

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

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

**Date:** Monday, January 14, 2019

**Re:** Approval of Driver Education Fee Waiver Application

**Recommendation**

It is recommended that the Board of Education approve a driver education fee waiver application for submission to the Illinois General Assembly, authorizing the school district to set a driver education fee of up to \$500 for school years 2019-20 through 2023-24.

**Background**

All public high schools are required to offer a driver education course for eligible students (105 ILCS 5/27-24.2). The course consists of two phases, classroom instruction and behind-the-wheel, both of which are required to be offered to eligible students (23 Ill. Admin. Code Part 252.20). While driver education is not a State-imposed graduation requirement, the classroom phase is a District-required graduation requirement. Students can fulfill this requirements through completion of a semester course during the school year, a summer school course, or an external driver education program offered by a state-accredited private driver education school.

Recognizing the expenses incurred through the offering of a driver education program, school districts are permitted to charge a reasonable course fee to participants. By statute, schools can set a fee up to \$250 by Board resolution, following a public hearing (105 ILCS 5/27-24.2). Schools also have the ability to set a fee higher than \$250, through the submission of a driver education fee waiver application to the Illinois General Assembly. The school district last submitted a fee waiver application on February 10, 2014, which has permitted the school district to set a fee not to exceed \$350 per student. The current 5-year waiver expires on June 30, 2018. Without a waiver renewal, the current course fee would need to be reduced.

For comparison purposes the following fees are being charged by neighboring high school districts, as well as private driver education companies:

District/Private Driving Company	Per-Student Fee
Evanston Township	\$200
District 113 - Highland Park/Deerfield	\$350
District 115 - Lake Forest	\$350
District 125 - Stevenson	\$350
District 207 - Maine Township	\$350
District 214 - Arlington Heights	\$350

District 225 - Glenbrook (School Year)	\$350
District 225 - Glenbrook (Summer School)*	\$450*
District 211 - Palatine	Outsources to Top Driver - \$400
District 219 - Niles	\$450
District 203 - New Trier	\$500
Driver Academy	\$490+
Viking Driving	\$495+
Adams Driving	\$545+
Top Driver	\$550+

\* School districts are permitted to charge any amount for summer school, so long as the fees does not exceed the actual cost of the course. The 2018 fee is listed.

While driver education is a mandatory course offering for public schools in Illinois, it is a costly program to support due to the low student/teacher ratio of the course. To provide financial support to these programs, the majority of school districts in the area seek a fee waiver to charge a course fee that is competitive within the region. Below is a summary of the actual per student cost for the course:

Description	Expense
Annual Teacher Salary/Benefits (4.6 FTE)	\$616,877
Annual Vehicle Depreciation	\$18,000
Estimated Annual Vehicle Gas and Maintenance	\$5,000
<b>Total Expenses</b>	<b>\$639,877</b>
<b>2018-19 Student Enrollment</b>	394
<b>Per Student Expense</b>	<b>\$1,624</b>
<b>2018-19 State of Illinois Contribution Per Student*</b>	(\$195)
<b>2018-19 Student Paid Course Fee</b>	(\$350)
<b>District Expense Per Student</b>	<b>\$1,079</b>

\* School districts are entitled to a reimbursement from the Illinois State Board of Education (ISBE) for each student that completes the classroom and/or behind the wheel part of driver education. The reimbursement level is based on the amount allocated by the Illinois General Assembly (\$18,750,000 for the 2018-19 fiscal year), and the number of student enrollments reported across the State of Illinois. By statute, 20% of the allocation (\$3,750,000) is for reimbursement of the classroom part of the course, and 80% (\$15,000,000) for the behind the wheel part (105 ILCS 5/27-24.4). During the 2018-19 fiscal year, ISBE allocated \$36.11 per student completing the classroom part, and \$158.35 per student completing the behind the wheel part. Reimbursement payments are received quarterly, based on the enrollment data submitted for the prior school year.

Given the current expenses of the driver education program, and regionally competitive rates, it is recommended that the District's application seek authorization to charge a driver education fee of up to \$500 for school years 2019-20 through 2023-24. The actual amount of the fee will be set on an annual basis in February, when all school fees are reviewed and recommended by the Finance Committee.

Prior to submitting a driver education fee waiver application for consideration, school districts must publish notice of a public hearing in a newspaper of general circulation at least 7 days in advance of the hearing, and place notice on the school district's website at least 14 days in advance of the hearing. Both requirements have been satisfied.

Due to a modified timeline from the Illinois State Board of Education, the Board will need to take action to approve the application to be submitted during the January 14, 2019 meeting (applications are due on January 15, 2019). If you have any questions relating to historical fees, or the attached application, please reach-out to R.J. or Kim.

**CERTIFICATE OF PUBLICATION**

**LEGAL NOTICE**

**Glenbrook HSD225**

**Waiver Notice**

**22nd Century Media**

does hereby certify that it is the publisher of **The Glenview Lantern, The Northbrook Tower** that said **The Glenview Lantern, The Northbrook Tower** is a secular newspaper that has been published **weekly** in the Cities of Glenview & Northbrook, County of Cook, State of Illinois, continuously for more than one year prior to the first date of publication of the notice, appended, that it is of general circulation throughout said County and State, that it is a newspaper as defined in "An Act to revise the law in relation to notices." as amended. Illinois Compiled Statutes (715 ILCS 5/1 & 5/5), and that the notice appended was published in the said **The Glenview Lantern, The Northbrook Tower** on January 3, 2019

First publication date:

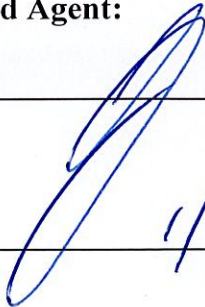
January 3, 2019

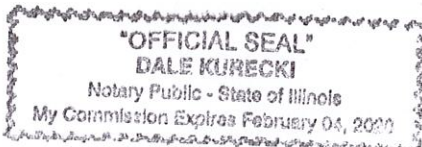
Final publication date:

January 3, 2019

In witness thereof, the undersigned has caused this certificate to be signed and its corporate seal affixed at Orland Park, Illinois.

**Authorized Agent:**

\_\_\_\_\_  
**Dated:**  1/9/2019





**Notice of Public Hearing  
Regarding School Code  
Waiver Application  
Glenbrook High School  
District 225**

The Board of Education of Glenbrook High School District 225 will hold a Public Hearing on Monday, January 14, 2019 at 7:00 PM in the Public Meeting Room of the Glenbrook High School District 225 District Office, located at 3801 W. Lake Avenue, Glenview, Illinois. The purpose of said hearing will be to receive public comment on a proposed School Code waiver application giving the District flexibility to increase the allowable student fee to \$500 for its Driver Education program. The proposed waiver would be in effect for (5) years which includes the 2019-20 to 2023-24 school years. Actual fee setting will take place as part of the annual student fee setting process at a later date.



# Illinois State Board of Education

100 North First Street, E-222  
Springfield, Illinois 62777-0001

## APPLICATION FOR WAIVER OR MODIFICATION OF STATE BOARD RULES AND/OR SCHOOL CODE MANDATES

### Regulatory Support and Wellness Division

**Instructions:** This application is to be used for seeking a waiver or modification of State Board of Education rules or of School Code mandates in accordance with Section 2-3.25g of the School Code [105 ILCS 5/2-3.25g]. The completed application must be submitted by certified mail, return receipt requested, to the above address. Please use the instructions on the reverse side when completing this application.

**Please note that action on incomplete applications will be delayed until all required documentation is received.**

1. The application is for: (Check appropriate box(es) below.)

Waiver of School Code     Waiver of ISBE Rule     Modification of School Code     Modification of ISBE Rule

2. APPLICANT NAME

CONTACT PERSON

NAME OF SUPERINTENDENT/EXECUTIVE DIRECTOR

CONTACT TELEPHONE (Include Area Code and Extension)

APPLICANT ADDRESS (Street, City, State, Zip Code)

CONTACT FAX (Include Area Code)

CONTACT E-MAIL

COUNTY

May we contact your e-mail address?

Yes     No

3. Provide citation or language of the rule(s) or School Code mandate(s) which are the subject of this application. If you are requesting a modification, display it here, using strike through or underlining.

4. Attach a narrative identifying and justifying the specific request.

- a. For proposed waivers and modifications of rules or of the School Code that are based upon meeting the intent of the rule or mandate in a more effective, efficient or economical manner, a narrative description must provide all of the required information (see Item 4(a) on the reverse side).
- b. All proposed waivers/modifications requested to stimulate innovation or improve student performance, including all proposed waivers of School Code mandates, shall provide the specific plan for improved student performance and school improvement upon which the request is being based and how the applicant will determine success (see Item 4(b) on the reverse side).
- c. Applications requesting waivers from Section 17-1.5 of the School Code must include the amount, nature, and reason for the requested relief and all remedies that have been exhausted by the district to comply with the administrative expenditure limitation.

5. **Public Testimony:**

Attach a description of the testimony provided, to include the information enumerated in item 5 on the reverse side.

6. This application is for:  Initial Waiver/Modification     Renewal of Previously Approved Waiver/Modification

This application requests waiver/modification for \_\_\_\_\_ years (from \_\_\_\_\_ school year through \_\_\_\_\_ school year).

(See Item 6 on reverse side for limits on the duration of waivers/modifications.)

7. Attach a copy of each public notice required. Any request not meeting the requirements will be returned as ineligible for consideration.

8. Compliance with Notice and Hearing Requirements

I certify that a hearing concerning this application and any associated plan for improved student performance was held on \_\_\_\_\_.

(Date)

I further certify that the applicant has met all the notification and hearing requirements enumerated in items A and B on reverse side and that the board of education/board of directors of the applicant identified above approved this application on \_\_\_\_\_.

(Date)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant  
(i.e. District Superintendent/Executive Director/Regional Superintendent)

**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.
- 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 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.

Waivers are not permitted from ISBE rules or School Code mandates pertaining to special education, educator licensure, teacher tenure and seniority, compliance with the Every Student Succeeds Act, 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 office of Regulatory Support and Wellness by mail at 100 North First Street, E-222, 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

- 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 exception of waivers of the administrative expenditure limitation which are limited to the year in which emergency relief is needed (i.e., one year only).

- 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. 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**  
**Division of Regulatory Support and Wellness, Attn: Waiver Coordinator**  
**100 North First Street, E-222, 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 <https://www.isbe.net/Pages/waivers.aspx>).

**ILLINOIS STATE BOARD OF EDUCATION  
RULES AND WAIVERS DIVISION  
100 NORTH FIRST STREET, S-493  
SPRINGFIELD, ILLINOIS 62777-0001**

**APPLICATION FOR WAIVER OR MODIFICATION OF STATE BOARD RULES  
AND/OR SCHOOL CODE MANDATES - SUPPORTING DOCUMENTATION**

3. Provide language of the rule or School Code mandate(s) which are the subject of this application.

“Subject to rules of the State Board of Education, the school district may charge a reasonable fee, not to exceed **\$50, (change to \$500)** to students who participate in the course, unless a student is unable to pay for such a course, in which event the fee for such a student must be waived. However, the district may increase this fee to an amount not to exceed \$250 by school board resolution following a public hearing on the increase, which increased fee must be waived for students who participate in the course and are unable to pay for the course.” Statutory Citation: 105 ILCS 5/27-24.2 Administrative Rule: 23 Ill. Admin. Code Note: Per PA 97-0145 effective July 14, 2011, the maximum fee permitted (without an approved waiver) for driver education was raised from \$50 to \$250. There is also no longer a maximum.

4a. 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.

The intent of the Code is that districts provide students a quality program of instruction on the operation of motor vehicles. Specifically, the Code states that “the course of instruction given in grades 10-12 shall include emphasis on the development of knowledge attitudes, habits and skills necessary for safe operations of motor vehicles.” District 225’s course in Driver Education is an integrated program that fully complies with the intent of the Code. Students receive a “minimum of thirty clock hours of classroom instruction taught by a certified high school teacher,” and a “minimum of six clock hours of individual behind the wheel (BTW) instruction or its equivalent in a car.”

ii. the manner in which the applicant will meet that intent

The District will continue to provide a high quality driver education program that meets or exceeds all requirements set forth in School Code. The district will be able to do so in a more fiscally responsible and cost effective manner by increasing the course fee.

iii. how the manner proposed by the applicant will be more effective, efficient or economical.

The current \$250 fee limitation does not recognize the significantly high cost of operating a high quality driver education program. As shown below, after the districts current fee of \$350 (we are in the last year of our \$350 waiver) and after the state reimbursement, the district still has a substantial cost per pupil of \$1,079 to operate the BTW portion of the program.

<b>Description</b>	<b>Expense</b>
Annual Teacher Salary/Benefits (4.6 FTE)	\$616,877
Annual Vehicle Depreciation	\$18,000
Estimated Annual Vehicle Gas and Maintenance	\$5,000
<b>Total Expenses</b>	<b>\$639,877</b>
<b>2018-19 Student Enrollment</b>	<b>394</b>
<b>Per Student Expense</b>	<b>\$1,624</b>
<b>2018-19 State of Illinois Contribution Per Student*</b>	<b>(\$195)</b>
<b>2018-19 Student Paid Course Fee</b>	<b>(\$350)</b>
<b>District Expense Per Student</b>	<b>\$1,079</b>

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.

Please see the analysis above. If we were not to continue charging the \$350 per student and drop to the State maximum of \$250, the additional cost to the district would be \$39,400.