

ATTACHMENT NO. XIV-E

ATTACHMENT NO. XIV-E: Approval of Administrative Cost Waiver  
Potential motion: Move to approve the Administrative Cost Waiver  
Recommended action: Approve the motion.

Last year, the salary for the Director of Special Education was paid out of the Special Education account in error, and Mrs. Saunders moved that employee into an Administrative position, making the Administrative costs exceed 5%. It is recommended that the Board of Education approve the Administrative Cost Waiver.

**North Boone Community Unit School District #200**  
6248 North Boone School Road  
Poplar Grove, IL 61065

Application for Waiver of School Code

SUPPORTIVE NARRATIVE FOR WAIVER:

4. b. The intent of this request is obtain a waiver of School Code 105 ILCS 5/17-1.5 (Limitation of Administrative Costs). The North Boone School District #200 is moving the salary of the Special education Director in our budget form line item 10-1200 an Instructional Account to line item 10-2330 an Administrative Salary and Benefits Account. The District will continue to use the Special Education Director to oversee the programming, needs and IEP's of students that are in Special education.
  
4. c. The Illinois State Board of Education contacted the District to inform us that our administrative costs in Administrative Salaries and Benefits had risen more than 5% in the past year. North Boone School District's administrative costs remained the same, however the 5% increase came when the district moved the Special Education Director's salary over to Administrator Salaries and Benefits. It is now in the appropriate line in the budget, and moving forward will remain there.



**INSTRUCTIONS:** Please use the following as a checklist in assembling your application package. Incomplete applications will not be considered until all required documentation is received. All applicants must hold a public hearing prior to submission of the application.

- A. **Public Hearing:** Each eligible applicant (see item 2 below) must hold a public hearing, providing for a time to take testimony about the request that is separate from the time when any other business is being conducted or testimony on other matters is being heard. The public hearing may be held during a regular board meeting, except that the hearing for a request seeking to waive or modify the daily physical education requirement must be held on a day other than the day on which a regular board meeting is held. Applicants seeking waivers or modifications of physical education in addition to other waivers or modifications can choose to hold a single hearing on a day other than the day of a regular board meeting or consider all but the physical education request on the day of a regular board meeting, with a separate hearing (not on the day of a regular board meeting) scheduled to consider the physical education request.
- B. **Required Notices of Public Hearing:** Provide the following notices to inform the public and others of the hearing date. Each must state the time, date, location and general subject matter of the hearing.
- **All applicants:** Publish a notice on the applicant's website at least 14 days in advance of the hearing. Applicants requesting an **increased fee for driver's education (105 ILCS 5/27-24.2)** must also publish the proposed amount of the fee as part of the website notice and as part of the notice placed in a newspaper of general circulation.
  - **School districts:** Publish a notice in a newspaper of general circulation within the applicant's area at least 7 days in advance of the hearing.
  - **Joint agreements, ISCs or regional superintendents:** Publish a notice in a newspaper of general circulation in each school district that is a member of the joint agreement or that is served by the educational service region or intermediate service center, provided that a notice in a newspaper generally circulated in more than one school district shall be considered sufficient notice to all of the affected districts.
  - **All applicants:** Provide a written notice to the applicant's exclusive bargaining agent(s) affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.
  - **All applicants:** Provide a written advance notice to the applicant's state legislators affected by the request.

**Item 1. Indicate the type of action sought under this application:**

- ISBE approval of waivers or modifications of ISBE rules and of modifications of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient or economical manner or when necessary to stimulate innovation or to improve student performance; or
- General Assembly approval of waivers of School Code mandates as necessary to stimulate innovation or improve student performance.

Waivers are not permitted from ISBE rules or School Code mandates pertaining to special education, educator licensure, teacher tenure and seniority, compliance with the No Child Left Behind Act of 2001, or township treasurers (Sections 5-1 and 5-2.1 of the School Code). Waivers of mandates pertaining to the use of student performance data and performance categories for teacher and principal evaluations are not permitted after September 1, 2014.

**Item 2. Eligible applicants** are school districts, independent authorities established pursuant to Section 2-3.25f of the School Code, joint agreements made up of school districts, and Regional Superintendents of Schools and Intermediate Service Centers on behalf of schools and programs operated by them.

**Item 3. The exact language of, or citation to, the rule(s) or mandate(s)** involved may be obtained by contacting the Legal Department by mail at 100 North First Street, S-493, Springfield, Illinois, 62777-0001 or by telephone at 217/782-5270.

**Item 4. Identify the rationale for the specific waiver and/or modification sought.**

**(4)(a)** For requests to meet the intent of the rule or mandate in a more effective, efficient, or economical manner, provide a narrative description which sets forth:

- i) the intent of the rule or mandate to be achieved;
- ii) the manner in which the applicant will meet that intent; and
- iii) how the manner proposed by the applicant will be more effective, efficient or economical.
- iv) In those instances where the applicant proposes a more economical manner, provide a fiscal analysis showing current expenditures related to the request and the projected savings that would result if the request is granted.

**(4)(b)** Requests necessary for stimulating innovation or improving student performance must include the specific plan for improved student performance and school improvement upon which the request is based that describes how the applicant will determine success.

**(4)(c)** Requests for waivers of the administrative expenditure limitation established in Section 17-1.5 of the School Code can be submitted only when circumstances for exceeding the cap are beyond the control of the district, and the district has exhausted all available and reasonable remedies to comply with the limitation. ISBE is required to recommend that the General Assembly disapprove any request for a waiver of the administrative expenditure limitation not meeting these requirements

**(4)(d)** Requests for waivers to contract out portions of driver's education (23 Ill. Adm. Code 252.20(3)) must include the following information:

- Evidence that the commercial driving school (CDS) used by the applicant holds a license issued by the Secretary of State under Article IV of Chapter 6 of the Illinois Vehicle Code;
- Evidence that each CDS instructor providing instruction to the applicant's students holds a valid educator license issued under the requirements of the School Code. Such evidence must include the instructor's name, personal identification number, birthdate, and driver's license.

**Item 5. Describe the testimony provided, including:**

- number of people attending the public hearing;
- number speaking in favor of and against the request;
- comments made during the hearing; and
- whether any written comments were provided.

**Item 6. Waivers and modifications** are limited to five years with the following exceptions: (a) waivers of the administrative expenditure limitation are limited to the year in which emergency relief is needed (i.e., one year only) and (b) requests to waive or modify the daily physical education requirement are limited to two (2) years only, renewable for two, two-year periods only (six years total).

**Item 7. Attach copies of the following:** (a) website posting, which must be dated in order to verify that it was posted at least 14 days in advance of the public hearing; (b) newspaper notice; and (c) written notice to the collective bargaining agent, each of which must be dated in order to verify that each was provided at least 7 days in advance of the public hearing; and (d) written advance notice to the state legislators representing the applicant's territory.

**Item 8. Indicate the date of the public hearing.** Applicants with governing boards must hold a public hearing and provide for a separate time to take testimony about the request. Applicants with governing boards seeking to waive or modify the daily physical education requirement must hold a public hearing on a day other than the day of a regular board meeting. The superintendent's/executive director's/regional superintendent's signature on this application attests to the applicant's compliance with all hearing and notice requirements.

**Submission.** Applications must be postmarked not later than 15 calendar days following approval by the local board in the case of districts, joint agreements and ISCs, or by the regional superintendent of schools and be submitted by certified mail, return receipt requested, to:

**Illinois State Board of Education  
Rules and Waivers Division, Attn: Winnie Tuthill  
100 North First Street, S-493, Springfield, Illinois 62777-0001**

All complete applications for the waiver or modification of ISBE rules or for the modification of School Code mandates shall be deemed approved and effective 46 calendar days after the date of receipt by ISBE unless disapproved in writing. Receipt by ISBE shall be determined by the date of receipt shown on the return receipt form, except that material not properly addressed shall bear the date of receipt when the materials were provided to the Rules and Waivers Division.

Disapproval of an application upon which the ISBE must act shall be sent by certified mail to the applicant no later than 45 calendar days after receipt of the application. Applicants may appeal the ISBE's denial of an application by sending a written appeal to the address above by certified mail within 30 calendar days of receipt of the written denial.

Complete waiver applications and any appeals of ISBE action shall be submitted to the General Assembly for consideration in March and October of each year (for application deadlines, see <http://www.isbe.net/isbewaivers/default.htm>).

# North Boone

## Community Unit School District 200

*Dr. Michael Greenlee, Superintendent  
Julia Saunders, Director of Business Services*

### MEMORANDUM

Date: June 15, 2016

To: Jeannine Plath  
President of North Boone Educational Support Staff

From: Dr. Michael Greenlee

Subject: Notice of Public Hearing – June 28, 2016

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Public Notice is hereby given that the Board of Education of North Boone Community Unit School District No. 200, Boone County, Illinois will conduct a public hearing at 6:30 o'clock p.m. on June 28, 2016 at the District Office, 6248 North Boone School Road, Poplar Grove, IL 61065, at which time a hearing shall be conducted upon a proposed waiver pursuant to 105 ILCS 5/17-1.5 and 5/2-3.25g. The waiver will seek authorization for the District's increase in administrative expenses during School year 2015-2016 by more than 5% over the prior year.

The hearing will be a public hearing.

# North Boone

## Community Unit School District 200

*Dr. Michael Greenlee, Superintendent  
Julia Saunders, Director of Business Services*

### MEMORANDUM

Date: June 15, 2016

To: Kelly Hanaman  
President of North Boone Education Association

From: Dr. Michael Greenlee

Subject: Notice of Public Hearing – June 28, 2016

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The hearing will be a public hearing.

# North Boone

*Community Unit School District 200*

*Dr. Michael Greenlee, Superintendent  
Julia Saunders, Director of Business Services*

June 14, 2016

The Honorable Robert Pritchard  
Illinois State Representative  
Suite 3  
2600 DeKalb Avenue  
Sycamore, IL 60178

Re: Notice of Public Hearing

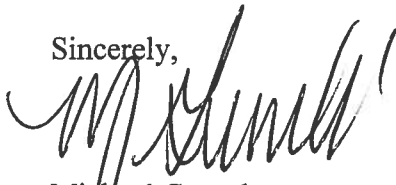
Dear Representative Pritchard:

Public Notice is hereby given that the Board of Education of North Boone Community Unit School District No. 200, Boone County, Illinois will conduct a public hearing at 6:30 o'clock p.m. on June 28, 2016 at the District Office, 6248 North Boone School Road, Poplar Grove, IL 61065, at which time a hearing shall be conducted upon a proposed waiver pursuant to 105 ILCS 5/17-1.5 and 5/2-3.25g. The waiver will seek authorization for the District's increase in administrative expenses during School year 2015-2016 by more than 5% over the prior year.

The hearing will be a public hearing.

Thank you for your attention to this matter.

Sincerely,



Michael Greenlee  
Superintendent

# North Boone

*Community Unit School District 200*

*Dr. Michael Greenlee, Superintendent  
Julia Saunders, Director of Business Services*

June 15, 2016

The Honorable Dave Syverson  
Illinois State Senator  
Suite 302  
200 South Wyman Street  
Rockford, IL 61101

Re: Notice of Public Hearing

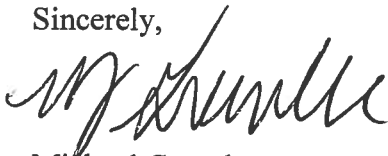
Dear Senator Syverson:

Public Notice is hereby given that the Board of Education of North Boone Community Unit School District No. 200, Boone County, Illinois will conduct a public hearing at 6:30 o'clock p.m. on June 28, 2016 at the District Office, 6248 North Boone School Road, Poplar Grove, IL 61065, at which time a hearing shall be conducted upon a proposed waiver pursuant to 105 ILCS 5/17-1.5 and 5/2-3.25g. The waiver will seek authorization for the District's increase in administrative expenses during School year 2015-2016 by more than 5% over the prior year.

The hearing will be a public hearing.

Thank you for your attention to this matter.

Sincerely,



Michael Greenlee  
Superintendent



# North Boone

*Community Unit School District 200*

*Dr. Michael Greenlee, Superintendent  
Julia Saunders, Director of Business Services*

June 14, 2016

The Honorable Joe Sosnowski  
Illinois State Representative  
305 Ampitheatre Drive  
Rockford, IL 61107

Re: Notice of Public Hearing

Dear Representative Sosnowski:

Please be advised of the following Notice of a Public Hearing for a Waiver of School Code 105 ILCS 5/27-24.2 regarding contracting and fees charged for driver education:

The Board of Education of North Boone Community Unit School District #200 will conduct a public hearing at 6:30 p.m. on Tuesday, June 28, 2016 during the Regular Meeting of the Board of Education at 6248 North Boone School Road, Poplar Grove, IL 61065, at which time the public will be allowed to make comments concerning a Resolution on Driver Education Contracting and Fees, in accordance with PA 97-145 and to apply for a waiver of *The School Code 105 ILCS 5/27-24.2* regarding driver education fees.

Thank you for your attention to this matter.

Sincerely,



Michael Greenlee  
Superintendent