

# Meeting of the Board of Education Park Ridge-Niles School District 64

Board of Education Agenda  
Special Board Meeting  
Monday, August 12, 2013  
Field Elementary School – North Gym  
707 Wisner Avenue  
Park Ridge, IL 60068

*On some occasions the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of session, breaks and other needs.*

**Monday, August 12, 2013**

**TIME**

**APPENDIX**

- |   |  |   |
|---|--|---|
| 6:30 p.m.                               | <b>Meeting of the Board Convenes</b> <ul style="list-style-type: none"><li>• Roll Call</li><li>• Introductions</li><li>• Opening Remarks from President of the Board</li></ul>   |   |
| 6:30 p.m.                               | <ul style="list-style-type: none"><li>• <b>Board Recesses and Adjourns to Closed Session</b></li><li>-- Performance of Specific Employee 5 ILCS 120/2(c)(1)</li><li>-- Collective Negotiations 5 ILCS 120/2(c)(2)</li></ul>  |   |
| 7:00 p.m.                               | <ul style="list-style-type: none"><li>• <b>Board Adjourns from Closed Session and Convenes Committee-of-the-Whole: Finance</b></li></ul>   |   |
| 7:15 p.m.<br>or at conclusion<br>of COW | <ul style="list-style-type: none"><li>• <b>Board Adjourns from Committee-of-the-Whole: Finance and Resumes Special Board Meeting</b></li><li>• <b>Public Comments</b></li><li>• <b>Discussion and Approval of Field School Facility Design</b><ul style="list-style-type: none"><li>-- Fanning Howey and<br/>Director of Facility Management</li></ul></li><li>• <b>First Reading of Policies from PRESS Policy Issues 80, 81 and Policy 6:250</b><ul style="list-style-type: none"><li>-- Superintendent</li></ul></li><li>• <b>Approval of Hourly Staff Salaries: Lunchroom Supervisors, Before School Supervisors, and Jefferson Day Care Workers (exception PRTAA members) Effective July 1, 2013</b><ul style="list-style-type: none"><li>-- Superintendent</li></ul></li><li>• <b>Consent Agenda</b><ul style="list-style-type: none"><li>-- Board President<ul style="list-style-type: none"><li>• Personnel Report</li><li>• Bills, Payroll, and Benefits – July 22, 2013</li><li>• Bills – August 12, 2013</li><li>• Approval of Financial Update for the Period Ending June 30, 2013</li></ul></li></ul></li></ul> | <div>A-1</div> <div>A-2</div> <div>A-3</div> <div>A-4</div> |

- Acceptance of Donation Check
- Approval to Renew Web Filtering System
- Destruction of Audio Closed Minutes

• **Approval of Minutes**

A-5

-- Board President

**Action Item 13-08-4**

- Regular Board Meeting Minutes.....July 8, 2013
- Closed Session Minutes.....July 8, 2013

• **Board Member Liaison Report**

A-6

-- Board of Education

• **Other Discussion and Items of Information**

A-7

-- Superintendent

- Upcoming Agenda
- Freedom of Information Act Requests

• **Closed Session to Follow Regular Board Meeting** (If needed.)

- Performance of Specific Employee 5 ILCS 120/2(c)(1)
- Collective Negotiations 5 ILCS 120/2(c)(2)

Next Regular Meeting: **Monday, August 26, 2013**  
 Committee-of-the-Whole: Finance - 6:30 p.m.  
 Regular Board Meeting – 7:30 p.m.  
**Meeting Location Moved to Field School – North Gym**  
 707 Wisner Avenue  
 Park Ridge, IL 60068

August 16, 2013 – Emerson School - LRC  
 Board Study Session – 5:30 p.m. – 9:30 p.m.

August 17, 2013 – Emerson School – LRC  
 Board Study Session – 8:30 a.m. – 3:30 p.m.

August 26, 2013 – \*Field School – North Gym  
 Committee-of-the-Whole: Finance – 6:30 p.m.  
 • Board Reviews Final Draft of 2013-14 Budget  
 Regular Board Meeting – 7:30 p.m.  
 • Preliminary Enrollment Report  
 • Presentation and Adoption of Board Goals for 2013-15  
 • Presentation and Adoption of Updates on Board of Education Operating Principles  
 • Approval of July Financials Ending July 31, 2013  
 • Approval of Policies from PRESS Issues 80, 81 and Policy 6:250  
 • Update on Institute Day & Opening Day of School  
 • Update on Summer Construction Projects

\* *new location*

September 9, 2013 – \*Field School – North Gym  
 Public Hearing on 2013-14 Final Budget – 7:20 p.m.  
 Special Board Meeting – 7:30 p.m.

- Board Member School Visitations
- Consent Agenda (Personnel Report and Bills)

\* *new location*

September 19, 2013 – Field School – North Gym

6:30 p.m. – Committee-of-the-Whole: Communications

September 23, 2013 – Roosevelt School – South Gym

Regular Board Meeting – 7:30 p.m.

- Adoption of FY14 District 64 Budget
- Approval of Baseline Concussion Testing
- Sixth Day of Enrollment
- Approval of August Financials Ending August 31, 2013
- Update on Summer Construction Projects
- ISBE Report: Administrator & Teacher Salary and Benefits – School Year 2013
- Annual Application for Recognition of Schools

Upcoming Topics

- Analysis of Student Achievement – 10/28/13
- Approval of September Financials Ending September 30, 2013 – 10/28/13
- Approval of October Financials Ending October 31, 2013 – 11/18/13
- COW: Finance (Review 2013 Proposed Tax Levy) – 11/18/13
- Board Sets Date of Public Hearing for 2013 Tax Levy – 11/18/13
- Summer Interim Session 2013 Report – 11/18/13
- Presentation and Approval of Summer Interim Session 2014 Dates and Fees – 11/18/13
- Public Hearing on 2013 Tax Levy – 12/16/13
- Resolution # to Adopt Final 2013 Tax Levy – 12/16/13
- Approval of November Financials Ending November 30, 2013 – 12/16/13
- Approval of December Financials Ending December 31, 2013 – 1/27/14

TBD

- Recognition/Plans for Community Finance Committee
- Intergovernmental Agreements District 62 and NSSEO
- Update on 2012 Tax Extension
- Report on Park District Child Care Pilot Program at Roosevelt School
- Approval of Facility Master Plan Phase II
- FY13 Audit Report

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

All action items included  
in this packet are subject to  
final Board approval.

To: Board of Education  
Philip Bender, Superintendent

From: Scott Mackall, Director of Facility Management  
Keri VanSant, Fanning Howey

Date: August 12, 2013

Subject: Discussion and Approval of Field School Facility Design

The Administration recommends the Board approve moving forward with the design of the Field School project through a phased-in design for HVAC Phase I and Life Safety Phase II.

Action Item 13-08-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve to move forward with the design of the Field School project through a phased-in design for HVAC Phase I and Life Safety Phase II.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

# FANNING HOWEY

August 5, 2013

Dr. Philip Bender, Superintendent  
Park Ridge-Niles CCSD 64  
164 South Prospect Avenue  
Park Ridge, IL 60068

Re: Proposal for Architectural/Engineering Services  
Field Elementary School – 2014 Summer Improvements  
Park Ridge-Niles CCSD 64  
Park Ridge, IL  
Project No. 213012.02

Dear Dr. Bender:

Fanning/Howey Associates, Inc. proposes to provide Architectural and Engineering Services for the Project referenced above with the following breakdown:

Project	Preliminary Opinion of Probable Construction Costs (Conceptual Design)*	Total Estimated Design Fee through Design Development Phase (35%)**	Total Estimated Design Fee through Project Completion**
<b>HVAC Improvements</b> (If Designed/Phased Separately)	\$5,790,091	\$170,229	\$486,368
<b>Exterior Health/Life Safety Improvements</b> (If Designed/Phased Separately)	\$1,416,170	\$58,488	\$167,108
<b>Interior Health/Life Safety Improvements</b> (If Designed/Phased Separately)	\$217,882	\$10,219	\$29,196
<b>Exterior &amp; Interior Health/Life Safety Improvements</b> (Combined Design; No Phasing)	\$1,634,052	\$59,479	\$169,941
<b>All Projects</b> (If Design Process is Combined; No Phasing)	\$7,424,143	\$213,073	\$608,780

\* These estimated costs do not include any proposed Alternates, and are subject to change throughout the design process. Please refer to the attached Conceptual Design Construction Cost Projection for additional information.

\*\* The estimated design fees will be fixed at the Design Development Phase, per our Owner/Architect Agreement; however, any added Scope or additional Alternates may be subject to additional fees.

ARCHITECTURE | ENGINEERING

32 Main Street | Suite C | Park Ridge, IL 60068

847.292.1039 | fax 847.292.1021 | [www.fhai.com](http://www.fhai.com)

Dr. Philip Bender  
Proposal for Architectural/Engineering Services  
Field ES – 2014 Summer Improvements  
Park Ridge, IL  
Project No. 213012.02  
August 5, 2013  
Page 2

Per the Owner/Architect Agreement, the design fee would be invoiced on a monthly basis, through the approved phases of design as follows:

Schematic Design (SD)	15%
Design Development (DD)	20%
Construction Documents (CD)	40%
Bidding or Negotiations (BN)	5%
<u>Construction Administration</u>	<u>20%</u>
Total	100%

If the provisions of this Proposal are acceptable, please sign, date and return one copy of this letter to us for our files.

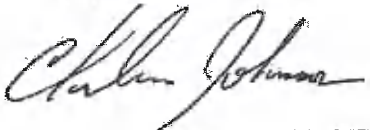
The ability to provide a healthy and comfortable environment for learning significantly impacts how well children actually learn. Unfortunately, there is a cost to provide a premium learning environment, and school buildings are typically considered a reflection and long-term staple of the community in which they reside. The schools within District 64 are no exception.

Thank you for this opportunity to continue to serve you, the Board, administration, community, and students of Park Ridge-Niles CCSD 64

Please do not hesitate to call me if you have any questions.

Sincerely,

FANNING/HOWEY ASSOCIATES, INC.



Charlene D. Johnson, AIA, MBA, REFP, LEED AP  
Project Executive

klv/cdj/mm

enclosures

Accepted by:

\_\_\_\_\_  
Park Ridge-Niles Community Consolidated School District 64

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**PRELIMINARY**

**FIELD ELEMENTARY SCHOOL  
Park Ridge, Illinois**

**Conceptual Design Construction Cost Projection**

**Summary**

**BASE BID CONSTRUCTION COSTS**

2014 Summer Improvements - HVAC (Conceptual Design)	\$	5,790,091
2014/2015 Summer Improvements - Exterior (Conceptual Design)	\$	1,416,170
2015 Summer Improvements - Interior (Conceptual Design)	\$	217,882
<b>TOTAL BASE BID CONSTRUCTION COSTS</b>	<b>\$</b>	<b>7,424,143</b>

**ALTERNATES**

HVAC - Install 2'x2' ACT in lieu of 2'x4' ACT to match existing	ADD	\$	85,500
EXTERIOR - Replace Windows With Triple Paned Aluminum Framed Windows	ADD	\$	335,000
EXTERIOR - Roofing Option: Standing Seam Metal Roofing <u>in lieu</u> of Asphalt Shingles	ADD	\$	205,300
HVAC or INTERIOR - Replace Galvanized Water Piping	ADD	\$	400,000



Field ES - 2014 Summer Improvements  
 Project No. 213012.02  
 Preliminary Scope Narrative

2014 Summer Improvements - HVAC

**PRELIMINARY**

No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
<b>Architectural - Interior</b>			
1	Provide New Plastic Laminate Casework	Infill existing opening left by removal of unit ventilators with new plastic laminate open shelving casework to match existing adjacent casework (Approx. 40 units, or 250 lf); provide wall base for full length of casework/wall.	-
2	Provide New Acoustical Ceiling System in Corridors	Provide 2'x4'x5/8" Armstrong #305, Tundra beveled tegular, fine fissured tiles in 15/16" grid (Approx. 2,470 sf).	Provide 2'x2'x5/8" Armstrong #303, Tundra beveled tegular, fine fissured tiles in 15/16" grid (Approx. 2,470 sf).
3	Boiler Room/ Basement Areas/ Crawl Space - Seal Miscellaneous Holes/ Penetrations	Seal holes/penetrations in walls and floor/ceiling with UL-approved firestopping materials (numerous locations within approx. 9,600 sf area).	-
4	Replace Door in Attic of 1951 Addition	Remove existing wood door, frame, casing and hardware. Provide new fire-rated access door and hardware (Approx. size: 3'-0" x 6'-8").	-
5	Provide Additional Attic Access in 3-Story Building Area	Provide 36"x 36" fire-rated ceiling attic access hatch, platform framing, permanent metal ladder, etc. to access roof walkway (3 locations, 2 from 3rd story, 1 from 2nd story).	-
<b>Architectural - Exterior</b>			
6	Remove Exterior Wall Louvers (Fresh Air Intakes for UVs)	Remove existing metal wall louvers of various sizes (approx. 50 locations); tooth in new facebrick to match exterior brick pattern, add insulation and CMU. Provide decorative 8" x 8" colored terracotta tile with accent brick coursing at approx. 8 of these locations.	-
7	Remove Windows at Boiler Room	Remove windows to provide access to boiler room. Replace with salvaged windows or new wall louvers as required by design.	-

No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
<b>Architectural - Roofing Systems</b>			
8	Remove Existing Chimney at 3-Story Roof Plane	Chimney to be used as new duct chase; remove portion of chimney above existing roof plane, seal opening and provide new decking, insulation and roofing materials to match new roofing system. (Approx. dimensions of portion to be removed 8' x 8' x 14' tall).	-
<b>Structural Systems</b>			
9	Cooling Tower Platform/Screen	Cut back existing asphalt. Provide steel framing for approx. 8,000 lbs. cooling tower. Framing rails to be approx. 10' x 20', supported with concrete post footings. Provide decorative metal screen wall on all sides with lockable access gate (overall approx. 14' x 26' area).	-
10	Miscellaneous Floor and Wall Penetration Support	Provide lintels and steel framing for ductwork/piping penetrations throughout building for new HVAC work (minimum 2 per classroom/ space).	-
<b>HVAC</b>			
11	Boiler Room - Demolish Existing Steam Heating Plant and Associated Steam to Heating Hot Water Heat Exchangers	Demolish two existing steam boilers, steam piping, steam to hot water heat exchangers, heating hot water pumps, and hot water piping.	-
12	Demolish Existing Steam Piping (1928, 1930, 1951 and 1963 Building Areas)	Approx. 68,500 sf of building area.	-
13	Demolish Existing Floor-mounted Unit Ventilators Throughout Building	Approx. 40 units.	-
14	Boiler Room - New Heating Plant	Install three (3) 800 MBH condensing, heating hot water boilers.	-

No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
15	Install New Heating Hot Water Pumps and Building Piping Sytem	Install two (2) 5 Hp pumps with variable frequency controllers and a two pipe supply/return heating hot water system. Other typical accessories include make-up water assembly, air/dirt separator, expansion tank, balannce and isolation valves.	-
16	Install New Cooling Chilled Water Plant	Install one (1) 180 ton water-cooled chiller with turbocore compressors. Install one (1) low profile open loop water cooling tower with fan motor variable frequency controller, and two (2) 3 Hp condenser water pumps.	-
17	Boiler Room - Install New Cooling Pumps and Chilled Water Plant	Install two (2) 10 Hp pumps with variable frequency controllers and a two pipe supply/return heating hot water system. Other typical accessories include make-up water assembly, air/dirt separator, expansion tank, balance and isolation valves.	-
18	Install New Central Variable Air Volume (VAV) Air-Handler Plant	Install two (2) 20K CFM air handlers with fan motor variable frequency controllers. Each air handler shall be composed of an 18" bag filter section, 24" access section, main 8-row coil section and a housed airfoil fan section with 30 Hp motor. Install shall include outside air duct sized for 100% outside air economizer cooling operation.	-
19	Install New Medium-pressure VAV Building Supply Duct System Connected to Central Air-Handler Plant	Install new medium pressure metal duct from the new central VAV air handler plant to each VAV terminal unit.	-

No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
20	Install New Low-pressure Return Air Duct System Connected to Central Air-Handler Plant	Install new low pressure return air duct from the new central VAV air handler plant to the first and second building floors and a dedicated return air duct system to space equipped with a VAV terminal unit(s) on the third floor and in the single story 1963 building addition.	-
21	Install New VAV Terminal Units	Install new VAV terminal units, with heating hot water heating/reheat coils, throughout building for direct control of local zone conditions (Approx. 80).	-
22	Install New Building Entrance Local Unitary Heating Units	Install approximately 24 new cabinet and propeller style unit heaters for heating of building entrances/exists and service and utility spaces with outside exposures.	-
23	Install New Building Automation System	Install a new building automation system to control all new and existing components of the building HVAC systems (central heating, cooling and air handler plants, as well as the zoned terminal unit and unitary heating only systems).	-
24	Provide Exhaust to Janitor Closets, Mechanical and Storage Rooms	Approx. 7 locations.	-
<b>TOTAL HVAC</b>			
<b>Plumbing</b>			
25	Provide Floor Drains in Mechanical Room	Install new floor drains in mechanical room for new equipment layout.	-
26	Replace Galvanized Domestic Water Piping (1928, 1930, 1951 and 1963 Building Areas)	-	Remove existing galvanized water piping and provide new piping and valves for proper shut-off.

No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
<b>Electrical Systems</b>			
27	Electrical Service Upgrade	Provide a new 2000A, 277/480V electrical service and backfeed the existing 1600A, 120/208V service with a 300kVA stepdown transformer. The new 200A service and new 300kVA transformer will be located in the existing boiler room (basement level), where existing mechanical equipment will be removed. Provide new concrete housekeeping pad and associated conduit and connections.	-
28	Electrical Service Upgrade - ComEd	Approximate additional costs for ComEd to perform service upgrade.	-
29	New Distribution Panels	Replace 2 existing distribution panels with 2 new distribution panels; one is 400A and one is 600A.	-
30	New First Floor Corridor 2' x 4' Fluorescent Lighting	Remove existing 1' x 8' pendant light fixtures (approx. 20); salvage for Owner. Provide new 3-lamp, 2' x 4' lay-in fluorescent troffer light fixtures in new lay-in ceiling (refer to Item 2 above). The light fixtures are to be centered at 14'-0" o.c. for the length of the corridor, with every third light fixture provided with a fluorescent emergency lighting unit. Provide new 5W LED exit signs at each location where an exit sign is removed. (Approx. length of corridor is 265 lf/ 21 fixtures; approx. 7 exit signs).	-



No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
31	Upgrade Fire Alarm System/ Devices	Provide a new fire alarm system for the building, which would include a new addressable fire alarm annunciator panel, new smoke detectors in corridors and storage areas, new heat detectors in kitchen areas, new duct-mounted smoke detectors on the mechanical air-handling equipment and new horns, strobes and pull stations per code; devices shall be ADAAG-approved.	-
32	Emergency Power	Provide new emergency standby generator to provide power to building clocks, PA system, phone system, sump pumps and some mechanical equipment.	-

No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
Architectural - Interior			
1	Remove Blown-in Insulation in Attic of 1928, 1930, 1951, 1963, and 1994 Additions	-	Remove existing blown-in insulation at ceiling plane. Provide new R-38 batt insulation (Approx. 19,400 sf). This option is design dependent on roofing system selected and requires further review.
2	Replace Existing Skylights	Patch interior surfaces associated with replacement of existing skylights. See also Item 12 below.	
Architectural - Exterior			
3	Tuckpoint Exterior Brick	Tuckpoint approx. 13,825 sf of exterior modular face brick veneer. Grind out mortar joints to a depth of one (1) inch and tuckpoint with Type N mortar. The existing mortar joints are deteriorated at various locations. Some face brick units are in need of replacement. Mortar joints are basically struck flush in lieu of concave tooled. There are also areas of the existing face brick veneer where the mortar appears sound, but has been tooled flush.	-
4	Replace Exterior Window Sills	Remove existing cracked stone sill and replace with matching sill of like material/profile (Approx. 3 locations, 5 lf each).	-
5	Tuckpoint Window Sills/ Heads	Tuckpoint approx. 600 lf of window sills and heads.	-
6	Remove and replace Windows in 2nd Floor Boys Toilet Room and N. Stair	Remove windows/frames, determine reason for settling; Provide new windows/frames, seal around perimeter (2 window approx. 4'-0" x 6'-2"; 2 window approx. 4'-0" x 8'-8").	-
7	Windows - Gaskets Degrading; Translucent Panel Damage	Replace window gaskets and glazing (Qty: 107); replace translucent panels (10% of window quantity).	Replace existing windows with new triple paned aluminum framed windows, various sizes; vandal-resistant glazing at first floor windows, including single story south addition (Approx. 197).

No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
8	Repair Existing Steel Lintels	Prep surface for primer and finish painting operations (approx. 600 lf).	-
9	Provide new Window Sealant	Remove delaminating sealant at perimeter of windows and replace with new sealant (approx. 168 windows south of the 1994 addition, including single story south addition).	See Alternate Item 7 above.
<b>Architectural - Roofing Systems</b>			
10	Replace Roofing System at 3-Story Building Area (1928, 1930, 1951, 1963 and 1994 additions)	Provide new roofing system, internally lined gutter, aluminum edge metal and aluminum flashing, with single-ply sheet membrane walkway at ridge. Shingle area is approximately 23,200 sf and 1,120 sf of low-slope roof system.	A) Provide cost for new dimensional roof shingles as manufactured by Certainteed Landmark Premium ASTM D 3018 Type 1 over vented nailbase layer described to left, with ice and water shield, felts, etc., except without added insulation (insulation would be provided at ceiling plane).
		Provide cost to provide new shingle roof system. The work would consist of removing the existing asphalt roof shingles and roofing felts down to the existing wood plank roof deck. The new roof system would consist of providing two layers (one base layer and one nailbase, vented layer) as manufactured by Cornell, ThermalCalX1 or equal, over the existing wood plank roof deck. Total overall thickness to be 5.5 inches to comply with the 2012 International Energy Code of R-25ci. Provide a minimum air space of 2", while developing a thermal R-value of R-25ci. Provide ice and water shield along eaves, hips, ridges along the low sloped roof area at the top of this roof area. Provide roof underlayment felts, per manufacturer's recommendations, below the dimensional roof shingles as manufactured by Certainteed Landmark Premium ASTM D 3018 Type 1. A special vented ridge on each side of the low sloped roof system will be required.	Provide single-ply sheet membrane walkway at ridge (approx. 1,120 sf). See also Alternate Item 1 above.  B) Provide cost to provide standing seam metal roof over slip sheet per manufacturer's recommendations. System over extruded insulation to meet R-25ci value. Provide single-ply sheet membrane walkway at ridge (approx. 1,120 sf).



No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
11	Replace Copper Gutter System at 3-Story Building Area	Remove existing built-in wood and copper gutter assemblies and fascia. Provide new built-in aluminum gutter system (approx. 710 lf) with custom glass fiber reinforced concrete (GFRC) fascia; copper gutters and flashing to be salvaged by Owner. Remove portion of GFRC/gutter from 1994 addition. Provide new aluminum downspouts full-height to grade.	-
12	Replace Existing Skylights	Replace existing 17 operable curb-mounted skylights with new insulated skylights (approx. 3'-0" x 4'-0" in size).	-
13	Replace Roofing System at N. Gymnasium	Remove existing asphalt shingle roof down to roof deck. Refer to Item 22 above for base shingle roof system scope description, including the added rigid insulation for R-25ci per 2012 IECC and modify aluminum fascia for entire perimeter (approx. 5,300 sf).	-
14	Replace Asphalt Roof Over Entry Adjacent to Elevator	Remove existing asphalt shingle roofing system over exterior entrance canopy (Approx. 200 sf). Provide new roofing system to match new 3-story roof system with new aluminum flashing; provide new aluminum gutter and downspout system (Approx. 22 lf).	-
15	Provide New Roofing At Small Mechanical Penthouses Above Auditorium	Remove existing asphalt shingle roofing system and rotted wood fascia; provide new architectural asphalt shingles, replace and aluminum-wrapped fascia.	-
16	Replace Roofing Membrane Over Clerestory Windows	Remove existing membrane roof and provide fully adhered single ply sheet membrane roof system with new aluminum flashing and aluminum gutter and downspout system (Approx. 700 sf).	-

No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
17	Replace Standing Seam Roof over LRC Clerestory Windows	Remove existing copper standing seam metal roof and replace with new aluminum standing seam metal roof (approx. 136 sf); copper to be salvaged by Owner.	-
18	Replace Low-Slope Roofing System Over Gym Corridor	Remove existing roofing system and provide fully adhered single-ply sheet membrane roof system with new aluminum flashing; add new insulation to meet R-25ci per 2012 IECC and modify aluminum fascia at 2 entrances (Approx. 1,184 sf).	-

No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
Architectural - Interior			
1	Storage 138 - Seal Miscellaneous Holes/ Penetrations	Seal holes/penetrations in wall and around structural framing with UL-approved firestopping materials (Approx. 10 locations).	-
2	Multi-Purpose Room 134 - Repair Cracks in Masonry Walls	Tuckpoint masonry, cut in expansion joint (east and west walls, approx. 28 lf, 2- story space).	-
3	Gym Storage Room 107A - Provide New Rated Door / Frame	Provide new rated hollow metal door, frame and hardware (closer, lever handle with storeroom function lockset, kickplate and smoke seals).	-
4	Mechanical Room 316C - Seal Wall Penetrations	Seal holes/penetrations in wall(s) with UL-approved firestopping materials (Approx. 10 locations).	-
5	Reconfigure 2 First Floor Corridor Doors	Remove existing wood doors; provide new solid core wood fire-rated doors with half lites with wired glazing, closers, panic devices, smoke seals, door pulls, Roton hinges and hold opens tied to fire alarm (Approx. size: 3'-0" x 8'-0").	-
6	Remove Batt Insulation in Attic of 1951 Addition	Remove existing batt insulation between trusses/rafters and any support wiring. Provide new R-38 batt insulation with new wire supports, extend existing roof joists as necessary (Approx. 13,750 sf).	-
7	Replace Wood Sill	Replace wood window sill in north 2-story stairway (Approx. 12 lf).	
Plumbing			
8	Elevator Pit Drain	Repair existing sanitary trap.	-
9	Replace Galvanized Domestic Water Piping (1928, 1930, 1951 and 1963 Building Areas)	-	Remove existing galvanized water piping and provide new piping and valves for proper shut-off.
10	Provide Floor Drains in Toilet Rooms	Provide new floor drains and associated piping for small toilet rooms.	

No.	Item	Base Scope Description	Alternate Scope Description (If Applicable)
Electrical Systems			
11	Practice Room 318 - Provide Emergency Lighting	Provide emergency wall pack battery unit light.	-
12	Provide Emergency Lighting in Interior Toilet Rooms	Provide emergency wall pack battery unit lights (approx. 8).	-

**PRELIMINARY**

**FIELD ELEMENTARY SCHOOL  
Park Ridge, Illinois**

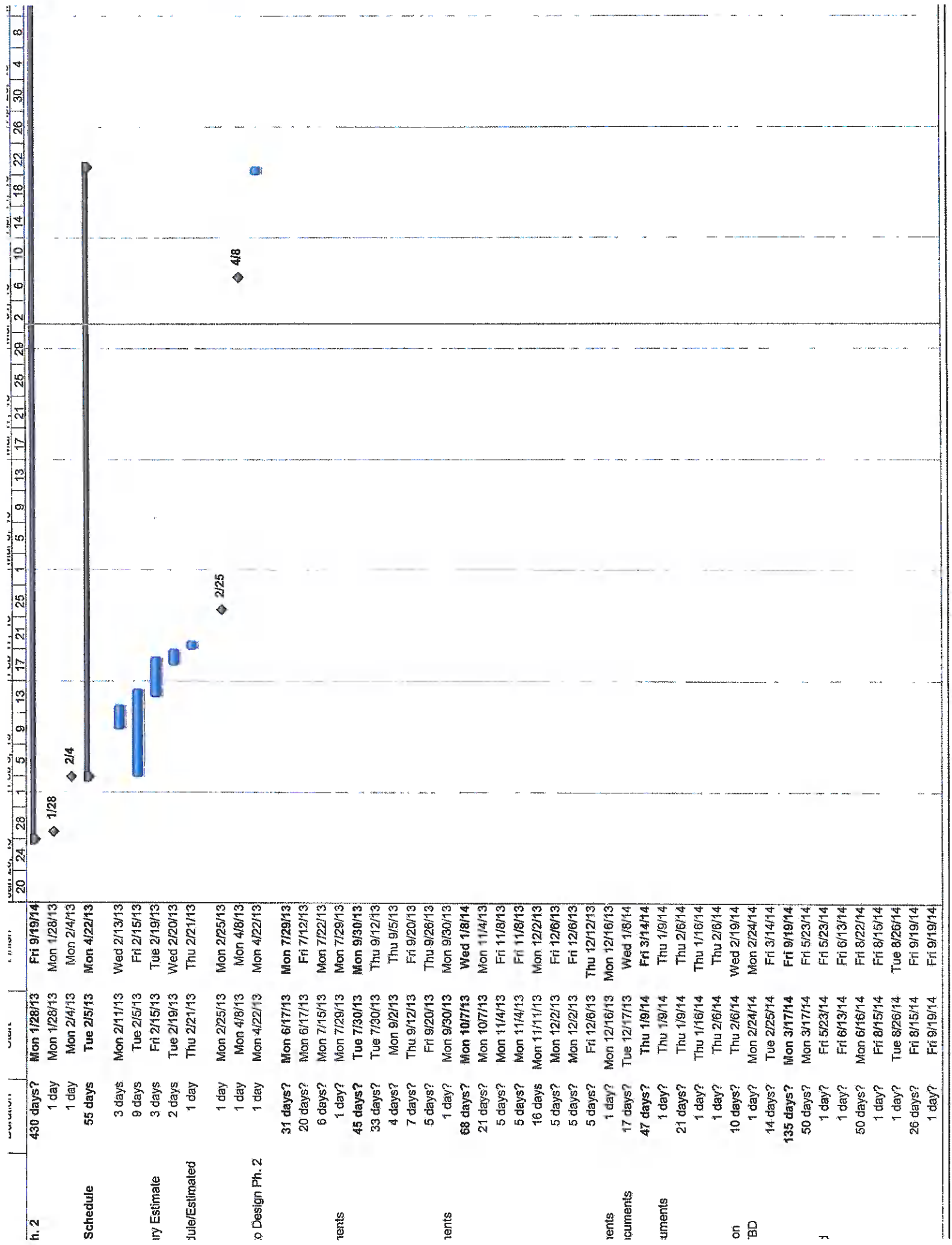
<b>Conceptual Design Construction Cost Projection</b>	<b>Summary</b>
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**BASE BID CONSTRUCTION COSTS**

2014 Summer Improvements - HVAC (Conceptual Design)	\$ 5,790,091
2014/2015 Summer Improvements - Exterior (Conceptual Design)	\$ 1,416,170
2015 Summer Improvements - Interior (Conceptual Design)	\$ 217,882
<b>TOTAL BASE BID CONSTRUCTION COSTS</b>	<b>\$ 7,424,143</b>

**ALTERNATES**

HVAC - Install 2'x2' ACT in lieu of 2'x4' ACT to match existing	ADD	\$ 85,500
EXTERIOR - Replace Windows With Triple Paned Aluminum Framed Windows	ADD	\$ 335,000
EXTERIOR - Roofing Option: Standing Seam Metal Roofing <u>in lieu</u> of Asphalt Shingles	ADD	\$ 205,300
HVAC or INTERIOR - Replace Galvanized Water Piping	ADD	\$ 400,000





7/29



9/30



12/2



12/16



Progress



Summary



External Tasks



Deadline





16	20	24	28	1	5	9	13	17	21	25	29	3	7	11	15	19	23	27	31	4	8	12	16	20	24	28	2	6	10	14	18	22	26	30	3	7	11	15
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## Appendix 2

### First Reading of Policies from PRESS Policy Issues 80, 81 and Policy 6:250

Policy 2:200	Issue 80	School Board – Types of School Board Meetings
Policy 2:220	Issue 80	School Board – School Board Meeting Procedure
Policy 5:30	Issue 80	General Personnel – Hiring Process and Criteria
Policy 5:260	Issue 81	Professional Personnel – Student Teachers
Policy 6:240	Issue 81	Instruction – Field Trips
Policy 6:60	Issue 80	Instruction – Curriculum Content
Policy 6:65	Issue 80	Instruction – Student Social and Emotional Development
Policy 6:250		Instruction – Community Resource Persons and Volunteers

## School Board

### Types of School Board Meetings <sup>1</sup>

#### General

For all meetings of the School Board 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. <sup>2</sup> Unless otherwise specified, all meetings are held in the District's main office. <sup>3</sup> Board policy 2:220, *School Board 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 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. <sup>4</sup> 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. <sup>5</sup>

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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.

<sup>1</sup> State law controls this policy's content. The provisions of the Open Meetings Act (OMA) do not apply to collective bargaining negotiations and grievance arbitrations as provided in 115 ILCS 5/18.

<sup>2</sup> 5 ILCS 120/2.02. These responsibilities may be given to anyone.

<sup>3</sup> State law only requires that meetings be held in a location convenient and open to the public and no open meeting is allowed to be held on a legal holiday unless the regular meeting day falls on that holiday (5 ILCS 120/2.01). ~~With limited exceptions, A board may not meet in a private residence because it would not be convenient and open to the public (Public Access Opinion 12-8).~~ Any person may record an open meeting (5 ILCS 120/2.05). See policy 2:220, *School Board Meeting Procedure*.

<sup>4</sup> Each board must designate at least one employee or member to receive training on compliance with OMA (5 ILCS 120/1.05). Revise this paragraph if the board designates other individual(s) to receive the training. A list of designated individual(s) must be submitted to the Attorney General's Public Access Counselor. The designated individual(s) must successfully complete an electronic training curriculum administered by the Attorney General's Public Access Counselor within 30 days after that designation, and thereafter must successfully complete an annual training program. The OMA does not specify duties for the designated individuals who receive the training but presumably they would assist the board in its OMA compliance efforts.

<sup>5</sup> 5 ILCS 120/1.05(b) applies to training administered by the Attorney General's office; 1.05(c) applies to training administered by IASB (both subparts added by P.A. 97-504). Board members seated on or before 1-1-2012 must complete the training by 1-1-2013 (*Id.*). Board members elected or appointed after 1-1-2012 must complete the training not later than 90 days after taking the oath of office (*Id.*). Even before this law, compliance with the OMA has always been considered a shared responsibility of board members. Failing to complete the OMA training does not affect the validity of an action taken by the board nor is it considered a criminal violation (5 ILCS 120/1.05(b) and 120/4, amended by P.A. 97-504). However, a person found to have violated any other provisions of the OMA is guilty of a Class C misdemeanor punishable by a \$1500 fine or 30 days in jail (5 ILCS 120/4, amended by P.A. 97-504).

## Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. <sup>6</sup> The Superintendent shall prepare and make available the calendar of regular Board meetings.

~~Meeting dates~~ The regular meeting calendar may be changed with 10 days' notice in accordance with State law. <sup>7</sup>

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. ~~8 Items not specifically on the agenda may still be considered during the meeting.~~

## Closed Meetings <sup>9</sup>

The Board and Board 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. <sup>5</sup> ILCS 120/2(c)(1). <sup>10</sup>
2. 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. <sup>5</sup> ILCS 120/2(c)(2).

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<sup>6</sup> The OMA and the School Code have different provisions regarding the establishment of a regular meeting schedule. The OMA requires each public body to prepare and make available a regular meeting schedule at the beginning of each calendar or fiscal year (<sup>5</sup> ILCS 120/2.03). The School Code states that this task is accomplished during the organizational meeting. By *announcing* the schedule at the beginning of each calendar or fiscal year and by *fixing* the schedule at the organizational meeting, a board can implement both laws. Note that the phrase in this sample policy, "at the beginning of each fiscal year," can be changed to "at the beginning of each calendar year."

<sup>7</sup> Regular meeting dates may be changed by giving at least 10 days notice in a newspaper of general circulation and posting a notice at the district's main office (<sup>5</sup> ILCS 120/2.03). Districts with a population of less than 500, in which no newspaper is published, may give the 10 days notice by posting a notice in at least 3 prominent places within the district, in addition to posting a notice at the district's main office (*Id.*). Notice shall also be given to those news media having filed an annual request to receive notifications (*Id.*).

~~<sup>8</sup> <sup>5</sup> ILCS 120/2.02(a). The posting location may need modification to comply with the law's requirement that the agenda be posted at the district's main office. For agenda requirements, see policy 2:220, *School Board Meeting Procedure*.~~

~~OMA also requires that "any required notice and agenda be *continuously available* for public viewing during the entire 48-hour period preceding the meeting." Emphasis added, <sup>5</sup> ILCS 120/2.02(c), amended by P.A. 97-827 (eff. 1-1-2013). The requirement for *continuously available* is satisfied if the district posts any required notice and agenda on its website. However, to comply with the legislative intent, posting on the district website does not replace the posting described in this sentence. See Rep. Pihos remarks reported in *New open-meetings law; is hard-copy posting of agendas still required?*, Sept. 2012, *Illinois Bar Journal*.~~

~~For districts that do not post board meeting agendas on a website (because they do not have a website maintained by a fulltime staff member), add the following sentence:~~

~~The agenda shall be *continuously available* for public review during the entire 48-hour period preceding the meeting.~~

~~If a notice or agenda is not continuously available for the full 48-hour period due to actions outside of the district's control, the lack of availability does not invalidate any meeting or action taken.~~

~~<sup>9</sup> The reasons for closed meetings are frequently addressed in court decisions and Attorney General opinions; only a few of these decisions/opinions are mentioned in the footnotes.~~

~~<sup>10</sup> According to a binding opinion of the Public Access Counselor, "The exception is not intended to allow private discussion of fiscal matters, notwithstanding that they may directly or indirectly impact the employees of the public body." (Public Access Opinion 12-11).~~

3. 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).
4. 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).
5. 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).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures 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).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. 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).
12. 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).
13. 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). 11
14. 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).
15. 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

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11 IASB field services directors are available to facilitate a board self-evaluation.

conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28). <sup>12</sup>

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 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. <sup>13</sup>

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. <sup>14</sup>

No final Board action will be taken at a closed meeting. <sup>15</sup>

#### 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 change in the agenda. <sup>16</sup>

#### Special Meetings

Special meetings may be called by the President or by any 3 members of the Board 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. <sup>17</sup>

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. <sup>18</sup>

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<sup>12</sup> P.A. 97-318.

<sup>13</sup> 5 ILCS 120/2a. Provided the open meeting was properly noticed, no additional notice is required to close the meeting. A motion to close a meeting can be as simple as, "I move that the Board hold [go into] a closed session to discuss [state one of the closed meeting grounds with reference to the specific section authorizing the closed meeting]."

The adequacy of a motion to go into closed session was discussed in Henry v. Anderson and Champaign Community Unit School Dist. No. 4, 827 N.E.2d 522 (Ill.App.4, 2005). A statutory citation is not required in the motion to go into closed session, but the OMA does require a reference to the specific exception. The *litigation* exception is tricky. If the litigation has been filed and is pending, the motion to go into closed session need only state that the board will discuss litigation that has been filed and is pending. If the litigation has not been filed, the board must: (1) find that the litigation is probable or imminent, and (2) record and enter into the minutes the basis for that finding.

<sup>14</sup> Id.

<sup>15</sup> 5 ILCS 120/2(e).

<sup>16</sup> 5 ILCS 120/2.02.

<sup>17</sup> 105 ILCS 5/10-16 (2 members of a board of directors; 105 ILCS 5/10-6). Lawyers disagree whether 3 members may call a special meeting without violating the OMA, although there is general agreement that no violation occurs if 3 members call a special meeting while they are participating in a lawful board committee meeting with the matter on the agenda.

<sup>18</sup> 5 ILCS 120/2.02. News media that gave the board an address or telephone number within the district's territorial jurisdiction must be given notice in the same manner as that given board members.

OMA requires that "any required notice and agenda be *continuously available* for public viewing during the entire 48-hour period preceding the meeting." Emphasis added, 5 ILCS 120/2.02(c), amended by P.A. 97-827 (eff. 1-1-2013). The requirement for *continuously available* is satisfied if the district posts any required notice and agenda on its website. Posting on the district website does not replace the posting described in this paragraph. See f/n #8.

~~No All matters will be discussed, considered, or brought before by the Board at any special meeting other than such matters as were included in the stated purpose of must be related to a subject on the meeting agenda.~~ 19

#### 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. 20

#### Posting on the District Website 21

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 regular meeting which shall remain posted until the regular meeting is concluded; ~~and (4) reports provided to Board members in preparation for the meeting, except confidential information relating to closed session.~~

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 School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

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~~For districts that do not post board meeting notices and agendas on a website (because they do not have a website maintained by a fulltime staff member), add the following sentence:~~

~~The notice and agenda shall be continuously available for public review during the entire 48-hour period preceding the meeting.~~

19 ~~Id.~~ And Lawyers disagree whether the Open Meetings Act mandates this restriction, i.e., whether it restricts board discussions to items related to an item on the special meeting agenda. The Act limits board action to items on the agenda (5 ILCS 120/2.02(c), added by P.A. 97-827, eff. 1-1-2013); ~~The it states that the~~ validity of any board action that taken "which is germane to a subject on the agenda is shall not be affected by other errors or omissions in the agenda." (5 ILCS 120/2.02(a), ~~Id.~~) For agenda requirements, see policy 2:220, *School Board Meeting Procedure*.

20 5 ILCS 120/2.02(a).

21 Required *only if* the district has a website that is maintained by a full-time staff member; if not, this section may be omitted (5 ILCS 120/2.02). Note that 5 ILCS 120/2.02(b) requires that a notice of *all* meetings be posted on the district website, but only notices of *regular* meetings must remain posted until the *regular* meeting is concluded. As this is an obvious oversight, it is wise to leave the notice of every meeting on the website until after the meeting occurred. The agenda must remain on the district website until the *regular* meeting is concluded (*Id.*).



## School Board

### School Board Meeting Procedure <sup>1</sup>

#### Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content. <sup>2</sup> 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 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. <sup>3</sup>

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. <sup>4</sup> Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting. <sup>5</sup> District residents may suggest inclusions for the agenda. <sup>6</sup> The Board will take final action only on items contained in the posted agenda; items not specifically on the agenda may still be discussed during the meeting; no action will be taken on such items.

Insert A

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. <sup>7</sup> The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

A ; such items must be approved for inclusion by the Board President.

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

<sup>1</sup> State law requires boards to have a policy concerning: (1) the public's right to record meetings (5 ILCS 120/2.05), and (2) if applicable, attendance by video or audio means (5 ILCS 120/7). Boards are not mandated to have a policy on the remaining topics covered in this policy. The following items are matters of local discretion: agenda preparation and contents, process for board members to have items placed on agenda, receipt and handling of residents' requests for agenda inclusions, and order of business.

<sup>2</sup> Appropriate agenda content includes: establishing board processes, clarifying the district's purpose, delegating authority, defining operating limits, monitoring district progress, and taking legally required board action. See *IASB Foundational Principles of Effective Governance*.

<sup>3</sup> To comply with the Open Meetings Act's mandate that minutes contain a "summary of discussion on all matters proposed, deliberated, or decided," a board should include a list of consent items in the agenda.

<sup>4</sup> 5 ILCS 120/2.02(c), amended by P.A. 97-827 (eff. 1-1-2013). The Ill. Appellate Court held that the Open Meetings Act prohibits a board from voting on a matter at a regular meeting that is not on the pre-meeting published agenda (Rice v. Board of Trustees of Adams County, 762 N.E.2d 1205 (Ill.App.4, 2002)).

<sup>5</sup> An alternative follows:

Any Board member may submit suggested agenda items to the Board President for his or her consideration.

<sup>6</sup> See policy 2:230, *Public Participation at School Board Meetings and Petitions to the Board*. In districts governed by a board of school directors, an appointed board official must give a person requesting consideration of a matter by the board a formal written response no later than 60 days after receiving the request. The response must establish a meeting before the board or list the reasons for denying the request (105 ILCS 5/10-6).

Options follow to restrict the addition of new agenda items; the phrases between [ ] may be used together, separately, or eliminated.

Discussion items may be added to the agenda [at the beginning of a regular meeting] [upon unanimous approval of those Board members present].

<sup>7</sup> State law does not require this, except that 105 ILCS 5/10-16 requires members to receive a written notice of a special meeting that includes the meeting's purpose.

The Board President shall determine the order of business at regular Board 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, with a quorum being present, a majority of the votes cast shall determine its outcome. <sup>8</sup> 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 is rotated. <sup>9</sup>

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

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<sup>8</sup> In most situations, the failure of a member to vote has the effect of acquiescence or concurrence with the majority of votes cast. Prosser v. Village of Fox Lake, 438 N.E.2d 134 (1982); People v. Bertrand, 2012 IL App (1st) 111419 (9-28-2012). For example, a motion passes with a vote of 2 *yeas*, 1 *nay*, and 4 *abstentions*. A motion fails with a vote of 2 *yeas*, 3 *nays*, and 2 *abstentions*. A motion fails with a vote of 3 *yeas*, 3 *nays*, and one *abstain* because there is no majority. Exceptions include when a statute requires the *affirmative vote* of a majority or extra. Statutory exceptions include the following board actions:

1. ~~To dismiss~~ Dismissing a teacher for any reason other than reduction of staff or elimination of that position ~~must be approved~~ requires approval by the majority of all members (105 ILCS 5/24-12).
2. ~~To direct~~ Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members (105 ILCS 5/5-22).
3. ~~To make~~ Making or ~~renew~~ renewing a lease of school property to another school district or municipality or body politic and corporate for a term longer than 10 years, or to alter the terms of such a lease whose unexpired term exceeds 10 years, ~~must be approved~~ requires approval by at least 2/3 of the board's full membership (105 ILCS 5/10-22.11).
4. ~~To lease~~ Leasing any building, rooms, grounds, and appurtenances to be used by the district for school or administration purposes for a term longer than 10 years, or to alter the terms of such a lease whose unexpired term exceeds 10 years, ~~must be approved~~ requires approval by at least 2/3 of the board's full membership (105 ILCS 5/10-22.12).
5. ~~To obtain~~ Obtaining personal property by lease or installment contract ~~must be approved~~ requires approval by an affirmative vote of at least 2/3 of the board members. *Personal property* includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers (105 ILCS 5/10-22.25a).
6. ~~To adopt~~ Adopting a supplemental budget after a successful referendum ~~must be approved~~ requires approval by a majority of the full board (105 ILCS 5/17-3.2).
7. ~~To petition~~ Petitioning the circuit court for an emergency election ~~must be approved~~ requires approval by a majority of the members (10 ILCS 5/2A-1.4).
8. ~~To expend~~ Expending funds in emergency situation in the absence of required bidding ~~when such emergency expenditure is approved~~ requires approval by at least 3/4 of the board (105 ILCS 5/10-20.21).
9. ~~To exchange~~ Exchanging school building sites ~~must be approved~~ requires approval by at least a 2/3 majority of the board (105 ILCS 5/5-23).
10. ~~To waive~~ Waiving the administrative cost cap ~~must be approved~~ requires approval by an affirmative vote of at least 2/3 of the board (105 ILCS 5/17-1.5).
- 10-11. Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority of the board (105 ILCS 5/9-1.5, added by P.A. 97-81).

<sup>9</sup> Voting sequence is at the board's discretion. A board may indicate how frequently it changes the voting sequence by adding *after each vote*, *monthly*, or *annually* to the end of the sentence. All board members, including officers, may make motions and vote.



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. 10 **Insert B**

### Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. 11 The minutes include: 12

1. The meeting's date, time, and place;
2. Board 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, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; 13 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 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. 14

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all 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. 15 The Board may meet in a prior

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10 This paragraph's first sentence contains the requirements in 105 ILCS 5/10-7. The second sentence is optional and may be deleted or amended. Other optional provisions include:

- B**
- Option 1: Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.
  - Option 2: Any Board member may request that his or her vote be changed before the President announces the result.

11 105 ILCS 5/10-7 and 5 ILCS 120/2.06. The minutes are the only record showing that the board took official action, including necessary prerequisites to make such action legally sufficient. A non-member recording secretary or clerk may be given these responsibilities (105 ILCS 5/10-14).

12 All items listed are required to be recorded in minutes **except** items 7-9; other items may be included at the board's discretion (5 ILCS 120/2.06 and 120/2a; 105 ILCS 5/10-7).

13 The intent behind this optional item is to give an individual member a means of recording his or her support or opposition to a motion that was taken by oral vote; it will record that the individual took an alternative position to that of the majority without having the minutes recite unnecessary detail.

14 Required by 5 ILCS 120/2.06(b).

15 Required by 5 ILCS 120/2.06(c). While board notes from closed sessions may be confidential under the Freedom of Information Act, they may be discoverable by the opposing party in a lawsuit. Bobkoski v. Cary School Dist., 26, 141 F.R.D. 88 (N.D. Ill., 1992).

The failure to strictly comply with the semi-annual review does not cause the written minutes or related verbatim record to become public, provided that the board, within 60 days of discovering its failure to strictly comply, reviews the closed session minutes and reports the result of that review in open session (5 ILCS 120/2.06).

closed session to review the minutes from closed meetings that are currently unavailable for public release. <sup>16</sup>

~~Maine Township School~~ ~~Maine Township School~~  
The Board's meeting minutes must be submitted to the ~~Board~~ Treasurer at such times as the Treasurer may ~~require~~. <sup>17</sup> request.

~~Superintendent~~  
The official minutes are in the custody of the ~~Board Secretary~~. <sup>18</sup> Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; <sup>19</sup> they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member. Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection. The minutes shall not be removed from the Superintendent's office 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. <sup>20</sup>

#### Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. <sup>21</sup> 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 all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained ~~close to the Board's regular meeting location~~ <sup>22</sup> within the School District 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. <sup>23</sup>

Individual Board members may listen to verbatim recordings when that action is germane to their responsibilities. 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. <sup>24</sup>

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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.

<sup>16</sup> 5 ILCS 120/2 allows boards to discuss the confidentiality needs of closed meeting minutes in closed meetings.

<sup>17</sup> Required by 105 ILCS 5/10-7.

<sup>18</sup> Optional provision: "A copy of the minutes is kept in a secure location appropriate for valuables."

<sup>19</sup> Required by 5 ILCS 120/2.06.

<sup>20</sup> Posting on the website is required *only if* the district has a website that is maintained by a full-time staff member; if not, this sentence may be omitted (5 ILCS 120/2.06(b)).

<sup>21</sup> Boards must keep a verbatim record of their closed meetings in the form of an audio or video recording (5 ILCS 120/2.06). This sample policy uses audio recording only; a board that uses a video recording should amend this policy.

The interests of continuity, efficiency, and ease of holding someone accountable suggest that the superintendent be made responsible for making and storing the verbatim recordings. If the superintendent is not present, e.g., during discussions concerning the superintendent's contract, the tasks should be given to a board member.

<sup>22</sup> Alternatively, use: "is maintained within the District's main office."

<sup>23</sup> This paragraph paraphrases 5 ILCS 120/2.06(c). No notification to, or the approval of, a records commission or the State Archivist is needed if a recording is destroyed under the conditions listed.

<sup>24</sup> This sentence is optional. Intra-board conflicts may escalate if the recording is used to confirm or dispute who-said-what.

## Quorum and Participation by Audio or Video Means 25

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board 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~~ <sup>Board</sup> secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The ~~recording~~ <sup>Board</sup> 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. 26 <sup>most recent edition</sup>

## Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. 27 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 movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

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.: 2:200 (Types of School Board Meetings), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

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

**25** 5 ILCS 120/2.01 and 120/7. See also 105 ILCS 5/10-6 and 5/10-12. In order to allow attendance by video or audio means, a board must adopt a policy conforming to the restrictions in the Open Meetings Act. The statute requires the board member who wishes to attend remotely to notify the "recording secretary or clerk of the public body." The policy includes the superintendent as a possible person to receive the notice. Everything in this section is required aside from provisions on the length of notification that is given the secretary and the process for accommodating the request. Alternatively, a board may: (1) prohibit members from participating by video or audio means by omitting this section, (2) add other requirements, or (3) alter the 24 hour notification. Note that the statute does not contemplate someone either *approving* or *denying* a request, only that the request be accommodated if the notification is provided.

**26** Boards are not required to follow any particular rules of order. Rules, however, must be in writing and available for public inspection, in order to have any legal effect (105 ILCS 5/10-20.5).

**27** The public's right to record meetings must be addressed in board policy (5 ILCS 120/2.05). However, a provision requiring advance notice to record a meeting is invalid (Public Access Opinion 12-10).

## General Personnel

### Hiring Process and Criteria 1

**Insert A** ~~The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.~~ <sup>2</sup> The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. <sup>3</sup> If the Superintendent's recommendation is rejected, the

**Insert B** Superintendent must submit another. <sup>4</sup> No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code. <sup>5</sup>

All applicants must complete a District application in order to be considered for employment. <sup>6</sup>

### Job Descriptions

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict. <sup>7</sup>

**A** ~~The District will hire the most qualified personnel consistent with staffing requirements and budget limitations as directed by the School Board. All hiring decisions will comply with School Board policy on equal employment opportunity and minority recruitment.~~

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

<sup>1</sup> 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.

<sup>2</sup> See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a male or female job (29 C.F.R. §1604.5, 34 C.F.R. §106.55).

<sup>3</sup> Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees," 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:

All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.

Subject to an applicable collective bargaining agreement in effect on June 13, 2011, a board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience (105 ILCS 5/24-1.5, amended by P.A. 97-8). The statute does not define "new or vacant teaching positions." This new requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force). Consult the board attorney about how this section of P.A. 97-8 applies to the district's circumstances.

<sup>4</sup> An additional optional sentence follows:

The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

<sup>5</sup> 105 ILCS 5/10-21.9(c), amended by P.A. 97-607.

<sup>6</sup> Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor (105 ILCS 5/22-6.5). District employment applications must contain a statement to this effect (Id.).

Each employment application for a certificated position must state the following (Id.):

Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.

<sup>7</sup> Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes (105 ILCS 5/24-12(b), amended by P.A. 97-8). However, any collective bargaining agreements in effect on June 13, 2011 supersede this law until June 30, 2013 (Id.) A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities in light of P.A. 97-8.



## Investigations

## Registry

Illinois

The  
Superintendent  
will

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. 8 The Superintendent or designee shall notify an applicant if the applicant is identified in either database. 9 The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database. 10

Board  
President

Intermediate  
Service  
Center

~~The Superintendent or designee shall ensure that an applicant's credit history or report from a consumer reporting agency is used only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.~~

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law. 11

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section

A job description is evidence of a position's *essential functions* (29 C.F.R. §1630.2(n)). The Americans with Disabilities Act protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job (42 U.S.C. §12101, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325). Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities (29 C.F.R. §1630.2(m)). For a particular function to be essential: (1) the employer must actually require employees in the position to perform it, and (2) the position would be *fundamentally altered* if the function were removed (*Id.*). Whether a particular function is essential is a factual determination.

**Important:** The ADAAA makes significant changes to the ADA's definition of disability that broadens the scope of coverage and overturns a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a disability. The final regulations were by a bipartisan vote and approved on March 25, 2011. There is information about the regulations and a link to them at: [www.eeoc.gov/laws/regulations/adaaa\\_fact\\_sheet.cfm](http://www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm). Consult the board attorney regarding how these amendments impact the district's hiring processes.

8 The policy's requirements on criminal records checks are mandated by 105 ILCS 5/10-21.9, amended by P.A.s 96-1452, 96-1489, and 97-607. See administrative procedure 5:30-AP2, *Investigations*, for the process and positions requiring criminal background investigation. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor). The Statewide Murderer and Violent Offender Against Youth Database is available at: [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

9 *Id.*

10 105 ILCS 5/10-21.9(b). The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors (105 ILCS 5/10-21.9, amended by P.A. 97-248). Many districts delegate this task in the hiring process to a human resources department.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." The Regional Office of Education for Suburban Cook County was abolished and its duties and powers transpired to the intermediate service center for the area by P.A. 96-893.

11 Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.* Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program (820 ILCS 55/). This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See fn #2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following: 12

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position. 13
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act. 14
3. The District does not request of an applicant or employee access in any manner to his or her social networking website, including a request for passwords to such sites. 15
4. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

### Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. 16 All physical fitness examinations and tests for

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12 As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: "The Superintendent shall ensure that the District does not engage ..."

13 Employee Credit Privacy Act, 820 ILCS 70/. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an established bona fide occupational requirement of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

14 Right to Privacy in the Workplace Act, 820 ILCS 55/10(a).

15 Id., 820 ILCS 55/10(b), added by P.A. 97-875 and known as the Facebook Password Law (effective 1-1-2013). There are no exceptions to the rule stated in the policy. 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 (district's) electronic equipment and electronic mail. The statute also states that it does not prohibit an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. 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. Consult the board attorney about these issues.

16 Pre-employment medical inquiries must be limited to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden (American with Disabilities Act [ADA], 42 U.S.C. §12112(d)(2), as amended by the ADAAA, Pub. L. 110-325); see also f/n #7 for an explanation regarding the ADAAA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer. Boards must require new employees to furnish evidence of a physical examination and a tuberculin skin test and, if appropriate, an X-ray (105 ILCS 5/24-5).

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the Board.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. 17 The ~~Board~~ **District** will pay the expenses of any such examination.

#### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position.

- LEGAL REF.: [105 ILCS 5/10-21.9.](#)  
[Employee Credit Privacy Act, 820 ILCS 70/.](#)  
[Right to Privacy in the Workplace Act, 820 ILCS 55/.](#)  
Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.  
820 ILCS 55/ and 70/.  
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).  
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).  
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).
- CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:[125 \(Personal Technology and Social Media; Usage and Conduct\)](#), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

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17 The State law (105 ILCS 5/24-5) allowing boards to require physicals of current employees "from time to time," has been superseded by federal law (ADA, 42 U.S.C. §12112(d)(4), as amended by the ADAAA, Pub. L. 110-325). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program (Id.). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level (42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r). See *f/n #7* for an explanation regarding the ADAAA.

See the *f/n #16* for a discussion of examinations by spiritual leaders/practitioners.

## Professional Personnel

### Student Teachers <sup>1</sup>

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. Prior to a student teacher beginning any field experiences in the District, the Superintendent or designee shall coordinate with each student teacher's higher education institution a fingerprint-based will ensure that the District performs a complete criminal history records check and pursuant to 105 ILCS 5/10-21.9; i.e. background check or background investigation.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 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 Statewide Illinois Sex Offender Database and Statewide 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 Database prior to any participation in field experiences in a school Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, amended by 97-154).

Insert e Each student teacher must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees), and the Superintendent or designee will provide each student teacher with a copy of his or her report. <sup>2</sup>

A If not completed by the cooperating university,

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

<sup>1</sup> 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 current Professional Agreement between the Classroom Teachers' Association and the Board of Education."

<sup>2</sup> 105 ILCS 5/10-21.9(g), amended by P.A. 96-1452, s. 97-154, and 97-607, requires a person student teacher to authorize undergo a fingerprint-based State and national criminal history records check and checks of the Statewide Sex Offender Database Registry and Statewide Murderer and Violent Offender Against Youth Database Registry prior to participating in any field experiences in the school. The statutory phrase "...prior to participating in any field experiences" involves student teaching only. For information about criminal history records checks for students doing field or clinical experience other than student teaching, see the subhead Students Doing Field or Clinical Experience other than Student Teaching in 4:170-AP2, Criminal Offender Notification Laws.

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 (CHRI) Checks for Certified and Non-certified School Personnel, available at: [www.isbe.net/pdf/guidance\\_chr.pdf](http://www.isbe.net/pdf/guidance_chr.pdf).



### 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 Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision. <sup>3</sup>

both

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.  
Uniform Conviction Information Act, 20 ILCS 2635/1.  
105 ILCS 5/21-14(e)(3)(E)(viii) and 5/10-22.34.  
23 Ill.Admin.Code § 25.875.

CROSS REF.: 5:190 (Teacher Qualifications)

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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.

<sup>3</sup> 105 ILCS 5/21-14(e)(3)(E)(viii); 23 Ill.Admin.Code § 25.875.

## Instruction

### Field Trips <sup>1</sup>

Field trips are permissible when the experiences <sup>enhance or support</sup> ~~are a part of the~~ school curriculum and/or contribute to the District's educational objectives. <sup>2</sup> ~~Insert A~~

~~and recreational class trips,~~ <sup>←</sup> All field trips must have the Superintendent or designee's prior approval, ~~except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board.~~ <sup>3</sup> The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: <sup>4</sup> educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs. <sup>5</sup>

~~Insert B~~ Parents/guardians of students ~~(1) shall be given the opportunity to consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for free or reduced school lunches. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.~~

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them. <sup>6</sup>

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 7:270 (Administering Medicines to Students)

~~B~~ No student shall participate in a field trip or recreational field trip in the absence of reasonably informed consent provided by the student's parent/guardian.

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

<sup>1</sup> This is an optional policy. The following is an optional section for including class trips; add to the bottom of the policy and add "and Recreational Class Trips" to the policy's title.

#### Recreational Class Trips

<sup>A</sup> Recreational class trips are permissible provided they do not interfere with the District's educational program. The provisions in this policy concerning field trips, except those regarding educational value, are also applicable to recreational class trips.

<sup>2</sup> As an alternative, substitute the verb "encouraged" for "permissible." State law also permits educational tours as a course supplement but does not authorize the use of school funds for such tours (105 ILCS 5/10-22.29b).

<sup>3</sup> According to 105 ILCS 5/29-3.1, "[t]he school board may provide transportation for pupils on bona fide field trips in Illinois or adjacent states." The superintendent or designee is delegated the responsibility to approve field trips after considering the factors in the policy.

105 ILCS 5/29-6.3 allows districts to transport students in vans for school sponsored activities "provided that the van is operated by or for the district under a rental or for hire arrangement entered into by the district."

<sup>4</sup> These are at the local board's discretion.

<sup>5</sup> Transportation fees are permitted by 105 ILCS 5/29-3.1.

<sup>6</sup> This paragraph is optional. It seeks to distinguish privately arranged trips from those that are controlled and sponsored by the district and provides a disclaimer.

## Instruction

### Curriculum Content <sup>1</sup>

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics,<sup>2</sup> (f) social studies, (g) art, (h) music,<sup>3</sup> and (i) drug and substance abuse prevention. <sup>4</sup> 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. <sup>5</sup>
- 2: ~~In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics,<sup>6</sup> (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education.<sup>7</sup>~~

~~Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in~~

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

<sup>1</sup> Districts must have a policy on physical education (23 Ill.Admin.Code §1.420(p)). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content.

<sup>2</sup> 105 ILCS 5/2-3.156, added by P.A. 97-704, eff. 1-1-2013, requires ISBE to coordinate, adapt and develop middle and high school math curriculum models. There is no consistent definition for middle school or high school in either State or federal law. Districts are not required to use ISBE's models and may develop their own mathematics curricula.

The purpose of the math curriculum models will be to aid school districts and teachers in implementing the Common Core Standards. The ISBE has adopted new Math and English Language Arts (ELA) standards for K-12 education referred to as the "New Ill. State Learning Standards Incorporating the Common Core." The goal of incorporating the Common Core Standards into the State Goals for Learning is to better prepare Ill. students for success in college and the workforce in a competitive global economy. [www.isbe.net/common\\_core/default.htm](http://www.isbe.net/common_core/default.htm).

The terms Common Core Standards and the "New Ill. State Learning Standards Incorporating the Common Core" are synonymous. Referencing the Ill. Learning Standards includes them both. That is because they are incorporated by reference into ISBE's rules and State Goals for Learning. A district that wants to include the term Common Core Standards in its policy may do so; however, districts should understand that referring to the Common Core Standards only will cover only math and ELA learning standards and goals and not any other subject areas that the Ill. Learning Standards cover. The best practice is to continue using Ill. Learning Standards, which includes the Common Core Standards.

<sup>3</sup> 23 Ill.Admin.Code §1.430.

<sup>4</sup> 105 ILCS 5/27-13.2.

<sup>5</sup> 105 ILCS 5/10-20.53, added by P.A. 97-88.

<sup>6</sup> 105 ILCS 5/2-3.156, added by P.A. 97-704, eff. 1-1-2013. See f/n #2.

<sup>7</sup> 23 Ill.Admin.Code §1.440, 105 ILCS 5/27-22 and 5/27-23. The General Assembly encouraged school boards to implement American sign language courses into the school foreign language curriculum (105 ILCS 5/10-20.46, added by P.A. 96-843). Senate Joint Resolution 68, 96<sup>th</sup> General Assembly, encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums.

School districts may contract with a commercial driver training school (CDTS) for driver education by obtaining a waiver or modification of the administrative rules and regulations promulgated by the ISBE or a modification of School Code mandates (105 ILCS 5/2-3.25g, amended by P.A. 97-1025, eff. 1-1-13). See 2:20-E, Waiver and Modification Request Resource Guide. To qualify to contract with a school district, a CDTS must (a) hold a valid license issued by the Ill. Sec. of State, and (b) provide instructors who hold a valid Ill. teaching certificate or license (Id.). A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors (Id.). The list must include the name, personal ISBE identification number, birth dates and driver's license number of each instructor who will teach driver education (Id.).

~~the student's best interest. 8 The course shall include classroom instruction on distracted driving as a major traffic safety issue. 9 Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. 10 The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration. 11~~

3. In grades 7 ~~through 12~~, as well as in interscholastic athletic programs, steroid abuse prevention must be taught. 12
4. In kindergarten through grade 12, ~~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. 13
5. ~~In grades kindergarten through 12, 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. 14

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8 105 ILCS 5/27-23 and 5/27-24.2.

9 105 ILCS 5/27-24.2.

10 105 ILCS 5/27-17.

11 The Ill. Vehicle Code, 625 ILCS 5/6-408.5, contains these requirements; they are paraphrased below and may be added to the policy or otherwise disseminated.

Before a certificate of completion will be requested from the Secretary of State, a student must receive a passing grade in at least 8 courses during the 2 semesters last ending before requesting the certificate. A certificate of completion will not be requested for any person less than 18 years of age who has dropped out of school unless the individual provides:

1. Written verification of his or her enrollment in a GED or alternative education program or a GED certificate;
2. Written verification that before dropping out, the individual had received passing grades in at least 8 courses during the 2 previous semesters last ending before requesting a certificate;
3. Written consent from the individual's parent/guardian and the Regional Superintendent; or
4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

12 105 ILCS 5/27-23.3.

13 105 ILCS 5/27-23.4, amended by P.A. 97-87.

14 47 C.F.R. § 54.520(c)(1)(i) and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors (47 C.F.R. §54.520(c)(1)(i)). This federal law defines *minors* as any individual who has not attained the age of 17 years (47 C.F.R. §54.520(a)(4)).

105 ILCS 5/27-13.3 requires a unit on Internet safety for students in grades 3 or above. It recommends 7 topics for the unit on Internet safety and required ISBE to "make available resource materials for educating children regarding child online safety." It also invites schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

For boards that do not receive E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence: "In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee."



6. 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. <sup>15</sup> *Insert A*
7. 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. <sup>16</sup>
8. 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 course. For exemptions and substitutions, see policies ~~6:310, Credit for Alternative Courses and Programs, and Course Substitution,~~ and 7:260, *Exemption from Physical Activity*. <sup>17</sup>
9. 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, and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law. <sup>18</sup>
- ~~10. 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, and (e) if possible, a student work program that provides the student with work experience as~~

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<sup>15</sup> 105 ILCS 5/27-12. The Ill. General Assembly invited boards to "make suitable provisions for instruction in bullying prevention and gang resistance education and training in all grades and include such instruction in the courses of study regularly taught therein," 105 ILCS 5/27-23.7(c). A board that shares this concern may add the following option: *In A addition, in all grades, bullying prevention and gang resistance education and training must be taught.*

<sup>16</sup> 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

Note that the Illinois statute does not require every student to recite the Pledge – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the Pledge, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the Pledge. West Virginia State Board of Education v. Barnett, 319 U.S. 624 (1943); Sherman v. Community Consolidated School Dist. 21 of Wheeling Township, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the Pledge, such as, "You may now stand to recite the Pledge." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

<sup>17</sup> 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law.

105 ILCS 5/27-6 describes when students may be excused from daily P.E. See also 23 Ill.Admin.Code §1.420(p). 105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

105 ILCS 5/27-6 contains an exception to the daily P.E. requirement for schools engaged in block scheduling; if this is applicable, substitute this sentence for the last sentence in this paragraph:

Unless otherwise exempted, all students are required to engage daily during the school day, except on block scheduled days for those schools in block scheduling, in a physical education course.

<sup>18</sup> 105 ILCS 5/27-13.2 and 110/3; 23 Ill.Admin.Code §1.420(n). Health education program content is described in administrative procedure 6:60-AP, *Comprehensive Health Education Program*; this administrative procedure requires the development of a family life and sex education program. The State Police and ISBE must develop instruction on child abduction prevention (20 ILCS 2605/2605-480).

~~an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. 19~~

- ~~11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system. 20~~ *but not limited to*
12. 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. 21
13. 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. 22~~
- 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. 23
14. 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. 24
15. In ~~all~~ <sup>all</sup> 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. 25
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women. 26

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19 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/ for the Vocational Education Act.

20 105 ILCS 5/27-12.1, amended by P.A. 96-1064; 23 Ill.Admin.Code §1.420(k).

21 105 ILCS 5/27-13.1 and 23 Ill.Admin.Code §1.420(l).

22 105 ILCS 5/27-21, amended by P.A. 96-629, and 23 Ill.Admin.Code §1.420(r).

23 Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: "[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year ... "

24 105 ILCS 5/27-3.5, added by P.A. 96-99. The Congressional Medal of Honor film is available on ISBE's website for no cost at [www.isbe.net/curriculum/html/medal\\_of\\_honor.htm](http://www.isbe.net/curriculum/html/medal_of_honor.htm).

25 105 ILCS 5/27-20.3 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

26 105 ILCS 5/27-20.5 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

17. 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. 27

~~18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80. 28-~~

19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. 29

LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23, ~~5/27-23.3~~, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-24.2, 435/, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.  
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.  
Protecting Children in the 21<sup>st</sup> Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).  
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), 7:190 (Student Discipline); 7:260 (Exemption from Physical Activity)

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27 105 ILCS 527-20.4 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

28 105 ILCS 5/2-3.80(e) or (f).

29 105 ILCS 5/27-23.8, ~~added by P.A. 96-191~~. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.



## Instruction

### Student Social and Emotional Development 1

~~Student s~~ Social and emotional ~~development learning (SEL)~~ is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions. 2

The Superintendent shall ~~be incorporated in~~ incorporate SEL into the District's curriculum and other educational programs ~~and shall be consistent with the social and emotional development standards to be contained in the District's mission and the goals and benchmarks of the Ill.inois Learning Standards.~~ 3 The ~~objectives Ill. Learning Standards include three goals for addressing the needs of~~ students ~~for:~~ 4

1. ~~Develop self-awareness and self-management skills to achieve school and life success.~~
2. ~~Use social and emotional development through the-~~ awareness and interpersonal skills to establish and maintain positive relationships.
3. ~~Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.~~

The incorporation of SEL objectives into the District's curriculum and other educational programs ~~are~~ may include but is not limited to: 5

1. ~~Classroom and school-wide programming to F~~oster a safe, supportive learning environment where students feel respected and valued. ~~This may include incorporating scientifically based,~~

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1 State law requires this subject matter be covered by policy; it required districts to submit it to ISBE by 8/31/04.

2 See the definition on the Ill. Children's Mental Health Partnership website:  
[www.icmhp.org/initiatives/SocialandEmotionalStandards.htm](http://www.icmhp.org/initiatives/SocialandEmotionalStandards.htm)

3 Required by the Children's Mental Health Act of 2003, 405 ILCS 49/1 ~~et seq.~~, ISBE incorporated social and emotional development standards into the Ill ~~inois~~ Learning Standards. ~~For more information see~~  
[www.isbe.net/ils/social\\_emotional/standards.htm](http://www.isbe.net/ils/social_emotional/standards.htm)

105 ILCS 5/2-3.142, ~~added by P.A. 95-558~~, created the Ensuring Success in School Task Force. Supervised by ISBE, this task force ~~will developed~~ policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal is to encourage these students to stay in school, stay safe while in school, and successfully complete their education. School boards and superintendents may want to create their own study group to prepare for implementing of the task force's policies, procedures, and protocols. A report of the task force's findings ~~is due was made~~ to the General Assembly ~~on or~~ before January 1, 2009 and is available here:

<http://karenyarbrough.com/2010/News&Events/FinalESSAExecutiveSummary.pdf>.

4 The goals, along with their benchmarks, descriptors and indicators are available at:  
[www.isbe.net/ils/social\\_emotional/pdf/SEL\\_goal1.pdf](http://www.isbe.net/ils/social_emotional/pdf/SEL_goal1.pdf)

The specific listing of indicators is listed at: [www.isbe.net/learningsupports/html/conditions.htm](http://www.isbe.net/learningsupports/html/conditions.htm). The Ill. Children's Mental Health Partnership provides a more visual listing of the SEL Learning Standards in its links to Goals 31, 32 & 33 at:  
[www.icmhp.org/initiatives/SocialandEmotionalStandards.htm](http://www.icmhp.org/initiatives/SocialandEmotionalStandards.htm)

5 The objectives are a matter of local school board discretion. ~~A board may replace the sample objectives with its own local objectives. This sample policy lists the suggested core components of a comprehensive social and emotional development policy, available on ISBE's website at: www.isbe.net/spec-ed/pdfs/cmh\_core\_components.pdf.~~

age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.

2. ~~Partner~~Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it. 6
3. Parent/Guardian and family ~~and~~ involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it. 7
4. eCommunity partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. ~~Teach social and emotional skills~~Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning. 8
6. Treatment to prevent or minimize mental health ~~problems~~ conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance. 9

including

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6 SEL trainers for each region in Ill. are listed here: [www.icmhp.org/initiatives/SELTrainingandSupport.htm](http://www.icmhp.org/initiatives/SELTrainingandSupport.htm).

7 The Ill. Children's Mental Health Partnership provides SEL Parent Newsletters at: [www.icmhp.org/initiatives/SELresources.html](http://www.icmhp.org/initiatives/SELresources.html).

8 The Ill. Children's Mental Health Partnership provides information about Early Childhood Mental Health Consultation at: [www.icmhp.org/initiatives/earlychildconsult.html](http://www.icmhp.org/initiatives/earlychildconsult.html).

9 For information on this objective, see ISBE's Comprehensive System of Learning Supports at: [www.isbe.net/learningsupports/](http://www.isbe.net/learningsupports/).

Information about school climate is available from ISBE at: [www.isbe.net/learningsupports/climate/default.htm](http://www.isbe.net/learningsupports/climate/default.htm).

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/~~1-et seq.~~

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

## **Instruction**

### **Community Resource Persons and Volunteers**

The Board of Education encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For ~~supervising~~ **assisting (non-supervising)** study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
5. As ~~supervisors~~, chaperones, or sponsors for non-academic school activities.

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b. 730 ILCS 152/101 et seq. and 154/75-105.

CROSS REF.: 4:170 (Safety), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), and 8:95 (Parental Involvement)

ADOPTED: October 27, 1997  
REVISED: August 24, 1998  
REVISED: December 13, 1999  
REVISED: May 8, 2000  
REVISED: November 24, 2003  
REVISED: April 23, 2007

REVISED: August 22, 2011

Approval of Hourly Staff Salaries: Lunchroom Supervisors, Before School Supervisors, and Jefferson Day Care Workers (exception PRTAA members) Effective July 1, 2013

ACTION ITEM 13-08-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the salary increases for Lunchroom Supervisors, Before School Supervisors, and Jefferson Day Care Workers (exception PRTAA members) effective July 1, 2013.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:



To: Board of Education

From: Joel T. Martin

Date: July 8, 2013

Re: Wage Increase Recommendation for Before School, Lunchroom, and Jefferson  
Extended Day Care Supervisors

The administration is recommending a 1.6% hourly wage pay increase (January C.P.I.) for the Before School, Lunchroom, and Jefferson Extended Day Care Supervisors for the 2013 – 2014 school year. Other at-will full-time employees with greater job responsibilities in the District received a 2% raise as approved by the Board of Education at the June 24, 2013, meeting. The 1.6% hourly pay increase recognizes that supervising students is an important job. Going forward we propose that raises for the Before School, Lunchroom, and Jefferson Extended Day Care Supervisors be reflective of the January Consumer Price Index (All Consumer Index) with a floor of 0% and a ceiling of 2%.

Additionally, the administration is recommending a ceiling on the hourly wages for the employees within each group as follows:

**Before School Supervisor:**

Start – \$12.00      Ceiling - \$18.65

**Head Lunchroom Supervisor:**

Ceiling - \$21.60

**Assistant Head Lunchroom Supervisor:**

Ceiling - \$21.60

**Lunchroom Supervisors:**

Start - \$12.00      Ceiling - \$18.65

**Jefferson Extended Day Care Supervisors:**

Start - \$12.00      Ceiling - \$18.65

The starting wages are reflective of the current starting salary for the positions. The ceilings reflect the highest pay rate of employees in these positions for the 2012 – 2013 school year. Employees who are at the ceiling in their current position would not receive a pay raise for the 2013 – 2014 school year.

# Consumer Price Index - All Urban Consumers 12-Month Percent Change

Series Id: CUUR0000SA0

Not Seasonally Adjusted

Area: U.S. city average

Item: All items

Base Period: 1982-84=100

Years: 2003 to 2013

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
2003	2.6	3.0	3.0	2.2	2.1	2.1	2.1	2.2	2.3	2.0	1.8	1.9
2004	1.9	1.7	1.7	2.3	3.1	3.3	3.0	2.7	2.5	3.2	3.5	3.3
2005	3.0	3.0	3.1	3.5	2.8	2.5	3.2	3.6	4.7	4.3	3.5	3.4
2006	4.0	3.6	3.4	3.5	4.2	4.3	4.1	3.8	2.1	1.3	2.0	2.5
2007	2.1	2.4	2.8	2.6	2.7	2.7	2.4	2.0	2.8	3.5	4.3	4.1
2008	4.3	4.0	4.0	3.9	4.2	5.0	5.6	5.4	4.9	3.7	1.1	0.1
2009	0.0	0.2	-0.4	-0.7	-1.3	-1.4	-2.1	-1.5	-1.3	-0.2	1.8	2.7
2010	2.6	2.1	2.3	2.2	2.0	1.1	1.2	1.1	1.1	1.2	1.1	1.5
2011	1.6	2.1	2.7	3.2	3.6	3.6	3.6	3.8	3.9	3.5	3.4	3.0
2012	2.9	2.9	2.7	2.3	1.7	1.7	1.4	1.7	2.0	2.2	1.8	1.7
2013	1.6	2.0	1.5	1.1	1.4							

### Job Description- Head Lunch Supervisor

#### **1. Local School Supervision**

- a. Coordinate activities for lunch
- b. Manage all disciplinary measures (Appendix A)
- c. Follow all proper medical procedures as outlined by the school nurse (Appendix B)
- d. Supervise the written accident reports
- e. Phone parents or guardians as needed
- f. Document all calls in the telephone log
- g. Review rules and consequences with supervisors on a regular basis
- h. Responsible for keeping milk records
- i. Responsible for the milk cooler

#### **2. Student Attendance**

- a. Supervise attendance records for the lunch program
- b. Supervise attendance roster
  - i. Refer to daily attendance of students from office
  - ii. Be aware of any students with allergies and specific needs

#### **3. Building Supervision**

- a. Maintain equipment for lunch program
- b. Maintain cleaning supplies, games and equipment
- c. Ensure security is maintained for the lunch and playground area

#### **4. Supervision of Personnel**

- a. Responsible for the training of all new lunch program supervisors
- b. Arrange work schedule for lunch program supervisors
- c. Take attendance at all required meetings
- d. Supervise set-up and clean-up at lunch
- e. Supervise timesheets and deliver bi-weekly to school principal
- f. Evaluate lunch program supervisors
- g. Responsible for being familiar with the Lunch Program Handbook
- h. Collaborate with other school's head supervisors

### Job Description – Assistant Head Lunch Supervisor

#### 1. Supervision

- a. Share supervision with Head Supervisor and assist with daily responsibilities as directed by Head Supervisor
- b. Acts with the authority of Head Supervisor
- c. Assumes post of the Head Supervisor in the absence of Head Supervisor

#### 2. Recordkeeping

- a. Assists Head Supervisor with recordkeeping
- b. Assists the Head Supervisor with daily attendance of students

## Job Description – Lunch Supervisor

1. **Employee Time Sheet**
  - a. Daily sign-in and sign-out on timesheet
2. **Check with Head Supervisor about assignment for the day**
3. **Student Attendance Records**
  - a. Check attendance for grades that will go outside to play and when returning back into building
  - b. Check attendance for grades that eat lunch first
4. **Supervise the Student Lunch Period**
  - a. Cans or glass bottles are prohibited
  - b. Throwing of food is prohibited
  - c. Sharing of food is prohibited
  - d. Supervise the disposal of garbage and clean area
  - e. Clean tables
5. **Indoor and Outdoor Supervision of Students**
  - a. All supervisors will rotate indoor and outdoor assignments
  - b. Supervise children on school grounds
  - c. Supervise proper use of equipment
  - d. Monitor the collection of play equipment at the end of the lunch period
  - e. Anticipate and support cooperative play
6. **Reporting of Student Injuries**
  - a. Follow District 64's policy for first aid
  - b. Inform Head Supervisor and school health office of all head injuries
  - c. Supervisors are not permitted to give medications to students
7. **Student Discipline**
  - a. Inform children of rules proactively and frequently
  - b. Be fair and consistent with discipline
  - c. Follow building discipline documentation procedures
  - d. Refer discipline problems to Head Supervisor

Answers to BOE Questions:

Lunchroom Program:

1. **Job Descriptions** – see attachments

2. **What hours do they work?**

Lunch Program:

Head Supervisor – 2 hours a day

Assistant Head Supervisor – 1.75 hours a day

Supervisor – 1.50 hours a day

3. **Whom do supervisors supervise and how many staff are supervised and how many students does each staff supervise?**

We hire one supervisor per 30 students. For example, Field school with 626 students would need 21 lunchroom supervisors. Carpenter has 418 students and would need 14 lunchroom supervisors. The job of the Supervisor is to monitor student behavior in the lunchroom and outside. Individuals are also responsible for basic set up and cleaning.

Head and Assistant Head Supervisors monitor the supervisors, provide set-up, and attend to disciplinary issues.

4. **What training requirements are needed for the jobs?**

The requirement needed for the position is a High School Diploma, experience working with children preferred. Supervisors are screened and hired by the building principal. Once hired a new supervisor will shadow a veteran supervisor for a week to learn the job. After the first week of shadowing a new supervisor is monitored routinely by the Head and Assistant Head Supervisor.

To obtain the position of Head Supervisor or Assistant Head Supervisor you need to have been performed the duties of a Supervisor at a high level, for an extended period of time to be considered for the position.

5. **What are there benefits included with the job?**

The positions do not qualify for benefits.

6. **What is the time frame for step increases: ie, if starting is 12 per hour how long must one work to get a raise and how long till reach the maximum?**

Employees in this category do not get step each year. The number of years it takes to get to the top salary is dependent upon the raise provided by the BOE each year and number of year they work in the District.



**7. What has been the increase per year for each of the last 5 years?**

2012-13 = 2.0%

2011-12 = 2.5%

2010-11 = 2.5%

2009-10 = 2.5%

2008-09 = 3.0%

Consent Agenda

ACTION ITEM 13-08-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of August 12, 2013, which includes the Personnel Report, Bills, Payroll, and Benefits – July 22, 2013, Bills – August 12, 2013, Approval of Financial Update for the Period Ending June 30, 2013, Acceptance of Donation Check, Approval to Renew Web Filtering System, and Destruction of Audio Closed Minutes.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report  
August 12, 2013

Lidys Aguirre	Employ as Spanish Teacher at Washington School effective August 26, 2013 - \$46,696.00.
Timothy Ciprian	Employ as Before School Child Care Site Coordinator, School TBD effective August 26, 2013 - \$25.00 per hour.
Shannon Fuller	Employ as Science/ Language Arts Teacher at Lincoln School effective August 26, 2013 - \$48,437.00.
Kelley Kapple	Employ as Before School Child Care Site Coordinator at Washington School effective August 26, 2013 - \$25.00 per hour.
George Ludkowski	Employ as Night Custodian at Jefferson School effective July 11, 2013 - \$34,332.48.
Suzanne Jobski	Employ as Instructional Resource Assistant at Field School effective August 26, 2013 - \$19,227.98.
Jacqueline Mayer	Employ as (.80) Spanish Teacher at Carpenter/ Emerson Schools effective August 26, 2013 - \$37,356.80.
Alexis Migon	Employ as Special Education Assistant at Lincoln School effective August 26, 2013 - \$20,707.05.
Linda Nissan	Employ as Social Worker Teacher at Roosevelt School effective August 26, 2013 - \$55,459.00.
Nicole Parrilli	Employ as C of C Language Arts Teacher at Emerson School effective August 26, 2013 - \$51,929.00.
Kathleen Mulroe	Employ as Speech Language Pathologist Teacher at Field School effective August 26, 2013 - \$60,490.00.
Michelle Romanek	Employ as Before School Child Care Site Coordinator, School TBD effective August 26, 2013 - \$25.00 per hour.
Patrick Swanson	Employ as School Psychologist at Washington School effective August 26, 2013 - \$63,107.00.
Ashley Arsenault	Rehire as 1st grade Teacher at Roosevelt School effective August 26, 2013 - \$48,437.00.
Andrew Bielenda	Rehire as Physical Education Teacher at Roosevelt School effective August 26, 2013 - \$51,929.00.
Jennifer Buti	Rehire as (.50) Literacy Teacher at Roosevelt School effective August 26, 2013 - \$32,057.50.

Personnel Report  
August 12, 2013

Cara Deverman	Rehire as 3rd grade Teacher at Roosevelt School effective August 26, 2013 - \$50,186.00.
Kelsey Engle	Rehire as 4th grade Teacher at Field School effective August 26, 2013 - \$48,437.00.
Amanda Hernandez	Rehire as Spanish Teacher at Roosevelt School effective August 26, 2013 - \$91,862.00.
Jessica Kwasny	Rehire as Music Teacher at Carpenter/Emerson Schools effective August 26, 2013 - \$48,437.00.
Shelli Mata	Rehire as 1st grade Teacher at Carpenter School effective August 26, 2013 - \$48,437.00.
Kelly Olmstead	Rehire and change of Assignment from .5 Assistant at Jefferson School to full-time Assistant at Washington School effective August 26, 2013 - \$18,860.40.
Dina Pappas	Rehire as 5th grade Teacher at Field School effective August 26, 2013 - \$65,865.00.
Julia Risk	Rehire as 4th grade Teacher at Field School effective August 26, 2013 - \$62,371.00.
Katherine Ryan	Rehire as (.60) Speech Language Pathologist at Jefferson School effective August 26, 2013 - \$41,123.39.
Dana Wessel	Rehire as (.50) Special Education Teacher at Private School effective August 26, 2013 - \$27,729.50.
Julie Voigt	Return from Leave of Absence as a .29 Art Teacher at Washington School effective August 26, 2013 - \$22,138.31.
Bessie Grosso	Change of location from Physical Education at Roosevelt School to Physical Education at Carpenter School effective August 26, 2013.
Kathryn Homann	Change of assignment from 7th grade Math/Science at Emerson School to 6th grade Science at Emerson School effective August 26, 2013.
Agnes Adamik	Request Family Illness/FMLA as Early Childhood Special Needs Teacher at Jefferson School effective 8/26/13 - 9/27/13 (tentative).
Ashley Anderson	Resignation as 6th Grade Science/Social Studies Teacher at Emerson School effective July 15, 2013.

Personnel Report  
August 12, 2013

Jacqueline Mayer	Resignation as 3rd grade Instructional Resource Assistant at Roosevelt School effective August 1, 2013.
Joanne McCluskey	Resignation as Teacher Assistant at Washington School effective August 5, 2013.

## APPROVAL OF BILLS AND PAYROLL

The following bills, payrolls and Board's share of pension fund are presented for approval:

### Bills

10 - Education Fund -----	\$ 822,705.53
20 - Operations and Maintenance Fund -----	\$ 159,707.13
30 - Debt Services -----	\$ 200.00
40 - Transportation Fund -----	\$ 31,677.53
50- Retirement (IMRF/SS/MEDICARE)-----	\$ 93,262.38
60 - Capital Projects -----	\$ 708,705.48
80 - Tort Immunity Fund -----	\$ 4,297.33
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 113691 - 113826

Total: \$ 1,820,555.38

### Payroll and Benefits for Month of June, 2013

10 - Education Fund -----	\$ 9,524,975.85
20 - Operations and Maintenance Fund -----	\$ 220,464.99
40 - Transportation Fund -----	\$ -
50 - IMRF/FICA Fund -----	\$ 342,472.17
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 8809 - 9150

Direct Deposit: 900035107 - 900038964

Total: \$ 10,087,913.01



## APPROVAL OF BILLS

The following bills are presented for approval:

### Bills

10 - Education Fund -----	<u>\$ 1,686,740.82</u>
20 - Operations and Maintenance Fund -----	<u>\$ 59,837.12</u>
30 - Debt Services -----	<u>\$ -</u>
40 - Transportation Fund -----	<u>\$ 15,406.50</u>
50 - Retirement (IMRF/SS/MEDICARE) -----	<u>\$ 44,488.78</u>
60 - Capital Projects -----	<u>\$ 1,938,455.58</u>
80 - Tort Immunity Fund -----	<u>\$ 8,392.36</u>
90 - Fire Prevention and Safety Fund -----	<u>\$ -</u>

Checks Numbered: 113851 - 113989

Total: \$ 3,753,321.16

## Bills

This report can be viewed  
on the District 64 website  
[www.d64.org](http://www.d64.org) on the  
Financial Data-Current  
link.

### Acceptance of Donation Check

We have received a check in the amount of \$150 from BP America Inc. to support our efforts. The BP America Inc. considers contributions to organizations recommended by BP employees. We also thank Stacy Debrauwere, a District 64 parent and BP employee, who recommended District 64 for this contribution.

TO: Board of Education

FROM: Dr. Terri Bresnahan, Director of Technology

DATE: August 12, 2013

RE: WebSense Filter Renewal

As required by law, District 64 is mandated to maintain an Internet filtering system. This summer, our three-year contract on our current filter, WebSense, is due to expire. A one-year renewal was quoted at \$37,811.25. However, we can capture significant savings by choosing the three-year renewal for \$46,125.00.

Technical services are not subject to the competitive bidding process. However, District 64 obtained two quotes for price comparisons on the WebSense Web Security Gateway and included support. The quotes are as follows:

MNJ Technologies Direct	\$46,125.00
Resources Communications, Inc	\$49,200.00

Therefore, it is recommended to purchase the WebSense Security Gateway subscription license and included technical support for a three-year contract for a total of \$46,125.00.

This expenditure is included in the 2013-14 Department of Technology budget.



MNJ Technologies Direct, Inc.  
1025 Busch Pkwy  
Buffalo Grove, IL 60089-4504  
(847) 634-0700

## QUOTE

DATE 07/18/2013 QUOTE NO 0000695974

Page: 1

P.O.:

PRINTED: Jul 18, 2013 2:52 pm

ORDERED BY: JON URBANSKI

SALESPERSON:	Jimmy Lochner		
EMAIL:	jlochner@mnjtech.com		
PHONE NO:	(847) 876-8841	EXT:	8341

**BILL TO:** (00-PAR068)  
PARK RIDGE-NILES SCHL DIST 64  
164 S PROSPECT AVE  
PARK RIDGE, IL 60068

**SHIP TO:** (9999)  
PARK RIDGE-NILES SCHL DIST 64  
164 S PROSPECT AVE  
PARK RIDGE, IL 60068

ATTN:

ATTN: JON URBANSKI  
Phn: 8473184244  
Email: jurbanski@d64.org

Term: August 30, 2013 - August 29, 2016

LN	PRODUCT	QTY ORD	DESCRIPTION	PRICE (\$)	AMOUNT (\$)
1	MNJ7613713	2,500	Websense Web Security Gateway - Subscription License (Renewal) - 1 Seat - Academic - 36 Month - PC	12.45	31,125.00
MFG PART NO: WSG-P-SC36-R					
2	MNJ10317614	1	Websense, Inc-WEBSense 36M RNWL PREMIUM SUPPORT TRITON 1001	15,000.00	15,000.00
MFG PART NO: PRT-Y-SC36-R					
				Net Order:	\$46,125.00
				Sales Tax:	\$0.00
				Shipping Charges:	\$0.00
				Total:	\$46,125.00
				Less Deposit:	\$0.00
				Order Balance:	\$46,125.00
Thanks for the opportunity. We appreciate all your business					
SHIP VIA		FOB		TERMS	
FEDEX GROUND				Net 30 Days	



It is recommended that the following audio closed minutes of the Board of Education be destroyed.

January 23, 2012

Background

The Open Meetings Act provides that verbatim recordings of closed sessions may be destroyed not less than 18 months after completion of the recorded meeting, and after the Board approves written minutes of the closed session and the destruction of the recording. The Board has approved the written minutes of these meetings.

Approval of Minutes

ACTION ITEM 13-08-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Regular Board Meeting of July 8, 2013 and Closed Session Meeting of July 8, 2013.

The votes were cast as follows:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

AYES:

NAYS:

PRESENT:

ABSENT:

**BOARD OF EDUCATION  
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64**

**Minutes of the Regular Meeting held at 7:30 p.m.**

**July 8, 2013**

**Raymond Hendee Educational Service Center  
164 S. Prospect Avenue, Park Ridge, IL**

Board President Anthony Borrelli called the meeting to order at 7:00 p.m. Other Board Members present were Dathan Paterno, Dan Collins, Scott Zimmerman, Vicki Lee, John Heyde and Terry Cameron. Also present were Superintendent Philip Bender, Director of Special Education/Pupil Services Jim Even, Director of Facility Management Scott Mackall, Public Information Coordinator Bernadette Tramm, and one member of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website:

<http://www.d64.org/subsite/dist/page/board-education-meetings-984>

Board President Borrelli requested Board members to email him regarding their availability for a Committee-of-the-Whole work session on communications in late August or September. He announced future Board meetings scheduled for the Educational Service Center would be relocated to Field School (north gym); if necessary, the August 12 meeting will be held in the Learning Resource Center if the air conditioning project for the north gym has not been completed.

**ADJOURNMENT TO CLOSED SESSION**

At 7:04 p.m., it was moved by Board member Heyde and seconded by Board member Cameron to adjourn to closed session for the purpose of discussing compensation of a specific employee [5 ILCS 120/2 (c)(1)] and collective negotiations [5 ILCS 120/2(c)(2)].

Adjournment to  
Closed Session

The votes were cast as follows:

AYES: Paterno, Collins, Zimmerman, Borrelli, Cameron, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The Board adjourned from closed session at 7:51 p.m. and resumed the regular Board meeting. In addition to those mentioned above, also present were Assistant Superintendents Joel T. Martin and Lori Hinton, Director of Technology Terri Bresnahan, Business Manager Becky Allard, and 25 additional members of the public.

## **PUBLIC COMMENTS**

None were received.

Public  
Comments

## **YEAR-END REPORT ON STRATEGIC PLAN AND DISTRICT-WIDE PRIORITIES**

Year-End Report on  
Strategic Plan and  
District-Wide Priorities

Dr. Bender pointed out that 2012-13 was the third year of implementation of the plan, which was named a "Journey of Excellence" to acknowledge that the District already has an excellent foundation and that we are building upon these strengths to fulfill our unique mission. He then introduced Dr. Hinton, Ms. Tramm and Dr. Bresnahan to present the report. Ms. Tramm provided a brief overview of the plan's development and mission, and introduced the main priority and nine focus areas of 2012-13. Dr. Hinton reported in detail on the main priority for all staff, which was the implementation of the priority standards/Common Core State Standards (CCSS) with technology integrated into the instruction of these standards, and the professional development needed to support this work. She offered a timeline for the District's transition to CCSS, culminating in 2014-15, and detailed the efforts being undertaken in support of the transition in English Language Arts and math. Dr. Bresnahan reported on Strategic Plan activities related to Strategy I – Accelerating the Advanced Use of Technology, focusing extensively on the professional development provided through the Instructional Technology Coaches at the seven schools. The coaches also reported on their efforts related to the National Educational Technology Standards (NETS) for teachers; teachers from each school offered samples of success in working with coaches. Dr. Hinton and Ms. Tramm then reported further on the other Strategic Plan and District-wide priority areas for 2012-13, including activities related to: Strategy II – Personal Student Goals; Strategy III – Service Learning; Strategy IV – Student learning including common assessments, Response to Intervention (RtI) and report cards; Principal/Teacher evaluations; and the District's Facility Master Plan that addresses the Strategic Plan parameter of maintaining safe, supportive learning environments.

Board members then discussed how the results of the Strategic Plan and District priorities can be evaluated, and more specifically, what targets and associated metrics are available to assess the impact on student learning. Dr. Hinton noted that the Board would be receiving a full report on student learning in October, which will provide a portfolio of assessments on how District 64 looks at student progress. Board members also discussed the need to reach agreement on and provide administration with a consensus on the specific metrics of interest to the Board.

At 9:45, President Borrelli called for a short recess. The meeting was resumed at 9:51 p.m. Due to the lateness of the hour, it was agreed by consensus to defer Action Item 13-07-04 to the August 12 Special Board meeting.

## **PRESENTATION AND DISCUSSION OF FACILITY MASTER PLAN PHASE II PROGRAM**

Presentation and  
Discussion of Facility  
Master Plan Phase II  
Program

Facility Director Mackall introduced Charlene Johnsos and Keri VanSant from Fanning Howey. Mr. Mackall reviewed the remaining studies that would be needed to complete the Facility Master Plan, including: an educational adequacy study and community engagement meetings/surveys; facility technology alignment review and technology five-year District-wide plan; facility master plan components focusing on options, costs and implementation plan and community engagement meetings/surveys regarding these areas. Dr. Bender noted that the intent of a Master Plan is to help the District look ahead and be prepared to meet the ongoing needs of aging facilities. He urged the Board to complete the studies needed to finalize the plan, so that it could effectively guide the District's planning moving forward. Ms. Allard confirmed that the almost \$173,000 to complete the studies was included in the tentative 2013-14 budget.

During the Board discussion that followed, the Board consensus was to request administration to bring forward a proposal for an updated demographic study from Dr. John Kasarda, whose previous report was completed in 2009.

Board members also discussed whether the technology study was duplicative of a recent technology infrastructure study completed by the District. Board members also discussed the possibility of including all-day Kindergarten as one of the areas to be considered within the "visioning" portion of the educational adequacy study; pre-school also was suggested to be considered. Ms. Johnsos provided a short overview of how the visioning workshops could be conducted.

Board President Borrelli noted the Board would consider an action item to approve the studies at a future meeting.

#### **BOARD ADOPTS 2013-14 TENTATIVE BUDGET & ESTABLISHMENT OF PUBLIC HEARING DATE**

Board Adopts 2013-14 Tentative Budget & Establishment of Public Hearing Date

Business Manager Allard reported that the tentative budget for approval this evening was the second draft. The two significant updates from the first draft include: providing the 2012-13 actual expenditures and revenues as of June 28, which also permits comparisons between the tentative 2013-14 amounts to the 2012-13 year-end actuals instead of to the 2012-13 budget; and revisions to 2013-14 revenues only. She noted that 2013-14 expenditures had not been updated, but would be provided in an August revised draft. She recommended the Board conduct a public hearing on Monday, September 9 and adopt the final budget on September 23, and provided details of the other legal requirements regarding public notice.

Board members began by discussing the expected annual deficit of about \$2.9 million in Operating Funds revenues over expenditures for the year. Ms. Allard confirmed this was due to the additional capital projects expenditures approved by the Board for summer 2013 facilities work at Carpenter, Franklin, Lincoln and Field schools. She noted the 2013-14 tentative budget does not have a planned transfer of funds from fund balance to the Capital Projects Fund, as was done in 2012-13. This distorts the Operating Funds revenues projected for the year. Ms. Allard agreed this is a difficult concept to communicate, and will work to further

explain this impact in the companion report presented for public review along with the budget. The Board also discussed how to explain that the Board is making a one-time facility investment that is larger than typical, which is contributing substantially to the annual deficit for 2013-14. Ms. Allard reported that the District would begin deficit spending on an annual basis as envisioned by the referendum, which means the District is spending down its fund balance. She suggested that managing expenditures carefully and considering borrowing options for future capital facilities projects could impact the slope of the downward curve of the District's fund balance.

Ms. Allard also responded to specific Board member questions about various line items. She reaffirmed that administration was continuing to review the projected expenditures for 2013-14, and that the expenditure side of the budget would be updated in August for Board review.

#### Action Item 13-07-1

It was moved by Board member Collins and seconded by Board member Cameron that the 2013-14 Tentative Budget be approved and that the public hearing for the Final Budget for Community Consolidated School District 64 for the 2013-14 school year be held on Monday, September 9, 2013 at 6:30 p.m. at Field School, 707 Wisner Avenue, Park Ridge, Illinois. The notice of the Public Hearing shall be placed in a Park Ridge and Niles Newspaper.

The votes were cast as follows:

AYES: Paterno, Collins, Zimmerman, Borrelli, Cameron, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

#### **DISCUSSION OF PROPOSED BUILDING SECURITY ENHANCEMENTS**

Board President Borrelli congratulated Facility Manager Mackall for becoming one of the first in Illinois to earn the designation of "Certified Plant Maintenance Manager" from the Association for Facilities Engineering.

Discussion of  
Proposed  
Building Security  
Enhancements

Mr. Mackall presented the highlights of the District's current building security systems, including intrusion; card access control; intercom systems; and, cameras and monitors. He provided information on two proposals to assess the District's security needs and offer options for the District to consider. He recommended the District move forward with the \$19,000 proposal from RETA Security to include an emergency plan review as well as the security assessment. Dr. Bender noted the Park Ridge Park District also utilizes this consultant. The consensus of



the Board was in support of conducting the study; no formal Board action is required.

**RESOLUTION #1102 REGARDING THE SCHOOL DISTRICT  
TO PAY CERTAIN INVOICES PRIOR TO BOARD  
APPROVAL AT THE AUGUST 12, 2013 SPECIAL BOARD OF  
EDUCATION MEETING**

Resolution #1102  
Regarding the School  
District to Pay Certain  
Invoices Prior to Board  
Approval at the August  
12, 2013 Special Board  
of Education Meeting

Business Manager Allard explained that because of a lengthy gap until the next meeting at which bills may be paid, she was requesting authorization to pay certain invoices for approved payments due and payable by July 22 prior to Board approval at the August 12 meeting. During Board discussion, Ms. Allard confirmed the Board would receive the complete list of items paid at the August 12 meeting and that invoices would largely be for materials ordered for the start of school, employee benefit plan payments, and those related to construction projects.

Action Item 13-07-2

Action Item  
13-07-2

It was moved by Board member Zimmerman and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt Resolution #1102 regarding the School District to pay certain invoices prior to Board approval.

The votes were cast as follows:

AYES: Lee, Heyde, Cameron, Borrelli, Zimmerman, Collins, Paterno

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF SALARIES FOR ADMINISTRATORS  
EFFECTIVE JULY 1, 2013**

Approval of Salaries  
for Administrators  
Effective July 1, 2013

Dr. Bender recommended a salary increase of 2% as detailed in his written report. He pointed out that administrators also would be moving to a merit-based pay and evaluation system beginning July 1, consistent with the Board's goal.

Action Item 13-07-3

Action Item  
13-07-3

It was moved by Board member Paterno and seconded by Board member Lee that the Board of Education of Community

Consolidated School District 64, Park Ridge – Niles, Illinois, approve the salary increases for Administrators effective July 1, 2013.

The votes were cast as follows:

AYES: Paterno, Collins, Zimmerman, Borrelli, Cameron, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF HOURLY STAFF SALARIES:  
LUNCHROOM SUPERVISORS, BEFORE SCHOOL  
SUPERVISORS, AND JEFFERSON DAY CARE  
WORKERS (EXCEPTION PRTAA MEMBERS)  
EFFECTIVE JULY 1, 2013**

Approval of Hourly Staff Salaries:  
Lunchroom Supervisors, Before  
School Supervisors, and Jefferson  
Day Care Workers (Exception  
PRTAA Members) Effective July  
1, 2013

It was agreed by consensus earlier in the meeting to defer consideration of this item until the August 12 Special Board meeting.

**CONSENT AGENDA**

Consent  
Agenda

**A. PERSONNEL REPORT, INCLUDING RESOLUTION OF NON-  
REEMPLOYMENT OF PART-TIME EDUCATIONAL SUPPORT  
PERSONNEL EMPLOYEES**

If additional information is needed, please contact Assistant Superintendent for Human Resources Joel T. Martin.

Joseph Hancock Jr.	Employ as Night Custodian at Washington School effective July 2, 2013 - \$35,286.16
Suzanne Galluzzi	Employ as District Technologist at Field School effective July 1, 2013 - \$32,000.00
Marie Anderson	Rehire as a Special Education Assistant at Field School effective August 26, 2013 - \$19,658.93
Caira Barbanente	Rehire as a 2nd-3rd grade Instructional Resource Assistant at Washington School effective August 26, 2013 - \$19,658.93
Christina Bridich	Rehire as a Special Needs Kindergarten - 1st grade Assistant at Washington School effective August 26, 2013 - \$19,658.93

Regular Board Meeting Minutes  
July 8, 2013

Caroline Brzozowski	Rehire as a Special Needs Kindergarten - 1st grade Assistant at Roosevelt School effective August 26, 2013 - \$19,658.93
Rebecca Hebding	Rehire as a 4th grade Instructional Resource Assistant at Roosevelt School effective August 26, 2013 - \$19,658.93
Lisa Horn	Rehire as a Special Education Assistant at Field School effective August 26, 2013 - \$19,658.93
Claire Kirchner	Rehire as a Special Education Assistant at Field School effective August 26, 2013 - \$19,658.93
Jackie Mayer	Rehire as a 3rd grade Instructional Resource Assistant at Roosevelt School effective August 26, 2013 - \$19,658.93
Jennifer Myer	Rehire as a kindergarten-5th grade Special Education Assistant at Carpenter School effective August 26, 2013 - \$19,658.93
Cassandra Prejzner	Rehire as a 4th grade Instructional Resource Assistant at Washington School effective August 26, 2013 - \$19,658.93
Pauline Ronan	Rehire as a 2nd grade Special Education Assistant at Carpenter School effective August 26, 2013 - \$18,860.40
Alex Shalzi	Rehire as a Special Needs Kindergarten - 1st grade Assistant at Roosevelt School effective August 26, 2013 - \$19,658.93
Jean Thorsen	Rehire as a Special Needs 4th grade Assistant at Franklin School effective August 26, 2013 - \$19,658.93
Lisa Sulek	Change of Assignment from 10-month Secretary at ESC to 12-month Secretary at ESC effective July 1, 2013 - \$39,841.20
Kellie Sultan	Leave of Absence, Maternity/FMLA as teacher effective August 26, 2013 – June 13, 2014.
Kristin May	Resignation as a School Psychologist at Washington School effective June 18, 2013.
Katie Frank	Resignation as a School Social Worker at Roosevelt School effective June 28, 2013.
*Ashley Arsenault Cathleen Blachut	Approval of Formal Resolution Authorizing the Dismissal and Non-Reemployment of Part-time Educational

Patricia Braun Cheryl Carr Marilyn Cuesta Ingrid Czech Nada Dikranian Roxann Giovannini Elizabeth Hattam Jean Hoffman *Sandra Koljovic Maria Kroschel Doris Moss *Maria Panagopoulos Donna Marie Romano Linda Ryan Maria Sewinski *Nancy Stummer	Support Personnel Employees (Before and *After School Supervision) Effective August 23, 2013 - Resolution 1103
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## B. BILLS

### Bills

10 – Education Fund -----	\$ 444,813.23
20 – Operations and Maintenance Fund -----	110,436.85
30 – Debt Services -----	-
40 – Transportation Fund -----	10,537.50
50 – Retirement (IMRF/SS/Medicare)-----	-
60 – Capital Projects -----	120,178.44
80 – Tort Immunity Fund -----	578,604.90
90 – Fire Prevention and Safety Fund -----	-

Checks Numbered: 113423-113633

Total: \$ 1,264,570.92

Accounts Payable detailed list can be viewed on the District 64 website  
[www.d64.org](http://www.d64.org) > Business Services.

C. APPROVAL OF STUDENT-PARENT HANDBOOK 2013-14

D. APPROVAL OF PARKING LOT REPAIR BID AT 6 SCHOOLS

E. APPROVAL OF ROOF WORK AT FIELD SCHOOL

F. APPROVAL OF APPOINTMENT OF HEARING OFFICER

G. RELEASE OF CLOSED MINUTES

H. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

Action Item 13-07-5

It was moved by Board member Zimmerman and seconded by Board member Heyde that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of July 8, 2013, which includes the Personnel Report, including Resolution of Non-Reemployment of Part-time Educational Support Personnel Employees; Bills; Approval of Student-Parent Handbook 2013-14; Approval of Parking Lot Repair Bid at 6 Schools; Approval of Roof Work at Field School; Appointment of Hearing Officer; Release of Closed Minutes; and Destruction of Audio Closed Minutes (none).

Action Item  
13-07-5

Mr. Mackall responded to several Board member questions about the scope of the parking lot repairs and roof work.

The votes were cast as follows:

AYES: Paterno, Collins, Zimmerman, Borrelli, Cameron, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF MINUTES**

Approval  
of Minutes

Action Item 13-07-6

It was moved by Board member Heyde and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve minutes from the Committee-of-the-Whole: Finance Work Session of June 27, 2013, Regular Board Meeting of June 24, 2013, and Closed Session of June 24, 2013.

Action Item  
13-07-6

Regarding the minutes of the June 24 Regular Board meeting on page 2, under the discussion of the Community Finance Committee fee study, Board member Zimmerman requested that the words "including stipends" be added to the second sentence of the second paragraph, after the words "all costs." Board member Heyde amended his motion and Board member Lee, who had seconded the motion, agreed to the proposed amendment.

The votes on the minutes were cast as follows:

AYES: Lee, Heyde, Cameron, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: Collins

ABSENT: None.

The motion carried.

**BOARD MEMBER LIAISON REPORT**

None.

Board Member  
Liaison Report

**OTHER DISCUSSION AND ITEMS OF INFORMATION**

Other Discussion  
and Items of  
Information

Dr. Bender noted that written reports had been provided on baseline concussion testing and summer construction projects. He announced that he would bring forward for Board action in August authorization to design Field School Phase II, as a means to accurately estimate project costs and aid in the Board's consideration of financing alternatives.

**ADJOURNMENT TO CLOSED SESSION**

At 10:50 p.m., it was moved by Board member Heyde and seconded by Board member Paterno to adjourn to closed session to discuss matters related to performance of a specific individual [5 ILCS 120/2 (c) (1)] and collective negotiations [5 ILCS 120/2(c)(2)] not to reconvene in open session and with no action to be taken.

The votes were cast as follows:

AYES: Paterno, Collins, Zimmerman, Borrelli, Cameron, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The regular Board meeting adjourned from closed session at 12:15 a.m.

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President

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Secretary



# Meeting of the Board of Education Park Ridge-Niles School District 64

Board of Education Agenda  
Regular Board Meeting  
Field Elementary School – North Gym  
707 Wisner Avenue  
Park Ridge, IL 60068

*On some occasions the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of session, breaks and other needs.*

**Monday, August 26, 2013**

## TIME

## APPENDIX

- 6:30 p.m.     **Meeting of the Board Convenes**
- Roll Call
  - Introductions
  - Opening Remarks from President of the Board
- 6:30 p.m.     • **Board Convenes to a Committee-of-the-Whole: Finance**
- 7:30 p.m.     • **Board Adjourns from Committee-of-the-Whole: Finance and Resumes Regular Board Meeting**
- **Public Comments**
  - **Preliminary Enrollment Report** A-1
    - Assistant Superintendent for Human Resources/  
Business Manager
  - **Presentation and Adoption of Board Goals for 2013-15** A-2
    - Board President Action Item 13-08-5
  - **Presentation and Adoption of Updates on Board of Education Operating Principles**
    - Board President Action Item 13-08-6
  - **Consent Agenda** Action Item 13-08-7 A-3
    - Board President
      - Personnel Report
      - Bills, Payroll and Benefits
      - Approval of Financial Update for the Period Ending July 31, 2013
      - Approval of Policies from PRESS Issues 80, 81 and Policy 6:250
      - Destruction Audio Closed Minutes (none)
  - **Approval of Minutes** Action Item 13-08-8 A-4
    - Board President
      - Special Board Meeting Minutes .....August 12, 2013

- Closed Session Minutes .....August 12, 2013
- Board Study Session Minutes.....August 16, 2013
- Board Study Session Minutes.....August 17, 2013

- **Board Member Liaison Report** A-5  
-- Board of Education

- **Other Discussion and Items of Information** A-6  
-- Superintendent
  - Upcoming Agenda
    - Memorandum of Information (none)
    - Minutes of Board Committees
      - Traffic Safety Minutes of August 13, 2013
    - Other
      - Update on Institute Day & Opening Day of School
      - Update on Summer Construction Projects

- **Adjournment**

Next Regular Meeting: **Monday, September 9, 2013**  
 Regular Board Meeting – 7:30 p.m.  
**Meeting Location Moved to Field School – North Gym**  
 707 Wisner Avenue  
 Park Ridge, IL 60068

September 9, 2013 – \*Field School – North Gym  
 Public Hearing on 2013-14 Final Budget – 7:20 p.m.  
 Special Board Meeting – 7:30 p.m.

- Board Member School Visitations
  - Consent Agenda (Personnel Report and Bills)
- \* new location*

September 19, 2013 – Field School – North Gym  
 6:30 p.m. – Committee-of-the-Whole: Communications

September 23, 2013 – Roosevelt School – South Gym  
 Regular Board Meeting – 7:30 p.m.

- Adoption of FY14 District 64 Budget
- Approval of Baseline Concussion Testing
- Sixth Day of Enrollment
- Approval of August Financials Ending August 31, 2013
- Update on Summer Construction Projects
- ISBE Report: Administrator & Teacher Salary and Benefits – School Year 2013
- Annual Application for Recognition of Schools

Upcoming Topics

- Analysis of Student Achievement – 10/28/13
- Approval of September Financials Ending September 30, 2013 – 10/28/13
- Approval of October Financials Ending October 31, 2013 – 11/18/13
- COW: Finance (Review 2013 Proposed Tax Levy) – 11/18/13
- Board Sets Date of Public Hearing for 2013 Tax Levy – 11/18/13
- Summer Interim Session 2013 Report – 11/18/13

- Presentation and Approval of Summer Interim Session 2014 Dates and Fees – 11/18/13
- Public Hearing on 2013 Tax Levy – 12/16/13
- Resolution # to Adopt Final 2013 Tax Levy – 12/16/13
- Approval of November Financials Ending November 30, 2013 – 12/16/13
- Approval of December Financials Ending December 31, 2013 – 1/27/14

TBD

- Recognition/ Plans for Community Finance Committee
- Intergovernmental Agreements District 62 and NSSEO
- Update on 2012 Tax Extension
- Report on Park District Child Care Pilot Program at Roosevelt School
- Approval of Facility Master Plan Phase II
- FY13 Audit Report

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

D64  
Apps

Madelyn Wsol &lt;mwsol@d64.org&gt;

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**FW: Bid results**

1 message

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**Rebecca Allard** <rallard@d64.org>  
To: Madelyn Wsol <mwsol@d64.org>

Wed, Jul 3, 2013 at 8:37 AM

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**From:** Crichlow, Alexis (RBI-US RCD) [mailto:Alexis.Crichlow@reedbusiness.com]  
**Sent:** Wednesday, July 03, 2013 8:35 AM  
**To:** 'rallard@d64.org'  
**Subject:** Bid results

Good Morning Becky

I am requesting an apparent low bidder/awarded contractor and a bid amount for the following projects:

1. Park Ridge Niles School-Lighting, Bid Date: 01/31/2013
2. Carpenter Elementary School-Mechanical, Bid date: 02/05/2013
3. Franklin Elementary School Boiler System, Bid date: 02/26/2013
4. Lincoln Middle School-Boilers-Mechanical, Bid Date: 02/26/2013
5. Field Elementary School-Mechanical, Bid date: 03/28/2013
6. Filed Elementary School Asbestos Abatement, Bid date: 04/04/2013
7. IELD Elementary School Window Caulking-Windows, Bid Date: 06/13/2013
8. Community Consolidated School Asphalt Pavement, Bid Date: 07/02/2013

9. Field School north Gym Shingle, Bid Date: 07/02/2013

If available please reply back with all information included.

Thank You In Advance

Alexis Crichlow

Bid Source Relationship Specialist

Reed Construction Data

T +1 770.417.4259

F +1 678.680.0462

E [alexis.crichlow@reedbusiness.com](mailto:alexis.crichlow@reedbusiness.com)

[www.reedconstructiondata.com](http://www.reedconstructiondata.com)

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Project leads

Market intelligence

Marketing solutions

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Reed Business Information Limited.

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Registered in England under Company No. 151537

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Freedom of Information Request

2013-10

D64  
Apps

Madelyn Wsol &lt;mwsol@d64.org&gt;

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**Fwd: FOIA Request**

1 message

Mon, Jul 29, 2013 at 12:25 PM

Begin forwarded message:

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**From:** Freedom of Information <foia@familytaxpayers.org>**Date:** July 29, 2013, 12:07:59 PM CDT**To:** undisclosed-recipients;**Subject:** FOIA Request

Dear Superintendents,

Please email me the following information: *Please enter 0 or NA in any column you do not have.*

Type of Health Insurance Plans for your district (HMO, PPO, HSA, etc) and co-pay details

Name of Health Insurance Providers (Please also identify if you are self insured)

Monthly cost to district per individual for school year 2012/2013 broken down as follows:

HMO

Family:

Individual:

Individual + 1:

PPO

Family:

Individual:

Individual + 1:

HSA

Family:

Individual:

Individual + 1:

Other Stipends

Family:

Individual:

Individual + 1:

Flex Spending

Family:



Individual:  
Individual + 1:  
Cafeteria Plan  
Family:  
Individual:  
Individual + 1:

Monthly cost to district per individual for school year 2013/2014 broken down as follows:

HMO

Family:  
Individual:  
Individual + 1:

PPO

Family:  
Individual:  
Individual + 1:

HSA

Family:  
Individual:  
Individual + 1:

Other Stipends

Family:  
Individual:  
Individual + 1:

Flex Spending

Family:  
Individual:  
Individual + 1:

Cafeteria Plan

Family:  
Individual:  
Individual + 1:

Monthly cost to employee for school year 2012/2013 broken down as follows:

HMO

Family:  
Individual:  
Individual + 1:

PPO

Family:  
Individual:  
Individual + 1:

HSA

Family:  
Individual:  
Individual + 1:

Other Stipends

Family:  
Individual:  
Individual + 1:

Flex Spending

Family:  
Individual:  
Individual + 1:

Cafeteria Plan

Family:

Individual:

Individual + 1:

Monthly cost to employee for school year 2013/2014 broken down as follows:

HMO

Family:

Individual:

Individual + 1:

PPO

Family:

Individual:

Individual + 1:

HSA

Family:

Individual:

Individual + 1:

Other Stipends

Family:

Individual:

Individual + 1:

Flex Spending

Family:

Individual:

Individual + 1:

Cafeteria Plan

Family:

Individual:

Individual + 1:

If you have any questions please call 847-428-0212.

Sincerely,

Family Taxpayers Foundation