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COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

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164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

**NOTICE OF BOARD MEETINGS**

**March 23, 2015 – Lincoln School - Gym**

6:00 p.m. – Closed Session Meeting

7:30 p.m. – Regular Board Meeting

**March 25, 2015 – Jefferson School – Multipurpose Room**

7:00 p.m. – Special Board Meeting

**April 13, 2015 – Jefferson School – Multipurpose Room**

6:30 p.m. – Special Board Meeting

**April 27, 2015 – Carpenter School – South Gym**

7:30 p.m. – Regular Board Meeting

**May 4, 2015 – Jefferson School – Multipurpose Room**

6:30 p.m. – Special Board Meeting

7:30 p.m. – Organizational Meeting

**May 11, 2015 – Jefferson School – Multipurpose Room**

7:00 p.m. – Committee-of-the-Whole: Finance

**May 18, 2015 – Emerson School – Multipurpose Room**

7:30 p.m. – Regular Board Meeting

**June 8, 2015 – Jefferson School – Multipurpose Room**

7:00 p.m. – Committee-of-the-Whole

**June 22, 2015 – Jefferson School**

7:30 p.m. – Regular Board Meeting

Beginning July 1, 2014, all meetings are held at Jefferson School, 8200 Greendale Avenue, Niles unless otherwise noted.

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Board Secretary

3/16/15

c: Pioneer Press      Chicago Tribune Northwest Bureau  
Principals      PREA      B. Tramm

Park Ridge Journal & Topics

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

## Board of Education Agenda

**Monday, March 23, 2015**  
**Regular Board Meeting**  
**Lincoln Middle School –Gym**  
**200 S. Lincoln 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, March 23, 2015**

### TIME

### APPENDIX

- |           |  |                               |
|-----------|--|-------------------------------|
| 6:00 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>   |                               |
| 6:00 p.m. | <ul style="list-style-type: none"><li>• <b>Board Recess and Adjourns to Closed Session</b><ul style="list-style-type: none"><li>-- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2 (c)(1)], collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)], and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2 (c)(11)].</li></ul></li></ul> |                               |
| 7:30 p.m. | <ul style="list-style-type: none"><li>• <b>Board Adjourns from Closed Session and Resumes Regular Board Meeting</b></li><li>• <b>Pledge of Allegiance and Welcome</b><ul style="list-style-type: none"><li>-- Lincoln Middle School Principal/Students/PTO</li></ul></li><li>• <b>Public Comments</b></li><li>• <b>PARCC Report</b><ul style="list-style-type: none"><li>-- Assistant Superintendent for Student Learning</li></ul></li><li>• <b>Update on TIF</b><ul style="list-style-type: none"><li>-- Superintendent/Chief School Business Official</li></ul></li></ul>   | <div>A-1</div> <div>A-2</div> |

• <b>Last Day of School</b> -- Superintendent	A-3
• <b>Facility Master Plan Update</b> -- FGM Architects/Director of Facility Management	A-4
• <b>Discussion: February 23, 2015 Financial Projection Update with Capital Project Expenditures Included</b> -- Chief School Business Official	A-5
• <b>Consortium for Educational Change (CEC) Report</b> -- Superintendent	A-6
• <b>First Reading of Policies from PRESS Issues 86 and 87</b> -- Superintendent	A-7
• <b>Approval: CDW – MDF and IDF LAN Upgrade</b> -- Chief School Business Official/ Director of Innovation and Instructional Technology	A-8 <b>Action Item 15-03-1</b>
• <b>Approval of Shoretel &amp; CallOne – VoIP (Replacement Phone System)</b> -- Chief School Business Official/ Director of Innovation and Instructional Technology	A-9 <b>Action Item 15-03-2</b>
• <b>Consent Agenda -</b> -- Board President	A-10 <b>Action Item 15-03-3</b>
<ul style="list-style-type: none"> <li>• Personnel Report, including <ul style="list-style-type: none"> <li>Resolution # 1134 Non-Reemployment of Part-Time Educational Support Personnel Employees</li> <li>Resolution #1135 Dismissal of First or Second or Third -Year Probationary Teachers for Reasons Other than Reduction-in-Force</li> <li>Resolution #1136 Honorable Dismissal of Teachers</li> <li>Resolution #1137 Dismissal of Probationary Educational Support Personnel Employees</li> </ul> </li> <li>• Bills, Payroll and Benefits</li> <li>• Approval of Financial Update for the Period Ending February 28, 2015</li> <li>• Destruction of Audio Closed Minutes</li> </ul>	
• <b>Approval of Minutes</b> -- Board President	A-11 <b>Action Item 15-03-4</b>
<ul style="list-style-type: none"> <li>• Regular Board Meeting Minutes.....</li> <li>• Closed Session Minutes.....</li> </ul>	February 23, 2015 February 23, 2015
• <b>Board Member Liaison Report</b> -- Board of Education	A-12
<ul style="list-style-type: none"> <li>• Elementary Learning Foundation</li> <li>• Sustainability Committee</li> <li>• Traffic Safety Committee</li> </ul>	
• <b>Other Discussion and Items of Information</b> -- Superintendent	A-13

- Upcoming Agendas
- Freedom of Information Act Request
- Memoranda of Information
  - Follow-up on Collection of Current Year's Student Fees
  - Update on Worlds of Wonder Registration
  - Organizational Meeting – May 4, 2015
- Minutes of Board Committees
  - Sustainability Committee Meeting Minutes of March 16, 2015
  - Wellness Committee Meeting Minutes of March 3, 2015
- Other
  - Maine Township Treasurer Financial Statements as of June 30, 2014
  - Update on Strategic Plan
  - Healthy Living Month
  - 2010-2015 Strategic Plan Update at March 25, 2015 Special Board Meeting
  - Strategic Plan Survey 800+ Responses and Community Outreach

• **Adjournment**

**Next Meeting:**                      Wednesday, March 25, 2015  
    7:00 p.m. – Special Board Meeting  
    Jefferson School – Multipurpose Room  
    8200 Greendale Avenue  
    Niles, IL 60714

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.



Upcoming Meetings and Topics  
As of March 17, 2015

**March 25, 2015 – Jefferson School – Multipurpose Room**

Special Board Meeting – 7:00 p.m.

- Discussion on TIF
- Update on Strategic Plan 2010-15
- Approval of Policies from PRESS Issues 86 and 87

**April 13, 2015 – Jefferson School – Multipurpose Room**

Special Board Meeting – 6:30 p.m.

- Superintendent Evaluation
- Report: Transportation Cost Review
- Discussion of Annual Technology Purchase
- Discussion on Park Ridge Key Housing Projects Under Development and School Assignment
- Re-verification Update
- NGSS Update
- Resolution(s) RIF

**April 27, 2015 – Carpenter School – South Gym**

Tour of Carpenter School

Regular Board Meeting – 7:30 p.m.

- Appointment of Jefferson School Principal
- Finalize Superintendent Evaluation
- FGM Architect Update
- Update on Educational Ends
- Update on Special Education
- Approval of Financial Update for the Period Ending March 31, 2015
- Follow-up on Collection of Current Years Student Fees
- Approval of 2015 – 20\_\_ Health Insurance Plan
- Approval of Annual Technology Purchase

**May 4, 2015 – Jefferson School**

Special Board Meeting – 6:30 p.m.

- Acceptance of Canvass of Votes for Election of Board Members for April 7, 2015
- Approval of Minutes
- Recognition of Retiring Board Members

Organizational Meeting – 7:30 p.m.

- Administration of the Oath of Office for Newly Elected Board Members
- Election of Board President
- Election of Board Vice-President
- Election of Board Secretary
- Ratification of Board of Education Policies and Procedures
- Approval of Board of Education Meetings for 2015-16
- Review of Board of Education Assignments
- Photo Session
- Board Vacations

**May 11, 2015 – Jefferson School**

Committee-of-the-Whole

- Board Reviews 2015-16 Tentative Budget

- Teacher Evaluation Tool Update

**May 18, 2015 – Emerson Middle School – Multipurpose Room**

Regular Board Meeting – 7:30 p.m.

- Horizon School to Watch – Emerson Middle School
- Recognition of Student Awards
- ELF Grant Awards
- Recognition of Tenured Teachers
- Approval of Financial Update for the Period Ending March 31, 2015
- Follow-up on Collection of Current Years Student Fees
- Community Use of School Facilities (Cost to Use) Procedure 8:20 R1
- Bid for Copier Paper
- Bid for Custodial Supplies
- Approve Final Calendar for 2014-15

**June 8, 2015 – Jefferson School – Multipurpose Room**

Committee-of-the-Whole: Review 2020 Strategic Roadmap – 6/8/15

Presentation of Strategic Plan – 6/8/15

**June 22, 2015 – Jefferson School – Multipurpose Room**

Regular Board Meeting – 7:30 p.m.

- Approve the Strategic Plan
- Acceptance of FGM Health Life Safety Survey and Present Master Facility Plan
- Resolution # for Transfer of Interest Funds from Working Cash to Educational Fund
- Resolution # for Prevailing Wage
- Resolution # Appointing Luann Kolstad as the IMRF Authorized Agent
- Approval of Resolution with PMA Financial Services
- Approval of Maine Township School Treasurer Depositories
- Approval of Authorized Signatures for Banking with J. P. Morgan/Chase
- Discipline Data Report

**TBD**

- Present Tentative Calendars for 2016-17 & 2017-18
- Adopt Final Tentative Calendars for 2016-17 & 2017-18
- Discussion on Committee and Meeting Structures
- Discussion: Board Policy 4:130 - Should the District Offer Reduced Lunch
- Discussion: Board Policy 4:150 – Should the Board continue to grant authority up to \$25,000 for renovations or permanent alterations Buildings and Grounds

The above are subject to change.

To: District 64 Board of Education

From: Lori Lopez, Assistant Superintendent for Student Learning

Date: March 23, 2015

Re: Update on PARCC Assessment

On Tuesday, March 10, PARCC Testing in English Language Arts and Math began in District 64. The PARCC Tests are designed to measure student mastery of the Common Core State Standards (CCSS). In Illinois, the CCSS replaced the former Illinois Learning Standards in English Language Arts and Mathematics in 2010. The CCSS are designed to ensure that students graduating from high school are career and college-ready.

Unlike the former Illinois Standards Achievement Test (ISAT), students participate in PARCC Testing in both March and May. In March, we administer the Performance-Based Assessments (PBA), which include three English Language Arts sessions and two Math sessions for all students in grades 3-8. In May, we administer the End-of-Year Assessments (EOY). The End-of-Year Assessment in grades 3-5 includes one English Language Arts session and two Math sessions. In grades 6-8, it includes two English Language Arts sessions and two Math sessions.

According to ISBE, as of last week, more than 3.9 million PARCC tests had been completed by students; more than 690,000 of these were completed in Illinois. In District 64, over 3,000 students participated in PARCC testing. Twenty-three students participated in the Dynamic Learning Map, which is the alternative assessment for students with the most significant learning needs. District-wide, 13 students refused to participate in testing.

We experienced minimal testing irregularities and what we observed was also observed across the state. The most common testing irregularity was students accidentally continuing on after Session 1 and accessing additional tests prior to the scheduled test window. We worked with the state to resolve this. Generally, PARCC assessments included fewer questions than anticipated and testing windows were not as long as indicated by PARCC testing protocols.

In District 64, we experienced very few issues related to technology. The Chromebooks at grades 3-8 provided almost all students with seamless access to the assessment. In addition, technology-supported instruction continued for students throughout the assessment window, since we did not need to dedicate all technology resources to testing as we have in the past.

Overall, we believe the first official administration of the PARCC went extremely smoothly, thanks to advance planning and detailed preparation, robust technology support from our staff,

collaboration by teachers and administrators, focused communication, and outstanding cooperation from parents and students.

TO: Board of Education  
Laurie Heinz, Superintendent

FROM: Rebecca J. Allard, Chief School Business Official

SUBJECT: Update on the Park Ridge Uptown TIF

DATE: March 23, 2015

On Tuesday, March 17, Dr. Heinz, Ares Dalianis, and I met with the City of Park Ridge to discuss the Uptown TIF. Those in attendance from the City were Shawn Hamilton, City Manager, Joel Gilmore, Director of Finance, the TIF Consultant and TIF Attorney.

While the discussion was positive, no agreement was finalized because the City Council has not discussed the options available to them. The City Council meeting will be held on Monday, March 23<sup>rd</sup>.

District 64 has scheduled a meeting for Wednesday, March 25<sup>th</sup> to review the options that will be presented to the City Council on Monday.

To date we have not received the TIF payment for New Property.

Last Day of School

**Student Pupil Attendance Days**

The 2014-15 School Calendar when originally presented included 180 student pupil attendance days. Due to five weather related school closings on January 7, 8, 9, February 2, and 19, 2015 the student pupil attendance days are currently at 175. Per ISBE (Illinois State Board of Education) our calendar is acceptable with 175 days and has been approved by the District Administrator and the ROE (Regional Office of Education) Administrator.

District Board policy 6:20 states in part “The school calendar shall have 185 days to insure a minimum of 176 days of actual student attendance.” This policy was included in Appendix 3 of the December 15, 2014 Board packet.

Page 12 F. Length of School Year of the current PREA Agreement states, “The length of the school year for teachers covered by this Agreement shall not exceed 185 employment days unless otherwise agreed to by the parties.”

To be in agreement with Board policy a day should be added to the 2014-15 school calendar. The District is looking into moving the last day of school from Thursday, June 11 to Friday, June 12, 2015.

To: Board of Education  
Laurie Heinz, Superintendent

From: Scott Mackall, Director of Facility Management  
FGM Architects

Date: March 23, 2015

Re: Facility Master Plan Update

FGM Architects will be making a presentation at the March 23, 2015 Board meeting as part of their Health Life Safety Survey Master Facilities Planning project, this is the first of four presentations to the Board and Community, this presentation will focus on Building Condition.

There are three parts to the presentation; the first will be an overview of facilities planning including a general discussion on building systems and operations, maintenance and repair costs. The second part is an overview of building assessments including the Health Life Safety Survey process. The third part will discuss the types of analysis and strategies that are being included to address facility needs in the master facilities planning process.

# **Health Life Safety Survey and Master Facilities Plan**

Community Presentation

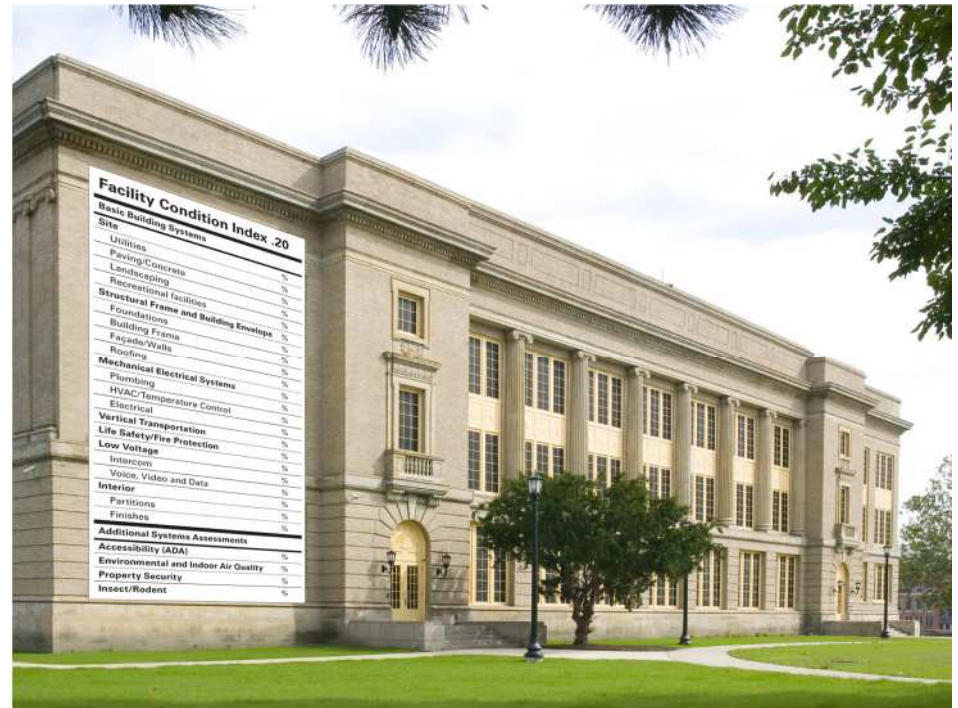
**Board Meeting**

March 23, 2015



# Agenda

- Facilities
- Building Assessment
- Analysis and Strategies





PARK RIDGE-NILES  
SCHOOL DISTRICT 64

# FACILITIES



PARK RIDGE NILES  
SCHOOL DISTRICT 64

Facility Condition - March 23, 2015

**FGM** ARCHITECTS

# Buildings are an Assembly of Systems

- Existing buildings are assessed by separating a building into component systems
- A systems approach is used for budgeting
  - New construction costs
  - Life cycle cost analysis
  - Maintenance and repair costs
- Budget management begins with targeted costs based on systems



# Building Systems

- Foundations are the **Substructure System**
- Structure, walls, roof and windows are the **Shell System**
- The arrangement of rooms along with the finishes are the **Interior System**
- **HVAC, Fire Protection, Electrical, Plumbing, and Low Voltage** are all Systems



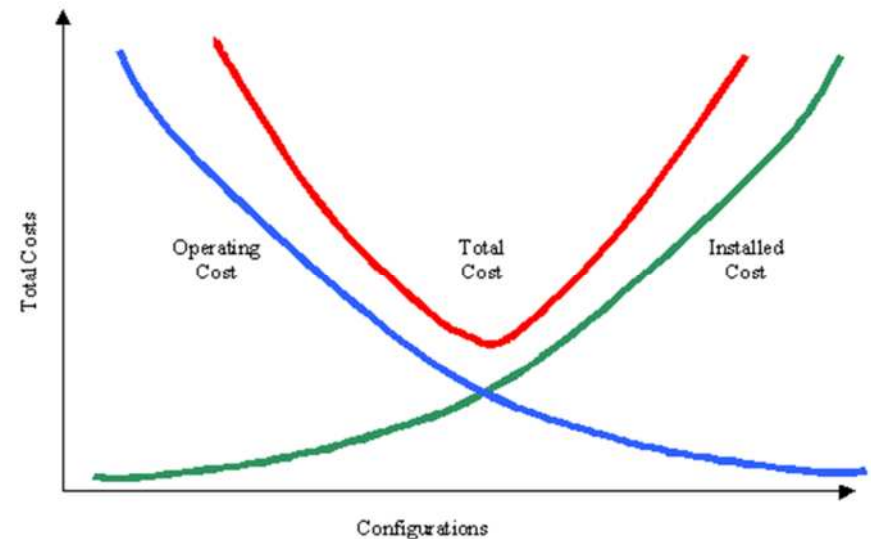
# Useful Life

- Substructure and Shell are slow systems that change very little over the life of a building
- Low Voltage Systems are fast systems that change many times over the life of a building
- Over the life of a building you will replace some systems or sub-systems in their entirety
  - The roof sub-system of a 50-year building may have a 20-year useful life and be replaced twice during that 50-year period



# Life Cycle Costs

- Life-cycle cost analysis is a method for assessing the total cost of facility ownership
  - Acquiring
  - Owning, operating and maintaining
  - Disposing of a building or building system
- Understand long-term impact of decisions
- Plan and budget for replacement



# Total Costs

- Construction Costs
- Operation Costs
- Maintenance and Repair Costs
- Capital Improvement Cost

*“Pay me  
now or  
pay me  
later”*



# Construction Costs

Systems		Cost /SF	% of Total
1	Substructure	\$15.00	6.7%
2	Shell	\$75.00	33.3%
3	Interiors	\$25.00	11.1%
4.1	Conveying	\$1.00	0.4%
4.2	Plumbing	\$10.00	4.4%
4.3	HVAC including BAS	\$30.00	13.3%
4.4	Fire Protection	\$3.00	1.3%
4.5	Electrical	\$24.00	10.7%
4.6	Low Voltage	\$4.00	1.8%
5	Equipment and Furnishings	\$11.00	4.9%
6	Special Construction / Demolition	\$1.00	0.4%
8	General Conditions / OH & Profit	\$26.00	11.6%
<b>Building Cost/SF</b>		<b>\$225.00</b>	<b>100.0%</b>
7	Building Site	varies	

In addition to building costs and site costs, total project cost includes soft costs and contingencies





# Operations and Maintenance Costs

- **Operation Costs**

Reoccurring costs to provide the necessary services to keep the building open and habitable

- **Maintenance and Repair Costs**

Expected costs to off-set the normal deterioration of building elements based on age, wear and tear, weather and water



# Operations and Maintenance Costs

- Operating costs include energy consumption, changing filters and small repairs
  - If a repair is below \$1,000 to \$5,000 it is often considered an operating costs
- Operating costs can vary based on several factors:
  - Quality of original materials
  - Efficiency of systems
  - Past procedures



# Operations and Maintenance Costs

- Building Maintenance and Repair Costs
  - Studies recommend 2% to 4% annual expenditures for maintenance and repair
  - On a building with a 50-year useful life a minimum of 2% of the cost to replace the building is desired for an annual budget
- In addition to the building, there are site maintenance costs should be budgeted
- A more sophisticated analysis can be conducted on an individual system basis



# Capital Improvement Costs

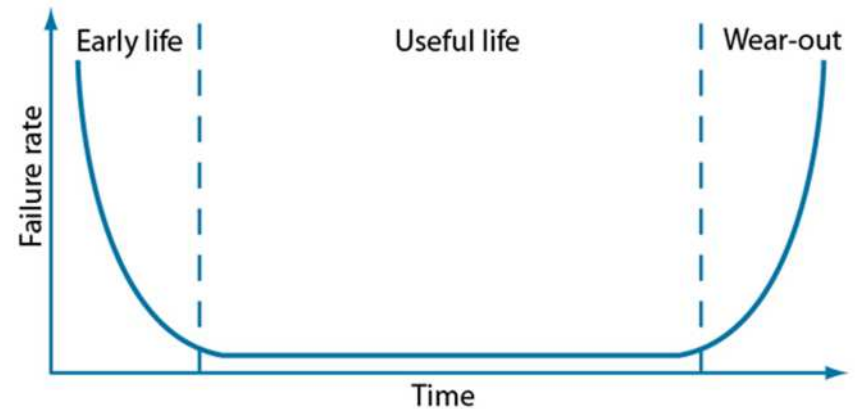
- **Capital Improvements**

Projects to extend the useful life of systems and the building or to make modifications to enhance or expand programs

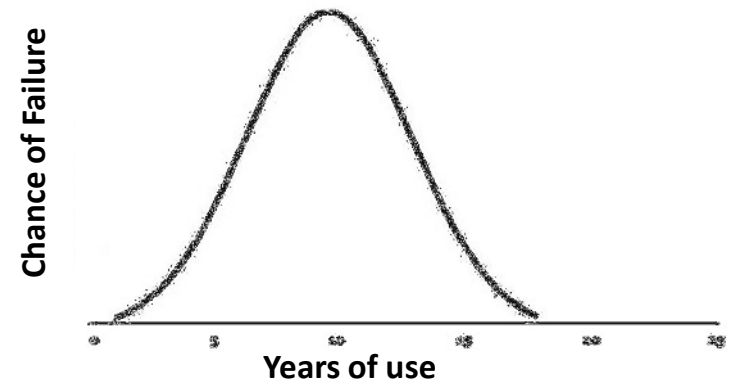


# Building Age and Facility Needs

- Time, use, and the elements take their toll on a building
- What has been done, or has not been done in the past, affects what you need to do



Useful life and system failure

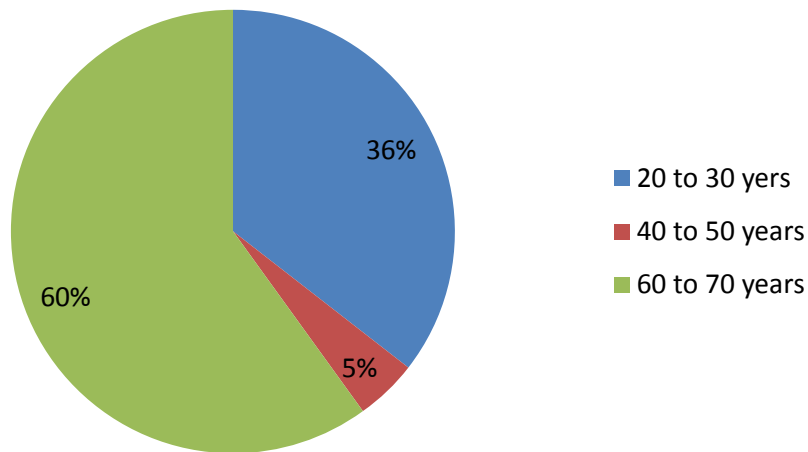


Chance of system failure over time

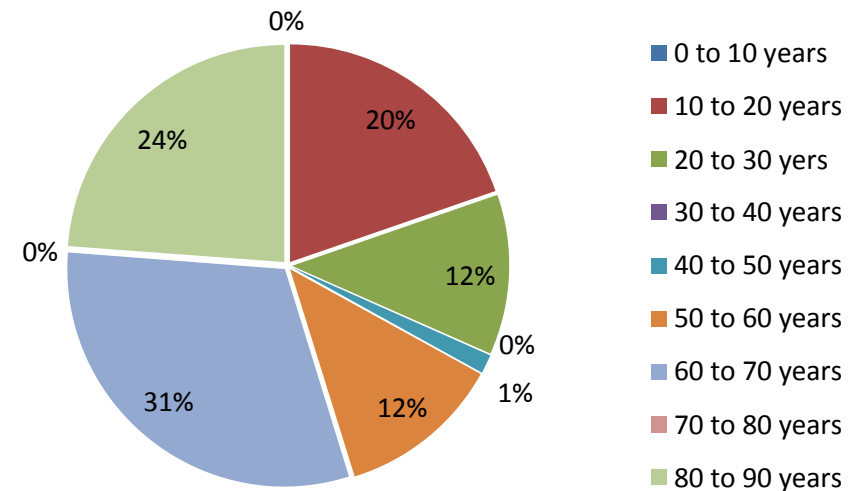


# Building Age and Facility Needs

- Typical system deterioration or failures can be expected based on the age of a building or system



**Age of One Building by Area**



**Age of District by Area**





PARK RIDGE-NILES  
SCHOOL DISTRICT 64

# BUILDING ASSESSMENT



PARK RIDGE NILES  
SCHOOL DISTRICT 64

Facility Condition - March 23, 2015

**FGM** ARCHITECTS

# Health Life Safety Survey

- Safety Reference Plans
- Building Descriptions
- List of Violations and Recommended Corrections
  - Code citation
  - Budget
- Violations
  - Urgent
  - Required
  - Recommended

The screenshot displays the 'H/LS Processing System' interface. The top navigation bar includes the Illinois State Board of Education logo and the title 'H/LS Processing System'. Below the navigation bar, there are tabs for 'Home', 'Find a Document', and 'Features'. The main content area is divided into several sections:

- Facility Inventory:** A list of facilities with columns for Name, Address, and Phone.
- Create Documents:** A section for creating various documents, including '10 Year Survey / Amendments', 'RCE Annual Reports', 'Annual Inspection Reports', and 'Facility Group Survey / Amendments'.
- In-Progress Ten Year Surveys & Amendments:** A table showing the progress of surveys. It includes columns for Name, Facility Name, Survey Year, Status, Date Submitted, and Amendment Number. The table shows one item found.
- Architect Approved Ten-Year Surveys & Amendments:** A table showing approved surveys. It includes columns for Name, Facility Name, Survey Year, Status, Date Submitted, and Amendment Number. The table shows zero items found.
- District Submitted Ten-Year Surveys & Amendments:** A table showing submitted surveys. It includes columns for Name, Facility Name, Survey Year, Status, Date Submitted, and Amendment Number. The table shows zero items found.
- RCE Approved Ten-Year Surveys & Amendments:** A table showing approved surveys. It includes columns for Name, Facility Name, Survey Year, Status, Date Submitted, and Amendment Number. The table shows zero items found.
- ISBE Submitted for Final Approval Ten-Year Surveys & Amendments:** A table showing submitted surveys. It includes columns for Name, Facility Name, Survey Year, Status, Date Submitted, and Amendment Number. The table shows zero items found.
- ISBE Approved Ten-Year Surveys & Amendments:** A table showing approved surveys. It includes columns for Name, Facility Name, Survey Year, Status, Date Submitted, Completion Status, and Amendment Number. The table shows seven items found.

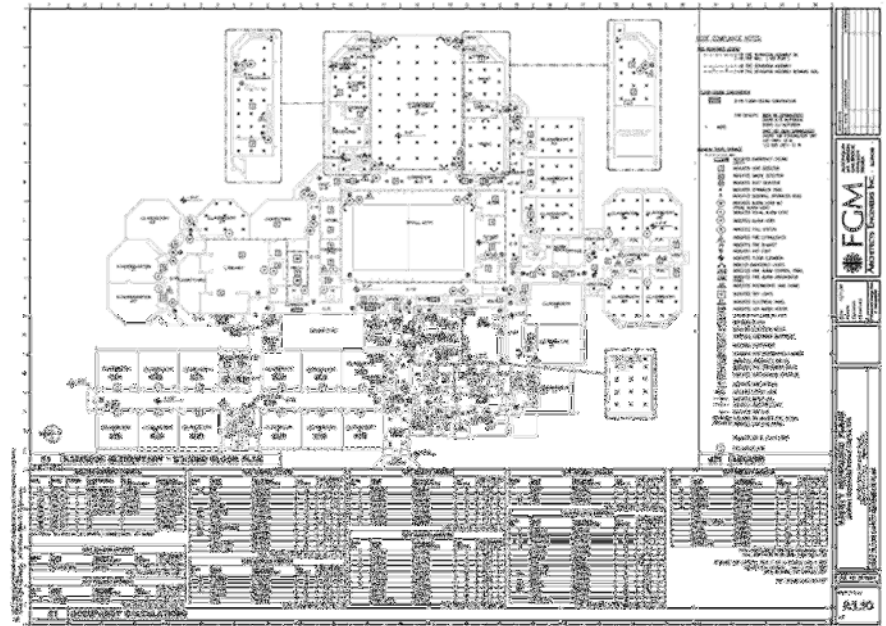
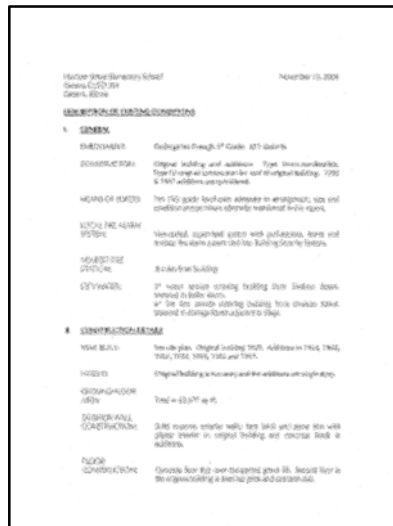
Name	Facility Name	Survey Year	Status	Date Submitted	Completion Status	Amendment Number
104034028	COLTRAP ELEM SCHOOL	2009	Accepted	12/10/2009 2:45:27 PM	False	
104034028	GENEVA COMMUNITY HIGH SCHOOL	2009	Accepted	12/10/2009 2:45:58 PM	False	
104034028	GENEVA HIGH SCHOOL ATHLETIC FIELD	2012	Accepted	10/20/14 4:10:26 PM	False	
104034028	HARRISON STREET ELEM SCHOOL	2009	Accepted	12/10/2009 2:51:12 PM	False	
104034028	HEATLAND ELEMENTARY SCHOOL	2009	Accepted	1/14/2010 10:26:40 AM	False	
104034028	MILL CREEK SCHOOL	2009	Accepted	1/14/2010 10:40:34 AM	False	
104034028	WESTERN AVENUE ELEM SCHOOL	2009	Accepted	1/14/2010 10:41:42 AM	False	





# Health Life Safety Survey

- Construction Area, Construction Types and Fire Separations
- Code calculated exiting capacity of rooms, corridors, stairs and exits



# Applicable Codes

YEAR	1928-29	1930's	1940's	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14
ELEMENTARY SCHOOLS				1950 - George B. Carpenter Elementary School 1954 - Addition 1955 - Addition										1967 - Addition										1994 - Addition																																												
	1928 - Eugene Field Elementary School 1930 - Addition			1951 - Addition										1963 - Addition 1967 - Addition																																																						
				1955 - Benjamin Franklin Elementary School 1956 - Addition																				1990 - Addition																																												
	1928 - Theodore Roosevelt Elementary School 1930 - Addition			1946 - Addition										1960 - Addition										1986 - Addition										1994 - Addition																																		
				1951 - George Washington Elementary School 1953 - Addition																				1989 - Addition 1993 - Addition																																												
MIDDLE SCHOOLS																																		1998 - Ralph Waldo Emerson Middle School																																		
	1928 - Abraham Lincoln Middle School 1931 - Addition			1946 - Addition										1956 - Addition																																																						
OTHER FACILITIES				1936 - Hendee Educational Service Center																																																																
				1954 - Thomas Jefferson School 1960 - Addition 1963 - Addition										1967 - Addition																																																						
BUILDING CODES AND STANDARDS	Health/Life Safety Survey													1965-67 Initial Inspection										1983-85 Resurvey										1993-95 (or every 10 years) Resurvey										2003-05 (or every 10 years) Resurvey																								
	Illinois School Building Codes			PART 185 Retroactive Code for Existing Buildings										PART 175 Model Code										PART 180 1993 BOCA 1996 BOCA										2003 IBC 2006 IBC 2009 IBC																																		
	NFPA 101 Life Safety Code													Chapter 7 - Means of Egress 1967 Edition																																																						
	ISBE Retroactive Codes			Pre-7/1/65 1993 BOCA FP and PM Codes + Part 185										7/1/65 to 7/6/98 1993 BOCA FP and PM Codes + Part 175										7/6/98 to 10/3/05 1996 BOCA FP/PM										10/3/05-Present Most Recent IFC and IPMC																																		
	Sprinkler Requirements																							Illinois School Sprinkler Law 1991, Repealed 2005										Part 180, Section 180.250 IBC Requirements																																		
	Illinois Plumbing Code													1969 Initial Adoption										1983 Amendment										1993 Revision										1998 Amendment										2004 Amendment														
	Accessibility Standards													1973 Rehabilitation Act of 1973, Section 504										1990 ADA										1997 Illinois Accessibility Code										2010 - ADA UPDATE																								
Energy Conservation Code																																											2004 - IECC																									



# Need for a Building Assessment

- Allows the district to understand the condition and performance of the building and of the individual systems
- Establishes a base line condition
- Allows long-term maintenance and repair budgets to be developed
- Necessary to determine the impact of deferring required maintenance



# Building Assessment Process

- Building and District staff interviews
- Facility questionnaire
- Review of drawings, reports and other studies
  - Verify all information at buildings
- Architects and Engineers Building Review
  - All rooms and spaces
  - Readily observable conditions
- Building security review



# Building Assessment Process

- Prepare list of possible items and review each item with District
- Work with Nicholas & Associates to prepare budgets
  - Health Life Safety Items
  - Building Assessment Items
- Review all identified items in the context of any educational and program needs



# Existing Facility Information

- Original building construction documents
- 2013 Cook County Regional Office of Education Annual Facility Inspection Reports
- 2013 Reta Security Report
- Structural Evaluation of Stages
- Maintenance Plan dated December 12, 2012
- List of completed projects from Maintenance Plan
- Appraisal Information





PARK RIDGE-NILES  
SCHOOL DISTRICT 64

# ANALYSIS AND STRATEGIES



PARK RIDGE NILES  
SCHOOL DISTRICT 64

Facility Condition - March 23, 2015

**FGM** ARCHITECTS

# Systems with Significant Costs over Time

- HVAC System
  - Building Automation Sub-system
- Shell System
  - Roof sub-system
  - Masonry maintenance
- Site Paving
  - Drives
  - Parking
- Low Voltage Systems





# HVAC Systems

SCHOOL NAME	SYSTEM DESCRIPTION	MAJOR UPGRADES	YEAR	ANTICIPATED LIFESPAN	USABLE LIFE REMAINING
Carpenter	VRF cassette system	New System	2012	25 years	
Emerson	VAV boxes served by boilers, chillers and AHUs	None; original to the building	1998	20 years	
Field	VAV boxes served by boilers and condensing units	New System	2014	20 years	
Franklin	VAV boxes served by boilers and condensing units	New Boilers and reheat coils New condensing units	2013 2005	20 years 20 years	
Jefferson	Unit Ventilators served by boilers (assumed)	New steam traps (2014) All other equipment is original	1954 1960's	20 years	
Lincoln	Unit Ventilators served by boilers and chillers	New UVs, AHU, Chiller and pumps	2004	20 years	
Roosevelt	Unit Ventilators served by boilers and chillers	New UVs, AHU's, Chiller, Boilers and pumps	2010	20 years	
Washington	Unit Ventilators served by boilers and chillers	New UV's, RTU's, Chiller, Boilers and pumps	2009	20 years	



# Maintenance Strategies

**Reactive** - Run it till it breaks

**Preventative** - Based on time or use, maintenance is performed to extend the life

**Predictive** - Measurements to detect onset of systems degradation

**Reliability Centered** - Perform required maintenance in a system's operating context



# Deferred Maintenance

- There is a distinction between deferred maintenance and ignored maintenance
- Intentionally deferring needed maintenance after a careful assessment of facilities condition is a strategy
- Ignoring maintenance is a problem

From the work of Faramarz Vakili, Associate Director of the Physical Plant,  
University of Wisconsin-Madison



# Project Prioritization

- **Priority One**

Violation of the code or a health / safety concern or significant additional costs if item is not addressed

- **Priority Two**

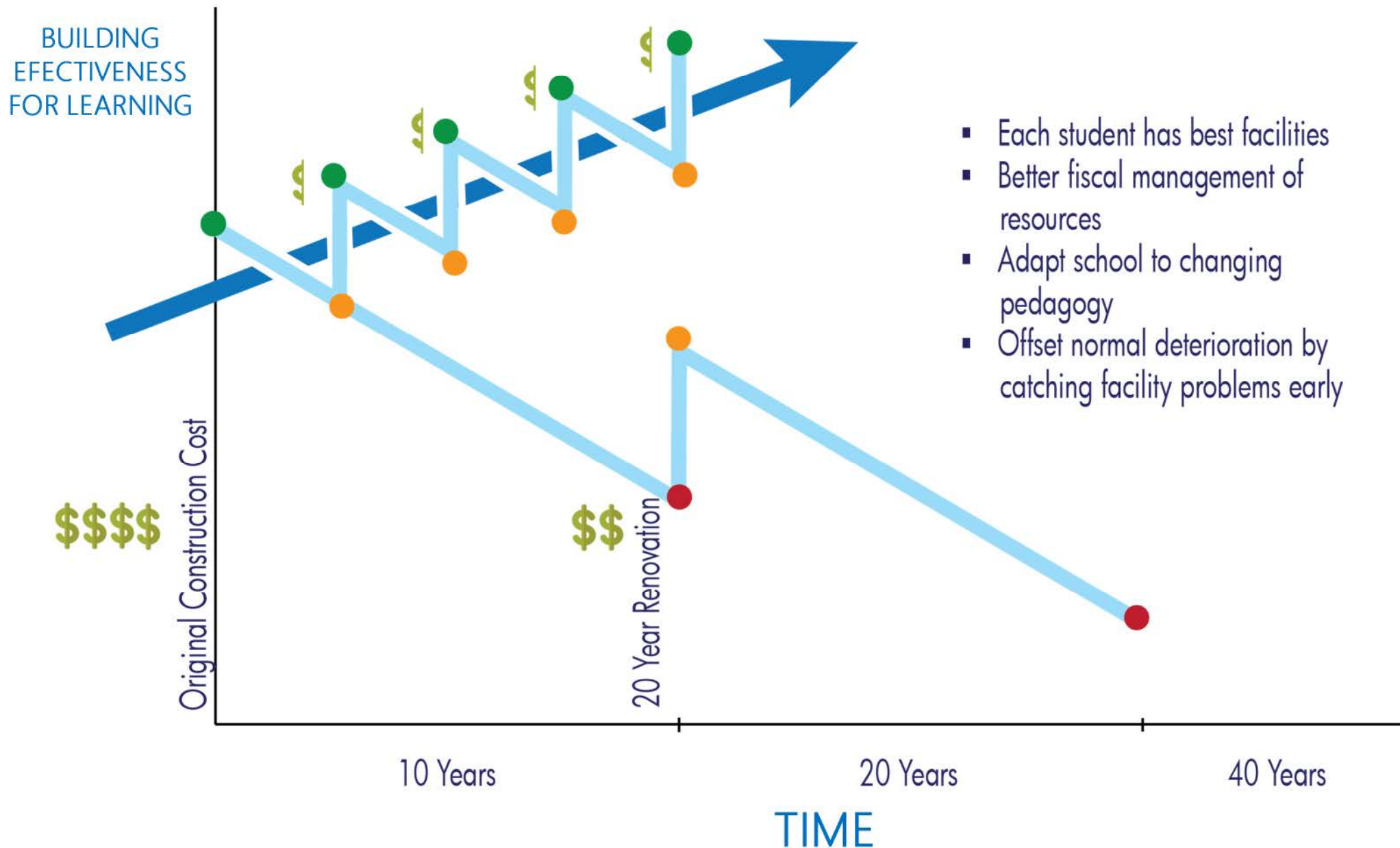
Necessary to comply with a recommended standard or increase operating efficiency or extend the useful life of the building or a system

- **Priority Three**

Improve the quality of materials or systems or reduce the risk of future failures or the enhance performance of a system



# Continual Improvement



To: Board of Education  
Laurie Heinz, Superintendent

From: Rebecca Allard, Chief School Business Official

Date: March 23, 2015

Subject: Discussion: February 23, 2015 Financial Projects Update with Capital  
Projects Expenditure Projections Included

Based on conversations we have engaged in at our last two Board of Education meetings, Brian Imhoff and myself began working with PMA to make modifications to the annual Financial Projections, first presented to the Board on February 9, 2015.

As a result, the updated projections now illustrate the impact on the Operating Fund balance when any capital improvements are budgeted within the Operations & Maintenance fund. The attached chart has five levels of annual capital expenditures, ranging from \$500,000 to \$2.5 million per year, starting in FY2016-17. At the maximum level, this scenario could provide \$7.5 million in capital improvements. Even at this level, the projections indicate that District 64 would maintain its fund balance policy of 120 days' cash on hand through the 2018-19 fiscal year, or two years short of the Board's extended goal of reaching 2020-21 before returning to taxpayers for a referendum.

Expenditures for the FY2015-16 fiscal year are budgeted in the Capital Projects Fund. The funding source for the Capital Projects Fund includes the bond sale proceeds, inter-fund transfers and interest income.

With the Capital Projects Fund set to be depleted by June 2016, and the relatively limited \$7.5 million available through the Operations & Maintenance Fund over the next several years as shown on the attached graph, Dr. Heinz and I recently met with the District's bond adviser Elizabeth Hennessy, William Blair & Company. Our goal was to determine the District's *capacity* to issue debt in the future, should the Board decide to do so.

Ms. Hennessy offered the following scenarios:

- In March 2016, the District could issue bonds for \$21 million through debt extension. Or, in March 2020, the District could issue bonds for \$31 million. Both options would extend the debt for 20 years and maintain the current tax rate in the Debt Service Fund. You may recall that bond repayment is channeled through the Debt Service Fund, which is not an Operating Fund, and therefore, is not subject to the limitations of the tax cap. However, this amount of borrowing

- would be the maximum amount the District would have the *capacity* to borrow over this time period.
- Another option is a referendum to fund capital projects that are identified through the 10-Year Health Life Safety Survey now being initiated with FGM. This scenario would fall outside that capacity limitation, and would still allow the District with flexibility to issue debt extension bonds.

Below, is the rationale for omitting any expenditures for capital improvements in the Operations & Maintenance Fund from the District's financial projections.

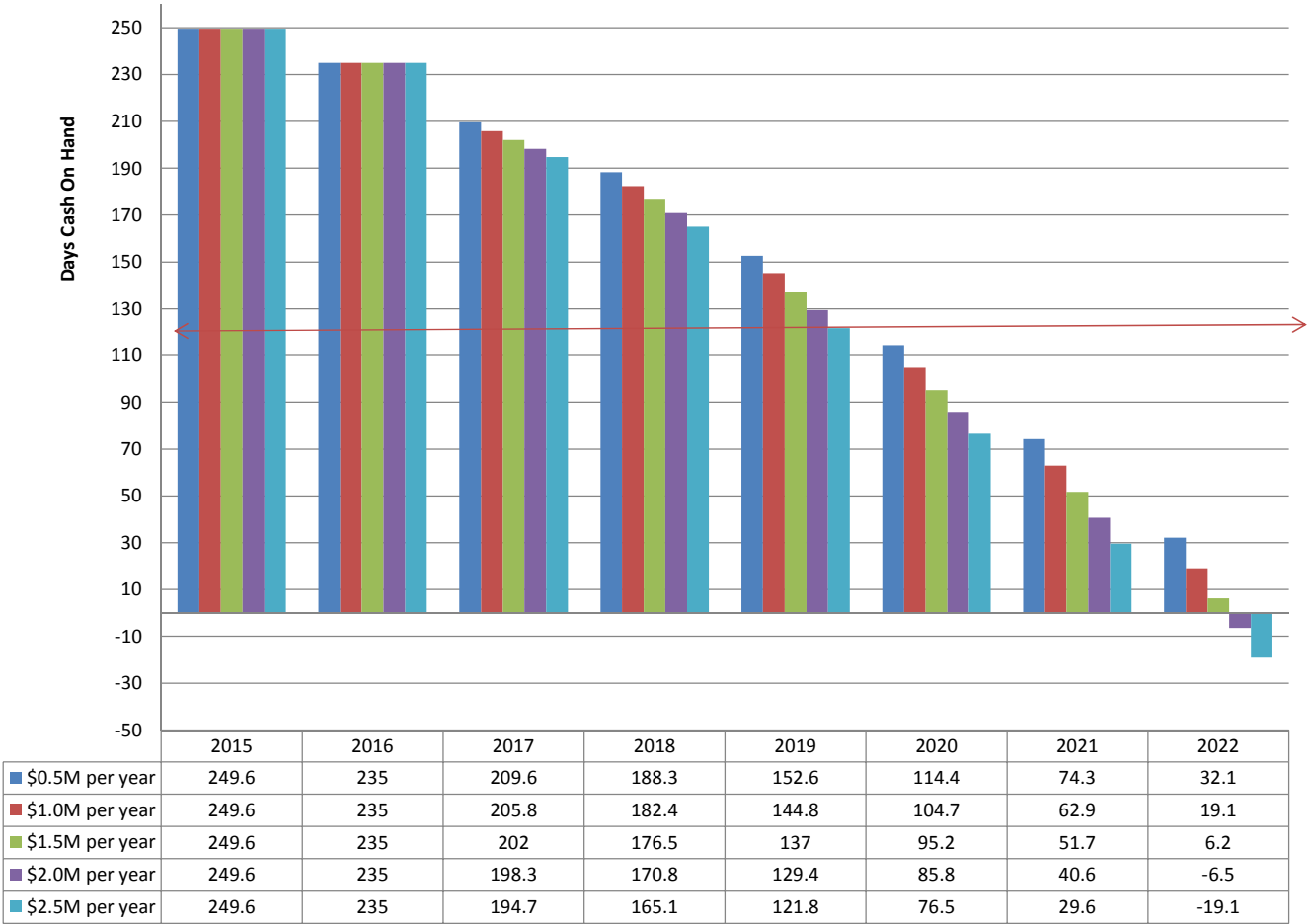
During the Board study sessions on August 16-17, 2013, Board members posed and deliberated four options for financing facility projects:

1. Spend no money on facilities and extend the referendum commitment to 2020-21;
2. Spend money on facilities and maintain the 2016-17 referendum commitment;
3. Spend money on facilities, sell bonds and extend the referendum commitment to 2020-21;
4. Spend money on facilities except for air-conditioning.

The Board reached consensus around option #3. The Board minutes from August 17 stated that: "Board members reached consensus on... using any positive balance to the Operating Fund at the end of the year to extend the assumed time of the next referendum and not for adding new expenses; using fund balances for the 2013-14 capital projects but relying on debt extension bonds going forward for further capital improvements; extending a return to taxpayers for an operating expense referendum past the previous 2016-17 target to no earlier than 2020-21..."

Based on this directive, the District moved forward with issuing \$8.6 million worth of bonds in March 2014 for funding Field Phase I & II. In addition, dollars from the Operating Funds were no longer set aside for future facility work in the financial projections.

# Impact on Operating Funds With Capital Improvements Included







Integrity. Commitment. Performance.™



## Park Ridge CCSD 64

PMA Financial Planning Program  
Presented by  
Howard Crouse, Sr. Vice President  
PMA Financial Network, Inc.  
Updated - For February 23, 2015

## Revisions to the February 9 Presentation

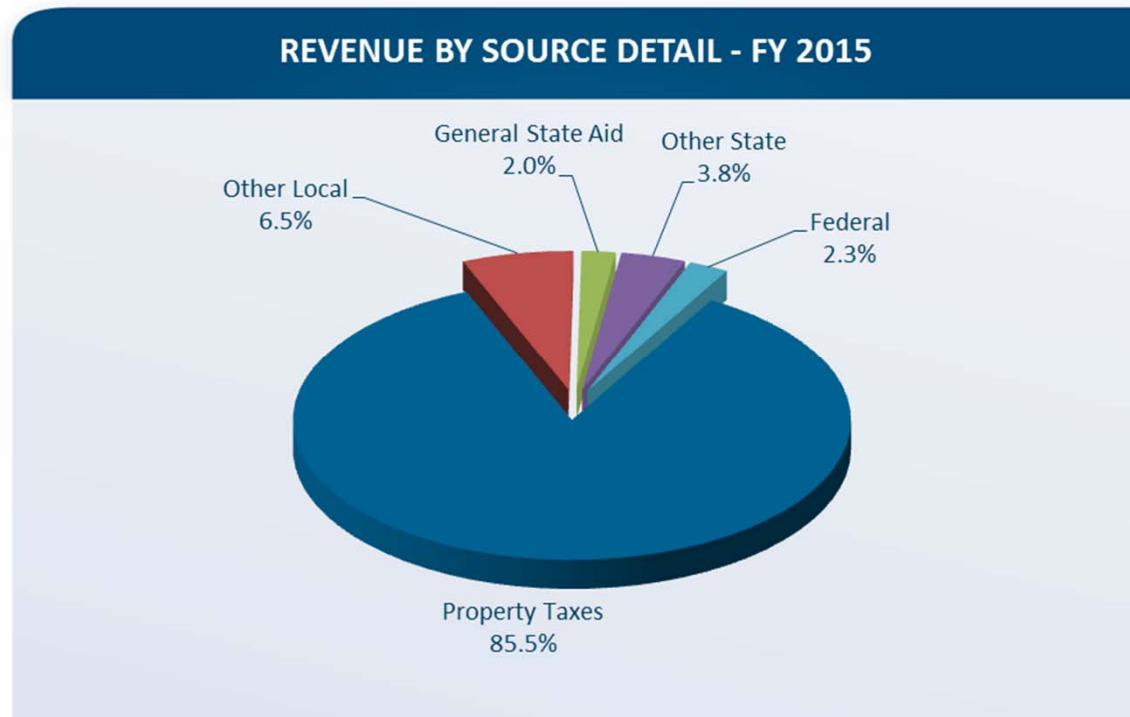
- Enrollment:
  - ❑ Kdg enrollment was calculated at half of head count. To correspond to Board reports, we have changed that to the actual head count. (Page 12)
- Staffing
  - ❑ FY15 staffing is 395.51 FTE. We are rounding that to 395.5 FTE.
  - ❑ We are adding 5.5 FTE in FY16, to project 401.00 FTE
  - ❑ All subsequent years are flat at 401.00 FTE. (Pages 11 and 12)
- Health insurance increased dropped from 7% to 5% (2/13)
- Results
  - ❑ These changes impact pages 13, 15, and 16

## Financial Planning Program

### *Data Elements*

- Five Years of Audited Annual Financial Reports
- FY2015 Budget
- Tax Levy / Extensions / Tax Rates/Distributions
- Equalized Assessed Valuation
- Enrollment
- Staffing Ratios
- Compensation and Benefits Provided
- District Assumptions

## FY 2015 Budget Revenue by Source – Operating Funds



Operating Funds – Education, Operations & Maintenance, Transportation, Illinois Municipal Retirement Fund , Working Cash and Tort Funds

Data & Assumptions provided by District

## Key Revenue Assumptions

- Local Revenue

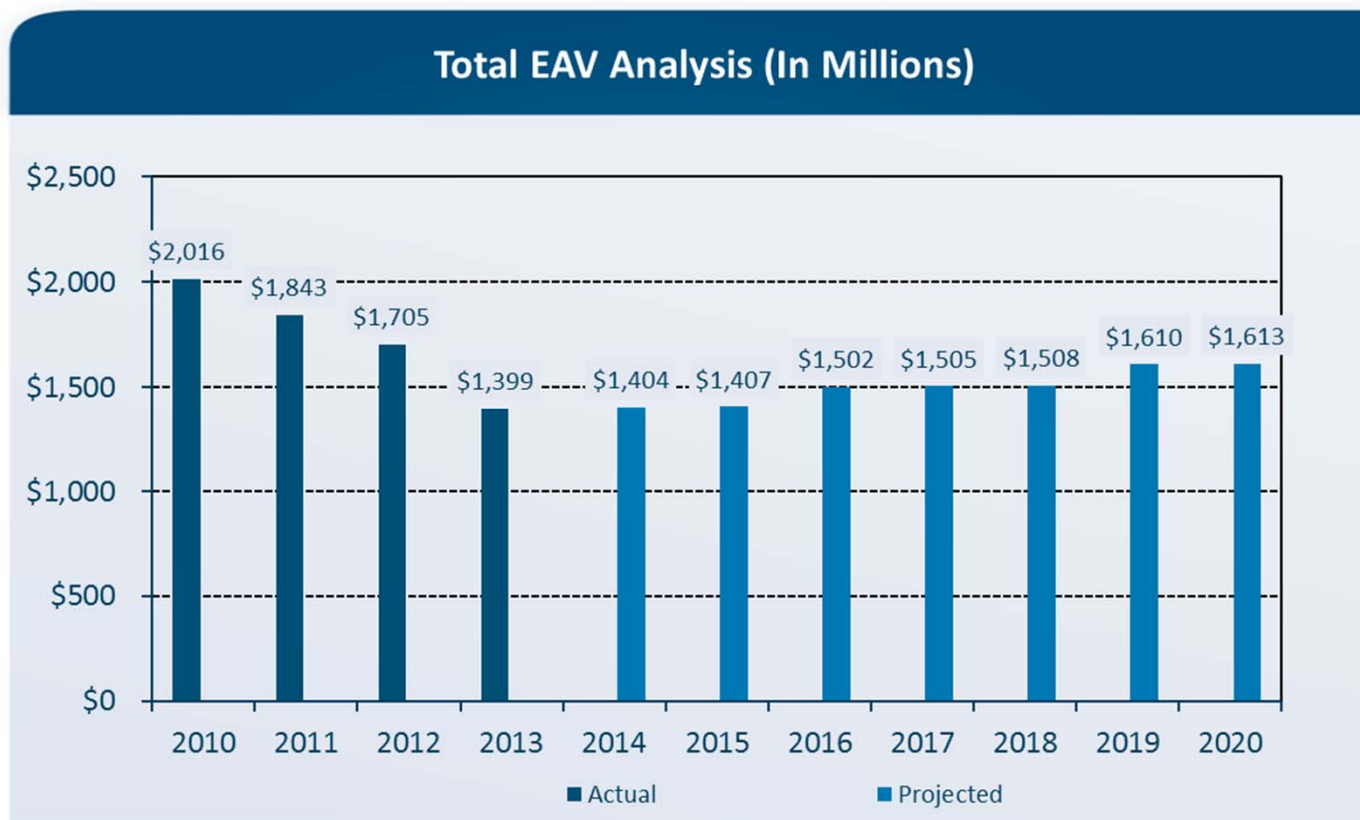
- Levies 2014 – 2020

- 1.5% CPI for Levy Year 2014 and .8% for LY2015; CPI will average 1.1% between LY2016 and LY2019
      - Each .1% CPI increases or decreases operating fund tax revenues by approximately \$62,000
    - Existing EAV projected be flat this year and next, then increase 6.5% in LY16, repeating the cycle in LY2017 and LY2020
      - This change only impacts the tax rate, not the revenue from existing EAV
    - New property estimates: \$4.3 million this year, and \$3.3M in subsequent years
      - Each \$1 million of new construction generates approximately \$43,000 for the operating funds

## Key Revenue Assumptions

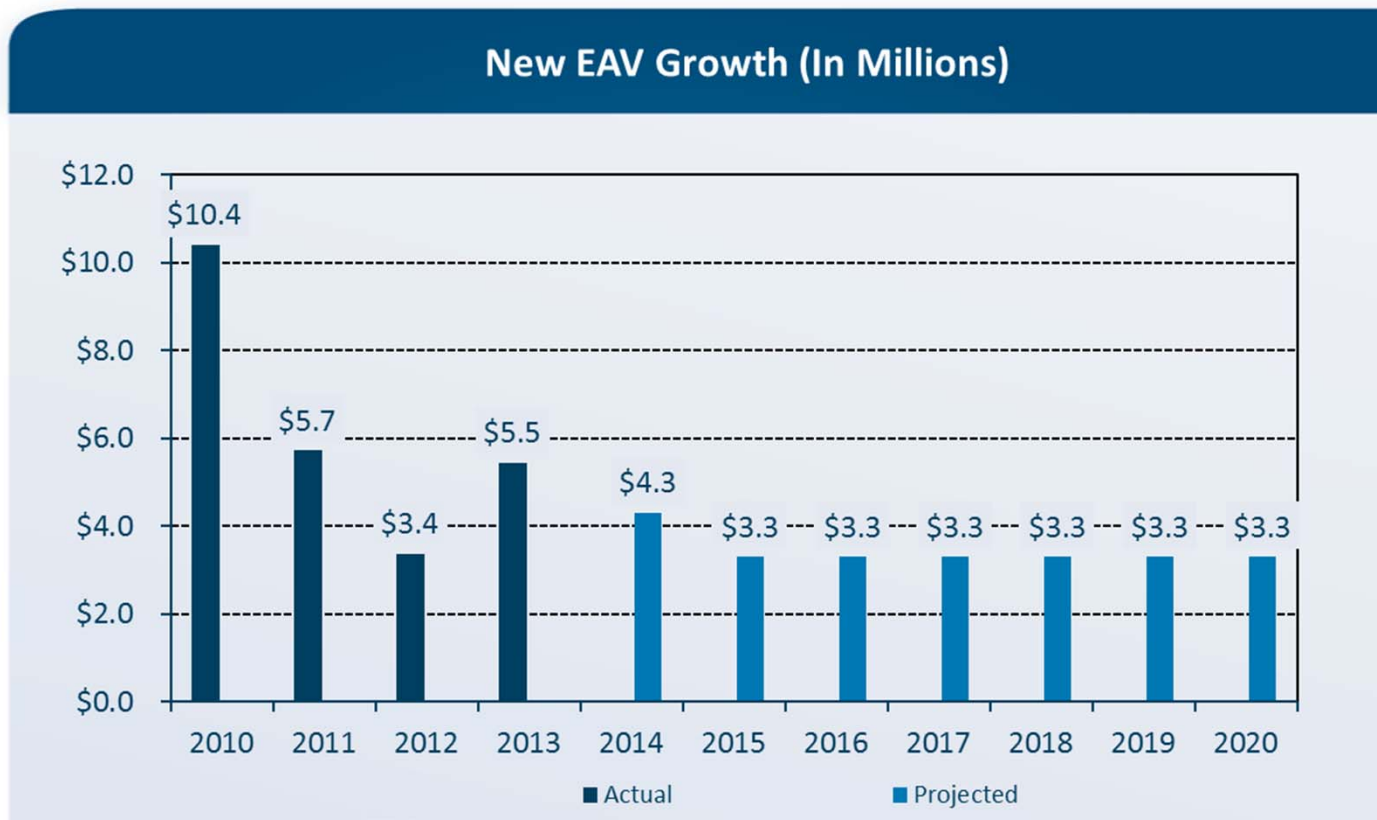
- State Revenue
  - ❑ General State Aid
    - The District is in the Alternate Formula for General State Aid
    - Foundation level projected to stay flat, but prorated at 89% each year
      - ❑ Each 1% proration equates to approximately \$15,000
    - GSA stays relatively flat under these assumptions
  - NOTES: There is concern that the State will not be able to pay its fourth categorical payment in the current fiscal year (approximately \$450,000)
  - And, we have not shown impact of what is now Senate Bill 1, formerly SB16
- Federal Revenue:
  - ❑ No increases projected

## Equalized Assessed Valuation



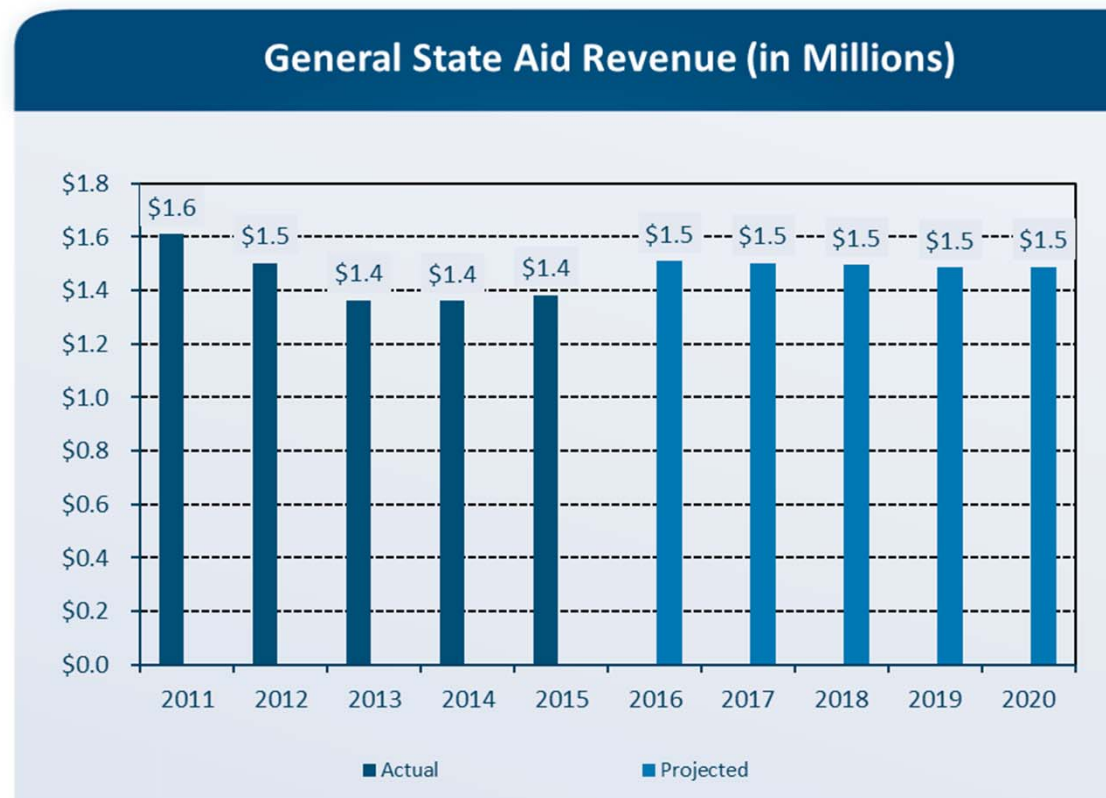
Source: District Projections

## New Growth





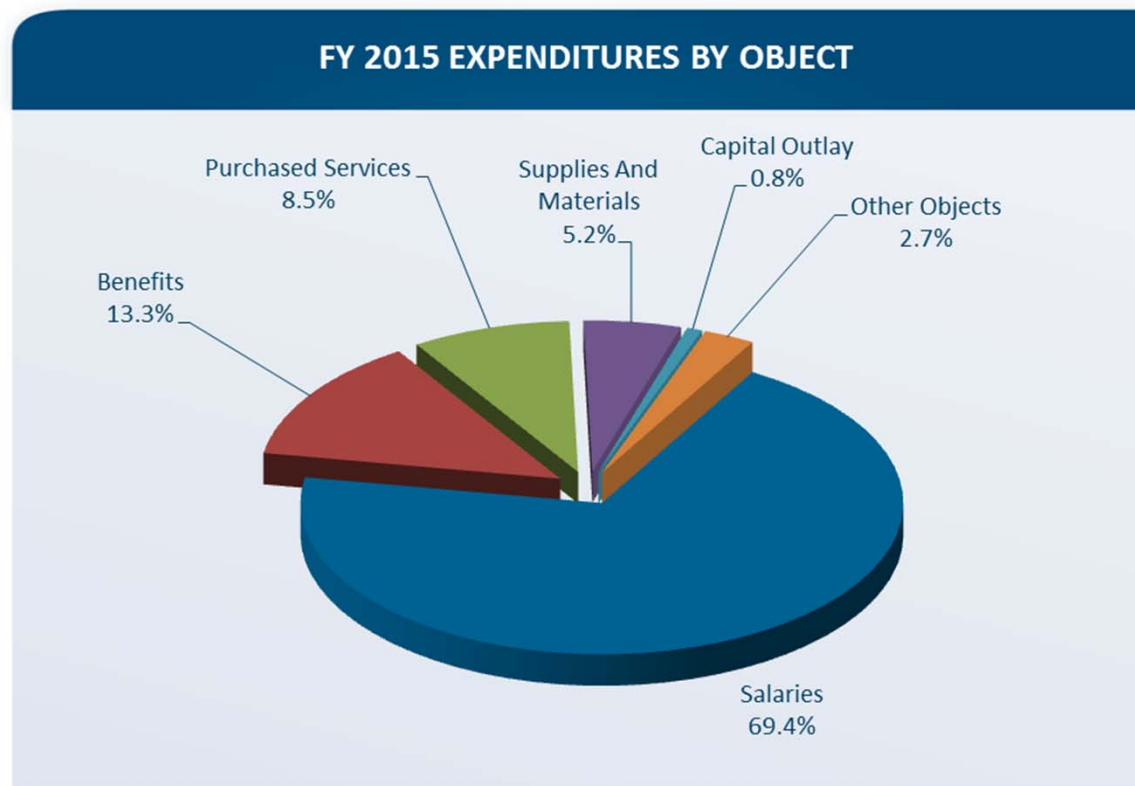
## State Revenue: General State Aid



Source: District Projections

# FY15 Budget

## Expenditures by Object – Operating Funds

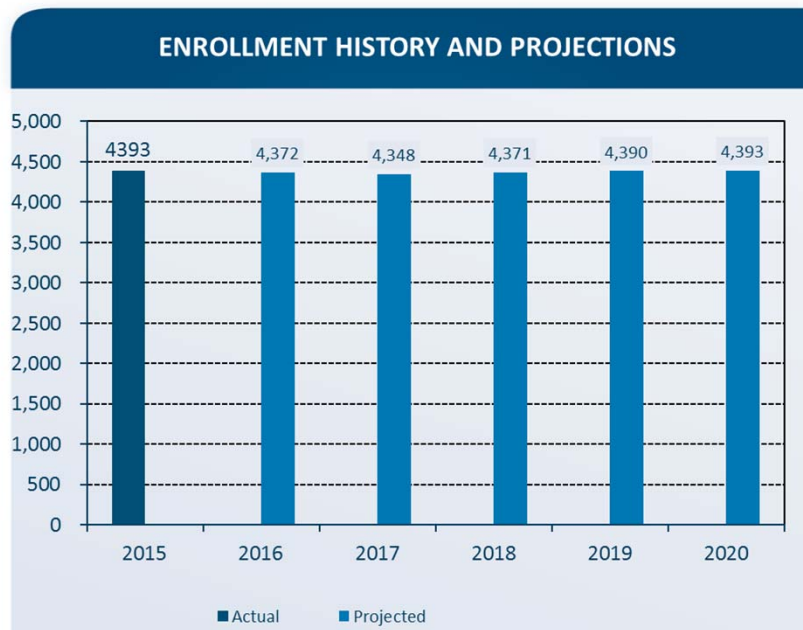


Operating Funds – Education, Operations & Maintenance, Transportation, Illinois Municipal Retirement, Working Cash and Tort Funds

## Key Expenditure Assumptions

- Salaries
  - Teachers
    - Current contract through FY2016
    - Future years to be negotiated, but projections beyond FY16 are based on the current contract
    - 5.5 Additional staff added for FY16, then staffing held flat at 401.0 FTE
- Health Benefits
  - FY16-20 5% annual increases for health insurance, 5% for dental insurance
- Education, O&M, Transportation and Tort Funds
  - Purchased Services, Supplies & Materials, Capital Outlay,
    - Increases reflect Consumer Price Index assumptions, averaging 1.1% FY17-20
  - Tuition increases are 3.5% annually

## Enrollment and Staffing Are Stable



# Base Model Aggregate Projections

(Operating Funds include Educational, O&M, Transportation, IMRF, Working Cash and Tort Funds)

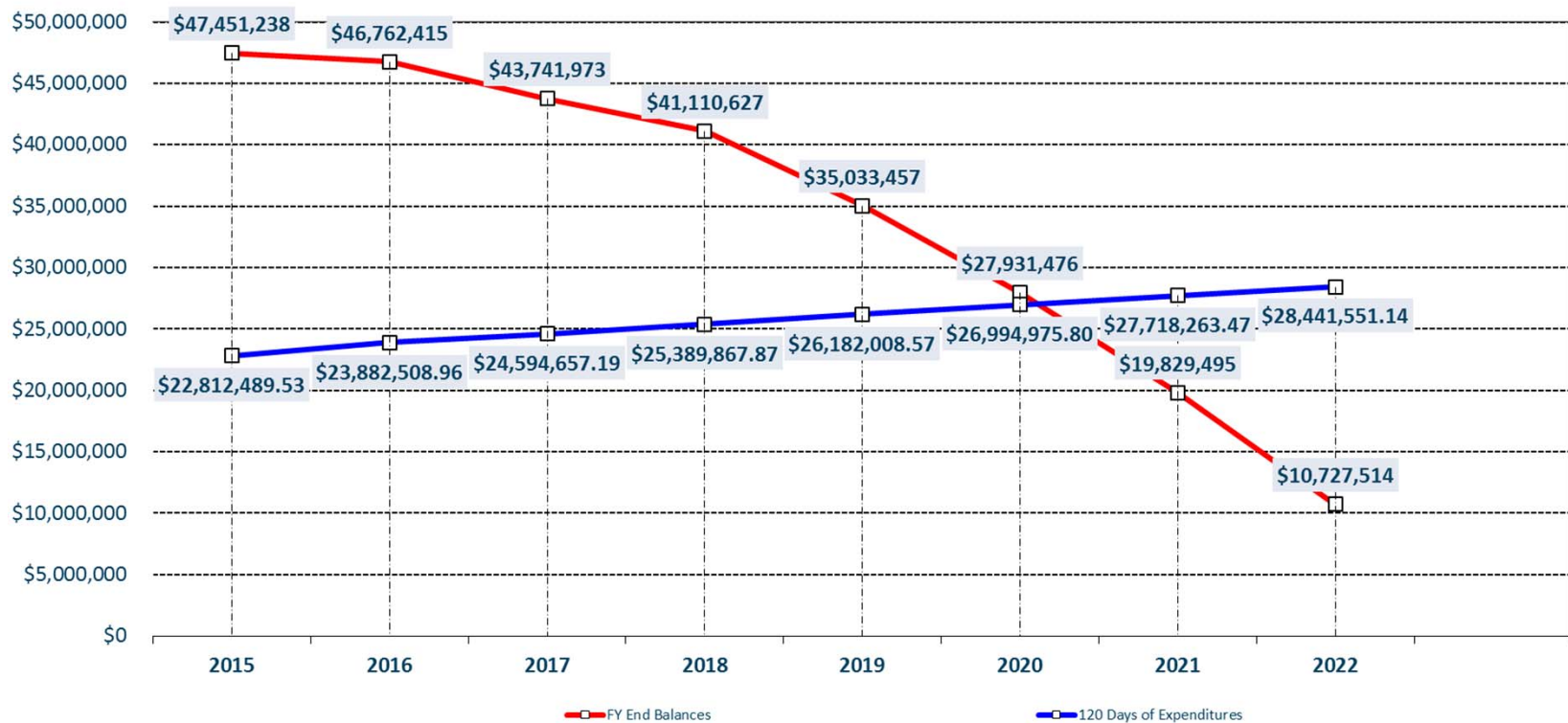
Aggregate - Projection Summary											
	BUDGET	REVENUE / EXPENDITURE PROJECTIONS									
	FY 2015	FY 2016	% chg	FY 2017	% chg	FY 2018	% chg	FY 2019	% chg	FY 2020	% chg
<b>REVENUE</b>											
Local	\$64,345,105	\$66,097,401	2.72%	\$65,928,429	-0.26%	\$68,737,838	4.26%	\$67,704,498	-1.50%	\$69,146,174	2.13%
State	\$4,023,453	\$4,245,201	5.51%	\$4,248,673	0.08%	\$4,247,124	-0.04%	\$4,244,069	-0.07%	\$4,250,357	0.15%
Federal	\$1,611,206	\$1,611,206	0.00%	\$1,611,206	0.00%	\$1,611,206	0.00%	\$1,611,206	0.00%	\$1,611,206	0.00%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$69,979,764</b>	<b>\$71,953,808</b>	<b>2.82%</b>	<b>\$71,788,308</b>	<b>-0.23%</b>	<b>\$74,596,168</b>	<b>3.91%</b>	<b>\$73,559,773</b>	<b>-1.39%</b>	<b>\$75,007,737</b>	<b>1.97%</b>
<b>EXPENDITURES</b>											
Salary and Benefit Costs	\$57,354,214	\$60,363,805	5.25%	\$62,380,294	3.34%	\$64,595,489	3.55%	\$66,848,679	3.49%	\$69,110,016	3.38%
Other	\$12,033,775	\$12,278,827	2.04%	\$12,428,455	1.22%	\$12,632,026	1.64%	\$12,788,263	1.24%	\$12,999,702	1.65%
<b>TOTAL EXPENDITURES</b>	<b>\$69,387,989</b>	<b>\$72,642,631</b>	<b>4.69%</b>	<b>\$74,808,749</b>	<b>2.98%</b>	<b>\$77,227,515</b>	<b>3.23%</b>	<b>\$79,636,943</b>	<b>3.12%</b>	<b>\$82,109,718</b>	<b>3.11%</b>
<b>SURPLUS / DEFICIT</b>	<b>\$591,775</b>	<b>(\$688,823)</b>		<b>(\$3,020,441)</b>		<b>(\$2,631,346)</b>		<b>(\$6,077,169)</b>		<b>(\$7,101,981)</b>	
<b>OTHER FINANCING SOURCES/USES</b>											
Transfer Among Funds (Net)	\$32,566	\$0		\$0		\$0		\$0		\$0	
Sale of Bonds	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Sources	\$0	\$0		\$0		\$0		\$0		\$0	
Other Financing Uses	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL OTHER FIN. SOURCES/USES</b>	<b>\$32,566</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
<b>SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES</b>	<b>\$624,341</b>	<b>(\$688,823)</b>		<b>(\$3,020,441)</b>		<b>(\$2,631,346)</b>		<b>(\$6,077,169)</b>		<b>(\$7,101,981)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$46,826,897</b>	<b>\$47,451,238</b>		<b>\$46,762,415</b>		<b>\$43,741,973</b>		<b>\$41,110,627</b>		<b>\$35,033,457</b>	
<b>PROJECTED YEAR END BALANCE</b>	<b>\$47,451,238</b>	<b>\$46,762,415</b>		<b>\$43,741,973</b>		<b>\$41,110,627</b>		<b>\$35,033,457</b>		<b>\$27,931,476</b>	
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>68.39%</b>	<b>64.37%</b>		<b>58.47%</b>		<b>53.23%</b>		<b>43.99%</b>		<b>34.02%</b>	
<b>FUND BALANCE AS # OF MONTHS OF EXPEND.</b>	<b>8.21</b>	<b>7.72</b>		<b>7.02</b>		<b>6.39</b>		<b>5.28</b>		<b>4.08</b>	

## 120 Days Cash on Hand and Extrapolation to FY2022

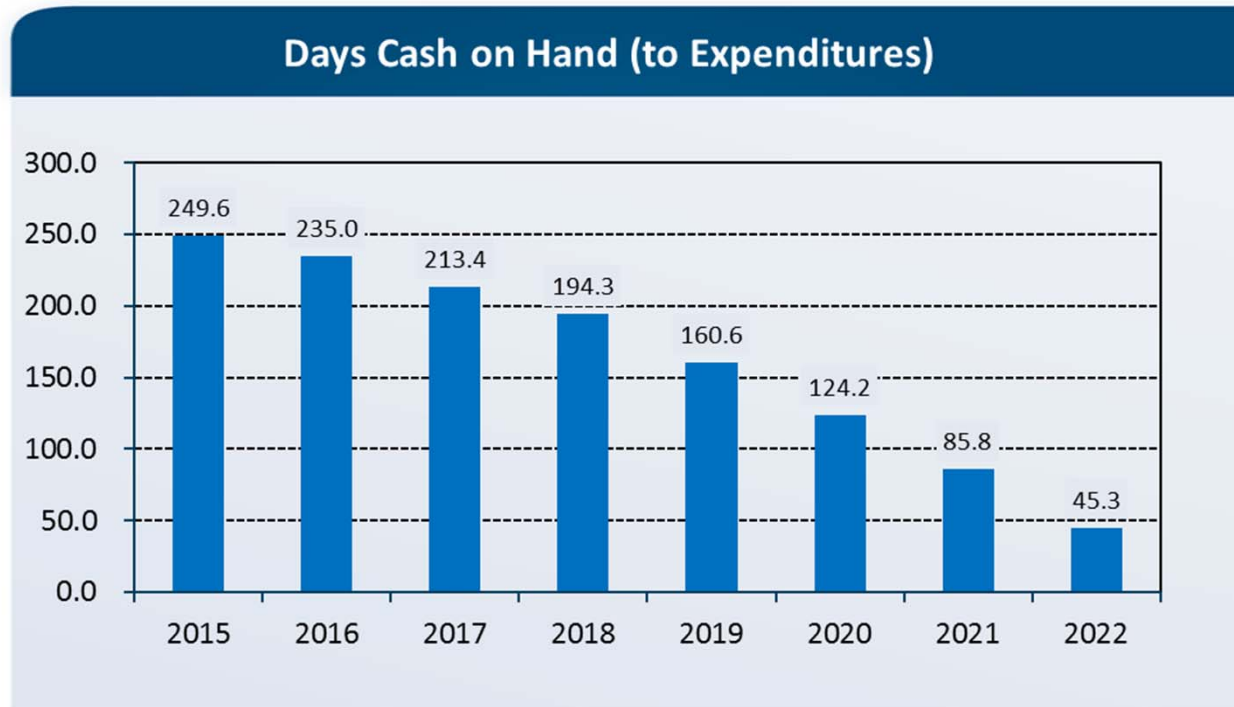
- The District has adopted a Board Policy of having a minimum of 120 days of expenditures in cash on hand (in relation to expenditures) as measured on June 30 of each fiscal year
- The District has stated its goal of maintaining that minimum balance through FY2021

## Base Model Future Projection Summary through FY2022

### Aggregate View - Projection Summary



## Base Model – Days Cash on Hand





## Pension Reform

- Pension reform now in the courts
  - ❑ Cost shift from State to local school districts is NOT currently part of that reform
  - ❑ Could resurface, particularly if any part of the pension reform legislation is found unconstitutional
  - ❑ Not included in current projections
  - ❑ Smallest shift discussed was .5% per year increase (from .58% to 1.08% to 1.58%, up to some undetermined percent around 8%)
  - ❑ .5% would be approximately \$200,000

## PMA Financial Planning Program | Park Ridge CCSD 64 February 9, 2015



The information contained herein is solely intended to suggest/discuss potentially applicable financing applications and is not intended to be a specific buy/sell recommendation, nor is it an official confirmation of terms. Any terms discussed herein are preliminary until confirmed in a definitive written agreement.

The analysis or information presented herein is based upon hypothetical projections and/or past performance that have certain limitations. No representation is made that it is accurate or complete or that any results indicated will be achieved. In no way is past performance indicative of future results. Changes to any prices, levels, or assumptions contained herein may have a material impact on results. Any estimates or assumptions contained herein represent our best judgment as of the date indicated and are subject to change without notice. Examples are merely representative and are not meant to be all-inclusive.

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To: Members of the Board of Education  
From: Dr. Laurie Heinz  
Date: March 23, 2015  
Re: CEC System Assessment Overview Findings

### **Background**

As you know, we hired the Consortium for Educational Change to conduct an external audit of District 64 with an emphasis on learning, collaboration, and results. A 29-member team worked in District from February 3-5.

I am a firm believer in continuous improvement. I have repeatedly stated: “While we may be good or even really good - we can always get better.” It is because of this strongly held belief that I engaged an external organization to help us identify areas of strength and opportunities for improvement within District 64 through conducting an audit. This District-level process -- called a “System Overview Assessment” -- is an opportunity to benchmark our District against effective practices of other “high performing” districts.

This decision came at a critical time -- new leadership, the crafting of our new Strategic Plan: Vision 2020, the creation of a new Health Life Safety Study/Master Facilities Plan, and updated financial projections to guide the allocation of resources to match our future needs. My goal has always been to honor the past, while visioning for the future of District 64.

### **Our Partner for the Audit: Consortium for Educational Change**

The organization we chose to conduct this audit is the Consortium for Educational Change. Their mission is to build collaborative structures, processes and cultures among key stakeholders to transform educational systems to continuously improve student learning and achievement. The CEC utilizes a framework built around the Malcolm Baldrige Performance Excellence Program, which is our nation's public-private partnership dedicated to performance quality. CEC is steeped in this quality improvement mindset, and also embraces the Professional Learning Community model. In PLC's, educators focus on learning rather than on teaching, work collaboratively with one another, and hold themselves and one another accountable for meeting the needs of children through increased learning and results. With this combined emphasis on Baldrige quality standards and professional learning communities, we believe CEC was the right partner for our audit.

To prepare for the visit, District 64 conducted an organizational self-study to reflect on where we are in the implementation process as it relates to the use of research-based best practices. The self-study involved responding to key questions and providing evidence in three key areas: learning, collaboration, and results. The self-study drafts were shared with District and building

administrators, members of the special education department, District curriculum facilitators and instructional technology coaches before being submitted for the audit.

On February 3, 4 & 5, the CEC team visited District 64 to review our self-study materials and evidence, and interview stakeholders. The 29-member team was comprised of members from other CEC districts and schools that are committed to the continuous improvement model and operating at peak performance.

During its visit, the CEC team fanned out to visit all eight of our schools, interviewing students, teachers and parents -- almost 1,000 stakeholders in all -- to evaluate how accurate the self-study reflected current practice throughout the District around the three key indicators.

### **Sharing the Audit Findings**

The CEC audit focused on three areas: learning, collaboration and results. Based on set criteria in each area, the CEC identified strengths and opportunities for improvement. The report also suggests some next steps, which are framed by the professional experiences, criteria and opinions of the assessment team members.

These findings are being shared in many ways with our community:

- At the conclusion of its visit, the CEC team leader immediately provided an oral report to our administrative team, which was videotaped to share with our staff members within 24 hours of it being delivered in public.
- On March 4, the CEC's team leader met with our administrative group to review the findings.
- A series of four podcasts (Overview and three focus areas) will be available for all staff, parents, and community members for further reflection and conversation on Tuesday, March 24.
- Staff viewed the System Overview podcast #1 on Wednesday, March 18 as part of District-led Staff Development.
- The Board of Education at its regular meeting on March 23 will review the CEC report.
- The report will be shared with the Strategic Planning Steering Committee at its March 26 meeting as it works this spring to create our Vision 2020.

### **Broad Themes for Conversations Moving Forward**

Keep in mind that District 64 has not previously adopted a continuous improvement mindset. Therefore, we view the CEC report as a launching pad to many conversations about what we stand for and where we strive to be over the next five years.

Because the continuous improvement framework is a "growth" mindset, CEC has NOT provided a list of things that need to be "fixed." Rather the feedback is a guide to the areas that are the critical levers for improvement.

Here are the compelling, broad themes that we believe will inspire important conversations going forward:

- The CEC team observed that the District appears to be more a “system of schools” than a “school system.” As a result, there is a need for the District to determine: “What do we guarantee will happen in every school, in every classroom?” and working to standardize those beliefs across the District.
- In this same vein, CEC pointed out that autonomy is valued at the school level. However, there must be clear expectations for what everyone is to know and do across the system, before letting the uniqueness of each school use its own creativity and autonomy to implement those District-wide expectations with fidelity. District committees will continue to develop the “what” to be learned, while encouraging teacher creativity and autonomy to deliver the “how”.
- The CEC team noted that more can be done to develop a culture of trust and respect among labor and management, or in other words teachers and administrators, to improve communication, collaboration, shared decision-making and continuous improvement.
- In addition, CEC encouraged bolstering our efforts to provide a culture where data about student performance is viewed as a “critical friend” to assess what is working and what needs attention. In this culture, staff would be comfortable progress monitoring and reporting results of these expectations.
- CEC noted that there are inconsistencies in our efforts to hold high expectations for all children and in providing equal access to learning opportunities for students at all learning levels, from special education through the Channels of Challenge program. As CEC observed, however, it can be difficult within the current schedules -- at both our elementary and middle schools -- to provide additional time and support for students who are struggling, especially in reading and mathematics.
- CEC also affirmed what we ourselves know, namely that people are our greatest resource. School environments are welcoming, warm, caring, and generally collegial. There appears to be a strong sense of “family” and “community.”

The CEC report is just the start of looking at our District through a new lens - a lens of continuous improvement. Many groups will use this data to inform our Vision 2020 plan, such as the Strategic Planning Steering Committee, Mastery Learning Committee, District Coaches and Facilitators, Administrative Council, and others.

I look forward to discussing these key-themes with the Board on Monday evening.

## First Reading of Policies from PRESS Issues 86 and 87

<b>Policy</b>	<b>Issue</b>	<b>Title</b>	<b>District Policy Committee Change/No Change</b>	<b>Board Policy Committee Change/No Change</b>
4:10	87	Operational Services – Fiscal and Business Management	C	Change to Superintendent or designee
4:45	87	Operational Services – Insufficient Fund Checks and Debt Recovery	N/C	N/C
4:110	87	Operational Services – Transportation	N/C	N/C
4:120	87	Operational Services – Food Services	N/C	N/C
4:130	87	Operational Services – Free and Reduced-Price Food Services	C Reduced Price removed	N/C
4:150	87	Operational Services – Facility Management and Building Programs	C \$12,500 changed to \$25,000	N/C
5:10	87	General Personnel – Equal Employment Opportunity and Minority Recruitment	N/C	N/C
5:130	87	General Personnel – Responsibilities Concerning Internal Information	N/C	N/C
5:220	87	Professional Personnel – Substitute Teachers	N/C	N/C
5:330	86	Educational Support Personnel – Sick Days, Vacation, Holidays, and Leaves N/A	N/A	N/A
6:20	87	Instruction – School Year Calendar and Day	N/C	N/C
6:110	87	Instruction – Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	N/C	N/C
6:280	87	Instruction – Grading and Promotion	N/C	...or retained
6:340	87	Instruction – Student Testing and Assessment Program	N/C	...eligible
7:50	87	Students – School Admissions and Student Transfers To and From Non-District Schools	C	Paragraph from current policy included
7:100	87	Students – Health, Eye, and Dental Examinations;	N/C	N/C

		Immunizations; and Exclusion of Students		
7:180	86	Students – Prevention of and Responses to Bullying, Intimidations, and Harassment	N/C	N/C
7:220	87	Students – Bus Conduct	N/C	N/C
7:240	86	Students – Conduct Code for Participants in Extracurricular Activities	C	C
7:270	87	Students – Administering Medicines to Students	N/C	N/C
8:20	87	Community Relations – Community Use of School Facilities	N/C	N/C

3/23/15

## Operational Services

### Fiscal and Business Management <sup>1</sup>

The Superintendent is responsible for the School District's fiscal and business management. <sup>2</sup> This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1 as required by State law. <sup>3</sup>

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "Authorization for Electronic Network Access." <sup>4</sup>

### Budget Planning

The District's fiscal year is from July 1 until June 30. <sup>5</sup> The Superintendent or designee shall present to the Board no later than the first regular meeting in August, a tentative budget with appropriate explanation. <sup>6</sup> This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form." <sup>7</sup> To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent or designee shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines. <sup>8</sup>

### Preliminary Adoption Procedures

After receiving the Superintendent's or designee proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget, <sup>9</sup> and
2. The proposed budget to be available to the public for inspection. <sup>10</sup>

**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. Article 17 of the School Code controls budgeting, tax levys, and tax warrants.

<sup>2</sup> Boards are authorized to hire a chief school business official (105 ILCS 5/10-22.23a). Districts having a chief school business official may want to replace "Superintendent" with "Chief School Business Official" throughout this policy.

<sup>3</sup> 105 ILCS 5/10-17.

<sup>4</sup> See exhibit 6:235-E2, *Authorization for Electronic Network Access*. Use of electronic networks in the curriculum is covered in policy 6:235, *Access to Electronic Networks*.

~~This optional paragraph addresses a budget calendar:~~

~~Each January the Board adopts a proposed budget calendar indicating dates for presentation by the Superintendent of receipts, estimates, preliminary expenditure recommendations by funds, and major Board actions affecting the budget.~~

<sup>5</sup> The board sets the fiscal year (105 ILCS 5/17-1) and this sentence should reflect that local decision.

<sup>6</sup> The board must designate a person(s) to prepare a tentative budget (105 ILCS 5/17-1). The purpose of this policy's directive for the superintendent to present a tentative budget "no later than the first regular meeting in August" is to ensure that the budget can be adopted by September 30 (see f/n 14). A board may amend this directive to give the superintendent additional flexibility by requiring him or her to present a tentative budget "during a regular Board meeting in August."

<sup>7</sup> Required by 105 ILCS 5/17-1. The budget instructions from ISBE detail when a deficit reduction plan must be completed.

<sup>8</sup> State law requires the budget to be balanced and, if not, a 3-year deficit reduction plan must be developed (105 ILCS 5/17-1).

<sup>9</sup> At least one public hearing must be held before final action on the budget (105 ILCS 5/17-1).



The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. <sup>11</sup> The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question, or advise the Board. <sup>12</sup>

#### Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. <sup>13</sup> To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements. <sup>14</sup>

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes. <sup>15</sup>

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address. <sup>16</sup>
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption. <sup>17</sup>
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements. <sup>18</sup>

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act. <sup>19</sup>

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<sup>10</sup> The tentative budget must be conveniently available for public inspection for at least 30 days before final action on the budget (105 ILCS 5/17-1).

<sup>11</sup> 105 ILCS 5/17-1 makes the board secretary responsible for this public notice at least 30 days before the hearing. If there is no newspaper published in the district, notice must be given by posting notices in 5 public places (105 ILCS 5/17-1).

<sup>12</sup> State law does not address what transpires during the budget hearing.

<sup>13</sup> Required by 105 ILCS 5/17-1 and 5/17-3.2.

<sup>14</sup> Required by 105 ILCS 5/17-1. See [fn 8](#).

<sup>15</sup> Required by 105 ILCS 5/10-7.

<sup>16</sup> Required by 105 ILCS 5/17-1.2, *only if* the district has a website. Do not add this sentence unless the district has a website.

<sup>17</sup> Required by 35 ILCS 200/18-50, which refers to "appropriation and budget ordinances or resolutions." School districts adopt budgets by board resolution. The budget serves as the district's appropriation.

<sup>18</sup> Required by 105 ILCS 5/17-1.

<sup>19</sup> 105 ILCS 5/17-11 and 35 ILCS 200/18-55.

### Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption. <sup>20</sup>

### Implementation

The Superintendent or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans<sup>21</sup>, interfund transfers<sup>22</sup>, transfers within funds<sup>23</sup>, and transfers from the working cash fund or abatements of it, if one exists. <sup>24</sup>

LEGAL REF.: 35 ILCS 200/18-55 et seq.  
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.  
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADMIN. PROC.: 6:235-E2 (Exhibit - Authorization for Electronic Network Access)

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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>20</sup> 105 ILCS 5/17-1; 23 Ill.Admin.Code Part 100.

<sup>21</sup> 105 ILCS 5/10-22.33, 5/20-4, 5/20-5, 5/20-8, and 5/20-10 and 23 Ill.Admin.Code §100.50. If the district loans money from the working cash fund to another fund, Section 5/20-10 requires the district to maintain a credit to the working cash fund (meaning that borrowing fund must repay the working cash fund).

<sup>22</sup> 105 ILCS 5/17-2A contains the requirements for a permanent transfer. P.A. ~~96-1201 98-131~~ extended the time period during which a district may transfer money from specified funds for any purpose to ~~June 30, 2013~~ **July 1, 2016**.

<sup>23</sup> Transfers between the various items in any fund may not exceed in the aggregate 10 percent of the total of such fund as set forth in the budget. If the aggregate exceeds 10 percent, the board must amend the budget (105 ILCS 5/17-1).

<sup>24</sup> The purpose of the working cash fund is to enable the school district "to have in its treasury at all times sufficient money to meet demands for expenses," (105 ILCS 5/20-1). School officials, including board members, are liable "for any sum that may be unlawfully diverted from the working cash fund ...," 105 ILCS 5/20-6.

105 ILCS 5/20-10 ~~amended by P.A. 96-1277, now codified~~ **codified** a long-held practice and understanding of Ill. school districts. A district may abate (reduce the funds) money from the working cash fund at any time and transfer it to any district fund or funds most in need of the money, provided that the district maintains an amount to the credit of the working cash fund. ~~P.A. 96-1277 legislatively overturned caselaw~~ **This was a legislative overturn of a case** concluding that any permanent transfer, including abatements, of the working cash fund should be transferred only to the education fund (see G.I.S. Ventures v. Novak, 902 N.E.2d 744 (Ill.App. 2nd Dist., 2009); G.I.S. Venture v. Novak, 2014 IL App. (2d) 130244 (9/30/2014)). Abolishments (deplete all funds) of the working cash fund must still be transferred to the education fund only.

## Operational Services

### Insufficient Fund Checks and Debt Recovery

#### Insufficient Fund Checks 1

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the District's attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

#### Delinquent Debt Recovery 2

The Superintendent is authorized to seek collection of delinquent debt owed the District. ~~The Superintendent or designee shall execute to the requirements fullest extent of the law. 3 To participate in any the Local Debt Recovery Program through the Illinois Office of the Comptroller (IOC), an intergovernmental agreement (IGA) between the District and the Illinois Office of the Comptroller (Comptroller) that has the purpose of debt recovery. The intergovernmental agreement IOC must be in existence. The IGA establishes the terms under which the District may request, and refer delinquent debt owed it over to the Comptroller will IOC for an offset (deduction). The IOC may execute, a an offset of the amount of a the delinquent debt owed to the District from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.~~

~~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. 810 ILCS 5/3-806 authorizes a \$25.00 collection fee whenever a check is not honored upon presentation because the individual does not have an account with the bank, the individual does not have sufficient funds in his or her account, or the individual does not have sufficient credit with the bank.

~~This fee may be considered punitive considering several banks rarely charge this amount for an insufficient funds check. To allow more flexibility for the superintendent and his or her designees to charge the full collection fee of \$25.00, a portion thereof, or none of it, the first sentence states "up to the maximum fee." Boards choosing to allow this flexibility should discuss equal protection issues with the board attorney. As a general rule, any flexibility should be applied with uniform rules to all individuals and/or groups to avoid triggering the Constitution's Equal Protection Clause.~~

~~Boards that wish to charge the maximum fee in all circumstances should delete the words up to in the first sentence: "The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason."~~

<sup>2</sup> This section is optional but because the policy's title refers to debt recovery, at least the first sentence should be retained. ~~The Ill. Office of the Comptroller (IOC)~~ operates an Offset System for collecting debt owed to the State, political subdivisions of the State, and school districts by persons receiving payments from the State. Seeking debt recovery through an offset of a future payment the State makes to a debtor is optional. The requirements in this policy for obtaining an offset are either in statute or the ~~Comptroller's IOC's~~ intergovernmental agreement (IGA) (15 ILCS 405/10.05 and 10.05d, amended by P.A. 97-632). The first step to participate is to enter into the ~~intergovernmental agreement IGA~~ with the ~~Comptroller's IOC's~~ office. Contact a Local Debt Recovery Program (LDRP) manager with the ~~Office of the Comptroller IOC~~ to join. Program managers work one-on-one with districts. The LDRP's general number is 312/814-2488 and email is [ldr@mail.ioc.state.il.us](mailto:ldr@mail.ioc.state.il.us). Contact the board attorney for advice and assistance.

While this paragraph is not a prerequisite to participation in the Offset Program, it will help the board's monitoring function by identifying the Program's important components. Moreover, it serves as an element of due process by informing the public and the district's debtors that the district will collect debt through the Offset Program.

~~3 There methods other than the IOC's Local Debt Recovery Program to collect delinquent debts owed to the school district, i.e., small claims court, private collection agencies, etc. If the district decides it will not ever seek to enter the IOC's Local Debt Recovery Program, keep the first sentence and delete everything after it.~~

The ~~Comptroller will pay Superintendent or designee shall execute the amount deducted to requirements of the District and IGA. While executing the District will credit that amount against requirements of the balance owed to the District until the debt is paid. IGA,~~ the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (claim) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the debt claim is certified to the Comptroller IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
2. Certifying to the Comptroller IOC that the debt is past due and legally enforceable, and notifying the Comptroller IOC of any change in the status of an offset claim for delinquent debt.
3. Responding to requests for information from the Comptroller IOC to facilitate the prompt resolution of any protest administrative review requests received by the Comptroller IOC.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d.  
810 ILCS 5/3-806.



## Operational Services

### Transportation 1

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, 2 or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. 3 A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. 4 Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. 5 Non-public school students shall be transported in accordance with State law. 6 Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. 7

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

1 State law controls this policy's content (105 ILCS 5/29-1 et seq. and 23 Ill.Admin.Code Part 120). **Important: The board of a district that does *not* provide transportation must amend this policy.** F/n 2 discusses when districts must provide free transportation. Please contact an IASB Policy Consultant for *gratis* help customizing this policy. You may also need to consult the board attorney.

A district that chooses to consider locations other than individual students' residences as pick-up and drop-off locations must adopt a policy establishing this practice to receive State reimbursement (23 Ill.Admin.Code §120.30).

Each district must have a pre-trip and post-trip inspection policy (625 ILCS 5/12-816). An ISBE rule requires boards to "institute policies and practices that promote the safety and well-being of school bus passengers," (23 Ill.Admin.Code §1.510). To comply with these requirements, this policy lists relevant administrative procedures at the end.

The policy does not address an *automatic traffic enforcement* system which may be enacted by a municipality or county. An *automatic traffic law enforcement system* is a device that senses and records a motor vehicle that illegally fails to stop for a school bus (625 ILCS 5/11-208.9). Each school board within that municipality or county's jurisdiction may approve the system's implementation. The board is then required to enter into an intergovernmental agreement with the municipality or county and contract with vendors for the system's installation, maintenance, and operation. Each applicable school bus must be posted with a sign indicating that it is being monitored by an automated traffic law enforcement system. The proceeds from a school district's automated traffic law enforcement system's fines shall be divided equally between the school district and the municipality or county administering the automated traffic law enforcement system.

2 Only the following districts must provide free transportation as described in the sample policy: community consolidated districts, community unit districts, consolidated districts, consolidated high school districts, and combined school districts if the combined district includes any district that was previously required to provide transportation (105 ILCS 5/29-3 and 23 Ill.Admin.Code §1.510(a)). Districts that are not required to provide free transportation may do so (*Id.*). To qualify for State reimbursement, districts electing to provide transportation when they are not required to do so must afford the same service to all students in that same situation (23 Ill.Admin.Code §1.510(b)). Districts may provide transportation within 1-1/2 miles and may charge for such transportation (105 ILCS 5/29-2).

Optional provision: (105 ILCS 5/29-3.1)

The District may provide transportation to and from school-sponsored activities and may charge for such transportation.

3 105 ILCS 5/29-3 and 23 Ill.Admin.Code §1.510.

4 Required by 105 ILCS 5/29-3. Another statute provides a process for *qualifying students* to seek reimbursement from ISBE for *qualified transportation expenses* (105 ILCS 5/29-5.2; 23 Ill.Admin.Code §120.240). 23 Ill.Admin.Code §120.230 requires, among other things, that each attendance center designate a representative to assist parents/guardians with this process. This process does not need to be in board policy and is not covered herein.

5 34 C.F.R. §300.34 and 23 Ill.Admin.Code §226.750.

6 105 ILCS 5/29-3.2 and 5/29-4.

7 105 ILCS 45/. State law implements the McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes. <sup>8</sup>

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible. <sup>9</sup>

No school employee may transport students in school or private vehicles unless authorized by the administration. <sup>10</sup>

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. <sup>11</sup> The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. <sup>12</sup> The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving. <sup>13</sup>

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers. <sup>14</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>8</sup> This paragraph should be deleted if a district will not seek State reimbursement for transportation to and from locations other than individual students' residences. As a condition for receiving State reimbursement, an ISBE rule requires boards to have a policy with the provisions in this paragraph (23 Ill.Admin.Code §120.30). This rule also contains the non-discrimination language.

<sup>9</sup> The paragraph is optional. As an alternative, a board may state that pick-up and discharge points "should be as safe and convenient as possible."

<sup>10</sup> Optional. This presents an opportunity for each board to discuss this issue with the superintendent and direct the superintendent to include it in the curriculum for the required in-service on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). See 5:120, *Ethics and Conduct* (fn 2), and 5:100 *Staff Development* (fn 3), for more detailed discussions. Include policies 5:100, *Staff Development* and 5:120, *Ethics and Conduct*, in the cross references when this sentence is used.

<sup>11</sup> 625 ILCS 5/13-109. The vehicle and other requirements for transporting students to and from interscholastic or school-sponsored activities, including curriculum-related activities, are found in 105 5/29-6.3 and 625 ILCS 5/11-1414.1. These statutes also contain requirements for the use of multi-function school activity buses (defined at 625 ILCS 5/1-148.3a-5). The legislature frequently amends these statutes, along with many transportation laws; they should be double-checked before relying on them.

<sup>12</sup> 625 ILCS 5/12-815. The statute, like the policy, identifies the conditions in which illuminating the strobe light is permissible instead of mandating when they must be illuminated.

<sup>13</sup> 625 ILCS 5/12-821(b) requires districts that own school busses and multifunction school activity busses to establish procedures for accepting comment calls and responding to them. In accordance with good governance principles, this duty is delegated to the superintendent. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*.

<sup>14</sup> 105 ILCS 5/10-20.21a, requires all contracts for providing charter bus services to transport students to or from interscholastic athletic or interscholastic or school sponsored activities to contain clause (A) except that a contract with an out-of-state company may contain clause (B) or clause (A). The clause must be set forth in the contract's body in at least 12 points typeface and all upper case letters:

(A) "ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

## Pre-Trip and Post-Trip Vehicle Inspection 15

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

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINT CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

(B) "NOT ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINT CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

15 625 ILCS 5/12-816(a) requires school districts to have a school bus pre- and post-trip inspection policy with the components as contained in this policy. See also 23 Ill.Admin.Code §1.510(i)(3) and 92 Ill.Admin.Code §440-3. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*. School district contracts with a private sector school bus company must require the company to have a pre- and post-trip inspection policy that is equivalent to this section of the policy (625 ILCS 5/12-816(b)).

Each school bus must contain an operating two-way radio or cellular radio telecommunication device while the school bus driver is in possession of a school bus (625 ILCS 5/12-813.1). "Cellular radio telecommunication device" means a device capable of sending or receiving telephone communications without an access line for service and which requires the operator to dial numbers manually; it does not include citizens band radios or citizens band radio hybrids (625 ILCS 5/12-813.1). The two-way radio or cellular radio telecommunication device must be turned on and adjusted in a manner that would alert the driver of an incoming communication request. ~~Two-way radios may not be as effective as cell phones: they do no good when the bus driver is out of the bus with children (the radio is in the bus but the driver is with the children on a field trip, for example) and their range may be inferior to that of cell phones. Four important exceptions allow a driver to use a cell phone while operating a bus. A school bus driver may not operate a school bus while using a cellular radio telecommunication device except in the following situations:~~ (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities about bus operation or the safety of a passenger on the bus; and (4) when the bus is parked. However under no circumstances may the cell-phone cellular radio telecommunication device be used for anything else including personal use (625 ILCS 5/12-813.1).

- LEGAL REF.:** McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/10-22.22 and 5/29-1 et seq.  
105 ILCS 45/1-15.  
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,  
5/12-816, 5/12-821, and 5/13-109.  
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.  
92 Ill.Admin.Code §440-3.
- CROSS REF.:** 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280  
(Educational Support Personnel - Duties and Qualifications), 6:140 (Education of  
Homeless Children), 7:220 (Bus Conduct)
- ADMIN. PROC.:** 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip  
Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules),  
4:110-E (Emergency Medical Information for Students Having Special Needs or  
Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless  
Children)



## Operational Services

### Food Services <sup>1</sup>

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under ~~the School Breakfast Program or the National School Lunch Program~~ federal law must ~~consist of nutritious, well-balanced, and age-appropriate meals that reflect food and follow the~~ nutrition requirements standards specified by in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are participating schools. <sup>2</sup>

The ~~type and amounts of food and beverages sold~~ food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's Smart Snacks rules when it offers competitive foods to students ~~before on the school and campus~~ during the regular school day ~~in any school~~. <sup>3</sup> Competitive foods are all food and beverages that participates in the School Breakfast Program or the National School Lunch Program shall are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. <sup>4</sup> The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service ~~rule and the federal~~ rules implementing these federal laws and the National III. School Breakfast and Lunch Program Act and Child Nutrition Act.

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. ~~The requirements contained in this policy are mandatory only for these~~ Districts that participate in programs under the National School Lunch Act and Child Nutrition Acts must establish policies and procedures as are necessary to ensure compliance with 7 C.F.R. §201(b).

ISBE's so-called "junk food" rule limits the ~~type and amounts sale~~ of competitive food and beverages ~~that may be~~ sold to students ~~in grades 8 or below before on the school and during the regular school day in campus of~~ any school that participates in the School Breakfast Program or the National School Lunch Program (23 Ill.Admin.Code §305.15(a)).

This policy's first sentence provides an opportunity for a school board to consider goals for the food service program and, if appropriate, amend the sentence. For example, a board may want to address the role of parents, alignment with curriculum, or the purpose of vending machines.

<sup>2</sup> 7 C.F.R. Parts 210 & 220.

<sup>3</sup> Russell B. National School Lunch Act, 42 U.S.C. §1751 et seq., as amended by the Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296); 7 C.F.R. §211(c).

<sup>4</sup> 7 C.F.R. §210.11(a)(2); 23 Ill. Admin. Code §305.5.

~~The food service program shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Dept. of Agriculture in the food service areas during meal periods.~~ All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account. <sup>5</sup>

LEGAL REF.: ~~B.~~ Russell ~~B.~~ National School Lunch Act, 42 U.S.C. §1751 et seq.  
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
7 C.F.R. Parts 210 and 220, ~~Nutrition Standards in the National School Lunch and School Breakfast Programs~~ Food and Nutrition Service.  
105 ILCS 125/  
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

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

<sup>5</sup> ~~This sentence may be omitted by a high school district because the State rule, 23 Ill.Admin.Code, §305.15(a), only restricts foods and beverages sold to students before school and during the regular school day in grades 8 or below.~~

This paragraph ~~concerns~~ addresses the federal requirements for competitive food and beverages sold in competition to the school's food service. ~~The federal rule, 7 C.F.R. §210.11, (b). This rule requires state agencies (ISBE) and/or school districts] to:~~

~~[E]establish "establish such rules or regulations policies and procedures as are necessary to control the sale of foods in competition ensure compliance with lunches served under the program. Such rules or regulations shall prohibit the sale of foods of minimal nutritional value, as listed in appendix B of this part, in the food service areas during the lunch periods. The [the federal rules].~~

State ~~agencies and/or [school districts]~~ may impose additional restrictions on competitive foods... ISBE's implementing rule, 23 Ill.Admin.Code §305.15(e), requires that- imposes additional restrictions by requiring "the revenue from all food sold in competition with the School Breakfast Program- any food or National School Lunch Program beverage meeting the competitive food standards sold to students in food service areas during the meal period accrue to the nonprofit school lunch program account."

## Operational Services

### Free and Reduced-Price Food Services <sup>1</sup>

#### Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs. <sup>2</sup>

*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. A policy on eligibility for free and reduced-price meals is required by 7 C.F.R. §245.10 for districts participating in the National School Lunch or Breakfast Programs.

Every public school must have a free lunch program (School Breakfast and Lunch Program Act, 105 ILCS 125/4).

Each school where at least 40% or more of the students are eligible for free or reduced-price lunches must operate a school breakfast program (Childhood Hunger Relief Act, 105 ILCS 126/, ~~amended by P.A. 96-158~~). A school district may opt-out if the expense reimbursement would not fully cover the costs of implementing and operating the breakfast program. To do so, the district must petition its regional superintendent by February 15. The regional superintendent, after a public hearing, and by March 15, informs the district of his or her decision. If the regional superintendent does not grant an exemption, the district must implement a school breakfast program by the first student attendance day of the next school year. However, the school district or a resident of the school district may appeal the regional superintendent's decision to the State Superintendent of Education.

School districts must, by February 15, promulgate a plan to serve breakfast and/or lunch at each school where 50% or more of the students are eligible for free or reduced-price school meals *and* have a summer school program operating during the summer months. 105 ILCS 126/20, ~~as amended by P.A. 95-155 and 96-734~~. School districts must implement these programs every summer as long as the school district has a school or schools that meet the criteria. If a school building with a 50% or greater free and reduced percentage does not operate a summer school program, the school district shall make information available regarding the number of children in the school eligible for free or reduced-price school meals upon request by a non-profit organization. A school district may utilize an *opt-out* provision if documentation shows the expense reimbursement would not fully cover the costs of implementing and operating a program. To do so, the district must petition its regional superintendent of schools by January 15. The regional superintendent, after a public hearing, and by March 1, informs the district of his or her decision. If the regional superintendent does not grant an exemption, the district must implement and operate the summer food program the summer following the current school year. However, the school district or a resident of the school district may appeal the regional superintendent's decision to the State Superintendent of Education who shall hear appeals and make a final decision no later than April 1. Resources for promulgating a plan for a summer breakfast or lunch (or both) food service program are available on ~~the State Board of Education's~~ ISBE's website at: [www.isbe.net/nutrition/htmls/national\\_school\\_lunch.htm](http://www.isbe.net/nutrition/htmls/national_school_lunch.htm) and [www.isbe.net/nutrition/htmls/summer.htm](http://www.isbe.net/nutrition/htmls/summer.htm).

<sup>2</sup> 7 C.F.R. §245.10(a)(1).

### Eligibility Criteria and Selection of Children 3

A student's eligibility for free ~~and reduced-price~~ food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

### Notification 4

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free ~~and reduced-price~~ food service; (2) the application process; (3) the name and telephone number of a contact person for the program; <sup>5</sup> and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; <sup>6</sup> and (2) the District's website (if applicable), all school newsletters, or students' registration materials. <sup>7</sup> Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

### Nondiscrimination Assurance 8

The District shall avoid publicly identifying students receiving free ~~or reduced-price~~ meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

### Appeal 9

A family may appeal the District's decision to deny an application for free ~~and reduced-price~~ food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free ~~and Reduced-Price~~ Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free ~~or reduced-price~~ meals or milk.

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<sup>3</sup> 7 C.F.R. §245.3; see also the subhead titled Household Eligibility Criteria on State Board of Education's website at: [www.isbe.net/nutrition/htmls/forms\\_sbn.htm#hei](http://www.isbe.net/nutrition/htmls/forms_sbn.htm#hei). If a child transfers from one district school to another district school, his or her eligibility for free or reduced price meals or for free milk, if previously established, is honored by the receiving school.

**Beginning in the year 2011-2012, the U.S. Depts. of Agriculture and Education implemented a new claiming option for providing reimbursements to school districts that provide free breakfasts and lunches to all students in schools with significantly economically disadvantaged populations. It is called the Community Eligibility Option (CEO). For more information about qualifying for and claiming through this reimbursement method, see [www.isbe.net/e-bulletins/pdf/02-12.pdf](http://www.isbe.net/e-bulletins/pdf/02-12.pdf).**

**For districts that qualify for and claim the CEO, insert the following sentence at the end of the first sentence:**

**From time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students' free breakfasts and lunches are claimed through the U.S. Depts. of Agriculture and Education's Community Eligibility Option (CEO). When claiming the CEO, the District will follow its requirements.**

**All subheads in this policy that detail the legal requirements under State and federal laws continue to apply when CEO is used and should remain in the policy.**

<sup>4</sup> 7 C.F.R. §245.5; 23 Ill.Admin.Code §305.10(c). Any changes in the eligibility criteria must be announced according to 7 C.F.R. §245.5(b).

<sup>5</sup> 23 Ill.Admin.Code §305.10(c) requires notification of this one additional piece of information.

<sup>6</sup> 7 C.F.R. §245.5.

<sup>7</sup> 23 Ill.Admin.Code §305.10(c). Only one medium must be used; a board may choose one medium and delete the others from the policy or use them all.

<sup>8</sup> 7 C.F.R. §§245.8 and 245.10(a)(4).

<sup>9</sup> 7 C.F.R. §245.7. The minimal hearing requirements are also found there.



During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free ~~and reduced-price~~ food services. These records shall be maintained for 3 years.

**LEGAL REF.:** U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.  
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.  
105 ILCS 125/ and 126/.  
23 Ill.Admin.Code §305.10 et seq.

## Operational Services

### Facility Management and Building Programs <sup>1</sup>

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district. <sup>2</sup>

#### Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$12,500, including the cost equivalent of staff time. <sup>3</sup> This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

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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> Each district with a school having 50 or more students must have a green school cleaning policy (Green Cleaning School Act, 105 ILCS 140/). IASB sample policy 4:160, *Environmental Quality of Buildings and Grounds*, fulfills the requirement to have a procedure on compliance with the Chemical Safety Act (105 ILCS 5/10-20.49). Many other State and federal laws control facility management and building programs. Good subjects for administrative procedures include management of custodial services, security, green cleaning, among others.

The federal rules implementing the Americans with Disabilities Act (ADA) prohibit discrimination on the basis of disability in services and facilities (28 C.F.R. Parts 35 and 36). The 2010 ADA Standards for Accessible Design (28 C.F.R. Part 36, Appendix) are available from a link on the ADA home page, [www.ada.gov/](http://www.ada.gov/). Consult the board attorney about how these standards apply to alterations and new construction.

The Prevailing Wage Act is generally applicable to all construction projects (820 ILCS 130/). It requires, among other things, that: (1) all workers on a public works project be paid no less than the prevailing hourly rate, (2) the district specify in all public works contracts that the prevailing rate must be paid, and (3) all contractors must submit certain employment records to the district and the district must keep these records as required by law (820 ILCS 130/5, amended by P.A.s 98-328 and 98-482).

<sup>2</sup> 105 ILCS 5/3-14.20 and 5/3-14.21.

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 transferred to the Intermediate Service Center for the area by P.A. 96-893.

<sup>3</sup> This provision is optional and the amount may be changed. The \$12,500 spending limit is one-half of the bidding threshold for purchases or contracts (105 ILCS 5/10-20.21). This provision's intent is to ensure that the board is kept informed about significant renovations and permanent alterations. A board should discuss this provision with its superintendent before including it in the policy.

#### Standards for Green Cleaning 4

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

#### Standards for Facility Construction and Building Programs 5

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

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**4** Required by the Green Cleaning School Act (105 ILCS 140/) and Green Cleaning for Elementary and Secondary Schools (23 Ill.Admin.Code Part 2800). The *Guidelines and Specifications*, established by the Ill. Green Government Coordinating Council, state: "[a]ll schools may continue to use their current cleaning supplies, equipment and policies until ... such time as the supplies and equipment on hand as of May 9, 2008 are exhausted." See:

[www.standingupforillinois.org/green/school\\_cleaning.php](http://www.standingupforillinois.org/green/school_cleaning.php)

[www.standingupforillinois.org/uploads/20080122GCSAGuidelines.pdf](http://www.standingupforillinois.org/uploads/20080122GCSAGuidelines.pdf).

**5** 105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the Health, Life and Safety Code. Among its mandates is the decennial safety survey report. After 1-1-2015, all "new school building construction" must include a storm shelter that meets or exceeds the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) published jointly by the International Code Council and the National Storm Shelter Association (105 ILCS 5/2-3.12, P.A. 98-883, eff. 1-1-2015).

The Ill. Environmental Barriers Act (410 ILCS 25/) and the Ill. Accessibility Code (71 Ill.Admin.Code Part 400) ensure that "all applicable buildings are designed, constructed, and/or altered to assure the safety and welfare of all members of society and to be readily accessible to, and usable by, environmentally limited persons," (71 Ill.Admin.Code §400.110). Press boxes constructed on school property before 7-1- 2009 do not have to comply with the Accessibility Code (105 ILCS 5/10-20.46).

A building intended for classroom or instructional use may be constructed only after voter approval at a referendum unless the building is: (1) leased by the district, or (2) purchased with funds from the sale or disposition of other buildings or structures, or with funds received as a grant under the School Construction Law or as a gift, provided that no funds (other than lease payments) are derived from the district's bonded indebtedness or its tax levy (105 ILCS 5/10-22.36).

A district may levy a tax for "fire prevention, safety, energy conservation, disabled accessibility, school security, specified repair purposes," (105 ILCS 5/17-2.11, amended by P.A. 98-26). An expedited process may be available in emergency situations (*Id.*). A board may, subject to certain notice requirements, transfer surplus life safety taxes and interest earnings on them to the Operations and Maintenance Fund for building repair work until June 30, 2016 (*Id.*).

The Green Buildings Act requires all new State-funded building construction and major renovation projects to meet specified environmental requirements (20 ILCS 3130/). Waivers may be granted by the Capital Development Board in certain situations (*Id.*). For environmental impact laws, see policy 4:160, *Environmental Quality of Buildings and Grounds*.

The inclusion and identification of the facility goals listed in the second paragraph are at the board's discretion.

### Naming Buildings and Facilities <sup>6</sup>

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. <sup>7</sup> When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq.  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/17-2.11, 140/, and 230/.  
410 ILCS 25/, Environmental Barriers Act.  
820 ILCS 130/, Prevailing Wage Act.  
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.  
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

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<sup>6</sup> This section is optional and its contents are at the board's discretion.

<sup>7</sup> The board may want to include criteria for the committee, in which case the following is an option:

1. The committee will encourage input from the community, staff members, and students.
2. Consideration will be given to names of local communities, neighborhoods, streets, landmarks, historical considerations, and individuals who have made a contribution to the District, community, State, or nation.
3. The name will not duplicate or cause confusion with the names of existing facilities in the District.



## General Personnel

### Equal Employment Opportunity and Minority Recruitment <sup>1</sup>

The School District shall provide equal employment opportunities<sup>2</sup> to all persons regardless of their race; color; creed; religion;<sup>3</sup> national origin; sex;<sup>4</sup> sexual orientation;<sup>5</sup> age;<sup>6</sup> ancestry; marital status;<sup>7</sup> arrest record;<sup>8</sup> military status; order of protection status;<sup>9</sup> unfavorable military discharge;<sup>10</sup>

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

<sup>1</sup> Federal and State law (see the policy's legal references) require that all districts have a policy on equal employment opportunities and control this policy's content. ***This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations.***

<sup>2</sup> *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see legal references). The Illinois Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, and handicap (Art. I, §§17, 18, and 19). The Ill. Human Rights Act protects the following categories from discrimination in employment: race, color, religion, national origin, ancestry, age, sex, marital status, handicap, military status, order of protection status, sexual orientation, and unfavorable discharge from military service (775 ILCS 5/1-102 and 1-103).

The Equal Employment Opportunities Act (Title VII) prohibits discrimination because of an individual's race, color, religion, sex, or national origin (42 U.S.C. §2000e, amended by The Lilly Ledbetter Fair Pay Act, Pub.L. 111-2).

The Lilly Ledbetter Fair Pay Act clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision.

While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.

<sup>3</sup> In addition to the Ill. Human Rights Act and the federal Equal Employment Opportunities Act (discussed in footnote 2); see the Religious Freedom Restoration Act (775 ILCS 35/).

<sup>4</sup> In addition to the Ill. Human Rights Act and the federal Equal Employment Opportunities Act (discussed in f/n 2), see Title IX of the Education Amendments, 20 U.S.C. §1681 *et seq.* The federal Equal Pay Act prohibits an employer from paying persons of one gender less than the wage paid to persons of the opposite gender for equal work (29 U.S.C. §206(d). The State Equal Pay Act of 2003, 820 ILCS 112/, offers greater protection by prohibiting the payment of wages to one gender less than another gender *for the same or substantially similar work*. Similar to the Lilly Ledbetter Fair Pay Act, now defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the Ill. Dept. of Labor. The Pregnancy Discrimination Act amended the Equal Employment Opportunities Act to prohibit discrimination on the basis of pregnancy, childbirth, or related medical conditions (42 U.S.C. §2000e(k).

<sup>5</sup> Illinois Human Rights Act, 775 ILCS 5/1-101 *et seq.* *Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult (775 ILCS 5/1-103(O-1).

<sup>6</sup> Age Discrimination in Employment Act (ADEA), 29 U.S.C. §621 *et seq.*, amended by The Lilly Ledbetter Fair Pay Act, Pub.L. 111-2 (see f/n 2). 29 C.F.R. Part 1625, amended the EEOC regulations under ADEA to reflect the U.S. Supreme Court's decision in General Dynamic Systems, Inc. v. Cline, 540 U.S. 581(2004), holding the ADEA to permit employers to favor older workers because of age. Thus favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

<sup>7</sup> 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q). The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed (775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. Boaden v. Dept. of Law Enforcement, 664 N.E.2d 61 (1996).

citizenship status provided the individual is authorized to work in the United States;<sup>11</sup> use of lawful products while not at work;<sup>12</sup> being a victim of domestic or sexual violence;<sup>13</sup> genetic information;<sup>14</sup> physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;<sup>15</sup> pregnancy, childbirth, or related medical conditions;<sup>16</sup> credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a

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<sup>8</sup> Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions (775 ILCS 5/2-103). The Job Opportunities for Qualified Applicants Act, 820 ILCS 75/, added by P.A. 98-774, eff. 1-1-2015, prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to job-disqualifying convictions. See also the U.S. Equal Employment Opportunity Commission's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions*, at [www.eeoc.gov/laws/guidance/arrest\\_conviction.cfm](http://www.eeoc.gov/laws/guidance/arrest_conviction.cfm).

<sup>9</sup> 775 ILCS 5/1-103(Q). The term *order of protection status* means a person protected under an order of protection issued pursuant to the Illinois Domestic Violence Act of 1986 or an order of protection issued by a court of another state (775 ILCS 5/1-103(K-5)).

<sup>10</sup> *Military status* means a person's status on active duty in the U.S. Armed Forces (775 ILCS 5/1-103). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*, (Id.). The Uniformed Services Employment and Reemployment Rights Act, 38 U.S.C. §§4301 et seq., prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. See footnote 9 in policy 5:30, *Hiring Process and Criteria*.

<sup>11</sup> 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, 8 U.S.C. §§1324(a) et seq., all employers must verify that employees are either U.S. citizens or authorized to work in the U.S.

<sup>12</sup> 820 ILCS 55/5 prohibits discrimination based on use of lawful products, e.g., alcohol and tobacco, off premises during non-working hours.

<sup>13</sup> *Victims' Economic Security and Safety Act, 820 ILCS 180/30, amended by P.A. 98-766. An employer is prohibited from discriminating against any individual (e.g. an applicant for employment) because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act (820 ILCS 275/, amended by P.A. 98-766) allows an employer to seek a workplace protection restraining order when there is a credible threat of violence at the workplace. Section 21 requires the employer seeking a workplace protection restraining order to notify the employee who is a victim of unlawful violence.*

<sup>14</sup> Illinois' Genetic Information Protection Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff et seq.). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. See footnote 5 in 2:260, *Uniform Grievance Procedure* for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. In 2011, EEOC published an informative guidance letter, *ADA & GINA: Incentives for Workplace Wellness Program*, [EEOC Informal Discussion Letter](#). Consult the board attorney for guidance regarding specific application of these laws and how they integrate with other related laws, e.g., the Family Medical Leave Act, the Americans with Disabilities Act, and other State laws governing time off for sickness and workers' compensation.

<sup>15</sup> Americans with Disabilities Act, 42 U.S.C. §§12111 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325 and modified by the Lilly Ledbetter Fair Act, Pub. L. 111-2; Rehabilitation Act of 1973, 29 U.S.C. §791 et seq., modified by the Lilly Ledbetter Fair Pay Act, Pub. L. 111-2.

<sup>16</sup> 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy or childbirth (775 ILCS 5/2-102(J), added by P.A. 98-1050, eff. 1-1-2015). Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. The Ill. Dept. of Labor is required to prepare such a notice, retrievable from its website, which employers may use.

Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions (42 U.S.C. §2000e(k)). Pregnant workers with pregnancy-related impairments may have disabilities for which they may be entitled to reasonable accommodation under the ADA (42 U.S.C. §12112). Guidance from the U.S. Equal Employment Opportunity Commission (7/14/2014) is available at [www.eeoc.gov/laws/guidance/pregnancy\\_qa.cfm](http://www.eeoc.gov/laws/guidance/pregnancy_qa.cfm).

particular position;<sup>17</sup> or other legally protected categories. ~~18 19 20 21~~ No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/. <sup>22</sup>

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information. <sup>23</sup>

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

<sup>17</sup> Employee Credit Privacy Act, 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report, (2) inquire about an applicant's or employee's credit history, or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. 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.

<sup>18</sup> Optional sentence (775 ILCS 5/1-103 and 29 U.S.C. §631):

Age, as used in this policy, means the age of a person who is at least 40 years old.

<sup>19</sup> Optional provision (29 U.S.C. §705(10)(A) and (B), and 42 U.S.C. §12114):

Handicap and disability, as used in this policy, excludes persons:

1. Currently using illegal drugs;
2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
3. Whose current alcohol or drug use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.

Persons who have successfully completed or are participating in a drug rehabilitation program are considered *handicapped*.

<sup>20</sup> Districts may not make residency in the district a condition of employment for teachers or educational support personnel (105 ILCS 5/24-4.1 and 10-23.5). This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. *Owen v. Kankakee School Dist.*, 632 N.E.2d 1073 (Ill.App.3, 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act (820 ILCS 55/10).

<sup>21</sup> School districts must accommodate mothers who choose to continue breastfeeding after returning to work. See the Right to Breastfeed Act, 740 ILCS 137/; Nursing Mothers in the Workplace Act, 820 ILCS 260/; and Fair Labor Standards Act, 29 U.S.C. §207(r), added by P.L. 111-148. See sample language for a personnel handbook in 5:10-AP, *Administrative Procedure - Workplace Accommodations for Nursing Mothers*.

<sup>22</sup> 410 ILCS 130/40, added by P.A. 98-122; 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their use of cannabis (e.g. permissible locations) is governed by the Compassionate Use of Medical Cannabis Pilot Program Act (410 ILCS 130/, added by P.A. 98-122). There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis, including in a school bus or on the grounds of any preschool, or primary or secondary school (410 ILCS 130/30(a)(2) & (3). See policy 5:50, *Drug- and Alcohol-Free Workplace; Tobacco Prohibition*.

<sup>23</sup> 775 ILCS 5/6-101. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the Ill. Human Rights Act (Id., amended by P.A. 98-1050, eff. 1/1/2015). Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, the Equal Employment Opportunities Act, Title IX, Americans with Disabilities Act, Age Discrimination in Employment Act, Victims' Economic Security and Safety Act, the Ill. Equal Pay Act, and the Ill. Whistleblower Act, 740 ILCS 174/.



### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. 24

#### **Nondiscrimination Coordinator:**

Joel T. Martin

Name

164 S. Prospect, Park Ridge, IL 60068

Address

jmartin@d64.org

Email

847-318-4305

Telephone

#### **Complaint Managers:**

Dr. Lori Lopez

Name

164 S. Prospect, Park Ridge, IL 60068

Address

llopez@d64.org

Email

847-318-4303

Telephone

Din Walsh

Name

2401 Manor Lane, Park Ridge, IL 60068

Address

dwalsh@d64.org

Email

847-318-4390

Telephone

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The Ill. Whistleblower Act specifically prohibits employers from retaliating against employees for: (1) disclosing information to a government or law enforcement agency (740 ILCS 174/15(a)), (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(b)), (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of the Freedom of Information Act (740 ILCS 174/20), and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include *other retaliation* and *threatening retaliation* (740 ILCS 174/20.1 and 20.2).

The Ill. False Claims Act, 740 ILCS 175/, defines *State* to include school districts. Thus, boards may seek a penalty from a person for making a false claim for money or property (740 ILCS 175/4). For information regarding the Ill. Whistleblower Act and the tort of retaliatory discharge, see Thomas v. Guardsmark, 487 F.3d 531 (7<sup>th</sup> Cir., 2007)(discussing the elements of retaliatory discharge and Ill. Whistleblower Act), and Sherman v. Kraft General Foods, Inc., 651 N.E.2d 708 (Ill.App.4<sup>th</sup> Dist., 1995)(finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

24 Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. **An email address is optional but may facilitate reporting.** A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary. Thus the policy should be adopted with blanks for the superintendent to fill in later.

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks. <sup>25</sup>

#### Minority Recruitment <sup>26</sup>

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

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.  
Civil Rights Act of 1991, 29 U.S.C. §§621 et seq., 42 U.S.C. §1981 et seq.,  
§2000e et seq., and §12101 et seq.  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964),  
42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.  
Equal Pay Act, 29 U.S.C. §206(d).  
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.  
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.  
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.  
Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).  
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part  
106.  
Uniformed Services Employment and Reemployment Rights Act (1994), 38  
U.S.C. §§4301 et seq.  
Ill. Constitution, Art. I, §§17, 18, and 19.  
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4,  
5/24-4.1, and 5/24-7.  
Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.

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<sup>25</sup> In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX and the Rehabilitation Act of 1973 (34 C.F.R. §§106.8(a) and 104.8(a)). The Nondiscrimination Coordinator may be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

<sup>26</sup> All districts must have a policy on minority recruitment (105 ILCS 5/10-20.7a). Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution's guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 et seq. (Equal Employment Opportunity Commission's guidelines for affirmative action plans); *Wygant v. Jackson Board of Education*, 106 S.Ct. 1842 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); *City of Richmond v. J.A. Croson Co.*, 109 S.Ct. 706 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

The Ill. Human Rights Act, 775 ILCS 5/1-101.1, states that it shall not be construed as requiring any employer to give preferential treatment or special rights based on sexual orientation or to implement affirmative action policies or programs based on sexual orientation.

Genetic Information Protection Act, 410 ILCS 513/25.  
Ill. Whistleblower Act, 740 ILCS 174/.  
Ill. Human Rights Act, 775 ILCS 5/1-103, 5/2-102, 5/2-103, and 5/6-101.  
Religious Freedom Restoration Act, 775 ILCS 35/5.  
Employee Credit Privacy Act, 820 ILCS 70/.  
Job Opportunities for Qualified Applicants Act, 820 ILCS 820 ILCS 75/.  
Ill. Equal Pay Act of 2003, 820 ILCS 112/.  
Victims' Economic Security and Safety Act, 820 ILCS 180/30.  
23 Ill.Admin.Code §1.230.

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

## General Personnel

### Responsibilities Concerning Internal Information <sup>1</sup>

District employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed School Board meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the District or used by the District or its employees. The Superintendent or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

**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 and federal law control the content of this policy to the extent that: (1) the unauthorized disclosure of student school records is prohibited by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, and the Illinois School Student Records Act, 105 ILCS 10/4; (2) 5 ILCS 140/7 protects school security and response plans and maps from disclosure; (3) if a district offers a self-insured group health plan or flexible spending account, it must establish clear procedures to protect the employees' health information (45 C.F.R. §164.5020); (4) the Freedom of Information Act contains exemptions for certain private or personal information and employee evaluations (5 ILCS 140/7); (5) the Ill. Personnel Record Review Act governs the release of an employee's disciplinary action (820 ILCS 40 /); and (6) any person who knowingly destroys, removes, conceals, or alters any public record with the intent to defraud any party commits a Class 4 felony (50 ILCS 205/4, amended by P.A. 98-1063). These are examples of the laws requiring the safekeeping of district and school records.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on these responsibilities, it will supersede this policy and the board policy should state, "Please refer to the following current Agreement: [actual title of Collective Bargaining Agreement (not including dates)]."

This sample policy's intent is to safeguard district records accessed or created by employees. This includes protecting the district from unauthorized release of confidential records or the destruction of records. While the legal guidance is sparse, districts should take steps to avoid security breaches. Some districts may have more legal obligations than others. School districts that are considered "covered entities" under the Health Insurance Portability and Accountability Act (HIPAA) are required to comply with the HIPAA Security Rule. Furthermore, districts that allow foreign exchange students to attend their schools may need to put safeguards in place in order to protect data that is transferred to the Student and Exchange Visitor Information System (SEVIS).

To help maintain the integrity of records, districts should prevent their over-accumulation. Not all internal information must be preserved even if it is a *public record* for purposes of the Freedom of Information Act, 5 ILCS 140/. According to the Local Records Act, 50 ILCS 205/, a record must be retained only when it contains: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. While this is a slippery slope without definitive parameters, recorded information may generally be deleted that are conversational or personal, meeting notices, spam, email of a transient nature, duplicate material sent from other staff members, and draft material. However, no district record, no matter its form, may be destroyed if it is subject to a litigation hold. See administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. For guidance on Board member use and retention of email, see 2:140-E, *Guidance for Board Member Communications, Including Email Use*.

**LEGAL REF.:** Family Educational and Privacy Rights Act, 20 U.S.C. §1232g.  
Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R.  
§164.502.  
Ill. Freedom of Information Act, 5 ILCS 140/.  
Local Records Act, 50 ILCS 205/.  
105 ILCS 10/.  
Personnel Record Review Act, 820 ILCS 40/.

**CROSS REF.:** 2:140 (Communications To and From the Board), 2:250 (Access to District  
Public Records), 5:150 (Personnel Records), 7:340 (Student Records)



## Professional Personnel

### Substitute Teachers <sup>1</sup>

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

A substitute teacher must hold either a valid teaching or substitute certificate license and may teach in the place of a certified licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year. ~~However there is a limit on the number of days that a substitute teacher may teach for any one certified teacher under contract with the District in the same school year. The following limitations apply, except as follows:~~ <sup>2</sup>

1. A substitute teacher holding a substitute certificate license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 school days.
2. A teacher holding a ~~valid early childhood, elementary, high school, Professional Educator License or special-certificate Educator License with Stipulations~~ may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 school days.

The Illinois Teachers' Retirement System (TRS) ~~in Illinois~~ limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists. <sup>3</sup>

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits. <sup>4</sup>

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<sup>1</sup> State law controls this policy's content. Policy 5:30, Hiring Process and Criteria, contains the requirements for pre-employment investigations, e.g. a finger-print based criminal history records check. See also 5:30-AP2, Administrative Procedure - Investigations. Each board must require new employees to furnish evidence of a physical examination and tuberculin skin test and, if appropriate, an X-ray freedom from communicable disease (105 ILCS 5/24-5, amended by P.A. 98-716). The physical examination must be performed within 90 days before the time it is presented to the board, and the employee bears the cost of the physical examination.

<sup>2</sup> ~~Id.~~ Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3) and 23 Ill. Admin. Code §25.520.

<sup>3</sup> 40 ILCS 5/16-118 and 40 ILCS 5/16-150.1. ~~The limitation for TRS annuitants of 120 paid days or 600 hours expired on June 30, 2011.~~

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

<sup>4</sup> If a board provides substitute teachers other benefits, it may consider listing them here.

### Emergency Situations <sup>5</sup>

A substitute teacher may teach when no ~~certified~~ licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent ~~will~~ shall notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.: 105 ILCS 5/ ~~21-9, 5/~~ 21B-20(3)~~),~~ and 24-5.  
23 Ill.Admin.Code §~~1-790~~ 25.520.

CROSS REF.: 5:30 (Hiring Process and Criteria)

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<sup>5</sup> 105 ILCS 5/21-9. An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully licensed teacher for the vacant position.

Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

## Educational Support Personnel

### Sick Days, Vacation, Holidays, and Leaves <sup>1</sup>

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

### Sick and Bereavement Leave <sup>2</sup>

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees ~~will receive who work at least half-time are entitled to sick leave days on the same basis as full-time employees, but the pay equivalent to their regular~~

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<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 policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the current [insert name of educational support CBA]."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA), 29 U.S.C. §2612, amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (P.L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child, (2) the adoption or foster placement of a child, (3) the serious health condition of an employee's spouse, parent, or child, (4) the employee's own serious health condition, (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on (or has been notified of an impending call to) covered active duty in the Armed Forces, and (6) to care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. The definition of covered servicemember includes a veteran "who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness" if the veteran was a member of the Armed Forces "at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy." Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement (29 C.F.R. §825.207). See policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities, but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

<sup>2</sup> This section contains the minimum benefits provided by 105 ILCS 5/24-6. Each specified number of days in this section is the statutory minimum. ~~The School Code does not address whether an employee's 10 paid sick leave days are available upon employment, accrued over months, or after working for a certain period of time, e.g., one year.~~ Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements. Strict accounting of unused sick days is important to avoid:

1. ~~Employees accumulating sick time on a full-time basis when they are truly working part-time hours;~~

2. ~~Inconsistent treatment;~~ and

1-3. ~~Inaccurate to ensure accurate~~ reporting to IMRF (credit is given for full day unused sick days upon retirement) (40 ILCS 5/7-139(a)(8)).

workday will be based on the employee's average number of part-time hours per week. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. <sup>3</sup>

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

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

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway. <sup>4</sup>

#### Vacation <sup>5</sup>

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

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<sup>3</sup> As this policy is consistent with the minimum requirements of State law, this provision on the maximum number of sick days that may be accumulated is based on the minimum number required as stated in 105 ILCS 5/24-6. The number may be increased to meet or exceed the number IMRF will recognize for retirement credit purposes. The following alternative does this: "Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes."

Insert the following sentence if a board wants to comply with the IMRF's requirement that public bodies have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement (40 ILCS 5/7-139(a)(8); see also IMRF General Memorandum #555 at [www.imrf.org/pubs/er\\_pubs/gen\\_memos/2007\\_gm/gm\\_555.pdf](http://www.imrf.org/pubs/er_pubs/gen_memos/2007_gm/gm_555.pdf).

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

The local collective bargaining agreement may contain this written plan. If it does, the board policy can refer to the agreement.

Please refer to the current [insert name of CBA or use a generic reference, e.g., 'agreement between the bargaining representative and the School Board'] for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Illinois Municipal Retirement Fund.

If a district maintains two separate sick leave plans, one for employees under a collective bargaining agreement, and one for non-unionized employees, insert both options.

If either or both options are chosen, add 40 ILCS 5/7-139 to the Legal References.

If the board does not have a written sick leave plan for purposes of IMRF sick leave to service credit conversion or does not wish to include it in the policy, do not include any of the options or add the citation to the Legal Reference.

<sup>4</sup> 105 ILCS 5/24-6.

<sup>5</sup> State law does not require districts to give employees vacations.



<u>Length of Employment</u>		<u>Monthly Accumulation</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

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

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

#### Holidays <sup>7</sup>

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

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

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

#### Personal Leave <sup>8</sup>

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

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.

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<sup>6</sup> Required by 820 ILCS 115/5.

<sup>7</sup> Holidays are listed in 105 ILCS 5/24-2. For information on the waiver process, see 2:20-E, *Waiver and Modification Request Resource Guide*.

A State-mandated school holiday on *Good Friday* is unconstitutional according to *Metzl v. Leininger*, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may be permissible for those districts able to demonstrate that remaining open would be a waste of educational resources because of widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a *spring holiday* rationale or ensuring that it falls within spring break. School districts should discuss their options, including the collective bargaining implications, with their board attorney.

<sup>8</sup> State law does not address personal leave.

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

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

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

#### Other Leaves

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

1. Leaves for Service in the Military and General Assembly. <sup>10</sup>
2. School Visitation Leave. <sup>11</sup>
3. Leaves for Victims of Domestic or Sexual Violence. <sup>12</sup>

LEGAL REF.: 20 ILCS 1805/30.1 et seq.  
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.  
820 ILCS 147 and 180/1 et seq.

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

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<sup>9</sup> Required by 105 ILCS 5/24-6.3. A similar leave exists for an elected trustee for the Ill. Teachers' Retirement System. See 5:250, *Professional Personnel - Leaves of Absence*.

<sup>10</sup> Military leave is governed by: The School Code (105 ILCS 5/10-20.7b, 5/24-13, and 5/24-13.1); the Military Leave of Absence Act (5 ILCS 325/ added mandatory leave for "other training or duty required by the United States Armed Forces" and to require the public employer to make-up the difference between military pay and regular compensation); Service Member's Employment Tenure Act (330 ILCS 60/4); Public Employee Armed Services Rights Act (5 ILCS 330/4); National Guard Employment Rights (20 ILCS 1805/30.20); and Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301).

Granting General Assembly leave to ESPs is optional.

<sup>11</sup> 820 ILCS 147/. See policy 5:250, *Leaves of Absence*, and administrative procedure 5:250-AP, *School Visitation Leave*.

<sup>12</sup> Required by Victims' Economic Security and Safety Act, 820 ILCS 180/, and 56 Ill.Admin.Code §280. Important information about this leave is discussed in the footnotes in policy 5:250, *Professional Personnel - Leaves of Absence*.

## Instruction

### School Year Calendar and Day <sup>1</sup>

#### School Calendar

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. <sup>2</sup> The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance. <sup>3</sup>

#### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. <sup>4</sup> The Board may, from time to time, designate a regular school day as a commemorative holiday.

*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> State-mandated school holidays are found in 105 ILCS 5/24-2. See policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing. The law allows a school board to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on five identified school holidays if: (1) the school board first holds a public hearing on the proposal, and (2) the person or persons honored by the holiday are recognized through instructional activities conducted on the school holiday or on the first school day preceding or following the school holiday. This is an item on which collective bargaining may be required, and a board that wishes to implement this law should consult its attorney.

A State mandated school holiday on "Good Friday" is unconstitutional according to *Metzl v. Leininger*, 57 F.3d 618 (7th Cir., 1995). Closing school on religious holidays may still be permissible for those districts able to demonstrate (e.g., through surveys) that remaining open would be a waste of educational resources due to widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a "spring holiday" rationale or ensuring that it falls within spring break. School districts should discuss all of these options, and collective bargaining implications with their board attorneys.

If the county board or board of election commissioners chooses a school to be a polling place, the school district must make the school available; ~~however, (10 ILCS 5/11-4.1, amended by P.A. 98-773).~~ For the Election Day, ~~the law encourages~~ a school district ~~may choose to keep either (1) close~~ the school ~~open~~, or ~~(2) hold a teachers' institute (10 ILCS 5/11-4.1) on that day with the students not in attendance (Id.).~~

<sup>3</sup> The school calendar must have a minimum 185 days to ensure 176 days of actual pupil attendance (105 ILCS 5/10-19 and 5/24-1; 23 Ill.Admin.Code §1.420). Schools must be closed during county institute (105 ILCS 5/24-3). The school calendar may be a mandatory subject of collective bargaining. The calendar for the school term and any changes must be submitted to and approved by the regional superintendent before the calendar or changes may take effect (105 ILCS 5/10-19).

<sup>4</sup> 105 ILCS 5/24-2, amended by P.A. 98-156, lists the following as commemorative holidays: Jan. 28 (Christa McAuliffe Day commemorating space exploration), Feb. 15 (Susan B. Anthony), March 29 (Vietnam War Veterans' Day), the school day immediately preceding Veterans' Day (Korean War Veterans' Day), Oct. 1 (Recycling Day), Oct. 7 (Iraq and Afghanistan Veterans Remembrance Day), and Dec. 7 (Pearl Harbor Veterans' Day).

Other commemorative holidays include: Arbor and Bird Day on the last Friday in April (105 ILCS 5/27-18), Leif Erickson day on Oct 9 if a school day and otherwise on a school day nearest the date (105 ILCS 5/27-19), American Indian Day on the 4th Friday of Sept. (105 ILCS 5/27-20), Ill. Law Week during the first full school week in May (105 ILCS 5/27-20.1), "Just Say No" Day on a school day in May (105 ILCS 5/20.2), a Day of Remembrance on Sept. 11 (5 ILCS 490/86), Ronald Reagan Day on Feb. 6 (5 ILCS 490/2), Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade on March 25 (5 ILCS 490/155), the first full week of January as Emancipation Proclamation Week (5 ILCS 490/155), the third Thursday in May of each year is designated Volunteer Emergency Responder Appreciation Day (5 ILCS 490/126; ~~amended by P.A. 97-1124~~), and Mother Mary Ann Bickerdyke Day on the second Wednesday in May (5 ILCS 490/175, added by P.A. 98-141).

## School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. <sup>5</sup> The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance. <sup>6</sup>

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

<sup>5</sup> A school day must consist of a minimum 5 clock hours under the direct supervision of a teacher or non-teaching volunteer providing non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a), in order to qualify as a full day for calculating state aid entitlement (105 ILCS 5/18-8.05(F, ~~amended by P.A. 97-742, eff. 6-30-2013~~); and 23 Ill.Admin.Code §1.420(f). Students in attendance for fewer than two hours of school work are not counted for calculating average daily attendance (23 Ill.Admin.Code §1.420(f)(4). **Note: Eff. 6-30-2013, P.A. 97-742 repeals the section of the School Code that allows districts to may no longer count days of attendance less than 5 clock hours on the opening and closing of the school term, and upon the first day of pupil attendance, if preceded by a day or days utilized as an institute or teachers' workshop.**

Contrast 105 ILCS 5/18-12. It allows a partial day of attendance to be counted as a full day when: (1) the school district has provided at least one hour of instruction prior to the closure of the school district; (2) a school building has provided at least one hour of instruction prior to the closure of the school building; or (3) the normal start time of the school district is delayed. The law also outlines the process to claim attendance prior to providing any instruction when a school district must close a building or buildings, but not the entire district, after consultation with a local emergency response agency or due to a condition beyond the control of the district. Additionally, 105 ILCS 5/18-12.5 outlines the process for claiming attendance when a school district must close a building or buildings, but not the entire district, specifically because of a public health emergency. Attendance for such days may only be claimed if the school building(s) was scheduled to be in operation on those days.

Alternative education programs may provide fewer than 5 hours under certain circumstances (105 ILCS 5/2-3.33a and 5/13B-50). Exceptions also exist for kindergarten, teaching hospitalized or homebound students, first-grade, disabled children less than 6 years old, in-service training for teachers in accordance with 105 ILCS 5/10-22.39, parent-teacher conferences, and days when the Prairie State Achievement Examination is administered (105 ILCS 5/18-8.05(F).

<sup>6</sup> 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. 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. Barnette, 319 U.S. 624 (1943); Sherman v. Community Consolidated School District 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.

On 10-11-07, an Illinois law went into effect requiring a mandatory *brief period of silence* for all Illinois public school students (Silent Reflection and Student Prayer Act, 105 ILCS 20/1). A student filed a federal lawsuit alleging that the *brief period of silence* law was unconstitutional because it is too vague and violates the First Amendment. Sherman v. THSD 214 and Koch, 624 F.Supp.2d 907 (N.D.Ill., 2007). The court issued a preliminary injunction to prevent the plaintiff-student's school district from implementing the Act and State Superintendent Koch from enforcing it. The court granted plaintiff's request to make the lawsuit a class action – the defendant class comprising all Illinois public school districts. After the case's merits are heard, the preliminary injunction may be made permanent or be rescinded. School districts must follow court orders and the State Superintendent's instructions.

105 ILCS 5/10-24.46 requires a moment of silence to recognize veterans during any type of event held at a district school on November 11. See f/n 2 above for more discussion.



LEGAL REF.: 105 ILCS 5/10-19, 5/10-24.46, 5/18-8.05, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1.

23 Ill.Admin.Code §1.420(f).

Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

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## Instruction

### **Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program 1**

The Superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services addressing individual learning styles, career development, and social needs, and may include without limitation one or more of the following:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education program 2
- Alternative school placement
- Community agency services
- Alternative learning opportunities program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time to time 3
- Graduation incentives program 4
- Remediation program 5

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she: 6

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.

<sup>2</sup> 105 ILCS 5/2-3.66 authorizes the ISBE to award grants to school districts, ROEs, and community college districts.

<sup>3</sup> 105 ILCS 5/13B-1 *et seq.* Districts are not required to establish an alternative learning opportunities program. However, if they do, State law requires that the program "provide a flexible standards-based learning environment, innovative and varied instructional strategies, a student-centered curriculum, social programs, and supplemental social, health, and support services to improve the educational achievement of students at risk of academic failure" (105 ILCS 5/13B-20). The program must also meet the requirements in 105 ILCS 5/13B-45. Alternative learning opportunities programs "may include without limitation evening high school, in-school tutoring and mentoring programs, in-school suspension programs, high school completion programs to assist high school dropouts in completing their education, support services, parental involvement programs, and programs to develop, enhance, or extend the transition for students transferring back into the regular school program, an adult education program, or a post-secondary education program" (105 ILCS 5/13B-20.5). See 105 ILCS 5/13B-25.10, as well as other requirements for general State aid, for additional requirements to receive State funds for creating this program.

<sup>4</sup> Required by 105 ILCS 5/26-16.

<sup>5</sup> ~~105 ILCS 5/2-3.64, amended by P.A. 97-86, provides that "if, by performance on the State tests or local assessments or by teacher judgment, a student's performance is determined to be 2 or more grades below current placement, the student shall be provided a remediation program developed by the district in consultation with a parent or guardian. Such remediation programs may include, but shall not be limited to, increased or concentrated instructional time, a remedial summer school program of not less than 90 hours (with an emphasis on reading and mathematics if the student has performed below grade level for 2 consecutive school years), improved instructional approaches, tutorial sessions, retention in grade, and modifications to instructional materials."~~ 105 ILCS 5/10-20.9a requires remedial assistance for students who are not promoted to the next higher grade.

1. Is considered a dropout according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or **LEP English Language Learners** program.

**LEGAL REF.:** 105 ILCS 5/2-3.41, ~~5/2-3.64~~, ~~5/2-3.66~~, ~~5/10-20.9a~~, 5/13B, ~~1-et-seq.~~ 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.

**CROSS REF.:** 6:280 (Grading and Promotion), 6:300 (Graduation Requirements), 7:70 (Attendance and Truancy)

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<sup>6</sup> Required by 105 ILCS 5/26-16. Graduation incentives programs are entitled to claim general State aid. A district must ensure that its graduation incentives program receives supplemental general State aid, transportation reimbursements, and special education resources, if appropriate, for students enrolled in the program. 105 ILCS 5/26-2a defines *dropout* as "any child enrolled in grades 9 through 12 whose name has been removed from the district enrollment roster for any reason other than the student's death, extended illness, removal for medical non-compliance, expulsion, aging out, graduation, or completion of a program of studies and who has not transferred to another public or private school and is not known to be home-schooled by his or her parents or guardians or continuing school in another country."

## Instruction

### Grading and Promotion 1

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents/guardians. 2 The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance ~~based~~ on the Illinois ~~Standards Achievement Tests, Partnership for Assessment of Readiness for College and Careers (PARCC)~~ and/or other testing assessments. 3 A student shall not be promoted ~~or retained~~ based upon age or any other social reason not related to academic performance. 4 The administration shall determine remedial assistance for a student who is not promoted. 5

Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. 6 Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

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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.**

1 State law requires districts to have a school board policy containing the reasons for which a grade may be changed and prohibiting social promotion (105 ILCS 5/10-20.9a). State ~~or federal~~ law controls this policy's content.

If a district uses weighted grades for classes by degree of difficulty, it must be reflected in the affected students' class ranking and permanent records (105 ILCS 5/27-27).

2 Absent a court order to the contrary, upon the request of either parent of a student whose parents are divorced, copies of report cards, along with other notices and records, must be furnished to both parents by the district (105 ILCS 5/10-21.8).

3 105 ILCS 5/10-20.9a. Each board may determine its own promotion criteria and augment the statute's criteria.

Until July 1, 2014, 105 ILCS 5/2-3.64 contained the State assessment program; it was repealed by P.A. 98-972. 105 ILCS 5/2-3.64a-5, added by P.A. 98-972, requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selected the Partnership for Assessment of Readiness for College and Careers (PARCC) as the State assessment and accountability measure.

4 *Id.*

5 ~~105 ILCS 5/10-20.9a. 105 ILCS 5/2-3.64, amended by P.A. 97-86, addresses remedial assistance for students who are 2 or more grades below current placement 105 ILCS 5/10-20.9a.~~

6 The specific reasons and procedure for changing a grade are at the local board's discretion; however, State law provides that no grade may be changed without notification to the teacher concerning the nature and reason for the change (105 ILCS 5/10-20.9a). The person making the change must assume all responsibility and must initial the change (*Id.*).

LEGAL REF.: 105 ILCS ~~5/2-3.64~~ 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:300 (Graduation Requirements), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

## Instruction

### Student Testing and Assessment Program <sup>1</sup>

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Uses Administers the State assessment system, known as the Partnership for Assessment of Readiness for College and Careers (PARCC), to all eligible students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment. ~~2 Tests the grades and subjects according to the schedule required by the State assessment system. The District's assessment program may include testing students in grades not required by State law to be tested.~~
3. ~~Tracks the achievement of all students.~~ Provides each ~~student and his or her student's~~ parents/guardians eustodians with the results or scores of each State assessment and an evaluation of the student's ~~learning on the basis of test and assessment results progress~~. See policy 6:280, *Grading and Promotion*. <sup>3</sup>
4. Utilizes professional testing practices. <sup>4</sup>

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. <sup>5</sup> Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues. <sup>6</sup>

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 and federal law control this policy's content. Until July 1, 2014, 105 ILCS 5/2-3.64 contained the State assessment program; it was repealed by P.A. 98-972.

105 ILCS 5/2-3.64a-5, added by P.A. 98-972, requires ISBE to "establish the academic standards that are to be applicable to students who are subject to State assessments." It contains the schedule for assessing students by calendar year and grade. ISBE selected the Partnership for Assessment of Readiness for College and Careers (PARCC) as the State assessment and accountability measure. For ISBE resource material, see [www.isbe.net/assessment](http://www.isbe.net/assessment). 105 ILCS 5/2-3.64a-5(d), added by P.A. 98-972, contains the requirements for assessing students receiving special education services and students determined to be English language learners.

<sup>2</sup> Required by 105 ILCS 5/2-3.64a-5(c), added by P.A. 98-972.

<sup>3</sup> 105 ILCS 5/2-3.64a-5(e), added by P.A. 98-972, requires districts to provide State assessment results/scores to students' parents/guardians. The second part of this provision is optional and may be deleted, i.e. "and an evaluation of the student's progress." [Strike-out is used to indicate the text to delete if desired.]

<sup>4</sup> 105 ILCS 5/2-3.107; 23 Ill.Admin.Code §1.30(a).

<sup>5</sup> Required by 105 ILCS 5/10-17a, amended by P.A. 98-648. School districts must annually, by October 31, submit to parents/guardians, district taxpayers, the Governor, the General Assembly, and ~~ISBE~~ a school report card assessing the performance of its schools and students. The school report card must describe student ~~performance by attendance center, the district's use of financial resources, characteristics, curriculum information, student outcomes and progress, and school environment.~~ The environment report must include indicators of parental involvement in each attendance center from the school-climate survey approved under 105 ILCS 5/2-3.153, amended by P.A. 98-648 (requires ISBE, in addition to its default school climate survey, to identify 2 or 3 alternative school survey instruments from which districts may select).

<sup>6</sup> 105 ILCS 5/2-3.64a-5(e), added by P.A. 98-972, governs recording assessment results in school student records.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.  
~~105 ILCS 5/2-3.63~~ 105 ILCS 5/2-3.63a-5, 5/2-3.64, 5/10-17a, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)



## **Students**

### **School Admissions and Student Transfers To and From Non-District Schools <sup>1</sup>**

#### Age [Elementary or Unit Districts only]

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. <sup>2</sup> A child entering first grade must be 6 years of age on or before September 1 of that school term. <sup>3</sup> Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will be 6 years old on or before December 31. <sup>4</sup> A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age. <sup>5</sup> <sup>6</sup>

Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly. Parents/guardians may obtain an early admission application from the Department of Pupil Services. The application requires an evaluation. The District may charge a fee to conduct the evaluation. Alternatively, parents/guardians may supply a private evaluation, subject to the District's review.

<sup>1</sup> State law requires some of the subject matter contained in this sample policy to be covered by policy and controls this policy's content. Boards must adopt a policy on school admissions (105 ILCS 5/10-21.2) and restricting a student from transferring from another school while under a suspension or expulsion from that school (105 ILCS 5/10-22.6).

<sup>2</sup> 105 ILCS 5/10-20.12. The district may, however, establish a kindergarten for children between the ages of 4 and 6 years old (105 ILCS 5/10-20.19a and 5/10-22.18). Any child between the ages of 7 and 17 (unless the child has already graduated from high school) must attend public or private school, with certain exceptions allowed for physical and mental disability, lawful employment, or other reasons as specified by statute (105 ILCS 5/26-1). The phrase "a child between the ages of 7 and 17" is liberally construed to fully carry out the true intent and meaning of the General Assembly (5 ILCS 70/1.01), which is to ensure that students graduate from high school (105 ILCS 5/26-1). Therefore "the ages of 7-17" means a child is 17 until his or her 18<sup>th</sup> birthday.

<sup>3</sup> Optional sentence.

<sup>4</sup> Required by 105 ILCS 5/10-20.12. Use the following alternative in a district operating on a full year school basis:

To be eligible for admission, a child must be at least 5 years old within 30 days after the commencement of that school term. Based upon an assessment of the child's readiness, a child may attend first grade if he or she attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately certified teacher, and will attain age 6 within 4 months after the commencement of the term.

<sup>5</sup> 105 ILCS 5/14-1.02 and 5/14-1.03a. An ISBE rule states: "Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district (and those parentally-placed private school children for whom the district is responsible under 34 C.F.R. §300.131) who may be eligible for special education and related services," (23 Ill.Admin.Code §226.100). Note that after a child is determined to be eligible for special education services, the child must be placed in the appropriate program no later than the beginning of the next school semester (105 ILCS 5/14-8.02(b)).

<sup>6</sup> 105 ILCS 5/10-20.12. Districts that wish to permit early admission may add the following optional paragraph:

Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Districts that implement this option should also consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age.

### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. <sup>7</sup> When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content. <sup>8</sup>
2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*. <sup>9</sup>

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is

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<sup>7</sup> Presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue **that may not be used for denying enrollment**. See **Guidance Documents** subhead in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*, for more information about enrollment and residency issues. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa or other governmental documentation of identity. To balance the tension between the missing children's laws reporting requirements and *Plyler v. Doe*, many attorneys advise not to report a student's failure to produce a birth certificate; however always consult the board attorney for assistance based upon the specific facts of the enrollment situation (see f/n <sup>8</sup> below).

<sup>8</sup> Two almost identical laws govern this requirement: Missing Children Records Act (325 ILCS 50/) and Missing Children Registration Law (325 ILCS 55/). We reconciled their differences as much as possible but chiefly used the language from the Registration Law because it has the clearest explanation. The statutory enforcement requirements, as nonsensical as they may seem, are quoted in the policy. **Important:** Schools cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. See *Plyler v. Doe*, 102 S.Ct. 2382 (1982). See also f/n <sup>12</sup> below.

According to the State Police, a certified copy of the student's birth certificate is the only acceptable proof of the child's identity and age (20 Ill.Admin.Code §1290.60(a)). For more discussion about acceptable proof of identity, see f/n <sup>1</sup> in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*. The Missing Children's Records Act requires schools to make prompt copies of these certified copies. Once made, schools need not request another certified copy with respect to that child for any other year in which the child is enrolled in that school or other entity. While the Act does not mandate where the copy should be kept, it is appropriate for placement in the student's temporary record. See 23 Ill.Admin.Code §375.10. The school person who receives the copy of the certified birth certificate should initial and date the document. That way, if there is a question or an investigation (which can happen even years after enrollment) there will not be an issue as to who received the document and the date it was processed.

A district must also *flag* a student's record on notification by the State police of the student's disappearance and report to the State police any request for a *flagged* student record.

<sup>9</sup> Each school must maintain records for each student that reflect compliance with the examinations and immunizations required by 105 ILCS 5/27-8.1; 23 Ill.Admin.Code §1.530(a). A Tuberculosis skin test is required if the student lives in an area designated by the Dept. of Public Health as having a high incidence of Tuberculosis.

either deployed to active duty or expects to be deployed to active duty during the school year. ~~10 Students who are children of active-duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed. 11~~

### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. 12 Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

### Student Transfers To and From Non-District Schools 13

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

### Foreign Students [High School or Unit Districts only] 14

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10 While this paragraph is optional, it states a requirement in 105 ILCS 5/22-65. Each school district must report this enrollment information as aggregate data to ISBE (Id.).

11 Optional sentence. 105 ILCS 70/33, added by P.A. 98-673, further details enrollment and entrance requirements for children of active military personnel. After enrollment, the law allows a district to perform evaluations to ensure appropriate placement of the student. Course, program, graduation, extracurricular(s), and other placement options for this student population are further discussed in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

12 Required by 105 ILCS 45/ and the McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq., amended by the No Child Left Behind Act. See §11432(g)(3)(C)(i).

13 105 ILCS 5/2-3.13a requires each transferor (original) school to keep documentation of transfers in the student's record. It also requires "notification [by the transferee (recipient) school] of the transfer on or before July 31 following the school year during which the student withdraws from the transferor school or school district or the student shall be counted in the calculation of the transferor school's or school district's annual student dropout rate." ISBE rule, 23 Ill.Admin.Code §375.75(e), is consistent with this requirement. The rule also requires the transferring school or district to maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district (105 ILCS 5/10-8.1 & 70/32, added by P.A. 98-673). See also 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

A board has 2 basic options for students transferring into the district who are serving a suspension or expulsion. Under option one, it may comply with the minimum requirements of section 2-3.13a by refusing to allow a student transferring from any public school to attend classes until the period of any suspension or expulsion has expired when the penalty was for: (1) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act, (2) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or (3) battering a staff member of the school. Under option two, a board may require a student who was suspended or expelled for *any* reason from any public or private school in this or any other state to complete the entire term of the suspension or expulsion before being admitted to the school district. The sample policy uses the second, more simple, more comprehensive alternative.

A board may adopt a policy providing that if a student is suspended or expelled for any reason from any school, anywhere, the student must complete the suspension's or expulsion's entire term in an alternative school program under Article 13A before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program (105 ILCS 5/2-3.13a; 5/10-22.6 (g)). If a board wants to provide for this alternative, it may add the following to either of the above options:

The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code for the remainder of the suspension or expulsion.

~~The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition. 15~~

~~Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate. 16 F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.~~

~~The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.~~

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<sup>14</sup> Generally, a citizen of a foreign country who wishes to enter the U.S. must first obtain either: (1) a nonimmigrant visa (for temporary stay for tourism, medical treatment, business, temporary work, or study), or (2) an immigrant visa for permanent residence. Common visas presented by foreign students are:

1. J-1 nonimmigrant visas for participants in educational and cultural exchange programs designated by the U.S. Department of State, Exchange Visitor Program, and Designation Staff. These students are enrolled provided they otherwise qualify for admission. For information about J-1 visas and the Exchange Visitor Program, see [j1visa.state.gov/programs](http://j1visa.state.gov/programs).
2. F-1 nonimmigrant student visa. F-1 visas are not issued for attendance at an elementary or middle school (K-8). Before obtaining an F-1 student visa, the individual must submit evidence that the school district has been reimbursed for the unsubsidized per capita cost of the education. These students are enrolled provided they otherwise qualify for admission. However, attendance at U.S. public high schools cannot exceed a total of 12 months.
3. B-2 visitor nonimmigrant visas. There is disagreement over whether these students must be enrolled tuition free. Their *visitor* visa is evidence of non-resident status. Call INS or the district's attorney for guidance.
4. The qualified school-age child of an alien who holds another type of visa (i.e., A, E, H, I, L, etc.), other than a visitor visa. These students are enrolled provided they otherwise qualify for admission. Likewise, dependents of foreign nationals on long-term visas are enrolled provided they otherwise qualify for admission.
5. No immigration documentation. *Plyler v. Doe*, 102 S.Ct. 2382 (1982). A school cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. Thus, undocumented aliens are enrolled, provided they otherwise qualify for admission.
6. Immigrant visa. These students are enrolled provided they otherwise qualify for admission.

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring, with access to accurate and current information on nonimmigrant students (F and M visas) and exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). See §641, Illegal Immigration Reform and Immigrant Responsibility Act. Section 641 is an exception to the Family Educational Rights and Privacy Act. See 8 C.F.R. §214.1(h). SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the INS and Department of State throughout a student's or exchange visitor's stay. SEVIS will provide system alerts, event notifications, and reports to the end-user schools and programs, as well as for INS and DOS offices.

According to federal regulations, students who apply for F-1, M-1, F-3, or M-3 visas must pay a \$100 fee, and students who apply for J-1 visas must pay a \$35 fee, to the Department of Homeland Security. The regulations describe when and how the fee is to be paid, who is exempt from the fee, and the consequences for failure to pay (8 C.F.R. Parts 103, 214, and 299).

**Important:** Admitting students on an F-1 visa may require the district to admit students transferring from another district under NCLBA's school choice provisions. See policy 7:60, *Residence*.

<sup>15</sup> State law allows, but does not require, boards to waive nonresident tuition for these students (105 ILCS 5/10-22.5a).

<sup>16</sup> Exchange students on F-1 visas must pay the full-unsubsidized public education costs before entering the U.S. (8 U.S.C. §1101). Boards may not waive the fee.



Re-enrollment 17 [High School or Unit Districts only]

~~Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.~~

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Family Educational Rights and Privacy Act, 20 U.S.C. §1232.  
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.  
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq.  
Rehabilitation Act, Section 504, 29 U.S.C. §794.  
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1, 10/8.1, 45/, and 70/.  
325 ILCS 50/ and 55/.  
410 ILCS 315/2e.  
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.  
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 6:30 (Organization of Instruction), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), 6:140 (Education of Homeless Children), 6:300 (Graduation Requirements), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence), 7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:340 (Student Records)

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17 105 ILCS 5/26-2(b). The requirements in this section are provided in State law, that is: (1) it is mandatory that a district deny re-enrollment as provided in this section, (2) it is permissive whether to enroll the individual in a district graduation incentives program or alternative learning opportunities program (although depending on circumstances, a student below the age of 20 may be entitled to enroll in a graduation incentives program), (3) it is mandatory to provide due process before denying re-enrollment, (4) it is mandatory to offer the individual who is denied re-enrollment counseling and to direct that person to alternative educational programs, and (5) it is mandatory that this section not apply to students eligible for special education.

105 ILCS 5/26-2(c) allows a district to deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic or attendance standards if certain conditions are met. See policy 7:70, *Attendance and Truancy*.

## Students

### Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students <sup>1</sup>

#### Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination **and, with proof of** the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade; <sup>2</sup>
2. Entering the sixth and ninth grades; <sup>3</sup> and
- <sup>3</sup> Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, ~~h~~Head ~~s~~Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country). <sup>4</sup>

**Proof of immunization against meningococcal disease is required from students in grades 6 and 12, beginning with the 2015-2016 school year.** <sup>5</sup>

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician. <sup>6</sup>
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required. <sup>7</sup>

**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. The policy restates 105 ILCS 5/27-8.1. Immunization requirements are found in 77 Ill.Admin.Code §665.240. A Tuberculosis skin test is required if the student lives in an area designated by the Dept. of Public Health as having a high incidence of Tuberculosis. See also "Questions & Answers Regarding School Health Record Issues," revised 9/2011, and available at: [www.dhs.state.il.us/page.aspx/%20/intranet.dhs/onetweb/page.aspx?item=32907](http://www.dhs.state.il.us/page.aspx/%20/intranet.dhs/onetweb/page.aspx?item=32907).

<sup>2</sup> 77 Ill.Admin.Code §§665.140 and 665.240 et seq. ~~For the 2008-2009 school year only, a health examination conducted from August 2006 through September 2007 (for a child who was entering fifth grade for the 2007-2008 school year) was deemed to meet the requirements of 105 ILCS 5/27-8.1.~~

<sup>3</sup> Id. and 105 ILCS 5/27-8.1.

<sup>4</sup> 77 Ill.Admin.Code §665.140. ~~If grade levels are not assigned, examinations must be completed within one year prior to the school year in which the child reaches the ages of 5, 11, and 15 (Id.).~~

<sup>5</sup> 77 Ill.Admin.Code §665.140. ~~4 240(j) & 77 Ill.Admin.Code §695.10(m), amended on 8-26-14. For students attending school programs where grade levels (kindergarten through 12) are not assigned, examinations including special education programs, students must be completed within show proof that they have received one year prior to dose of meningococcal conjugate vaccine in the school year in which the child reaches age 11 and a second dose in the school year in which the child reaches the ages of 5, 11, and 15 (Id.). age 16 (but if the first dose is administered when the child is 16 years of age or older, only one dose is required).~~

<sup>6</sup> 105 ILCS 5/27-8.1; 77 Ill.Admin.Code §665.130 et seq.

<sup>7</sup> 105 ILCS 5/27-8.1; 77 Ill.Admin.Code §665.700 et seq.

3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning. <sup>8</sup>
4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine. <sup>9</sup>

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. <sup>10</sup> New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. <sup>11</sup> If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. <sup>12</sup> The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

**Until June 30, 2015,** A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. <sup>13</sup> If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted. <sup>14</sup>

#### Eye Examination <sup>15</sup>

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. <sup>16</sup>

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

<sup>8</sup> Required by 410 ILCS 45/7.1. Physicians are required to screen children over 6 years of age for lead poisoning when, in the physician's judgment, a child is at risk (410 ILCS 45/6.2).

<sup>9</sup> This sentence restates the requirement in the Communicable Disease Prevention Act regarding cervical cancer prevention (410 ILCS 315/2e).

<sup>10</sup> 105 ILCS 5/27-8.1(5, ~~amended by P.A. 97-216~~) requires compliance by October 15 unless a district establishes an earlier date with 60 days notice. If an earlier date is established, replace "October 15" in this paragraph with the earlier locally established date. During any student's exclusion from school for non-compliance with this policy, the student's parents/guardians shall be considered in violation of 105 ILCS 5/26-1 and subject to any penalty imposed by 105 ILCS 5/26-10, as provided in 105 ILCS 5/27-8.1, ~~amended by P.A. 97-216~~.

<sup>11</sup> This sentence is optional. The timeframe of 30 days is a matter of local discretion except that out-of-state transfer students who fail to provide proof of the required vaccinations after 30 days must be excluded until such proof is properly submitted (105 ILCS 5/27-8.1(5, ~~amended by P.A. 96-953~~)). Consult the board attorney about establishing timeframes other than 30 days.

<sup>12</sup> This sentence and the following sentence restate 105 ILCS 5/27-8.1(5, ~~amended by P.A. 97-216~~).

<sup>13</sup> ~~Id. P.A. 97-216 changed the expiration year for special treatment of out-of-state transfer students to June 30, 2015. The special treatment of out-of-state transfer students resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/-, added by P.A. 96-953. There are no more sunset dates in this law, which eliminates its constituents' need to continually revisit the law and extend its effective dates.~~

<sup>14</sup> 105 ILCS 5/27-8.1, amended by P.A. 97-216.

<sup>15</sup> Required by 105 ILCS 5/27-8.1(1.10) and (2). The IDPH's rules are published at 77 Ill.Admin.Code §665.610 et seq. §665.150 and 630 prescribe the statewide eye examination report form. It is available at: [www.idph.state.il.us/HealthWellness/EyeExamReport.pdf](http://www.idph.state.il.us/HealthWellness/EyeExamReport.pdf) or 77 Ill.Admin.Code §665, Appendix A.



Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

#### Dental Examination 17

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

#### Exemptions 18

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

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**16** While 105 ILCS 5/27-8.1 requires eye examinations for students entering kindergarten or an Illinois school for the first time, it still encourages parent(s)/guardian(s) to have their children undergo eye examinations at the same points in time as their required health examinations. The IDPH must require that individuals conducting vision screenings give a child's parent/guardian a written notification stating:

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

**17** Required by 105 ILCS 5/27-8.1(1.5). The IDPH's rules are published at 77 Ill.Admin.Code §665.410 et seq. §665.150 and 430 prescribe the statewide dental examination report form. It is available at: [www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof.pdf](http://www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof.pdf).

**18** Id. and 105 ILCS 5/27-8.1(1.10).

### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. <sup>19</sup> School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
105 ILCS 5/27-8.1 and 45/1-20.  
410 ILCS 45/7.1 and 315/2e.  
23 Ill.Admin.Code §1.530.  
77 Ill.Admin.Code Part 665.  
77 Ill.Admin.Code Part 695.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children),  
6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student  
Transfers To and From Non-District Schools)

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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>19</sup> Required by 105 ILCS 45/1-20 (Education for Homeless Children Act). Also required by the McKinney Homeless Assistance Act, 42 U.S.C. §1142(g)(3)(C)(i).

## Students

### Prevention of and Response to Bullying, Intimidation, and Harassment <sup>1</sup>

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is **prohibited** in each of the following situations: <sup>2</sup>

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

### Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7) <sup>3</sup>

*Bullying* includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

<sup>1</sup> All districts must have a policy on bullying (105 ILCS 5/27-23.7, amended by P.A.s 98-669 and 98-801 (eff. 1-1-2015). Every 2 years, each district must review and re-evaluate this policy, make necessary and appropriate revisions, and file the updated policy with ISBE. This sample policy's first paragraph allows a school board to consider its goals for preventing bullying and remedying its consequences; it may be amended.

In addition to a bullying prevention policy, all districts must have a policy on student discipline (105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280). Boards must, in consultation with their parent-teacher advisory committees and other community-based organizations, address aggressive behavior, including bullying, in their student discipline policy. See 7:190, *Student Discipline*; 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

<sup>2</sup> This paragraph and its subparts 1-4 are from the bullying prevention statute (105 ILCS 5/27-23.7(a); see also 775 ILCS 5/1-103 and 23 Ill.Admin.Code §1.240). The protected statuses are mandated by the bullying prevention statute; the list of protected statuses is identical to the list in 7:20, *Harassment of Students Prohibited*.

<sup>3</sup> All definitions are directly from 105 ILCS 5/27-23.7, amended by P.A.s 98-669 and 98-801 (eff. 1-1-2015).

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

*Cyber-bullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

*Restorative measures* means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

*School personnel* means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

#### Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12. <sup>4</sup>

1. The District uses the definition of *bullying* as provided in this policy. <sup>5</sup>

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

<sup>4</sup> As each numbered requirement, 1-12, corresponds with the same number in 5/27-23.7(b) 1-12, there are no reference citations in footnotes. All non-statutory requirements, plus alternatives and optional provisions, are described in footnotes.

<sup>5</sup> A board may augment the School Code requirement by using this alternative:

Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (a) the District prohibits bullying, and (b) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.



2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. <sup>6</sup> Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

**Complaint Manager:**

Jane Boyd  
Name  
164 S. PROSPECT AVENUE  
Address  
jboyd@dl64.org  
Email  
847-318-4332  
Telephone

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. <sup>7</sup>
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
  - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
  - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
  - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
  - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building

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<sup>6</sup> The statute requires that the policy contain the email address and telephone number for the staff person(s) responsible for receiving bullying reports. Using the district Complaint Manager or Nondiscrimination Coordinator is consistent with 2:260, *Uniform Grievance Procedure*. A board may substitute or add the Nondiscrimination Coordinator, Building Principal, or other position in this paragraph and below with the contact information. A board may also add a telephone number for making anonymous reports.

<sup>7</sup> 105 ILCS 5/10-20.14 contains a similar requirement. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.<sup>8</sup>

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:<sup>9</sup>

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<sup>8</sup> This sentence contains requirements found in 105 ILCS 5/27-23.7(d), amended by P.A. 98-801 (eff. 1-1-2015).

<sup>9</sup> The statute requires that the bullying policy *be consistent with* other board policies. The list of policies may be deleted and the following alternative used: "12. The District's bullying prevention plan must be consistent with other Board policies." If a policy list is included, be sure the referenced policies were adopted locally and amend the list accordingly.

The bullying statute does not identify staff member duties regarding the prevention or response to student bullying. The following optional provision addresses staff member responsibilities and may be added as a new paragraph 13:

- a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
- b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
- c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
- d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
- e. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

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- 13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
    - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
    - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
    - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
    - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.



**LEGAL REF.:** 405 ILCS 49/, Children's Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §§1.240 and §1.280.

**CROSS REF.:** 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications)

## Students

### Bus Conduct <sup>1</sup>

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Prohibited student conduct as defined in School Board policy, 7:190, *Student Discipline*.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. <sup>2</sup>

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<sup>1</sup> All districts must have a policy on student discipline (105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280). State law requires the parent-teacher advisory committee, in cooperation with school bus personnel, to develop with the board, school bus safety procedures (105 ILCS 5/10-20.14(c)). See 4:110-AP3, *School Bus Safety Rules*.

<sup>2</sup> 7:200, *Suspension Procedure*, satisfies the procedural requirements in 105 ILCS 5/10-22.6(b).

### Electronic Recordings on School Buses 3

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.  
105 ILCS 5/10-20.14, 5/10-22.6, and 10/.  
720 ILCS 5/14-3(m).  
23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and Responsibilities), 7:170 (Vandalism), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:340 (Student Records)

ADMIN. PROC.: 4:110-AP3 (School Bus Safety Rules)

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<sup>3</sup> This section is optional; it contains the statutory prerequisites for districts that want to use electronic audio and visual recording devices on school buses (720 ILCS 5/14-3(m)). These required prerequisites are contained in an exception to the criminal eavesdropping statute that prohibits recording a conversation without the consent of all parties. Two Ill. Supreme Court decisions declared the criminal eavesdropping statute to be unconstitutionally overbroad in violation of the first amendment. People v. Melongo, 6 N.E.3d 120 (2014), and People v. Clark, 6 N.E.3d 154 (2014). The enforceability of the statute containing exceptions to a crime that no longer exists is questionable until the General Assembly amends the criminal eavesdropping statute to correct its deficiency.

Anticipating that the criminal eavesdropping statute will be legislatively corrected, districts may wish to continue following the requirements in the statutory exceptions. These require (1) the school board to adopt a policy authorizing electronic recordings, and (2) the district to provide notice as provided in the sample policy.

The board should consult with the board attorney concerning the status of video and/or audio recordings that were made on school buses. Confusion surrounds whether or not videotapes are *education records* for purposes of the federal Family Education Rights and Privacy Act (FERPA) and/or *school student records* as defined in the Ill. School Student Records Act (105 ILCS 10/). The Ill. State Board of Education (ISBE) considerably reduced the confusion by stating in its rule that *school student records* do not include video or other electronic recordings "created at least in part for law enforcement or security or safety reasons or purposes," (23 Ill.Admin.Code §375.10). ISBE rules also specify that: (1) electronic recordings made on school buses, as defined in the exemption from the criminal offense of eavesdropping in 720 ILCS 5/14-3, are not *school student records*, (*Id.*) and (2) no image on a school security recording may be designated as directory information (23 Ill.Admin.Code §375.80). This treatment exempts school bus videos from the multiple requirements in the Ill. School Student Records Act. However, when responding to a request under the Freedom of Information Act for recordings on school buses, a district will need to find an exemption other than the recording is a *school student record*.

## Students

### Conduct Code for Participants in Extracurricular Activities <sup>1</sup>

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with School Board policy. <sup>2</sup> The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on and or off school property; (2) emphasize that hazing and bullying activities are strictly prohibited; and (23) notify participants that failure to abide by it could result in removal from the activity. <sup>3</sup> The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

All coaches and sponsors of extracurricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through ~~12~~ <sup>8</sup> participating in these programs. <sup>4</sup>

### Extracurricular Drug and Alcohol Testing Program <sup>5</sup>

The District maintains an extracurricular drug and alcohol testing program in order to foster the health, safety, and welfare of its students. Participation in extracurricular activities is a privilege and participants need to be exemplars. The program promotes healthy and drug-free participation.

Each student and his or her parent(s)/guardian(s) must consent to random drug and alcohol testing in order to participate in any extracurricular activity. Failure to sign the District's "Random Drug and Alcohol Testing Consent" form will result in non-participation.

If a test is "positive", the student will not participate in extracurricular activities until after a "follow-up" test is requested by the Building Principal or designee and the results are reported. The Building

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<sup>1</sup> State or federal law controls this policy's content.

<sup>2</sup> Optional:

...and the rules adopted by any association in which the School District maintains a membership.

<sup>3</sup> In most cases involving a student's removal from an extracurricular activity, courts have ruled that participation in extracurricular programs is a privilege rather than a right. Clements v. Board of Education of Decatur Public School District No. 61, 478 N.E.2d 1209 (Ill.App.4, 1985). The deprivation of a privilege does not trigger the Constitution's due process provision. Consequently, unlike school attendance, students generally have no constitutional right to participate in extracurricular programs. See also Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999). This case involved a type of "good citizen" rule in which all student-participants in extracurricular activities agreed to abide by the school's ban on alcohol and drug use. Pursuant to this rule, the school suspended a star football player who police had found intoxicated at a convenience store around 3:00 A.M. The suspension was upheld. Nevertheless, participants who violate the conduct code should be allowed to give an explanation before being removed from the activity.

<sup>4</sup> 105 ILCS 5/27-23.3

<sup>5</sup> This program is optional. The U.S. Supreme Court upheld the constitutionality of a student activities drug testing policy that required all middle and high school students to consent to random urinalysis testing for drugs in order to participate in any extracurricular activity. Board of Education of Independent School Dist. No. 92 v. Earls et al., 122 S.Ct. 2559 (2002). This sample policy, as well as the procedures and forms implementing it, are based on the policy approved by the Seventh Circuit in Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998). Alternatively, this program may be limited to extracurricular athletic participants; if so, add the Drug and Alcohol Testing Program to policy 7:300, *Extracurricular Athletics*, and delete it from here.



Principal or designee will request a "follow-up" test after such an interval of time that the substance previously found would normally be eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extracurricular activities. If a "positive" result is obtained from the "follow-up" test, or any later test, the same previous procedure shall be followed.

The Superintendent or designee shall develop procedures to implement this policy. No student shall be expelled or suspended from school as a result of any verified positive test conducted under this program other than when independent reasonable suspicion of drug and/or alcohol usage exists. This program does not affect the District policies, practices, or rights to search or test any student who at the time exhibits cause for reasonable suspicion of drug and/or alcohol use.

#### Performance Enhancing Drug Testing 6

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

LEGAL REF.: Board of Education of Independent School Dist. No. 92 v. Earls, 122 S.Ct. 2559 (2002).  
Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4, 1985).  
Kevin Jordan v. O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5, 1999).  
Todd v. Rush County Schools, 133 F.3d 984 (7th Cir., 1998).  
Veronia School Dist. 475 v. Acton, 515 U.S. 646 (1995).  
105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:180 (**Prevention of and Response to Bullying, Intimidation, and Harassment**), 7:190 (Student Discipline), 7:300 (Extracurricular Athletics)

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6 105 ILCS 25/2. See IHSA policy #24, *Performance Enhancing Drug Testing Policy* for its requirements, [www.ihsa.org/org/policy/2009-10/policies.pdf](http://www.ihsa.org/org/policy/2009-10/policies.pdf),  
[www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation/IHSAPerformanceEnhancingSubstancePolicy.aspx](http://www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation/IHSAPerformanceEnhancingSubstancePolicy.aspx).

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## Students

### Administering Medicines to Students <sup>1</sup>

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

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students. <sup>2</sup>

### Self-Administration of Medication <sup>3</sup>

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for ~~asthma for immediate~~ use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form". The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. <sup>4</sup> A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct,

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<sup>1</sup> All districts must have a policy for administering medication (105 ILCS 5/10-20.14b). State law prohibits school boards from requiring that teachers and other non-administrative school employees administer medication to students; exceptions are certificated school nurses and non-certificated registered professional nurses (105 ILCS 5/10-22.21b).

<sup>2</sup> Each district must inform students (e.g., through homeroom discussion or loudspeaker announcement) about, and distribute to their parents/guardians, the district's policy, guidelines, and forms on administering medicines within 15 days after the beginning of each school year, or within 15 days after starting classes for a student who transfers into the district (105 ILCS 5/10-20.14b). A comprehensive Student Handbook can provide notice to parents and students of the school's rules, extracurricular and athletic participation requirements, and other important information. The Handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board.

<sup>3</sup> 105 ILCS 5/22-30, as amended by P.A. ~~96-1460~~ 98-795, requires school districts to allow students to *self-administer* their prescribed asthma medication and an epinephrine auto-injector as described. Self-carry means a student's ability to carry his or her prescribed asthma medication or epinephrine auto-injector. *Self-administer* and *self-administration* mean that a student may ~~carry and~~ use these two medications at his or her discretion: (1) while in school, (2) while at a school sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

<sup>4</sup> 105 ILCS 5/22-30(c) requires this information to be in a notification to parents.

arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. <sup>5</sup>

### School District Supply of Epinephrine Auto-Injectors

#### School District Supply of Undesignated Epinephrine Auto-Injectors <sup>6</sup>

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. Undesignated epinephrine auto-injector means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law,<sup>7</sup> may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for school undesignated epinephrine auto-injectors and a standing protocol from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors. <sup>8</sup>

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur. <sup>9</sup>

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

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an

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<sup>5</sup> 105 ILCS 5/22-30(c) requires parents/guardians to sign a statement: (1) acknowledging the statement from f/n 4 above, and (2) that they must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student or the storage of the medication by school personnel. There are several methods to obtain a parent/guardian's signature for this purpose, e.g., receipt of handbook signature, or see 7:270 E, *School Medication Authorization Form*. Discuss with the board attorney the method that works best for the district.

<sup>6</sup> Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30(f), amended by P.A. 97-364 98-795. The law permits a district to maintain a supply of undesignated epinephrine auto-injectors in a locked, any secure location where an allergic person is at risk and use them when necessary. However, obtaining this prescription may be difficult or impossible. The consequences of informing the community that the district will obtain a prescription for a supply of undesignated epinephrine auto-injectors and implement a plan for their use, and then not doing it are may be fraught with legal liabilities and issues.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated epinephrine auto-injectors in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

<sup>7</sup> State law defines trained personnel as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of this Code who has completed training to recognize and respond to anaphylaxis (105 ILCS 5/22-30(a), amended by P.A. 98-795). ISBE must develop the training curriculum for trained personnel, and it may be conducted online or in person (Id. at (h)).

<sup>8</sup> Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section.

<sup>9</sup> 105 ILCS 5/22-30, amended by P.A. 98-795 details specific required notifications, which are listed in 7:270-AP2, Checklist for District Supply of Undesignated Epinephrine Auto-Injectors.



epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

**LEGAL REF.:** 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

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

**ADMIN. PROC.:** 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of **Undesignated** Epinephrine Auto-Injectors), 7:270-E (School Medication Authorization Form)

## Community Relations

### Community Use of School Facilities <sup>1</sup>

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures. <sup>2</sup>

Persons on school premises must abide by the District's conduct rules at all times. <sup>3</sup>

**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. If a board wants to allow community organizations to use school facilities, it must adopt a policy (105 ILCS 5/10-20.40). The policy must "prohibit such use if it interferes with any school functions or the safety of students or school personnel or affects the property or liability of the school district." This policy may be implemented using 8:20-E, *Exhibit - Application and Procedures for Use of School Facilities*. A board should discuss the implications of any access to school facilities policy with its attorney.

This policy concerns an area that is frequently litigated because of its many complex legal and practical issues. The Constitution's Free Speech and Equal Protection Clauses, as well as the Equal Access Act, are triggered. As a general rule, school officials can avoid constitutional problems and still open facilities to community groups by treating requests to use school facilities according to uniform rules that do not discriminate against a group on the basis of its viewpoint.

Of course, a board may avoid constitutional controversy over community use of its facilities by refusing to permit such use by all non-school groups (thereby creating a closed forum). A board may also avoid triggering the constitutional clauses and the Equal Access Act by allowing all non-school groups to use of its facilities (thereby creating an open forum). If the board creates an open forum, it may still impose reasonable time, place, and manner restrictions on the use as long as the restrictions are the same for all groups. However, practically speaking, it is difficult for a board to either completely close its facilities to non-school groups or to open its facilities to all non-school groups. Most boards decide to create a limited open forum.

This policy creates a limited open public forum by allowing public use of school facilities provided the use is consistent with the public interest. See *Widmar v. Vincent*, 454 U.S. 263 (1981). A public school district may not discriminate on the basis of a group's purpose, message, or goal. Thus, any restrictions on the use by non-school groups must not discriminate against speech on the basis of viewpoint. *Lamb's Chapel v. Center Moriches Union Free School District*, 113 S.Ct. 2141 (1993); *Good News Club v. Milford Central School*, 121 S.Ct. 2093 (2001). A board must show neutrality to all viewpoints.

A board runs afoul of showing viewpoint neutrality if it prohibits single sex youth organizations, even those that discriminate against homosexuals, to use school facilities. Note the U.S. Supreme Court refused to apply the N.J.'s public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scout's freedom of expressive association. *Boy Scouts of America v. Dale*, 120 S.Ct. 2446 (2000).

This constitutional jurisprudence was codified as §9525 of the No Child Left Behind Act of 2001 (20 U.S.C. §7905). Schools are prohibited from denying equal access to school facilities to the Boy Scouts or any other youth group "for reasons based on membership or leadership criteria or oath of allegiance to God and country."

See sample policy 7:330, *Student Use of Buildings-Equal Access*, for a discussion of the Equal Access Act, 20 U.S.C. §4071 *et seq.*

<sup>2</sup> However, at the request of election officers, any publicly owned building must be made available for use as a polling place (10 ILCS 5/19-2.2) 11-4.1 and 5/19-2.2). For the day of the election, a school district is encouraged to (a) close the school, or (b) hold a teachers institute on that day with students not in attendance (10 ILCS 5/11-4.1, amended by P.A. 98-773). Election officers must place markers 100 horizontal feet from a polling room's voter entrance and, if the 100 feet marker ends within the building's interior, the markers must be placed outside of the building at each entrance used by voters. The area within where the markers are placed is a campaign free zone where electioneering is prohibited. The area on polling place property beyond the campaign free zone is a public forum for the time that the polls are open on an election day and may be used for campaigning and to place temporary signs (*Id.*). A child sex offender is permitted to vote early or by absentee ballot when his or her polling place is a school (10 ILCS 5/11-4.1).

<sup>3</sup> See policy 8:30, *Visitors to and Conduct on School Property*.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no costs during regularly staffed hours. 4 Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities at any time. 5 A fee schedule and other terms of use shall be prepared by the Superintendent and be subject to annual approval by the School Board.

LEGAL REF.: 20 U.S.C. §7905.  
10 ILCS 5/19-2.2.  
105 ILCS 5/10-20.40, 5/10-22.10, and 5/29-3.5.  
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).  
Lamb's Chapel v. Center Moriches Union Free School District, 113 S.Ct. 2141 (1993).  
Rosenberger v. Rector and Visitors of Univ. of Va., 515 U.S. 819 (1995).

CROSS REF.: 7:330 (Student Use of Building - Equal Access), 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

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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.**

4 The decisions concerning facility-use fees are at the local board's discretion. However, the general rule applies: school officials can avoid constitutional problems by treating requests to use school facilities according to uniform rules that do not discriminate against a group on the basis of its viewpoint.

5 This option adds an additional restriction: "Facilities and grounds will not be made available to individuals for personal or social reasons or to business enterprises for commercial gain."

This option recognizes that districts should require bodily injury liability insurance and property damage liability in specified amounts as recommended by the district's own insurance carrier: "All non-school sponsored groups, before using the facilities during non-regularly staffed hours, must provide a certificate of insurance naming the District as an *additional insured* or otherwise show proof of insurance."

To: Board of Education  
Laurie Heinz, Superintendent

From: Mary Jane Warden, Director of Innovation and Instructional Technology  
Rebecca Allard, Chief School Business Official

Re: Overview of Recommendations for Network Enhancement and VoIP

Date: March 23, 2015

Earlier this fall, District 64 provided the Board with preliminary research conducted by members of the Technology Department -- MJ Warden, Janice Santos, and Lucas Cowden -- in partnership with *ClientFirst Consulting Group*, the consulting firm that currently handles our annual E-Rate (Federal Universal Service Fund, commonly known as E-Rate) application. *ClientFirst* is assisting the District in the assessment and ROI analysis for the proposed replacement of the District's obsolete telecommunications system. Problems with the system had reached a crescendo at the beginning of the school year causing lengthy service disruptions to voicemail capability and line outages. It was noted that the timing of the District's current *Centrex* system being up for renewal on June 30, 2015, additionally provided a specific window of opportunity to re-evaluate the District's entire telecommunications approach.

### **Background**

The District's current system is provided by *Centrex* through AT&T and uses an on-site, District-owned *Centagram* voicemail system (InterState) along with AT&T Teleconference Services. The District's monthly charge for each line and accompanying services is approximately \$9,000/month or \$108,000/annually in *Centrex* line, usage and service charges. (This figure has been updated from a previous memo to include conference call service charges). As telecommunications vendors move away from providing "copper-based" services, *Centrex* costs are expected to increase at an estimated 40% increase over the next three years. In addition, *Centrex* E-Rate funding is set to decrease by 20% per year, beginning with the 2015-16 budget year. All in all, the cost of renting and maintaining *Centrex* phone services will only rise in the coming years, starting July 1, 2015.

The District has a number of choices regarding the replacement of the existing *Centrex* system. A new system would replace the existing *Centrex* service, and use a more current methodology namely Voice over Internet Protocol (VoIP). Here are the essential features:

- A VoIP system would use the District's current data network as its transport layer instead of the copper lines.
- A new VoIP will cost substantially less per month, between \$1,800 and \$2,200 per month depending on the vendor selected.
- In the end, this approach would **reduce** the District's monthly costs for telecommunications by approximately \$6,000/month or \$72,000/annually.

In addition, because a VoIP system runs on a data transport layer, the District's current data network also would need to be enhanced to handle voice communications more efficiently. Based on this principle of efficiency, *ClientFirst* recommended that this would be an opportune time to consolidate the 150+ switches to realize greater efficiencies and take advantage of more modern management consoles. There would also be the need for greater redundancy designed into the data infrastructure with sufficient backup electrical power in order to better ensure the uptime and reliability of telecommunication services. In addition, the existing data network equipment, while sufficient for current purposes (wireless, 1:1 Chromebook Initiative, etc.), has reached the end-of-useful life and would not be supported in the long run. Again, this would be an opportunity to future-proof the network infrastructure for the next 7-10 years.

Based on this analysis, the District strongly recommended moving away from *Centrex* and transitioning to a VoIP for the 2015-16 school year. The Board of Education authorized the Request for Proposal at the December 15, 2014 meeting. To capitalize on E-Rate funding, network enhancements were issued in one RFP and the VoIP in a separate RFP.

A preliminary estimate of ROI was provided to the Board in December. At that time, it was estimated that the District would recoup the initial investment in the VoIP and network improvement project over 5.7 years. The estimated budget plan proposal for the District included the communications system, data network and cable infrastructure efficiencies.

<b><u>Telecom System</u></b>	<b><u>December Estimated Project Costs</u></b>
Telephone System - District wide	\$243,750
Voicemail	Included
Unified Messaging Tools	Included
Mobility and UC Tools	\$2,000
Call Accounting	\$3,200
(Includes Installation and training)	
<b><u>Voice Data Cable Work</u></b>	
Cable Costs	\$12,250
(Estimates 10% of cable drops will need to be updated)	
<b><u>Data Network Equipment</u></b>	
Data switches & fiber connections	\$136,400
<b>December Total Estimated Costs</b>	<b>\$397,600</b>
(without E-Rate reimbursement for network project)	
<b>Estimated Annual Maintenance</b>	<b>\$15,000</b>
<b>Projected Annual Cost Reduction</b>	<b>(\$72,000)</b>

**Estimated ROI**

**5.7 years**

### **Analysis of Bids and Current Recommendations**

After the December 15, 2014 Board of Education meeting, the District developed a formal Request for Proposal (RFP) and obtained vendor proposals for a new telephone system. It was determined that the District should develop a separate RFP for the needed data network enhancement in order to take advantage of any E-Rate reimbursements. Each of these proposals, however, would work in concert to provide one common system. Voip and Network Enhancement RFPs were due on February 18 and February 20, respectively.

#### **1 - Network Enhancement**

For the network RFP, seven vendor proposals were received. (Please refer to the summary report provided in Appendix 8.)

The District along with *ClientFirst* reviewed and ranked the candidates. As required by E-Rate, price was the single most important criteria. The other criteria are as listed:

- Ability to meet District technical requirements
- Compatibility with existing network management platforms
- Company expertise and references
- Completeness and accuracy of proposal

After review, two vendors were called back for finalist presentations: CDWG and Heartland. The District Technology Central Team, Becky Allard, and a *ClientFirst* representative met with these vendors on Monday, March 9.

After an analysis of the proposals, finalist presentations, and discussions with *ClientFirst*, CDW's proposal emerged as the proposal that would give the District the best outcomes for the necessary network enhancements for the Voip project as well as long-range readiness to meet future networking advancements. This will create a far more robust environment to "future proof" the District's system.

The cost of the recommended CDW proposal to provide the UPS, MDF and IDF LAN equipment to serve the schools and administrative operations of the District is higher than originally estimated in the fall. The principle reasons for this difference are the addition of equipment and systems needed to "future-proof" the network as well as build in crucial redundancy and immediate support:

- Power Redundancy through UPS Equipment and System
- Network Management and Failover Redundancy in VOIP Equipment
- 24x7 Technical Support (5-years)
- Juniper Care Next Day Support (5-years)

We believe these additional features provide a reinforced level of safety and security for our communications and data systems, which are imperative for the daily operations of the District.

Given the more robust design and longevity worked into this plan, we would recommend that the District accept the proposal from *CDW* in a total contract amount of \$296,145.95. This final proposal amount does not include any E-Rate reimbursement that the District may receive at a 40% discount rate.

## 2 - Telecommunications VoIP Project

For the VoIP RFP, seven vendor proposals were received. (Please refer to the summary report provided in Appendix 9.) The District along with *ClientFirst* reviewed proposals and ranked candidates based on the following:

<b>Criteria</b>	<b>% Weight</b>
Purchase Price	25%
Life Span Cost (5-Year)	20%
Completeness of Quality of Proposal	10%
Service and Support	20%
Mfg Stability/Future Direction	5%
Dealer/Manufacturer Relationship	5%
In-House Manageability	5%
General System Complexity	5%
911 Integration Capabilities	5%

Based on the review of the vendor proposals, TIG/Mitel and CallOne/Shortel were selected to be finalists and on-site demonstrations were scheduled. The two vendors represented two different systems (Mitel vs Shoretel) and ranked the highest across the criteria in the candidate selection evaluation. The District Technology Central Team, Becky Allard, and a *ClientFirst* representative met with these vendors on Thursday, March 12.

At the end of this process, we would recommend that the District accept the proposal from CallOne/Shortel for the Voice over IP (Voip) project. The initial telephone system proposal contained all the pertinent components and scope of work at a manageable and competitive cost. At the demonstration, CallOne showed itself to be customer-focused and were responsive to input and questions. The potential implementation and system management advantages with CallOne providing both the telephone system hardware and the lines, services, and support were apparent. Furthermore, CallOne has the in-house capacity to manage the entire telecommunications solution. This means a more streamlined transition from the *Centrex* legacy system and more long-term, future-forward responsiveness as telecom demands and challenges arise.



Given our analysis, we would recommend that the District accept the proposal from *CallOne* in a total contract amount of \$233,897.00 (if the District does not decide on the leasing option). This proposal is in line with the preliminary cost estimates for the project.

### **Recommendations on Budget and Estimated ROI**

Compiled below is the Voip and Network Enhancement projected budget and estimated ROI, based on our proposal analysis and finalist presentations.

<b><u>Telecom System</u></b>	<b><u>Cost Proposal</u></b>
Telephone System - District wide	\$226,347
Voicemail	Included
Unified Messaging Tools	Included
Mobility Tools (Twinning)	Included
Conference Bridging	\$3,650
100 Voicemail Only Licenses	\$3,900
1-Year VOIP Maintenance	\$16,580
<b>Total VOIP System</b>	<b>\$233,897</b>

#### **Voice Data Cable Work** (not in RFP's)

Cable Costs	\$12,250*
(*Estimates 10% of cable drops that may need to be updated)	

#### **Data Network Equipment**

Data switches & fiber connections	<b>\$296,145</b>
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#### **Total Estimated Costs** **\$542,292\***

(\*without E-Rate reimbursement for network project)

<b>Projected Annual Cost Reduction</b>	<b>(\$72,000)</b>
<b>Estimated ROI</b>	<b>7.5 years</b>

This ROI is longer than the preliminary estimate from the fall, due to the increased investment being made to reinforce the level of safety and security for our communications and data systems, as described in detail earlier in this report.

### **Longevity of Equipment**

The life-cycle expectations of the technology acquired through these projects is estimated as:

Telephone System	15+ years
Data Network Equipment	5 to 7 years
Cable Infrastructure	20+ years
Building Infrastructure (Power/Room changes)	20+ years

This life-cycle would ensure that District 64 is investing in systems and equipment that will serve our telecommunications and network needs for many years into the future.

### **Final Recommendation**

We recommend approval of the action items to accept these two bid proposals as follows:

- Network Enhancement - It is recommended to purchase at the bid amount in Appendix 8 through the Capital Projects Fund.
- VoIP - A detailed discussion of two options are presented in the Appendix 9 action item. The District recommends a municipal lease/purchase, which would be paid for through the Operations & Maintenance Fund over five annual expenditures of \$64,395.24. This has the benefit of fixing the expense in the Operations & Maintenance Fund for five years. It also represents an almost \$35,000 reduction in the current budgeted telephone line item, while preserving funds available for capital improvements in the Capital Projects Fund.

Approval on March 23 would ensure the work can be completed before the 2015-16 school year begins in August.

**APPROVAL OF CDW – MDF AND IDF LAN UPGRADE**

ClientFirst Consulting Group, LLC (ClientFirst) was retained by the District to facilitate a competitive selection process that would meet Federal Universal Service Fund (Erate) reimbursement for the selection of new UPS, MDF and IDF LAN Equipment to serve the schools and administrative operations of the District.

Although technology is an exemption to the Illinois School Code bid requirements, the District solicited a Request for Proposal (RFP) to ensure we had competitive proposals. Bids were received and opened on Friday, February 20<sup>th</sup>. ClientFirst reviewed seven proposals and recommended that D64 interview two firms who best met the qualifications as defined in the RFP.

After extensive discussion, ClientFirst and D64 selected CDW as the company to provide the MDF and IDF local area network (LAN) and UPS equipment for \$296,145.95. The funding source for the purchase will be from the Capital Projects Fund (60).

In addition, District 64 is eligible for Erate reimbursement of approximately 40% or \$118,458.38.

**ACTION ITEM 15-03-1**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve CDW as the company to provide the MDF and IDF local area network (LAN) and UPS equipment for a total contract amount of \$296,145.95, with funding from the Capital Projects Fund.

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

AYES:

NAYS:

ABSENT:

PRESENT:

3/23/15

March 16, 2015

Rebecca Allard  
Chief School Business Official  
Park Ridge Niles School District 64  
164 S. Prospect Avenue  
Park Ridge, IL 60068

**Re: MDF and IDF LAN Upgrades RFP and Vendor Selection**

Dear Rebecca:

ClientFirst Consulting Group, LLC (ClientFirst) was retained by the District to facilitate a competitive selection process that would meet Federal Universal Service Fund (commonly known as ERate) reimbursement requirements for the selection of new UPS, MDF and IDF LAN Equipment to serve the schools and administrative operations of the District. We worked closely with a team of District Information Services (IS) staff in the development and issuance of a MDF & IDF LAN Upgrade RFP and the subsequent selection and recommendation of a qualified vendor for the LAN Equipment implementation.

As the facilitator of the team, ClientFirst fully supports the recommendation of CDW in a total contract amount of \$296,145.95, as the recommended configuration and installation company for the MDF and IDF local area network (LAN) and UPS equipment.

In the fall of 2014, ClientFirst, as the District's IT consultant, was asked to facilitate a competitive selection process for consolidating and upgrading the existing LAN Equipment throughout the District. The work steps that we utilized to assist the team in reaching the recommendation of the system were as follows:

- ClientFirst worked with the team to prepare a detailed list of requirements to evaluate potential vendors.
- We developed a Request For Proposal (RFP) that outlined the requirements of the LAN System and provided potential vendors with proposal guidelines.
- We developed proposal scoring criteria that meets Erate requirements and District needs.

- Working with District staff, ClientFirst reviewed the seven vendor proposals and as two of three reviewers, scored those proposals. Based on the proposal scoring criteria, the team selected two vendors to further discuss their proposals and implementation methodologies with the team.
- We then participated in the finalist vendor presentations and worked with staff to select the CDW / Juniper Networks System as the recommended solution.

In evaluating the proposals, as required by erate, price was the single most important criteria. Other criteria included:

- Ability to meet District technical requirements
- Compatibility with existing network management platforms
- Company expertise and references
- The completeness and accuracy of the proposal.

The following Table-1 summarizes the seven proposals received and the project team's evaluation score of each proposal:

Table-1: Proposals Received Evaluation Scores	
Proposer	Evaluation Points (100 Max)
All Information Services, Inc.	72.7
Call One	73.0
CDW	83.7
Heartland	82.8
NETECH	55.0
PDS	62.0
TIG	78.2

The following Table-2 summarizes the projects team's evaluation score based on the outcome of the two finalist vendor presentations.

Table-2: Finalist Vendor Presentations	
Proposer	Evaluation Points (100 Max)
CDW	87.2
Heartland	74.7

Based on our review of the RFP responses, pricing analysis and finalist vendor presentations, ClientFirst concurs with the District's IS staff's recommendation of CDW to supply and implement the requested LAN System at the District.

Sincerely,

**ClientFirst Consulting Group, LLC**

A handwritten signature in black ink, appearing to read 'Tom', with a long horizontal stroke extending to the right.

Tom Jakobsen  
Principal



**APPROVAL OF SHORETEL & CallOne – VoIP (REPLACEMENT PHONE SYSTEM)**

ClientFirst Consulting Group, LLC (ClientFirst) was retained by the District to facilitate a competitive selection process that would provide District 64 with a new phone system (VoIP).

Although technology is an exemption to the Illinois School Code bid requirements, the District solicited a Request for Proposal (RFP) to ensure we had competitive proposals. Bids were received and opened on Wednesday, February 18<sup>th</sup>. ClientFirst reviewed seven proposals and recommended that D64 interview two firms who best met the qualifications as defined in the RFP.

After an extensive discussion, ClientFirst and D64 selected Shoretel & CallOne as the company to provide the new phone system (VoIP). The 2014-15 budget for telephones is \$132,395. The district will realize a savings in the Operations & Maintenance Fund if the phone system is purchased with a municipal lease/purchase (\$1 buy-out). The estimated 2015-16 telephone budget, inclusive of the new phone system, is \$97,437. This is an annual savings of \$34,958.

The 60-month municipal lease/purchase would include all equipment, conference bridging, voice mail licenses, installation and a 5-year maintenance agreement. The monthly cost is \$5,366.27. The annual cost is \$64,395.24 and the 5-year cost is \$321,976.20.

Another option the Board may consider is a purchase of the equipment, conference bridging, voice mail licenses, installation and a 1-year maintenance agreement at a cost of \$233,897. The cost of the maintenance agreement for years 2-5 is \$16,911.60 per year. The five-year cost is \$301,543.40.

**ACTION ITEM 15-03-2**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve Shoretel & CallOne as the company to provide the VoIP (phone system) through a 5-year municipal lease/purchase for an annual cost of \$64,395.24, with funding from the Operations & Maintenance Fund.

Moved By: \_\_\_\_\_ Seconded By: \_\_\_\_\_

AYES:

NAYS:

ABSENT:

PRESENT:

3/23/15

March 19, 2015

Rebecca Allard  
Chief School Business Official  
Park Ridge Niles School District 64  
164 S. Prospect Avenue  
Park Ridge, IL 60068

**Re: Telecommunications System RFP and Vendor Selection**

Dear Rebecca:

Thank you for the opportunity to work with the District on this important project. ClientFirst Consulting Group, LLC (ClientFirst) was retained by the District to facilitate a competitive selection process to purchase a new telephone system with the focus on reduction of operational expenses and improved efficiency. We worked closely with a team of District Information Services (IS) staff in the development and issuance of a formal Request For Proposal (RFP) that communicated the District's operational needs and system technical and sizing requirements to multiple vendors in the Chicagoland area.

As the facilitator of the team, ClientFirst fully supports the recommendation of Shoretel and CallOne in a total contract amount of \$233,897, as the recommended vendor to provide the needed telecommunications system. The cost of the proposal includes equipment, installation, conference bridging, voicemail only licenses, and 1 year of maintenance. The cost to lease/purchase this equipment, including 5 years of maintenance would be \$5,366.27 per month for sixty (60) months with a \$1 buyout for a total lease cost of \$321,976.20.

ClientFirst, as the District's IT consultant, was asked to facilitate a competitive selection process for the replacement of the existing telecommunication system throughout the District. The work steps that we utilized to assist the team in reaching the recommendation of the system were as follows:

- ClientFirst worked with the team to prepare a detailed list of requirements to evaluate potential vendors.
- We developed a Request For Proposal (RFP) that outlined the requirements of the Telecommunications System and provided potential vendors with proposal guidelines.

- We developed proposal scoring criteria, coordinated finalist demonstrations and assisted in the selection process.
- ClientFirst and the District reviewed the seven vendor proposals. Based on the proposal scoring criteria, the team selected two vendors to further discuss their proposals and implementation methodologies with the team.
- We then participated in the finalist vendor presentations and worked with staff to select CallOne and Shoretel as the recommended solution.

Purchase Price and 5 year costs were the single most important criteria. Other criteria included:

- Service & Support
- Manufacturer Stability and Future Direction
- Dealer/Manufacturer Relationship
- In-house Manageability
- System Complexity
- 911 Integration

CallOne was ranked one of the top 2 vendors who submitted proposals. After the demonstrations, it was determined that staff preferred the Shoretel product and that the feature group and management of the system was easier to use than the other finalist.

Based on our review of the RFP responses, pricing analysis and finalist vendor presentations, ClientFirst concurs with the District's IS staff's recommendation of Shoretel and CallOne to supply and implement the requested Telecommunications System at the District.

Sincerely,

**ClientFirst Consulting Group, LLC**

Tom Jakobsen

Principal

## Park Ridge SD 64 - VoIP Selection



### Decision Criteria 2013-01-21

Vendor Manufacturer Product		TIG Mitel 3300/MAS	Midco Mitel 3300/MAS	ATI Mitel 3300/MAS	Sound, Inc Shoretel ShoreTel/Shoretel	Call One Shoretel ShoreTel/Shoretel	Heartland Cisco Cisco/Connections	Access One Polycom
Criteria	% Weight	SCORES						
Purchase Price	25%	8	4	9	3	7	5	10
Life Span Cost (5 Year)	20%	10	6	7	8	9	7	2
Completeness Quality of Proposal	10%	8	8	8	8	8	8	8
Service & Support	20%	8	8	8	8	8	5	5
Mfg Stability/Future Direction	5%	10	10	10	9	9	10	5
Dealer/Manufacturer Relationship	5%	9	9	7	8	9	7	5
In-House Managability	5%	8	8	8	9	9	5	5
General System Complexity	5%	8	8	8	9	9	5	5
911 Integration Capabilities	5%	8	8	8	8	8	8	8
<b>OVERALL SCORES</b>	100%	8.55	6.75	8.1	6.9	8.15	6.2	6.1
		1	5	3	4	2	6	7

#### Finalist/Demo Candidate

Ranking = 10 is the best & 1 is the lowest

High Score is best

Estimated Purchase Price

Estimated Life Span Cost

Telecom Function/Environment

Completeness and Proposal Qual

Service/Support

Mfg Stability

Dealer Manufacturer Relationship

In-House Managability

General System Complexity

911 Capabilities

Least expensive to most expensive

Least expensive to most expensive when considering ongoing costs, maintenance, etc.

Back office infrastructure for data and voice, telecom equipment/software, extent of state of the art environ.

Proposal document quality, completeness of information provided and followed RFP direction as requested by the City.

Consider vendor record, references, geographic location, pricing, how vendor handles new releases, etc.

10 = Major corp; 9 = National Telecom org; 7 = Large Telecom org; 5 = Newly formed organization 2= Don't know future direction

Consider Dealer status with Manufacturer and direct access to support

Ease and ability for the IT Staff to administer the system and deal with the vendor.

Opinion of system complexity to perform basic services.

Opinion of familiarity with the technology and ability to provide E911

Consent Agenda

ACTION ITEM 15-03-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of March 23, 2015, which includes the Personnel Report, including Resolution # 1134 Non-Reemployment of Part-Time Educational Support Personnel Employees; Resolution #1135 Dismissal of First or Second or Third -Year Probationary Teachers for Reasons Other than Reduction-in-Force; Resolution #1136 Honorable Dismissal of Teachers; Resolution #1137 Dismissal of Probationary Educational Support Personnel Employees; Bills, Payroll, Benefits; Approval of Financial Update for the Period Ending February 28, 2015; and Destruction of Audio Closed Minutes.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report  
March 23, 2015

REVISED

Ally Brewster	Employ as (.50) Special Education Teacher at Jefferson School effective March 19, 2015 - \$6,951.40 (prorated 54 days).
Jennifer Bronski	Employ as Instructional Resource Teacher at Roosevelt School effective February 24, 2015 - \$25,098.31 (prorated 71 days).
Dan Evola	Employ as Night Custodian at Roosevelt School effective March 5, 2015 - \$17.03.
Jacqueline (Darlene) Mortimer	Employ as 10-month School Secretary at Washington School effective March 9, 2015 - \$18.65.
Steven Seyller	Employ as Part-time Substitute Custodian effective March 23, 2015 - \$12.00.
Jeanne Doheny	Approval of Job Share from fulltime Literacy Teacher at Roosevelt School to .50 Literacy Teacher at Roosevelt School effective August 17, 2015.
Barclay Marcell	Approval of Job Share from fulltime Literacy Teacher at Roosevelt School to .50 Literacy Teacher at Roosevelt School effective August 17, 2015.
Renee Rogals	Change of Assignment from Lunch Program Supervisor at Franklin School to Head Lunch Program Supervisor at Washington School effective March 16, 2015 - \$21.60.
Kelly Kuhar	Leave of Absence Request, Personal – Special Needs Teacher at Roosevelt School effective August 17, 2015 – June 2, 2016 (tentative).
Andy Petrolina	Resign as Assistant Principal at Washington School effective June 23, 2015.
Susan Jayne	Retirement as Special Education Assistant at Jefferson School effective June 12, 2015.
Maria Cullotta	Revised date from February 9, 2015 Board Report - Resign as Lunch Program Head Supervisor at Washington School effective March 13, 2015.
Linda Bellen	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employee.



Gail Kerber	Approval of Formal Resolution Authorizing Dismissal of First - Second or Third Year Probationary Teachers for reasons other than Reduction-In Force.
Brandi Segura	Approval of Formal Resolution Authorizing Dismissal of First - Second or Third Year Probationary Teachers for reasons other than Reduction-In Force.
Ashley Arsenault	Approval of Formal Resolution Authorizing Dismissal of First - Second or Third Year Probationary Teachers for reasons other than Reduction-In Force.
Kelsey Engle	Approval of Formal Resolution Authorizing Dismissal of First - Second or Third Year Probationary Teachers for reasons other than Reduction-In Force.
Lisa Anderson	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Ally Brewster	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Jennifer Bronski	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Jennifer Buti	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Ashley Carlborg	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Keith Engeriser	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Richard Hobson	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Claire Kirchner	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Jacqueline Mayer	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Alex Teater	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.

Dana Wessel	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Firdous Afreen	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Ashley Apa	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Alice Beauvais	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Betty Berg	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Marco Colapietro	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Caitlin Cuthbertson	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Evelyn Dobrydnio	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Roisin Dohl	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Ashley Hardiman	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Ann Heneghan	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Mary Jeske	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Dimitra Katsoulis	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Catherine Keating	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Joan Lindgren	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Sara Malecki	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.

Kevin Maloney	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Jennifer Munao	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Kirsten Munn	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Cheryl Parsons	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Peter Pierucci	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Anna Reeder	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Lauren Runyon	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Ioanna Sinatra	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Lyna Swanson	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Andrea (Andi) Taglia	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Kathie Walsh	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Katherine White	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Kelly Zurek	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.

## APPROVAL OF BILLS AND PAYROLL

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

### Bills

10 - Education Fund -----	\$ 960,152.23
20 - Operations and Maintenance Fund -----	\$ 159,224.52
30 - Debt Services -----	\$ -
40 - Transporation Fund -----	\$ 236,735.98
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 47,437.49
80 - Tort Immunity Fund -----	\$ 11,082.00
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 120625 - 120859

Total: \$ 1,414,632.22

### Payroll and Benefits for Month of February, 2015

10 - Education Fund -----	\$ 3,888,541.11
20 - Operations and Maintenance Fund -----	\$ 244,731.44
40 - Transportation Fund -----	\$ -
50 - IMRF/FICA Fund -----	\$ 83,732.08
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 11234 - 11310

Direct Deposit: 900070011 - 900071618

Total: \$ 4,217,004.63

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

To: Board of Education  
Laurie Heinz, Superintendent

From: Rebecca Allard, Chief School Business Official

Date: March 23, 2015

Subject: Executive Summary  
Financial Update for the Period Ending February 28, 2015

The following highlights the financial activity for the month of February 2015.

**Fund Balance:**

The cash & investment, all funds, balance decreased, by **\$971,023** (*page 1*) from the 2013-14 fiscal year end. Cook County taxes started arriving in February. The funds outside the operating funds are causing the deficit. As reported by the School Township Treasurer, Tom Ahlbeck, the District ended the month with \$41.3 million in fixed investments (*pages 4 - 6*) and \$17.4 million in the Chase money market fund. Following the investment summary a report detailing the investments is now included.

**Key Revenue Factors:**

The chart on page 2 shows that revenues, during the month of February, were 19.0% greater than the same period last year.

Certain revenues are beyond the control of D64, these revenue types include:

- Property Tax collections are trending upward by 3.4%
- State and federal revenues are down by 6.2% because of the timing of State payments.

Other revenues that are trending upwards are:

- Tuition up by 5.4%
- Other local income up by 44.4% (*Receipt of TIF Student Payment*)

Other revenues that are trending down are:

- Corporate Personal Property Replacement Tax is down by 2.2%
- Interest income is down by 4.9%
- Student fees are down by 6.0% because of an increase in the number of students who qualify for free lunch and waiver of fees.

**Key Expenditure Factors:**

The chart on page 3 shows that expenditures, during the month of February, were 0.8% less than the same period last year.

Salaries are trending 2.4% more and employee benefits are trending 2.3% less than the same period last year.

There are changes in the area of purchased services (decreased by 10.3% and supplies (decreased 15.2%).

The decrease in the capital outlay area is the result of timing of contractor payments.

The decrease in the other expense area is the timing of tuition payments.

### **Report Index**

<b>Report Description For the Period Ending February 2015</b>	<b>Page Number (s) Color</b>
Statement of Position	1
Summary of Revenue	2
Summary of Expense	3
Summary of Investments	4 - 6
Detail of Investment	7 - 17
Detail Revenue Report	
Detail Expenditure Report	



**Park Ridge - Niles Community Consolidated School District 64**  
**Statement of Position for the Period Ending February 2015**

Fund	Audited Cash & Investment Balance June 30, 2014	2014-15 FYTD Revenues	2014-15 FYTD Expenditures	Excess / Deficiency of Revenues Over Expenditures	Inter-Fund Loan Balance	Cash & Investment Balance February 2015	Restricted Funds
Education	\$26,761,507	\$36,407,139	(\$33,404,150)	\$3,002,989	-	\$29,764,496	No
Tort Immunity	1,429,594	404,672	(947,072)	(542,399)	-	\$887,195	Yes
Operations & Maintenance	1,509,380	5,033,926	(3,594,433)	1,439,493	-	\$2,948,873	No
Transportation	3,157,275	843,088	(1,253,239)	(410,151)	-	\$2,747,124	No
Retirement (IMRF & SS)	745,133	1,521,957	(1,452,674)	69,283	-	\$814,416	Yes
Working Cash	14,064,048	373,065	-	373,065	-	\$14,437,113	<i>Reserved for Cash Flow Purposes</i>
Sub-Total Operating Funds	\$47,666,937	\$44,583,848	(\$40,651,569)	\$3,932,280	\$0	\$51,599,217	
Capital Projects	9,107,370	29,940	(4,187,032)	(4,157,092)	-	\$4,950,278	Yes
Total Operating Funds	\$56,774,307	\$44,613,788	(\$44,838,600)	(\$224,812)	\$0	\$56,549,495	
Debt Service	3,671,811	2,139,475	(2,885,685)	(746,210)	-	\$2,925,601	Yes
Total All-Funds	\$60,446,118	\$46,753,262	(\$47,724,285)	(\$971,023)	\$0	\$59,475,095	

*Fund Balance Objective at Fiscal Year End = 33% (4-months (120 days) of operating expenses); for ISBE purposes this number is measured as of June 30.*

Park Ridge Niles Community Consolidated School District 64													
February 2015 - Summary of Revenue													
Description of Revenue Source	Fund									Budget	% of Budget Received	Prior Year Pacing	Better (Worse) than Prior Year
	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total				
Current Year	\$8,795,079	\$1,336,926	\$576,560	\$183,771	\$383,816	\$0	\$73,607	\$110,164	\$11,459,924	\$33,276,000	34.4%	28.6%	5.8%
Prior Year	\$23,126,447	\$3,608,887	\$1,567,361	\$486,044	\$1,015,106	\$0	\$194,679	\$291,364	\$30,289,888	\$30,223,000	100.2%	98.8%	1.5%
Other Prior Year	(\$138,087)	(\$23,701)	(\$8,659)	(\$2,871)	(\$4,596)	\$0	(\$1,151)	(\$1,720)	(\$180,785)	(\$216,000)	83.7%	87.6%	-3.9%
Total Property Taxes	\$31,783,438	\$4,922,113	\$2,135,262	\$666,944	\$1,394,326	\$0	\$267,135	\$399,809	\$41,569,026	\$63,283,000	65.7%	62.3%	3.4%
Corp Replace Tax	\$502,523	\$0	\$0	\$0	\$125,931	\$0	\$0	\$0	\$628,454	\$1,166,256	53.9%	56.1%	-2.2%
Interest Income	\$204,485	\$7,921	\$4,213	\$18,313	\$1,700	\$19,054	\$105,930	\$4,643	\$366,259	\$581,465	63.0%	67.9%	-4.9%
Tuition	\$60,455	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60,455	\$306,935	19.7%	14.3%	5.4%
Lunch	\$384,497	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$384,497	\$589,200	65.3%	68.2%	-2.9%
Registration	\$705,859	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$705,859	\$1,021,915	69.1%	76.4%	-7.3%
Pay Riders/Field Trips	\$0	\$0	\$0	\$32,605	\$0	\$0	\$0	\$0	\$32,605	\$66,905	48.7%	58.2%	-9.5%
Other Student	\$50,748	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50,748	\$68,770	73.8%	76.5%	-2.7%
Total Student Fees	\$1,141,104	\$0	\$0	\$32,605	\$0	\$0	\$0	\$0	\$1,173,709	\$1,746,790	67.2%	73.2%	-6.0%
Extended Day Care	\$274,322	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$274,322	\$145,000	189.2%	67.0%	122.2%
TIF Payment	\$215,971	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$215,971	\$490,000	44.1%	0.0%	44.1%
Before School Care	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA	98.7%	NA
MTSEP/LICA Refund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA	NA	NA
FAA - Local	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	NA	NA	NA
Rental	\$0	\$21,486	\$0	\$0	\$0	\$0	\$0	\$0	\$21,486	\$53,004	40.5%	38.7%	1.8%
Other	\$91,118	\$82,406	\$0	\$660	\$0	\$10,886	\$0	\$221	\$185,291	\$104,511	177.3%	100.0%	77.3%
Total Other Local	\$581,412	\$103,892	\$0	\$660	\$0	\$10,886	\$0	\$221	\$697,070	\$792,515	88.0%	43.6%	44.4%
General State Aid	\$880,318	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$880,318	\$1,382,828	63.7%	63.6%	0.0%
Other State	\$518,717	\$0	\$0	\$124,566	\$0	\$0	\$0	\$0	\$643,284	\$2,640,625	24.4%	37.5%	-13.2%
Federal	\$734,687	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$734,687	\$1,611,206	45.6%	51.0%	-5.4%
Total of State & Federal	\$2,133,723	\$0	\$0	\$124,566	\$0	\$0	\$0	\$0	\$2,258,289	\$5,634,659	40.1%	46.2%	-6.2%
Transfer of Funds/Bond F	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$208,944	0.0%	0.0%	0.0%
Total Revenue	\$36,407,139	\$5,033,926	\$2,139,475	\$843,088	\$1,521,957	\$29,940	\$373,065	\$404,672	\$46,753,262	\$73,720,564	63.4%	44.4%	19.0%
Total Actual Revenue	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total				
Total Budget Revenue	\$57,615,286	\$7,012,634	\$3,485,070	\$1,741,369	\$2,521,794	\$46,786	\$577,010	\$720,615	\$73,720,564				
% of Budget Received	63.2%	71.8%	61.4%	48.4%	60.4%	64.0%	64.7%	56.2%	63.4%				
Prior Year Pacing	60.1%	30.7%	47.5%	53.9%	60.9%	4.0%	4.0%	63.2%	44.4%				
Better (Worse) than Prior Year	3.0%	41.0%	13.9%	-5.5%	-0.5%	60.0%	60.7%	-7.0%	19.0%				

Park Ridge Niles Community Consolidated School District 64													
February 2015 Summary of Expense													
	Fund												
Description of Expenditure Type	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total	Expenditure Budget	% of Budget Expended	Prior Year Pacing	Better (Worse) than Prior Year
Salary-Teacher	\$18,248,844	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$18,248,844	\$34,035,818	53.6%	56.6%	3.0%
Salary-All Other	\$7,708,325	\$1,835,270	\$0	\$13,438	\$0	\$30,751	\$0	\$0	\$9,587,784	\$14,114,698	67.9%	62.5%	-5.4%
Benefits	\$3,529,091	\$275,938	\$0	\$1,748	\$1,452,674	\$262,465	\$0	\$7,989	\$5,529,905	\$9,203,698	60.1%	62.4%	2.3%
Purchased Services	\$1,513,931	\$729,507	\$0	\$1,238,053	\$0	\$0	\$0	\$679,636	\$4,161,127	\$6,570,469	63.3%	73.6%	10.3%
Supplies	\$1,924,985	\$607,847	\$0	\$0	\$0	\$0	\$0	\$11,407	\$2,544,239	\$3,629,271	70.1%	85.3%	15.2%
Capital Outlay	\$98,142	\$145,871	\$0	\$0	\$0	\$3,893,212	\$0	\$248,040	\$4,385,265	\$5,800,235	75.6%	195.3%	119.7%
Other Expense	\$83,593	\$0	\$2,885,685	\$0	\$0	\$603	\$0	\$0	\$2,969,881	\$3,330,600	89.2%	91.4%	2.2%
Other Expense: Tuition	\$1,297,240	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,297,240	\$1,760,000	73.7%	78.9%	5.2%
Other Expense: Transfer of Funds	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$193,080	0.0%	0.0%	0.0%
Total Expenses	\$34,404,150	\$3,594,433	\$2,885,685	\$1,253,239	\$1,452,674	\$4,187,031	\$0	\$947,072	\$48,724,285	\$78,637,869	62.0%	62.8%	0.8%
	Education	Operations & Maintenance	Debt Service	Transportation	Retirement	Capital Projects	Working Cash	Tort Immunity	Total				
Total Actual Expense	\$34,404,150	\$3,594,433	\$2,885,685	\$1,253,239	\$1,452,674	\$4,187,031	\$0	\$947,072	\$48,724,285				
Total Expense Budget	\$58,684,143	\$5,252,127	\$3,220,870	\$1,881,450	\$2,542,730	\$5,869,000	\$160,010	\$1,027,539	\$78,637,869				
% of Budget Expended	58.6%	68.4%	89.6%	66.6%	57.1%	71.3%	0.0%	92.2%	62.0%				
Prior Year Pacing	58.9%	41.4%	91.3%	55.6%	68.1%	189.0%	0.0%	105.9%	62.8%				
Better (Worse) than Prior Year	0.2%	-27.1%	1.7%	-11.0%	11.0%	117.6%	0.0%	13.8%	0.8%				

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

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

August 27, 2013  
and  
September 19, 2013

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 15-03-4

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 on February 23, 2015 and Closed Session Minutes on February 23, 2015.

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 Board of Education Meeting held at 7:30 p.m.  
February 23, 2015  
Washington Elementary School – Gym  
1500 Stewart Avenue  
Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:00 p.m. Other Board members in attendance were Scott Zimmerman, Vicki Lee, John Heyde, Dathan Paterno and Bob Johnson. Board member Dan Collins arrived during the closed session. Also present were Superintendent Laurie Heinz, Assistant Superintendent Joel T. Martin, Chief School Business Official Becky Allard, 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 at: <http://www.d64.org>.

**BOARD ADJOURNS TO CLOSED SESSION**

Board Adjourns  
to Closed  
Session

At 6:01 p.m., it was moved by Board President Borrelli and seconded by Board member Zimmerman to adjourn to closed session to discuss: the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2 (c)(1)]; collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2 (c)(2)]; and litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/2 (c)(11)].

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: Collins

The motion carried.

The Board adjourned from closed session at 7:28 p.m. and after a short recess resumed the regular Board meeting. In addition to those mentioned previously, also present were Assistant Superintendent Lori Lopez, Director of Special Education/Pupil Services Jane



Boyd, Director of Innovation & Instructional Technology Mary Jane Warden, Director of Facility Management Scott Mackall, and approximately 80 members of the public.

### **PLEDGE OF ALLEGIANCE AND WELCOME**

Pledge of  
Allegiance and  
Welcome

Principal Stephanie Daly welcomed the Board and visitors, and acknowledged and thanked the members of the 5th grade Drum Club and Ukulele Club who performed. Student Council members then led the Pledge of Allegiance. Principal Daly then introduced a video glimpse into Washington's classrooms, where students shared what they are learning at various grades and subjects, how they are using technology in their learning, and how they are practicing civil behavior through Washington's R-O-A-R-S acronym. Board President Borrelli thanked the Washington community for its warm welcome.

### **PUBLIC COMMENTS**

Public  
Comments

Board President Borrelli invited public comments on non-agenda items. A comment was received from Susan Glines, Emerson teacher, who expressed concerns regarding the impact on students of proposed special education staffing changes for 2015-16 at Emerson.

### **APPROVAL OF PHASE II PROJECT AT FIELD SCHOOL**

Approval of Phase II  
at Field School

- General Trades – Manusos \$407,000.00
- Roofing – Metalmaster Roofmaster \$948,983.00
- Masonry – B.E.T.O.N. Construction Company \$418,000.00
- Electrical – American Electric Construction Company \$224,700.00

CSBO Allard reported that the District's construction manager, Nicholas & Associates, had worked with the architects to prepare the bid specifications for the summer 2015 improvements at Field. Nick Papanicholas, Jr. of Nicholas & Associates briefly reviewed the bid process and tabulation of the bids received from contractors and the bid packages, and noted that all are union contractors in alignment with the District's Project Labor Agreement. Responding to Board member questions about the roofing package, Mr. Papanicholas pointed out that although 4 or 5 contractors had picked up the package, only two bids were received. The scope review of both bids showed that the lower bid was aligned with the cost expectations based on specifications. He noted that the shingle material, union scale, and short timeline of the work presented challenges. Facility Director Mackall pointed out the Board had previously opted for shingles rather than clay tiles as a cost-saving measure.

### **ACTION ITEM 15-02-5**

Action Item  
15-02-5

It was moved by Board member Zimmerman and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64 Park Ridge – Niles, Illinois, authorize the contract awards for Phase II Project at Field School per the following:

- General Trades – Manusos General Contractors, Inc \$407,000.00
- Roofing – Metalmaster Roofmaster \$948,983.00
- Masonry – B.E.T.O.N. Construction Company \$418,000.00
- Electrical – American Electric Construction Company \$224,700.00

Board member Collins then moved to remove the roofing package from the motion.

Board members discussed whether it would be desirable to seek additional bids for the roofing package. Construction Manager Papanicholas responded that he was not optimistic that the District would get more responses by re-bidding, given the parameters of the project; he noted it is a challenge for any contractor to meet.

Board President Borrelli asked whether there was a second to the motion to amend; none was received.

The votes on the motion as originally presented were cast as follows:

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

NAYS: Collins

PRESENT: None.

ABSENT: None.

The motion carried.

Before moving to the next agenda item, Board President Borrelli asked whether there were further public comments on non-agenda items; none were received.

#### **APPROVAL OF MASTER CONTRACT FOR ARCHITECT OF RECORD**

Approval of Master  
Contract for Architect  
of Record

CSBO Allard reviewed the selection process carried out this fall to select a new architect of record for the District. She reported that the District's legal counsel, Hodges Lois Eisenhammer Rodick & Kohn, had reviewed the proposed contract presented for Board approval. She noted that an exhibit at the end of the contract provides a schedule of architectural/engineering fees for typical projects. Ms. Allard noted the fee percentage is lower than those charged by the District's previous architect of record, Fanning Howey. Mr. Kerry Leonard of FGM Architects noted that the work completed previously by Fanning Howey to develop the current maintenance plan would be reviewed, verified and incorporated as appropriate into their projects going forward.

#### **ACTION ITEM 15-02-6**

Action Item  
15-02-6

It was moved by Board member Heyde and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64 Park Ridge – Niles, Illinois, approve FGM as architect of record.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF 10-YEAR HEALTH LIFE SAFETY SURVEY/MASTER FACILITY PLAN**

Approval of 10-year Health Life Safety Survey/Master Facility Plan

Dr. Heinz noted that the District's previous architect of record, Fanning Howey, had completed a maintenance plan, but had not conducted a 10-year health life safety review. She noted that Fanning Howey had also proposed conducting an Education Adequacy Study to complete a Facility Master Plan; that work was not done. Dr. Heinz said the five projects identified through the maintenance plan have been addressed, and that the District could greatly benefit from a master facilities plan and 10-year health life safety survey to guide work moving forward. She noted the timing would dovetail with the preparation of a new Strategic Plan also underway to position the District for 2020. CSBO Allard noted the last cost estimate from Fanning Howey for its proposed Educational Adequacy Study was just over \$175,000. Facility Director Mackall responded to Board member questions about how ongoing routine maintenance is planned, and noted the expected launch of a new online work order system in coming weeks to track requests. Mr. Leonard from FGM Architects reported that a Facilities Master Plan establishes a baseline related to the life span of equipment, and that a synergy is created with the information on ongoing maintenance that Mr. Mackall's department can utilize for preventative work. Mr. Mackall confirmed that any projects would be included in the next budget cycle, not the current one. CSBO Allard pointed out that the District's Operations & Maintenance Fund has money for small scope projects, but larger projects will come out of the Capital Projects fund. Mr. Leonard pointed out that a rolling, five-year plan is the optimum since it can be dynamic to meet changing conditions rather than a fixed, 10-year plan. Mr. Mackall confirmed that the RETA Security report recommendations would be considered as part of the Facility Master Plan. Mr. Leonard confirmed that the Facility Master Plan could be provided in an electronic version as well as hard copies, so that it is easy to access and update.

**ACTION ITEM 15-02-7**

Action Item  
15-02-7

It was moved by Board member Collins and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64 Park Ridge – Niles, Illinois, approve the 10-year Health Life Safety Survey/Master Facility Plan for the amount of \$199,705.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**SUMMARY OF CAPITAL PROJECTS FUNDING AND  
AUTHORIZATION TO PROCEED WITH 2015 SUMMER  
PROJECTS**

Summary of Capital  
Projects Funding and  
Authorization to  
Proceed with 2015  
Summer Projects

CSBO Allard reviewed a written report that supplied information on two related topics: the funds available for capital projects and the projects the District would like to move forward with in summer 2015 in addition to the Field School Phase II work approved at tonight's meeting. She pointed out that after anticipated expenditures for the Carpenter School close-out, completion of Field Phase I, Field Phase II, and related fees, the District would have approximately \$2.2 million remaining from the spring 2014 bond sale and internal transfers to fund capital projects. Ms. Allard then reviewed the projects being proposed for summer 2015, including the replacement of the District's phone system to a Voice Over Internet Protocol, a movable wall for Washington's gym, and the 10-year Health Life Safety survey just approved. If these projects were included, the balance after summer 2015 would be about \$1.4 million to use on any future projects. CSBO Allard noted that administration had identified other projects for possible future consideration, such as replacement carpet for Washington and Carpenter schools and District-wide door and lock replacement. In addition, she noted that the Facility Master Plan was expected to bring forward many other facility improvement needs that will require further discussion about their priority and to determine funding sources.

In response to Board member questions, CSBO Allard confirmed because the Board's consensus goals adopted in summer 2013 stated that the District would issue debt to fund capital projects, additional funds for ongoing maintenance had not been included in the Operations & Maintenance Fund within the long-range financial projections the Board received in February. She noted that previously, the District had carried approximately \$1.5 million to \$3 million per year in the Operations & Maintenance Fund toward these smaller maintenance projects in the annual budget estimates used in the long-range projections. Ms. Allard reaffirmed that 2014 bond proceeds must be spent by summer 2016. Board members then discussed whether an amount for annual expenditures in the Operations & Maintenance Fund should be added into the long-range projections, rather than relying only on additional bond sales or a referendum to fund future maintenance or building-related projects after the current bond proceeds are exhausted.

Turning to possible summer 2015 projects, Board members discussed whether the proposed items remain a top priority, and inquired about less expensive alternatives for the gym wall and the impact of deferring the phone system work. The Board also discussed how the secure vestibule projects identified through the RETA Security report and the door/lock replacement could be accommodated. Dr. Heinz and Mr. Leonard of FGM affirmed that the Master Facilities Plan/10-Year Health Life Safety review would consider these items. Mr. Leonard noted that the survey would likely yield other needs as well. Following further discussion, the Board consensus was to review the VoIP proposal as planned at the next meeting and to include a comparison of the costs to renew the current contract that expires June 30. Administration also was asked to evaluate whether less expensive options for a replacement gym wall would have an educational impact.

The Board deferred action on authorizing summer 2015 projects until a future meeting.

At 9:00 p.m., Board President Borrelli called for a brief recess; after a short break the meeting resumed at 9:09 p.m.

#### **BOARD AUTHORIZES 2015-16 STAFFING PLAN**

Board Authorizes  
2015-16 Staffing  
Plan

Assistant Superintendent Martin led a presentation of the staffing plan; he was joined by technology Director Warden, CSBO Allard and SPED/Pupil Services Director Boyd. Mr. Martin reported that since the plan was submitted for discussion on February 9, more information had been provided to the Board in support of the request to add a District technology position to meet the increased needs for device and user support. He then briefly recapped the written report, which notes that when reductions due to expected enrollment, changes due to student learning support, and an increase for the new technology position are all factored in, staffing costs are estimated to be reduced by \$192,000. Mr. Martin noted, however, that the District is monitoring seven sections that appear to be on “the bubble” for enrollment increases in 2015-16, which would require adding teachers to open new sections and for special subjects. Mr. Martin noted that he was researching how other districts handle staffing estimates when enrollment “bubbles” are projected. During the Board discussion that followed, Director Boyd provided further information about the recommended reduction of a resource teacher at the middle school due to enrollment and the addition of an English Learning teacher. Referencing comments made earlier during the public comment section, Director Boyd provided more details about the service delivery model for instructional resource, which is being re-focused to better meet student needs. She also provided more details about the operation of the EL program, and the need for an additional teacher to reduce the student:teacher ratio that has risen in recent years and to provide more instructional time by reducing non-instructional travel time. Mr. Martin also responded to Board member questions about the District’s overall staffing level and fluctuations in FTE count and enrollment.

Board President Borrelli then invited public comment. Linda Aichinger, Emerson teacher, urged the Board to retain the resource teacher position at Emerson proposed for elimination in 2015-16.

In response to further Board member questions, Director Boyd reaffirmed that she continues to track special needs enrollment changes for 2015-16 and would request additional staff should that be needed to meet student needs. Mr. Martin reaffirmed that the staffing plan is a living document that will change as enrollment becomes clearer as the new school year draws closer, but the current plan represents the administration's best estimate of staffing needs.

ACTION ITEM 15-02-9

Action Item  
15-02-9

It was moved by Board member Paterno and seconded by Board member Heyde that the Board of Education of Community Consolidated School District #64 Park Ridge – Niles, Illinois, approve the 2015-16 staffing report as presented.

The votes were cast as follows:

AYES: Collins, Paterno, Zimmerman, Lee, Heyde, Johnson

NAYS: Borrelli

PRESENT: None.

ABSENT: None.

The motion carried.

**REPORT ON FEBRUARY 6 INSTITUTE DAY**

Report on  
February 6  
Institute Day

Assistant Superintendent Lopez reviewed a written report on the February 6 staff development day, which is one of three held each year. She noted that the Department for Student Learning planned professional development for more than 31 teams, which is facilitated by curriculum specialists, middle school department chairs, Instructional Technology coaches, Library Information Specialists, consultants, and other teacher leaders. Dr. Lopez reported that for many teams, activities focused on the integration of technology to support student learning and on developing instructional strategies to support the implementation of the Common Core State Standards. Other themes included differentiation, student engagement, and supporting struggling students with positive behavior choices. Dr. Lopez then described the specific topics addressed by different staff groupings. She noted that the District's Staff Development Committee administers a survey following each Staff Development Day to evaluate the effectiveness of the programs presented. Dr. Lopez noted the results are used to guide future activities and point out areas for further professional development. Dr. Heinz noted that the District's professional development is especially worthwhile because it is teacher-driven and need-based, and that such opportunities are essential for teachers to continue to grow and improve. In response to Board member questions, Dr. Lopez noted that Staff Development Days are District-directed and collaboratively designed, while the ongoing early release Wednesdays follow a format as agreed upon in the last collective bargaining

agreement that provides a rotating schedule of how those activities are directed, with District-directed days accounting for only 4-5 times per year.

### **DISCUSSION: PLAN FOR YEAR 1 WEB POST IMPLEMENTATION REVIEW (JUNE 2015)**

Discussion: Plan for  
Year 1 Web Post  
Implementation  
Review (June 2015)

Board President Borrelli noted that a written report had been prepared. It described the transition to the District's new website, which was launched in late June 2014, and the work completed over the past seven months to implement the website, train users, and utilize new features. He then invited Board members to discuss what they would like to see addressed in a review to be scheduled at the end of the first year of operation. Board member suggestions included creating a committee to review the new website's features; adding more direct access to finance and financial data; surveying users on their information needs and experience with the new website; and moving forward expeditiously to create a financial dashboard to display data on key indicators. Technology Director Warden noted that a working committee could be formed to review communication needs of parents, staff and others, how the website can be a useful tool to meet those needs. Dr. Heinz reported that the timing of a communications survey was crucial, so as to not overlap with the 5E survey now underway and the Strategic Planning survey being launched. She noted that research on dashboard options was underway, and that a link had been provided to the Board on a dashboard model being used at another district that could be adopted for District 64 use. Director Warden pointed out that moving forward, the Technology Department would have additional time to devote to these efforts with the approval of the additional technology position for 2015-16. Dr. Heinz added that the District would be publishing an Annual Report this year, which will include financial data in addition to the Financial Report 2014 published in the fall, and that she expects the new CSBO will be able to be deeply involved in the dashboard as well ongoing financial communications. Ms. Warden also responded to Board member questions about what is built into the website as provided by the CMS provider CampusSuite.

### **UPDATE OF FINANCIAL PROJECTIONS**

Update of  
Financial  
Projections

Based on the discussion earlier in the meeting, CSBO Allard suggested that the updated financial projections provided in her written report be further updated to spend the remaining 2014 bond proceeds in the 2015-16 fiscal year, and then add \$1.5 million per year in Operations & Maintenance Fund expenditures beginning in 2016-17 and annually thereafter. Board members discussed how much of an impact this might have on reaching the Board's goal of extending a return to referendum to 2020-21. Ms. Allard will provide a further update with these additional expenditures for the next meeting.

### **CONSENT AGENDA**

Consent  
Agenda

CSBO Allard responded to Board member questions about various accounts payable items, about financial performance indicators as stated on the January 31



financial report compared to the same time period last year, and about the investment summary prepared by the Maine Township School Treasurer. She also responded to Board member questions about the proposed renewal for the hot lunch program provider, and noted that space considerations to potentially expand a lunch program to the elementary schools would be a discussion item during the Master Facilities Plan process this spring. Board members also inquired about the status of accounts turned over to the collection agency for non-payment of overdue student fees.

#### A. PERSONNEL REPORT

Meghan Philippsen	Leave of Absence Request, Maternity/FMLA – Literacy Teacher at Field School effective May 20, 2015 – June 11, 2015 (tentative).
Lucas Cowden	Resign as Network Manager at Jefferson School effective June 30, 2015.
Stacy Niedorkorn	Resign as Lunch Program Head Supervisor at Washington School effective January 1, 2015.
Byron Rogers	Retirement as Night Custodian at Roosevelt School effective February 13, 2015. (Date change from 1/26/15 Personal Report).
Leslye Lapping	Employ as Summer School Early Childhood Principal effective June 16, 2015 – Jefferson School.

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

#### B. BILLS, PAYROLL AND BENEFITS

##### Bills

10 - Education Fund-----	\$ 955,801.35
20 - Operations and Maintenance Fund -----	67,157.34
30 - Debt Services-----	2,320.00
40 - Transportation Fund -----	45,839.30
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	26,958.00
80 - Tort Immunity Fund -----	12,561.74
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 120436 - 120578

Total: \$1,110,637.73

##### Payroll and Benefits for Month of January 2015

10 - Education Fund -----	\$ 5,728,494.02
20 - Operations and Maintenance Fund -----	348,507.81
40 - Transportation Fund -----	-

50 - IMRF/FICA Fund ----- 122,705.12  
80 - Tort Immunity Fund----- -

Checks Numbered: 11114 – 11233

Direct Deposit: 900067622 - 900070010

Total \$ 6,199,706.95

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

**C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING JANUARY 31, 2015**

Monthly financial reports may be viewed on the District 64 website [www.d64.org](http://www.d64.org) >  
Departments > Business Services.

**D. APPROVAL - MIDDLE SCHOOL FOOD SERVICE CONTRACT EXTENSION FOR ARBOR MANAGEMENT**

**E. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)**

**ACTION ITEM 15-02-10**

Action Item  
15-02-10

It was moved by Board member Paterno 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 February 23, 2015, which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending January 31, 2015; Approval – Middle School Food Service Contract Extension for Arbor Management; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**APPROVAL OF MINUTES**

Approval of  
Minutes

**ACTION ITEM 15-02-11**

Action Item  
15-02-11

It was moved by Board member Zimmerman and seconded by Board member Collins that the Board of Education of Community Consolidated School District #64 Park Ridge – Niles, Illinois, approve the minutes from the Closed Sessions on February 9 and January 26, 2015; Committee-of-the-Whole: Finance on February 9, 2015; Special Board Meeting on February 9, 2015; and Regular Board Meeting on January 26, 2015.

The votes were cast as follows:

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

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

### **BOARD MEMBER LIAISON REPORT**

Board Member  
Liaison Report

Dr. Heinz reported on the recent Insurance Committee meeting, which reviewed a preliminary estimate of the health insurance cost increase expected for the 2015-16 school year; a final rate will be presented in April. She then reported on the Elementary Learning Foundation meeting, which reviewed the results of the recent benefit that raised an estimated \$25,000-\$30,000. She noted that ELF would be evaluating applications for grants for 2015-16 submitted by the March 1 deadline, and that further fund-raisers on a smaller scale are planned for later this spring. Turning to the PTO/A Presidents' meeting, she noted that reports had been presented on the upcoming 10-Year Health/Life Safety review and Master Facilities Plan process; an overview of the PARCC assessments; strategic planning; reverification of residency for 2015-16; and other topics, along with the customary reports from the schools and ELF.

Board member Johnson reported that a question had arisen at the ELF meeting concerning bus routing and capacity. Board President Borrelli noted that during an outreach meeting at Field with Board member Johnson, a question had arisen about funding for playground improvements. Noting increased expenditures for busing this year, Board members agreed that a further report on busing be scheduled for the March meeting.

### **OTHER DISCUSSION AND ITEMS OF INFORMATION**

Other Discussion and  
Items of Information

At the Board's request, CSBO Allard provided a brief status update regarding the status of the Uptown TIF payment due from the City of Park Ridge. Ms. Allard reported that the City had made last year's payment for both new property and students at the end of June 2014. In an effort to assist the City, she noted that she along with District 207's Chief School Business Official and District 64's legal counsel Ares Dalianis had met with staff at the Cook County Clerk's office. The County was able to provide a comprehensive database of the TIF area from them, which was then

shared with the City. Ms. Allard reported that while the City stated it was continuing to conduct its due diligence analysis of this data regarding new property, it did pay only the December 15 new student portion of the current payment due in accordance with the agreement. CSBO Allard reported that this amount was \$215,791, based on the student data provided to them on time in mid-October.

At the annual joint review Board meeting on January 28 at the City, the City announced that the financial condition of the TIF had improved due to an improved 2013 tax extension. A projected deficit of \$20 million estimated in the January 2013 Kane McKenna report had been reduced to \$10 million. Following that meeting, CSBO Allard reported that she and District 207's CSBO had met with the City Manager to discuss the status of the unpaid December 15 new property payment, and were informed that the City was still validating and verifying those numbers and that no payment would be made until that was completed. CSBO Allard noted that at that time, the two districts had proposed an agreement to utilize the Cook County Clerk's agency report governing tax codes for the TIF as the data source so that the parties could move forward in resolving the issue and that payment could be made. CSBO Allard reported that there has been no communication from the City since the January 28 meeting. She noted that last week, Mr. Dalianis had contacted the City's legal counsel and she had contacted the City Manager; both had learned that the City's March 23 Finance Committee meeting would be the first time the City would present an update and recommendation on how to bring this matter to closure.

In responding to Board member questions, CSBO Allard reconfirmed that this is the second consecutive year that the City has not paid its TIF obligations on time, and that last year the City only paid an approximation of the amount owed after District 64 had threatened legal action. This year, District 64 has gone out of its way to do research and present a compromise regarding the new property portion of the payment to the City that would be easier for both parties to calculate. Board members expressed concern that the City was again in arrears, and that the late payment would impact District 64's budget for the current 2014-15 fiscal year.

Board President Borrelli summarized that the Board would conduct a special meeting on March 25 to review the outcome of the City's March 23 Finance Committee meeting, that Board members are hopeful that there will be a good faith effort and cooperation from the City to resolve this issue, and that the Board anticipates that the City moves promptly to make the overdue December 15 payment for 2014 new property quickly after that meeting. CSBO Allard verified that typically District 64 has received in the range of about \$500,000 annually from the new property portion of the TIF payment.

## **ADJOURNMENT**

Adjournment

It was moved by Board member Heyde and seconded by Board member Zimmerman to adjourn. Dr. Heinz noted that several additional reports had been included in the meeting packet, such as the draft agenda for the March 23 meeting at Lincoln; recent FOIA request; memo on collection of unpaid student fees; and student discipline data. She

noted that the discipline data is categorized and tracked in the student information system and submitted to the Illinois State Board of Education.

At 11:01, it being previously moved and seconded, the motion to adjourn was approved by voice vote.

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President

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Secretary

DRAFT

Board Member Liaison Report

- Elementary Learning Foundation (ELF)
- Sustainability Committee
- Traffic Safety Committee

**Meeting of the Board of Education  
Park Ridge – Niles School District 64**

**Board of Education Agenda  
Wednesday, March 25, 2015  
Special Board Meeting  
Jefferson School – Multipurpose Room  
8200 Greendale  
Niles, IL 60714**

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

**Wednesday, March 25, 2015**

**APPENDIX**

**TIME**

- |           |   |
|-----------|---|
| 7:00 p.m. | <p><b>Meeting of the Board Convenes</b></p> <ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Introductions</li> <li>• Opening Remarks from President of the Board</li> <li><br/></li> <li>• <b>Public Comments</b></li> <li><br/></li> <li>• <b>Update on Strategic Plan 2010-15</b> <span style="float: right;">A-1</span> <ul style="list-style-type: none"> <li>-- Superintendent</li> </ul> </li> <li><br/></li> <li>• <b>Discussion on TIF</b> <span style="float: right;">A-2</span> <ul style="list-style-type: none"> <li>-- Superintendent/Chief School Business Official</li> </ul> </li> <li><br/></li> <li>• <b>Consent Agenda</b> <ul style="list-style-type: none"> <li>-- Board President <span style="float: right;"><b>Action Item 15-03-5</b></span> <ul style="list-style-type: none"> <li>• Approval of Policies from PRESS Issues 86 and 87</li> </ul> </li> </ul> </li> <li><br/></li> <li>• <b>Other Discussion and Items of Information</b> <span style="float: right;">A-3</span> <ul style="list-style-type: none"> <li>-- Superintendent</li> <li>• Upcoming Agenda</li> </ul> </li> <li><br/></li> <li>• <b>Adjournment</b></li> </ul> |
|-----------|---|

Next Meeting: **Monday, April 13, 2015**  
Special Board Meeting – 7:00 p.m.  
**Jefferson School – Multipurpose Room**  
8200 Greendale  
Niles, IL 60714

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.



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

Board of Education Agenda  
Monday, April 13, 2015  
Special Board Meeting  
Jefferson School – Multipurpose Room  
8200 Greendale  
Niles, IL 60714

*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, April 13, 2015**

## **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>Public Comments</b></li><li>• <b>Superintendent Evaluation</b><ul style="list-style-type: none"><li>-- Superintendent</li></ul></li><li>• <b>Report: Transportation Cost Review</b><ul style="list-style-type: none"><li>-- Chief School Business Official / Director of Facility Management</li></ul></li><li>• <b>Discussion of Annual Technology Purchase</b><ul style="list-style-type: none"><li>-- Director of Innovation and Instructional Technology / Chief School Business Official</li></ul></li><li>• <b>Discussion of Park Ridge Key Housing Projects Under Development and School Assignment</b><ul style="list-style-type: none"><li>-- Superintendent / Chief School Business Official</li></ul></li><li>• <b>Update on Re-verification</b><ul style="list-style-type: none"><li>-- Superintendent</li></ul></li><li>• <b>Update on NGSS</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, including Resolution(s) RIF</li></ul></li></ul></li></ul>	<div>A-1</div> <div>A-2</div> <div>A-3</div> <div>A-4</div> <div>A-5</div> <div>A-6</div> <div>Action Item 15-04-1A-7</div>

- **Other Discussion and Items of Information**

A-8

- Superintendent

- Upcoming Agenda

- **Adjournment**

**Next Meeting:** Monday, April 27, 2015  
7:30 p.m. – Regular Meeting  
Carpenter School – North Gym  
300 N. Hamlin  
Park Ridge, IL 60068

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.

Freedom of Information Act Request  
2015-4



**D64  
Apps**

**Madelyn Wsol <mwsol@d64.org>**

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## Freedom of Information Act Request

1 message

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**Betsy Nortrup** <research1957@gmail.com>

Fri, Feb 27, 2015 at 3:42 PM

To: mwsol@d64.org, btramm@d64.org

Dear Freedom of Information Officer,

Please consider this an official Freedom of Information Act request.

Jesse Koltes, 1087 W. Jefferson Ave, Naperville, IL hereby requests enrollment data for WINTER SESSION 2015, SPRING 2014, SUMMER 2014, and FALL 2014 with respect to ALL MARTIAL ARTS PROGRAMS offered by Niles Park District / Park Ridge-Niles School District 64, including but not limited to: Taekwondo, Karate, Self Defense, All Martial Arts.

Specifically, we are requesting:

- Total number of students enrolled in all martial arts class, organized by class type (aka, TaeKwanDo, Karate, BJJ, etc).
- the terms of the specific financial arrangement between the park district and the third party martial arts providers of the above services, via copies of existing contracts with these vendors.

Please confirm your receipt of this email, and let me know when you think the necessary documents will be ready.

Regards,

Jesse Koltes  
1087 W. Jefferson Ave  
Naperville, IL, 60540

cc: BN / Assistant to Jesse Koltes, [Research1957@gmail.com](mailto:Research1957@gmail.com)

**MEMORANDUM OF INFORMATION****#020****2014-2015**

To: Board of Education

From: Brian Imhoff, Assistant Business Manager

Date: March 23, 2015

Subject: Follow-up on Collection of Student Fees

The District launched the Infosnap 2014-15 online registration system on June 11, 2014. With Infosnap, parents paid their school fees at the same time that they were updating student demographic, medical, and family and emergency contact information. This streamlined process made paying fees more convenient for parents.

District 64 also utilized Infosnap to send targeted, periodic communication reminders up through the first day of school to individuals that had not completed the online registration process. As a result, the District experienced a noticeable increase in the amount of fees collected before school started.

That trend has continued throughout the school year. A yearly comparison shows the District's uncollected fee balance has been cut in half from the prior year (\$22,045 in this report versus \$46,532 in March 2014). The table in Attachment 1 presents a history of the District's unpaid student fees by month for 2014-15. Any students who qualify for fee waivers are excluded from the report. In accordance with the fee collection procedures established by the Board in November 2013, District 64's most recent collection letter mailed to parents on December 3 indicated it was the final reminder, and any balances not paid by January 15 would be submitted to a collection agency. These balances were reported to the collection agency on January 22. As noted in the table, the District has collected approximately \$8,000 of unpaid fees related to the 2014-15 school year since the collection agency began its efforts.

## Review of Unpaid Student Fees 2014-15

Building	March 16, 2015		February 16, 2015	
	Number of Unpaid Students	Uncollected Revenue	Number of Unpaid Students	Uncollected Revenue
Carpenter	3	\$ 538	4	\$ 664
Field	12	\$ 2,295	16	\$ 2,844
Franklin	16	\$ 3,321	17	\$ 3,645
Roosevelt	12	\$ 2,581	12	\$ 2,581
Washington	4	\$ 908	7	\$ 1,446
Jefferson	0	\$ -	0	\$ -
Emerson	25	\$ 6,707	28	\$ 7,628
Lincoln	24	\$ 5,695	28	\$ 6,765
<b>Total</b>	<b>96</b>	<b>\$ 22,045</b>	<b>112</b>	<b>\$ 25,573</b>

January 20, 2015		December 8, 2014		November 10, 2014	
Number of Unpaid Students	Uncollected Revenue	Number of Unpaid Students	Uncollected Revenue	Number of Unpaid Students	Uncollected Revenue
6	\$ 785	4	\$ 578	9	\$ 1,541
17	\$ 2,982	24	\$ 4,581	25	\$ 4,710
17	\$ 3,626	24	\$ 5,212	29	\$ 6,108
15	\$ 2,976	18	\$ 3,657	19	\$ 3,884
7	\$ 1,446	12	\$ 2,235	16	\$ 3,046
0	\$ -	2	\$ 117	3	\$ 209
36	\$ 9,875	42	\$ 12,137	48	\$ 13,703
34	\$ 8,786	43	\$ 11,768	48	\$ 13,641
<b>132</b>	<b>\$ 30,476</b>	<b>169</b>	<b>\$ 40,285</b>	<b>197</b>	<b>\$ 46,842</b>

Building	October 21, 2014		September 16, 2014	
	Number of Unpaid Students	Uncollected Revenue	Number of Unpaid Students	Uncollected Revenue
Carpenter	10	\$ 1,598	14	\$ 2,749
Field	32	\$ 5,804	37	\$ 6,938
Franklin	28	\$ 6,283	36	\$ 7,600
Roosevelt	23	\$ 4,615	28	\$ 5,369
Washington	17	\$ 3,351	18	\$ 3,451
Jefferson	4	\$ 302	11	\$ 829
Emerson	47	\$ 13,782	58	\$ 17,428
Lincoln	50	\$ 14,073	56	\$ 16,303
<b>Total</b>	<b>211</b>	<b>\$ 49,808</b>	<b>258</b>	<b>\$ 60,667</b>

Change Since Sept 16th
\$ (2,211)
\$ (4,643)
\$ (4,279)
\$ (2,788)
\$ (2,543)
\$ (829)
\$ (10,721)
\$ (10,608)
<b>\$ (38,622)</b>

Note: Of the unpaid total at March 16th, the District has \$1,098 committed to be paid through installment plans for 10 students.

To: District 64 Board of Education

From: Lori Lopez, Assistant Superintendent for Student Learning

Date: March 23, 2015

Re: Update on Worlds of Wonder Online Registration

This year, the Worlds of Wonder summer program for students completing grades K-3 will be at Franklin School, while students completing grades 4-7 will attend classes at Emerson Middle School. Two sessions will be offered: June 16-July 2 and July 6-22.

New for 2015, registration for District 64's Worlds of Wonder Summer School Program is being conducted exclusively online. Registration via the District 64 website opened on Monday, March 2. Printed course brochures, which included directions for online registration, were distributed to students on Friday, February 20. Dr. Heinz also communicated with all District 64 families via School Messenger on February 25; she had included a preview of the change in her February Superintendent's newsletter to parents earlier that month. A flyer also had appeared in the February 26 school newsletters.

To date, we have registered 680 students in 1,543 classes. This is an increase in registrations from last year at this time which included 510 students in 1,283 classes.

Benefits of online registration include 24/7 accessibility and immediate confirmation of enrollment. This was a vast improvement in convenience for parents; in recent years, parents had stood in line at the ESC on the opening day of registration to submit their applications and receive an early time-stamp. Online registration also makes enrollment data readily manageable in a digital format and enables staff to more easily import information for parent communication and attendance reports.

While the online registration process was generally a success, we will make adjustments next year based on our experience and parent feedback. Going forward, we will review other programs which may offer more flexibility than RevTrak. RevTrak is a current District product and an additional purchase was not required to use this tool for online summer program registration. However, the tool has limitations for this purpose, which may have contributed to confusion for some parents. We estimate that the Worlds of Wonder Office responded to approximately 100 parent communications on the first day of online registration.

**MEMORANDUM OF INFORMATION**

**# 022**

**2014-15**

To: Board of Education

From: Madelyn Wsol, Administrative Assistant to the Superintendent

Date: March 23, 2015

Subject: Organizational Meeting – May 4, 2015

State law requires that the school board reorganize after each school board election by seating new members, electing officers and setting a time and place for regular meetings. The meeting can be held any time following the election but should not be held before the election authority canvasses election returns and determines winners. The last day for the Cook County Clerk's Office to canvass election results and proclaim winners is Tuesday, April 28, 2015.

It is recommended that the Board schedule the reorganizational meeting for Monday, May 4, 2015.

/mw



**Park Ridge-Niles School District 64 Sustainability Committee**  
**Minutes of Meeting on March 16, 2015 at 4:00 p.m.**  
**District 64 Educational Service Center**  
**164 South Prospect Avenue, Park Ridge, Illinois 60068**

**Attendance:**

Vicki Lee, Board of Education Liaison  
Brett Balduf, Carpenter School Principal  
Lauren Maloney, Lincoln Middle School  
Kristen Graack, Emerson Middle School  
Cathy Murgas, Emerson Middle School  
Julia Risk, Field School  
Kelsey Engle, Field School  
Andrew Bielenda, Roosevelt School  
Linda Thomas, Roosevelt School  
Sia Albans, Roosevelt School Assistant Principal  
Bernadette Tramm, Public Information Coordinator  
Scott Mackall, Director of Facility Management

Principal Brett Balduf called the meeting to order at 4:05 p.m.

Proposal for the 2015-16 School Year:

Science Club Stipend - Green Team:

- Attend District Sustainability Steering Meeting 3x per year (facilitated by Scott Mackall)
- Support recycling/reduced waste at your home school (e.g., educate students, follow up with lunchroom supervisors, and/or manage parent volunteers, and/or coordinate students to support lunchroom recycling activities)
- Serve as a Liaison for Healthy Living Month - Earth Day (with Health Curriculum Specialist Tony Clissem)
- Provide "club" activities for students to increase their awareness and understanding (e.g., audit the garbage, weigh the garbage, etc.)
- Manage SWANCC grant on annual basis and/or any other grants to support school activities
- Education, communication/publicity to students and parents
- Seek funding opportunities for any other activities (no district budget for this beyond currently funded maintenance activities)

Next Steps

- Joel Martin will post the stipended position using the above job description for 2015-16.
- Current Sustainability Members who already serve in this stipended role will continue (e.g., Franklin).



## **DISTRICT 64 WELLNESS COUNCIL**

March 3, 2015

Present: P. Sammons, M. Arnold, M. Sutschek, P. Risk, P. Yurkovic, C. Meredith, M. Temari

- Caught Being Healthy**

Week of 3/16; flyers posted in all K-5 buildings; students encouraged to bring a healthy lunch (guidelines provided); lunch supervisors will hand out raffle tickets to students with healthy lunches

- American Heart Association RED OUT**

Campaign was health week of 2/9/15. Culminated in RED OUT day in which staff members wore tshirts they received when a donation was made to AHA. Total proceeds to be donated to AHA, in memory of Lisa Garcia: \$2149.00

- Spring Fitness Challenge**

A non-competitive event that any staff member can participate in. April 7<sup>th</sup> until May 29<sup>th</sup>. Participants post a fitness goal of their choice (calorie counting, exercise, etc.) on the Fitness Tracker, found on Google Drive. At the end of each week, participants will rate their progress. WC will send an email to all staff in mid March, inviting them to participate. Information will be included in the March 27<sup>th</sup> Staff Bulletin. Flyers have been printed and will be posted in staff areas of each school.

- Logo Update**

Thinking about redesign. Council agreed that the 5 goal areas need to remain visible. Submit ideas to M. Temari.

- Next Meeting:**

April 28, 4-5pm, at ESC

Submitted by M. Temari

**Maine Township School Treasurer  
Township 41 North, Range 12 East  
Cook County, Illinois**

**Audited Financial Statements**

**Year Ended June 30, 2014**



# MAINE TOWNSHIP SCHOOL TREASURER

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June 30, 2014

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## *Independent Auditor's Report*

Board of Trustees  
Maine Township School Treasurer  
Township 41 North, Range 12 East  
422 N. Northwest Hwy, Suite 130  
Park Ridge, Illinois 60068

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities, major fund, and the aggregate remaining fund information of Maine Township School Treasurer, as of and for the year ended June 30, 2014, and the related notes to the financial statements, which collectively comprise Maine Township School Treasurer's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Maine Township School Treasurer's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditor's Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, major fund, and the aggregate remaining fund information of Maine Township School Treasurer, as of June 30, 2014, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Other Matters***

### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the required supplementary information, such as management's discussion and analysis and budgetary comparison information on pages 3-6 and 21-23 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### ***Other Information***

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Maine Township School Treasurer's basic financial statements. The supplementary information, such as Schedule of Amounts Placed on Deposit for Participating School Districts and Schedule of Investment Income of Member Districts and the other information, such as the Schedule of Revenues, Expenditures, and Changes in Fund Balances of Member Districts are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The accompanying supplementary information and other information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated January 9, 2015 on our consideration of Maine Township School Treasurer's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Maine Township School Treasurer's internal control over financial reporting and compliance.



Klein Hall CPAs  
Aurora, Illinois  
January 9, 2015



**Maine Township School Treasurer**  
**Management's Discussion and Analysis (Unaudited)**  
**For the Year Ended June 30, 2014**

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The discussion and analysis of Maine Township School Treasurer's (the "Treasurer") financial performance provides an overall review of the Treasurer's financial activities for the year ended June 30, 2014. The management of the Treasurer encourages readers to consider the information presented herein in conjunction with the basic financial statements to enhance their understanding of the Treasurer's financial performance.

**Financial Highlights**

In total, net position remained steady with no change from the prior year.

**Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction to the Treasurer's basic financial statements. The basic financial statements are comprised of three components:

- Government-wide financial statements,
- Fund financial statements, and
- Notes to the financial statements.

This report also contains other supplementary information in addition to the basic financial statements.

**Government-Wide Financial Statements**

The government-wide financial statements are designed to provide readers with a broad overview of the Treasurer's finances, in a manner similar to a private sector business.

The statement of net position presents information on all of the Treasurer's assets plus deferred outflows and liabilities plus deferred inflows, with the difference between the two is reported as net position.

The statement of activities presents information showing how the Treasurer's net position changed during the fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

The government-wide financial statements present the functions of the Treasurer that are principally supported by intergovernmental revenues (governmental activities). The Treasurer has no business-type activities; that is, functions that are intended to recover all or a significant portion of their costs through user fees and charges.

**Fund Financial Statements**

A fund is a grouping of related accounts used to maintain control over resources that have been segregated for specific activities or objectives. The Treasurer uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the

**Maine Township School Treasurer**  
**Management's Discussion and Analysis (Unaudited)**  
**For the Year Ended June 30, 2014**

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Treasurer can be divided into two categories: governmental funds and fiduciary funds (the Treasurer maintains no proprietary funds).

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the Treasurer's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures and changes in fund balance provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Treasurer maintains one governmental fund – the General (Distributive) Fund, which the Treasurer considers to be a major fund. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures and changes in fund balance for the General (Distributive) Fund.

The Treasurer adopts an annual budget for the General (Distributive) Fund listed above. A budgetary comparison statement has been provided for that fund to demonstrate compliance with this budget.

Fiduciary Funds are used to account for resources held for the benefit of parties outside the School Treasurer. Fiduciary Funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Treasurer's own programs. The accounting used for Fiduciary Funds is much like that for government-wide financial statements.

### **Notes to the Financial Statements**

The notes to the financial statements provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

### **Other Information**

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information concerning the Treasurer's progress in funding its obligation to provide pension benefits to its non-certified employees.

**Maine Township School Treasurer**  
**Management's Discussion and Analysis (Unaudited)**  
**For the Year Ended June 30, 2014**

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**Government-Wide Financial Analysis**

The Treasurer's combined net position remained stable at \$30,057 due to reimbursement of expenses.

Table 1 Condensed Statement of Net Position		
	2014	2013
Current assets	\$ 34,382	\$ 33,526
Total assets	34,382	33,526
Other liabilities	4,325	3,469
Total liabilities	4,325	3,469
Net position:		
Unrestricted	30,057	30,057
Total net position	\$ 30,057	\$ 30,057

Table 2 Changes in Net Position		
	2014	2013
Revenues:		
Program revenues:		
Charges for services	\$ 264,014	\$ 269,393
Total revenues	264,014	269,393
Expenses:		
Treasurer's office services	264,014	269,393
Total expenses	264,014	269,393
Increase (decrease) in net position	\$ -	\$ -

**Financial Analysis of the Treasurer's Fund**

The financial position of the Treasurer as a whole is reflected in its governmental fund as well. As the Treasurer completed the year, the governmental fund balance remained stable at \$30,057, showing no increase or decrease from the prior year balance.

**Maine Township School Treasurer**  
**Management's Discussion and Analysis (Unaudited)**  
**For the Year Ended June 30, 2014**

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The Treasurer's Office is reimbursed dollar for dollar by the member districts for its expenses.

**General (Distributive) Fund Budgetary Highlights**

The Treasurer's final budget for the General (Distributive) Fund anticipated an equal amount of revenues and expenditures. The actual results were consistent with the budget; the General (Distributive) Fund had an equal amount of revenues and expenditures.

Actual revenues and expenditures were below the budgeted amount by \$17,926 mainly due to the rent and staff salaries being lower than the budget.

**Factors Bearing on the Treasurer's Future**

At the time these financial statements were prepared and audited, the Treasurer was not aware of any circumstances that may significantly affect its finance position in the future.

**Requests for Information**

This financial report is designed to provide the Treasurer's member districts with a general overview of the Treasurer's finances and to demonstrate the Treasurer's accountability for the money it receives. If you have questions about this report, or need additional financial information, contact Mr. Thomas Ahlbeck at:

Maine Township School Treasurer  
442 N. Northwest Hwy – Suite 130  
Park Ridge, Illinois 60068

**MAINE TOWNSHIP SCHOOL TREASURER**  
**STATEMENT OF NET POSITION**  
**JUNE 30, 2014**

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	<u>Governmental Activities</u>
<b>Assets:</b>	
Cash and investments	\$       8,076
Due from member districts	<u>26,306</u>
 Total Assets	 <u>34,382</u>
 <b>Liabilities:</b>	
Accrued salaries and payroll liabilities	<u>4,325</u>
 Total Liabilities	 <u>4,325</u>
 <b>Net Position:</b>	
Unrestricted	<u>30,057</u>
 Total Net Position	 <u><u>\$       30,057</u></u>

See accompanying notes to basic financial statements

**MAINE TOWNSHIP SCHOOL TREASURER**  
**STATEMENT OF ACTIVITIES**  
**YEAR ENDED JUNE 30, 2014**

Functions/Programs	Expenses	Program Revenues	Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Total Governmental Activities
<b>Governmental Activities:</b>			
Treasurer's office services	\$ 264,014	\$ 264,014	\$ -
	Change in net position		-
	Net position - beginning		30,057
	Net position - ending		\$ 30,057

See accompanying notes to basic financial statements

MAINE TOWNSHIP SCHOOL TREASURER  
BALANCE SHEET  
GOVERNMENTAL FUND  
JUNE 30, 2014

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	<u>General Fund</u>
<b><u>ASSETS</u></b>	
<b>Assets:</b>	
Cash and investments	\$ 8,076
Due from member districts	<u>26,306</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 34,382</u></b>
 <b><u>LIABILITIES AND FUND BALANCES</u></b>	
<b>Liabilities:</b>	
Accrued salaries and payroll liabilities	<u>\$ 4,325</u>
Total Liabilities	<u>4,325</u>
<b>Fund Balances:</b>	
Unassigned	<u>30,057</u>
Total Fund Balances	<u>30,057</u>
<b>TOTAL LIABILITIES AND FUND BALANCES</b>	<b><u>\$ 34,382</u></b>

See accompanying notes to basic financial statements

**MAINE TOWNSHIP SCHOOL TREASURER**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE**  
**GOVERNMENTAL FUND**  
**YEAR ENDED JUNE 30, 2014**

	<u>Actual</u>
<b>REVENUES</b>	
Reimbursement of treasurer's office expenses from:	
School district payments	\$ 264,014
Total Revenues	<u>264,014</u>
<b>EXPENDITURES</b>	
Staff salaries	104,232
Treasurer's salary	47,862
Bond pricing service	23,925
Treasurer's bond	14,807
Illinois municipal retirement fund	14,836
Payroll taxes	11,737
Audit fees	12,200
Rent and utilities	5,830
Computer services	9,461
Workmen's comp and liability insurance	5,488
Portfolio analysis	5,594
Group insurance	2,375
Dues and subscriptions	2,043
Payroll service	1,135
Utilities	200
Repairs and maintenance	111
Telephone	1,200
Office expenses	536
Postage	400
Travel and parking	42
Total Expenditures	<u>264,014</u>
Net change in fund balance	-
Fund balance at beginning of year	<u>30,057</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u><u>\$ 30,057</u></u>

See accompanying notes to basic financial statements



**MAINE TOWNSHIP SCHOOL TREASURER**  
**STATEMENT OF FIDUCIARY ASSETS AND LIABILITIES**  
**AGENCY FUND**  
**JUNE 30, 2014**

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Assets

Cash and investments	\$ 404,313,828
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Liabilities

Due to the participating school districts	\$ 404,313,828
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See accompanying notes to basic financial statements

**MAINE TOWNSHIP SCHOOL TREASURER**  
**NOTES TO BASIC FINANCIAL STATEMENTS**  
June 30, 2014

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**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The Maine Township School Treasurer (the “Treasurer”) oversees the treasury functions of Cook County School Districts No. 34, 62, 63, 64, 79, 207 and the North Cook Intermediate Service Center (the “Participating Districts”) through the activities of the assistant school treasurer at each Participating District. In this capacity, funds are received by the Treasurer from various sources and distributed to the Participating Districts on a current basis to meet operating needs. Excess funds are invested by the Treasurer.

A. Reporting Entity

Accounting principles generally accepted in the United States of America require that the financial statements of the reporting entity include: (1) the primary government, (2) organizations for which the primary government is financially accountable, and (3) other organizations for which the nature and significance of their relationship with the primary government are such that exclusion would cause the reporting entity’s financial statements to be misleading or incomplete. The criteria have been considered and there are no agencies or entities which should be presented with the Treasurer. Using the same criteria, the Treasurer is not included as a component unit of any other governmental entity.

A legally separate, tax exempt organization should be reported as a component unit of a reporting entity if all of the following criteria are met: (1) the economic resources received or held by the separate organization are entirely or almost entirely for the direct benefit of the primary government, its component units, or its constituents; (2) the primary government is entitled to, or has the ability to otherwise access, a majority of the economic resources received or held by the separate organization; (3) the economic resources received or held by an individual organization that the specific primary government, or its component units, is entitled to, or has the ability to otherwise access, are significant to that primary government. Blended component units, although legally separate entities, are, in substance, part of the government’s operations and are reported with similar funds of the primary government. Each discretely presented component unit is reported in a separate column in the government-wide financial statements to emphasize that it is legally separate from the primary government. This report does not contain any component units.

B. Basis of Presentation

*Government-wide Financial Statements.* The government-wide financial statements (i.e., the statements of net position and the statement of activities) report information on all of the non-fiduciary activities of the Treasurer. All of the Treasurer’s operating activities are considered “governmental activities.” The Treasurer has no operating activities that would be considered “business activities.”

The statement of activities demonstrates the degree to which the direct expenses of a given

**MAINE TOWNSHIP SCHOOL TREASURER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

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function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function.

*Governmental Fund Financial Statements.* Governmental funds financial statements are organized and operated on the basis of funds and are used to account for the Treasurer's general governmental activities. Fund accounting segregates funds according to their intended purpose, and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, reserves, fund balance, revenues and expenditures. The minimum number of funds maintained is consistent with legal and managerial requirements.

Separate financial statements are provided for all governmental funds and fiduciary funds; the fiduciary funds are excluded from the government-wide financial statements.

C. Measurement Focus and Basis of Accounting

The government-wide financial statements are reported using the economic resources measurement focus, while the fiduciary fund statements do not have a measurement focus. The government-wide financial statements and the fiduciary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue when all eligibility requirements have been met.

Governmental fund financial statements are reported using the flow of current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized when they are both "measurable and available." "Measurable" means that the amount of the transaction can be determined, and "available" means collectible with the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Treasurer considers all revenues available if they are collected within 60 days after year-end. Expenditures are recorded when the related fund liability is incurred. However, expenditures for unmatured principal and interest on general long-term debt are recognized when due; and certain compensated absences, claims and judgments are recognized when the obligations are expected to be liquidated with expendable available financial resources.

*Major Governmental Fund.* The General (Distributive) Fund is the general operating fund of the Treasurer. It is used to account for all revenues and expenditures relating to operations of the Treasurer's office.

**MAINE TOWNSHIP SCHOOL TREASURER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

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*Fiduciary Fund Types.* Fiduciary Funds – account for assets held by the Treasurer in a trustee capacity or as an agent for individuals, private organizations, other governments or other funds.

The Agency Fund is a fiduciary fund, custodial in nature. It is used to account for investments maintained by the Treasurer, in a trustee capacity, for the benefit of the Participating Districts.

*All Financial Statements.* The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures/expenses during the reporting period. Actual results could differ from those estimates.

**D. Assets, Liabilities and Net Position or Equity**

*Accounts Receivable.* Receivables consist of billings sent to member districts that have not yet been collected. They are expected to be collected within one year.

*Investments.* Investments are stated at fair value based on published reports of such value. Changes in fair value of investments are recorded as investment income.

*Equity Classifications.* Equity is classified as net position and displayed in two components:

Restricted – Consists of restricted assets reduced by liabilities and deferred inflows or resources related to those assets, with restriction constraints placed on the use either by external groups, such as creditors, grantors, contributors, or laws and regulations of other governments or law through constitutional provision or enabling legislation.

Unrestricted – Net amount of assets, deferred outflows or resources, liabilities, and deferred inflows of resources that are not included in the determination of the restricted component of net position.

It is the Treasurer's policy to first use restricted net resources prior to the use of unrestricted net resources when an expense is incurred for purposes for which both restricted and unrestricted net resources are available.

**MAINE TOWNSHIP SCHOOL TREASURER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

**NOTE 2 - DEPOSITS AND INVESTMENTS**

The Maine Township School Treasurer is the legal custodian of all Participating Districts' cash and investments. State statutes authorize the Treasurer to invest in obligations of the U.S. Treasury, corporate bonds, repurchase agreements, and money market mutual funds registered under the Investment Company Act of 1940, with certain restrictions.

The Treasurer combines the Participating Districts' funds. Accounting records are maintained to separate the common cash and investments accounts by individual school district and by fund within the districts. Cash deposits, investments and underlying collateral are held in the name of the Treasurer.

At June 30, 2014, the Treasurer's cash and investments consisted of the following:

	<u>Entity-Wide</u>	<u>Fiduciary</u>	<u>Total</u>
Cash and investments	\$ 8,076	\$ 404,313,828	\$ 404,321,904

For disclosure purposes, this amount is segregated into two components: 1) deposits with financial institutions, which include amounts held in demand accounts, savings accounts, money market accounts and non-negotiable certificates of deposit; and 2) other investments, which consists of all investments other than certificates of deposit, as follows:

	<u>Total</u>
Deposits with financial institutions	\$ 138,717,105
Other investments	265,604,799
Total	<u>\$ 404,321,904</u>

At June 30, 2014, the Treasurer's other investments consisted of the following:

<u>Investment Type</u>	<u>Fair Value</u>	<u>% Portfolio</u>	<u>Weighted Average Maturity (Years)</u>
Federal Home Loan Mortgage Corporation (FHLMC)	\$ 107,082,531	40.32%	1.13
Federal Home Loan Bank (FHLB)	113,667,336	42.80%	1.81
Federal Farm Credit Bureau (FFCB)	41,746,343	15.72%	0.64
Illinois School District Liquid Asset Fund	543,886	0.20%	0.00
Illinois Funds	<u>2,564,703</u>	<u>0.96%</u>	0.00
Total	<u>\$ 265,604,799</u>	<u>100.00%</u>	
Portfolio weighted average maturity			<u>1.33</u>

**MAINE TOWNSHIP SCHOOL TREASURER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

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*Interest Rate Risk.* The Treasurer's investment policy seeks to ensure preservation of capital in the Treasurer's overall portfolio. Return on investment is of secondary importance to safety of principal and liquidity. The policy does not limit investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. However, the policy required the Treasurer's investment portfolio to be sufficiently liquid to enable both the Treasurer and the Participating Districts to meet all operating requirements as they come due.

*Credit Risk.* State statutes limit the investments in commercial paper, corporate bonds and mutual funds to the two ratings issued by nationally recognized rating organizations (NRSRO's). The Treasurer's investment policy further allows investments in the following:

- Bonds, notes, certificates of indebtedness, treasury bills, or other securities guaranteed by the full faith and credit of the United States of America.
- Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies.
- Interest bearing savings accounts, certificates of deposit, or time deposits constituting direct obligations of any bank insured by the Federal Deposit Insurance Corp.
- Collateralized repurchase agreements which conform to the requirements of section 2(g) or 2(h) of the Illinois Public Funds Investment Act.
- Short-term discount obligations of the Federal National Mortgage Association.
- Illinois Public Treasurer's Investment Pool.

As of June 30, 2014, all the Treasurer's investments exposed to credit risk had either "AAA" or "A-1+" ratings by Standard & Poor's.

The Illinois School District Liquid Asset Fund and Illinois Funds are not for profit investments trusts formed pursuant to the Illinois Municipal Code and managed by a Board of Trustees elected from participating members. Neither is registered with the SEC as an investment company. Investments are each rated AAAM and are valued at share price, which is the price for which the investment could be sold.

The Illinois Funds is an investment pool managed by the state of Illinois, the Treasurer, which allows governments within the state to pool their funds for investment purposed. The Illinois Funds is not registered with the SEC as an investment company, but does operate in a manner consistent with Rule 2a7 of the Investment Company Act of 1940. Investments in The Illinois Funds are valued at The Illinois Funds' share price, which is the price for which the investment could be sold.

*Concentration of Credit Risk:* The Treasurer's policy states that it shall diversify its investments to the best of its ability based upon the type of funds invested, available institutions to invest in, and the cash flow needs of those funds. Diversification can be by type of investment, number of institutions invested in, and length of maturity.

**MAINE TOWNSHIP SCHOOL TREASURER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
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*Custodial Credit Risk - Deposits* – With respect to deposits, custodial credit risk refers to the risk that, in the event of a bank failure, the Treasurer’s deposits may not be returned to it. The Treasurer’s investment policy states that funds will only be maintained in financial institutions that are members of the Federal Deposit Insurance Corporation. Collateralizing all funds in excess of FDIC or insurable limits is desirable, but collateral is not required. At June 30, 2014, the bank balance of the Treasurer’s deposits with financial institutions totaled \$153,189,865; of this amount, \$57,649,561 was uncollateralized and uninsured.

*Custodial Credit Risk - Investments* – With respect to investments, custodial credit risk is the risk that, in the event of the failure of the counterparty, the government will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Treasurer’s investment policy does not require investments to be collateralized.

*Foreign Currency Risk* – The Treasurer held no foreign investments during the fiscal year.

**NOTE 3 – RISK MANAGEMENT**

The Treasurer is exposed to various risks of loss related to employee health benefits; workers’ compensation claims; theft of, damage to, and destruction of assets; and natural disasters. The Treasurer has purchased insurance from private insurance companies for general liability, workers’ compensation and other coverages not included below. Premiums have been recorded as expenditures in the appropriate funds. There have been no significant reductions in insurance coverage from coverage in the prior years. Settled claims resulting from these risks have not exceeded insurance coverage in any of the past three years.

**NOTE 4 – RETIREMENT FUND COMMITMENTS**

*Plan Description.* The employer’s defined benefit pension plan for Regular employees provides retirement and disability benefits, post retirement increases, and death benefits to plan members and beneficiaries. Your employer plan is affiliated with the Illinois Municipal Retirement Fund (IMRF), an agent multiple-employer plan. Benefit provisions are established by statute and may only be changed by the General Assembly of the State of Illinois. IMRF issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained online at [www.imrf.org](http://www.imrf.org).

*Funding Policy.* As set by statute, your employer Regular plan members are required to contribute 4.50% of their annual covered salary. The statutes required employers to contribute the amount necessary, in addition to member contributions, to finance the retirement coverage of its own employees. The employer contribution rate for calendar year 2013 used by the employer was 12.48 percent of annual covered payroll. The employer annual required contribution rate for calendar year 2013 was 17.14 percent. Your employer also contributes for disability benefits, death benefits and supplemental retirement benefits, all of which are pooled at the IMRF level. Contribution rates for

**MAINE TOWNSHIP SCHOOL TREASURER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

disability and death benefits are set by the IMRF Board of Trustees, while the supplemental retirement benefits rate is set by statute.

*Annual Pension Cost.* For calendar year ended December 31, 2013, the District's actual contributions for pension cost for the Regular were \$13,944. Its required contribution for calendar year 2013 was \$19,151.

Three-Year Trend Information for the Regular Plan

Calendar Year Ending	Annual Pension Cost (APC)	Percentage of APC Contributed	Net Pension Obligation
12/31/2013	\$ 19,151	73%	\$ 5,207
12/31/2012	15,621	68%	3,671
12/31/2011	13,098	72%	8,620

The required contribution for 2013 was determined as part of the December 31, 2011, actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions at December 31, 2011, included (a) 7.5% investment rate of return (net of administrative and direct investment expenses), (b) projected salary increases of 4.00% a year, attributable to inflation, (c) additional projected salary increases ranging from 0.4% to 10% per year depending on age and service, attributable to seniority/merit, and (d) post retirement benefit increases of 3% annually. The actuarial value of your employer regular plan assets was determined using techniques that spread the effects of short-term volatility in the market value of investments over a five-year period with a 20% corridor between the actuarial and market value of assets. The District's regular plan's overfunded actuarial accrued liability at December 31, 2011 is being amortized as a level percentage of projected payroll on an open 30 year basis.

*Funded Status and Funding Progress.* As of December 31, 2013, the most recent actuarial valuation date, the Regular plan was 65.53 percent funded. The actuarial accrued liability for benefits was \$709,552 and the actuarial value of assets was \$464,948, resulting in an underfunded actuarial accrued liability (UAAL) of \$244,604. The covered payroll for calendar year 2013 (annual payroll of active employees covered by the plan) was \$111,734 and the ratio of the UAAL to the covered payroll was 219 percent.

The schedule of funding progress, presented as required supplementary information (RSI) following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.



**MAINE TOWNSHIP SCHOOL TREASURER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

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**NOTE 5 - FUND BALANCE REPORTING**

According to Government Accounting Standards, fund balances are to be classified into five major classifications; Nonspendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance.

A. Nonspendable Fund Balance

The nonspendable fund balance classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The “not in spendable form” criterion includes items that are not expected to be converted to cash, for example inventories and prepaid amounts.

B. Restricted Fund Balance

The restricted fund balance classification refers to amounts that are subject to outside restrictions, not controlled by the entity. Things such as restrictions imposed by creditors, grantors, contributors, or laws and regulations of other governments, or imposed by law through constitutional provisions or enabling legislation. Special Revenue Funds are by definition restricted for those specified purposes.

C. Committed Fund Balance

The committed fund balance classification refers to amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the government’s highest level of decision making authority (the School Board). Those committed amounts cannot be used for any other purpose unless the government removes or changes the specified use by taking the same type of formal action it employed to previously commit those amounts.

No committed balances existed as of June 30, 2014.

D. Assigned Fund Balance

The assigned fund balance classification refers to the amounts that are constrained by the government’s intent to be used for a specific purpose, but are neither restricted nor committed. Intent should be expressed by (a) the governing body itself or (b) a body (a budget or finance committee, for example) or official to which the governing body has delegated the authority to assign amounts to be used for specific purposes.

No assigned balances existed as of June 30, 2014.

E. Unassigned Fund Balance

**MAINE TOWNSHIP SCHOOL TREASURER**  
**NOTES TO THE FINANCIAL STATEMENTS**  
June 30, 2014

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The unassigned fund balance classification is the residual classification for amounts in the General Operating Funds for amounts that have not been restricted, committed, or assigned to specific purposes within the General Funds.

F. Reconciliation of Fund Balance Reporting

Fund	Nonspendable	Restricted	Committed	Assigned	Unassigned
General Fund	\$ -	\$ -	\$ -	\$ -	\$ 30,057

G. Expenditures of Fund Balance

Unless specifically identified, expenditures disbursed act to reduce restricted balances first, then committed balances, next assigned balances, and finally act to reduce unassigned balances. Expenditures disbursed for a specifically identified purpose will act to reduce the specific classification of fund balance that is identified.

**NOTE 6 - CHANGE IN ACCOUNTING PRINCIPLE**

During the fiscal year ended June 30, 2014, the Treasurer implemented the requirements of GASB Statement No. 63, "Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position" and GASB Statement 65, "Items Previously Reported as Assets and Liabilities." Statement 63 is effective for the Treasurer's fiscal year ending June 30, 2014 and provides a new statement of net position format to report all assets, deferred outflows of resources, liabilities, deferred inflows of resources, and net position (which is the net residual amount of the other elements). This Statement requires that deferred outflows of resources and deferred inflows of resources be reported separately from assets and liabilities. This Statement also amends certain provisions of GASB Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments, and related pronouncements to reflect the residual measure in the statement of financial position as net position, rather than net assets. As such, the District modified its government-wide financial statement presentation to incorporate these requirements.

Statement 65 is effective for the Treasurer's fiscal year ended June 30, 2014. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities. This Statement also provides other financial reporting guidance related to the impact of the financial statement elements deferred outflows of resources and deferred inflows of resources, such as changes in the determination of the major fund calculations and limiting the use of the term deferred in financial statement presentations.

**MAINE TOWNSHIP SCHOOL TREASURER**  
**REQUIRED SUPPLEMENTARY INFORMATION**  
**SCHEDULE OF FUNDING PROGRESS**  
June 30, 2014

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) -Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll ( c)	UAAL as a Percentage of Covered Payroll ( (b-a) / c)
12/31/2013	\$ 464,948	\$ 709,552	\$ 244,604	65.53%	\$ 111,734	218.92%
12/31/2012	412,936	631,286	218,350	65.41%	104,142	209.67%
12/31/2011	371,382	534,910	163,528	69.43%	101,532	161.06%

On a market value basis, the actuarial value of assets as of December 31, 2013 is \$522,678. On a market basis, the funded ratio would be 73.66%.

The actuarial value of assets and accrued liability cover active and inactive members who have service credit with TST T41 R12. They do not include amounts for retirees. The actuarial accrued liability for retirees is 100% funded.

**MAINE TOWNSHIP SCHOOL TREASURER**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCE - BUDGET AND ACTUAL**  
**GENERAL FUND**  
**YEAR ENDED JUNE 30, 2014**

	Budget	Actual	(Over) Under Budget
<b>REVENUES</b>			
Reimbursement of treasurer's office expenses from:			
School district payments	\$ 281,940	\$ 264,014	\$ 17,926
Total Revenues	281,940	264,014	17,926
<b>EXPENDITURES</b>			
Audit fees	12,200	12,200	-
Bond pricing service	24,400	23,925	475
Computer services	9,461	9,461	-
Dues and subscriptions	2,200	2,043	157
Group insurance	2,366	2,375	(9)
Illinois municipal retirement fund	14,559	14,836	(277)
Office expenses	500	536	(36)
Payroll service	1,106	1,135	(29)
Payroll taxes	12,277	11,737	540
Portfolio analysis	4,700	5,594	(894)
Postage and delivery	400	400	-
Rent	8,578	5,830	2,748
Repairs and maintenance	400	111	289
Staff salaries	116,788	104,232	12,556
Telephone	1,200	1,200	-
Travel and parking	100	42	58
Treasurer's bond	15,500	14,807	693
Treasurer's salary	47,705	47,862	(157)
Utilities	1,200	200	1,000
Workmen's comp and liability insurance	6,300	5,488	812
Total Expenditures	281,940	264,014	17,926
Net change in fund balance	\$ -	-	\$ -
Fund balance at beginning of year		30,057	
FUND BALANCE AT END OF YEAR		\$ 30,057	

**MAINE TOWNSHIP SCHOOL TREASURER**  
**NOTES TO REQUIRED SUPPLEMENTARY INFORMATION**  
June 30, 2014

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**Budgetary Data**

Budgeted amounts for the Governmental Funds are adopted on the modified accrual basis, which is consistent with accounting principles generally accepted in the United States of America.

The Board of Trustees follows these procedures in establishing the budgetary data reflected in the general purpose financial statements:

1. The Treasurer submits to the Board of Trustees a proposed operating budget for the fiscal year commencing July 1. The operating budget includes proposed expenditures and the means of financing them.
2. Formal budgetary integration is employed as a management control device during the year for all governmental funds.
3. All budget appropriations lapse at the end of the fiscal year.
4. The budget amounts shown in the financial statements are as originally adopted because there were no amendments during the past fiscal year.

**MAINE TOWNSHIP SCHOOL TREASURER**  
**SCHEDULE OF AMOUNTS PLACED ON**  
**DEPOSIT FOR PARTICIPATING SCHOOL DISTRICTS**  
**JUNE 30, 2014**

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School District Number:

North Cook Intermediate Service Center	\$ 2,077,170
34	51,647,205
62	110,863,586
63	42,531,074
64	60,998,933
79	1,355,403
207	<u>134,840,457</u>
Total	<u><u>\$ 404,313,828</u></u>

**MAINE TOWNSHIP SCHOOL TREASURER**  
**SCHEDULE OF INVESTMENT INCOME OF MEMBER DISTRICTS**  
**JUNE 30, 2014**

School District Number:	Average Cash & Investment Balance	2014 Interest Earned	Rate of Return
North Cook Intermediate Service Center	\$ 2,066,654	\$ 18,133	0.88%
34	53,695,751	476,594	0.89%
62	113,510,147	1,162,795	1.02%
63	43,957,933	480,646	1.09%
64	61,146,463	566,229	0.93%
79	1,994,325	12,535	0.63%
207	143,118,838	1,702,318	1.19%
Total	<u>\$ 419,490,111</u>	<u>\$ 4,419,250</u>	<u>1.05%</u>

**MAINE TOWNSHIP SCHOOL TREASURER**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES**  
**IN FUND BALANCES OF MEMBER DISTRICTS (UNAUDITED)**  
**YEAR ENDED JUNE 30, 2014**

	#34	#62	#63	#64
Revenues				
Local sources	\$ 61,062,706	\$ 71,400,993	\$ 37,830,699	\$ 68,327,831
State sources	6,008,515	9,152,223	7,975,052	4,247,305
Federal sources	2,452,603	5,611,765	3,302,005	1,506,218
Total Revenue	69,523,824	86,164,981	49,107,756	74,081,354
Expenditures				
Payroll expenditures	47,608,171	54,606,243	31,710,172	54,548,244
General expenditures	14,938,403	14,086,886	12,031,232	16,209,642
Interest expense	606,320	4,969,326	533,612	706,195
Principal retired	3,604,368	5,046,035	3,208,737	2,275,000
Total Expenditures	66,757,262	78,708,490	47,483,753	73,739,081
Excess (deficiency) of revenues over expenditures	2,766,562	7,456,491	1,624,003	342,273
Net other financing sources (uses)	5,009,336	-	-	8,744,750
Change in fund balance	7,775,898	7,456,491	1,624,003	9,087,023
Fund balance, beginning of year	43,677,084	103,908,961	38,616,496	49,736,824
Fund balance, end of year	51,452,982	111,365,452	40,240,499	58,823,847

\* District reports on the modified cash basis of accounting



#79 *	#207	North Cook ISC	Total
\$ 3,886,906	\$ 119,017,038	\$ 1,828,758	\$ 363,354,931
490,134	9,981,471	1,078,417	38,933,117
175,965	3,717,703	358,667	17,124,926
4,553,005	132,716,212	3,265,842	419,412,974
3,513,392	97,269,770	1,757,309	291,013,301
1,105,629	31,027,389	1,574,820	90,974,001
125,151	262,485	-	7,203,089
85,000	1,200,000	-	15,419,140
4,829,172	129,759,644	3,332,129	404,609,531
(276,167)	2,956,568	(66,287)	14,803,443
-	-	-	13,754,086
(276,167)	2,956,568	(66,287)	28,557,529
1,654,445	123,249,587	2,636,447	358,658,984
1,378,278	126,206,155	2,570,160	387,216,513



# HEALTHY LIVING MONTH

Co-Sponsored by the City of Park Ridge, the Park Ridge Park District, School District 64, Advocate Lutheran General Hospital, the Park Ridge Public Library, Go Green Park Ridge, and the Park Ridge Health Commission.

## April 6

- (7:00 p.m.) **City Proclamation – “Healthy Living Month”** in Park Ridge. Representatives of School District 64 will accept the Proclamation at the City Council Meeting. *Park Ridge City Hall, 505 Butler Place.*

## April 7 – 11 **Health and Nutrition Week in District 64 Schools.**

Students eat more fruits and vegetables and complete pledge cards for the Healthy Living Month school raffle.

## April 11

- (8:30-9:50 p.m.) “90’s Night Public Skate” at Oakton Ice Arena. Come out and party to the sounds of the 90’s. Enjoy candy for all kids under age 12 and \$1 skate rental! Everyone in attendance will be entered in a drawing for two tickets to a Chicago Wolves hockey game!

## April 14

- (7:00 p.m. – 8:30 p.m.) “*It’s Your Decision: Everything You Need to Know About Advanced Health Care Directives*” a joint lecture presented by Dr. Judith Gravdal, Chair of Family Medicine and Rev. Kevin Massey, VP Mission and Spiritual Care. *Johnson Auditorium, Advocate Lutheran General Hospital, 1775 Dempster St., Park Ridge.*

## April 16

- (6:00 p.m. – 8:00 p.m.) *Hors d’oeuvres and refreshments at 5:15pm. “Autism Spectrum Disorder Round Table—Parents and Providers Partnering for the Best Outcome.”* A unique opportunity to learn about the diagnosis of autism spectrum disorder and a family-centered approach to care. *Center for Developmental and Behavioral Pediatrics, Advocate Children’s Hospital, Park Ridge Campus, 1775 Dempster St., Park Ridge.*

## April 13 – 17 **Neat to Use Your Feet Week in District 64 Schools.**

Students walk to and from school and complete pledge cards for the Healthy Living Month school raffle.

## April 18

- (9:00 a.m. – 12 noon). “Electronics Recycling Day.” Sponsored by Park Ridge Chamber of Commerce and City of Park Ridge. *Park Ridge Public Works Service Center, 400 Busse Hwy. (just west of Greenwood), Park Ridge.*

## April 19

(2:00 p.m. – 2:45 p.m.) “Earth Day Science Show” at the Park Ridge Public Library, 20 S. Prospect Ave., Park Ridge. Science educator and performer Steve Belliveau presents this fun, interactive Earth Day Science Show featuring alternative energy science (Grades 1-6). Tickets go on sale April 4. Sponsored by Friends of the Library.

For more Library events during Healthy Living Month, please visit <http://parkridgelibrary.evanced.info/eventcalendar.asp>.

## April 20 – 24 **Go Green Week in District 64 Schools.**

Students engage in activities to protect the environment and complete pledge cards for the Healthy Living Month school raffle.

## April 21

- (6:00 – 7:00 p.m.) “Science Night” at Wildwood Nature Center. Turn your family into scientists and explore fun science concepts with us! Make cool discoveries through experiments, projects, and play. Register in advance at [prparks.org](http://prparks.org).

## April 22 **Earth Day!**

- (9:00 a.m. - 10:30 a.m.) **Health Care Forum**, Park Ridge Chamber of Commerce. Panera Bread Community Room, 39 S Northwest Hwy, Park Ridge. The Health Care Forum of the Park Ridge Chamber of Commerce is a collaborative group of health and wellness professionals. The Forum provides health education and resources to empower a healthier community.
- (4:00 – 6:30 p.m.) **Drop-in Bike Helmet Sale & Fitting.** Drop by to select a helmet for everyone in your family! Toddler, youth and adult sizes are \$11 per helmet, first come-first served. The event will be held at Carpenter School, 300 N. Hamlin Ave., Park Ridge, and is co-sponsored by the District 64 Traffic Safety Committee and Advocate Lutheran General Hospital Trauma Services. Trauma Services staff will custom-fit your new helmet to each child or adult.
- (4:30-5:30 p.m.) “**Earth Day Work Day**” at Wildwood Nature Center, 529 Forestview Ave., Park Ridge. We are cleaning up the Maine Park woodland, pond, and prairie in observance of Earth Day. A free event for all ages. An adult must accompany children. (See also May 2 event below).

## April 27 – May 1 **Screen-Free Week in District 64 Schools.**

Students refrain from screens, enjoy other activities, and complete pledge cards for the Healthy Living Month school raffle.

## April 27

- (5:00 p.m. – 8 p.m.) \$10 bushels at the Oakton Driving Range and 2-for-1 batting cage tokens at the Oakton Batting Cages.

## April 28

- (5:30 p.m. – 6:30 p.m.) “Wildwood Nature Center Animal Hour.” An up close encounter with Wildwood Animals. Free for all ages.

## April 29

- (6:00 p.m. – 7:00 p.m.) “Take a Hike Around Wildwood Prairie & Pond.” Free for all ages. A naturalist will lead you down the woodland trail, around the prairie, and to the pond.

## April 30

- (7:00 p.m. – 8:00 p.m. “Parent/Child Zumba” at South Park, 833 Talcott Ave., Park Ridge. Follow dance moves of the salsa, meringue, hip-hop, country, and more. Free for all ages.

## May 1

- (6:30 p.m. – 8:00 p.m.) “Pool Play Out at the Community Center.” Gear up for the summer with a trip to the Community Center indoor pool. Daily admission rates apply.

## May 2

- (11:00 a.m. – 3:00 p.m.) “**Earth Day Celebration.**” Maine Park, 2701 W. Sibley St. Activities, recycled crafts, eco-friendly vendors, music, Scales and Tales Animal Show, and more!
- (11:00 a.m. – 3:00 p.m.) “Pedals for the Parks Bike and Trike Exchange” at Maine Park, 2701 W. Sibley St., Park Ridge. Donate your old bike or pick up a new-to-you one! For more information, visit [PRFriendsoftheParks.org](http://PRFriendsoftheParks.org).

## Looking Ahead

The Park Ridge Farmers Market, 15 Prairie Ave. (between Main & Garden) begins Memorial Day Weekend and runs through October, 7:00 a.m. – 1:00 p.m., rain or shine.