pay the redemption price of the Bonds to be redeemed or the time of the giving of official notice of redemption.

The Bond Registrar shall promptly notify the District in writing of the Bonds or portions of Bonds selected for redemption and, in the case of any Bond selected for partial redemption, the principal amount thereof to be redeemed.

*Section 6. Redemption Procedure.* Unless waived by any holder of Bonds to be redeemed, notice of the call for any such redemption shall be given by the Bond Registrar on behalf of the District by mailing the redemption notice by first class mail at least thirty (30) days and not more than sixty (60) days prior to the date fixed for redemption to the registered owner of the Bond or Bonds to be redeemed at the address shown on the Bond Register or at such other address as is furnished in writing by such registered owner to the Bond Registrar.

All notices of redemption shall state:

- (1) the redemption date,
- (2) the redemption price,
- (3) if less than all outstanding Bonds are to be redeemed, the identification (and, in the case of partial redemption, the respective principal amounts) of the Bonds to be redeemed,
- (4) that on the redemption date the redemption price will become due and payable upon each such Bond or portion thereof called for redemption, and that interest thereon shall cease to accrue from and after said date,
- (5) the place where such Bonds are to be surrendered for payment of the redemption price, which place of payment shall be the Principal Office of the Bond Registrar, and
- (6) such other information then required by custom, practice or industry standard.

Unless moneys sufficient to pay the redemption price of the Bonds to be redeemed at the option of the District shall have been received by the Bond Registrar prior to the giving of such notice of redemption, such notice may, at the option of the District, state that said redemption shall be conditional upon the receipt of such moneys by the Bond Registrar on or prior to the

date fixed for redemption. If such moneys are not received, such notice shall be of no force and effect, the District shall not redeem such Bonds, and the Bond Registrar shall give notice, in the same manner in which the notice of redemption shall have been given, that such moneys were not so received and that such Bonds will not be redeemed. Otherwise, prior to any redemption date, the District shall deposit with the Bond Registrar an amount of money sufficient to pay the redemption price of all the Bonds or portions of Bonds which are to be redeemed on that date.

Subject to the provisions for a conditional redemption described above, notice of redemption having been given as aforesaid, the Bonds or portions of Bonds so to be redeemed shall, on the redemption date, become due and payable at the redemption price therein specified, and from and after such date (unless the District shall default in the payment of the redemption price) such Bonds or portions of Bonds shall cease to bear interest. Upon surrender of such Bonds for redemption in accordance with said notice, such Bonds shall be paid by the Bond Registrar at the redemption price. Installments of interest due on or prior to the redemption date shall be payable as herein provided for payment of interest. Upon surrender for any partial redemption of any Bond, there shall be prepared for the registered holder a new Bond or Bonds of the same maturity in the amount of the unpaid principal.

If any Bond or portion of Bond called for redemption shall not be so paid upon surrender thereof for redemption, the principal shall, until paid, bear interest from the redemption date at the rate borne by the Bond or portion of Bond so called for redemption. All Bonds which have been redeemed shall be cancelled and destroyed by the Bond Registrar and shall not be reissued.

*Section 7. Form of Bond.* The Bonds shall be in substantially the following form; *provided, however,* that if the text of the Bond is to be printed in its entirety on the front side of the Bond, then paragraph [2] and the legend, “See Reverse Side for Additional Provisions”, shall be omitted and paragraph [6] and the paragraphs thereafter as may be appropriate shall be inserted immediately after paragraph [1]:

[Form of Bond - Front Side]

REGISTERED  
NO. \_\_\_\_\_

REGISTERED  
\$ \_\_\_\_\_

**UNITED STATES OF AMERICA**

**STATE OF ILLINOIS**

**COUNTY OF COOK**

**TOWNSHIP HIGH SCHOOL DISTRICT NUMBER 225**

**GENERAL OBLIGATION REFUNDING SCHOOL BOND, SERIES 2018**

See Reverse Side for  
Additional Provisions

Interest                      Maturity                      Dated  
Rate: \_\_\_\_\_%      Date: December 1, 20\_\_      Date: \_\_\_\_\_, 2018      [CUSIP: 215777 \_\_\_\_]

Registered Owner:

Principal Amount:

[1] KNOW ALL PERSONS BY THESE PRESENTS, that Township High School District Number 225, Cook County, Illinois (the “*District*”), hereby acknowledges itself to owe and for value received promises to pay to the Registered Owner identified above, or registered assigns as hereinafter provided, on the Maturity Date identified above, the Principal Amount identified above and to pay interest (computed on the basis of a 360-day year of twelve 30-day months) on such Principal Amount from the date of this Bond or from the most recent interest payment date to which interest has been paid at the Interest Rate per annum set forth above on June 1 and December 1 of each year, commencing \_\_\_\_\_ 1, 20\_\_, until said Principal Amount is paid. Principal of this Bond is payable in lawful money of the United States of America upon presentation and surrender hereof at the principal [corporate trust] office of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, as bond registrar and paying agent (the “*Bond Registrar*”). Payment of the installments of interest shall be made to the Registered Owner hereof as shown

on the registration books of the District maintained by the Bond Registrar at the close of business on the 15th day of the month next preceding each interest payment date and shall be paid by check or draft of the Bond Registrar, payable upon presentation in lawful money of the United States of America, mailed to the address of such Registered Owner as it appears on such registration books or at such other address furnished in writing by such Registered Owner to the Bond Registrar. For the prompt payment of this Bond, both principal and interest at maturity, the full faith, credit and resources of the District are hereby irrevocably pledged.

[2] Reference is hereby made to the further provisions of this Bond set forth on the reverse hereof and such further provisions shall for all purposes have the same effect as if set forth at this place.

[3] It is hereby certified and recited that all conditions, acts and things required by law to exist or to be done precedent to and in the issuance of this Bond did exist, have happened, been done and performed in regular and due form and time as required by law; that the indebtedness of the District, including the issue of bonds of which this is one, does not exceed any limitation imposed by law; and that provision has been made for the collection of a direct annual tax sufficient to pay the interest hereon as it falls due and also to pay and discharge the principal hereof at maturity.

[4] This Bond shall not be valid or become obligatory for any purpose until the certificate of authentication hereon shall have been signed by the Bond Registrar.

[5] IN WITNESS WHEREOF, said Township High School District Number 225, Cook County, Illinois, by its Board of Education, has caused this Bond to be signed by the manual or duly authorized facsimile signatures of the President and Secretary of said Board of Education, and to be registered, numbered and countersigned by the manual or duly authorized facsimile signature of the School Treasurer who receives the taxes of the District, all as of the Dated Date identified above.

\_\_\_\_\_  
SPECIMEN  
President, Board of Education

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

Registered, Numbered and Countersigned:

\_\_\_\_\_  
SPECIMEN  
School Treasurer

Date of Authentication: \_\_\_\_\_, 20\_\_

CERTIFICATE  
OF  
AUTHENTICATION

Bond Registrar and Paying Agent:  
\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

This Bond is one of the Bonds described in the within mentioned resolution and is one of the General Obligation Refunding School Bonds, Series 2018, of Township High School District Number 225, Cook County, Illinois.

\_\_\_\_\_,  
as Bond Registrar

By \_\_\_\_\_  
SPECIMEN  
Authorized Officer

[Form of Bond - Reverse Side]

**TOWNSHIP HIGH SCHOOL DISTRICT NUMBER 225**

**COOK COUNTY, ILLINOIS**

**GENERAL OBLIGATION REFUNDING SCHOOL BOND, SERIES 2018**

[6] This Bond is one of a series of bonds issued by the District for the purpose of refunding certain outstanding bonds of the District, in full compliance with the provisions of the School Code of the State of Illinois, and the Local Government Debt Reform Act of the State of Illinois, and all laws amendatory thereof and supplementary thereto, and is authorized by said Board of Education by a resolution duly and properly adopted for that purpose, in all respects as provided by law.

[7] [Optional and Mandatory Redemption provisions, as applicable, will be inserted here.]

[8] [Notice of any such redemption shall be sent by first class mail not less than thirty (30) days nor more than sixty (60) days prior to the date fixed for redemption to the registered owner of each Bond to be redeemed at the address shown on the registration books of the District maintained by the Bond Registrar or at such other address as is furnished in writing by such registered owner to the Bond Registrar. When so called for redemption, this Bond will cease to bear interest on the specified redemption date, provided funds for redemption are on deposit at the place of payment at that time, and shall not be deemed to be outstanding.]

[9] This Bond is transferable by the Registered Owner hereof in person or by his or her attorney duly authorized in writing at the principal [corporate trust] office of the Bond Registrar in \_\_\_\_\_, \_\_\_\_\_, but only in the manner, subject to the limitations and upon payment of the charges provided in the authorizing resolution, and upon surrender and cancellation of this Bond. Upon such transfer a new Bond or Bonds of authorized denominations of the same maturity and for the same aggregate principal amount will be issued to the transferee in exchange therefor.

[10] The Bonds are issued in fully registered form in the denomination of \$\_\_\_\_\_ each or authorized integral multiples thereof. This Bond may be exchanged at the principal [corporate trust] office of the Bond Registrar for a like aggregate principal amount of Bonds of the same maturity of other authorized denominations, upon the terms set forth in the authorizing resolution. The Bond Registrar shall not be required to transfer or exchange any Bond during the period beginning at the close of business on the 15th day of the month next preceding any interest payment date on such Bond and ending at the opening of business on such interest payment date[, nor to transfer or exchange any Bond after notice calling such Bond for redemption has been mailed, nor during a period of fifteen (15) days next preceding mailing of a notice of redemption of any Bonds].

[11] The District and the Bond Registrar may deem and treat the Registered Owner hereof as the absolute owner hereof for the purpose of receiving payment of or on account of principal hereof and interest due hereon and for all other purposes and neither the District nor the Bond Registrar shall be affected by any notice to the contrary.

**(ASSIGNMENT)**

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto \_\_\_\_\_

\_\_\_\_\_  
(Name and Address of Assignee)

the within Bond and does hereby irrevocably constitute and appoint \_\_\_\_\_

\_\_\_\_\_  
attorney to transfer the said Bond on the books kept for registration thereof with full power of substitution in the premises.

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

Signature guaranteed: \_\_\_\_\_

NOTICE: The signature to this assignment must correspond with the name of the registered owner as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatever.

*Section 8. Sale of Bonds.* The President of the Board and the Assistant Superintendent for Business Services of the District (the “*Designated Representatives*”) are hereby authorized to proceed not later than the 22nd day of July, 2018, without any further authorization or direction from the Board, to sell the Bonds upon the terms as prescribed in this Resolution. The Bonds hereby authorized shall be executed as in this Resolution provided as soon after the delivery of the Bond Notification as may be, and thereupon be deposited with the School Treasurer who receives the taxes of the District, and, after authentication thereof by the Bond Registrar, be by said Treasurer delivered to the purchaser thereof (the “*Purchaser*”), upon receipt of the purchase price therefor, the same being not less than 98% of the principal amount of the Bonds (exclusive of any original issue discount), plus any accrued interest to date of delivery.

The Purchaser shall be: (a) pursuant to a competitive sale conducted by Raymond James & Associates, Inc., Chicago, Illinois (“*Raymond James*”), the best bidder for the Bonds; (b) in a negotiated underwriting, a bank or financial institution listed in the Dealers & Underwriters or Municipal Derivatives sections of the most recent edition of *The Bond Buyer’s Municipal Marketplace*; or (c) in a private placement, (i) a bank or financial institution authorized to do business in the State of Illinois, (ii) a governmental unit as defined in the Local Government Debt Reform Act of the State of Illinois, as amended, or (iii) an “accredited investor” as defined in Rule 501 of Regulation D as promulgated under the Securities Act of 1933, as amended; *provider, however*, that the Purchaser as set forth in (b) or (c) shall be selected only upon the recommendation of Raymond James that the that the sale of the Bonds on a negotiated or private placement basis to the Purchaser is in the best interest of the District because of (i) the pricing of the Bonds by the Purchaser, (ii) then current market conditions or (iii) the timing of the sale of the Bonds; and further *provided*, that the Purchaser as set forth in (c) may be selected through the utilization of a placement agent selected by the Designated Representatives after consultation

with Raymond James if the use of such placement agent is determined by the Designated Representatives to be in the best interest of the District.

Prior to the sale of the Bonds, the President of the Board, the Superintendent or the Assistant Superintendent for Business Services of the District is hereby authorized to approve and execute a commitment for the purchase of a Municipal Bond Insurance Policy (as hereinafter defined), to further secure the Bonds, as long as the present value of the fee to be paid for the Municipal Bond Insurance Policy (using as a discount rate the expected yield on the Bonds treating the fee paid as interest on the Bonds) is less than the present value of the interest reasonably expected to be saved on the Bonds over the term of the Bonds as a result of the Municipal Bond Insurance Policy.

Upon the sale of the Bonds, the Designated Representatives shall prepare a Notification of Sale of the Bonds, which shall include the pertinent details of sale as provided herein (the "*Bond Notification*"). In the Bond Notification, the Designated Representatives shall find and determine that the Bonds have been sold at such price and bear interest at such rates that either the true interest cost (yield) or the net interest rate received upon the sale of the Bonds does not exceed the maximum rate otherwise authorized by applicable law and that the net present value debt service savings to the District as a result of the issuance of the Bonds and the refunding of the Refunded Bonds is not less than 3% of the principal amount of the Refunded Bonds. The Bond Notification shall be entered into the records of the District and made available to the Board at the next regular meeting thereof; but such action shall be for information purposes only, and the Board shall have no right or authority at such time to approve or reject the sale as evidenced in the Bond Notification.

Upon the sale of the Bonds, as evidenced by the execution and delivery of the Bond Notification by the Designated Representatives, the Assistant Superintendent for Business Services, the President and Secretary of the Board and the School Treasurer who receives the

taxes of the District and any other officers of the District, as shall be appropriate, shall be and are hereby authorized and directed to approve or execute, or both, such documents of sale of the Bonds as may be necessary, including, without limitation, the contract for the sale of the Bonds between the District and the Purchaser (the "*Purchase Contract*"). Prior to the execution and delivery of the Purchase Contract, the Designated Representatives shall find and determine that no person holding any office of the District, either by election or appointment, is in any manner interested, directly or indirectly, in his or her own name or in the name of any other person, association, trust or corporation, in the Purchase Contract.

The Bonds before being issued shall be registered, numbered and countersigned by the School Treasurer who receives the taxes of the District, such registration being made in a book provided for that purpose, in which shall be entered the record of the resolution authorizing the Board to borrow said money and a description of the Bonds issued, including the number, date, to whom issued, amount, rate of interest and when due.

The use by the Purchaser of any Preliminary Official Statement or Preliminary Term Sheet and any final Official Statement or final Term Sheet relating to the Bonds (the "*Disclosure Document*") is hereby ratified, approved and authorized; the execution and delivery of the Disclosure Document is hereby authorized; and the officers of the Board are hereby authorized to take any action as may be required on the part of the District to consummate the transactions contemplated by the Purchase Contract, this Resolution, said Preliminary Official Statement or Preliminary Term Sheet, the Disclosure Document and the Bonds.

*Section 9. Tax Levy.* In order to provide for the collection of a direct annual tax sufficient to pay the interest on the Bonds as it falls due, and also to pay and discharge the principal thereof at maturity, there be and there is hereby levied upon all the taxable property within the District a direct annual tax for each of the years while the Bonds or any of them are

outstanding, in amounts sufficient for that purpose, and that there be and there is hereby levied upon all of the taxable property in the District, the following direct annual tax, to-wit:

FOR THE YEAR	A TAX SUFFICIENT TO PRODUCE THE SUM OF:	
2017	\$ 728,500	for interest and principal up to and including December 1, 2018
2018	\$ 728,500	for interest and principal
2019	\$ 728,500	for interest and principal
2020	\$ 728,500	for interest and principal
2021	\$ 728,500	for interest and principal
2022	\$ 728,500	for interest and principal
2023	\$ 728,500	for interest and principal
2024	\$5,073,500	for interest and principal
2025	\$5,436,250	for interest and principal
2026	\$5,565,000	for interest and principal

Principal or interest maturing at any time when there are not sufficient funds on hand from the foregoing tax levy to pay the same shall be paid from the general funds of the District, and the fund from which such payment was made shall be reimbursed out of the taxes hereby levied when the same shall be collected.

The District covenants and agrees with the purchasers and the holders of the Bonds that so long as any of the Bonds remain outstanding, the District will take no action or fail to take any action which in any way would adversely affect the ability of the District to levy and collect the foregoing tax levy and the District and its officers will comply with all present and future applicable laws in order to assure that the foregoing taxes will be levied, extended and collected as provided herein and deposited in the fund established to pay the principal of and interest on the Bonds.

To the extent that the taxes levied above exceed the amount necessary to pay debt service on the Bonds as set forth in the Bond Notification, or to the extent that taxes levied for the year 2017 are not necessary to pay debt service on the Bonds as determined by the Designated Representatives, the President and Secretary of the Board and the School Treasurer who receives

the taxes of the District are hereby authorized to direct the abatement of such taxes to the extent of the excess of such levy in each year over the amount necessary to pay debt service on the Bonds in the following bond year. Proper notice of such abatement shall be filed with the County Clerk in a timely manner to effect such abatement.

*Section 10. Filing of Resolution and Certificate of Reduction of Taxes.* Forthwith upon the passage of this Resolution, the Secretary of the Board is hereby directed to file a certified copy of this Resolution with the County Clerk and it shall be the duty of the County Clerk to annually in and for each of the years 2017 to 2026, inclusive, ascertain the rate necessary to produce the tax herein levied, and extend the same for collection on the tax books against all of the taxable property within the District in connection with other taxes levied in each of said years for school purposes, in order to raise the respective amounts aforesaid and in each of said years such annual tax shall be computed, extended and collected in the same manner as now or hereafter provided by law for the computation, extension and collection of taxes for general school purposes of the District, and when collected, the taxes hereby levied shall be placed to the credit of a special fund to be designated "Refunding Bond and Interest Sinking Fund Account of 2018" (the "*Bond Fund*"), which taxes are hereby irrevocably pledged to and shall be used only for the purpose of paying the principal of and interest on the Bonds; and a certified copy of this resolution shall also be filed with the School Treasurer who receives the taxes of the District.

The President and Secretary of the Board and the School Treasurer who receives the taxes of the District be and the same are hereby directed to prepare and file with the County Clerk a Certificate of Reduction of Taxes Heretofore Levied for the Payment of Bonds showing the Prior Bonds being refunded and directing the abatement of the taxes heretofore levied to pay the Refunded Bonds, all as provided by Section 19-23 of the School Code of the State of Illinois, as amended.

*Section 11. Use of Taxes Heretofore Levied.* All proceeds received or to be received from any taxes heretofore levied to pay principal of and interest on the Refunded Bonds, including the proceeds received or to be received from the taxes levied for the year 2017 for such purpose, shall be used to pay the principal of and interest on the Refunded Bonds and to the extent that such proceeds are not needed for such purpose because of the establishment of the escrow referred to in Section 12 hereof, the same shall be deposited into the Bond Fund and used to pay principal and interest on the Bonds in accordance with all of the provisions of this Resolution.

*Section 12. Use of Bond Proceeds.* Any accrued interest received on the delivery of the Bonds is hereby appropriated for the purpose of paying first interest due on the Bonds and is hereby ordered deposited into the Bond Fund. Simultaneously with the delivery of the Bonds, the principal proceeds of the Bonds, together with any premium received from the sale of the Bonds and such additional amounts as may be necessary from the general funds of the District, are hereby appropriated to pay the costs of issuance of the Bonds and for the purpose of refunding the Refunded Bonds, and that portion thereof not needed to pay such costs is hereby ordered deposited (i) with Amalgamated Bank of Chicago, Chicago, Illinois, as the paying agent for the Prior Bonds or (ii) in escrow pursuant to an Escrow Letter Agreement (the "*Escrow Agreement*") to be entered into between the District and the escrow agent (which shall be a bank or trust company authorized to do business in the State of Illinois) set forth in the Bond Notification (the "*Escrow Agent*"), in substantially the form attached hereto as *Exhibit A* and made a part hereof by this reference, or with such changes therein as shall be approved by the officers of the District executing the Escrow Agreement, such execution to constitute evidence of the approval of such changes, for the purpose of paying the Refunded Bonds. The Board approves the form, terms and provisions of the Escrow Agreement and directs the President and Secretary of the Board to execute, attest and deliver the Escrow Agreement in the name and on

behalf of the District. Amounts in the escrow may be used to purchase direct obligations of or obligations guaranteed by the full faith and credit of the United States of America (the “*Government Securities*”) to provide for the payment of the Refunded Bonds. The Escrow Agent, the Purchaser and Raymond James are each hereby authorized to act as agent for the District in the purchase of the Government Securities.

At the time of the issuance of the Bonds, the costs of issuance of the Bonds may be paid by the Purchaser, the Bond Registrar or Raymond James on behalf of the District from the proceeds of the Bonds.

In accordance with the redemption provisions of the resolution authorizing the issuance of the Refunded Bonds, the District by the Board does hereby make provision for the payment of and does hereby call (subject only to the delivery of the Bonds) the Refunded Bonds for redemption on the earliest possible and practicable date as set forth in the Bond Notification.

*Section 13. Non-Arbitrage and Tax-Exemption.* The District hereby covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Bonds) if taking, permitting or omitting to take such action would cause any of the Bonds to be an arbitrage bond or a private activity bond within the meaning of the Internal Revenue Code of 1986, as amended, or would otherwise cause the interest on the Bonds to be included in the gross income of the recipients thereof for federal income tax purposes. The District acknowledges that, in the event of an examination by the Internal Revenue Service (the “*IRS*”) of the exemption from Federal income taxation for interest paid on the Bonds, under present rules, the District may be treated as a “taxpayer” in such examination and agrees that it will respond in a commercially reasonable manner to any inquiries from the IRS in connection with such an examination.

The District also agrees and covenants with the purchasers and holders of the Bonds from time to time outstanding that, to the extent possible under Illinois law, it will comply with whatever federal tax law is adopted in the future which applies to the Bonds and affects the tax-exempt status of the Bonds.

The Board hereby authorizes the officials of the District responsible for issuing the Bonds, the same being the President and Secretary of the Board and the School Treasurer who receives the taxes of the District, to make such further covenants and certifications regarding the specific use of the proceeds of the Bonds as approved by the Board and as may be necessary to assure that the use thereof will not cause the Bonds to be arbitrage bonds and to assure that the interest on the Bonds will be exempt from federal income taxation. In connection therewith, the District and the Board further agree: (a) through their officers, to make such further specific covenants, representations as shall be truthful, and assurances as may be necessary or advisable; (b) to consult with counsel approving the Bonds and to comply with such advice as may be given; (c) to pay to the United States, as necessary, such sums of money representing required rebates of excess arbitrage profits relating to the Bonds; (d) to file such forms, statements, and supporting documents as may be required and in a timely manner; and (e) if deemed necessary or advisable by their officers, to employ and pay fiscal agents, financial advisors, attorneys, and other persons to assist the District in such compliance.

*Section 14. List of Bondholders.* The Bond Registrar shall maintain a list of the names and addresses of the holders of all Bonds and upon any transfer shall add the name and address of the new Bondholder and eliminate the name and address of the transferor Bondholder.

*Section 15. Duties of Bond Registrar.* If requested by the Bond Registrar, the President and Secretary of the Board are authorized to execute the Bond Registrar's standard form of agreement between the District and the Bond Registrar with respect to the obligations and duties of the Bond Registrar hereunder which may include the following:

(a) to act as bond registrar, authenticating agent, paying agent and transfer agent as provided herein;

(b) to maintain a list of Bondholders as set forth herein and to furnish such list to the District upon request, but otherwise to keep such list confidential;

(c) to give notice of redemption of Bonds as provided herein;

(d) to cancel and/or destroy Bonds which have been paid at maturity or upon earlier redemption or submitted for exchange or transfer;

(e) to furnish the District at least annually a certificate with respect to Bonds cancelled and/or destroyed; and

(f) to furnish the District at least annually an audit confirmation of Bonds paid, Bonds outstanding and payments made with respect to interest on the Bonds.

*Section 16. Continuing Disclosure Undertaking.* The President of the Board is hereby authorized, empowered and directed to execute and deliver a Continuing Disclosure Undertaking under Section (b)(5) of Rule 15c2-12 adopted by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended (the “*Continuing Disclosure Undertaking*”). If a Continuing Disclosure Undertaking is executed and delivered on behalf of the District as herein provided, the Continuing Disclosure Undertaking will be binding on the District and the officers, employees and agents of the District, and the officers, employees and agents of the District are hereby authorized, empowered and directed to do all such acts and things and to execute all such documents as may be necessary to carry out and comply with the provisions of the Continuing Disclosure Undertaking as executed. Notwithstanding any other provision of this Resolution, the sole remedy for failure to comply with the Continuing Disclosure Undertaking shall be the ability of the beneficial owner of any Bond to seek mandamus or specific performance by court order to cause the District to comply with its obligations under the Continuing Disclosure Undertaking.

*Section 17. Municipal Bond Insurance.* In the event the payment of principal and interest on the Bonds is insured pursuant to a municipal bond insurance policy (the “*Municipal*

*Bond Insurance Policy*”) issued by a bond insurer (the “*Bond Insurer*”), and as long as such Municipal Bond Insurance Policy shall be in full force and effect, the District and the Bond Registrar agree to comply with such usual and reasonable provisions regarding presentment and payment of the Bonds, subrogation of the rights of the Bondholders to the Bond Insurer upon payment of the Bonds by the Bond Insurer, amendment hereof, or other terms, as approved by the President of the Board on advice of counsel, his or her approval to constitute full and complete acceptance by the District of such terms and provisions under authority of this Section.

*Section 18. Record-Keeping Policy and Post-Issuance Compliance Matters.* On August 22, 2016, the Board adopted a record-keeping policy (the “*Policy*”) in order to maintain sufficient records to demonstrate compliance with its covenants and expectations to ensure the appropriate federal tax status for the debt obligations of the District, the interest on which is excludable from “gross income” for federal income tax purposes or which enable the District or the holder to receive federal tax benefits, including, but not limited to, qualified tax credit bonds and other specified tax credit bonds. The Board and the District hereby reaffirm the Policy.

*Section 19. Severability.* If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

*Section 20. Repeal.* All resolutions or parts thereof in conflict herewith be and the same are hereby repealed, and this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted January 22, 2018.

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President, Board of Education

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Secretary, Board of Education

**EXHIBIT A**

\_\_\_\_\_, 2018

\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

Re: Township High School District Number 225, Cook County, Illinois  
\$\_\_\_\_\_ General Obligation Refunding School Bonds, Series 2018

Ladies and Gentlemen:

Township High School District Number 225, Cook County, Illinois (the "*District*"), by a resolution adopted by the Board of Education of the District (the "*Board*") on the 22nd day of January, 2018 (as supplemented by a notification of sale of bonds dated \_\_\_\_\_, 2018, the "*Bond Resolution*"), has authorized the issue and delivery of \$\_\_\_\_\_ General Obligation Refunding School Bonds, Series 2018, dated \_\_\_\_\_, 2018 (the "*Bonds*"). The District has authorized by the Bond Resolution that proceeds of the Bonds be used to pay and redeem on \_\_\_\_\_, 2018, \$14,570,000 of the District's outstanding and unpaid General Obligation School Bonds, Series 2008, dated January 1, 2008, bearing interest at the rate of 5.00% per annum and due serially on December 1 of the years and in the amounts as follows:

YEAR OF MATURITY	PRINCIPAL AMOUNT
2025	\$4,345,000
2026	4,925,000
2027	5,300,000

(the "*Refunded Bonds*").

The District hereby deposits with you \$\_\_\_\_\_ from the proceeds of the Bonds and \$\_\_\_\_ from funds of the District on hand and lawfully available (collectively, the "*Deposit*") and you are hereby instructed as follows with respect thereto:

1. Upon deposit, you are directed to purchase U.S. Treasury Securities State and Local Government Series Certificates of Indebtedness in the amount of \$\_\_\_\_\_ and maturing as described on *Exhibit A* hereto (the "*Securities*"). You are further instructed to fund a beginning cash escrow deposit on demand in the amount of \$\_\_\_\_\_. The beginning deposit and the Securities are to be held in an irrevocable trust fund account (the "*Trust Account*") for the District to the benefit of the holders of the Refunded Bonds.

2. You shall hold the Securities and any interest income or profit derived therefrom and any uninvested cash in the Trust Account for the sole and exclusive benefit of the holders of the Refunded Bonds until redemption of the Refunded Bonds on \_\_\_\_\_, 2018, is made.

3. You shall promptly collect the principal, interest or profit from the proceeds deposited in the Trust Account and promptly apply the same as necessary to the payment of the Refunded Bonds as herein provided.

4. The District has called the Refunded Bonds for redemption and payment prior to maturity on \_\_\_\_\_, 2018. You are hereby directed to provide for and give or cause the Prior Paying Agent (as hereinafter defined) to give timely notice of the call for redemption of the Refunded Bonds. The form and time of the giving of such notice regarding the Refunded Bonds shall be as specified in the resolution authorizing the issuance of the Refunded Bonds. The District agrees to reimburse you for any actual out-of-pocket expenses incurred in the giving of such notice, but the failure of the District to make such payment shall not in any respect whatsoever relieve you from carrying out any of the duties, terms or provisions of this Agreement.

5. In addition, you are hereby directed to give or cause the Prior Paying Agent to give notice of the call of the Refunded Bonds, on or before the date the notice of such redemption is given to the holders of the Refunded Bonds, to the Municipal Securities Rulemaking Board (the "MSRB") through its Electronic Municipal Market Access system for municipal securities disclosure or through any other electronic format or system prescribed by the MSRB for purposes of Rule 15c2-12 adopted by the Securities and Exchange Commission under the Securities Exchange Act of 1934, as amended. Information with respect to procedures for submitting notice can be found at <https://msrb.org>.

6. On \_\_\_\_\_, 2018, you shall remit to Amalgamated Bank of Chicago, Chicago, Illinois, as paying agent for the Refunded Bonds (the "*Prior Paying Agent*"), the sum of \$\_\_\_\_\_, such amount being sufficient to pay the principal of and interest on the Refunded Bonds on such date, and such remittance shall fully release and discharge you from any further duty or obligation thereto under this Agreement.

7. You shall make no payment of fees, due or to become due, of the bond registrar and paying agent on the Bonds or the Refunded Bonds. The District shall pay the same as they become due.

8. If at any time it shall appear to you that the funds on deposit in the Trust Account will not be sufficient to pay the principal of and interest on the Refunded Bonds, you shall notify the District not less than five (5) days prior to such payment date and the

District shall make up the anticipated deficit from any funds legally available for such purpose so that no default in the making of any such payment will occur.

9. Upon final disbursement of funds sufficient to pay the Refunded Bonds as hereinabove provided for, you shall transfer any balance remaining in the Trust Account to the District and thereupon this Agreement shall terminate.

Very truly yours,

TOWNSHIP HIGH SCHOOL DISTRICT  
NUMBER 225, COOK COUNTY, ILLINOIS

By \_\_\_\_\_  
SPECIMEN  
President, Board of Education

By \_\_\_\_\_  
SPECIMEN  
Secretary, Board of Education

Accepted this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
\_\_\_\_\_, \_\_\_\_\_

By \_\_\_\_\_  
SPECIMEN  
Its \_\_\_\_\_

**EXHIBIT A TO ESCROW AGREEMENT**

**U.S. TREASURY SECURITIES**

Member \_\_\_\_\_ moved and Member \_\_\_\_\_  
seconded the motion that said resolution as presented and read by title be adopted.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt said resolution.

Upon the roll being called, the following members voted AYE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following members voted NAY: \_\_\_\_\_

Whereupon the President declared the motion carried and said resolution adopted, approved and signed the same in open meeting and directed the Secretary to record the same in the records of the Board of Education of Township High School District Number 225, Cook County, Illinois, which was done.

Other business not pertinent to the adoption of said resolution was duly transacted at the meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

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

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**CERTIFICATION OF MINUTES AND RESOLUTION**

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Township High School District Number 225, Cook County, Illinois (the “Board”), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 22nd day of January, 2018, insofar as same relates to the adoption of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$15,150,000 General Obligation Refunding School Bonds, Series 2018, of Township High School District Number 225, Cook County, Illinois, for the purpose of refunding certain outstanding bonds of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

a true, correct and complete copy of which said resolution as adopted at said meeting appears in the foregoing transcript of the minutes of said meeting.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 72 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 72-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 22nd day of January, 2018.

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Secretary, Board of Education

STATE OF ILLINOIS     )  
  ) SS  
COUNTY OF COOK     )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting County Clerk of The County of Cook, Illinois, and as such official I do further certify that on the \_\_\_\_ day of \_\_\_\_\_, 2018, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$15,150,000 General Obligation Refunding School Bonds, Series 2018, of Township High School District Number 225, Cook County, Illinois, for the purpose of refunding certain outstanding bonds of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Education of Township High School District Number 225, Cook County, Illinois, on the 22nd day of January, 2018, and that the same has been deposited in the official files and records of my office.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said County, this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
County Clerk of The County of Cook, Illinois

(SEAL)

STATE OF ILLINOIS    )  
                                  ) SS  
COUNTY OF COOK    )

**FILING CERTIFICATE**

I, the undersigned, do hereby certify that I am the duly qualified and acting School Treasurer who receives the taxes of Township High School District Number 225, Cook County, Illinois (the “*District*”), and as such official I do further certify that on the 22nd day of January, 2018, there was filed in my office a duly certified copy of a resolution entitled:

RESOLUTION providing for the issue of not to exceed \$15,150,000 General Obligation Refunding School Bonds, Series 2018, of Township High School District Number 225, Cook County, Illinois, for the purpose of refunding certain outstanding bonds of said School District, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the proposed sale of said bonds to the purchaser thereof.

duly adopted by the Board of Education of the District on the 22nd day of January, 2018, and that the same has been deposited in the official files and records of my office.

I do further certify that the description of the outstanding General Obligation School Bonds, Series 2008, dated January 1, 2008, of the District is accurate and that said bonds are presently outstanding and unpaid and are binding and subsisting legal obligations of the District and have never been refunded by the District.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 22nd day of January, 2018.

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School Treasurer

MUNICIPAL ADVISOR AGREEMENT

BY and BETWEEN

Northfield Township High School District 225, Cook County, Illinois and

RAYMOND JAMES & ASSOCIATES, INC.

THIS AGREEMENT is by and between Northfield Township High School District 225 the “Issuer” and Raymond James & Associates, Inc. (the “Municipal Advisor”).

WHEREAS, the Issuer wishes to hire the Municipal Advisor to serve as its municipal advisor and financial advisor in accordance with the provisions of this Agreement and the Municipal Advisor, through its Public Finance/Debt Investment Banking Department, is engaged in the business of providing, and is authorized under applicable Federal and State statutes and applicable regulatory rules to provide advisory services to the Issuer as provided herein, and

NOW THEREFORE, it is agreed by all parties signing this Municipal Advisor Agreement (the “Agreement”) that:

I. SCOPE OF SERVICES

1. The Municipal Advisor will consult with and advise the Issuer with respect to its outstanding debt and capital financing programs including but not limited to referendum bond, non-referendum bond and refunding bond financing options. This advice will generally include the following:
  - a. Advising and evaluation of various financing options for funding the District’s Long Range Capital Plan financing including the structure, timing, terms and the taxpayer impact of said options;

- b. Participate in public meetings with Board of Education and various community groups regarding the proposed financing options;
  - c. Evaluating opportunities to current or advance refund outstanding debt obligations and/or bonds of the Issuer;
  - d. Assisting the Issuer with respect to renewing or replacing letters or lines of credit;
  - e. Evaluating the Issuer's credit profile and debt capacity;
  - f. Evaluating opportunities to hedge future debt issuances;
  - g. Developing a debt, fund balance and/or investment policy, if requested;
  - h. Assisting in managing relationships and interaction with rating agencies, bond insurers, and bond investors regarding debt issuances;
  - i. Assist the Issuer with evaluating the appropriateness of a competitive, negotiated or private placement bond sale;
  - j. Assisting the Issuer in hiring bond underwriters; and
  - k. Assisting the Issuer, at your request, in evaluating certain investment banking ideas that may be presented to the Issuer from time to time.
2. When the Issuer deems it necessary to issue bonds, notes, or other debt instruments (collectively, "Obligations") in the capital markets, the Municipal Advisor will consult with and advise the Issuer with respect to the various structures, provisions and covenants appropriate or advisable to consider as part of the new financing, generally including, but not necessarily limited to, the following:
- a. Obligation amounts;
  - b. Principal, interest, and final maturity dates;
  - c. average life tests;
  - d. maturity amortization schedules;
  - e. interest rates;
  - f. redemption provisions;
  - g. debt service;
  - h. coverage requirements;
  - i. flow of funds;
  - j. reserve funds;
  - k. sinking funds; and
  - l. security pledges.
3. The Municipal Advisor will, upon request, work with staff, underwriters and attorneys of the Issuer, including bond counsel, in the development of the financial and security

4. provisions to be contained in the instruments authorizing and securing the Obligations undertaken by the Issuer.
5. The Municipal Advisor will, as requested, assist Issuer staff in the development of Issuer information to be used by the Issuer for presentation to investors, underwriters and others, including the scheduling of information meetings between these investors, underwriters or others and the Issuer, if necessary.
6. For negotiated transactions, the Municipal Advisor will attend the sale of the Obligations and advise and assist the Issuer in the analysis of the pricing and fees to determine their reasonableness and acceptability.
7. For competitive transactions, the Municipal Advisor will evaluate the most advantages bidding platforms and make recommendations to the District on bond sale timing;
8. Any services in connection with the Obligations with respect to swaps or other types of derivative products or the reinvestment of proceeds are not included within the scope of this Agreement and must be governed by a separate, written agreement covering such additional services.
7. The scope of services set forth in (1) through (6) above (the "Scope of Services") is subject to the following limitations:
  - a. The Scope of Services is limited solely to the services described above and is subject to any limitations set forth within the description of the Scope of Services.
  - b. Unless otherwise provided in the Scope of Services described above, Municipal Advisor is not responsible for preparing any preliminary or final official statement, or for certifying as to the accuracy or completeness of any preliminary or final official statement, other than with respect to any information about Municipal Advisor provided by Municipal Advisor for inclusion in such documents.
  - c. The Scope of Services does not include tax, legal, accounting or engineering advice with respect to any Obligations municipal financial products or in

connection with any opinion or certificate rendered by counsel or any other person at closing, and does not include review or advice on any feasibility study.

8. The Scope of Services may be changed only by written amendment or supplement to the Scope of Services described herein. The parties agree to amend or supplement the Scope of Services described herein promptly to reflect any material changes or additions to the Scope of Services.
9. MSRB Rule G-42 requires that Municipal Advisor make a reasonable inquiry as to the facts that are relevant to the Issuer's determination whether to proceed with a course of action or that form the basis for any advice provided by Municipal Advisor to the Issuer. The rule also requires that Municipal Advisor undertake a reasonable investigation to determine that it is not basing any recommendation on materially inaccurate or incomplete information. Municipal Advisor is also required under the rule to use reasonable diligence to know the essential facts about Issuer and the authority of each person acting on the Issuer's behalf. Issuer agrees to cooperate, and to cause its agents to cooperate, with Municipal Advisor in carrying out these regulatory duties, including providing to Municipal Advisor accurate and complete information and reasonable access to relevant documents, other information and personnel needed to fulfill such duties. In addition, the Issuer agrees that, to the extent the Issuer seeks to have Municipal Advisor provide advice with regard to any recommendation made by a third party, the Issuer will provide to Municipal Advisor written direction to do so as well as any information it has received from such third party relating to its recommendation.

## II. UNDERTAKINGS BY THE ISSUER

1. The Issuer will make available to the Municipal Advisor financial data and information concerning the Issuer's fiscal operation. Issuer officials and staff will be responsible for collecting, assembling and organizing the documentation essential to its financing activities and disclosure responsibilities and drafting and distribution of Offering Documents and other disclosure documents relating to the Obligations.
2. The Issuer will work with bond counsel who will issue an approving legal opinion to accompany the issuance of the Obligations, and also with appropriate Issuer's local legal counsel with respect thereto. Additionally, the Issuer will either retain or work with counsel to advise it as to the adequacy of disclosure and to assist with the preparation of the Offering Documents or other official documents relating to the Obligations.

### III. PAYMENT TO THE MUNICIPAL ADVISOR

1. For performance of the services enumerated in Article I, Paragraphs 1-5, above, the Issuer will compensate the Municipal Advisor a fee of not to exceed \$3.00 per \$1,000 of bonds issued or a minimum of \$20,000 plus reasonable expenses payable upon the issuance of the proposed bond(s) described in paragraph 1 above.
2. All reasonable costs and expenses incurred by the Municipal Advisor related to the performance of this Agreement will be paid by the Issuer.
3. The Issuer agrees to promptly pay the Municipal Advisor the fees described in Article III, Paragraph 1 and 2, above, and the costs and expenses described in Article III, Paragraph 3, above, as mutually agreed on, upon receiving an invoice from the Municipal Advisor.

### IV. PAYMENT OF COSTS OF ISSUANCE

The Issuer shall be responsible for payment of all the costs of issuing the Obligations and completing a financing, including, but not necessarily limited to, the following:

- a. Printing, web posting, and any other means of distribution or dissemination of the Preliminary and Final Official Statement (if required);
- b. Fees of the national ratings agencies;
- c. Bond printing costs;
- d. Bond, Local, Disclosure, and/or Underwriter's Counsel Fees;
- e. Underwriting Fees;
- f. Letter of Credit and similar such Fees if any; and
- g. Bond Insurance Premiums, if any.

### V. GENERAL PROVISIONS

1. The Issuer understands and acknowledges that the Municipal Advisor or its affiliates may have trading and other business relationships with members of the Issuer's underwriting team, or other participants in the proposed transaction. Additionally, the Municipal Advisor or its affiliates may have trading and other business relationships with potential purchasers of the Obligations. These relationships include, but may not be limited to, trading lines, frequent purchases and sales of securities and other engagements through which Municipal Advisor may have, among other things, an economic interest. Notwithstanding the foregoing, Municipal Advisor will not receive

any compensation with respect to the issuance of the Obligations other than as disclosed above. Municipal Advisor is involved in a wide range of activities from which conflicting interests or duties may arise. Information which is held elsewhere within Raymond James, but of which none of the Municipal Advisor's personnel involved in the proposed transaction actually has knowledge, will not for any purpose be taken into account in determining Municipal Advisor's responsibilities to the Issuer.

2. Both parties acknowledge and agree that the Municipal Advisor is acting solely as a financial advisor to the Issuer with respect to the Bonds identified above; Municipal Advisor's engagement by the Issuer is limited to providing financial advisory services to the Issuer with respect to the Bonds. The Municipal Advisor is not a fiduciary of any other party to the transaction. Advisor will not (1) provide any assurances that any investment made in connection with the Bonds during its engagement is the best possible investment available for the Issuer's situation or that every possible alternative or provider has been considered and/or solicited, (ii) investigate the veracity of any certifications provided by any party, (iii) provide legal or accounting assurance that any matter or procedure complies with any applicable law, or (iv) be liable to any party if any of the investments of the Bonds fails to close or for default of same. Municipal Advisor's limited engagement terminates upon the expiration of the term of this Agreement and Municipal Advisor shall have no further duties or obligations thereafter.
3. MSRB Rule G-42 requires that Municipal Advisor provide you with disclosures of material conflicts of interest and of information regarding certain legal events and disciplinary history. Such disclosures are provided in Municipal Advisor's Disclosure Statement delivered to the Issuer as Exhibit A to this Agreement.
4. The Municipal Advisor agrees to assist the Issuer as provided only on the basis that it is expressly understood and agreed that the Municipal Advisor assumes no responsibility to the Issuer or any person for the accuracy or completeness of any information contained in any Preliminary Official Statement or Final Official Statement issued in connection with the Obligations.
5. Unless terminated earlier as provided below, the term of this Agreement shall end upon the close of business on the date of issuance of the Obligations. This Agreement may be terminated by either party hereto with ten (10) business days prior written notice to the other. In the event of such termination, whether by either party hereto, the Municipal Advisor shall promptly submit for payment, and Issuer shall promptly pay, a final bill for the payment of all unpaid fees and unreimbursed costs and expenses then due and owing. Other than the foregoing, neither party shall incur any liability to the other

arising out of the termination of this Agreement. However, this Article 5 shall survive any such termination.

6. In the absence of willful misconduct, bad faith, gross negligence or reckless disregard of obligations or duties hereunder on the part of Municipal Advisor or any of its associated persons, Municipal Advisor and its associated persons shall have no liability to the Issuer for any act or omission in the course of, or connected with, rendering services hereunder, or for any error of judgment or mistake of law, or for any loss arising out of any issuance of municipal securities, any municipal financial product or any other investment, or for any financial or other damages resulting from Issuer's election to act or not to act, as the case may be, contrary to any advice or recommendation provided by Municipal Advisor to Issuer. No recourse shall be had against Municipal Advisor for loss, damage, liability, cost or expense (whether direct, indirect or consequential) of Client arising out of or in defending, prosecuting, negotiating or responding to any inquiry, questionnaire, audit, suit, action, or other proceeding brought or received from the Internal Revenue Service in connection with any Obligation [or municipal financial product (hereinafter, "Product")] or otherwise relating to the tax treatment of any Obligation [or Product], or in connection with any opinion or certificate rendered by counsel or any other party. Notwithstanding the foregoing, nothing contained in this paragraph or elsewhere in this Agreement shall constitute a waiver by Issuer of any of its legal rights under applicable U.S. federal securities laws or any other laws whose applicability is not permitted to be contractually waived, nor shall it constitute a waiver or diminution of Municipal Advisor's fiduciary duty to Client under Section 15B(c) (1) of the Securities Exchange Act of 1934, as amended, and the rules thereunder. The Issuer hereby covenants and agrees that it will indemnify and hold harmless the Municipal Advisor, its parent and affiliates, and each of the foregoing entities' officers, directors, employees and agents (the "Municipal Advisor Indemnitees") against any and all losses, claims, demands, damages or liabilities of any kind whatsoever, arising from or out of the acts, omissions or doings of the Issuer, its representatives, employees or agents, or in any way relating to the financings or other matter within the purview of this Agreement, whether pursuant to statute or at common law or otherwise (hereinafter, "Claims"), and will reimburse each of the Municipal Advisor Indemnitees for any legal or other expense reasonably incurred by it in connection with investigating or defending any such Claims or actions or proceedings arising from such Claims, whether or not resulting in any liability.
  
7. This Agreement embodies all the terms, agreements, conditions and rights contemplated and negotiated by the Issuer and the Municipal Advisor, and supersedes any and all discussions and understandings, written or oral, between Issuer and Municipal Advisor regarding the subject matter hereof. Any modifications and/or amendments must be made in writing and signed by both parties.

8. This Agreement shall be governed by and construed in accordance with the laws of the State of Illinois, without reference to its conflicts of law principles.
9. Any dispute arising out of this Agreement or the performance hereof shall be resolved in binding arbitration before the American Arbitration Association, pursuant to its commercial arbitration rules. Each party, to the fullest extent permitted by law, knowingly, voluntarily and intentionally waives its right to a jury trial in any action or other legal proceeding arising out of or relating to this Agreement or the performance hereof.
10. This Agreement shall be binding upon and inure to the benefit of the Issuer and Municipal Advisor, their respective successors and permitted assigns; provided however, neither party may assign or transfer any of its rights or obligations hereunder without the prior written consent of the other party.
11. This Agreement is made solely for the benefit of the parties and their respective successors and permitted assigns. Nothing in this Agreement, express or implied, is intended to confer on any person, other than the parties and their respective successors and permitted assigns, any rights, remedies, obligations or liabilities under or by reason of this Agreement.

IN WITNESS WHEREOF, THE PARTIES HERETO HAVE DULY CAUSED THIS AGREEMENT to be signed and sealed by their respective authorized officers this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NORTHFIELD TOWNSHIP HIGH SCHOOL DISTRICT 225, COOK COUNTY, ILLINOIS

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

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

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

RAYMOND JAMES & ASSOCIATES, INC.

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

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

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

December 26, 2017

Dr. R.J. Gravel  
Assistant Superintendent for Business Services  
Glenbrook THSD Number 225  
3801 West Lake Avenue  
Glenview, Illinois 60026

Re: Township High School District Number 225,  
Cook County, Illinois (the “*District*”)  
General Obligation Refunding School Bonds, Series 2018

Dear R.J.:

We are pleased to provide an engagement letter for our services as bond counsel and disclosure counsel for the bonds in reference (the “*Bonds*”). For convenience and clarity, we may refer to the District in its corporate capacity and to you, the District officers (including the governing body of the District) and employees and general and special counsel to the District, collectively as “*you*” (or the possessive “*your*”). You have advised us that the purpose of the issuance of the Bonds, briefly stated, is to refund certain outstanding bonds of the District. You are retaining us for the limited purpose of rendering our customary approving legal opinion as described in detail below.

A. DESCRIPTION OF SERVICES AS BOND COUNSEL

As Bond Counsel, we will work with you and the following persons and firms: the underwriters or other bond purchasers who purchase the Bonds from the District (all of whom are referred to as the “*Bond Purchasers*”), counsel for the Bond Purchasers, financial advisors, trustee, paying agent and bond registrar and their designated counsel (you and all of the foregoing persons or firms, collectively, the “*Participants*”). We intend to undertake each of the following as necessary:

1. Review relevant Illinois law, including pending legislation and other recent developments, relating to the legal status and powers of the District or otherwise relating to the issuance of the Bonds.

2. Obtain information about the Bond transaction and the facilities or purposes financed with the proceeds of the bonds to be refunded (the “*Project*”).

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3. Review the proposed timetable and consult with the Participants as to the issuance of the Bonds in accordance with the timetable.

4. Consider the issues arising under the Internal Revenue Code of 1986, as amended, and applicable tax regulations and other sources of law relating to the issuance of the Bonds on a tax-exempt basis; these issues include, without limitation, ownership and use of the Project, use and investment of Bond proceeds prior to expenditure and security provisions or credit enhancement relating to the Bonds.

5. Prepare or review major Bond documents, including tax compliance certificates, review the bond purchase agreement, if applicable, and, at your request, draft descriptions of the documents which we have drafted. We understand that the Bonds will be sold at competitive sale and that the District will be assisted in the preparation of sale documents and in the process of the sale itself by its financial advisor. As Bond Counsel, we assist you in reviewing only those portions of an official statement or any other disclosure document to be disseminated in connection with the sale of the Bonds involving the description of the Bonds, the security for the Bonds (excluding forecasts, projections, estimates or any other financial or economic information in connection therewith) and the description of the federal tax exemption of interest on the Bonds.

6. Prepare or review all pertinent proceedings to be considered by the governing body of the District; confirm that the necessary quorum, meeting and notice requirements are contained in the proceedings and draft pertinent excerpts of minutes of the meetings relating to the financing.

7. Attend or host such drafting sessions and other conferences as may be necessary, including a preclosing, if needed, and closing; and prepare and coordinate the distribution and execution of closing documents and certificates, opinions and document transcripts.

8. Render our legal opinion regarding the validity of the Bonds, the source of payment for the Bonds and the federal income tax treatment of interest on the Bonds, which opinion (the "*Bond Opinion*") will be delivered in written form on the date the Bonds are exchanged for their purchase price (the "*Closing*"). The Bond Opinion will be based on facts and law existing as of its date. Please see the discussion below at Part E. Please note that our opinion represents our legal judgment based upon our review of the law and the facts so supplied to us that we deem relevant and is not a guarantee of a result.

B. DESCRIPTION OF SERVICES AS DISCLOSURE COUNSEL

As Disclosure Counsel we will:

1. Assist in the preparation and compilation of the official statement, including the Official Notice of Sale and Bid Form (which may be referred to collectively, as the “*Official Statement*”) with respect to the Bonds. To the extent that the District requests us to act as the draftsman and compiler of such document, the participants to this transaction, including particularly the District, should understand that the primary obligation for adequate disclosure rests with the District, and recognize that substantial parts of the offering document may be prepared by other participants, who will have their own obligations for adequate and complete information with respect to information that they supply. In compiling such offering document we are *not* undertaking to perform the duties of the District or any other transaction participant to provide full, complete and accurate information. We will not pass upon, and or assume responsibility for, the accuracy or completeness of, and will not independently verify, the underlying facts ultimately included in the Official Statement. In particular, we will not be reviewing or passing upon (i) the information relating to The Depository Trust Company and its book-entry only system; (ii) the information relating to the credit providers, if any, contained or incorporated in any section of, or Appendix to, the Official Statement containing information relating to any credit provider, (iii) any financial statements or other financial, operating, statistical or accounting data contained or incorporated therein, including without limitation, information or omissions with respect to any unfunded pension or other post-employment benefits liabilities; (iv) information concerning any past, pending or threatened litigation against the District or the underwriter; nor (v) the information concerning the District contained in or incorporated by reference.

2. Deliver (a) an opinion to the District to the effect that the Bonds are not required to be registered with the Securities and Exchange Commission and (b) a letter to the District to the effect that, in the course of our engagement on such matter, no facts have come to our attention which lead us to believe that the Official Statement contained as of its date or the date of closing any untrue statement of a material fact or omitted or omits to state a material fact required to be stated therein or necessary in order to make the statements made therein, in the light of the circumstances under which they were made, not misleading.

C. LIMITATIONS; SERVICES WE DO NOT PROVIDE

Our services as Bond Counsel and Disclosure Counsel described above (the “*Services*”) are limited as stated above. Consequently, unless otherwise agreed pursuant to a separate engagement letter, our Services *do not* include:

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1. Giving any advice, opinion or representation as to the financial feasibility or the fiscal prudence of issuing the Bonds, including, without limitation, the undertaking of the Project, the investment of Bond proceeds, the making of any investigation of or the expression of any view as to the creditworthiness of the District, of the Project or of the Bonds or the form, content, adequacy or correctness of the financial statements of the District. We will not offer you financial advice in any capacity beyond that constituting services of a traditionally legal nature.

2. Independently establishing the veracity of certifications and representations of you or the other Participants. For example, we will not review the data available on the Electronic Municipal Market Access system website created by the Municipal Securities Rulemaking Board (and commonly known as “EMMA”) to verify the information relating to the Bonds to be provided by the Bond Purchasers, and we will not undertake a review of your website to establish that information contained therein corresponds to that which you provide independently in your certificates or other transaction documents.

3. Supervising any state, county or local filing of any proceedings held by the governing body of the District incidental to the Bonds.

4. Preparing any of the following — requests for tax rulings from the Internal Revenue Service (the “IRS”), blue sky or investment surveys with respect to the Bonds, state legislative amendments or pursuing test cases or other litigation.

5. Performing an independent investigation to determine the accuracy, completeness or sufficiency of the Official Statement and, after the execution and delivery of the Bonds, providing advice as to any Securities and Exchange Commission investigations or concerning any actions necessary to assure compliance with any continuing disclosure undertaking. Please see our comments below at Paragraphs (E)(5) and (E)(6).

6. After Closing, providing continuing advice to the District or any other party concerning any actions necessary to assure that interest paid on the Bonds will continue to be tax-exempt; *e.g.*, we will not undertake rebate calculations for the Bonds without a separate engagement for that purpose, we will not monitor the investment, use or expenditure of Bond proceeds or the use of the Project, and we are not retained to respond to IRS audits.

7. Any other services not specifically set forth above in Parts A and B.

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D. ATTORNEY-CLIENT RELATIONSHIP; REPRESENTATION OF OTHERS

Upon execution of this engagement letter, the District will be our client, and an attorney-client relationship will exist between us. However, our Services as Bond Counsel and Disclosure Counsel are limited as set forth in this engagement letter, and your execution of this engagement letter will constitute an acknowledgment of those limitations. Also please note that the attorney-client privilege, normally applicable under state law, may be diminished or non-existent for written advice delivered with respect to Federal tax law matters.

This engagement letter will also serve to give you express written notice that from time to time we represent in a variety of capacities and consult with most underwriters, investment bankers, credit enhancers such as bond insurers or issuers of letters of credit, ratings agencies, investment providers, brokers of financial products, financial advisors, banks and other financial institutions and other persons who participate in the public finance market on a wide range of issues. One or more of such firms may be the winning bidder (*i.e.*, become the Bond Purchasers) at the public sale of the Bonds. Prior to execution of this engagement letter we may have consulted with one or more of such firms regarding the Bonds including, specifically, the Bond Purchasers. We are advising you, and you understand that the District consents to our representation of it in this matter, notwithstanding such consultations, and even though parties whose interests are or may be adverse to the District in this transaction are clients in other unrelated matters. Your acceptance of the winning bid constitutes consent to these other engagements. Neither our representation of the District nor such additional relationships or prior consultations will affect, however, our responsibility to render an objective Bond Opinion.

Your consent does not extend to any conflict that is not subject to waiver under applicable Rules of Professional Conduct (including Circular 230 discussed below), or to any matter that involves the assertion of a claim against the District or the defense of a claim asserted by the District. In addition, we agree that we will not use any confidential non-public information received from you in connection with this engagement to your material disadvantage in any matter in which we would be adverse to you.

Circular 230 as promulgated by the U.S. Department of Treasury ("*Circular 230*") provides rules of professional conduct governing tax practitioners. Circular 230 includes provisions regarding conflicts of interest and related consents that in some respects are stricter than applicable state rules of professional conduct which otherwise apply. In particular, Circular 230 requires your consent to conflicts of interest be given within 30 days of the date of this letter. If we have not received all of the required written consents by this date, we may be required under Circular 230 to "promptly withdraw from representation" of the District in this matter.

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Further, this engagement letter will also serve to give you express notice that we represent many other municipalities, school districts, park districts, counties, townships, special districts and units of local government both within and outside of the State of Illinois and also the State itself and various of its agencies and authorities (collectively, the “*governmental units*”). Most but not all of these representations involve bond or other borrowing transactions. We have assumed that there are no controversies pending to which the District is a party and is taking any position which is adverse to any other governmental unit, and you agree to advise us promptly if this assumption is incorrect. In such event, we will advise you if the other governmental unit is our client and, if so, determine what actions are appropriate. Such actions could include seeking waivers from both the District and such other governmental unit or withdrawal from representation.

We anticipate that the District will have its general or special counsel available as needed to provide advocacy in the Bond transaction and has had the opportunity to consult with such counsel concerning the conflict consents and other provisions of this letter; and that other Participants will retain such counsel as they deem necessary and appropriate to represent their interests.

E. OTHER TERMS OF THE ENGAGEMENT; CERTAIN OF YOUR UNDERTAKINGS

Please note our understanding with respect to this engagement and your role in connection with the issuance of the Bonds.

1. In rendering the Bond Opinion and in performing any other Services hereunder, we will rely upon the certified proceedings and other certifications you and other persons furnish us. Other than as we may determine as appropriate to rendering the Bond Opinion, we are not engaged and will not provide services intended to verify the truth or accuracy of these proceedings or certifications. We do not ordinarily attend meetings of the governing body of the District at which proceedings related to the Bonds are discussed or passed unless special circumstances require our attendance.

2. The factual representations contained in those documents which are prepared by us, and the factual representations which may also be contained in any other documents that are furnished to us by you are essential for and provide the basis for our conclusions that there is compliance with State law requirements for the issue and sale of valid bonds and with the Federal tax law for the tax exemption of interest paid on the Bonds. Accordingly, it is important for you to read and understand the documents we provide to you because you will be confirming the truth, accuracy and completeness of matters contained in those documents at the issuance of the Bonds.

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3. If the documents contain incorrect or incomplete factual statements, you must call those to our attention. We are always happy to discuss the content or meaning of the transaction documents with you. Any untruth, inaccuracy or incompleteness may have adverse consequences affecting either the tax exemption of interest paid on the Bonds or the adequacy of disclosures made in the Official Statement under the State and Federal securities laws, with resulting potential liability for you. During the course of this engagement, we will further assume and rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security. We understand that you will cooperate with us in this regard.

4. You should carefully review all of the representations you are making in the transaction documents. We are available and encourage you to consult with us for explanations as to what is intended in these documents. To the extent that the facts and representations stated in the documents we provide to you appear reasonable to us, and are not corrected by you, we are then relying upon your signed certifications for their truth, accuracy and completeness.

5. Issuing the Bonds as “securities” under State and Federal securities laws and on a tax-exempt basis is a serious undertaking. As the issuer of the Bonds, the District is obligated under the State and Federal securities laws and the Federal tax laws to disclose all material facts. The District’s lawyers, financial advisers and bankers can assist the District in fulfilling these duties, but the District in its corporate capacity, including your knowledge, has the collective knowledge of the facts pertinent to the transaction and the ultimate responsibility for the presentation and disclosure of the relevant information. Further, there are complicated Federal tax rules applicable to tax-exempt bonds. The IRS has an active program to audit such transactions. The documents we prepare are designed so that the Bonds will comply with the applicable rules, but this means you must fully understand the documents, including the representations and the covenants relating to continuing compliance with the federal tax requirements. Accordingly, we want you to ask questions about anything in the documents that is unclear.

6. As noted, the members of the governing body of the District also have duties under the State and Federal securities and tax laws with respect to these matters and should be knowledgeable as to the underlying factual basis for the bond issue size, use of proceeds and related matters.

7. We are also concerned about the adoption by the District of the gift ban provisions of the State Officials and Employees Ethics Act, any special ethics or gift ban ordinance, resolution, bylaw or code provision, any lobbyist registration ordinance, resolution, bylaw or code provision or any special provision of law or ordinance, resolution, bylaw or code provision relating to disqualification of counsel for any reason. We are aware of the provisions of the State Officials and Employees Ethics Act and will assume that you are aware of these provisions as

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well and that the District has adopted proceedings that are only as restrictive as such Act. However, if the District has stricter provisions than appear in such Act or has adopted such other special ethics or lobbyist provisions, we assume and are relying upon you to advise us of same.

F. FEES

As is customary, we will bill our fees as Bond Counsel and Disclosure Counsel on a transactional basis instead of hourly. Disbursements and other non-fee charges are billed separately and in addition to our fees for professional services. Factors which affect our billing include: (a) the amount of the Bonds; (b) an estimate of the time necessary to do the work; (c) the complexity of the issue (number of parties, timetable, type of financing, legal issues and so forth); (d) recognition of the partially contingent nature of our fee, since it is customary that in the case no financing is ever completed, we render a greatly reduced statement of charges; and (e) a recognition that we carry the time for services rendered on our books until a financing is completed, rather than billing monthly or quarterly. The continuation of this agreement is dependent upon our fees as Bond Counsel and Disclosure Counsel being mutually agreeable to you and to us.

Our statements of charges are customarily rendered and paid at Closing, or in some instances upon or shortly after delivery of the bond transcripts; we generally do not submit any statement for fees prior to the Closing, except in instances where there is a substantial delay from the expected timetable. In such instances, we reserve the right to present an interim statement of charges. If, for any reason, the Bonds are not issued or are issued without the rendition of our Bond Opinion as bond counsel, or our services are otherwise terminated, we expect to negotiate with you a mutually agreeable compensation.

The undersigned will be the attorneys primarily responsible for the firm's services on this Bond issue, with assistance as needed from other members of our bond, securities and tax departments.

G. RISK OF AUDIT BY INTERNAL REVENUE SERVICE

The IRS has an ongoing program of auditing tax-exempt obligations to determine whether, in the view of the IRS, interest on such tax-exempt obligations is excludable from gross income of the owners for federal income tax purposes. We can give no assurances as to whether the IRS might commence an audit of the Bonds or whether, in the event of an audit, the IRS would agree with our opinions. If an audit were to be commenced, the IRS may treat the District as the taxpayer for purposes of the examination. As noted in Paragraph 6 of Part C above, the scope of our representation does not include responding to such an audit. However, if we were

separately engaged at the time, and subject to the applicable rules of professional conduct, we may be able to represent the District in the matter.

H. END OF ENGAGEMENT AND POST-ENGAGEMENT; RECORDS

Our representation of the District and the attorney-client relationship created by this engagement letter will be concluded upon the issuance of the Bonds. Nevertheless, subsequent to the Closing, we will prepare and provide the Participants bond transcripts in a CD-ROM format pertaining to the Bonds and make certain that a Federal Information Reporting Form 8038-G is filed.

Please note that you are engaging us as special counsel to provide legal services in connection with a specific matter. After the engagement, changes may occur in the applicable laws or regulations, or interpretations of those laws or regulations by the courts or governmental agencies, that could have an impact on your future rights and liabilities. Unless you engage us specifically to provide additional services or advice on issues arising from this matter, we have no continuing obligation to advise you with respect to future legal developments.

This will be true even though as a matter of courtesy we may from time to time provide you with information or newsletters about current developments that we think may be of interest to you. While we would be pleased to represent you in the future pursuant to a new engagement agreement, courtesy communications about developments in the law and other matters of mutual interest are not indications that we have considered the individual circumstances that may affect your rights or have undertaken to represent you or provide legal services.

At your request, to be made at or prior to Closing, any other papers and property provided by the District will be promptly returned to you upon receipt of payment for our outstanding fees and client disbursements. All other materials shall thereupon constitute our own files and property, and these materials, including lawyer work product pertaining to the transaction, will be retained or discarded by us at our sole discretion. You also agree with respect to any documents or information relating to our representation of you in any matter which have been lawfully disclosed to the public in any manner, such as by posting on EMMA, your website, newspaper publications, filings with a County Clerk or Recorder or with the Secretary of State, or otherwise, that we are permitted to make such documents or information available to other persons in our reasonable discretion. Such documents might include (without limitation) legal opinions, official statements, resolutions, or like documents as assembled and made public in a governmental securities offering.

## Chapman and Cutler LLP

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We call your attention to the District's own record keeping requirements as required by the IRS. Answers to frequently asked questions pertaining to those requirements can be found on the IRS' website under frequently asked questions related to tax-exempt bonds at [www.irs.gov](http://www.irs.gov) (click on "Tax Exempt Bond Community", then "Frequently Asked Questions"), and it will be your obligation to comply for at least as long as any of the Bonds (or any future bonds issued to refund the Bonds) are outstanding, plus three years.

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I. YOUR SIGNATURE REQUIRED

If the foregoing terms are acceptable to you, please so indicate by returning the enclosed copy of this engagement letter dated and signed by an authorized officer not later than 30 days after the date of this letter, retaining the original for your files. Please note that if we perform Services prior to your executing this engagement letter, this engagement letter shall be effective as of the date we have begun rendering the Services. We will provide copies of this letter to certain of the Participants to provide them with an understanding of our role. We look forward to working with you.

Very truly yours,

CHAPMAN AND CUTLER LLP

By   
Anjali Vij

By   
Lawrence E. White

Accepted and Approved:

TOWNSHIP HIGH SCHOOL DISTRICT  
NUMBER 225, COOK COUNTY, ILLINOIS

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

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

Date: \_\_\_\_\_, 201\_\_

AV/SD:nr

LEW:bha

Enclosure

cc: Ms. Vicki Tarver  
Ms. Kim Ptak  
Ms. Elizabeth Hennessy

Special Note: This letter must be signed and returned not later than 30 days after the date of this letter.

