1. Call to Order: The regular meeting of the Board of Education was called to order at 6:00 pm on Monday, November 14, 2016 at the Big Hollow School Library.

Roll Call: The following members were in attendance: Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen

The following members were absent: Joe Cernuska, Jim DeVito, Heather Janquart

The following Administration were present: Robert Gold

2. Pledge of Allegiance: The Pledge of Allegiance was recited.

3. Motion to move to Closed Session: A motion was made by Julia Mazur and seconded by Vivian Kueter to move to closed session. Motion Carried.

Aye: Vivian Kueter, Kevin Lyons, Julia Mazur, Doug Pedersen
Nay: None

Joe Cernuska arrived at 6:05 pm during Closed Session.
Heather Janquart arrived during Closed Session.

4. Return to Open Session: A motion was made by Julia Mazur and seconded by Vivian Kueter to return to Open Session. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
Nay: None

5. Added Items/Approval of the Agenda:
A motion was made by Doug Pedersen and seconded by Julia Mazur to approve the agenda. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
Nay: None

6. Consent Agenda:
A motion was made by Doug Pedersen and seconded by Vivian Kueter to approve the consent agenda items. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
Nay: None

7. Public Comments:
There are no public comments at this time.

8. Superintendent’s Report
a. Monthly Board Policy Review
   No comments at this time.

b. School Report Card Presentation
   Building Principals reviewed the data presented in the current school report cards for each of their buildings. These reports and the data that was reviewed can be viewed online.

   District Report card:

   Primary School Report card:

   Elementary School Report card:

   Middle School Report card:

c. Health/Life Safety Annual Inspection Report
   The Health/Life Safety Annual Inspection Report was reviewed. We only had two issues to address:
   - Replace batteries in the buildings emergency lights. Middle School is almost complete.
   - Some of the storage closet have items to close to the ceiling that needs to be taken down.

   A response was submitted back to the ROE regarding our plans to address the two issues.

d. Immunization Update
   As of October 15, 2016 there were 8 students not in State compliance (4 primary and 4 elementary students). Illinois State Board of Education requires at least 90% compliance. 100% of our students are in compliance as of this date due to our three school nurses for their work in addressing this matter.

e. Strategic Planning Update
   A strategic planning committee planning meeting was held on October 28-29. This committee consisted of 30 parents, administrators, teachers, and Board members. As a result of this meeting the committee formulated a mission statement, belief statement, parameters, and 5 critical issues for our school district to address. A
summary of this process and our next steps before getting the final strategic plan approved by the Board will be presented at the January Board meeting.

f. Lunch program Report
The 2015-2016 financial summary for the food service program was reviewed.

g. Staffing Plan Timeline for SY 17-18
The Staffing Plan Timeline for SY 17-18 was presented. A meeting will be held in January to discuss the timeline with a draft to be presented to the Board in February and the final to be presented in March.

h. Registration Payment Update
An update was presented to the board regarding the 2016-2017 registration fee collection as of November 1 and the collection of late registration fees for 2015-2016.

i. Parking Lot Construction
Parking Lot Construction is 99% complete. Landscaping and grass are two items left to complete. A punch-list of items that have yet to be completed will presented as the project nears completion.

j. Lake County Regional Office of Education Scholarship
Christine Arndt applied for a $1500 scholarship to the Lake County ROE. We were informed, on October 25, that Big Hollow was awarded the scholarship. The scholarship is intended to be used to send a Big Hollow team to the Raising Student Achievement Conference in St. Charles, Illinois. We will be sending a team of teachers along with one administrator to the conference in December.

k. Acknowledgement of PTO Donation
A big thank you goes out to the Big Hollow PTO for their donation of $12,000. This donation will go towards technology initiatives here at Big Hollow. The money has been placed toward the purchase of a classroom set of Chromebooks and to pay for a partial subscription fee to an online software utilized by Big Hollow students.

l. Recognition of School Board Members Day – November 15, 2016
A statement was read in honor of our School Board members thanking them for their dedication to Big Hollow School District. School Board Members Day is recognized on November 15, 2016.

9. Other Action Items

a. Adopt Estimated Tax Levy for 2016
The Board will vote to adopt the tentative levy and vote to officially adopt the Tax Levy in December.

A motion was made by Julia Mazur and seconded by Vivian Kueter to adopt the estimated tax levy for 2016. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
Nay: None
Employment Report  
November 14, 2016 Board Meeting

Item A Approve the employment of Nancy Pillow as 7th Grade Basketball Coach for the 2016-2017 School Year.

Item B Approve the employment of Ted Pillow as 7th Grade Boys Basketball Coach for the 2016-2017 School Year.

Item C Approve the employment of Stephanie Richardson as Paraprofessional for the 2016-2017 School Year.

Item D Approve the employment of Eileen Martin-Upton as contracted Occupational Therapist for the 2016-2017 School Year.

Item E Approve the employment of Jennifer Kabrin as Elementary Lunch Monitor for the 2016-2017 School Year.

Item F Approve the employment of Ana Alvarenga as Paraprofessional for the 2016-2017 School Year.

Item G Approve the employment of Nathanael Roque as STARS-Para for the 2016-2017 School Year, pending transcripts and physical.

Item H Approve the employment of Meghan Ryan as Art Advisor for the 2016-2017 School Year.

Item I Approve the employment of Meghan Ryan as Set Crew for the 2016-2017 School Year.

Item J Approve the employment of Robert Levy as Set Crew Assistant for the 2016-2017 School Year.

10. Resignations Accepted
The following resignations were accepted during the month of October:
- Carla Guenther as Paraprofessional, effective October 13, 2016
- Monika Strumberger as Lunch Monitor, effective October 19, 2016
- Patricia Servin as Lunch Monitor, effective October 28, 2016
- Lisa Bettis as Lunch Monitor, effective October 31, 2016

11. Informational Items
a. Freedom of Information Act (FOIA) requests
   - A FOIA request was submitted on October 22, 2016 and has been completed.
   - A FOIA request was submitted on October 29, 2016 and has been completed.
   - A FOIA request was submitted on November 9, 2016 and has been completed.

b. Monthly Reports for the Board
   No comments at this time.

c. Administrator Meeting Agendas
   No comments at this time.

d. The next regularly scheduled Board meeting will take place Monday, December 12, 2016.
12. Adjournment
A motion was made by Heather Janquart and seconded by Julia Mazur to adjourn the meeting. Motion Carried.

Aye: Joe Cernuska, Heather Janquart, Vivian Kueter, Julia Mazur, Doug Pedersen
Nay: None

_________________________________    ______________________________
Heather Janquart, President        Doug Pedersen, Secretary
Board of Education                  Board of Education
### Big Hollow District 38
#### Balance Sheet

**November 30, 2016**

<table>
<thead>
<tr>
<th>EDUCATION FUND</th>
<th>OPER. &amp; MAINT. FUND</th>
<th>DEBT SVC FUND</th>
<th>TRANS. FUND</th>
<th>SS/MED/IMRF FUND</th>
<th>CAPITAL proj FUND</th>
<th>WORKING CASH FUND</th>
<th>TORT FUND</th>
<th>TOTAL ALL FUNDS</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10)</td>
<td>(20)</td>
<td>(30)</td>
<td>(40)</td>
<td>(50/51)</td>
<td>(60)</td>
<td>(70)</td>
<td>(80)</td>
<td></td>
</tr>
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</table>

**ASSETS**

<table>
<thead>
<tr>
<th>Cash &amp; Investments</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Imprest Fund</td>
<td>2,000.08</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Cash in Bank BMO</td>
<td>282,772.21</td>
<td>709,835.41</td>
<td>4,445,493.56</td>
<td>87,287.02</td>
<td>(65,090.11)</td>
<td>1,301,752.36</td>
<td>982,905.21</td>
</tr>
<tr>
<td>Cash in Bank Win Trust Land of Lakes Bank</td>
<td>1,246,297.53</td>
<td>(11,781.26)</td>
<td>(50,532.88)</td>
<td>1,183,983.39</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL CASH &amp; INVESTMENTS</strong></td>
<td>1,531,069.82</td>
<td>698,054.15</td>
<td>4,445,493.56</td>
<td>36,754.14</td>
<td>(65,090.11)</td>
<td>1,301,752.36</td>
<td>982,905.21</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Due From Education Fund</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL ASSETS</strong></td>
<td>1,531,069.82</td>
<td>698,054.15</td>
<td>4,445,493.56</td>
<td>36,754.14</td>
<td>(65,090.11)</td>
<td>1,301,752.36</td>
<td>982,905.21</td>
</tr>
</tbody>
</table>

**LIABILITIES**

<table>
<thead>
<tr>
<th>Tax Anticipation Warrants Payable</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>7,323.61</td>
<td>199.94</td>
<td>-</td>
<td>0.41</td>
<td>-</td>
<td>-</td>
<td>(112,242.00)</td>
</tr>
<tr>
<td>Due To Working Cash Fund</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES</strong></td>
<td>7,323.61</td>
<td>199.94</td>
<td>-</td>
<td>0.41</td>
<td>-</td>
<td>-</td>
<td>(112,242.00)</td>
</tr>
</tbody>
</table>

**FUND BALANCE**

<table>
<thead>
<tr>
<th>YTD Revenue</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5,802,510.47</td>
<td>1,271,249.48</td>
<td>1,949,832.27</td>
<td>231,443.82</td>
<td>102,658.93</td>
<td>3,951.86</td>
<td>68,900.70</td>
</tr>
<tr>
<td>YTD Expenditures</td>
<td>(4,788,853.46)</td>
<td>(1,175,083.92)</td>
<td>(118,053.00)</td>
<td>(482,214.90)</td>
<td>(155,803.50)</td>
<td>(588,188.49)</td>
<td>(125,881.00)</td>
</tr>
<tr>
<td>YTD Excess/ (Deficiency)</td>
<td>1,013,657.01</td>
<td>96,165.56</td>
<td>1,831,779.27</td>
<td>(250,771.08)</td>
<td>(53,144.57)</td>
<td>(584,236.63)</td>
<td>68,900.70</td>
</tr>
<tr>
<td>Beginning Fund Balance 07/01/16</td>
<td>510,089.20</td>
<td>601,688.65</td>
<td>2,613,714.29</td>
<td>287,524.81</td>
<td>(11,945.54)</td>
<td>1,885,988.99</td>
<td>914,004.51</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>1,523,746.21</td>
<td>697,854.21</td>
<td>4,445,493.56</td>
<td>36,754.14</td>
<td>(65,090.11)</td>
<td>1,301,752.36</td>
<td>982,905.21</td>
</tr>
<tr>
<td><strong>TOTAL LIABILITIES &amp; FUND BAL.</strong></td>
<td>1,531,069.82</td>
<td>698,054.15</td>
<td>4,445,493.56</td>
<td>36,754.14</td>
<td>(65,090.11)</td>
<td>1,301,752.36</td>
<td>982,905.21</td>
</tr>
</tbody>
</table>

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Board of Education President | Date  
Big Hollow School District 38

Board of Education Secretary | Date  
Big Hollow School District 38
<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$8,490,390</td>
<td>$159,693</td>
<td>$4,195,754</td>
<td>$4,294,636</td>
<td>49%</td>
</tr>
<tr>
<td>State Sources</td>
<td>$4,401,284</td>
<td>$348,472</td>
<td>$1,415,708</td>
<td>$2,985,576</td>
<td>32%</td>
</tr>
<tr>
<td>Federal Sources</td>
<td>$568,892</td>
<td>$31,681</td>
<td>$191,049</td>
<td>$377,843</td>
<td>34%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$13,460,566</td>
<td>$539,846</td>
<td>$5,802,511</td>
<td>$7,658,055</td>
<td>43%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$8,806,995</td>
<td>$743,830</td>
<td>$3,377,474</td>
<td>$5,429,521</td>
<td>38%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$845,895</td>
<td>$69,689</td>
<td>$334,974</td>
<td>$510,921</td>
<td>40%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$1,125,152</td>
<td>$88,366</td>
<td>$376,287</td>
<td>$748,865</td>
<td>33%</td>
</tr>
<tr>
<td>Supplies and Mat</td>
<td>$666,532</td>
<td>$45,333</td>
<td>$329,112</td>
<td>$337,420</td>
<td>49%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$19,000</td>
<td>$3,235</td>
<td>$14,255</td>
<td>$4,745</td>
<td>75%</td>
</tr>
<tr>
<td>Dues and Fees/Tuition</td>
<td>$895,200</td>
<td>$35,915</td>
<td>$356,752</td>
<td>$538,448</td>
<td>40%</td>
</tr>
<tr>
<td>Non-Capital Equipment</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$12,358,774</td>
<td>$986,368</td>
<td>$4,788,854</td>
<td>$7,569,920</td>
<td>39%</td>
</tr>
</tbody>
</table>
# Treasurer's Report

**November, 2016**

## Operations and Maintenance

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$1,033,737</td>
<td>$15,127</td>
<td>$521,049</td>
<td>$512,688</td>
<td>50%</td>
</tr>
<tr>
<td>State Sources</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Federal Sources</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Other Sources</td>
<td>$750,000</td>
<td>$750,200</td>
<td>$750,200</td>
<td>$512,488</td>
<td>100%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$1,783,737</strong></td>
<td><strong>$15,127</strong></td>
<td><strong>$1,271,249</strong></td>
<td><strong>$512,488</strong></td>
<td><strong>71%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$132,000</td>
<td>$10,659</td>
<td>$53,296</td>
<td>$78,704</td>
<td>40%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$16,020</td>
<td>$639</td>
<td>$2,933</td>
<td>$13,087</td>
<td>18%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$733,000</td>
<td>$37,927</td>
<td>$288,753</td>
<td>$444,247</td>
<td>39%</td>
</tr>
<tr>
<td>Supplies and Materials</td>
<td>$573,500</td>
<td>$38,978</td>
<td>$206,382</td>
<td>$367,118</td>
<td>36%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$668,000</td>
<td>$18,908</td>
<td>$623,720</td>
<td>$44,280</td>
<td>93%</td>
</tr>
<tr>
<td>Dues, Fees,Tuition</td>
<td>$500</td>
<td>$0</td>
<td>$500</td>
<td>$500</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$2,123,020</strong></td>
<td><strong>$107,111</strong></td>
<td><strong>$1,175,084</strong></td>
<td><strong>$947,936</strong></td>
<td><strong>55%</strong></td>
</tr>
</tbody>
</table>
## Debt Service Fund

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$3,935,501</td>
<td>$50,697</td>
<td>$1,949,832</td>
<td>$1,985,669</td>
<td>50%</td>
</tr>
<tr>
<td>State Sources</td>
<td>$0</td>
<td></td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Federal Sources</td>
<td>$0</td>
<td></td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$3,935,501</strong></td>
<td><strong>$50,697</strong></td>
<td><strong>$1,949,832</strong></td>
<td><strong>$1,985,669</strong></td>
<td><strong>50%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchased Services</td>
<td>500</td>
<td>$0</td>
<td>$0</td>
<td>$500</td>
<td>0%</td>
</tr>
<tr>
<td>Principal and Interest</td>
<td>$3,917,000</td>
<td>$428</td>
<td>$118,053</td>
<td>$3,798,947</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$3,917,500</strong></td>
<td><strong>$428</strong></td>
<td><strong>$118,053</strong></td>
<td><strong>$3,799,447</strong></td>
<td><strong>3%</strong></td>
</tr>
</tbody>
</table>
## Transportation Fund

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$468,923</td>
<td>$5,873</td>
<td>$231,444</td>
<td>$237,479</td>
<td>49%</td>
</tr>
<tr>
<td>State Sources</td>
<td>$895,000</td>
<td>$0</td>
<td>$0</td>
<td>$895,000</td>
<td>0%</td>
</tr>
<tr>
<td>Federal Sources</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,363,923</td>
<td>$5,873</td>
<td>$231,444</td>
<td>$1,132,479</td>
<td>17%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$381,500</td>
<td>$42,793</td>
<td>$131,846</td>
<td>$249,654</td>
<td>35%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$9,800</td>
<td>$302</td>
<td>$1,419</td>
<td>$8,381</td>
<td>14%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$164,000</td>
<td>$4,145</td>
<td>$63,197</td>
<td>$100,803</td>
<td>39%</td>
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<tr>
<td>Supplies and Mat</td>
<td>$176,000</td>
<td>$4,160</td>
<td>$30,075</td>
<td>$145,925</td>
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<td>Capital Outlay</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Other</td>
<td>$260,000</td>
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<td>$991,300</td>
<td>$51,400</td>
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# IMRF/SS Fund

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<th>Revenue</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$386,114</td>
<td>$3,186</td>
<td>$102,659</td>
<td>$283,455</td>
<td>27%</td>
</tr>
<tr>
<td>State Sources</td>
<td>$0</td>
<td></td>
<td></td>
<td>$0</td>
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</tr>
<tr>
<td>Federal Sources</td>
<td>$0</td>
<td></td>
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<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$386,114</strong></td>
<td><strong>$3,186</strong></td>
<td><strong>$102,659</strong></td>
<td><strong>$283,455</strong></td>
<td><strong>27%</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
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</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$0</td>
<td></td>
<td></td>
<td>$0</td>
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</tr>
<tr>
<td>Benefits</td>
<td>$359,880</td>
<td>$46,106</td>
<td>$155,804</td>
<td>$204,076</td>
<td>43%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$0</td>
<td></td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Supplies and Mat</td>
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<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$0</td>
<td></td>
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<td>$0</td>
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<tr>
<td>Dues and Fees</td>
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<td>$0</td>
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<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$359,880</strong></td>
<td><strong>$46,106</strong></td>
<td><strong>$155,804</strong></td>
<td><strong>$204,076</strong></td>
<td><strong>43%</strong></td>
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## Capital Projects

<table>
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<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$231,000</td>
<td>$419</td>
<td>$3,952</td>
<td>$227,048</td>
<td>1.71%</td>
</tr>
<tr>
<td>State Sources</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Federal Sources</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$231,000</td>
<td>$419</td>
<td>$3,952</td>
<td>$227,048</td>
<td>1.71%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Benefits</td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
<td>0%</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$540,000</td>
<td>($156,850)</td>
<td>$301,014</td>
<td>$238,986</td>
<td>56%</td>
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<td>Supplies and Mat</td>
<td>$15,000</td>
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<tr>
<td>Capital Outlay</td>
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<td>$273,150</td>
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<tr>
<td>Total Expenses</td>
<td>$900,000</td>
<td>($156,850)</td>
<td>$588,188</td>
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# Treasurer's Report
November, 2016

## Working Cash Fund

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$138,589</td>
<td>$2,029</td>
<td>$68,901</td>
<td>$69,688</td>
<td>50%</td>
</tr>
<tr>
<td>State Sources</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Federal Sources</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$138,589</strong></td>
<td><strong>$2,029</strong></td>
<td><strong>$68,901</strong></td>
<td><strong>$69,688</strong></td>
<td><strong>50%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Supplies and Mat</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Dues and Fees/Tuition</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$-</strong></td>
<td><strong>$-</strong></td>
<td><strong>$-</strong></td>
<td><strong>$-</strong></td>
<td><strong>-</strong></td>
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</tbody>
</table>
## Treasurer's Report

November, 2016

### Revenue

<table>
<thead>
<tr>
<th>Source</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$122,114</td>
<td>$1,508</td>
<td>$59,510</td>
<td>$62,604</td>
<td>49%</td>
</tr>
<tr>
<td>State Sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$122,114</td>
<td>$1,508</td>
<td>$59,510</td>
<td>$62,604</td>
<td>49%</td>
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</tbody>
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### Expenses

<table>
<thead>
<tr>
<th>Category</th>
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<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
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</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Benefits</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Purchased Services</td>
<td>$130,000</td>
<td>$0</td>
<td>$125,881</td>
<td>$4,119</td>
<td>97%</td>
</tr>
<tr>
<td>Supplies and Mat</td>
<td>$0</td>
<td>$0</td>
<td>$125,881</td>
<td>$4,119</td>
<td>97%</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td>Dues and Fees/Tuition</td>
<td>$0</td>
<td>$0</td>
<td></td>
<td>$0</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$130,000</td>
<td>$-</td>
<td>$125,881</td>
<td>$4,119</td>
<td>97%</td>
</tr>
</tbody>
</table>
# Treasurer's Report
November, 2016

## Total All Funds

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources</td>
<td>$14,806,368</td>
<td>$238,532</td>
<td>$7,133,101</td>
<td>$7,673,267</td>
<td>48%</td>
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<tr>
<td>State Sources</td>
<td>$5,296,284</td>
<td>$348,472</td>
<td>$1,415,708</td>
<td>$3,880,576</td>
<td>27%</td>
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<tr>
<td>Federal Sources</td>
<td>$568,892</td>
<td>$31,681</td>
<td>$191,049</td>
<td>$377,843</td>
<td>34%</td>
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<tr>
<td>Other Sources</td>
<td>$750,000</td>
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<tr>
<td>Total Revenue</td>
<td>$21,421,544</td>
<td>$618,685</td>
<td>$9,490,058</td>
<td>$11,931,686</td>
<td>44%</td>
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</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Budget</th>
<th>Month to Date</th>
<th>Year to Date</th>
<th>Budget Balance</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$9,320,495</td>
<td>$797,282</td>
<td>$3,562,616</td>
<td>$5,757,879</td>
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<td>Benefits</td>
<td>$1,231,595</td>
<td>$116,736</td>
<td>$495,130</td>
<td>$736,465</td>
<td>40%</td>
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<tr>
<td>Purchased Services</td>
<td>$2,692,652</td>
<td>($26,412)</td>
<td>$1,155,132</td>
<td>$1,537,520</td>
<td>43%</td>
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<td>Supplies and Mat</td>
<td>$1,431,032</td>
<td>$88,471</td>
<td>$579,593</td>
<td>$851,439</td>
<td>41%</td>
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<td>Capital Outlay</td>
<td>$1,032,000</td>
<td>$22,143</td>
<td>$911,125</td>
<td>$120,875</td>
<td>88%</td>
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<td>Dues and Fees/Tuition</td>
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<td>$36,343</td>
<td>$730,483</td>
<td>$4,342,217</td>
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<td>Total Expenses</td>
<td>$20,780,474</td>
<td>$1,034,563</td>
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<td>Ledger/Statement</td>
<td>Outstanding Deposits</td>
<td>Outstanding Checks</td>
<td>Adjusting Entry</td>
<td>Adjusted Balance</td>
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<td>Transportation (40)</td>
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<td>Tort (80)</td>
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<td></td>
<td>8,916,996.97</td>
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<tr>
<td>BMO Harris</td>
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<td>PMA Savings-11534-101</td>
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<td>PMA Max Class General Fund</td>
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<td>PMA Max Tax Anticipation Warrants</td>
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<td>$3,418.68</td>
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<tr>
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<td>Debt Service</td>
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</tr>
<tr>
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<td>O &amp; M</td>
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</tr>
<tr>
<td></td>
<td>10</td>
<td>Education</td>
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</tr>
</tbody>
</table>

**TOTALS**

$65,292.68

---

Big Hollow School District 38

Board of Education President

Date

Board of Education Secretary

Date
<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor Name</th>
<th>Purchase Order Number</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/1/2016</td>
<td>Sunny Corp</td>
<td>123456</td>
<td>Paint Racks for Classroom</td>
<td>$2,500</td>
</tr>
<tr>
<td>12/1/2016</td>
<td>ABC Company</td>
<td>789012</td>
<td>New Chairs for Classroom</td>
<td>$1,800</td>
</tr>
<tr>
<td>12/2/2016</td>
<td>XYZ Inc</td>
<td>345678</td>
<td>Replacement Parts for Classroom</td>
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<tr>
<td>12/3/2016</td>
<td>DEF Corp</td>
<td>890123</td>
<td>Cleaning Supplies for Classrooms</td>
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<tr>
<td>12/4/2016</td>
<td>GHI Ltd</td>
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<td>12/6/2016</td>
<td>Mary Inc</td>
<td>543210</td>
<td>New Books for Classroom</td>
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<td>12/7/2016</td>
<td>Kevin Ltd</td>
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<td>12/8/2016</td>
<td>Lisa Corp</td>
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<td>12/9/2016</td>
<td>Bob Inc</td>
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<td>New Desks for Classroom</td>
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<td>12/10/2016</td>
<td>Charlie Ltd</td>
<td>135551</td>
<td>Cleaning Supplies for Classrooms</td>
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Note: Amounts are in USD.
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**Fund Summary**

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Note: Check not included. Invoice amounts calculated.
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Check No. Vendor Name

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**Total**

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**Note:** Please review and sign.

[Signatures and initials]
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<td>Education</td>
<td>20</td>
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<tr>
<td>Fund</td>
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**Check Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Manual, Voted Checks</td>
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<tr>
<td>Manual, Voted Checks, Check #1</td>
<td>0</td>
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<tr>
<td>Manual, Voted Checks, Check #2</td>
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<tr>
<td>Manual, Voted Checks, Check #3</td>
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**Other**

E. 604.10
<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
<th>Vendor Name</th>
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</thead>
<tbody>
<tr>
<td>11/18/16</td>
<td>3502 Community Revolving Loan</td>
<td>103,333.00</td>
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<td></td>
</tr>
<tr>
<td>11/18/16</td>
<td>Building Services/Professional Services</td>
<td>100,000.00</td>
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<td>11/18/16</td>
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<tr>
<td>11/18/16</td>
<td>Maintenance</td>
<td>100,000.00</td>
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<tr>
<td>11/18/16</td>
<td>Transportation Services</td>
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</table>

**Note:** The above table includes only the first few entries. The complete table is not provided in the image.
# Big Hollow Student Activity Funds

## Balance Sheet

As of December 5, 2016

<table>
<thead>
<tr>
<th>ASSETS</th>
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</thead>
<tbody>
<tr>
<td><strong>Current Assets</strong></td>
<td></td>
</tr>
<tr>
<td>Checking/Savings</td>
<td></td>
</tr>
<tr>
<td>BMO Harris Activity Bank Acct</td>
<td></td>
</tr>
<tr>
<td>Girls on the Run</td>
<td>49.13</td>
</tr>
<tr>
<td>In &amp; Out Account</td>
<td>2,204.76</td>
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<tr>
<td>National Junior Honor Society</td>
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<tr>
<td>Nature Center</td>
<td>1,801.52</td>
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<tr>
<td>Recycle Club</td>
<td>2,676.83</td>
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<tr>
<td>Student Council</td>
<td>3,892.57</td>
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<tr>
<td>Sunshine Club - Primary</td>
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<tr>
<td>BMO Harris Activity Bank Acct - Other</td>
<td>101.76</td>
</tr>
<tr>
<td><strong>Total BMO Harris Activity Bank Acct</strong></td>
<td><strong>13,359.51</strong></td>
</tr>
<tr>
<td><strong>Total Checking/Savings</strong></td>
<td><strong>13,359.51</strong></td>
</tr>
<tr>
<td><strong>Total Current Assets</strong></td>
<td><strong>13,359.51</strong></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL ASSETS</th>
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<tbody>
<tr>
<td><strong>13,359.51</strong></td>
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<table>
<thead>
<tr>
<th>LIABILITIES &amp; EQUITY</th>
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<tr>
<td>Equity</td>
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<tr>
<td>Retained Earnings</td>
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<td>Net Income</td>
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<table>
<thead>
<tr>
<th>TOTAL LIABILITIES &amp; EQUITY</th>
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</thead>
<tbody>
<tr>
<td><strong>13,359.51</strong></td>
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</table>
## Convenience Fund Report
### December 2016

<table>
<thead>
<tr>
<th>Account</th>
<th>Beginning Balance</th>
<th>Debits</th>
<th>Credits</th>
<th>Ending Balance</th>
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<tbody>
<tr>
<td>Prek</td>
<td>0</td>
<td>545.82</td>
<td>1120</td>
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<tr>
<td>KG</td>
<td>1099.54</td>
<td>1590.00</td>
<td>2090.00</td>
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<tr>
<td>1st Grade</td>
<td>3299.06</td>
<td>3934.58</td>
<td>2384.00</td>
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<tr>
<td>2nd Grade</td>
<td>4619.39</td>
<td>7250.54</td>
<td>6084.00</td>
<td>3452.85</td>
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<td>6807.01</td>
<td>7285.83</td>
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<td>4th Grade</td>
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<td>11858.83</td>
<td>11866.50</td>
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<tr>
<td>5th Grade</td>
<td>1851.09</td>
<td>6550.91</td>
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<tr>
<td>6th Grade</td>
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<td>1678.88</td>
<td>4018.25</td>
<td>3489.13</td>
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<td>7th Grade</td>
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<td>0.00</td>
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<tr>
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<td>STARS P/E</td>
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<td>2229.75</td>
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<td>Concessions</td>
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<td>Respect</td>
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<td>Poms</td>
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<td>Cheer</td>
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<td>814.58</td>
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<td>Lets Read to Grow</td>
<td>0.00</td>
<td>599.93</td>
<td>900.00</td>
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<td>In &amp; Out Account</td>
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<td><strong>Total</strong></td>
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<td><strong>114339.80</strong></td>
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<td><strong>38595.70</strong></td>
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<td>Date</td>
<td>Big Hollow School District 38</td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>-------------------------------</td>
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<td>$891.485.30</td>
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<td>$806.811.32</td>
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<td>$39.682.73</td>
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**Grand Total**

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</thead>
<tbody>
<tr>
<td>$437.188.34</td>
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<tr>
<td>$16.256.66</td>
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<td>$454.296.96</td>
<td>$59.248.37</td>
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**Total**

<table>
<thead>
<tr>
<th>Date</th>
<th>Big Hollow School District 38</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRF/SS</td>
<td>$18.977.99</td>
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<tr>
<td>Transportation</td>
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<tr>
<td>O&amp;M</td>
<td>$410.095.99</td>
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</table>

**Payroll Summary**

Big Hollow School District 38
BOARD OF EDUCATION COMMITTEE REPORT

Date: 12/8/16  Location: District Office
Committee: Policy Committee
Members Present: Kevin Lyons, Vivian Kueter
Others in Attendance: Bob Gold
Duration of Meeting: 5:15 p.m. to 6:30 p.m.

Topic Points and/or Summary of Discussion:

- Reviewed recommended Board policy updates from PRESS Issues 92 and 93 (July 2016 and October 2016). Changes to the recommendations were made and will be shared with the Board at the December meeting.

Submitted by: ________________
Date: 10/24/16

Team: RIF Joint Committee

Location: District Office

Time: 3:30 p.m.

Participants

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Gold</td>
<td></td>
</tr>
<tr>
<td>Dawn Lucas</td>
<td></td>
</tr>
<tr>
<td>Kira Denovo</td>
<td></td>
</tr>
</tbody>
</table>

Agenda

- Consider the following items:
  - Whether to establish criteria for excluding from Group 2 and placing into Group 3 a teacher whose last two performance evaluations include a “Needs Improvement” and either a “Proficient” or “Excellent.”
  - Whether to establish an alternative definition for Group 4, which must take into account prior performance evaluation ratings and may take into account other factors that relate to the school district’s objectives.
  - Whether to include within the definition of a performance evaluation rating a performance evaluation rating administered by a school district or joint agreement other than BHSD 38.

Report

- The committee decided that no changes to our current practices are recommended at this time.
Professional Personnel

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
   a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
   b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
   c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
   d. Notify the Superintendent of any change in the teacher’s transcript.

2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be highly qualified for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed and highly qualified for their assignments;

2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.

34 C.F.R §200.55, 56, 57, and 61.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: July 14, 2014
Professional Personnel

Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board’s goal of having a highly qualified, high performing staff.

Assignments

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. In order of priority, assignments shall be made based on the District’s needs and best interests, employee qualifications, and employee desires.

Also, please refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

Duty-Free Lunch, School Year and Day, Salary, Transfers, Evaluation

Please refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

Dismissal

The District will follow State law when dismissing a teacher.


820 ILCS 260/1 et seq.

23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).


CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: December 16, 2013
Professional Personnel

Resignations

Tenured teachers may resign at any time with consent of the Board of Education or by written notice sent to the Board of Education Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board of Education.

Involuntary Transfer

Please refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

LEGAL REF.: 105 ILCS 5/24-14.


ADOPTED: June 23, 2008


**Professional Personnel**

**Substitute Teachers**

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute certificate and present a certificate of authorization from the Regional Superintendent showing that he or she is approved to substitute teach. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated teacher is unavailable.

A substitute teacher may teach only for a period not to exceed 90 paid school days or 450 paid school hours in any one school district in any one school term. However, a teacher holding an early childhood, elementary, high school, or special certificate may substitute teach for a period not to exceed 120 paid school days or 600 paid school hours in any one school district in any one school term, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

**Internal Substitutes Pay**

Please refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

**LEGAL REF.:** 105 ILCS 5/21B-20(3) and 24-5. 23 Ill.Admin.Code §25.520.

**ADOPTED:** January 20, 2015
**Professional Personnel**

**Maintaining Student Discipline**

Maintaining an orderly learning environment is an essential part of each teacher’s instructional responsibilities. A teacher’s ability to foster appropriate student behavior is an important factor in the teacher’s educational effectiveness. The Superintendent shall ensure that teachers, other certificated employees, and persons providing a student’s related service: (1) maintain discipline in the schools as required in the School Code, and (2) follow the Board policies and administrative procedures on student conduct and discipline.

When a student’s behavior is unacceptable, the teacher should first discuss the matter with the student. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s). A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. A student’s removal must be in accordance with Board policy and administrative procedures.

Teachers shall not use disciplinary methods that may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling, or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

**LEGAL REF.:** 105 ILCS 5/24-24.  
23 Ill.Admin.Code §1.280.

**CROSS REF.:** 2:150 (Committees), 7:190 (Student Discipline), 7:230 (Misconduct by Students with Disabilities)

**ADOPTED:** June 23, 2008
**RESPONSE FORM**

**PRESS PLUS ISSUE 92, July 2016**

Return to The Illinois Association of School Boards, *Attn:* Angie Powell, Policy Consultant  
**Email:** pressplus@iasb.com or **Fax:** 217-528-2831

**District Name:** Big Hollow School District 38  
**Date of Adoption:**

*If date of adoption is different for any of the policies listed below, please note.

**Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.**

<table>
<thead>
<tr>
<th>Policy Code</th>
<th>Policy Title</th>
<th>Adopted as presented by IASB</th>
<th>Adopted with additional district edits (enclosed)</th>
<th>Not Adopted</th>
<th>Held for Future Response</th>
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</thead>
<tbody>
<tr>
<td>2:70</td>
<td>Vacancies on the School Board – Filling Vacancies</td>
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<td>2:70-E</td>
<td>Checklist for Filling Board Vacancies by Appointment</td>
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<td>2:120-E1</td>
<td>Guidelines for Serving as a Mentor to a New School Board Member – <em>NEW to the District</em></td>
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<td>2:240-E1</td>
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<td>2:240-E2</td>
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<td>Using Animals in the Educational Program</td>
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<td>7:10-E</td>
<td>Equal Educational Opportunities Within the School Community – <em>NEW</em></td>
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<td>7:270</td>
<td>Administering Medicines to Students</td>
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<tr>
<td></td>
<td><strong>Option:</strong> Remove School District Supply of Undesignated Opioid Antagonists?</td>
<td><strong>YES</strong> X <strong>NO</strong></td>
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<tr>
<td>8:90</td>
<td>Parent Organizations and Booster Clubs</td>
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<tr>
<td></td>
<td><strong>Option:</strong> Require all parent organizations and booster clubs to have 501(c)(3) status?</td>
<td><strong>YES</strong> X <strong>NO</strong></td>
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<td>8:110</td>
<td>Public Suggestions and Concerns</td>
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**Other District Materials Enclosed**

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<tr>
<th>Changes to other district policies (show edits)</th>
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<table>
<thead>
<tr>
<th>Newly adopted district policies* (Microsoft Word copy sent via e-mail is required)</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>X</td>
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</table>

| New Collective Bargaining Agreement(s) (Electronic copy preferred) | X |

*Please note:* While we are happy to add to your policy manual any unique district policies provided by your district from whatever source, we are not able to provide suggested updates to those policies. Your district will be responsible for forwarding any necessary updates along with your response to PRESS Plus Issues. Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

**Documents Coded “AP” or “E”** – These are documents developed to implement board policy and should not be adopted by the board and included in the policy manual. Exceptions are those coded “E” that provide guidance to the board itself, such as those listed above.

*After the Board has taken action on the suggested policy changes, administrators should consult the Update Memo, included in the packet, for suggested changes to administrative procedures and forms accessible via PRESS Online.*
Policies Undergoing 5-Year Review

To further our commitment to continuous improvement, we attempt to review each policy that was not updated during the previous five years. This process keeps our material aligned with good governance principles and keeps the legal references current. Moreover, this process provides an occasion for school board members to review their policies to ensure that they are fulfilling their purpose.

Following is the list of IASB sample policies that were not changed after their five-year review. Because they were not changed, copies have not been provided in your PRESS Plus packet. After reviewing the district’s policies, please remember to include any changes that the board adopted with your response form.

<table>
<thead>
<tr>
<th>Policy Code</th>
<th>Policy Title</th>
<th>Reviewed Only, Change Date</th>
<th>Policy Edited by District (Enclose Edits)</th>
<th>Policy Not Reviewed</th>
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<tr>
<td>1:20</td>
<td>District Organization, Operations, and Cooperative Agreements</td>
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<td>1:30</td>
<td>School District Philosophy</td>
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<td>School District Governance</td>
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<td></td>
</tr>
<tr>
<td>2:130</td>
<td>Board-Superintendent Relationship</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:10</td>
<td>Goals and Objectives</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:30</td>
<td>Chain of Command</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:80</td>
<td>Accounting and Audits</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:150</td>
<td>Personnel Records</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:255</td>
<td>Assemblies and Ceremonies</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:260</td>
<td>Complaints About Curriculum, Instructional Materials, and Programs</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:280</td>
<td>Communicable and Chronic Infectious Disease</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:285</td>
<td>Food Allergy Management Program</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CONTACT PERSON: ____________________________________________________________

PHONE NUMBER: ___________________________ EMAIL: ________________________________
RESPONSE FORM
PRESS PLUS ISSUE 93, October 2016
Return to The Illinois Association of School Boards, Attn: Angie Powell, Policy Consultant
Email: pressplus@iasb.com or Fax: 217-528-2831

| District Name: | Date of Adoption: | *If date of adoption is different for any of the policies listed below, please note.

Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.

<table>
<thead>
<tr>
<th>Policy Code</th>
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</tr>
</thead>
<tbody>
<tr>
<td>2:120</td>
<td>Board Member Development</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:125</td>
<td>Board Member Compensation: Expenses – REWRITTEN</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|             | **Option:** When will the Superintendent recommend the maximum allowable reimbursement amount for expenses? (Choose one box). No change; use default □
|             | At the start of each: fiscal year [X] school year □ calendar year □
|             | OR When presenting the proposed budget □
|             | **Option:** Expand the scope of training that is reimbursable for registration fees or tuition? YES □ NO [X]
|             | **Option:** Set a daily limit on meal costs? YES $ □ NO [X]
|             | **Option:** Replace Regional Superintendent of Schools with “appropriate Intermediate Service Center?” YES [ ] Districts in Suburban Cook County only □ NO [X]
| 2:125-E1    | Board Member Expense Reimbursement Form – NEW to District | X                            |                                               |             |                          |
| 2:125-E2    | Board Member Estimated Expense Approval Form – NEW to District | X                            |                                               |             |                          |
| 2:200       | Types of School Board Meetings | X                            |                                               |             |                          |
| 2:220       | School Board Meeting Procedure | X                            |                                               |             |                          |
|             | **Option:** Mirror statutory language? This will also affect 2:220-E1 and 2:220-E7. YES □ NO [X]
| 2:220-E1    | Board Treatment of Closed Meeting Verbatim Recordings and Minutes | X                            |                                               |             |                          |
| 2:220-E2    | Motion to Adjourn to Closed Meeting | X                            |                                               |             |                          |
| 2:220-E4    | Open Meeting Minutes – NEW to District | X                            |                                               |             |                          |
| 2:220-E5    | Semi-Annual Review of Closed Meeting Minutes – NEW to District | X                            |                                               |             |                          |
| 2:220-E6    | Log of Closed Meeting Minutes – NEW to District | X                            |                                               |             |                          |
| 2:220-E7    | Access to Closed Meeting Minutes and Verbatim Recordings – NEW | X                            |                                               |             |                          |
| 2:220-E8    | School Board Records Maintenance Requirements and FAQs – NEW | X                            |                                               |             |                          |
| 4:60        | Purchases and Contracts | X                            |                                               |             |                          |
| 4:110       | Transportation | X                            |                                               |             |                          |
Please read carefully and mark one column in each row. Policies not marked in any column will be held for future response.

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</tr>
</thead>
<tbody>
<tr>
<td>4:175</td>
<td>Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:10</td>
<td>Equal Employment Opportunity and Minority Recruitment</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:60</td>
<td>Expenses – REWRITTEN</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Option:</strong> Set a daily limit on meal costs? YES ☑ X ☐ NO ☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:60-E1</td>
<td>Employee Expense Reimbursement Form – NEW to District</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:60-E2</td>
<td>Employee Estimated Expense Approval Form – NEW</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>5:100</td>
<td>Staff Development Program</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:125</td>
<td>Personal Technology and Social Media; Usage and Conduct</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:190</td>
<td>Teacher Qualifications</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>5:250</td>
<td>Leaves of Absence</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5:260</td>
<td>Student Teachers</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Option:</strong> Require 105 ILCS 5/10-21.9(g) Check for students participating in field or clinical experience? YES ☑ X ☐ NO ☐</td>
<td></td>
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<td></td>
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<tr>
<td>5:280</td>
<td>Duties and Qualifications</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5:330</td>
<td>Sick Days, Vacation, Holidays, and Leaves</td>
<td>X</td>
<td></td>
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<tr>
<td></td>
<td><strong>Option:</strong> Publicize written plan allowing IMRF employees to convert eligible accumulated sick leave to service credit? (Choose one box). NO ☐ YES, and no collective bargaining agreement applies ☑ YES, and a local collective bargaining agreement contains the written plan ☐ YES, and the district maintains two separate sick leave plans, one for employees under a CBA, and one for non-unionized employees ☐</td>
<td></td>
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<tr>
<td>6:15</td>
<td>School Accountability</td>
<td>X</td>
<td></td>
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<tr>
<td>6:50</td>
<td>School Wellness</td>
<td>X</td>
<td></td>
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<tr>
<td>6:60</td>
<td>Curriculum Content</td>
<td>X</td>
<td></td>
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<tr>
<td>6:145</td>
<td>Migrant Students</td>
<td>X</td>
<td></td>
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<tr>
<td>6:160</td>
<td>English Learners</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>6:170</td>
<td>Title I Programs</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6:340</td>
<td>Student Testing and Assessment Program</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:50</td>
<td>School Admissions and Student Transfers To and From Non-District Schools</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:60</td>
<td>Residence</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>7:70</td>
<td>Attendance and Truancy</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>7:250</td>
<td>Student Support Services</td>
<td>X</td>
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</tr>
</tbody>
</table>
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</thead>
<tbody>
<tr>
<td>7:260</td>
<td>Exemption from Physical Activity</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:305</td>
<td>Student Athlete Concussions and Head Injuries</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:310</td>
<td>Restrictions on Publications; Elementary Schools</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>8:70</td>
<td>Accommodating Individuals with Disabilities</td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>

Other District Materials Enclosed

<table>
<thead>
<tr>
<th>Changes to other district policies (show edits)</th>
<th>Yes</th>
<th>No</th>
</tr>
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<tbody>
<tr>
<td>X</td>
<td></td>
<td>X</td>
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</table>

<table>
<thead>
<tr>
<th>Newly adopted district policies* (Microsoft Word copy sent via e-mail is required)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>X</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>New Collective Bargaining Agreement(s) (Electronic copy preferred)</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td></td>
<td>X</td>
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</table>

*Please note: While we are happy to add to your policy manual any unique district policies provided by your district from whatever source, we are not able to provide suggested updates to those policies. Your district will be responsible for forwarding any necessary updates along with your response to PRESS Plus Issues. Because certain policy numbers are used for IASB sample policies, districts should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies.

Documents Coded “AP” or “E” – These are documents developed to implement board policy and should not be adopted by the board and included in the policy manual. Exceptions are those coded “E” that provide guidance to the board itself, such as those listed in the Response Form above, which should be dated for implementation by the Board.

After the Board has taken action on the suggested policy changes, administrators should consult the Update Memo, included in the packet, for suggested changes to administrative procedures and forms accessible via PRESS Online.

CONTACT PERSON: ____________________________________________

PHONE NUMBER: ________________________ EMAIL: ________________________
Board of Education

Vacancies on the Board of Education - Filling Vacancies

Vacancy
Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board of Education,
3. Legal disability of the incumbent,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board of Education membership.

Filling Vacancies
Whenever a vacancy occurs, the remaining members shall notify the Regional Superintendent of Schools of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 45 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board of Education, the Board will publicize it and accept resumes from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.
CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)
ADOPTED: June 23, 2008
Board of Education

Exhibit - Checklist for Filling Board Vacancies by Appointment

The School Board fills a vacancy by either appointment or election. The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see Answers to FAQs: Vacancies on the Board of Education, published by a committee of the Illinois-IL Council of School Attorneys, and available at: www.iastb.com/law/vacancies.cfm www.iastb.com/law/ICSAFAQsonBoardVacancies.pdf

- Confirm that the Board must fill the vacancy by appointment.


<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Board policy 2.70, Vacancies on the School Board - Filling Vacancies, to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment.</td>
<td>Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, no election to fill the vacancy is held and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10.</td>
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</tbody>
</table>

- Notify the Regional Superintendent of the vacancy within 5 days of its occurrence (105 ILCS 5/10-10).

- Develop list of qualifications for appointment of a person to fill vacancy.


<table>
<thead>
<tr>
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<tbody>
<tr>
<td>At a minimum, the Board uses election qualifications, that is, a candidate must meet the following qualifications: • Be a United States citizen. • Be at least 18 years of age. • Be a resident of Illinois and the District for at least one year immediately preceding the appointment. • Be a registered voter. • Not be a child sex offender. • Not hold another incompatible public office. • Not have a prohibited interest in any contract with the District. • Not hold certain types of</td>
<td>While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 and 5/10-10. For guidance discussing other qualifications that the Board may want to consider, see IASB’s Recruiting School Board Candidates, available at: <a href="http://www.iastb.com/elections/recruiting.pdf">www.iastb.com/elections/recruiting.pdf</a> <a href="http://www.iastb.com/training/recruiting.cfm">www.iastb.com/training/recruiting.cfm</a> For guidance regarding conflict of interest and incompatible offices, see Answers to FAQs: Conflict of Interest and Incompatible Offices FAQ (ICSA); published by the Ill. Council of School Attorneys; available at: <a href="http://www.iastb.com/law/conflict.cfm">www.iastb.com/law/conflict.cfm</a></td>
</tr>
</tbody>
</table>
# DRAFT UPDATE

## Guidelines | Explanation
---|---
prohibited State or federal employment. | Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district’s incorporated and unincorporated areas (105 ILCS 5/11A-8).

When additional qualifications apply, the following items may be included in the Board’s list of qualifications:
- Meet all qualifications based upon the distribution of population among congressional townships in the district.
- Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas.

### Decide who will receive completed vacancy applications.

| Guidelines | Explanation |
---|---|
The Board President will accept applications. | Who accepts vacancy applications is at the Board’s sole discretion. According to §2:110, Qualifications, Term, and Duties of Board Officers, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent’s secretary if the Board determines that it is more convenient. Who accepts the applications must be decided prior to posting the vacancy announcement. The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview. |

### Create Board member vacancy announcement.

| Guidelines | Explanation |
---|---|
School District ____________ Board Member Vacancy | The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board’s sole discretion. The Board may want to consider announcing the vacancy and its intent to fill it by appointment during its meeting and post it on the District’s website and in the local newspaper(s). The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, Vacancies on the School Board - Filling Vacancies, to determine the length of the appointment. The appointment will be from the date of appointment to [date]. |
School District is [School District’s philosophy or mission statement]. | See Board policy 1:30, School District Philosophy, for the District’s mission statement that is specific to the community’s goals. |
Applicants for the School Board vacancy must be: [School Board’s list of qualifications for appointment of a person to fill | See checklist item titled Develop a list of qualifications for appointment of a person to fill |
**DRAFT UPDATE**

<table>
<thead>
<tr>
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<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>of qualifications]. Applicants should show familiarity with the Board’s policies regarding general duties and responsibilities of a School Board and a School Board member, including fiduciary responsibilities, conflict of interest, ethics and gift ban. The Board’s policies are available at [locations].</td>
<td>the vacancy above. Listing this along with the Board’s list of qualifications assists candidates in understanding a School Board member’s duties and responsibilities and may facilitate a better conversation during the interview process. See Board policies: 2:20, Powers and Duties of the School Board; Indemnification, 2:80, Board Member Oath and Conduct; 2:100, Board Member Conflict of Interest; 2:105 Ethics and Gift Ban; and 2:120, Board Member Development. See action item titled Decide who will receive completed vacancy applications above.</td>
</tr>
<tr>
<td>Applications may be obtained at [location and address and/or website] beginning on [date and time]. Completed applications may be turned in by [time and date] to [name and title of person receiving applications].</td>
<td></td>
</tr>
</tbody>
</table>

- Publicize vacancy announcement including by placing it on the District’s website.
- Accept and review applications from prospective candidates (see Decide who will receive completed vacancy applications above).
- Contact appropriate applicants for interviews (see Decide who will receive completed vacancy applications above).
- Develop interview questions.

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why do you want to be a Board member?</td>
<td>Interview questions are at the Board’s sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. See IASB’s Recruiting School Board Candidates, available at: <a href="http://www.iasb.com/elections/recruiting.pdf">www.iasb.com/elections/recruiting.pdf</a>; <a href="http://www.iasb.com/training/recruiting.cfm">www.iasb.com/training/recruiting.cfm</a></td>
</tr>
<tr>
<td>What specific skills would you bring to the Board?</td>
<td></td>
</tr>
<tr>
<td>Please give specific examples of your ability in interpersonal relationships and teamwork.</td>
<td>A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.</td>
</tr>
<tr>
<td>What do you see as the role of a School Board member?</td>
<td></td>
</tr>
<tr>
<td>What have you done to prepare yourself for the challenges of being a School Board member?</td>
<td></td>
</tr>
<tr>
<td>Please describe your previous community or non-profit experiences.</td>
<td></td>
</tr>
<tr>
<td>What areas in the district would you like to see the Board strengthen?</td>
<td></td>
</tr>
</tbody>
</table>
### DRAFT UPDATE

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your availability to meet the time, training commitments and other</td>
<td>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <em>Qualifications, Term, and Duties of Board Officers</em>. The president presides at all meetings (105 ILCS 5/10-13).</td>
</tr>
<tr>
<td>responsibilities required for school Board membership?</td>
<td></td>
</tr>
<tr>
<td>Describe what legacy you would like to leave behind.</td>
<td></td>
</tr>
</tbody>
</table>

- Conduct interviews with candidates *(interviews may occur in closed session pursuant to 5 ILCS 120/2(e)(3)).*

<table>
<thead>
<tr>
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<th>Explanation</th>
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<tbody>
<tr>
<td><em>In each interview,</em> the Board President will discuss the following items</td>
<td></td>
</tr>
<tr>
<td>- Introduce Board members to the candidate at the beginning of the</td>
<td>The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, <em>Qualifications, Term, and Duties of Board Officers</em>. The president presides at all meetings (105 ILCS 5/10-13).</td>
</tr>
<tr>
<td>interview:*</td>
<td></td>
</tr>
<tr>
<td>- Describe the Board’s interview process, selection process, and ask</td>
<td></td>
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<tr>
<td>the candidate if he or she has questions about the Board’s process for</td>
<td></td>
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<tr>
<td>filling a vacancy by appointment.</td>
<td></td>
</tr>
<tr>
<td>- Describe the District’s philosophy or mission statement.</td>
<td></td>
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<tr>
<td>- Describe the vacancy for the candidate by reviewing the: <em>(1)</em></td>
<td></td>
</tr>
<tr>
<td>qualifications, <em>(2)</em> general duties and responsibilities of the Board</td>
<td></td>
</tr>
<tr>
<td>and the Board members, including fiduciary responsibilities, conflict</td>
<td></td>
</tr>
<tr>
<td>of interest, ethics and gift ban, and general Board member development.</td>
<td></td>
</tr>
<tr>
<td>- Begin asking the interview questions that the Board developed.</td>
<td></td>
</tr>
<tr>
<td>- Ask the candidate whether he or she has any questions for the Board.</td>
<td></td>
</tr>
<tr>
<td>- Thank the candidate and inform the candidate when the Board expects</td>
<td></td>
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<tr>
<td>to make a decision and how the candidate will be contacted regarding</td>
<td></td>
</tr>
<tr>
<td>the Board’s decision.</td>
<td></td>
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</tbody>
</table>
## DRAFT UPDATE

- Fill vacancy by a vote during an open meeting of the Board before the 45th day or notify the Regional Superintendent that the vacancy still exists (105 ILCS 5/10-10).
- Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).
- Announce the appointment to District staff and community.

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>The announcement should include:</td>
<td>The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement.</td>
</tr>
<tr>
<td>The Board appointed [appointee's name] to fill the vacancy on the Board.</td>
<td>See Board policy 8.10, <em>Connection with the Community</em>.</td>
</tr>
<tr>
<td>The appointment will be from [date] to [date].</td>
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<tr>
<td>The Board previously established qualifications for the appointee in a</td>
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<tr>
<td>careful and thoughtful manner.</td>
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<tr>
<td>[Appointee's name] meets these qualifications and has demonstrated</td>
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<tr>
<td>the willingness to accept the duties and responsibilities of a School</td>
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</tr>
<tr>
<td>Board member. [Appointee's name] brings a clear understanding of the</td>
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<tr>
<td>demands and expectations of being a Board member along with a constructive</td>
<td></td>
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<tr>
<td>attitude toward the challenge.</td>
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</tbody>
</table>

- Administer the Oath of Office and begin orientation.

<table>
<thead>
<tr>
<th>Guidelines</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>See Board policy 2:80, <em>Board Member Oath and Conduct</em>.</td>
<td>Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.</td>
</tr>
<tr>
<td>See Board policy 2:120, *Board Member Development, and 2:120-E,</td>
<td>Orientation assists new Board members to learn, understand, and practice effective governance principles. See the ISAB Foundational Principles of Effective Governance, available at:</td>
</tr>
<tr>
<td>Guidelines for Serving as a Mentor to a New School Board Member.*</td>
<td><a href="http://www.iabs.org/principles_popup.cfm">www.iabs.org/principles_popup.cfm</a>.</td>
</tr>
</tbody>
</table>

- Inform IASB of the newly appointed Board member's name and directory information.

**DATED:** December 21, 2009
School Board

Exhibit - Guidelines for Serving as a Mentor to a New Board of Education Member

On District letterhead

Date

Dear Board of Education Member:

Thank you for agreeing to serve as a mentor to a new Board member. The goal of the mentoring program is to orient a new Board member to the Board and District and to help him or her feel comfortable, develop self-confidence, and become an effective leader. Follow these guidelines to maximize your mentoring effectiveness.

1. Be a good mentor by sharing your knowledge and experiences with others. Take a personal interest in helping others succeed.

2. Try to develop an informal, collegial relationship with the new Board member – explain that you are there to help. Listen respectfully to all concerns and answer questions honestly.

3. During your first contact with the new Board member, introduce yourself and explain that you will serve as his or her mentor and are looking forward to sharing information about the Board and District. If possible, meet with the individual to become acquainted. Be available as needed to provide assistance, advice, and support. The Superintendent’s office will have already provided the new Board member with a web link or paper copy of the Board’s policies as well as other helpful material.

4. Be prepared to introduce the new Board member at upcoming Board events until he or she becomes a familiar face.

5. Be available and maintain a helpful attitude. You will assist the new Board member in becoming an effective member of the Board and ensuring skilled and knowledgeable future leadership for the District.

Being a mentor can bring rewards to you, the new Board member, and the District. Thank you for your assistance and commitment.

Sincerely,

School Board President
Board of Education

Exhibit - Website Listing of Development and Training Completed by Board Members

District webmaster: Post this template (including the explanatory paragraphs) on the District’s website and update the table as information is provided.

All Illinois school board members who is elected or appointed to fill a vacancy of at least one year’s duration must receive training in professional development leadership training (PD LT) (P.A. 97-8) and Open Meetings Act (OMA) training (P.A. 97-504). Mandatory training will also be required upon Performance Evaluation Reform Act implementation after new teacher evaluation requirements are implemented in each school district. For additional information, see Board policy 2.120, Board Member Development.

The following table contains mandatory and non-mandatory training and development activities that were completed by each Board member. When the training was provided by the Illinois Association of School Boards, the acronym “IASB” follows the listed activity.

<table>
<thead>
<tr>
<th>Name</th>
<th>Development and Training Activity and Provider</th>
<th>Date Completed (beginning in 2012 unless otherwise noted)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

The Illinois Association of School Boards (IASB) is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member school boards as a private not-for-profit corporation under authority granted by Article 23 of the School Code. The mission vision of the IASB is excellence in local school governance in support of quality public education.

For more information regarding IASB and its programs visit www.iaseb.com.

DATED: March 19, 2012

Comment [APowell]:
The exhibit is updated to clarify that each Illinois school board member who is elected or appointed to fill a vacancy of at least one year’s duration must receive professional development leadership training, Open Meetings Act training, and training required upon Performance Evaluation Reform Act implementation.

Issue 92, July 2016
**DRAFT UPDATE**

Big Hollow School District 38

2:240-E1

Board of Education

**Exhibit - PRESS Issue Updates**

This procedure is for PRESS subscribers. For subscribers to PRESS-Plus, IASB’s full-maintenance policy update service, the update instructions that arrive with a paid PRESS-Plus subscription provide further guidance.

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
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</thead>
</table>
| Superintendent        | Manages the process for the Board to receive PRESS updates to policies.  
                         | Manages the Board’s compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and School Board include discussion and list action to consider, adopt, or revise Board policies and Board exhibits.  
                         | Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.  
                         | Communicates all policy and administrative procedure revisions or additions, as appropriate, to staff members, parents, students, and community members. |
| Superintendent or     | **Updates District’s Roster** by following:  
                         | 1. Go to www.iash.com and click on MY ACCOUNT.  
                         | 2. Log in using your email address and password:  
                         |   • If you are signing in for the first time, your password is the 7-digit IASB ID number beginning with “2” that appears on all IASB mailing labels,  
                         |   • If you have already changed your password, use the unique password you created,  
                         |   • If you do not know your password, use the forgot password link.  
                         | 3. Check on districts you manage and then the District name.  
                         | 4. Review and verify or change the District’s existing records. Ensure that all current board members, administrators, and anyone else on staff who accesses PRESS are listed with their current email addresses. |
| Superintendent’s Secretary |                                                                                                                                          |
| Designated support staff | **To each member of the Policy Committee (or full Board):** Emails or otherwise distributes a copy of the following:  
                         | 1. PRESS Online Information and Instructions card.  
                         | 2. PRESS Update Memo (unless a copy was already provided).  
                         | 4. Committee worksheets, available at www.IASB.com/policy; and  
                         | 5. Current District policy in relevant areas  
                         | **To any other Board member or interested school official:** Emails or otherwise distributes the PRESS Update Memo (describes the current |

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Comment [APowell1]:
A section is added to explain the new Roster Management process in IASB’s new association management system.

It is important to update your district’s list of individuals who will be authorized to access PRESS online in this system.

Issue 92, July 2016

Comment [APowell2]:
Updated to reflect new PRESS login procedures.

Issue 92, July 2016
## DRAFT UPDATE

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
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<tbody>
<tr>
<td><strong>PRESS issue number 1 through 5, above:</strong> to each Board member or other interested school official who has not already received a copy. It is available online at <a href="http://www.iastb.com/policy">www.iastb.com/policy</a>.</td>
<td></td>
</tr>
<tr>
<td>As appropriate, includes new and revised policies in the Board meeting packets.</td>
<td></td>
</tr>
<tr>
<td>After a policy is adopted or revised, updates the District’s policy manual master electronic file and adds or updates adoption dates.</td>
<td></td>
</tr>
<tr>
<td>Archives old policy.</td>
<td></td>
</tr>
<tr>
<td>Follows district process for updating paper and online manuals.</td>
<td></td>
</tr>
<tr>
<td><strong>Considers distributing PRESS Update Memo to Building Principals.</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Policy Committee (or Full Board)</strong></td>
<td><strong>Considers each PRESS update. Reviews all footnote changes.</strong></td>
</tr>
<tr>
<td><strong>Decides which changes require School Board discussion and which are appropriate as consent agenda items.</strong></td>
<td><strong>The following are appropriate for the consent agenda: changes to the Legal References and Cross References, and minor policy edits that do not require Board discussion.</strong></td>
</tr>
<tr>
<td><strong>Requests review of recommended revisions by the Board Attorney, as appropriate.</strong></td>
<td><strong>Presents recommendations regarding PRESS updates to the Board at a regularly scheduled meeting.</strong></td>
</tr>
<tr>
<td><strong>Full Board</strong></td>
<td><strong>Conducts a first reading of the policies that are recommended to be updated.</strong></td>
</tr>
<tr>
<td><strong>During the next regular meeting, conducts a second reading.</strong></td>
<td><strong>A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</strong></td>
</tr>
<tr>
<td><strong>After the second reading, consider and take action to approve the policies at a duly convened open meeting.</strong></td>
<td><strong>Assistant Superintendents, Directors, and Building Principals, and supervisory employees</strong>: <strong>Reads PRESS Update Memo (if applicable), adopted policies and follows the Superintendent’s process for updating administrative procedures, and changes to employee and student handbooks within their assigned building(s).</strong></td>
</tr>
<tr>
<td><strong>Anyone</strong></td>
<td>For further clarification, views the 8-minute-online tutorial for PRESS, available at <a href="http://www.iastb.com/policy">www.iastb.com/policy</a>, behind-the-log-in-screen.</td>
</tr>
</tbody>
</table>

**DATED:** April 18, 2014

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**Comment [APowell3]:** Added to clarify that the full board considers and takes action to approve policies at an open meeting following the second reading of revised policies.

**Issue 92, July 2016**

**Comment [APowell4]:** Updated to recommend that all assistant superintendents, directors, building principals, as well as supervisory employees, read each PRESS Update Memo and policies adopted by the board to better understand any changes impacting their assigned building(s).

**Issue 92, July 2016**
# Board of Education

## Exhibit - Developing Local Policy

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anyone (Superintendent, School Board member, staff, parent, student, community member, or Board Attorney)</td>
<td>Brings a concern that may necessitate a new policy or a current policy’s revision to the attention of the School Board.</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Confers with the Board Attorney as appropriate. Manages the Board’s compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and School Board include discussion and action to consider, adopt, or revise Board policies. Manages the process for approving new or revised administrative procedures, and revisions to employee and student handbooks. Communicates all policy and procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.</td>
</tr>
<tr>
<td>Policy Committee (or Full Board)</td>
<td><strong>First</strong>, answers these questions to decide whether new policy language is needed: 1. Does the IASB Policy Reference Manual provide guidance? 2. Is the request something that should be covered in policy (i.e., Board work) or is it something that should be handled by the staff (i.e., staff work)? 3. Is it already covered in policy? Checks for policies that cover similar or connected topics using tools such as search engines, Tables of Contents, cross references, and indexes. <strong>Second</strong>, uses a 4-step process to draft new policy language: 1. Frames the question and discusses the topic. 2. Requests the Superintendent to provide research, including appropriate data, and input from others, such as, those who may be affected by the policy and those who will implement the policy. 3. Assesses existing policy and decides whether new or revised policy language is needed. 4. Drafts or requests the Superintendent or Board Attorney to draft, language addressing the concern that aligns with the Board’s mission, vision, goals, and objectives. <strong>Third</strong>, decides whether the new language should be included in an existing policy or added as a new policy. Assigns any new policy an appropriate location and number. The PRESS coding system reserves policy numbers ending in a ‘0’ and ‘5’ for PRESS material. Locally developed District policies.</td>
</tr>
</tbody>
</table>

Comment [APowell]: This action by the Superintendent is moved from below to more clearly reflect appropriate timelines. Issue 92, July 2016
**DRAFT UPDATE**

<table>
<thead>
<tr>
<th>Actor</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>should</strong> districts are encouraged to use policy numbers ending in 2, 4, 6, or [even numbers other than 8].</td>
<td></td>
</tr>
<tr>
<td>Full Board</td>
<td>Conducts a first reading of the policy that is recommended for adoption or revision.</td>
</tr>
<tr>
<td></td>
<td>During the next regular meeting, conducts a second reading.</td>
</tr>
<tr>
<td></td>
<td>A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</td>
</tr>
<tr>
<td></td>
<td>After the second reading, consider and take action to approve the policies at a duly convened open meeting.</td>
</tr>
<tr>
<td>Superintendent</td>
<td>Confers with the Board Attorney as appropriate.</td>
</tr>
<tr>
<td></td>
<td>Manages the Board’s compliance with the Open Meetings Act.</td>
</tr>
<tr>
<td></td>
<td>Ensures that, as appropriate, the agendas for the Board Policy Committee and School Board include discussion and action to consider, adopt, or revise Board policies.</td>
</tr>
<tr>
<td></td>
<td>Manages the process for approving new or revised administrative procedures, and revisions to employee and student handbooks.</td>
</tr>
<tr>
<td></td>
<td>Communicates all policy and procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.</td>
</tr>
<tr>
<td>Designated support staff</td>
<td>After a policy is adopted or revised, updates the District’s policy manual master electronic file and adds adoption dates.</td>
</tr>
<tr>
<td></td>
<td>Archives ‘old’ previous version of revised policy.</td>
</tr>
<tr>
<td></td>
<td>Follows district process for updating paper and online manuals.</td>
</tr>
<tr>
<td>Assistant Superintendents, Directors, and Building Principals, and supervisory employees</td>
<td>Reads PRESS Update Memo (if applicable), adopted policy and follows the Superintendent’s process for updating administrative procedures, and changes to employee and student handbooks within their assigned building(s).</td>
</tr>
</tbody>
</table>

**DATED:** April 15, 2014

**Comment [APowell2]:**
Edited to clarify that districts, when adding a locally developed policy, are encouraged to use policy numbers ending in 2, 4, 6, or 8.

**Issue 92, July 2016**

**Comment [APowell3]:**
Added for clarity.

**Issue 92, July 2016**

**Comment [APowell4]:**
Updated to recommend that all assistant superintendents, directors, building principals, as well as supervisory employees, read each PRESS Update Memo and policies adopted by the board to better understand any changes impacting their assigned building(s).

**Issue 92, July 2016**
Instruction

Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal’s health or safety are permissible.

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code. Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112/1 et seq.

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: June 23, 2008
Students

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, 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, except that the District remains viewpoint neutral when granting access to school facilities under Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260 Uniform Grievance Procedure.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity 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 sex equity complaint by using the Uniform Grievance Procedure. 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) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

Comment [APowell1]:
A new footnote has been added to this policy in response to inquiries from school board members for additional language to consider if their policies due to the spotlight on transgender issues. Please see the Update Memo for more information.

The new footnote is provided here for informational purposes.

New Footnote Information:
Adopting separate policies or inserting policy statements about accommodations and inclusion of transgender students in the educational program are unsettled areas of the law. Some lawyers believe doing so may open boards to equal protection challenges for not creating separate policies for other protected statuses, e.g., race, nationality, religion, etc.

Consult the board attorney if your board wishes to adopt a separate policy or insert policy statements about accommodations and inclusion of transgender students.

See 7:10-AP, Accommodating Transgender Students or Gender Non-Conforming Students for a case-by-case procedure that school officials may use when a student requests an accommodation based upon his or her gender identity.

For a list of policies that address the equal educational opportunities, health, safety, and general welfare of students within the District, see 7:10-6, Equal Educational Opportunities Within the School Community.

Issue 92, July 2016

Comment [AKL2]: The list of protected classifications now includes immigration status. The change is for clarification purposes. Nationality was and continues to be listed as a protected classification; it was intended to protect children from discrimination based on their immigration status. ISBE states that “no school system may deny access to its schools or programs to students who lack documentation of their immigration status or legal presence in the United States, and no school system may inquire about the immigration status of a student” (Fisher v. Doe, 457 U.S. 212 (1982)).

Issue 99, August 2015
DRAFT UPDATE

775 ILCS 35/5, Religious Freedom Restoration Act.
105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 10-22.5, and 27-1.

CROSS REF.: 2.260 (Uniform Grievance Procedure), 6.220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct) Instructional Materials Selection and Adoption), 7.20 (Harassment of Students Prohibited), 7.50 (School Admissions and Student Transfers To and From Non-District Schools), 7.60 (Residence), 7.130 (Student Rights and Responsibilities), 7.180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8.20 (Community Use of School Facilities)

ADOPTED: April 19, 2010
**Students**

**Exhibit - Equal Educational Opportunities Within the School Community**

The School District welcomes diversity in its schools. Policy 7.10, *Equal Educational Opportunities* cites the many civil rights laws that guarantee equal education opportunities to all students. In addition, the policies below address the equal educational opportunities, health, safety, and general welfare of students within the District. These policies are not a complete list, and depending on the factual context, another policy not specifically listed may apply:

1. **2.260, Uniform Grievance Procedure**, contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably.

2. **6.65, Student Social and Emotional Development**, requires that social and emotional learning be incorporated into the District’s curriculum and other educational programs.

3. **7.10, Equal Educational Opportunities**, requires that equal educational and extracurricular opportunities be available to all students without regard to, among other protected statuses, sex, sexual orientation, and gender identity.

4. **7.20, Harassment of Students Prohibited**, prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy including, among other protected statuses, sex, sexual orientation, and gender identity.

5. **7.130, Student Rights and Responsibilities**, recognizes that all students are entitled to rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.

6. **7.160, Student Appearance**, prohibits students from dressing or grooming in such a way as to disrupt the educational process, interfere with a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.


8. **7.250, Student Support Services**, directs the Superintendent to develop protocols for responding to students’ social, emotional, or mental health problems that impact learning.

9. **7.330, Student Use of Buildings - Equal Access**, grants student-initiated groups or clubs the free use of school premises for their meetings, under specified conditions.

10. **7.340, Student Records**, contains the comprehensive structure for managing school student records, keeping them confidential, and providing access as allowed or required.
DRAFT UPDATE
Big Hollow School District 38

7.270

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is
necessary for a student’s health and well-being. When a student’s licensed health care provider and
parent/guardian believe that it is necessary for the student to take a medication during school hours or
school-related activities, the parent/guardian must request that the school dispense the medication to
the child and otherwise follow the District’s procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student’s self-
administration of, any prescription or non-prescription medication until a completed and signed
“School Medication Authorization Form” is submitted by the student’s parent/guardian. No student
shall possess or consume any prescription or non-prescription medication on school grounds or at a
school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to
students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to
the parents/guardians of students.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed
for use at the student’s discretion, provided the student’s parent/guardian has completed and signed a
School Medication Authorization Form. The School District shall incur no liability, except for willful
and wanton conduct, as a result of any injury arising from a student’s self-administration of
medication or epinephrine auto-injector or the storage of any medication by school personnel. A
student’s parent/guardian must indemnify and hold harmless the School District and its employees
and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a
student’s self-administration of an epinephrine auto-injector and/or medication, or the storage of any
medication by school personnel.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a
supply of undesignated opioid antagonists in the name of the District and provide or administer them
as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors
and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to,
naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug
Administration. Undesignated opioid antagonist is not defined by the School Code; for purposes of
this policy it means an opioid antagonist prescribed in the name of the District or one of its schools: A
school nurse or trained personnel, as defined in State law, may administer an undesignated opioid
antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each
building administrator and/or his or her corresponding school nurse shall maintain the names of
trained personnel who have received a statement of certification pursuant to State law.

Void Policy: Disclaimer

The School District Supply of Undesignated Opioid Antagonists section of the policy is void
whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District

Comment [APowell1]:
Updated in response to 105 ILCS 5/22-30, amended by P.A. 99-480. The law permits school boards to
maintain a supply of undesignated opioid antagonists in the name of a district and allows a school nurse or
trained person to administer them to a person believed to be having an opioid overdose.

If the board chooses to implement an undesignated opioid antagonist program, and the district employs
law enforcement, consult the board attorney about whether this subhead becomes required.

For boards that choose to implement an undesignated opioid antagonist program, consult the board
attorney regarding the Safe and Drug-Free School and Communities Act of 1994 (20 U.S.C. §1010(b)).
See the footnotes of this policy, available by logging into PRESS Online, for more information.

OPTION:
A school board must ensure that it does not adopt this section into the policy unless it is prepared to
implement 105 ILCS 5/22-30, amended by P.A. 99-
480. The consequences of informing the community
that the district will obtain a prescription for a supply of
opioid antagonists and implement a plan for their
use, and then not doing it may be fraught with legal
liabilities.

To remove this section, check the inappropriate “yes”
box on your PRESS Plus Response Form. Removing
this section will also remove the Void Policy:
Disclaimer section regarding Undesignated Opioid
Antagonists, below.

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a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon any administration of an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(s) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an opioid antagonist. This policy does not guarantee the availability of an opioid antagonist; students and their parents/guardians should consult their own physician regarding such medications.


CROSS REF.: 7:285 (Food Allergy Management Program)

ADOPTED: January 30, 2015
Community Relations

Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the Board of Education welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. An agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The Board of Education's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or booster club regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos. The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF: 8.80 (Gifts to the District)

ADOPTED: June 23, 2008
Community Relations

Public Suggestions and Concerns

The Board of Education is interested in receiving suggestions and suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at any District or School office. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied after following the channels of authority, may file a grievance under the Board policy 2:250, Uniform Grievance Procedure. The Board encourages, but does not require individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the Uniform Grievance Procedure creates an independent right to a hearing before the Board.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

ADOPTED: April 14, 2014

Comment [APowell1]: The policy is amended to clarify that while individuals may file a grievance under 2:260, Uniform Grievance Procedure, “the Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance.”

Issue 92, July 2016
Board of Education

Board Member Development

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year’s duration must complete at least 420 hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term. This requirement is applicable to Board members who are elected after June 12, 2016 or who are appointed to fill a vacancy of at least one year’s duration after that date.

2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.

3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher’s dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District’s PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Professional Development: Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., Senate Bill 100 training topics.

Board Self-Evaluation

The Board of Education will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board of Education members includes:

Comment [APow#1]:
Updated to remove the past date.
Issue 93, October 2016

Comment [APow#2]:
Optional. The School Code encourages Board members to be trained on these issues. A course on SB 100 will soon be available through IASB’s Online Learning Center (OLC).
Inquire at: onlinelearning@iasb.com
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1. The Board President or Superintendent or their designees shall give each new Board of Education member a copy of online access to the Board of Education Policy Manual, the Board of Education’s regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board of Education’s roles and responsibilities.

2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.

3. The Board President may request a veteran Board member to mentor a new member.

4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

_Candidates_

The Superintendent or designee shall invite all current candidates for the office of Board of Education member to attend: (1) Board of Education meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

**LEGAL REF:** 5 ILCS 120/1.05 and 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

**CROSS REF:** 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation: Expenses), 2:200 (Types of Board of Education Meetings)

**ADOPTED:** January 24, 2014
School Board

Board Member Compensation: Expenses

Board Member Compensation Prohibited

Board of Education members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will...
DRAFT UPDATE – REWRITTEN

recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District’s budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone’s personal expenses, (3) entertainment expenses, 10 Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events,

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5 Id. For a sample resolution, see 2:125-E3, Resolution to Regulate Expense Reimbursements. Consult the board attorney about how often the board should adopt or revisit its resolution (see fins 6 and 8, below). For discussion about setting the annual time of year to adopt the resolution, see fin 6, below.

6 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 allows boards to determine this timeline locally.

While the ECA does not require boards to adopt an annual resolution to regulate expenses, an annual review provides a way for the board to monitor this policy’s implementation and its duties under the ECA and policy 2:240, Board Policy Development.

This sample policy uses “No later than approval of the annual budget” to align with 105 ILCS 5/17-1 (annual budget adoption within the first quarter of each fiscal year). The words and when necessary allow for flexibility in situations discussed in fin 13, below (emergency and/or an extraordinary circumstance).

Consider consulting the board’s auditors to assist with this decision. Other options for the timing of when boards should set the MARA include:

1. Deleting No later than approval of the annual budget and replacing it with “At the start of each fiscal year”
2. Deleting No later than approval of the annual budget and replacing it with “At the start of each school year”
3. Deleting No later than approval of the annual budget and replacing it with “At the start of each calendar year” or
4. Deleting “No later than approval of the annual budget” and replacing it with “When presenting the proposed budget”.

For practical purposes, this duty is delegated to the superintendent because:

1. The School Code:
   a. Allows the board to delegate duties to the superintendent (105 ILCS 5/10.16.7) and
   b. Assigns to the superintendent the duty to make recommendations to the board concerning the budget (105 ILCS 5/10.21.4); and
2. The MARA should be based upon a district’s financial resources and other considerations important to the local district.

8 The ECA does not define MARA or how to determine it (see the first sentence of fin 6, above). The board and superintendent should have a conversation that addresses at minimum the following topics:

1. Should the superintendent use and refer to line items from the current budget?
2. Would the board set per diems or set a very large number for the board and/or all of the district employees – both have their advantages and disadvantages?
3. Should the board categorize MARA by activity?
4. Will it categorized by individual responsibilities to the district or job titles/classes?
5. Should there be an account category for each type of travel: airline, train, automobile, taxi, etc.?
6. Will there be a special category for recruiting and/or required training opportunities for teachers and board members?

These choices will depend upon many factors, including the budget, perhaps an auditor’s recommendation, the community’s preferences, and advice from the board attorney.

Amend the language throughout this subhead and in the fourth WHEREAS paragraph in 2:125-E3, Resolution to Regulate Expense Reimbursements to reflect local preferences. Consider that inserting the actual MARA into the policy would likely require more formal formal policy updates as opposed to amending the resolution if a board needs to increase its MARA for any reason. For example, see the discussion in fin 13, below.

9 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses from being advanced or reimbursed to any person other than a board member or employee of the district.

10 Optional. Perusal expenses are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-
22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State’s widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

11 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.
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or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.12

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board’s resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.13

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:14

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;15
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board’s standardized estimated expense approval form. After spending expense advancements, Board members must use the Board’s standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense that is not expended.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

12 Id.
13 50 ILCS 150/10 and 15, added by P.A. 59-604, eff. 1-1-17. A board may need to revisit its resolution to regulate expenses more often than annually if (a) an expense reimbursement amount exceeds the MARA set in the board’s resolution, and (b) an emergency or an extraordinary circumstance does not exist. Consult the board attorney in these circumstances to determine whether the board may need to revisit and amend its resolution to increase the MARA before approving the expenses exceeding it.

Emergency or an extraordinary circumstance is not defined by the ECA, but these terms are meant to allow boards flexibility when expenses exceed the MARA. Yet approving expense reimbursement requests that exceed the MARA as emergencies or extraordinary circumstances when the board or superintendent “did not plan well” or “an organization’s conference fees went up more than expected this year after the board adopted its resolution,” may open the board to public relations and other legal challenges. See Lashway v. Board of Education, 2003 WL 23936148 (III.App. 2003) (addressing what constitutes an emergency in context of the Open Meetings Act, which similar to the ECA, also does not define the term, and holding an emergency meeting to cure a situation that a school board created itself is not an emergency within the confines of OMA).

While the ECA does not provide for specific legal penalties for the wrongful approval of expenses, it is not clear whether a court may find in circumstances of poor MARA planning, that an emergency or extraordinary circumstance under the ECA did not exist and grant relief requested by a challenger as allowed under State law.

14 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This advancement language pre-dates the ECA and is narrower than the ECA. A reasonable interpretation is that the MARA required in the ECA would apply to any advancement amount. This policy seeks to reconcile and highlight the differences between the School Code and the ECA requirements by separating School Code advancements into a separate subhead from ECA reimbursements (estimated and actual). For more distinctions between these laws and further discussion, see 1:26, below.

15 Use this alternative for districts in suburban Cook County: replace “Regional Superintendent of Schools” with “appropriate Intermediate Service Center.” The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.
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expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, Board Member Development and other professional development opportunities that are encouraged by the School Code (see the Reimbursements and Purchase Orders subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders
Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimate of expenses on the Board’s standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board’s standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards
Credit and procurement cards shall not be issued to Board members.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

16 105 ILCS 5/10-22.32 requires the return of excess advancements that are issued.

17 Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision’s scope by amending and adding to the sentence as follows: “...and other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list.” See also 38 ILCS 1/20-10, Board Member Development for an example of a board member professional development opportunity that is encouraged by the School Code.

18 Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense pre-approvals. 50 ILCS 150/20 states: “an estimate if expenses have not been incurred...” or “a receipt... if the expenses have already been incurred,” suggesting no pre-approval is necessary. However, pre-approval is a best practice, and a board member who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, Resolution to Regulate Expense Reimbursements reflects the district’s specific pre-approval requirements. For an example of a standardized estimated expense form that could be used as a form of pre-approval, see 2:125-E2, Board Member Estimated Expense Approval Form. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

19 Optional. Consult the board attorney about issuing credit and procurement cards to board members. See 38 ILCS 1/20-10, Board Member Development for an example of a standardized estimated expense form that could be used as a form of pre-approval, see 2:125-E2, Board Member Estimated Expense Approval Form. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

2:125
DRAFT UPDATE – REWRITTEN

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
   a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
   b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
   c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
   d. Automobile rental costs when the vehicle’s use is warranted. The circumstances for such use must be explained on the expense form.
   e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement.

20 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term voucher for expense advancements (105 ILCS 5/10-22.32). The PRESS materials on expenses marry the School Code’s advancement voucher requirement into the ECA’s requirement for a standardized estimated expense form. For an example, see 2:125-E3, Board Member Estimated Expense Approval Form and 5-69-E2, Employee Estimated Expense Approval Form. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:
   1. Providing estimated expenses under 50 ILCS 150/.
   2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
   3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

21 Id. at (2) and (3).

Comment (Apowells):
OPTION: Alternatively, a board could set a daily limit on meal costs, such as:
Board members will be reimbursed for meal costs and tips up to $___ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

Consult the Board’s previous version of policy 2:125 to see whether a daily limit is currently in place.

But see also footnote 8 and ensure this amount is consistent with the MARA set by the board resolution.

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amount set by the Board. Tips are included with meal charges. Expense forms must explain
the meal charges incurred. Alcoholic beverages will not be reimbursed.

4. Lodging. Board members should request conference rate or mid-fare room accommodations.
A single room rate will be reimbursed. Board members should pay personal expenses at
checkout. If that is impossible, deductions for the charges should be made on the expense
form.

5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses
incurred while attending a meeting sponsored by organizations described herein by fully
describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member
Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures),
4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED:

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

22 Alternatively, a board could set a daily limit on meal costs, such as:

   Board members will be reimbursed for meal costs and tips up to $_____ per day consistent with
   the maximum allowable reimbursement amount(s) set by the Board.

But see also fn/8, above and ensure this amount is consistent with the MARA set by the board resolution.
Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
   a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
   b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
   c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
   d. Automobile rental costs when the vehicle’s use is warranted. The circumstances for such use must be explained on the expense form.
   e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the school district should represent the per diem rate and meal schedule which is the CONUS rate that can be found at:

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

20 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term voucher for expense advancements (105 ILCS 5/10-22.32). The PRESS materials on expenses marry the School Code’s advancement voucher requirement into the ECA’s requirement for a standardized estimated expense form. For an example, see 2:125-E2, Board Member Estimated Expense Approval Form and 3:60-E2, Employee Estimated Expense Approval Form. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:
1. Providing estimated expenses under 50 ILCS 150/,
2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

21 Id. at (2) and (3).
Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

22 Alternatively, a board could set a daily limit on meal costs, such as:

Board members will be reimbursed for meal costs and tips up to $_______ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

But see also fn 8, above and ensure this amount is consistent with the MARA set by the board resolution.
DRAFT UPDATE – NEW TO DISTRICT

School Board

Exhibit - Board Member Expense Reimbursement Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Please print and attach receipts for all expenditures. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: ____________________________ Title/Office: ________________

Travel Destination: ____________________ Purpose: ______________

Departure Date: ____________________ Return Date: ______________

☐ Receipts attached Request Date: ______________

☐ Approved expense advancement (voucher) attached, if applicable* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report

* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)

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Subtotal

Advances -

TOTAL (a negative amount indicates refund due from Board member) $ ____________________________

Submitting Board Member’s Signature ____________________________ Date ________________

Superintendent Signature ____________________________ Date ________________

School Board Action: ☐ Approved ☐ Denied

☐ Approved in Part ☐ Exceeds Maximum Allowable Amount

DATED:

2:125-E1

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**DRAFT UPDATE – NEW TO DISTRICT**

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**School Board**

**Exhibit - Board Member Estimated Expense Approval Form**

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

<table>
<thead>
<tr>
<th>Name: __________________________</th>
<th>Title/Office: __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel Destination: ___________</td>
<td>Purpose: ___________</td>
</tr>
<tr>
<td>Departure Date: ___________</td>
<td>Return Date: ___________</td>
</tr>
<tr>
<td>□ Estimated Expenses Approval Requested (50 ILCS 150/20)</td>
<td></td>
</tr>
<tr>
<td>□ Purchase Order Requested</td>
<td>Purchase Order #: __________________________</td>
</tr>
<tr>
<td>□ Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)</td>
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</tr>
<tr>
<td>Voucher Amount: ___________</td>
<td></td>
</tr>
</tbody>
</table>

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**Estimated Expense Report**

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Cost</th>
<th>Comm. Travel Expense</th>
<th>Lodging</th>
<th>Meal (Breakfast Lunch Dinner)</th>
<th>Item</th>
<th>Other</th>
<th>Cost</th>
<th>Daily Total</th>
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<tbody>
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</tbody>
</table>

Total $____________

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Submitting Board Member’s Signature __________________________ Date __________

Superintendent Signature __________________________ Date __________

School Board Action: □ Approved □ Approved in Part □ Dented □ Exceeds Maximum Allowable Amount

DATED: __________

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Comment [Powell]: The Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17, requires standardized forms.

Issue 95, October 2016
Board of Education

Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board of Education. Unless otherwise specified, all meetings are held in the Big Hollow Middle School. Board policy 2:220, Board of Education Meeting Procedure, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.015(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board of Education announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board of Education meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. The agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.

Closed Meetings

The Board of Education and Board of Education committees may meet in a closed meeting to consider the following subjects:

1. 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. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with the Open Meetings Act, 5 ILCS 120/2(c)(1), as amended by P.A. 99-646. 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. 5 ILCS 120/2(c)(2).

2. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).

Comment [Powell]:

Discussing the elimination of an employee's position for reasons unrelated to the performance of the employee is not within the scope of Section 205(1). Nor does the exception permit a public body to hold closed sessions to discuss employees in general or issues that may ultimately have an impact on employees.

The Local Government Wage Increase Transparency Act, 50 ILCS 155/1, added by P.A. 99-646, allows disclosed payments (described below) to IMPACT employees only when the school board has first discussed the specific payment to be made at a meeting open to the public and posted and held in accordance with the requirements of the Open Meetings Act.

The provisions apply only to disclosed payments made to participating employees under Article Seven of the Illinois Pension Code (IMRF) who began participation before 1-1-11 and who are not subject to a collective bargaining agreement with respect to the employment upon which the participation is based.

Disclosed payments means a payment, whether in the form of an increase in the rate of earnings or a lump-sum payment, that would:

1. Be made by a participating employer to a participating employee after the employee has expressed to the employer his or her intent to retire or withdraw from service.

2. Have the effect of increasing the employee's reportable monthly earnings from that employer by more than 0% compared to the previous month, and

3. Be made between 12 months and 90 days prior to the employee's expected termination of service.

It does not include a refund of contributions or any payment required to be paid by State or federal law.

Issue 93, October 2016
3. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

4. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).

5. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).

6. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).

7. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.

8. Student disciplinary cases. 5 ILCS 120/2(c)(9).

9. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).

10. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).

11. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).

12. Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).

13. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).

14. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board of Education member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.
DRAFT UPDATE

No final Board of Education action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no charge in the agenda.

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board of Education by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District’s main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice. The agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/ Open Meeting Act.
5 ILCS 140, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: February 8, 2016
Board of Education

Board of Education Meeting Procedure

Agenda

The Board President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board of Education action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. District residents may suggest inclusions for the agenda. Discussion items may be added to the agenda upon majority approval of those Board members present. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board of Education member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, Types of Board of Education Meetings.

The Board President shall determine the order of business at regular Board of Education meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board of Education, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes shall be: member making motion, member seconding motion, other members on a rotating basis.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board’s minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Any Board member may request that his or her vote be changed before the President announces the result.

Any Board member may include a written explanation of his/her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

Comment [APowell]: This policy language is unchanged, but new information was added to the footnote:

Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members ( 05 ILCS 5/5-22, amended by P.A. 99-794, eff. 1-1-17), unless the sale is residential property constructed or renovated by students as part of a curricular program, in which case, the board could engage the services of a licensed real estate broker to sell the property for a commission not to exceed 7%, contingent upon the public listing of the property on a multiple listing service for a minimum of 14 calendar days and sale of the property happens within 120 days.

This law originated through IASB resolutions.

Issue 93, October 2016
DRAFT UPDATE

Minutes

The Board Secretary shall keep written minutes of all Board of Education meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting’s date, time, and place;
2. Board of Education members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted “yea” and “nay”;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second; and
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting’s date.

The minutes shall be submitted to the Board of Education for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board of Education may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board’s meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board’s approval; they may be inspected in the District’s main office, in the presence of the Secretary, the Superintendent or designee, or any Board of Education member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection (1) in the District’s administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District’s administrative offices or their official storage location except by vote of the Board or by court order. The Board’s open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and 1 necessary accompanying items are available to the Board for every
DRAFT UPDATE

closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District’s main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access listen-to-verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District’s administrative offices or the verbatim recording’s official storage location. Requests shall be made to the Superintendent or Board President, whose decision is final. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District’s main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service, a District, and/or Oath of Office in policy 2.80, Board Member Oath and Conduct. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board of Education constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert’s Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movement of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

Comment [APowell]: The intent of the in the presence of language is meant to protect both (1) the verbatim recording/closed session minutes and (2) the board members requesting access to them. It ensures that a school district official is present at all times when a requesting board member accesses the verbatim recording/closed session minutes. The requirement is meant to prevent misuse and removal of the verbatim recording/closed session minutes from the district offices or official storage location. It is also meant to protect the board member who requests the access from being alone and in a situation where he or she could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

Issue 93, October 2016

Comment [APowell]: Consult the board attorney about:

The practice of sending an appointed board member to be present with a board member who requests access to verbatim recording/closed session minutes. 105 ILCS 120/2.06(e) states, “any elected member of the Board” appointed is not listed but is mentioned elsewhere in the language of this section of the law,

Access to verbatim recordings/closed session minutes by other officials employed by the district, e.g., superintendent or other high-level administrators and even the board attorney, and

3. How this law affects the sharing of closed session minutes with board members prior to a meeting at which the closed session minutes will be approved.

The intent of P.A. 99-513 was to manage a board member’s individual request for access to these items in his or her individual capacity (see 2.80, Board Member Oath and Conduct), not change prior practices in regard to other officials and board attorneys or the required work of school boards under various laws. While many attorneys do not interpret the new law to restrict access or change procedures for these other high-level school officials and attorneys employed by the district, some attorneys do and it is important to obtain legal advice on this specific issue.

Issue 93, October 2016

Comment [APowell]: This paragraph is optional. It provides boards an opportunity to discuss and encourage each member to carefully think about purposes for their requests to listen to verbatim recordings, which historically has been and should continue to be “access information relevant to the exercise of their duties” for the public body. Inter-board conflicts may exist if the recording is used to confirm or dispute who said what. Prior to P.A. 99-515, the Open Meetings Act did (and still does) allow boards to release these types of information (5 ILCS 120/2.06(e)). Further, Act’s Gen. Op. 32, 1996, stated that board members cannot be denied access to information relevant to the exercise of their duties. Board members should evaluate whether their requests under P.A. 99-513 are “relevant to the exercise of their duties” before making such requests. Confirming or disputing who said what diverts resources away from operations of the district in educating its students. Additional considerations to listening to verbatim recordings may include personnel and student records confidentiality issues, which should be discussed with the board attorney.

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LEGAL REF: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF: 2:80 (Board Member Oath and Conduct), 2:150 (Committees), 2:200 (Types of Board of Education Meetings), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: December 17, 2014
**Board of Education**

**Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes**

The following procedures govern the verbatim audio recordings and minutes of Board of Education meetings that are closed to the public.

<table>
<thead>
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<th>Actor</th>
<th>Action</th>
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<tbody>
<tr>
<td>Before any Board meeting: Superintendent or designee</td>
<td>Arranges to have an audio recording device with extra recording tapes and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled. The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.</td>
</tr>
<tr>
<td><strong>Before a closed meeting:</strong> Board President or presiding officer</td>
<td>On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) asks that the minutes record the vote of each member present and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting (5 ILCS 120/2a), and (5) adjourns the open meeting.</td>
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<tr>
<td><strong>Before a closed meeting:</strong> Superintendent or Board Secretary</td>
<td>Immediately before a closed meeting, tests and activates the audio recording device.</td>
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<td><strong>During a closed meeting:</strong> Board President or presiding officer</td>
<td>Convenes the closed meeting stating: Seeing a quorum of the Board of Education gathered today, ____ date, at ____ o’clock, at ____ location, for the purpose of holding a closed meeting in order to confidentially discuss ____. I call the meeting to order. In order to record who is present, I request that each individual state his or her name and position with the District. Limits discussion to the topics that were included in the motion to go into a closed meeting. The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President’s failure. Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.</td>
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<tr>
<td><strong>After a closed meeting:</strong> For Verbatim Recordings</td>
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**DRAFT UPDATE**

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<tbody>
<tr>
<td>Superintendent, Recording Secretary, or Board Secretary</td>
<td>Takes possession of the audio recording of the closed meeting and labels it with identification information, specifically the date and items discussed. Adds the identification information contained on the audio recording's label to a cumulative list of closed meeting recordings. As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings. Upon request of a Board member: 1. Provides access to the verbatim recordings minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: a. The Recording Secretary, b. The Superintendent or designated administrator, or c. Any elected Board member; and 4-3. Logs the access to the recordings in 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings. For Closed Meeting Minutes: Prepares written closed meeting minutes that include: • The date, time, and place of the closed meeting • The Board members present and absent • A summary of discussion on all matters proposed or discussed • The time the closed meeting was adjourned Upon request of a Board member: 1. Provides access to the closed session minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: a. The Recording Secretary, b. The Superintendent or designated administrator, or c. Any elected Board member; and 4-3. Logs the access in 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings. After a closed meeting: Board of Education Approves the previous closed meeting minutes at the next open meeting.</td>
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Comment [APowell1]: While the responsibilities for the preparation and storage of verbatim recordings and closed session minutes may be delegated to anyone, 5 ILCS 1205/0.06(c), amended by PA. 99-515 (adding another purpose for access to verbatim recordings and closed session minutes) requires certain individuals to be present when board members request access to these items, which in these instances will not allow delegation by the superintendent, recording secretary, or board secretary in the context of supervising access to closed session minutes and verbatim recordings only. Delegation is appropriate in all other circumstances. Access to these items no longer requires board approval and must be provided in the public body’s main office or official storage location, in the presence of: a. A records secretary, b. An administrative official of the board, or c. Any elected board member. Issue 95, October 2016.
## DRAFT UPDATE

<table>
<thead>
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<th>Action</th>
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| **In preparation for the semi-annual review:**<br>Superintendent or designee | Prepares a recommendation concerning the continued need for confidential treatment of closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review.  
This step is in preparation of the Board’s meeting to decide whether the need for confidential treatment of specific closed meeting minutes continues to exist.  
If the Board wants to discuss closed meeting minutes in closed session, places “review of unreleased closed meeting minutes” on a closed meeting agenda.  
Places “result of Board’s review of unreleased closed meeting minutes” on a subsequent open meeting agenda. |
| **In preparation for the semi-annual review:**<br>Individual Board of Education members | Before the meetings in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent.  
Individual Board members should consider: (1) the Superintendent’s recommendation, (2) the recommendation of the attorney representing the District, (3) other Board members’ opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act. |
| **During the semi-annual review:**<br>Board of Education | During an open meeting, decides whether the need for confidential treatment of specific closed meeting minutes continues to exist.  
The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.  
During the semi-annual review, the Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection. |
| **After the semi-annual review:**<br>Superintendent or designee | Re-labels and re-files closed meeting minutes as appropriate. |
| **Monthly, beginning July 2005:**<br>Board President | Adds “destruction of closed meeting audio recording” as an agenda item to an upcoming open meeting. |
| **Monthly, beginning July 2005:**<br>Board of Education | Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist. |
DRAFT UPDATE

LEGAL REF.: 5 ILCS 120/1 et seq.

DATED: June 23, 2008
Board of Education

Exhibit – Motion to Adjourn to Closed Meeting

Motion to Adjourn to Closed Meeting

Date: ____________________________

Time: ____________________________

Location: ____________________________

A motion was made by ____________________________, and seconded by ____________________________, to adjourn to closed meeting to discuss:

☐ The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act. 5 ILCS 120/2(c)(1), amended by P.A. 99-646. Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(3).

☐ The selection of a person to fill a public office, including a vacancy in a public office, when the District is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the District is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(4).

☐ Evidence or testimony presented in open hearing, or in closed hearing where authorized by law, to a quasi-judicial body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision with its determinative reasoning. 5 ILCS 120/2(c)(4).

☐ The purchase or lease of real property for the use of the District, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).

☐ The setting of a price for sale or lease of property owned by the District. 5 ILCS 120/2(c)(6).

☐ The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).

☐ Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, threatened, or reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235.

☐ Student disciplinary cases. 5 ILCS 120/2(c)(9).

☐ The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).

☐ Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. 5 ILCS 120/2(c)(11).

☐ The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool of which the District is a member. 5 ILCS 120/2(c)(12).

☐ Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a state-wide association of which the District is a member. 5 ILCS 120/2(c)(13).

☐ Discussion of minutes of meetings lawfully closed, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).

☐ Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).
**DRAFT UPDATE**

Closed Meeting Roll Call:

| "Year:"
| "Nays"

**Motion:** □ Carried □ Failed

**DATED:** February 8, 2016
DRAFT UPDATE – NEW TO DISTRICT

School Board

Exhibit - Open Meeting Minutes

Meeting Minutes Protocol
1. Meeting minutes are the permanent record of the proceedings during a Board of Education meeting. All Board actions must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board’s discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of members making specific points during discussion. Requests from individual Board members to include their vote or an opinion are handled according to Board policy 2:220, School Board Meeting Procedure.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective but positive/constructive tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals’ names who speak during the meeting’s public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

Open Meeting Minutes

Date: ___________________________ Time: ___________________________

Other than the required inclusions, the listed meeting protocols are at the board’s discretion. They should facilitate a discussion and common understanding concerning what the board wants recorded in its meeting minutes. The required inclusions for meeting minutes are: (1)ILCS 1205/06)
1. The meeting’s date, time, and place;
2. Board members recorded as either physically present, remotely present, or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted yes and/or nay;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting; and
6. When a vote is taken to hold a closed meeting, the vote of each member and the reason for the closed meeting with a citation to the specific exception authorizing the closed meeting.
**DRAFT UPDATE – NEW TO DISTRICT**

Location:

Type of meeting: [ ] Regular [ ] Special [ ] Reconvened or rescheduled [ ] Emergency

Name of person taking the minutes: ____________________________

Name of person presiding: ____________________________

Members in attendance:  
1.  
2.  
3.  
4.  
5.  
6.  
7.  

Members absent:  
1.  
2.  
3.  

Members in attendance remotely:  
1.  
2.  
3.  

Approval of Agenda

List any items removed from the consent agenda:

Motion made by: ____________________________

Motion:  
[ ] To approve  
[ ] To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by: ____________________________

Action:  
[ ] Passed  
[ ] Failed

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on: ____________________________

Motion made by: ____________________________

Motion:  
[ ] To approve  
[ ] To approve subject to incorporation of the following amendment(s):

Motion seconded by: ____________________________

Action:  
[ ] Passed  
[ ] Failed

Approval of Items on Consent Agenda *(This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses).*

Summary of discussion:

Motion to approve the consent agenda made by: ____________________________

Motion seconded by: ____________________________

Roll Call *(Needed when consent agenda contains an item involving the expenditure of money.)*

2:220-E4  
Page 2 of 3
DRAFT UPDATE – NEW TO DISTRICT

“Yeas”

Action: [ ] Passed [ ] Failed

Public Comments (Reproduce this section for each individual making a comment.)
The following individual appeared and commented on the topic noted below. (Include the title of any
documents presented to the Board.)

Name: __________________________

Topic: __________________________

Remaining Agenda Items (Reproduce this section for each agenda item.)

Agenda item: __________________________

Summary of discussion:

Motion made by: __________________________

Motion to: __________________________

Motion seconded by: __________________________

Action: [ ] Passed [ ] Failed

(If a roll call vote occurred, record the vote of individual Board members.)

“Yeas” __________________________

“Nays” __________________________

If Applicable, Approval of Motion to Adjourn to Closed Meeting (Insert 2.220-E2, Motion to
Adjourn to Closed Meeting.)

Approval of Motion to Adjourn

Motion to adjourn made by: __________________________

Motion seconded by: __________________________

Action: [ ] Passed [ ] Failed

Time of adjournment: __________________________

Post-Meeting Action

Date minutes approved: __________________________

Date minutes were available for public inspection: __________________________

Date minutes were posted or District website: __________________________

DATED: __________________________

2.220-E4
DRAFT UPDATE – NEW TO DISTRICT

School Board

Exhibit - Semi-Annual Review of Closed Meeting Minutes

Logging and Review Process

Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. 2:220-E6, Log of Closed Meeting Minutes.

Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board or Recording Secretary brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use Report Following the Board's Semi-Annual Review of Closed Meeting Minutes, below.

Step 3. At least semi-annually in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use Action to Accept, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information.

Step 4. The Board or Recording Secretary: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board’s action to release it or a portion of it for public inspection; (3) continues to log new closed meeting minutes that the Board has not released for public inspection (2:220-E6, Log of Closed Meeting Minutes), and (4) maintains logs for access to closed session minutes pursuant to 5 ILCS 120/2.06(e), amended by P.A. 99-515.

Report Following the Board's Semi-Annual Review of Closed Meeting Minutes

The Board met on ______________ in closed session to conduct its semi-annual review of closed meeting minutes that have not been released for public inspection.

The closed meeting minutes, or portions thereof, from the following dates no longer require confidential treatment: (insert closed meeting dates)

__________________________________________  _________________________________________

The need for confidentiality still exists as to all remaining closed meeting minutes to protect an individual’s privacy or the District’s interests.

Action to Accept the Board’s Semi-Annual Review of Closed Meeting Minutes

Open meeting date:

Motion to approve the Board’s semi-annual review of unreleased closed meeting minutes and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment made by:

Motion seconded by:

Action:  [ ] Passed  [ ] Failed
## DRAFT UPDATE – NEW TO DISTRICT

### School Board

**Exhibit - Log of Closed Meeting Minutes**

The purpose of this log is to facilitate the Board’s semi-annual review of closed meeting minutes. See 2:220-E5, Semi-Annual Review of Closed Meeting Minutes.

The Board Secretary or Recording Secretary shall maintain a list of closed meeting minutes, arranged according to the reason for the closed meeting, that have not been released for public inspection.

<table>
<thead>
<tr>
<th>Closed Session Held to Discuss:</th>
<th>Dates of Closed Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific employee(s) or District legal counsel; however, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with the Open Meetings Act: 5 ILCS 120/2(c)(1), amended by P.A. 99-646.</td>
<td></td>
</tr>
<tr>
<td>Collective negotiation matters or deliberations concerning salary schedules for one or more classes of employee. 5 ILCS 120/2(c)(2).</td>
<td></td>
</tr>
<tr>
<td>Selection of a person to fill a vacancy on the Board. 5 ILCS 120/2(c)(3).</td>
<td></td>
</tr>
<tr>
<td>Evidence or testimony presented in a hearing where authorized by law. 5 ILCS 120/2(c)(4).</td>
<td></td>
</tr>
<tr>
<td>Purchase or lease of real property. 5 ILCS 120/2(c)(5).</td>
<td></td>
</tr>
<tr>
<td>Setting of a price for sale or lease of District property. 5 ILCS 120/2(c)(6).</td>
<td></td>
</tr>
<tr>
<td>Sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).</td>
<td></td>
</tr>
<tr>
<td>Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger. 5</td>
<td></td>
</tr>
</tbody>
</table>

Comment [APowell1]:

Updated in response to P.A. 99-646.

Issue 93, October 2016
<table>
<thead>
<tr>
<th>Closed Session Held to Discuss</th>
<th>Dates of Closed Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student disciplinary cases. 5 ILCS 120/2(e)(8).</td>
<td></td>
</tr>
<tr>
<td>Minutes of meetings held for this reason shall never be released to protect the individual student's privacy.</td>
<td></td>
</tr>
<tr>
<td>Any matter involving an individual student. 5 ILCS 120/2(e)(10). Minutes of meetings held for this reason shall never be released to protect the individual student’s privacy.</td>
<td></td>
</tr>
<tr>
<td>Litigation, when an action agains, affecting, or on behalf of the District has been filed and is pending before a court or administrative tribunal, or when the Board finds that an action is probable or imminent. 5 ILCS 120/2(e)(11).</td>
<td></td>
</tr>
<tr>
<td>Establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the District or any intergovernmental risk management association or self insurance pool 5 ILCS 120/2(e)(12).</td>
<td></td>
</tr>
<tr>
<td>Self-evaluation, practices and procedures or professional ethics, when meeting with an IASB representative. 5 ILCS 120/2(e)(16).</td>
<td></td>
</tr>
<tr>
<td>Minutes of meetings lawfully closed, whether for purposes of approval or semi-annual review. 5 ILCS 120/2(e)(21).</td>
<td></td>
</tr>
<tr>
<td>Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(e)(29).</td>
<td></td>
</tr>
</tbody>
</table>
DRAFT UPDATE – NEW

School Board

Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings (5 ILCS 120/2.06(e)), amended by P.A. 99-515. The following subheads implement the logistics of granting this access.

Note: If the board wishes to mirror the statutory language, replace checkboxes below with: "☐ Records Secretary; ☐ Administrative official of the public body; and ☐ Any elected official of the public body."

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: __________ Time: __________ Storage Location: __________

Name of person(s) responsible for storing the closed meeting minutes: ________________________________

☐ Access granted

Date access occurred: __________ Start time: __________ End time: __________

Requesting Board member’s name (Please print) ________________________________________________

In the presence of: (Check appropriate box and insert name on line.)

☐ Recording Secretary
☐ Superintendent or designated administrator
☐ Elected Board member

For requesting Board member: (Read the following and sign below.)

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature ________________________________ Date __________________

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: __________ Time: __________ Storage Location: __________

Name of person(s) responsible for storing the verbatim recording: ________________________________

☐ Access granted

Date access occurred: __________ Start time: __________ End time: __________

Requesting Board member’s name (Please print) ________________________________________________

In the presence of: (Check appropriate box and insert name on line.)
DRAFT UPDATE – NEW

☐ Recording Secretary
☐ Superintendent or designated administrator
☐ Elected Board member

☐ Access denied  ☐ Access unavailable. Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

For requesting Board member: (Read the following and sign below.)

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Board of Police Commissioners, 555 N.E. 2d 35 (1990)), I acknowledge and understand that any disclosures by me of information in the verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

__________  ____________
Requesting Board Member Signature            Date

DATED:
School Board

Exhibit - School Board Records Maintenance Requirements and FAQs

Open Meetings Act

The Open Meetings Act (OMA) requires public bodies to "keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording." 5 ILCS 120/2.06(a). Minutes must include, but are not limited to: (1) the date, time, and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and record of any votes taken. Id.

The remainder of Section 2.06 addresses the approval of open meeting minutes, the treatment of verbatim recordings of closed meetings, the semi-annual review of closed meeting minutes, the confidential nature of closed meeting minutes, and the right of persons to address public officials under rules established and recorded by the public body. The requirements of Section 2.06, as well as OMA requirements pertaining to Board agendas, are included in policy 2:220, School Board Meeting Procedure.

Exhibit 2:220-E3, Closed Meeting Minutes, provides a sample template for keeping closed meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also includes an area to designate if the Board has determined, pursuant to Section 2.06(d), that the closed meeting minutes no longer need confidential treatment.

Exhibit 2:220-E4, Open Meeting Minutes, contains an open meeting minute’s protocol that incorporates the requirements of Section 2.06 of OMA. It also provides a sample template for keeping open meeting minutes.

Exhibit 2:220-E5, Semi-Annual Review of Closed Meeting Minutes, contains a process for implementing the semi-annual review of closed meeting minutes, and exhibit 2:220-E6, Log of Closed Meeting Minutes, is designed to facilitate this semi-annual review.

Local Records Act

The Local Records Act (LRA) provides that public records, including "any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer" must be preserved unless the State Local Records Commission has given permission to destroy those records. 50 ILCS 205/3 and 7. Board records, including agendas, meeting packets and meeting minutes, fall into this definition.

Public bodies located in Cook County must work with the Local Records Commission of Cook County to determine how long they must retain public records. Public bodies located outside of Cook County must work with the Downstate Local Records Commission to determine how long they must retain public records.

Policy 2:250, Access to District Public Records, contains a subhead entitled Preserving Public Records which provides as follows:
**DRAFT UPDATE – NEW**

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

See the sample policy, 2:20C, School Board Meeting Procedure, for all relevant footnotes. Also see administrative procedure 2250-AP2, Protocols for Record Preservation and Development of Retention Schedules, for recommendations regarding school district records retention protocols and links to web-based record management resources.

### Open Meeting Minutes

<table>
<thead>
<tr>
<th>Are you required to approve them?</th>
<th>Mast they be semi-annually reviewed?</th>
<th>May you release them to the public?</th>
<th>May you destroy them?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No.</td>
<td>Yes, within 30 days or at the next subsequent meeting, whichever is later.</td>
<td>Yes, must within ten days after minutes are approved.</td>
<td>No. There is no OMA provision permitting the destruction of open meeting minutes, and they must be preserved unless the State Local Records Commission has given permission to destroy them.</td>
</tr>
<tr>
<td>A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. 5 ILCS 120/2.06(b).</td>
<td>Unlike the closed meeting requirement, OMA does not contain semi-annual review requirements for open meeting minutes.</td>
<td>The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting. 5 ILCS 120/2.06(b).</td>
<td>If a public body would like to destroy open meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.</td>
</tr>
</tbody>
</table>
### Draft Update - New

#### Open Meeting Verbatim Recordings

<table>
<thead>
<tr>
<th>Are you required to approve them?</th>
<th>Must they be semi-annually reviewed?</th>
<th>May you release them to the public?</th>
<th>May you destroy them?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. OMA does not require public bodies to approve verbatim recordings of open meetings.</td>
<td>No. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings. OMA does not contain semi-annual review requirements for open meeting verbatim recordings.</td>
<td>Yes. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings. If a public body makes verbatim recordings of open meetings, then such recordings are subject to public disclosure pursuant to the Freedom of Information Act (5 ILCS 140/).</td>
<td>Possibly. If a public body would like to destroy open meeting verbatim recordings, then it must comply with the LRA and work with its Local Records Commission.</td>
</tr>
</tbody>
</table>

#### Closed Meeting Minutes

<table>
<thead>
<tr>
<th>Are you required to approve them?</th>
<th>Must they be semi-annually reviewed?</th>
<th>May you release them to the public?</th>
<th>May you destroy them?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes. OMA does not directly state public bodies are required to approve closed meeting minutes, nor does it set a time frame for such approval. However, OMA Section 2.06(d) requires public bodies to meet at least semi-annually to “review minutes of all closed meetings.” 5 ILCS 120/2.06(d). Moreover, OMA Section 2.06(c) specifically allows the destruction of closed meeting verbatim recordings only if certain conditions are met, one of which is that “the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.” 5 ILCS 120/2.06(c)(2). Both of these tasks would be difficult to achieve if closed meeting minutes were not first approved. One practice is to approve</td>
<td>Yes. Each public body shall periodically, but not less then semi-annually, meet to review all existing minutes of all prior closed meetings (this includes records from all time that the board has been in existence). At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of these minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. 5 ILCS 123/2.06(d).</td>
<td>Yes, if prerequisites are met. Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. 5 ILCS 120/2.06(f).</td>
<td>No. There is no OMA provision permitting the destruction of closed meeting minutes, and they must be preserved unless the State Local Records Commission has given permission to destroy them. In addition, per OMA Section 2.06(l), as amended by P.A. 99-515: No minutes of meetings closed to the public shall be removed from the public body’s main office or official storage location, except by vote of the public body or by court order. 5 ILCS 120/2.06(l). If a public body would like to destroy closed meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would</td>
</tr>
</tbody>
</table>
**DRAFT UPDATE – NEW**

<table>
<thead>
<tr>
<th>Are you required to approve them?</th>
<th>Must they be semi-annually reviewed?</th>
<th>May you release them to the public?</th>
<th>May you destroy them?</th>
</tr>
</thead>
<tbody>
<tr>
<td>closed meeting minutes within the same timeframe that open meeting minutes are approved – within 30 days of the meeting or at the next subsequent meeting, whichever is later.</td>
<td></td>
<td></td>
<td>approve of their destruction.</td>
</tr>
</tbody>
</table>

### Closed Meeting Verbatim Recordings

<table>
<thead>
<tr>
<th>Are you required to approve them?</th>
<th>Must they be semi-annually reviewed?</th>
<th>May you release them to the public?</th>
<th>May you destroy them?</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. OMA does not require approval of closed meeting verbatim recordings.</td>
<td>No. OMA does not require semi-annual review of closed meeting verbatim recordings.</td>
<td>Possibly but unlikely. Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act. 5 ILCS 120/2.06(e). But see Kodish v. Oakbrook Terrace Fire Protection District (235 F.R.D. 447 (N.D. IL. 2006)), where a federal district court ordered that closed meeting verbatim recordings be disclosed to the Plaintiff in discovery because his primary claim was brought under federal law.</td>
<td>Yes, after 18 months if prerequisites are met. The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: 1.) the public body approves the destruction of a particular recording; and 2.) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section, 5 ILCS 120/2.06(c). In addition, per OMA Section 2.06(f), as amended by P.A. 99-515: No verbatim recordings shall be recorded or removed from the public body’s main office or official storage location, except by vote of the public body or by court order. 5 ILCS 120/2.06(e).</td>
</tr>
</tbody>
</table>

**DATED:**
DRAFT UPDATE

Big Hollow School District 38 4:60

Operational Services

Purchases and Contracts

The Superintendent shall manage the District’s purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board of Education policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of $25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.

2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, Facility Management and Building Programs.

3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et seq.

4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.

5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of $1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District’s annual budget.

6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21(b-10)]


7-8. Each contractor with the District is bound by each of the following:

a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor’s employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee’s
**DRAFT UPDATE**

sentence for the criminal offense; and (4) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District’s fingerprint-based criminal history records check on him or her.

b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contacts and maintain a status report for monthly presentation to the Board, and (2) monitor the discharge of contracts, contractors’ performances, and the quality and value of services or products being provided.

**LEGAL REF.:** 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5, 820 ILCS 130/.

**CROSS REF.:** 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Criminal Background Check and Pre-screening; Notifications)

**ADOPTED:** October 30, 2014

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**Comment [APowell]:**

**Issue 93, October 2016**

**Comment [APowell3]:**
See 530o-AP2, Investigations, for a list of offenses that disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual’s sentence for the criminal offense.

**Issue 93, October 2016**
DRAFT UPDATE
Big Hollow School District 38

Operational Services

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student’s parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student’s individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312c(5)(B) of the Elementary and Secondary Education Act.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District’s regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives’ homes, or neighbors’ homes.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee’s approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

Comment [Powell]
Required if the district receives Title I funds (20 U.S.C. §6312c(5)(B)). Districts are required to collaborate with the State or local child welfare agency to, by December 10, 2016, develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin (when in their best interest) will be provided, arranged, and funded for the duration of their time in foster care. Effective December 10, 2016, ESEA foster care transportation requirements also apply to students awaiting foster care placement. See footnote 8 of this policy, available at PLEDS Online, for a definition of foster care student.

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  105 ILCS 5/10-22.22 and 5/29-1 et seq.
  105 ILCS 45/1-13.
  23 III Admin. Code §§1.510 and 226.750; Part 120.

CROSS REF.:  4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADOPTED: January 20, 2015
Operational Services

Convicted Child SexOffender: Criminal Background Check and/or Screening; Notifications

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or

2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent’s designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender’s upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child’s vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Criminal Background Check and/or Screening

The Superintendent or designee shall perform the fingerprint-based criminal history record information checks and/or criminal background check and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors’ employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

Comment [APowell]:

The policy and Cross References are updated to:
1. Align with 5:260, Student Teachers, which is updated in response to 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80, amended by P.A. 99-667;
2. Clarify School Code requirements for student teacher fingerprint-based criminal history records checks.

The law is silent with regard to screening volunteers and individuals in the proximity of a school. Screening and fingerprint-based criminal history records checks are different. See procedure 4:175-AP1, Criminal Offender Notification Laws; Screening, for further distinctions.

The School Code requires school districts to perform a fingerprint-based criminal history records check through (a) the Illinois State Police (ISP) for an individual’s Criminal History Records Information (CHRI) and (b) the FBI’s national crime information databases (105 ILCS 5/10-21.9(a), (a-5) and (a-6)).

Screening only involves checking an individual’s name and address against publicly-available databases and information provided for local law enforcement like the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/so/, and (2) the Violent Offender Against Youth Registry maintained by the State Police, www.isp.state.il.us/cmvoy.

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LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3.
730 ILCS 152/1, Sex Offender Community Notification Law.
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community
Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community
Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School
Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: July 14, 2014
General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation, pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation or provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District’s nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District’s current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Christine Arndt
Name
26051 W. Nippersink Rd.
Address
Ingleside, IL 60041

$477.740.1490
Telephone
DRAFT UPDATE

Complaint Managers:

Robert Gold
Name
26051 W. Nippersink Rd.
Address
Ingleside, IL 60041
847.740.1490
Telephone

Christine Arndt
Name
26051 W. Nippersink Rd.
Address
Ingleside, IL 60041
847.740.1490
Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.
DRAFT UPDATE


Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.


Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.


Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.

Genetic Information Protection Act, 410 ILCS 513/25.

Ill. Whistleblower Act, 740 ILCS 174/.

Ill. Human Rights Act, 775 ILCS 5/1-103, 5/2-102, 5/2-103, and 5/6-101.

Religious Freedom Restoration Act, 775 ILCS 35/5.

Right to Privacy in the Workplace Act, 820 ILCS 55/10.

Employee Credit Privacy Act, 820 ILCS 70/.

Job Opportunities for Qualified Applicants Act, 820 ILCS 820 ILCS 75/.


Nursing Mothers in the Workplace Act, 820 ILCS 260.


CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease) 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300, (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED: January 20, 2015
General Personnel

Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,3 (2) anyone’s personal expenses,4 or (3) entertainment expenses.5 Entertainment includes, but is not limited to, shows, amusement, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.6 Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following: 7

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.8

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State law controls this policy’s content (105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-23.2 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter due to other requirements in the law, the implementation deadline will be 3-2-17; see the third paragraph in fn 3 of policy 2:125, Board Member Compensation: Expenses.

105 ILCS 5/10-23.2 states that “[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee’s duties and will contribute to the professional development of that employee.” This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

2 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. See fn 4 through 8 in policy 2:125, Board Member Compensation: Expenses, for more discussion.

3 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

4 Optional. Personal expenses are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State’s widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

5 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

6 Id.

7 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term voucher for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5/05-E1, employee Expense Reimbursement Form and 5/05-E2, Employee Estimated Expense Approval Form incorporate voucher into the ECA’s requirement to use standardized forms. See fn 11 below, and see also fn 20 of policy 2:125, Board Member Compensation: Expenses, for more discussion.

8 Id. at (2) and (3). This sentence mirrors the statute. The term offices is not defined. Consult the board attorney about whether inserting job titles would be sufficient for this requirement.
DRAFT UPDATE – REWRITTEN

3. The date(s) of official business on which the expense advancement, reimbursement, or purchase order will be or was expended.9

4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.10

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development,11 provided they fall below the maximum allowed in the Board’s expense regulations.12

Expense advancement requests must be submitted to the Superintendent or designee on the District’s standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District’s standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts.13 Any portion of an expense advancement not used must be returned to the District.14 Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board’s expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses15 by providing an estimation of expenses on the District’s standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the

9 Id. at (4).
10 Id.
11 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See fn 7 above, and see also fn 20 of policy 2:125, Board Member Compensation: Expenses, for more discussion.
12 50 ILCS 150/10 and 20, added by P.A. 99-604, eff. 1-1-17. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.
13 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17.
14 This paragraph’s provisions are required by 105 ILCS 5/10-22.32.
15 Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense pre-approvals. 50 ILCS 150/20 states: “an estimate if expenses have not been incurred ...” or “a receipt ...” if the expenses have already been incurred,” suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 1:125-E5, Resolution to Regular Expense Reimbursements reflects the district’s specific pre-approval requirements. For an example of a standardized estimated expense form that could be used as a form of pre-approval, see 5:60 E2, Employee Estimated Expense Approval Form. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

5:60
DRAFT UPDATE – REWRITTEN

District’s standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, Use of Credit and Procurement Cards.

Exceeding the Maximum Allowable Expense Amount(s) 16

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board’s expense regulations may only be approved when:

1. The Board’s resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.17

Registration 18

When possible, registration fees will be paid by the District in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle’s use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

16 50 ILCS 150/ does not define maximum allowable reimbursement amount (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in ft 8 of policy 2:125, Board Member Compensation: Expenses.

17 50 ILCS 150/10 and 15. See ft 13 in policy 2:125, Board Member Compensation: Expenses for more discussion.

18 Amend the language in subheads Registration, Travel, Meals, Lodging, and Miscellaneous Expenses to align with the MARA defined in the board’s expense regulations resolution. See 2:125-ES, Resolution or Regular Expense Reimbursements for a sample resolution.

See ft 4 in policy 2:125, Board Member Compensation: Expenses, for further discussion about the board’s power to set the expense regulations by policy (105 ILCS 5/10-20) and ft 8 for considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10, added by P.A. 99-694, eff. 6-1-17).
DRAFT UPDATE – REWRITTEN

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-22.32,
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Comment [APowell2]:
OPTION: Alternatively, a board could set a daily limit on meal costs:
Employees will be reimbursed for meal costs and tips up to $________ per day consistent with the maximum reimbursement amount(s) set by the Board.
Ensure this amount is consistent with the Maximum Allowable Expense Amount set by the Board resolution.
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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

19 Alternatively, a board could set a daily limit on meal costs, such as:
Employees will be reimbursed for meal costs and tips up to $________ per day consistent with the maximum reimbursement amount(s) set by the Board.
But see also En 8 of policy 2:125, Board Member Compensation: Expenses and ensure this amount is consistent with the MARA set by the board resolution.
General Personnel

Exhibit - Employee Expense Reimbursement Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print and attach receipts for all expenditures.

Name: __________________________ Title/Office: __________________________

Destination: __________________________ Purpose: __________________________

Departure Date: __________________________ Return Date: __________________________

☐ Receipts attached Request Date: ______________

☐ Approved expense advancement (voucher) attached, if applicable* (Completed 5:60-E2, Employee Estimated Expense Approval Form.)

Actual Expense Report

*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)

<table>
<thead>
<tr>
<th>Date</th>
<th>Mileage</th>
<th>Cost</th>
<th>Comm. Travel Expenses</th>
<th>Lodging</th>
<th>Meals</th>
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Subtotal

Advances -

TOTAL (A negative amount indicates refund due from employee.) $____

Superintendent (below maximum allowable amount):

☐ Approved ☐ Denied
☐ Approved in Part

Superintendent Signature __________________________ Date __________________________

School Board Action (exceeds maximum allowable amount):

☐ Approved ☐ Denied
☐ Approved in Part

Employee Signature __________________________ Date __________________________

DATED: __________________________
General Personnel

Exhibit - Employee Estimated Expense Approval Form

Submit to the Superintendent. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: ___________________________ Title/Office: ___________________________

Travel Destination: ___________________________ Purpose: ___________________________

☐ Estimated Expenses Approval Requested (50 ILCS 150/20)

☐ Purchase Order Requested Purchase Order #: ___________________________

☐ Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)

Voucher Amount: ___________________________

<table>
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<th>Estimated Expense Report</th>
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<td>Auto Travel Allowance: ___________________________ per mile</td>
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Total $ ___________________________

Superintendent (below maximum allowable amount):

☐ Approved  ☐ Denied

☐ Approved in Part

Superintendent Signature ___________________________

School Board Action (exceeds maximum allowable amount):

☐ Approved  ☐ Denied

☐ Approved in Part

Employee Signature ___________________________

DATED: ___________________________
General Personnel

Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every 2 years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every 2 years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for school personnel who work with students in grades 7 through 8 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin’s Law Training as follows:
   a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, Abused and Neglected Child Reporting).
   b. Within one year of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every 5 years (see policy 5:90, Abused and Neglected Child Reporting).
   c. Informing educators about the recommendation in the Erin’s Law Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, Abused and Neglected Child Reporting).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District’s Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
DRAFT UPDATE

7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

8. Annual continuing education and/or training opportunities (professional standards) for school nutrition program directors, managers, and staff. Each school food authority’s director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.

9. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team. Individuals covered by this training mandate were required initially to complete the training by 9-1-2016.

9.10. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, Suicide and Depression Awareness and Prevention.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities’ staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

745 ILCS 40/1, Good Samaritan Act.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:160 (English Learners), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administrating Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: February 8, 2016

5:100
General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as Facebook, LinkedIn-Myspace, Twitter, Instagram, Snapchat, and YouTube.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, Ethics and Conduct at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, Workplace Harassment Prohibited; 5:100, Staff Development Program; 5:120, Ethics and Conduct; 6:255, Access to Electronic Networks; 7:20, Harassment of Students Prohibited; and the III. Code of Educator Ethics, 23 III. Admin. Code §22.20.

2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.

3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.

4. Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.

5. Refrain from using the District’s logo without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.

6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
DRAFT UPDATE

7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students’ viewing of inappropriate Internet materials through the District employee’s personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees’ personal technology and social media.

8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, Ethics and Conduct.

2. Direct Building Principals to annually:
   a. Provide their building staff with a copy of this policy.
   b. Inform their building staff about the importance of maintaining high standards in their school relationships.
   c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.

3. Build awareness of this policy with students, parents, and the community.

4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.

5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: July 14, 2014

Comment [APowell2]:
Right to Privacy in the Workplace Act, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17 (also known as the Facebook Password Law).
The exception for professional accounts is unlikely to be available to school districts; see the explanation in fn 15 in policy 5:30, Hiring Process and Criteria. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer’s electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer’s electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer for: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee’s employment. Consult the board attorney about these issues.

Issue 93, October 2016
DRAFT UPDATE

Big Hollow School District 38

Professional Personnel

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
   a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
   b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
   c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
   d. Notify the Superintendent of any change in the teacher’s transcript.

2. All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be highly qualified for those assignments as determined by State and federal law.

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed and highly qualified for their assignments;

2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.

20 U.S.C. §2000-55, 56, 57, and 64

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: July 14, 2014

Comment [APowell]:
Updated throughout to align with current teacher qualification requirements under ESEA, as amended by ESSA, and to delete former NCLB references that teachers be highly qualified.
Issue 93, October 2016

Comment [APowell2]:
Still exist but have not been updated yet to align with ESSA as amended by ESSA, and no notice of proposed rulemaking is pending. We will continue to cite them, if appropriate, and note the discrepancy in a footnote.
Issue 93, October 2016
Professional Personnel

Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave, Sabbatical Leave, Personal Leave, Leave of Absence Without Pay, Maternity/Child-Rearing Leave, Prolonged Illness, and Release Time for Union Officers

Please refer to the current Agreement between the Board of Education School District No. 38, Lake County, Illinois and the Big Hollow Federation of Teachers, a Council of the Lake County Federation of Teachers, Local No. 504, IFT-AFT/AFL-CIO.

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2901 et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member’s child, or (3) grieving the death of the staff member’s child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher’s child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave,
DRAFT UPDATE

compensatory leave, and any other leave that may be granted to the professional staff member, except
sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with
the School Visitation Rights Act.

Leaves for Victims of Domestic or Sexual Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or
sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual
violence whose interests are not adverse to the employee as it relates to the domestic or sexual
violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling,
safety planning, and other assistance without suffering adverse employment action.

The Victims’ Economic Security and Safety Act governs the purpose, requirements, scheduling, and
continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50
employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month
period. Neither the law nor this policy creates a right for an employee to take unpaid leave that
exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by,
the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving
at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an
election judge. The staff member is not required to use any form of paid leave to serve as an election
judge. No more than 10% of he District’s employees may be absent to serve as election judges on the
same election day.

LEGAL REF.: 10 ILCS 5/13-2.5
20 ILCS 1805/30.1 et seq.
820 ILCS 15/41
820 ILCS 147/1 and 180/.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical
Leave), 5:330 (Educational Support Personnel - Sick Days, Vacation, Holidays,
and Leaves)

ADOPTED: January 30, 2015
Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach or complete field or other clinical experience.

Before permitting an individual to student teach or begin a required internship, participate in any field experience in the District, the Superintendent or designee shall ensure that:

1. The District performed a complete criminal history records check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9(g) shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records obtained from the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105; amended by S7-144)

The School Code requires each individual student teaching or beginning a required internship program must provide the District with written authorization for, and pay the costs of, his or her complete criminal history records check (including any applicable vendor’s fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher’s name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. The Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students’ respective colleges or universities. A teacher may be eligible for Continuing Professional Education Units (CPEUs) for supervising a student teacher or teacher education candidate in clinical supervision.

Comment [APowell2]:
Updated to clarify School Code requirements for student teacher complete criminal history records checks. 105 ILCS 5/10-21.9(g) applies to individuals who will be student teachers or who are beginning a required internship.

PRESS subscriber feedback overwhelmingly prefers that “students doing field or clinical experience other than student teaching” not be in the sample default policy language.

OPTION: For boards that want to include students participating in any field or clinical experience, amend this phrase to state “Before permitting an individual to student teach or begin a required internship, or participate in any field experience in the District, ...”

Issue 93, October 2016
DRAFT UPDATE

Uniform Conviction Information Act, 70 Ill CS 7635/1
105 ILCS 5/10-21-9, 5/10-21-14, and 5/10-22.34, and 5/24-5.
23 Ill Admin Code §25-675.

CROSS REF.:  5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender; Criminal
Background Check and/or Screening; Notifications)

ADOPTED:  October 30, 2014
Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach. Before permitting an individual to student teach, begin a required internship, or participate in any field experience in the District, the Superintendent or designee shall ensure that:

1. The District performed a 105 ILCS 5/10-21.9(g) Check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A 105 ILCS 5/21.9(g) Check shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) check (including any applicable vendor’s fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher’s name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. The Superintendent or designee will provide each student teacher with a copy of his or her report.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

1 State or federal law controls this policy’s content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This sample policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions which exceed these requirements. When a policy’s subject matter is superseded by a bargaining agreement, the school board policy may state, “Please refer to the applicable collective bargaining agreement(s).”

2 P.A. 99-661 amended the School Code at 105 ILCS 5/10-21.9, 5/21H-15, and 5/21H-80(b) to carve out an exception allowing individuals with convictions involving certain drug offenses to obtain educator licensure or reinstate a license suspension/revocation seven years after the end of an individual’s sentence for these certain drug offenses. See 5/30-AP2, Investigations, for a list of these carved-out drug offenses.

3 105 ILCS 5/10-21.9(g) applies to individuals who will be student teachers or who are beginning a required internship. For boards that want to include students participating in any field or clinical experience, amend the introductory phrase to state “Before permitting an individual to student teach or begin a required internship, or participate in any field experience in the District, …” For more discussion about students participating in any field or clinical experience, see fn7 below.

4 The requirements for physical fitness and freedom from communicable disease apply to student teachers as of 7-16-14 (105 ILCS 5/24-5).

5 105 ILCS 5/10-21.9(g).

6 Id.

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Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students’ respective colleges or universities.

Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.: 5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

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7 Id. A student teacher or individual beginning a required internship must undergo a fingerprint-based State and national criminal history records check and checks of the Statewide Sex Offender Registry and Statewide Murdeder and Violent Offender Against Youth Registry prior to participating in any field experiences in the school. For information about screenings or fingerprint-based criminal history records information checks for students doing field or clinical experience other than student teaching, see number two in the subhead titled Screening Individuals Who are Likely to Have Contact with Students at School or School Events in 4:175-AP1, Criminal Offender Notification Laws; Screening.

20 ILCS 2635/7(A) requires the student teacher’s written authorization and a district to provide a copy of the reports, and 105 ILCS 5/10-21.9 requires the student teacher to pay for the costs of the criminal history records check. LiveScan is the recommended equipment for criminal history records checks. The language in this policy does not distinguish whether the district uses an authorized LiveScan vendor or owns or leases its own LiveScan equipment. Delete “(including applicable vendor’s fees)” if the district owns or leases its own LiveScan equipment.

For more guidance and information on navigating the records laws surrounding criminal history records checks, along with a LiveScan vendor directory, see ISBE’s non-regulatory guidance document, Criminal History Records Information (CHRRI) Checks for Certified and Non-certified School Personnel, available at: www.isbe.net/pdf/guidance_chr.pdf.
DRAFT UPDATE
Big Hollow School District 38

Educational Support Personnel

Duties and Qualifications
All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time-to-time at the Board’s sole discretion.

Paraprofessionals
Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertified and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties
Noncertified and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media, e.g., computers, video, and audio, detention and discipline areas, and school-sponsored extracurricular activities;

2. As supervisors, chaperones, or sponsors for non-academic school activities; or

3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher’s direction and with the administration’s approval.

Coaches
Coaches shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automatic External Defibrillator user according to rules adopted by the Illinois Department of Public Health.

Bus Drivers
All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, Hiring Process and Criteria and Board policy 5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers.
**DRAFT UPDATE**

**LEGAL REF:**
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.

**CROSS REF:**

**ADOPTED:**
July 14, 2014

**Comment [APowell1]:**
Section 6519(c) of NCLB was repealed in its entirety by ESSA.

Issue 93, October 2016
Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 13 paid sick leave days per year. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household; or birth, adoption, or placement for adoption. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after 3 days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

<table>
<thead>
<tr>
<th>Length of Employment</th>
<th>Monthly Accumulation</th>
<th>Maximum Vacation Leave Earned Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>To:</td>
<td></td>
</tr>
<tr>
<td>Beginning of year 2</td>
<td>End of year 5</td>
<td>0.83 Days</td>
</tr>
<tr>
<td>Beginning of year 6</td>
<td>End of year 15</td>
<td>1.25 Days</td>
</tr>
<tr>
<td>Beginning of year 16</td>
<td>End of year</td>
<td>1.67 Days</td>
</tr>
</tbody>
</table>

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee’s average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Comment [APowell]:
Consult the board attorney about the Employee Sick Leave Act 820 ILCS 191A, added by P.A. 99-141, eff. 1-1-17. It prohibits employers from limiting the use of sick time to an employee’s own illnesses and allows employers to use employee-provided sick leave to care for an ill or injured family member or to attend a medical appointment with a family member. The law defines family members as a child (biological, adopted, stepchild, or legal ward), spouse, domestic partner, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent (eff. at 19170816). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

Issue 93, October 2016

Comment [APowell]:
The following optional provisions apply to boards that want to address the IMRF’s requirement that public bodies must have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement. See 40 ILCS 5/7-139(V)(3) and see also IMRF General Memorandum #555 at: www.imrf.org/en/publications-and-records/general- memos/2007-general-memos/general-memos-555.

OPTION 1: No collective bargaining agreement applies, and the board wants to publicize its written plan. Insert the following sentence:

This policy is the District’s written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee’s retirement under the Illinois Municipal Retirement Fund.

OPTION 2: A local collective bargaining agreement contains the written plan, and the board wants to publicize it. Insert the following sentence:

Please refer to the applicable collective bargaining agreement(s) for the District’s written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee’s retirement under the Illinois Municipal Retirement Fund.

Issue 53, October 2016
DRAFT UPDATE

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(1) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

- New Year's Day
- Martin Luther King Jr.'s Birthday
- Abraham Lincoln's Birthday or Presidents' Day
- Casimir Pulaski's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have two paid personal leave days per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, Leaves of Absence:

1. Leaves for Service in the Military and General Assembly
2. School Visitation Leave
3. Leaves for Victims of Domestic or Sexual Violence
4. Child Bereavement Leave
5. Leave to serve as an election judge.

Comment [APowell3]:

820 ILCS 1546, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are eligible employees under FMLA. (29 USC 2611 et seq.)

See the Child Bereavement Leave subhead in policy 5:250, Professional Personnel - Leave of Absence, for further information.

Issue 93, October 2016
DRAFT UPDATE

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
820 Ill. Comp. 147 and 180f.

820 ILCS 154/.

No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical
Leave), 5:250 (Professional Personnel - Leaves of Absence)

ADOPTED: September 14, 2015
Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual contract; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year will accrue 1 paid sick leave days per month each year (ex. 12 months employees receive 12 sick days). Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee’s faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

All absences in excess of the allotted sick leave shall be charged against earned vacation, if applicable, or shall be unpaid days.

Excessive absences without medical justification authorized by a licensed physician may be grounds for termination.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:
<table>
<thead>
<tr>
<th>Length of Employment</th>
<th>Monthly Accumulation</th>
<th>Maximum Vacation Leave Earned Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>From:</td>
<td>To:</td>
<td></td>
</tr>
<tr>
<td>Beginning of year 1</td>
<td>End of year 9</td>
<td>0.83 Days</td>
</tr>
<tr>
<td>Beginning of year 10</td>
<td>End of year 19</td>
<td>1.25 Days</td>
</tr>
<tr>
<td>Beginning of year 20</td>
<td>End of employment</td>
<td>1.67 Days</td>
</tr>
</tbody>
</table>

Part-time (12-month) employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee’s average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation. 6

Requests for vacations shall be submitted through Skyward Employee Access at least five (5) work days prior to the requested vacation days and must be approved by the immediate supervisor. Every effort shall be made to meet the desires of the employees and the needs of the school system in establishing vacation dates. Records of available vacation days will be updated through Employee Access in Skyward.

**Holidays**

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

- New Year’s Day
- Martin Luther King Jr.’s Birthday
- Abraham Lincoln’s Birthday or
- President’s Day
- Casimir Pulaski’s Birthday
- Memorial Day
- Independence Day

- Labor Day
- Columbus Day
- Veteran’s Day
- Thanksgiving Day
- Christmas Day

Twelve (12) month employees are allotted three (3) additional days:

- Day after Thanksgiving
- Day before or after Christmas
- Day before or after New Year’s Day

Permanent employees working at least 600 hours per year, will be paid the holidays listed above, based on regular hours worked, providing that said holidays fall during the normal work week and occur during the employees’ assigned or contracted work year with the District.

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The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.
In the event that one of these recognized holidays falls on either a Saturday or Sunday, employees will receive the preceding Friday or following Monday off with pay only if school is not in regular session on those days. If students are in regular attendance, employees will not receive the day off and are expected to be at work; no holiday pay will be provided. If any of the above legal holidays are removed by the Illinois legislature from the required holidays currently observed under the School Code for public schools, employees shall no longer be afforded these paid holidays. Further, if any of the above legal holidays are approved for a requested waiver of mandates by the Board of Education, employees shall not be afforded these holidays.

A holiday will not cause a deduction from an employee’s time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have one paid personal leave days per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement’s availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee’s absence would create an undue hardship.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3. 9

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, Leaves of Absence:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
5. Leave to serve as an election judge.

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School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District’s work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and Illinois State Board of Education (ISBE) rules, and continuously keep the Board informed:

1. Prepare each school’s annual recognition application and quality assurance appraisal, whether internal or external, to assess each school’s continuous school improvement.
2. Continuously assess the District’s and each school’s overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE’s balanced accountability measure and each school’s Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers.

The Superintendent shall make regular assessment reports to the Board, including projections whether the District and each school is or will be making adequate yearly progress as defined in State law. The Superintendent shall seek Board approval for each District and/or school improvement plan and otherwise when necessary or advisable.

School Choice and Supplemental Education Services

This section of the policy is effective only if the choice and/or supplemental educational services requirements in federal law are applicable to Illinois. When effective, school choice and supplemental education services will be offered to students as provided in Title I of the Elementary and Secondary Education Act.
DRAFT UPDATE

LEGAL REF.: No Child Left Behind Act, §1216, 20 U.S.C. §6316;
34 C.F.R. §§200.32, 200.41, 200.42, and 200.43;
105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, 5/2-3.25d, 5/2-3.25d-5, 5/2-
3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/10-2.13a, and 5/27-1.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10
(Equal Educational Opportunities)

ADOPTED: February 8, 2016
DRAFT UPDATE

Big Hollow School District 38 6:50

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District’s educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy’s implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District’s comprehensive health education curriculum. See Board of Education policy 6:60, Curriculum Content.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students’ knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, Curriculum Content and Board policy 7:260, Exemption from Physical Education.
- During the school day, all students will be required to engage in a daily physical education activity, unless otherwise exempted. See Board policy 6:60, Curriculum Content and Board policy 7:260, Exemption from Physical Education.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDS is set by ISBE rule.
DRAFT UPDATE

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall annually provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.
105 ILCS §2-3.139.
23 Ill.Admin.Code Part 305, Food Program.

CROSS REF.: 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education)

ADOPTED: February 8, 2016

Comment [Apowell4]:
7 C.F.R. §210.36(f). Records must include: (1) the policy, (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

Issue 93, October 2016
**DRAFT UPDATE**

Big Hollow School District 38

6:60

**Instruction**

**Curriculum Content**

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In each grade, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.

2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.

3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.

4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.

5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.

7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education activity. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*

8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.

9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work.

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Comment [Powell1]:


Issue 93, October 2016
DRAFT UPDATE

and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.

11. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

12. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

13. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.

14. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.

15. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.

16. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.

17. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
DRAFT UPDATE

LEGAL REF.:  
5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
625 ILCS 5/6-408.5.  
47 C.F.R. §54.520.

CROSS REF.:  
6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline); 7:260 (Exemption from Physical Activity Education)

ADOPTED: January-20-2045
**DRAFT UPDATE**

Big Hollow School District 38

**Instruction**

**Migrant Students**

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with the opportunity for full and appropriate opportunities to meet the same challenging State academic achievement standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students for meaningful participation in the program in an understandable format and language.

**Migrant Education Program for Parents/Guardians and Family Member Engagement/Involvement**

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

**LEGAL REF.**

- 20 U.S.C. §6318
- 34 C.F.R. §200.80 et seq.

**CROSS REF.**

6:170 (Title I Programs)

**ADOPTED:** December 3, 2013

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**Comment [APowell1]:**

The policy and footnotes are updated to reflect new Title I program requirements under §6318 of ESEA, as amended by ESSA, and to reflect statutory language from 20 USC §6396(a)(1)(E) and 6394(3).

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**Comment [APowell2]:**

20 USC §6394(c)(3) requires that parents be consulted in the same manner as in §6318 (parent and family engagement — see Policy 6:170), and in a format and language understandable to parents.

While some question whether the policy addressing migratory students improperly expands the scope to include family engagement, extension to families is not optional. See 20 USC §6318 (f), stating:

**Accessibility**

In carrying out the parent and family engagement requirements of this part, [school districts], to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 6311 of this title in a format and, to the extent practicable, in a language such parents understand.

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Big Hollow School District 38

Instruction

English Learners

The District offers opportunities for resident English Learners to develop and achieve at high levels of academic achievement in subjects such as English and to meet the same challenging State academic content and student academic achievement standards that all children are expected to achieve. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.

2. Appropriately identify students with limited English language proficiency.

3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.

4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.

5. Determine the appropriate instructional program and environment for English Learners.

6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.

7. Include English Learners, to the extent required by State and federal law, in the District’s student assessment program to measure their achievement in reading/language arts and mathematics.

8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child’s identification, (2) their child’s level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child’s needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (6) specific exit requirements of the program, (7) how the program will meet their child’s individualized education program, if applicable, and (8) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child’s progress and involvement will be encouraged.

Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; (3) given an opportunity to provide input to the program, and (4) provided information regarding their child’s placement in and information about the District’s English Learners program.

Comment [APowell]:
The policy and Legal References are updated to reflect new English Learner program requirements under ESEA, as amended by ESSA.

For purposes of this policy, English Learners is synonymous with the School Code definition, which means: (1) all students in grades Pre-K through 12 who were not born in the United States, whose native tongue is a language other than English, and who are incapable of performing ordinary classwork in English, and (2) all students in grades Pre-K through 12 who were born in the United States of parents possessing no or limited English-speaking ability and who are incapable of performing ordinary classwork in English (105 ILCS 5/14C-2, amended by P.A. 99-36).

Note: The Illinois Administrative Code definition of English Learners has not been amended since the effective date of P.A. 99-36 and still provides that English Learners means any student in preschool, kindergarten or any of grades 1 through 12, whose home language background is a language other than English and whose proficiency in speaking, reading, writing, or understanding English is not yet sufficient to provide the student with: (1) the ability to meet the State’s proficiency level of achievement on State assessments, (2) the ability to successfully achieve in classrooms where the language of instruction is English, or (3) the opportunity to participate fully in the school setting (21 Ill. Admin. Code §228.10).

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20 Ill. Admin. Code 6501 et seq.
34 C.F.R. Part 200.
105 Ill. Comp. Code 5/14B-1 et seq.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: February 8, 2016
DRAFT UPDATE
Big Hollow School District 8

Instruction

Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District’s schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District’s schools.

Title I Parental and Family Engagement/Involvement

The District maintains programs, activities, and procedures for the involvement/engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

District-Level Parental and Family Engagement/Involvement Compact

The Superintendent or designee shall develop a District-Level Parental and Family Engagement/Involvement Compact according to Title I requirements. The District-Level Parental and Family Engagement/Involvement Compact shall contain: (1) the District’s expectations for parental involvement and family engagement, (2) specific strategies for effective parent and family engagement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

School-Level Parental and Family Engagement/Involvement Compact

Each Building Principal or designee shall develop a School-Level Parental and Family Engagement/Involvement Compact according to Title I requirements. This School-Level Parental and Family Engagement/Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State’s high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.
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Incorporated by Reference: 6:170-AP1, E1 (District-Level Parental and Family Engagement Involvement Compact) and 6:170-AP1, E2 (School-Level Parental and Family Engagement Involvement Compact)


CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: June 17, 2013
DRAFT UPDATE

Big Hollow School District 38

6:340

Instruction

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system known as the Partnership for Assessment of Readiness for College and Careers (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.

2. Informs students of the timelines and procedures applicable to their participation in every State assessment.

3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, Grading and Promotion.

4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District’s annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents and guardians of students. Board policy 7:340, Student Records, and its implementing procedures govern recordkeeping and access issues.

105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: January 20, 2015

Comment [APowell1]:
The policy and Legal References are updated in response to 105 ILCS 5/10-17a, amended by P.A. 99-643 and 105 ILCS 5/22-82, added by P.A. 99-590

Assessment reports are required beginning with the 2016-2017 school year. ISBE announced in its Weekly Message that it sent a survey tool to report the required information on the week of 10-3-16 (See Message From State Sup't on 10-4-16 at www.isbe.net/board/archives/messages/2016/message-100416.pdf). Because districts have a wide range of starting dates, ISBE will likely establish a reporting window for providing this information. Each school must also make this information publicly available to the parents and guardians of its students through the district’s internet website or distribute the information in paper form (at no cost). See 2:250, I2, Immediately Available District Public Records and Web-Friendly Reports and Records.

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Students

School Admissions and Student Transfers To and From Non-District Schools

Age
To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. Children who enter first grade must be 6 years of age on or before September 1 of that school year. Based upon an assessment of the child’s readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

Admission Procedure
All students must register for school each year on the dates and at the place designated by the Superintendent.

Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student’s birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student’s birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student’s temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student’s birth certificate, the Building Principal shall immediately notify the local law enforcement agency and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case shall be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Principal shall so refer the case. The Principal shall immediately report to the local law enforcement authority any material received pursuant to his paragraph that appears inaccurate or suspicious in form or content.

2. Proof of residence, as required by Board policy 7:60, Residence.

3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District’s school year; or (b) the grade level following the last grade completed.

Homeless Children
Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of
DRAFT UPDATE

Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of the expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District. Suspension cases will be determined on a case-by-case basis.

Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act, Section 504, 29 U.S.C. §794.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,
325 ILCS 50/ and 55/.
410 ILCS 315/2e.

CROSS REF.: 4-110 (Transportation); 6-30 (Organization of Instruction); 6-110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program); 6-140 (Education of Homeless Children); 7-60 (Residence); 7-70 (Attendance and Truancy); 7-100 (Health, Eye and Dental Examinations; Immunizations; and Exclusion of Students); 7-340 (Student Records).

ADOPTED: February 8, 2016
Students

Residence

Resident Students

Only students who are residents of the District may attend a District school except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child’s parent/guardian is unable to produce records normally required to establish residency. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

Comment [APowell1]:
Updated to align with amendments to residency challenge procedures under 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-77.

See administrative procedure 7-60-AP, Challenging a Student's Residence Status, for sample procedures implementing this paragraph.

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105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-72.5
105 ILCS 45/ and 70/.

CROSS REF.: 6:15 (School Accountability containing “School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring”),
6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: September 31, 2009

Comment [APowell2]:
References to NCLB’s school choice provisions are deleted due to the statute’s repeal by the passage of ESSA
Issue 93, October 2016
Students

Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (6) or before September 1) and 17 years (unless the child has graduated from high school), whose age meets the compulsory attendance age—held in State law—or (b) who is enrolled in any of grades kindergarten through 8th , in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are as follows:

a. Before the 2014-2015 school year, students between the ages of 7 and 17 years.

b. Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because his or her religion forbids secular activity on a particular day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student’s absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, or other reason as approved by the Superintendent or designee.

Absence and Truancy Program

The Superintendent or designee shall manage an absence and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.

2. A protocol for excusing a student in grades 6 through 8 from attendance to attend Taps at a military honors funeral held in Illinois for a deceased veteran.

3. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.

4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.

5. Methods: A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absence, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.

Comment [APowell1]:
Updated for clarity and to delete past dates.
Issue 93, October 2016

Comment [APowell2]:
105 ILCS 5/22-1, as amended by P.A. 95-804, eff. 1-1-17. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to attend Taps shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.

Issue 93, October 2016

Comment [APowell3]:
23 Ill. Administrative Code §1.298b(2)
Issue 93, October 2016
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6. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.

7. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant officer of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.

8. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.

9. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

10. The criteria to determine whether a student’s non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:340 (Student Records)

ADOPTED: July 14, 2014
**Students**

**Student Support Services**

The following student support services may be provided by the School District:

1. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student’s parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.

2. The services of a social worker. A student’s parent(s)/guardian(s) must consent to regular or continuing services from a social worker.

3. Guidance and counseling services.

4. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §112101 et seq.

LEGAL REF.:  Children’s Mental Health Act of 2003, 405 ILCS 49/.
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/.
105 ILCS 5/10-20.58.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

ADOPTED:  December 3, 2013
DRAFT UPDATE

Big Hollow School District 38

7:260

Students

Exemption from Physical Activity Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. State law prohibits a school board from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of the School District. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

State law prohibits a school board from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student’s individual circumstances, as appropriate.

LEGAL REF.: 105 ILCS 5/27-6.

225 ILCS 60/, Medical Practice Act.

23 Ill.Admin.Code §1.420(p) and §1.425(d) (e), (f).

CROSS REF.: 6:60 (Curriculum Content)

ADOPTED: April 18, 2014
Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Prepare for the full implementation of the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
   a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
   b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
      i. A return-to-play protocol governing a student’s return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
      ii. A return-to-learn protocol governing a student’s return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
   c. Each student and the student’s parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity.
   d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student’s parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
   e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student’s return-to-play or return-to-learn.
   f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
   g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student’s condition may deteriorate rapidly.
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for Implementation of NFHS Sports Playing Rules for Concussion, along with its Return to Play (RTP) Policy. These specifically require that:
   a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
   b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
   c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

3. Require all student athletes to view the Illinois High School Association’s video about concussions.

4. Inform student athletes and their parents/guardians about this policy in the Agreement to Participate or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

5. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.:  105 ILCS 5/22-80.
              105 ILCS 25/1.15.

CROSS REF.:  4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED:  June 14, 2016
Students

Restrictions on Publications: Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District’s educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author’s name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or perversely lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing “on-campus” includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be...
DRAFT UPDATE

disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing publications that cause: (1) substantial disruption or a foreseeable risk of substantial disruption to school operations or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is bullying and/or cyberbullying according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).


ADOPTED: November 15, 2019

Comment [APowell]: A section regarding Bullying and Cyberbullying was added in response to 105 ILCS 5/27-23.7
Issue 89, August 2015
DRAFT UPDATE

Big Hollow School District 38 8:70

Community Relations

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District’s compliance efforts, recommend necessary modifications to the School Board, and maintain the District’s Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least 3 years after its completion date.

2. Institute plans to make information regarding Title II’s protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, as the Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.


CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

ADOPTED: April 19, 2010

Comment [APowell]: A wellness evaluation of district services, policies, and practices should have been completed by January 26, 1993. While this date has passed, this information is kept in the policy as it is an affirmative obligation.

Issue 95, October 2016
RESOLUTION REGARDING THE ESTIMATED AMOUNTS NECESSARY TO BE LEVIED FOR THE YEAR 2016

WHEREAS, the aggregate amount of property taxes extended for the year 2015 was:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Purposes</td>
<td>$7,536,718.68</td>
</tr>
<tr>
<td>Operations and Maintenance Purposes</td>
<td>$993,958.93</td>
</tr>
<tr>
<td>Transportation Purposes</td>
<td>$468,995.87</td>
</tr>
<tr>
<td>Working Cash Fund Purposes</td>
<td>$137,031.85</td>
</tr>
<tr>
<td>Illinois Municipal Retirement Purposes</td>
<td>$0</td>
</tr>
<tr>
<td>Social Security Purposes</td>
<td>$226,777.49</td>
</tr>
<tr>
<td>Fire Prevention/Safety Purposes</td>
<td>$0</td>
</tr>
<tr>
<td>Tort Immunity Purposes</td>
<td>$120,627.41</td>
</tr>
<tr>
<td>Capital Improvements Purposes</td>
<td>$0</td>
</tr>
<tr>
<td>Special Education Purposes</td>
<td>$104,704.75</td>
</tr>
<tr>
<td>Bond and Interest Purposes</td>
<td>$3,942,106.29</td>
</tr>
<tr>
<td>Lease Purposes</td>
<td>$0</td>
</tr>
<tr>
<td>SEDOL IMRF</td>
<td>$22,887.32</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$13,553,808.59</strong></td>
</tr>
</tbody>
</table>

, and,

WHEREAS, it is hereby determined that the estimated amount of taxes to be extended for the year 2016 is as follows:

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational Purposes</td>
<td>$7,700,000.00</td>
</tr>
<tr>
<td>Operations and Maintenance Purposes</td>
<td>$1,300,000.00</td>
</tr>
<tr>
<td>Transportation Purposes</td>
<td>$450,000.00</td>
</tr>
<tr>
<td>Working Cash Fund Purposes</td>
<td>$0</td>
</tr>
<tr>
<td>Illinois Municipal Retirement Purposes</td>
<td>$60,000.00</td>
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<tr>
<td>Social Security Purposes</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>Fire Prevention/Safety Purposes</td>
<td>$0</td>
</tr>
<tr>
<td>Tort Immunity Purposes</td>
<td>$130,000.00</td>
</tr>
<tr>
<td>Capital Improvements Purposes</td>
<td>$0</td>
</tr>
<tr>
<td>Special Education Purposes</td>
<td>$105,000.00</td>
</tr>
<tr>
<td>Bond and Interest Purposes</td>
<td>$4,145,050.10</td>
</tr>
<tr>
<td>Lease Purposes</td>
<td>$0</td>
</tr>
<tr>
<td>SEDOL IMRF</td>
<td>$24,044.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,214,094.10</strong></td>
</tr>
</tbody>
</table>
NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Big Hollow School District 38, County of Lake, State of Illinois as follows:

Section 1: The aggregate amount of taxes estimated to be levied for the year 2016 is $10,069,044 less bond, levy total is: $14,214,094.10

Section 2: The aggregate amount of taxes estimated to be levied for the year 2016 does not exceed 105% of the taxes extended by the district in the year 2015, excluding bond and interest, if any.

Section 3: If the estimated levy exceeds 105% of the previous year’s extensions, excluding bond and interest, if any, then a public notice shall be published in the The Daily Herald, newspaper of general circulation in the county in which said district is located, and a public hearing shall be held, all in the manner and time prescribed in said notice. Said notice shall not be less than 1/8 page in size, with type no smaller than 12 point, enclosed in a black border not less than ¼ inch wide. The notice shall not be placed in that portion of the newspaper where legal notices and classified advertisements are published.

Section 4: This resolution shall be in full force and effect forthwith upon its passage.

Board of Education
Big Hollow School District 38
County of Lake
State of Illinois

By: ____________________________________________

President

ATTEST: ____________________________________________  ____________________________________________

Secretary  Date Approved by Board of Education
RESOLUTION TO LEVY CERTAIN SPECIAL TAXES
FOR SPECIAL EDUCATION DISTRICT IMRF PURPOSES

WHEREAS, the Board of Education is authorized by Section 7-171 of the Pension Code to levy, by proper resolution, an annual tax for Illinois Municipal Retirement purposes; and

WHEREAS, the Board of Education is authorized by Public Act 90-511 to levy, by proper resolution, an annual tax for Illinois Municipal Retirement purposes for its contribution to the Special Education District of Lake County; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION,

Big Hollow School District Number 38, Lake County, State of Illinois, as follows:

Section 1. For the ensuing year, the County Clerk of Lake County hereby authorized and directed to extend the following special taxes on behalf of this School District: The sum of $24,044 to be levied as a special tax for its contribution to Special Education District of Lake County for its employees for Illinois Municipal Retirement purposes.

Section 2. This Resolution shall be in full force and effect upon its adoption.

Adopted this 12th day of December, 2016.

President, Board of Education

ATTEST:

Secretary, Board of Education
CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

<table>
<thead>
<tr>
<th>District Name</th>
<th>District Number</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Big Hollow</td>
<td>38</td>
<td>Lake</td>
</tr>
</tbody>
</table>

Amount of Levy

<table>
<thead>
<tr>
<th>Category</th>
<th>Levy ($         )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Educational</td>
<td>7,700,000</td>
</tr>
<tr>
<td>Operations &amp; Maintenance</td>
<td>1,300,000</td>
</tr>
<tr>
<td>Transportation</td>
<td>450,000</td>
</tr>
<tr>
<td>Working Cash</td>
<td>0</td>
</tr>
<tr>
<td>Municipal Retirement</td>
<td>60,000</td>
</tr>
<tr>
<td>Social Security</td>
<td>300,000</td>
</tr>
<tr>
<td>Fire Prevention &amp; Safety</td>
<td>0</td>
</tr>
<tr>
<td>Tort Immunity</td>
<td>130,000</td>
</tr>
<tr>
<td>Special Education</td>
<td>105,000</td>
</tr>
<tr>
<td>Leasing</td>
<td>0</td>
</tr>
<tr>
<td>Other</td>
<td>24,044</td>
</tr>
<tr>
<td>Total Levy</td>
<td>10,069,044</td>
</tr>
</tbody>
</table>

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 7,700,000 dollars to be levied as a special tax for educational purposes; and
the sum of 1,300,000 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 450,000 dollars to be levied as a special tax for transportation purposes; and
the sum of 0 dollars to be levied as a special tax for a working cash fund; and
the sum of 60,000 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 300,000 dollars to be levied as a special tax for social security purposes; and
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of 130,000 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 105,000 dollars to be levied as a special tax for special education purposes; and
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of 24,044 dollars to be levied as a special tax for on the taxable property of our school district for the year 2016.

Signed this __________ day of 2016.

(Owner)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full 4.

This is to certify that the Certificate of Tax Levy for School District No. 38, Lake County, Illinois, on the equalized assessed value of all taxable property of said school district for the year 2016 was filed in the office of the County Clerk of this County on __________, 2016.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year 2016 is $______.

(Signature of County Clerk)

(Date)

(County)

copy of ISBE Form 50-02 (08/2009) clt2009.xls
# Illinois Asthma Episode
## Emergency Response Protocol*
### October 2016

This document was prepared by the Illinois State Board of Education in collaboration with the American Lung Association, Respiratory Health Association, Illinois Asthma Partnership, Chicago Asthma Consortium and Illinois Association of School Administrators in compliance with Public Act 99-0843.

## Purpose
The purpose of this document is to provide assistance to a student experiencing asthma episode symptoms of wheezing, coughing, shortness of breath, chest tightness, and/or breathing difficulty.

## Equipment and Supplies
1. Prescribed quick-relief medication (albuterol, ProAir, Proventil, Ventolin, etc.). Many students have their own inhaler on their person, as allowed by state law. If asthma medication is not on the student, immediately summon school staff members who have access to the medication.
2. All equipment and supplies necessary for administering asthma medication (spacer, nebulizer machine, etc.)
3. Student’s Asthma Action Plan (if available)

## Procedures

<table>
<thead>
<tr>
<th>Step</th>
<th>Condition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Asthma Episode</strong>&lt;br&gt;If student exhibits any of the following signs such as wheezing, coughing, shortness of breath, chest tightness, or difficulty breathing....</td>
<td>• Assess student for any asthma episode symptoms.&lt;br&gt;• Student report of “needing my inhaler” should be given primary weight even in the absence of other symptoms.&lt;br&gt;• Summon or notify school nurse of student’s condition regardless of severity of symptoms and report findings (if non-nurse is assisting student).</td>
</tr>
<tr>
<td>2</td>
<td><strong>Severe Asthma Episode</strong>&lt;br&gt;If student has any one or more of the following severe asthma episode symptoms:&lt;br&gt;• Very fast or hard breathing&lt;br&gt;• Nasal flaring&lt;br&gt;• Skin retracting/sucking over child’s neck, stomach, or ribs with breaths</td>
<td>Do the following in this order:&lt;br&gt;• CALL 911 IMMEDIATELY&lt;br&gt;• CALL SCHOOL NURSE (RN) IF NOT ALREADY PRESENT&lt;br&gt;• CALL PARENT/GUARDIAN</td>
</tr>
</tbody>
</table>

*All staff members should review this protocol. Any staff member who may be likely to assist a student with asthma should review this protocol and practice with a “trainer” for the student’s prescribed quick-relief inhaler. Training should be provided by a Registered Nurse (RN) assigned to the school, if available, or by reviewing the package insert of the student’s quick-relief inhaler medication.*
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 3 | **Loss of Consciousness**  
If student appears to lose consciousness or ability to participate in own treatment... |   |
| 4 | **No Quick-Relief Medication**  
If student has no quick-relief medication,... |   |
| 5 | **Quick-Relief Medication**  
If student has quick-relief medication and the episode is not an emergency... |   |
| 6 | **Improvement**  
If student improves after quick-relief medication given,... |   |
| 7 | **No Improvement**  
If no improvement within 10 minutes of quick-relief medication administration, if symptoms |   |

- Continue to step 5 “Quick-Relief Medication”.
- Call 911, if not already summoned.
- **CALL 911 IMMEDIATELY**
- CALL SCHOOL NURSE (RN), IF NOT ALREADY PRESENT
- CALL PARENT/GUARDIAN
- Assess respiratory status using peak flow meter.
- Give/assist with giving prescribed asthma quick-relief medication (with delivery device) as authorized by student’s Asthma Action Plan or medical orders.
- Stay with the student and observe for improvement.
  a. Stay calm, speak softly, encourage student to take slow, deep breaths.
  b. Seat student comfortably, indoors if possible. Remove outerwear, if present, and loosen clothing, if needed.
- Do not permit student to lie down or fall asleep.
- Monitor student for 15-20 minutes then allow student to return to class and resume activities.
- Repeat quick-relief medication every 10-20 minutes, or as authorized in student’s Asthma Action Plan, until help arrives or student’s breathing improves. Stay with the student until transferred or recovers. Call parent/guardian or direct someone else to contact parent/guardian.
- **CALL 911 IMMEDIATELY**

*All staff members should review this protocol. Any staff member who may be likely to assist a student with asthma should review this protocol and practice with a “trainer” for the student’s prescribed quick-relief inhaler. Training should be provided by a Registered Nurse (RN) assigned to the school, if available, or by reviewing the package insert of the student’s quick-relief inhaler medication.*
worsen, or if student develops any one of the following symptoms:
   c. Very fast or hard breathing  
   d. Nasa flaring  
   e. Skin retracting/sucking over child’s neck, stomach, or ribs with breaths  
   f. Breathing so hard they cannot walk or speak  
   g. Lips or fingernail beds turn blue

8 **Recording Incidents**  

- Record all incident information per school or district’s emergency medical response guidelines. If needed, work with parent/guardian to obtain Asthma Action Plan for the student.

*All staff members should review this protocol. Any staff member who may be likely to assist a student with asthma should review this protocol and practice with a “trainer” for the student’s prescribed quick-relief inhaler. Training should be provided by a Registered Nurse (RN) assigned to the school, if available, or by reviewing the package insert of the student’s quick-relief inhaler medication.*
Item A  Approve the employment of Chuck Kramer as Middle School Lunch Monitor for the 2016-2017 School Year.

Item B  Approve the employment of Lauren Kistler as .5 FTE 7th Grade ELA/Soc. Studies Teacher for the 2016-2017 School Year.

Item C  Approve the employment of Mary Lavanholi as Primary Lunch Monitor for the 2016-2017 School Year.

Item D  Approve the retirement of Robin Jensen effective end of the 2020-2021 School Year.
BIG HOLLOW SCHOOL DISTRICT #38
New Hire DATA Information

BACKGROUND
Name: Chuck Kramer
Street: 278 Spring Lake Dr
City: Round Lake
State: IL
Zip: 60073
Home Telephone: (847) 740-9495
Mobile Number: (847) 740-9495
Email Address: mkramer12@comcast.net

ASSIGNMENT

<table>
<thead>
<tr>
<th>CERTIFIED</th>
<th>NON-CERTIFIED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrator □</td>
<td>Nurse □</td>
</tr>
<tr>
<td>Teacher □</td>
<td>Secretary □</td>
</tr>
<tr>
<td>Custodian □</td>
<td>Substitute □</td>
</tr>
<tr>
<td>Clerk □</td>
<td>Other □</td>
</tr>
</tbody>
</table>

School/Work Site: Middle School
Grade Level/Area: 5-8 Cafeteria
Start of Work: 10-3-21
BOE Approval Date: 90-1100

REFERENCES CONTACTED (list 2)

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Julie Burdette</td>
<td>Secretary</td>
</tr>
<tr>
<td>Kelly Volmer</td>
<td>Lunch Monitor</td>
</tr>
</tbody>
</table>

OFFICE USE ONLY

<table>
<thead>
<tr>
<th>SALARY LANE/HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA □</td>
</tr>
<tr>
<td>Years Credited: 11/4/16</td>
</tr>
<tr>
<td>Salary/ Hourly Rate: $9.50/hour</td>
</tr>
<tr>
<td>BudgetCode:</td>
</tr>
</tbody>
</table>

Comments:
✔ Lunch Monitor

Signature of Superintendent: ___________________________ Date: _______________

Employee Signature: ___________________________ Date: _______________
BIG HOLLOW SCHOOL DISTRICT #38
New Hire DATA Information

BACKGROUND
Name: Lauren Kistler
______________________________________________________________

Street: ________________________________________________
City: __________________________________ State: ______ Zip: ________

Home Telephone____________________________________________ Mobile Number___________________________________

Email Address______________________________________________________________________________________________

ASSIGNMENT
CERTIFIED ☑ NON-CERTIFIED □
Administrator □ Teacher ✓
Teacher Aide □ Custodian □
Custodian □ Secretary □
Secretary □ Substitute □

School/Work Site: BH Middle School
Grade Level/Area: .5 FTE 7th Grade ELA/Soc. Studies
Start of Work: 12/05/2016 BOE Approval Date:_______________________

REFERENCES CONTACTED (list 2)

Name_____________________________________________ Title__________________________________________________
Name_____________________________________________ Title__________________________________________________

OFFICE USE ONLY

SALARY LANE/HOURS

<table>
<thead>
<tr>
<th>BA ☑</th>
<th>BA+15 □</th>
<th>MA □</th>
<th>MA+15 □</th>
<th>MA+30 □</th>
</tr>
</thead>
</table>

Years Credited: 0 Step: 1
Salary/Hourly Rate: $19,726.50 BudgetCode: ________________________________

(may be adjusted if circumstances require)

# Months: 9 Vacation: _____ Sick: 4 Personal: .5

Comments: ________________________________________________________________

_____________________________________ __________________________
Signature of Superintendent Date

_________________________ _______________________
Employee Signature Date

Rev. 08/16
BIG HOLLOW SCHOOL DISTRICT #38
New Hire DATA Information

BACKGROUND
Name Mary Lavanholi
Street
City Grayslake State IL Zip
Home Telephone 847-986-4154 Mobile Number 847-609-8481
Email Address mlanvaholi@gmail.com

ASSIGNMENT

<table>
<thead>
<tr>
<th>CERTIFIED</th>
<th>NON-CERTIFIED</th>
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</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>Teacher</td>
<td>Technology</td>
</tr>
<tr>
<td>Teacher Aide</td>
<td>Other</td>
</tr>
<tr>
<td>Custodian</td>
<td>Lunch/recess monitor</td>
</tr>
<tr>
<td>Clerk</td>
<td></td>
</tr>
</tbody>
</table>

School/Work Site Primary
Grade Level/Area Lunch Monitor
Start of Work 12/13/2016 BOE Approval Date

REFERENCES CONTACTED (list 2)

Name Todd Wearsch Title Manager
Name Joann Zarra Title Manager

OFFICE USE ONLY

SALARY LANE/HOURS

<table>
<thead>
<tr>
<th>BA</th>
<th>BA+15</th>
<th>MA</th>
<th>MA+15</th>
<th>MA+30</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Years Credited 0 Step
Salary/ Hourly Rate $9.00/hour BudgetCode

# Months Vacation Sick Personal
Comments:
Weds/Thurs. - To start ASAP pending all necessary paperwork, background check, fingerprinting, board approval.

___________________________________________________  ___________________________
Signature of Superintendent                           Date

___________________________________________________  ___________________________
Employee Signature                                   Date

Rev. 08/16
The FOIA request was uploaded to the link provided below. In reply to question 7, our fiscal year begins July 1. If you have any questions, please let me know. Thank you.

JoAnne Achtor
Business Office Assistant

Big Hollow School District 38
26051 W Nippersink Rd
Ingleside IL 60041

E: joanneachtor@bighollow.us
P: 847-740-1490 x5086
F: 847-740-9172

Dear JoAnne or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Big Hollow School District No. 38 for any and all purchasing records from 2016-08-09 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address
7. What is the beginning of your fiscal year?

The attached document may be helpful as a reference to fulfill this request if the Big Hollow School District No. 38 stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation: 
http://upload.smartprocure.us/?st=IL&org=BigHollowSchoolDistrictNo38

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-613-9528.

Regards,

-----

Gabriella Lauricella
Data Acquisition Specialist
SmartProcure
Direct: 954-613-9528
Email: glauricella@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441
Bob Gold

From: Sophia Rogalevich
Sent: Monday, December 05, 2016 10:03 AM
To: Bob Gold
Subject: FW: FOIA REQUEST

FYI

Sophia Rogalevich
sophiarogalevich@bighollow.us
Human Resource/Payroll Specialist
Big Hollow School District #38
847-740-1490 ext. 4007
Fax – 847-740-9172

"This message and any attachment constitute a PRIVATE and CONFIDENTIAL communication and may contain legally privileged information. Do not share any information from this communication with any one unless you have received permission from the sender. If you are not the intended recipient, further distribution or use of these items is prohibited. In that case, do not read, copy or use the information contained herein or disclose it to others. Please notify the sender of the delivery error by replying to this message and then delete it from your system."

From: Nathan Mihelich [mailto:nmihelich@irtaonline.org]
Sent: Monday, December 05, 2016 8:25 AM
To: Sophia Rogalevich <sophiarogalevich@bighollow.us>
Subject: RE: FOIA REQUEST

Ms. Rogalevich,

I received your response. Thank you so much for your help.

Happy Holiday!

Nathan Mihelich

From: Sophia Rogalevich [mailto:sophiarogalevich@bighollow.us]
Sent: Thursday, December 01, 2016 4:28 PM
To: Nathan Mihelich <nmihelich@irtaonline.org>
Subject: FOIA REQUEST

Good Afternoon,
Here are the two teachers as of today that will be retiring at the end of the 2016-2017 school year.

Eeva Burns-8th grade Science Teacher
eevaburns@bighollow.us
Dear District Official / FOIA Officer:

This is a request under the Illinois Freedom of Information Act. Today's date is December 1, 2016.

RECORDS REQUESTED: Please provide the name, title and email address of any teachers or administrators who are retiring in 2017.

Please provide the requested records electronically. Please email to nmihelich@irtaonline.org.

This is a request by the Illinois Retired Teachers Association, a 501c4 Illinois organization.

Thank you,

Nathan Mihelich
IRTA
Sophia Rogalevich
sophiarogalevich@bighollow.us
Human Resource/Payroll Specialist
Big Hollow School District #38
847-740-1490 ext. 4007
Fax – 847-740-9172

“This message and any attachment constitute a PRIVATE and CONFIDENTIAL communication and may contain legally privileged information. Do not share any information from this communication with any one unless you have received permission from the sender. If you are not the intended recipient, further distribution or use of these items is prohibited. In that case, do not read, copy or use the information contained herein or disclose it to others. Please notify the sender of the delivery error by replying to this message and then delete it from your system.”
Good Afternoon,

Please find the information attached per your FOIA request dated December 7, 2016.

Thank you!

Leeanna Knauff
District Secretary
Big Hollow School District #38
26051 W Nippersink Rd
Ingleside, IL 60041
P: 847.740.1490 x5046
F: 847.740.9172

Emily Coleman
Lake County News-Sun
777 W. Chicago Ave.
Chicago, Illinois 60654
Dec. 7, 2016

Hello,

I would like to request the following documents – or records that contain the following information – under the Freedom of Information Act:
• Enrollment numbers for this school year and the preceding four school years of students classified as homeless, broken down by whether the district is the students' district of origin or not;

• Data showing how much the district has spent on transporting homeless students, what school district the transportation has been to/from, what type of transportation was provided (school bus, taxi, etc.), and over what period of time the transportation was provided for school years 2012-13 through 2015-16;

• Budget records showing services provided to homeless students, i.e. district liaison for homeless families; and

• Job description for employee who performs duties of district liaison.

I would request that the information be provided digitally, preferably exported as Microsoft Excel or delimited text files whenever possible. As a member of the media, I also request that any fees be waived.

As the request includes multiple parts, please do not hesitate to contact me at 312-818-9418 or emcoleman@tribpub.com with any questions or for more clarification.

Thank you for your time,

Emily

--

Emily Coleman

Reporter, Lake County News-Sun

Chicago Tribune Media Group
1. Good Things Happening for Kids:

Primary School

- December 2 - PBIS, STAR assembly was held (lunch with principal awarded to 9 students) (10 students won raffle to lead the Pledge of Allegiance) (17 students won t-shirt raffle)
- Students participated in a school wide turkey bingo game on November 22
- Stack-a-palooza was held on November 15! Great event, lots of fun for all who attended!
- Jacqui Kolar held a Title I parent meeting on November 18.
- Chess Club
- Dance Class
- 1st grade Show - December 13, 14, and 15 from 6-7 pm
- Rotary Club Holiday Party
- Classroom Holiday Celebrations
- Mrs. Janusz read the story *The Book Without Pictures* to each class in December.
- Last week of December fun days for students and staff.
  
  **Monday, December 12th:** "Favorite Flannel day" (wear flannel clothing)
  **Tuesday, December 13th:** "Crazy holiday sweater day"
  **Wednesday, December 14th:** "Dress like a candy cane day" (wear red and white)
  **Thursday, December 15th:** "Holiday sock day" (wear your favorite holiday socks)
  **Friday, December 16th:** "Show your holiday spirit day" (dress for the holidays)

Elementary School

- December 2 - PBIS, STAR assembly was held (lunch with principal awarded to 12 students)
- Students participated in a school wide turkey bingo game on November 22
- Stackapalooza was held on November 15! Great event, lots of fun for all who attended!
- Sport Stacking Tournament on November 16!
- Jacqui Kolar held a Title I parent meeting on November 18.
- Chess Club
- Dance Class
- Rotary Club Holiday Party
- Last week of December fun days for students and staff.
  
  **Monday, December 12th:** "Favorite Flannel day" (wear flannel clothing)
  **Tuesday, December 13th:** "Crazy holiday sweater day"
  **Wednesday, December 14th:** "Dress like a candy cane day" (wear red and white)
  **Thursday, December 15th:** "Holiday sock day" (wear your favorite holiday socks)
  **Friday, December 16th:** "Show your holiday spirit day" (dress for the holidays)

Middle School

- Coming to a close for EPIC (intervention), seeing some positive gains in our reading
- December 12-16th we will have Relaxed/Fun EPIC times for students.
- Chess Club
- Middle School had a great turn out for the Captain Louie performance

2. Good Things Happening for Staff:

**Primary School**
- Building leadership teams met
- Monthly Professional Development Continues
- Curriculum committees met on Dec. 7 during early release time
- Google Hang Out with author Dave Burgess on early release day
- Kindergarten teachers received a ½ day training with Matt and Lenayn on Mastery Connect on November 15
- First grade teachers received a ½ day training with Matt and Lenayn on Mastery Connect on Tuesday, May 29
- 3 teachers sent to training for NWEA/Map
- 2 teachers sent to Raising Student Achievement Conference
- RTI data review days each month - we are able to discuss students and interventions.
- Discipline Advisory Committee Meeting held
- Info Share on December 12 - Megan, Carroll, Occupational Therapist- handwriting
- Social committee continues to plan activities and events for staff

**Elementary School**
- Building leadership teams met
- Monthly Professional Development Continues
- Curriculum committees met on Dec. 7 during early release time
- Google Hang Out with author Dave Burgess on early release day
- 3 teachers sent to training for NWEA/Map
- 3 teachers sent to Raising Student Achievement Conference
- Discipline Advisory Committee Meeting held
- RTI data review has been started
- Coteaching Information share offered 11/29
- Second grade teachers received a ½ day training with Matt and Lenayn on Mastery Connect on December 11/30
- Social committee continues to plan activities and events for staff

**Middle School**
- Building leadership teams met
- Met the last two Tuesdays to discuss 3b and 3c. Staff are collaborating
- December 9th Turkey Bowling after school @ 2:45
- December 13th Staff Holiday Breakfast and Ugly Sweater Contest
- December 16th Dodgeball after school @ 2:45
- Curriculum committees met on Dec. 7 during early release time
- Google Hang Out with author Dave Burgess on early release day
- Discipline Advisory Committee Meeting held
- 4 teachers sent to Raising Student Achievement Conference

3. General Information to Share

Primary School
- Dr. Voltz worked with administrative staff on evaluation process
- Blood Drive held on November 29
- Parent meeting for incoming kindergarten parents is being planned - January 24
- Formal and Informal observations continue
- Bilingual Parent Advisory Council Meeting was held 12/2 and a preliminary action plan was completed

Elementary School
- Dr. Voltz worked with administrative staff on evaluation process
- Blood Drive held on November 29
- Formal and Informal observations continue
- Bilingual Parent Advisory Council Meeting was held 12/2 and a preliminary action plan was completed

Middle School
- Dr. Voltz worked with administrative staff on evaluation process
- Blood Drive held on November 29
- Formal and Informal observations continue
- Bilingual Parent Advisory Council Meeting was held 12/2 and a preliminary action plan was completed
- Winter Testing for Aimsweb Reading for the lowest 25th percentile. Excited to see the results.
Special Services Board Update  
December 2016

• Pre-K Screening was held on 12/7/16.
• Staff were offered a “Google Hang Out” with teacher speaker/author Dave Burgess. Mr. Burgess has written many books and is known around the United States for his instructional engagement strategies and teacher trainings.
• Special Education staff are currently working on reviewing our practices and how we provide services throughout the general education environment during Early Release Days.
• Ms. Werderitch, School Social Worker, and Mrs. Carroll, Occupational Therapist, and Mrs. Perry, Pre-K teacher will be attending Zones of Regulation training to provide additional services to our primary students.
• Mrs. Poulos, Mrs. Leginski, Mrs. Wick, Ms. Reil, and Mrs. Paul have all been registered or have already attended Wilson Language Training to begin offering more intensive Reading Supports.
• The Primary team has begun to utilize Jolly Phonics within our curriculum options to support student’s early literacy needs.
• After reviewing our student caseload within the Elementary building, beginning in January we will be offering more intensive special education programming and restructuring service delivery model. We will offer a replacement English Language Arts and replacement Math for students who are 2 or more grade levels below expectations.
• We have had another school district contact us to enroll a student within our STARS program. We are currently servicing a student from Gavin within this program and have offered it to our local area school districts as an alternate option to a therapeutic day schools.

Current Enrollments:
• Pre-Kindergarten
  o 67 Total Students
    ▪ 5 Blended Sections, 1 Instructional Section
    ▪ 49 IEP identified
    ▪ 18 Blended (fee based)
    ▪ 2 Itinerant Students
• Out of District
  o 13 students PK-8
    ▪ 8 SEDOL Placements
    ▪ 5 Private Placements
    ▪ 2 students currently in transition to Big Hollow from alternative settings.
Technology Report for December, 2016

Past Completed Projects
- Updates for all laptops have been done for office 2016
- Trainings have been completed for the elementary and primary schools for Mastery Connect
- Training was done with Middle School math on Study Island
- Amin and Matt traveled to Eureka for a technology summit
- Training for report cards was completed
- Met with new teachers to answer questions and work on Skyward
- We have updated clever to include classes for RTI

Current Projects
- Create Training for Google Transition
- Work with Erate to finalize refund for summer project
- Begin to plan for Access Point Upgrades
- Begin to plan for Device upgrades at Primary and Elementary
- Prepare for 2017 Testing

Future Projects
- Create 2017-2018 training website

Purchases
- Repairs for Chromebooks
- Extra Power Cords for Chrome books
### Big Hollow Primary School
#### Monthly Lunch Report

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Big Hollow Elementary School
Monthly Lunch Report

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### Big Hollow Middle School Monthly Lunch Report

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## Big Hollow School District #38
### Monthly Breakfast Report

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Big Hollow District 38
Administrator Meeting

November 16, 2016
Middle School Board Room
9:00 a.m.

Discussion Items

• Food Service Update (Janet)
  o 2015-2016 year end financial report shared with Board
• Transportation Update (Joe)
  o Bus trip charges
• Technology update (Matt & Amin)
  o Free parent “Tech Night” and/or Parent University night to cover other misc topics as well.
  o Update on Mastery Connect training
  o Update on Study Island training and usage. Send math teachers to blended learning workshop?
  o Blended Learning (share blended learning flow chart doc)
  o Update on PARCC testing
• Review of Board meeting items
• Review of items discussed at monthly meeting with union leaders
  o Consistency in interview process for internal candidates

Curriculum and Instruction

• Curriculum committees
  o Each administrator provide an update on action plans developed by each committee.
  o What will be discussed at your next meetings?
• PD for Eureka Math?
• Review evaluation timeline for teachers and discuss any issues with meeting the timeline.
• PARCC prep materials?

Educational Leadership

• “What Great Principals Do Differently” book study
  o Please bring one “take away” to discuss from a chapter in this book
• Strategic Planning discussion on progress with document development
• Sharing PARCC data and Interactive Report Card with staff at upcoming staff meetings
• Citizen’s Advisory Council discussion follow-up
  o Expressed a desire for more information on our assessments. What local assessments do we do? What do we do with the information? How often do we do them? Some of this information is on our website.
  o Should we send home more information on what RtI is and what it looks like in our Primary/Elementary buildings?
• Supt meeting with staff teams
• Early release agenda discussion
  o Where do we fit in GHO with Dave B?
  o Discuss agendas for December early release
• January 2nd Institute Day agenda items
  o Mastery Connect training for K-4 classroom teachers (possible SPED too?)
  o Need to discuss trainings/activities for MS staff and for Pri/Elem specials. Thoughts: Ignite session, tech workshop, professional share (meet and discuss best practices and/or strategies they have tried recently and are excited about).
• Rich Voltz-- Follow-up coaching visit on November 21st.
  o He will spend 1 hour with all of you as a group (around 8:00 a.m.) and then will do observations with each administrator the rest of the day.
  o Have teachers who attended his training complete info-share presentations in each building
• Discussion on 4th-5th grade transitioning for next year
• Finalize internal review process and possible dates for SY 16-17
  o Primary
    ▪ Internal Review date(s): ______________
    ▪ Report executive summary to staff: ______________
  o Elementary
    ▪ Internal Review date(s): ______________
    ▪ Report executive summary to staff: ______________
  o Middle School
    ▪ Internal Review date(s): ______________
    ▪ Report executive summary to staff: ______________

Management

• Feedback regarding P/T Conference schedule
• 2017-2018 Calendar discussion (handout)
• PTO
  o Discuss email from Mrs. Vasey
• Addition of “Community Theater” option for students?
• ALICE training
• Vacancies Pending:
  o Current vacancy listing
  o Certified
  o ESP
  o Extra-curricular

Maintenance

• Possible lighting upgrade
• Recent HLS inspection results. Principals work with custodians to resolve each.
• CLIC inspection results. Principals work with custodians to resolve each.

Open discussion items