

Inspire every child to



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

Regular Board Meeting Agenda  
Monday, July 18, 2016  
Hendee Educational Service Center  
164 S. Prospect Avenue  
Park Ridge, IL 60068

*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.*

### 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.	<b>• Board Recesses and Adjourns to Closed Session</b> -- 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)].	
6:30 p.m. (moved from 7:00 p.m. start time)	<b>• Board Adjourns from Closed Session and Resumes Regular Meeting</b>  <b>• Public Comments</b>  <b>• Review of Institute Day Plans</b> -- Superintendent	A-1
	<b>• Overview of Superintendent Goals by Standard</b> -- Superintendent	A-2
	<b>• Overview of Suggested Revisions to PRESS Policies 7:190, 7:200, 7:210, 7:220, 7:230</b> -- Superintendent	A-3
	<b>• First Reading of Policies from PRESS Issue 90</b> -- Superintendent	A-4
	<b>• Approval of Resolution #1169 Fiscal Year 2016-17 Tentative Budget &amp; Establishment of Public Hearing Date</b> -- Chief School Business Official	A-5
	<b>Action Item 16-07-1</b>	

- **Discussion of District Copier and Printer Solution** **A-6**  
 -- Chief School Business Official
  
- **Consent Agenda** **A-7**  
 -- Board President **Action Item 16-07-2**
  - Personnel Report
  - Bills, Payroll and Benefits
  - Approval of Financial Update for the Period Ending June 30, 2016
  - Approval of Agreement Between the Park Ridge Public Library and Park Ridge-Niles School District 64
  - Hold or Release of Closed Minutes
  - Destruction of Audio Closed Minutes (none)
  
- **Approval of Minutes** **Action Item 16-07-3** **A-8**  
 -- Board President
  - Closed Session Meeting -----June 27, 2016
  - Committee-of-the-Whole: 2016-17 Budget Draft --June 13, 2016
  - Special Board Meeting -----June 13, 2016
  - Closed Session Meeting -----May 24, 2016
  
- **Other Discussion and Items of Information** **A-9**  
 -- Superintendent
  - Upcoming Agenda
  - Freedom of Information Act Request
  - District Committee Update (none)
  - Memorandum of Information (none)
  - Minutes of Board Committees (none)
  - Other
    - Update on Summer Construction Projects
    - Discipline Data Report
  
- **Adjournment to Closed Session**  
 -- 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)].

Next Meeting: **Monday, August 8, 2016**  
 Committee-of-the-Whole: Student Learning – 7:00 p.m.  
**Jefferson School**  
 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 July 14, 2016

**August 8, 2016 – Jefferson School – Multipurpose Room**

Committee of the Whole: Student Learning – 7:00 p.m.

**August 22, 2016 – Washington School – South Gym**

Washington Construction Tour – 6:30 p.m.

Regular Board Meeting – 7:00 p.m.

- District Institute Days & Opening Day Report
- Referendum: Research to Readiness
- Supt. Evaluation / Goal Overview
- Preliminary Enrollment and Staffing Report
- Transition to School Nurse's
- Discussion on Referendum Options
- First Reading PRESS Policies 7:190, 7:200, 7:210, 7:220, 7:230
- Approval of Policies 7:190, 7:200, 7:210, 7:220, 7:230 (consent)
- Approval of Policies from PRESS Issue 90 (consent)
- Approval of Monthly Financial Update
- Update on Summer Construction Projects
- April 2017 Election (memo of information)

**September 12, 2016 – Jefferson School – Multipurpose Room**

Committee of the Whole – 7:00 p.m.

**September 26, 2016 – Roosevelt School – North Gym**

Public Hearing on Budget – 6:45 p.m.

Regular Board Meeting – 7:00 p.m.

- Board Adopts Budget
- Sixth Day of Enrollment
- Annual Recognition of Schools
- Board Member School Visits
- Approval of Monthly Financial Update
- ISBE Report: Administrator & Teacher Salary and Benefits – School Year 2015 (memo)
- Update on Construction (other)

**Future Meeting Topics**

- Approval of Compensation for Building and District Certified Administrators Effective July 1, 2016
- Approval of Park Ridge Park District - Emerson Lighting Proposal
- Approval of District Copier and Printer Solution
- Recap on Summer Curriculum Writing Projects
- NIPTSTA Update
- Sonitrol Proposal
- Update on Educational Ends
- Approval of Middle School Hot Lunch Pricing
- Approval of Health Life Safety Recommendations for a Five-year Plan
- Approval of Ten-year Health Life Safety Survey – September 2016

The above are subject to change.

To: District 64 Board of Education

From: Dr. Laurie Heinz, Superintendent

Date: July 18, 2016

Re: Institute Day Overview - August 15 & 16, 2016

As you know, this year for the first time we have scheduled two Institute Days back-to-back at the start of the school year. We will maintain our November Institute Day, which this year will be on Tuesday, November 8 (Election Day); however, we will discontinue the February Institute Day. The additional day at the start will enable us to “front load” essential information and training for staff. We will be focusing on several key District goals, while also allowing building leadership expanded time with their staffs to focus on initiatives that are important to their individual buildings.

The morning of Monday, August 15, 2016 will include an update on the Strategic Plan Objectives from Year 1 and forecasting areas of focus within Year 2. I will provide welcoming remarks, as will Board President Tony Borrelli, PREA President Erin Breen, and a representative from the District 64 Elementary Learning Foundation.

Additionally, across the two Institute Days we will discuss:

- **Comprehensive School Safety and Security Plan:** All staff will review the District’s comprehensive safety and security plan developed in collaboration with the Northeastern Illinois Public Safety Training Academy (NIPSTA). The plan standardizes procedures and empowers staff to take action during potential emergencies in a variety of school settings.
- **Evaluation Tool Training/Student Growth Model Training:** This summer, District 64’s Certified Staff Evaluation Committee, comprised of five certified staff members and five administrators, finalized work on the new evaluation tool for certified staff. This tool is a companion to the process developed by the District’s PERA Joint Committee that incorporates student growth into the evaluation plan. Representatives from the Evaluation Committee will partner with building principals to provide teachers with an overview of the Evaluation Process as required by the Illinois School Code. In addition, in-depth training will be provided on the District 64 Evaluation Rubric, which is based on the Danielson Framework for Teaching. The rubric will make professional practice expectations and rating clear and consistent across District 64. Teachers who did not attend training on the Student Growth Model offered last spring and this summer will also attend a short workshop on this topic.
- **“State of the District” Data Talks:** In addition to reviewing the District-wide student achievement data that will be shared with the Board at the August 8 Committee-of-the-Whole meeting, principals will lead a deeper dive into building student achievement data



on August 16. Our Strategic Data Leadership Teams will use this information to set 2016-17 building-based goals.

- **Student-Focused Meetings and Classroom Prep** - On the afternoon of August 16, teachers will be scheduled to meet in various groupings with support personnel in their buildings to preview student needs. Teachers also will be preparing their classrooms for the arrival of students for a full day of class on Wednesday, August 17.

As we continue to refine the agenda, we grow more and more enthusiastic and impatient to start the new school year by welcoming staff and students back to District 64 schools!

## **Overview of Superintendent Evaluation Standards**

### **Standard 1: Vision**

Promotes the success of every student by facilitating the articulation, implementation, and stewardship of a vision for learning that is shared and supported by all stakeholders.

### **Standard 2: Teaching and Learning**

Promotes the success of every student by advocating, nurturing, and sustaining a school culture and instructional programs conducive to student learning and staff professional growth.

### **Standard 3: Organization, Finance and Facilities**

Ensures effective management of the organization, operations, and District resources in order to create a safe, efficient, and effective learning environment.

### **Standard 4: Ethics**

Act with integrity and fairness in an ethical manner.

### **Standard 5: Social and Political Environments**

Understand, respond to, and influence of political, social, economic, legal, and cultural environments.

### **Standards 6: Policy and Governance**

Works with the Board to formulate District policy.

### **Standard 7: Communication and Community Relations**

Articulates District vision and purpose, handles media relations, solicits community feedback, and builds consensus for community support.

## Appendix 3

### Overview of Suggested Revisions to PRESS Policies 7:190, 7:200, 7:210, 7:220, 7:230

Superintendent Dr. Laurie Heinz will provide an overview of the suggested revisions to policies as a result of legislative changes.

## First Reading of Policies from PRESS Issue 90

<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>
6:50	90	Instruction – School Wellness	N/C	Page 2
6:60	90	Instruction – Curriculum Content	C All Pages	C All Pages
6:270	90	Instruction – Guidance and Counseling Program	C Page 1	C Page 1
6:280	90	Instruction – Grading and Promotion	N/C	C Page 1
6:320	90	Instruction – High School Credit for Proficiency	N/C	N/C
7:100	90	Students – Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students	N/C	C Page 3
7:140	90	Students – Search and Seizure	N/C	C Page 1 and 2
7:290	90	Students – Suicide and Depression Awareness and Prevention	N/C	C Page 1 and 2
7:300	90	Students – Extracurricular Athletics	N/C	C Page 1

7/18/16

## Instruction

### School Wellness 1

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). 2 The Superintendent or designee will ensure each school building complies with this policy. 3

### Goals for Nutrition Education and Nutrition Promotion 4

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

- Schools will support and promote good sound nutrition for students.
- Schools will foster the positive relationship between good sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy 6:60, *Curriculum Content*. 5

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 requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 requires school districts participating in a program authorized by the National School Lunch Act or the Child Nutrition Act to have a school wellness policy (PL 108-265, Sec. 204). State law required ISBE to "establish a State goal that all school districts have a wellness policy," (105 ILCS 5/2-3.139). ISBE complied in October 2007 by "instruct[ing] all public school districts to establish a School Wellness Policy." The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the National School Lunch Act or the Child Nutrition Act.

See ISBE's numerous resources at [www.isbe.net/nutrition/htmls/wellness\\_policy.htm](http://www.isbe.net/nutrition/htmls/wellness_policy.htm). Action for Healthy Kids is a national organization dedicated to overcoming the "epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;" see its resources at [www.actionforhealthykids.org/index.php](http://www.actionforhealthykids.org/index.php).

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program (30 ILCS 105/5.728, added by P.A. 96-153, recodified by P.A. 96-1000). They are also directed to administer a grant program to further the Program's intent of "reduc[ing] obesity and improve[ing] nutrition and public health, as well as strengthen[ing] local agricultural economies by increasing access to and promoting the consumption of locally grown fruits and vegetables in schools and increasing physical activities and programs that promote pupil wellness."

2 Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b (PL 111-296); 7 C.F.R. §210.10.

3 Id.

<sup>4</sup> This is a required topic, but the local board may determine what goals are appropriate (PL 108-265, Sec. 204(a)(1) and PL 111-296; 105 ILCS 5/2-3.139(a)(2)). *Nutrition promotion* is now required by PL 111-296, but the concept is not described or defined. The Food Nutrition Service ~~intends to describe~~ has described *nutrition promotion* more clearly in its upcoming technical assistance materials and a proposed rule 7 C.F.R. Part 210 rules (Fed. Reg. Vol. 79, No. 38 at 10695), dated Feb. 26, 2014, which is expected state, "... evidence based techniques and scientifically-based nutrition messages targeted to a specific audience to inspire and motivate them to take action and use these techniques and messages to create environments and food service venues (classroom, cafeteria, a la carte, vending machines, school stores, snack bars, fundraisers, home, etc.) that encourage healthy nutrition choices, as well as enhance and encourage participation in late-2012 school meal programs."

<sup>5</sup> 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n). ISBE's rules for Comprehensive Health Education found at 23 Ill.Admin.Code Part 253 were repealed effective 10/3/05.



## Goals for Physical Activity 6

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*.<sup>7</sup>
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content*.<sup>8</sup>
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education (ISBE).<sup>9</sup>

Insert A

## Nutrition Guidelines for Foods Available in Schools During the School Day 10 (grades 6 - 8)

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* and ~~Food Guidance System~~ published jointly by the U.S. Departments of Health and Human Services and ~~the Department of~~ Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall ~~control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall~~ restrict the sale of *competitive foods of minimal nutritional value*, as defined by the U.S. Department of Agriculture USDA, in the food service areas during the meal periods and comply with all ~~applicable rules of the Illinois State Board of Education ISBE rules~~.<sup>11</sup>

A

- To maximize learning throughout the day.

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

<sup>6</sup> This is a required topic, but the local board may determine what goals are appropriate (PL 108-265, Sec. 204(a)(1); 105 ILCS 5/2-3.139(a)(2).

<sup>7</sup> 105 ILCS 5/27-5 and 27-6.

<sup>8</sup> *Id.*

<sup>9</sup> Schools must "set student learning objectives which meet or exceed goals established by the State," (105 ILCS 5/2-3.63). The Learning Standards can be found on ISBE's website, [www.isbe.state.il.us/ils](http://www.isbe.state.il.us/ils). See *State Goal 20: Achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment at: www.isbe.net/ils/pdh/standards.htm.*

<sup>10</sup> The policy must include the nutrition guidelines selected by the board for "all foods available during the school day with the objective of promoting student health and reducing childhood obesity," (PL 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §210.10.

<sup>11</sup> ~~Districts must prohibit the sale of foods of minimal nutritional value, as defined by federal rule, in the food service areas during the lunch periods (42 U.S.C. §1779; 7 C.F.R. §210.11; 7 C.F.R. Part 210, App. B). The sale of other competitive foods is allowable in the food service area during the lunch period only if all income from the sale of such foods accrues to the benefit of the nonprofit school food service, the school, or student organizations approved by the school (*Id.*). ISBE's rule limits the types and amounts of food and beverages that may be sold to students in grades 8 or below before school or during the regular school day in any school that participates in the School Breakfast Program or the National School Lunch Program (23 Ill. Admin. Code §305.15). A board may place additional limitations on the sale of minimally nutritious or junk foods. 7 C.F.R. §210.11(a)(2); 23 Ill. Admin. Code §305.5. For a definition of competitive foods, see 4:120-AP, Administrative Procedure - Food Services; Competitive Foods; Exemptions.~~



### Exempted Fundraising Day (EFD) Requests 12

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

### Guidelines for Reimbursable School Meals 13

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program. 14

### Monitoring 15

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

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

### Community Input 16

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students,

---

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

12 Required by 23 Ill.Admin.Code §305.15(c)(2) and 79 Fed. Reg. 10693). Detailed procedures are subject to change and are too complicated for policy text. This policy seeks to balance the requirement to include procedures in the policy for requesting an EFD by providing information about the initial steps and directing the superintendent or designee to inform the requestor of the current procedure. For a list of the number of available EFDs and a more detailed sample step-by-step procedure to request them, see 4:120-AP, Administrative Procedure - Food Services: Competitive Foods: Exemptions.

13 Inclusion in the policy is required for only those districts that participate in a program authorized by the National School Lunch Act or the Child Nutrition Act (PL 108-265, Sec. 204(a)(3)).

14 Child Nutrition Act of 1966 (42 U.S.C. §1771 et seq.) and National School Lunch Act (42 U.S.C. §1758).

15 The policy must establish “a plan for measuring implementation of the local wellness policy, including designation of 1 or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy”<sup>2</sup>, (PL 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4). 105 ILCS 110/3.5(a) requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: [www.isbe.net/nutrition/htmls/wellness\\_policy.htm](http://www.isbe.net/nutrition/htmls/wellness_policy.htm).

42 U.S.C. §1758b (PL 111-296) requires the public to receive periodic measures with the listed items. While the ~~proposed~~ 7 C.F.R. Part 210 is not finalized, the accepted practice is annual reports. There is very little guidance ~~yet~~ to assist school districts in complying with this requirement, school districts ~~are~~ were expected to be working toward developing a reasonable method to implement this requirement by the end of the 2011-2012 school year ([www.fns.usda.gov/tn/healthy/lwpoverview.pdf](http://www.fns.usda.gov/tn/healthy/lwpoverview.pdf)). Without guidance, to ensure compliance, superintendents should ~~make a good faith effort~~ contact their Regional Office of Education regarding their school districts’ efforts to comply with this requirement. More guidance is expected and will be available at: [www.fns.usda.gov/tn/healthy/wellnesspolicy\\_tools.html](http://www.fns.usda.gov/tn/healthy/wellnesspolicy_tools.html).

16 A board must establish a policy that ~~involves~~ parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy”<sup>2</sup>, (PL 108-265, Sec. 204(a)(5), amended by 42 U.S.C. §1758b (PL 111-296); 105 ILCS 5/2-3.139(a)(3). This requirement’s awkward wording notwithstanding, a board may take compliance steps by seeking community input during this policy’s adoption and monitoring phases. See 2:240, *Board Policy Development*. A board may also choose to post this policy on its website and include it in the student handbook.

representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 108-265, Sec. 204.  
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.  
National School Lunch Act, 42 U.S.C. §1758.  
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, PL 111-296.  
42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.  
105 ILCS 5/2-3.139.  
23 Ill.Admin.Code Part 305, Food Program.  
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services), [5:100 \(Staff Development Program\)](#), [6:60 \(Curriculum Content\)](#)



## Instruction

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

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, <sup>2</sup> (f) social studies, (g) art, (h) music, <sup>3</sup> and (i) drug and substance abuse prevention. <sup>4</sup> A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. <sup>5</sup>
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, <sup>6</sup> (e) social studies including U.S. history, American government and, for those students covered by P.A. 99-434 (eff. 1-1-2016 but may be delayed by

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

<sup>1</sup> Districts must have a policy on physical education (23 Ill.Admin.Code §1.420(p). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content. ~~23 Ill.Admin.Code §1.420 recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate.~~

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

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

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

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

<sup>4</sup> 105 ILCS 5/27-13.2. House Resolution 824 (2014) urges all Illinois schools to educate youth about the dangers of using heroin and the rising numbers of accidental deaths from heroin overdoses through comprehensive drug education programs, including the Drug Abuse Resistance Education (DARE) program. No guidance on age appropriate instruction for heroin abuse is provided in the resolution.

<sup>5</sup> 105 ILCS 5/10-20.53.

<sup>6</sup> 105 ILCS 5/2-3.156. See f/n 2.

105 ILCS 5/27-22, amended by P.A. 98-885, allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.



subsequent legislation), one semester of civics, 7 (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education. 8

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. 9 The course shall include classroom instruction on distracted driving as a major traffic safety issue. 10 Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. 11 The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration. 12

3. In grades 7 through 12,<sup>4</sup> as well as in interscholastic athletic programs, steroid abuse prevention must be taught. 13
4. In kindergarten through grade 12,<sup>7</sup> provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a)

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

7 105 ILCS 5/27-22, amended by P.A. 99-434 (eff. 1-1-2016): if approved by the Senate and signed by the Governor, HB800 will: (1) delay the effective date of P.A. 99-434 until 7-1-2016, and (2) make the civics course requirement effective for only students entering the 9th grade in the 2016-2017 school year and each year thereafter. The statute specifically states that school districts may utilize private funding available for offering civics education.

8 23 Ill.Admin.Code §1.440, 105 ILCS 5/27-22. The General Assembly encouraged school boards to implement American sign language courses into the school foreign language curriculum (105 ILCS 5/10-20.46). Senate Joint Resolution 68, 96<sup>th</sup> General Assembly, encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums.

The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40. School districts may contract with a commercial driver training school (CDTS) for driver education by obtaining a waiver or modification of the administrative rules and regulations promulgated by the ISBE or a modification of School Code mandates (105 ILCS 5/2-3.25g). See 2:20-E, *Waiver and Modification Request Resource Guide*. To qualify to contract with a school district, a CDTS must (a) hold a valid license issued by the Ill. Sec. of State, and (b) provide instructors who hold a valid Ill. teaching certificate or license (Id.). A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors (Id.). The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education (Id.).

9 105 ILCS 5/27-24.2.

10 105 ILCS 5/27-24.2.

11 105 ILCS 5/27-17.

12 The Ill. Vehicle Code, 625 ILCS 5/6-408.5, amended by P.A. 98-718, contains these requirements; they are paraphrased below and may be added to the policy or otherwise disseminated.

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

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

13 105 ILCS 5/27-23.3.



causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. <sup>14</sup>

5. In grades kindergarten through <sup>12</sup>~~12~~, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. <sup>15</sup>
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. <sup>16</sup>
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process. <sup>17</sup>
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies

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

<sup>14</sup> 105 ILCS 5/27-23.4.

<sup>15</sup> 47 C.F.R. § 54.520(c)(1)(i) and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors (47 C.F.R. §54.520(c)(1)(i)). This federal law defines *minors* as any individual who has not attained the age of 17 years (47 C.F.R. §54.520(a)(4)).

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

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

<sup>16</sup> 105 ILCS 5/27-12.

Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has also found "that [school districts] should educate students, parents, and school district personnel about what behaviors constitute prohibited bullying" (105 ILCS 5/27-23.7(a), amended by P.A. 98-669). A board may want to add the following option:

Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

The Ill. General Assembly invited boards to "make suitable provisions for instruction in gang resistance education and training in all grades and include such instruction in the courses of study regularly taught in those grades," 105 ILCS 5/27-23.10(c). A board that shares this concern may add the following option: "In addition, in all grades gang resistance education and training must be taught."

<sup>17</sup> 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

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



6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Activity*. 18

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law. 19

10. <sup>middle</sup> In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. 20

11. In grades 9 through 12, consumer education must be taught, including: ~~(a) financial literacy; including consumer debt and installment purchasing; (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings; and investing; banking; (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership; and (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles~~

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

18 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law.

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

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

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

19 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n). Each school system shall provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act. More detailed health education program content is described in administrative procedure 6:60-AP, *Comprehensive Health Education Program*. It includes the requirements for the development of a family life and sex education program (105 ILCS 5/27-9.1 and 110/3), among other health education topics including *teen dating violence* (105 ILCS 110/3.1, see 7:185, *Teen Dating Violence Prohibited* for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use (105 ILCS 110/3, amended by P.A. 98-632).

Citations for letters (a) - (e) in this paragraph follow:

- (a) 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (proper nutrition) and see also policy 6:50, *School Wellness*.

- (b) *Id.* (physical fitness) and see also policy 6:50, *School Wellness*.

- (c) *Id.* (sound mind and healthy body).

- (d) 105 ILCS 5/27-13.2 (dangers and avoidance of abduction). The State Police and ISBE must develop instruction on child abduction prevention (20 ILCS 2605/2605-480).

- (e) 105 ILCS 110/3 and 105 ILCS 5/10-23.13 a/k/a *Erin's Law* (child sexual abuse prevention). *Erin's Law* requires a policy addressing child sexual abuse prevention. A sentence in 6:60-AP, *Comprehensive Health Education Program* restates the basic recommendations for a child sexual abuse prevention program from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: [www.isbe.state.il.us/reports/erins-law-final0512.pdf](http://www.isbe.state.il.us/reports/erins-law-final0512.pdf). The professional educator training component of *Erin's Law* is addressed in policy 5:100, *Staff Development*. The Report also encourages parental involvement because parents play a key role in protecting children from child sexual abuse.

20 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/ for the Vocational Education Act.



of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system. 21

11. 12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it. 22

12. 13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State. 23

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. 24

13. 14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film. 25

14. 15. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan. 26

15. 16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women. 27

16. 17. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans. 28

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

21 105 ILCS 5/27-12.1, amended by P.A. 99-284; 23 Ill.Admin.Code §1.420(k). P.A. 99-284 added these new subjects to the required consumer education course: consumer debt, higher education student loans, and identity-theft security.

22 105 ILCS 5/27-13.1; 23 Ill.Admin.Code §1.420(l).

23 105 ILCS 5/27-21; 23 Ill.Admin.Code §1.420(r).

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

25 105 ILCS 5/27-3.5. The Congressional Medal of Honor film is available on ISBE's website for no cost at [www.isbe.net/curriculum/html/medal\\_of\\_honor.htm](http://www.isbe.net/curriculum/html/medal_of_honor.htm).

26 105 ILCS 5/27-20.3 requires the curriculum to include a unit of instruction on this subject but does not specify the amount of time that constitutes a unit of instruction.

27 105 ILCS 5/27-20.5 requires the curriculum to include a unit of instruction on this subject but does not specify the amount of time that constitutes a unit of instruction. House Resolution 365 (2013) and Senate Resolution 1073 (2014) both urge all Illinois educators to share with students of an appropriate age the story of comfort women when discussing the history of Asia or World War II, or the issue of human trafficking.

18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80. <sup>29</sup>
17. 19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. <sup>30</sup>

LEGAL REF.: 5 ILCS 465/3 and 465/3a.  
20 ILCS 2605/2605-480.  
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.  
625 ILCS 5/6-408.5.  
23 Ill.Admin.Code §§1.420, 1.430, and 1.440.  
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.  
Protecting Children in the 21<sup>st</sup> Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).  
47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:260 (Exemption from Physical Activity)

---

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

<sup>28</sup> 105 ILCS 527-20.4 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

<sup>29</sup> 105 ILCS 5/2-3.80(e) or (f).

<sup>30</sup> 105 ILCS 5/27-23.8. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.



## Instruction

### Guidance and Counseling Program 1

The School District ~~provides a guidance and counseling program for students,~~ <sup>shall by direction of</sup> ~~2 The Superintendent or designee shall direct the District's guidance and counseling program.~~ <sup>+</sup> School counseling services, ~~as described by State law,~~ <sup>licensed</sup> may be performed by a ~~qualified~~ <sup>provide</sup> guidance specialist or any ~~certificated~~ <sup>licensed</sup> staff member. <sup>program for students. Such services as described by state law such as</sup> 3

*[For Elementary and Unit Districts]*

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, or physical needs, diagnosis of any learning disabilities, and development of educational potential. The District's ~~counselors shall offer~~ counseling to those students who require additional assistance.

*[For High School and Unit Districts]*

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information. <sup>shall in consultation with parents or guidance offer</sup> 4

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

1 State or federal law controls this policy's content.

2 School boards may employ counselors (105 ILCS 5/10-22.24a). 105 ILCS 5/10-22.24b, amended by P.A. 99-276, provides a non-exhaustive list of 54 school counseling services. P.A. 99-276 amended the counseling services for students in need of special education services or who have a federal Section 504 plan.

A program to assist educationally disadvantaged children may include special guidance and counseling (105 ILCS 5/14B-2). All districts must conduct a comprehensive needs assessment to determine the scope of pupil needs in the areas of guidance and counseling, psychological, social work, and health (23 Ill.Admin.Code §1.420(q)).

The Children's Mental Health Act of 2003 requires districts to develop protocols for responding to students with social, emotional, or mental health problems that impact learning (405 ILCS 49/). 105 ILCS 5/2-3.142 created the Ensuring Success in School Task Force. This task force developed policies, procedures, and protocols for school boards to adopt for the purpose of addressing the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence to ensure their ability to stay in school, stay safe while in school, and successfully complete their education. School boards and superintendents may want to create their own study group to prepare for implementing the task force's policies, procedures, and protocols. See policy 7:250, *Student Support Services*, and administrative procedure 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Problems*.

3 Optional. 105 ILCS 5/10-22.24b provides that any qualified professional, including other certificated personnel, may provide school counseling services. The following optional sentence recognizes the importance of interventions; however, it creates duties that are not present in law. This is a classic "who, gets what, for how much" issue.

The counseling program will assist students with interventions related to academic, social and/or personal issues. Students shall be encouraged to seek academic, social, and /or personal assistance.

4 A district must provide military recruiters access to students if it has provided such access to persons or groups who tell students about educational or occupational opportunities (105 ILCS 5/10-20.5a).

Federal law requires a secondary school to grant military recruiters and institutions of high learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent (20 U.S.C. §7908). See also 7:340-AP1, *School Student Records*, and 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*.

- LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.  
23 Ill.Admin.Code §1.420(q).
- CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development),  
6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out  
of School and Graduation Incentives Program), 6:120 (Education of Children  
with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental  
Examinations; Immunizations; and Exclusion of Students), 7:250 (Student  
Support Services), 7:290 (Suicide and Depression Awareness and Prevention)
- ADMIN. PROC.: 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to  
Parents/Guardians and Students of Their Rights Concerning a Student's School  
Records), 7:340-AP1, E3 (Letter to Parents Concerning Military Recruiters and  
Postsecondary Institutions Receiving Student Directory Information)



## Instruction

### Grading and Promotion <sup>1</sup>

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. <sup>2</sup> 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 on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC) and/or other assessments. <sup>3</sup> A student shall not be promoted based upon age or any other social reason not related to academic performance. <sup>4</sup> The administration shall determine remedial assistance for a student who is not promoted. <sup>5</sup>

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. <sup>6</sup> 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.

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

<sup>1</sup> State law requires 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 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).

<sup>2</sup> 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).

<sup>3</sup> 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. In House Joint Resolution 54 (2015), members of the Ill. House and Senate encouraged school districts to not use results of the PARCC test for the 2014-2015 school year through the 2017-2018 school year "as a determining factor for making decisions about a student's educational opportunities, the evaluation of educators, and the allocation of resources based on educational achievement on this assessment."

<sup>4</sup> Id.

<sup>5</sup> 105 ILCS 5/10-20.9a.

<sup>6</sup> 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 5/2-3.64a-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), 6:340 (Student Testing and Assessment Program), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

## Instruction

### High School Credit for Proficiency

#### Proficiency Credits <sup>1</sup>

Subject to the limitations in this policy and State law, the Superintendent ~~or designee~~ is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit.

Proficiency credit will be offered in the following subject areas: <sup>2</sup>

*Foreign language* - A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency, according to this District's academic criteria, in a language other than English. <sup>3</sup> A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. <sup>4</sup> A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination. <sup>5</sup>

*Other proficiency testing* - The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. <sup>6</sup> Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

### Course Credit for High School Diploma

[Unit districts only]

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

<sup>1</sup> An ISBE rule requires districts with a high school to have a policy on earning credit through proficiency exams (23 Ill.Admin.Code §1.460). State law controls this policy's content. Students must *successfully complete* the courses listed in 105 ILCS 5/27-22 in order to receive a high school diploma. See, 6:300-E2, *State Law Graduation Requirements*. 105 ILCS 5/27-12.1 no longer allows districts to grant consumer education proficiency credit.

**In accordance with 105 ILCS 5/2-3.159 and 23 Ill.Admin.Code §1.442, a school district may establish a program to recognize high school graduates who attain a high level of proficiency in one or more languages in addition to English by designating on a student's diploma and transcript a State Seal of Bilingualism.**

<sup>2</sup> This paragraph should be revised to reflect the actual practice concerning granting proficiency credits. A board may delete all text concerning foreign language proficiency credit and keep only the text in the second indented paragraph without using a subheading.

<sup>3</sup> Optional, but permitted by 105 ILCS 5/10-22.43.

<sup>4</sup> See f/n 2. Required only if the district offers proficiency credit for foreign language (Id.).

<sup>5</sup> See f/n 2. Optional, but permitted by 105 ILCS 5/10-22.43a.

<sup>6</sup> Optional.



~~The Superintendent or designee may investigate, coordinate, and implement a program and schedules for students in grades 7 and 8 to enroll in a course required for a high school diploma.~~

~~Students in grades 7 and 8 may enroll in a course required for a high school diploma when: (1) the course is offered by the high school that the elementary student would attend, (2) the student participates in the course at the location of the high school, and (3) the student's enrollment in the course would not prevent a high school student from being able to enroll.~~

~~Students in grades 7 and 8 may enroll in a course required for a high school diploma where they attend school when: (1) the course is taught by a high school teacher who teaches in a high school of the district where the student will attend high school, and (2) no high school students are enrolled in the course.~~

~~A student that successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive such academic credit from the Board. That academic credit shall satisfy the requirements of Section 27-22 of the School Code for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average in accordance with Board policy.~~

~~[High school districts only]~~

~~The Superintendent or designee may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma.~~

~~Students in grades 7 and 8 may enroll in a course required for a high school diploma when: (1) the course is offered by the high school that the elementary student would attend, (2) the student participates in the course at the location of the high school, and (3) the student's enrollment in the course would not prevent a high school student from being able to enroll.~~

~~The Superintendent or designee will coordinate with the cooperating elementary school district superintendent to implement a schedule that meets the State law requirements for providing students in grades 7 and 8 the opportunity to enroll in a course required for a high school diploma where they attend school.~~

~~A student that successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive such academic credit from the Board. That academic credit shall satisfy the requirements of Section 27-22 of the School Code for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. The student's grade in the course shall also be included in the student's grade point average in accordance with Board policy.~~

~~[Elementary school districts only]~~

~~The Superintendent or designee may investigate, coordinate, and implement a program for students in grades 7 and 8 to enroll in a course required for a high school diploma.~~

~~Students in grades 7 and 8 may enroll in a course required for a high school diploma at the high school that the elementary student would attend in accordance with State law and the high school board policy in the high school district that the elementary student will attend.~~

~~Students in grades 7 and 8 may enroll in a course required for a high school diploma where they attend school when: (1) the course is taught by a high school teacher who teaches in a high school of the district where the student will attend high school, and (2) no high school students are enrolled in the course.~~

~~A student that successfully completes a course required for a high school diploma while in grades 7 and 8 shall receive such academic credit from the Board. High school credit will be awarded in accordance with the high school board policy in the district that the elementary student will attend.~~

LEGAL REF.: 105 ILCS ~~5/10-22.10,~~ 5/10-22.43, 5/10-22.43a, ~~5/27-12.1,~~ 5/27-22, ~~5/27-22.10,~~  
~~and 5/27-24.3,~~ and 5/27-24.4.  
23 Ill.Admin.Code §1.460.

CROSS REF.: ~~6:180 (Extended Instructional Programs), 6:280 (Grading and Promotion),~~ 6:300  
(Graduation Requirements), 6:310 (High School Credit for Non-District  
Experiences; Course Substitutions; Re-Entering Students), ~~7:40 (Nonpublic~~  
~~6:315 (High School Credit for Students Including Parochial and Home-Schooled~~  
~~Students in Grade 7 or 8)~~



## 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, 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
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head 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>
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of ~~6-months~~ **one** and ~~6-seven~~ years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning. <sup>8</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/oneweb/page.aspx?item=32907](http://www.dhs.state.il.us/page.aspx/%20/intranet.dhs/oneweb/page.aspx?item=32907).

<sup>2</sup> 77 Ill.Admin.Code §§665.140 and 665.240 et seq.

<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> ~~410 ILCS 315/1.10, amended by P.A. 98-690;~~ 77 Ill.Admin.Code §665.240(j&), and 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, including special education programs, students must show proof that they have received one 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 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.

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. 9

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. 10 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. 11 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. 12 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.

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. 13 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. 14

#### Eye Examination 15

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

---

8 Required by 410 ILCS 45/7.1, **amended by P.A. 98-480**. Physicians are required to screen children over **6 7** years of age for lead poisoning when, in the physician's judgment, a child is at risk (410 ILCS 45/6.2).

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

10 105 ILCS 5/27-8.1(5) 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.

11 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)). Consult the board attorney about establishing timeframes other than 30 days.

12 This sentence and the following sentence restate 105 ILCS 5/27-8.1(5).

13 Id. The special treatment of out-of-state transfer students resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/. There are no more sunset dates in this law, which eliminates its constituents' need to continually revisit the law and extend its effective dates.

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

15 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.

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.



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 (IDPH), a student will be exempted from this policy's requirements for:

1. Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a signed statement explaining the objection; Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease and State rules if there is an outbreak of one or more diseases from which the student is not protected. 19 immunized.
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.
4. Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

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

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) and (8), changed by P.A. 99-249.

19 Id. and 77 Ill.Admin.Code §665.510. The Certificate of Religious Exemption form is available on ISBE's website at: [www.isbe.net/research/pdfs/immun-exam-gdlns-religious-exempt.pdf](http://www.isbe.net/research/pdfs/immun-exam-gdlns-religious-exempt.pdf). To direct parents/guardians to the detailed exclusionary requirements pursuant to 77 Ill.Admin.Code Part 690, see 7:280-E2, Exhibit - Reporting and Exclusion Requirements for Common Communicable Diseases.



### 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>20</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 690.  
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), 7:280 (Communicable and  
Chronic Infectious Disease)

---

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

<sup>20</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. §11432(g)(3)(C)(i).

## Students

### Search and Seizure <sup>1</sup>

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers. <sup>2</sup>

### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. <sup>3</sup> **Insert A**

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal

**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 concerns an area in which the law is unsettled. Consult the board's attorney with questions about implementing this policy and searching students or seizing their possessions.

According to Fourth Amendment cases, a search by the police requires "probable cause" supported by a warrant. However, in a U.S. Supreme Court decision, cited in every student search case, the Court upheld the warrantless search of a student. A search is: (1) justified at its inception when there are reasonable grounds for suspecting the search of a particular student will turn up evidence that the student violated the law or school rules, and (2) permissible in its scope when it is reasonably related to the search's objective and not excessively intrusive. *T.L.O. v. New Jersey*, 105 S.Ct. 733 (1985).

<sup>2</sup> The Ill. Supreme Court upheld a search conducted by a school liaison officer, saying: "Decisions ... that involve police officers in school settings can generally be grouped into three categories: (1) those where school officials initiate a search or where police involvement is minimal, (2) those involving school police or liaison officers acting on their own authority, and (3) those where outside police officers initiate a search. Where school officials initiate the search or police involvement is minimal, most courts have held that the reasonable suspicion test [applies]. ... The same is true in cases involving school police or liaison officers acting on their own authority. ... However, where outside police officers initiate a search, or where school officials act at the behest of law enforcement agencies, the probable cause standard has been applied. In the present case, the record shows that Detective Ruettiger was a liaison police officer on staff at the Alternate School, which is a high school student with behavioral disorders. ... We hold that the reasonable suspicion standard applies under these facts." *People v. Dilworth*, 661 N.E.2d 310 (Ill., 1996).

<sup>3</sup> A State statute allows school officials to inspect the personal effects left by a student on property owned or controlled by the school, e.g., lockers, desks, and parking lots (105 ILCS 5/10-22.6(e)). This law does not mean that school officials have an excuse for unjustifiably opening students' possessions looking for contraband (see footnote 1). See *Doe v. Little Rick School Dist.*, 380 F.3d 349 (8th Cir., 2004) (Searches conducted pursuant to the following policy were unconstitutional: "[B]ook bags, backpacks, purses and similar containers are permitted on school property as a convenience for students," and "if brought onto school property, such containers and their contents are at all times subject to random and periodic inspections by school officials.").

The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. While case law supports that lockers, as school property, may be searched without individualized suspicion of wrongdoing, many cases suggest that in order to search a student's possessions left in the locker, school officials need individualized suspicion of wrongdoing. This paragraph, as well as 105 ILCS 5/10-22.6(e), attempts to avoid Fourth Amendment protection for personal property left by students on school property by telling students not to expect privacy in these places or in their personal property left there. **This is an unsettled area of the law and should be reviewed with the school board's attorney.**

Option for high school and unit districts:

This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

**A An attempt will be made to notify parents not to seek permission, of a search.**



drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. <sup>4</sup>

#### Students <sup>5</sup>

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. <sup>6</sup> The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. <sup>7</sup>

When feasible, the search should be conducted as follows: <sup>8</sup>

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. **Insert B**

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and

**B Every effort for parental notification will be sought.**

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

<sup>4</sup> 105 ILCS 5/10-22.6(e). The sample policy may be amended to name other staff members who are authorized to request law enforcement aid.

<sup>5</sup> For more information about searches, seizures and interviews of students, see *Guidelines for Interviews of Students at School by Law Enforcement Authorities*, published by the Ill. Council of School Attorneys and available at: [www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents2015.pdf](http://www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents2015.pdf).

<sup>6</sup> TLO, 105 S. Ct. at 743. An unsubstantiated tip from a student may serve as the grounds for a search. People v. Pruitt, 662 N.E.2d 540 (Ill.App.1, 1996).

<sup>7</sup> 105 ILCS 5/10-22.6(e) and TLO, 105 S. Ct. at 735.

<sup>8</sup> Optional; these are practical guidelines that will help to ensure that all searches comply with constitutional requirements. State or federal law requires nothing in this paragraph. For an alternative to intrusive pat-down searches and guidelines on strip searches, see Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993). There, school officials had reason to believe that a high school student was concealing illegal drugs in his crotch area. Believing a pat down to be excessively intrusive and ineffective at detecting drugs, the school officials required the student to change into his gym clothes in a locked locker room while male school officials observed him. The search was upheld. But see, Stuczynski v. Bremen High School, 423 F.Supp.2d 823 (N.D.Ill., 2006) (The requisite individualized, reasonable suspicion to conduct a strip search was missing where the only reason for the strip search was the dean's belief that the students were the last students in a locker room before the money was reported missing.). See also, Safford Unified School Dist. v. Redding, 129 S. Ct. 2633 (2009) (finding a strip search of student was not justified under the circumstances even though the asst. principal had reasonable suspicion but still awarded qualified immunity to the asst. principal because the law was unclear).

A school district may randomly conduct a mass search by using a metal detector. People v. Pruitt, 662 N.E.2d 540 (Ill.App.1, 1996). The use of a metal detector must be according to the district's standards for when and how metal detector searches are to be conducted.

The U.S. Supreme Court upheld a random drug testing policy for student athletes and extracurricular participants, (Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995); and Independent School Dist. of Pottawatomie County v. Earls, 122 S.Ct. 2559 (2002)). The circumstances justifying random drug searches do not exist for the entire student body; thus, random drug tests of the student body would probably not survive constitutional scrutiny.

disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities. <sup>9</sup>

Notification Regarding Student Accounts or Profiles on Social Networking Websites <sup>10</sup>

~~State law requires the District to~~ The Superintendent or designee shall notify students and their parents/guardians ~~that of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:~~

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. ~~This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.~~
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.  
Right to Privacy in the School Setting Act, 105 ILCS 75/.  
Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir., 1993).  
People v. Dilworth, 661 N.E.2d 310 (Ill., 1996), *cert. denied*, 116 S.Ct. 1692 (1996).  
People v. Pruitt, 662 N.E. 2d 540 (Ill.App.1, 1996), *app. denied*, 667 N.E. 2d 1061 (Ill.App.1, 1996).  
T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).  
Vernonia School Dist. 47J v. Acton, 115 S.Ct. 2386 (1995).  
Safford Unified School Dist. No. 1 v. Redding, 129 S. Ct. 2633 (2009).

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Discipline)

---

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

<sup>9</sup> See 105 ILCS 5/10-22.6(c).

<sup>10</sup> Right to Privacy in the School Setting Act, 105 ILCS 75/15, amended by P.A. 99-460. This law prohibits school officials from requiring or requesting a student to provide a password or other related account information. It requires districts to provide parents/guardians with notice of the law. The notification must be published in the school's disciplinary rules, policies, or handbook, or communicated by similar means. For sample handbook language, see the Illinois Principals Association Online Model Student Handbook (MSH) at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).



## Students

### Suicide and Depression Awareness and Prevention <sup>1</sup>

*and self-harm behavior/talk*  
Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

*mental health*

### Suicide and Depression Awareness and Prevention Program

*Mental Health*  
The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.163(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff. <sup>2</sup>
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. <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> A suicide awareness and prevention policy is required by 105 ILCS 5/2-3.163(c), amended by P.A. 99-443. The first sentence of this policy is required by 105 ILCS 5/2-3.163(c)(1), amended by P.A. 99-443.

This policy contains an item on which collective bargaining may be required (see 105 ILCS 5/10-22.24b). 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> Required by 105 ILCS 5/2-3.163(c)(2), amended by P.A. 99-443. While this law is titled Youth Suicide Awareness and Prevention, it requires the policy to include protocols for administering youth suicide awareness and prevention education to *staff* and students.

For student protocols, see 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7.

For staff protocols, see 105 ILCS 5/3-14.8, which requires the regional superintendents to cover the warning signs of suicidal behavior in teacher's institutes. In suburban Cook County, an Intermediate Service Center will perform the responsibilities that are performed in other locations by the regional superintendent (P.A. 96-893).

<sup>3</sup> Required by 105 ILCS 5/2-3.163(c)(3), amended by P.A. 99-443. This policy adds *with the goal of* and *possibly* to modify the statute's use of "at risk of suicide." *With the goal of* acknowledges that identifying every student at risk of suicide is impossible. *Possibly* is added to inform the public that these identifications are not definitive. School staff members are not licensed medical professionals who are fully trained to make definitive determinations about whether a student is at risk of suicide, and parents/guardians should not take any referral under this requirement as such.

105 ILCS 5/10-22.39, requires school guidance counselors, teachers, school social workers, and other school personnel who work with students in grades 7 through 12 to be trained to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques. The language of P.A. 99-443 states *students*, indicating intent to cover all students, not just students in grades 7 through 12. While very little guidance is available for students in grades 6 and below, Ann Marie's Law directs ISBE to compile, develop and post these items on its website.



- a. For students in grades 7 through <sup>8</sup>~~12~~, implementation shall incorporate the training required by 105 ILCS 5/10-22.39 for school guidance counselors, teachers, school social workers, and other school personnel who work with students to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide.
  - b. For all students, implementation shall incorporate Illinois State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to Ann Marie's Law on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with: <sup>4</sup>
    - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
    - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
    - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
    - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to Ann Marie's Law.
  4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*. <sup>5</sup>
  5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support*

---

Ann Marie's Law requires ISBE to develop and recommend materials. See the discussion in f/n7 below on ISBE-recommended materials.

<sup>4</sup> Required by 105 ILCS 5/2-3.163(c)(4), amended by P.A. 99-443. For further discussion of 105 ILCS 5/10-22.24b, amended by P.A. 99-276, see f/n 2 in policy 6:270, *Guidance and Counseling Program*. This policy adds "for use during the school day and at school-sponsored events" to inform the public about the limitations concerning what schools can realistically provide students and their parent(s)/guardian(s). See the discussion in f/n 3 regarding the addition of the word *possibly*.

<sup>5</sup> Required by 105 ILCS 5/2-3.163(c)(5), amended by P.A. 99-443. See 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Problems* for information about building-level Student Support Committees. When sharing information from therapists and counselors, these committees are required to follow the Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/ and the Children's Mental Health Act of 2003, 405 ILCS 49/.

Services, in addition to other State and/or federal resources that address reporting procedures. <sup>6</sup>

6. A process to incorporate ISBE-recommended resources <sup>7</sup> on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program. <sup>8</sup>

#### Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program. <sup>9</sup>

#### Monitoring <sup>10</sup>

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

#### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. <sup>11</sup> The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. <sup>12</sup>

#### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 *et seq.*

---

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

<sup>6</sup> Required by 105 ILCS 5/2-3.163(c)(6), amended by P.A. 99-443.

<sup>7</sup> 105 ILCS 5/2-3.163(b)(2)(B), amended by P.A. 99-443 directs ISBE to "compile, develop, and post on its publicly accessible Internet website both of the following, which may include materials already publicly available: (A) [r]ecommended guidelines and educational materials for training and professional development, and (B) [r]ecommended resources and age-appropriate educational materials on youth suicide awareness and prevention."

<sup>8</sup> Required by 105 ILCS 5/2-3.163(c)(7), amended by P.A. 99-443.

<sup>9</sup> Optional. At the time of publication, the status of the Illinois Suicide Prevention Strategic Plan was unclear in light of Ann Marie's Law. However, the plan may be found at: [www.idph.state.il.us/about/chronic/Suicide\\_Prevention\\_Plan\\_Jan\\_08.pdf](http://www.idph.state.il.us/about/chronic/Suicide_Prevention_Plan_Jan_08.pdf). Its goals and objectives reflect the input of public and private organizations and stakeholders that are concerned with mental health. It is designed to reduce suicide through a positive public health approach. The target dates for implementing these goals and objectives started in 2010 with target dates of completion in 2012. See also the Suicide Resource Center and its Illinois page at [www.sprc.org/states/illinois](http://www.sprc.org/states/illinois) for more information on which goals in the Illinois Suicide Prevention Strategic Plan have been implemented. The Suicide Resource Center also had an awareness public prevention pilot program titled "It Only Takes One," available at: [www.itonlytakesone.org/](http://www.itonlytakesone.org/).

<sup>10</sup> Required by 105 ILCS 5/2-3.163(d), amended by P.A. 99-443.

<sup>11</sup> *Id.* See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Consult the board attorney about whether a signature is required to prove compliance with the law's specific requirement that *each school district employee and each student enrolled in the District* are informed of and/or provided a copy of the policy.

<sup>12</sup> *Id.* Consult the board attorney about placing the policy in the student handbook instead of providing a hard copy to each student's parent/guardian. Members of the Ill. Principals Assoc. may subscribe to the IPA's Model Student Handbook Service, which are aligned with IASB's policy services. For more information, see: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).



The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body. 13

LEGAL REF.: 105 ILCS 5/2-3.163, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.  
745 ILCS 10/.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content); 6:65 (Student Social and Emotional Development); 6:120 (Education of Children with Disabilities); 6:270 (Guidance and Counseling Program); 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment); 7:250 (Student Support Services)

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

13 Consult the board attorney for guidance concerning liability in this area. Except for cases of willful and wanton conduct, the Local Governmental and Governmental Employees Tort Immunity Act likely protects districts from liability for failure to properly identify and/or respond to a student's mental health issue that results in suicide. See 745 ILCS 10/3-108 and Grant v. Board of Trustees of Valley View School Dist. No. 365-U, 676 N.E.2d 705 (Ill. App. 3d, 1997), appeal denied, 286 Ill. App. 3d 642 (Ill., 1997). However, attorneys have concerns that failing to inform parents/guardians that services required under Ann Marie's Law are limited may open districts to potential litigation if services provided under the policy fail or are deemed inadequate. Every situation is fact specific and the issues require careful evaluation. A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its board attorney, to minimize liability, such as adding limiting phrases (see discussions in f/n's 3 & 4) and ensuring other policies are followed. Ultimately, the best way to minimize liability is to be sure that the district's insurance policies cover the training and other requirements under Anne Marie's Law.

In addition to the Tort Immunity Act, school officials and districts may also be entitled to qualified immunity in civil rights lawsuits that seek to hold them liable for a suicide. See Sanford v. Stiles, 456 F.3d 298 (3d Cir., 2006); Martin v. Shawano-Gresham School Dist., 295 F.3d 701 (7th Cir., 2002), Cert. Denied, 295 F.3d 70 (U.S. 2002); Armijo v. Wagon Mount Public Schools, 159 F.3d 1253 (10th Cir., 1998). Yet, recent trends in student-on-student harassment cases are emerging where parents whose children die of suicide allege that a school's failure to properly identify or respond to the child's mental health issues was a contributing cause for the suicide.

In these cases, the parents ask courts to apply Davis v. Monroe County Board of Education, 526 U.S. 629 (1999) to Section 504 cases. Under the *Davis* standard, parents must prove that: (1) their child was an individual with a disability, (2) their child was harassed based upon his or her disability, (3) the harassment was sufficiently severe or pervasive that it altered the condition of the child's education and created an abusive educational environment, (4) the school district knew about the harassment, and (5) the school district was deliberately indifferent to the harassment.

While not precedential in Illinois, two cases illustrate the uncertainty of liability in the emerging area of suicide prevention liability and/or failure to properly respond to a student's mental health issues: Estate of Barnwell ex rel. Barnwell v. Watson, 44 Supp.3d 859 (E.D. Ark. 2014) (plaintiff parents allowed to move forward in litigation alleging that school district's Section 504 failures contributed to their son's suicide) and Estate of Lance v. Lewisville Independent School Dist., 743 F.3d 982 (5th Cir. 2014) (found in favor of the school district).



## Students

### Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*. <sup>1</sup>
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved. <sup>2</sup>
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness. <sup>3</sup>
4. The student must show proof of ~~accident~~ insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan. <sup>4</sup>
5. The student must agree to follow all conduct rules and the coaches' instructions.

*This includes potential risk and concussion awareness.*

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 comprehensive Student Handbook can provide notice to parents and students of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The building principal usually develops the Handbook, subject to review and approval by the superintendent and board.

Each board in a district that maintains any of grades 9 through 12 must have a *no pass-no play* policy (105 ILCS 5/10-20.30). See policy 6:190, *Extracurricular and Co-Curricular Activities*, for complete details.

For purposes of clarity, the IASB uses a curricular-extracurricular dichotomy. All classes are included in the category *curricular* as well as what was formally known as *co-curricular*, e.g., band and choral performances that are a required part of the class. The category *extracurricular* includes all school-sponsored activities that are not a part of a student's educational program as reflected in the student's class schedule. Examples include football, cheerleading, French club, Key Club, and student government. Note that extracurricular activities may be curriculum-related or non-curriculum-related for purposes of determining access to school facilities under the federal Equal Access Act. See sample IASB policy 7:330, *Student Use of Buildings - Equal Access*.

<sup>2</sup> At a minimum, schools should: (1) fully inform and warn students and their parent(s)/guardian(s) of risks inherent in a sport, (2) assist their understanding and appreciation of these risks, and (3) document the school's efforts. See 7:300-E1, *Agreement to Participate*. This form's provision concerning waiver of liability and hold harmless should be reviewed with the board attorney. The district may not be able to waive gross negligence or recklessness on its part, but the waiver language in the form serves to alert the student and his/her parent(s)/guardian(s) to the seriousness of potential injuries.

<sup>3</sup> Students participating in interscholastic athletics must have an annual physical exam (23 Ill.Admin.Code §1.530(b). IHSA by-law 2.150 requires schools to have on file for each student participating in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician assistant, or nurse practitioner not more than 395 days preceding any date of participation; a form is available on the IHSA website at: [ihsa.org/Resources/DownloadCenter.aspx](http://ihsa.org/Resources/DownloadCenter.aspx).

<sup>4</sup> This item ensures that students are covered by insurance for medical expenses up to \$50,000 (before the district's catastrophic accident insurance kicks in) and that students who are not covered by the district's catastrophic insurance are otherwise covered by insurance.

105 ILCS 5/22-15 requires (with limited exceptions) each school district having grades 9-12 to maintain catastrophic insurance coverage for student athletes who sustain an accidental injury while participating in interscholastic athletic events sanctioned by IHSA that results in medical expenses in excess of \$50,000. A district maintaining grades K-8 may, but is not required to, provide accident and/or health insurance on a group or individual basis for students injured while participating in any school-sponsored athletic activity. For more information, see 4:100, *Insurance Management*.



6. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program. <sup>5</sup>
7. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), <sup>6</sup> and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*. <sup>7</sup>

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

LEGAL REF.: 105 ILCS 5/10-20.30, 5/10-20.54, 5/22-80, and 25/2.  
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

---

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

<sup>5</sup> Optional; delete if the district does not have such a program. Be sure this provision is consistent with policy 7:240, *Conduct Code for Participants in Extracurricular Activities*, and 7:240-AP2, *Administrative Procedure - Extracurricular Drug and Alcohol Testing Program*. The Seventh Circuit upheld the constitutionality of a high school's random drug testing program for students involved in extracurricular activities in *Todd v. Rush County Schools*, 133 F.3d 984 (7th Cir. 1998).

<sup>6</sup> Participants in an IHSA-sponsored or sanctioned athletic event are subject to testing for banned substances. For a list of banned substances, the testing program, and other related resources, see the IHSA Sports Medicine website, [www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx](http://www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx).

<sup>7</sup> A district must include information concerning the board's concussion policy in any agreement, contract, code, or other written instrument that the district requires a student athlete and his or her parent(s) or guardian(s) to sign before participating in practice or interscholastic competition (105 ILCS 5/10-20.54 and 23 Ill.Admin.Code §1.530(b). The form 7:300-E1, *Agreement to Participate*, contains the requirements in this policy. In addition, the student and student's parent/guardian must sign a form approved by IHSA acknowledging receiving and reading written information on concussions (105 ILCS 5/22-80(e), added by P.A. 99-245; **if approved by the House and signed by the Governor, SB219 will extend the effective date to the 2016-2017 school year.**)

The IHSA website contains many helpful resources, e.g.:

1. [IHSA Sports Medicine Acknowledgement & Consent Form \(Concussion, PES, Asthma Medication\) \(consent form\)](#)
  2. [IHSA.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation/IHSAPerformanceEnhancingSubstancePolicy.aspx](http://www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation/IHSAPerformanceEnhancingSubstancePolicy.aspx) (performance-enhancing drugs)
  3. [IHSA.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx) (concussions)
- Concussion information is available from the Ill. Elementary School Assoc. at: [www.iesa.org/activities/concussion.asp](http://www.iesa.org/activities/concussion.asp).

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: July 18, 2016

Subject: Approval of Resolution #1169 Fiscal Year 2016-17 Tentative Budget & Establishment of Public Hearing Date

Per Illinois School Code, School Districts in the State of Illinois must place their tentative budget on display for thirty days prior to the formal adoption of the budget. In addition, the School Board is required to hold a public hearing prior to the adoption.

At the June 13, 2016 Committee of the Whole (COW) meeting, the Board reviewed the first draft of the 2016-17 Budget. Tonight, the Board will be approving a resolution to put the 2016-17 Tentative Budget on display and to establish the date and time for the public hearing on the budget. This version of the budget is the same one presented to the Board at the June 13, 2016 COW. Administration is continuing to work on the final budget, which will be presented for adoption at the September 26, 2016 Board of Education meeting.

The August 23, 2016 Board of Education meeting will have a presentation on the end of the year financials for the 2015-16 fiscal year. At this meeting, an updated set of Financial Projections will be provided to the Board with the unaudited actuals for 2015-16. At the September 26, 2016 Board of Education meeting, prior to the Board adopting the budget, administration will review with the Board the Financial Projections which will include the budget being adopted for 2016-17.

The method being used for the presentation of the tentative budget versus the adoption of the final budget is a change from prior administrations. At the September 26, 2016 Board of Education meeting, the Board will receive additional information on the 2016-17 initiatives included in the budget along with other pertinent financial data that is used to develop the final budget, for example, the tax levies that are used for this budget. In addition, as requested by the Board, major changes made from the tentative to final budget will be listed for the Board's review.

ACTION ITEM 16-07-01

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles Illinois, approve Resolution #1169 placing the 2016-17 Tentative Budget on display, publish the notice of the public hearing according to the Illinois School Code Requirements and establish the date and time of the public hearing on September 26, 2016 at 6:45 p.m.

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:

## **APPROVAL OF RESOLUTION #1169 FISCAL YEAR 2016-17 TENTATIVE BUDGET**

**WHEREAS**, the Board of Education has reviewed and considered the 2016-17 Tentative Budget prepared by the Superintendent or designee; and

**WHEREAS**, the Board of Education is required to make the 2016-17 Tentative Budget available to public inspection and to hold at least one public hearing thereon prior to final action thereon by sec. 17-1 of the School code (105 ILCS 5/17-1);

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF SCHOOL DISTRICT NO. 64, COUNTY OF COOK, STATE OF ILLINOIS**, as follows:

**SECTION 1:** The Budget as prepared by the Superintendent or designee is hereby approved as a Tentative Budget only, in the form attached and made a part of the document.

**SECTION 2:** The Tentative Budget shall be made available in its tentative form to public inspection for at least 30 days prior to final action thereon.

**SECTION 3:** Notice of the availability of the tentative Budget for public inspection shall be given by publication in the Park Ridge Herald Advocate and Niles Spectator, being a newspaper published in this School District.

**SECTION 4:** A public hearing shall be held on the 2016-17 Tentative Budget on the **26th** day of **September 2016**, at the hour of 6:45 p.m. at Roosevelt Elementary School, 1001 South Fairview Avenue, Park Ridge Illinois.

**SECTION 5:** This Resolution shall be in full force and effect upon its adoption.

**ADOPTED** this **18<sup>th</sup>** day of **July 2016**.

---

President, Board of Education

---

Secretary, Board of Education



## **NOTICE OF PUBLIC HEARING**

NOTICE IS HEREBY GIVEN by the Board of Education of Community Consolidated School District 64, in the County of Cook, State of Illinois, that the Tentative Budget for said School District for the fiscal year beginning July 1, 2016 will be on file and conveniently available for public inspection in the Hendee District Administration Office located at 164 S. Prospect Avenue, Park Ridge, Illinois between the hours of 8:30 a.m. and 3:00 p.m. beginning on July 19, 2016.

NOTICE IS FURTHER HEREBY GIVEN that a public hearing on said Tentative Budget will be held at 6:45 p.m. on the 26th day of September 2016 at Roosevelt Elementary School, located at 1001 S. Fairview Avenue, in the City of Park Ridge, Illinois.

Dated this 18th day of July, 2016,  
Board of Education of Community Consolidated School District 64, in the County of Cook, State of Illinois.

Vicki Lee, Secretary  
Board of Education

**2016-17 Tentative Operating Revenue**  
**July 18, 2016**

<b>Fund</b>	<b>Fund Name</b>	<b>2016-17 Tentative Budget</b>	<b>2015-16 Adopted Budget</b>	<b>2015-16 YTD Activity June 30</b>	<b>2015-16 Variance as of June 30, 2016</b>
Fund 10	Education Fund	\$ 57,877,590	\$ 59,828,467	\$ 59,332,976	-\$ 495,491
Fund 20	Operation & Maintenance Fund	\$ 7,558,763	\$ 8,035,624	\$ 7,993,723	-\$ 41,901
Fund 40	Transportation Fund	\$ 3,847,000	\$ 1,678,328	\$ 2,236,054	\$ 557,726
Fund 50	Municipal Retirement Fund	\$ 1,568,900	\$ 2,211,861	\$ 1,866,786	-\$ 345,075
Fund 51	Social Security Fund	\$ 958,350	\$ -	\$ 986,352	\$ 986,352
Fund 70	Working Cash Fund	\$ 785,700	\$ 594,810	\$ 627,309	\$ 32,499
Fund 80	Tort Immunity Fund	\$ 781,900	\$ 653,715	\$ 685,649	\$ 31,934
<b>Total Operating Fund Revenue</b>		<b>\$ 73,378,203</b>	<b>\$ 73,002,805</b>	<b>\$ 73,728,849</b>	<b>\$ 726,044</b>



**2016-17 Tentative Revenue Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Tentative Budget	2015-16 Adopted Budget	2015-16 Unaudited Actuals
<b>EDUCATION FUND</b>				
<b>AD VALOREM TAXES</b>				
10R000 1111 0000 00 000000	Current Year Levy	\$ 24,034,000	\$ 25,500,000	\$ 24,861,923
10R000 1112 0000 00 000000	Prior Year Levy	\$ 23,228,000	\$ 23,100,000	\$ 23,691,210
10R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 315,000	-\$ 155,000	-\$ 330,102
10R000 1141 0000 00 000000	Special Ed Current Year Levy	\$ 1,040,000	\$ 890,000	\$ 882,699
10R000 1142 0000 00 000000	Special Ed Prior Year Levy	\$ 818,000	\$ 880,000	\$ 813,971
10R000 1143 0000 00 000000	Spec Ed Other Prior Years Levy	-\$ 2,700	-\$ 1,900	-\$ 2,804
<b>10R--- 11-- ---- -- -----</b>	<b>AD VALOREM TAXES</b>	<b>\$ 48,802,300</b>	<b>\$ 50,213,100</b>	<b>\$ 49,916,897</b>
<b>CORPORATE PERSONAL PROPERTY REPLACEMENT TAX</b>				
10R000 1230 0000 00 000000	Corp Personal Prop Replace Tax	\$ 850,000	\$ 1,042,602	\$ 993,315
<b>10R--- 12-- ---- -- -----</b>	<b>CPPRT</b>	<b>\$ 850,000</b>	<b>\$ 1,042,602</b>	<b>\$ 993,315</b>
<b>TUITION</b>				
10R000 1311 0000 00 000000	Regular Tuition	\$ 115,000	\$ 80,000	\$ 148,732
10R000 1321 0000 00 000000	Summer School Tuition	\$ 240,000	\$ 225,220	\$ 252,065
10R101 1321 0000 00 000000	Summer School Tuition	\$ -		\$ 20
10R220 1321 0000 00 000000	Summer School Tuition	\$ 5,000		\$ 5,425
<b>10R--- 13-- ---- -- -----</b>	<b>TUITION</b>	<b>\$ 360,000</b>	<b>\$ 305,220</b>	<b>\$ 406,242</b>
<b>INTEREST ON INVESTMENTS</b>				
10R000 1510 0000 00 000000	Interest on Investments	\$ 306,600	\$ 302,786	\$ 317,413
<b>10R--- 15-- ---- -- -----</b>	<b>INTEREST ON INVESTMENTS</b>	<b>\$ 306,600</b>	<b>\$ 302,786</b>	<b>\$ 317,413</b>
<b>LUNCH &amp; MILK PROGRAM</b>				
10R000 1611 0000 00 000000	Pupil Lunch	\$ 480,000	\$ 480,500	\$ 481,226
10R000 1613 0000 00 000000	Elementary Milk	\$ 85,000	\$ 108,700	\$ 95,920
<b>10R--- 16-- ---- -- -----</b>	<b>LUNCH &amp; MILK PROGRAM</b>	<b>\$ 565,000</b>	<b>\$ 589,200</b>	<b>\$ 577,146</b>

**2016-17 Tentative Revenue Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Tentative Budget	2015-16 Adopted Budget	2015-16 Unaudited Actuals
<b>STUDENT FEES</b>				
10R000 1710 0000 00 000000	Athletic Fees	\$ 25,000	\$ 22,400	\$ 24,996
10R000 1711 0000 00 000000	Athletics Admissions	\$ -		\$ 1,026
10R000 1723 0000 00 000000	Instrumental Music Fees	\$ 37,000	\$ 36,967	\$ 41,262
10R000 1724 0000 00 000000	Chorus Fees	\$ 1,400	\$ 1,000	\$ 1,470
10R000 1725 0000 00 000000	Textbook & Equipment Fines	\$ 300	\$ 820	\$ 1,002
10R000 1726 0000 00 000000	Library Fines	\$ 1,800	\$ 1,300	\$ 2,164
10R000 1790 0000 00 000000	Other Student Fees	\$ 1,400	\$ 5,300	\$ 1,960
<b>10R--- 17-- ---- -- -----</b>	<b>STUDENT FEES</b>	<b>\$ 66,900</b>	<b>\$ 67,787</b>	<b>\$ 73,880</b>
<b>STUDENT REGISTRATION FEES</b>				
10R000 1810 0000 00 000000	Registration Fees	\$ 950,000	\$ 1,019,976	\$ 1,050,109
<b>10R--- 18-- ---- -- -----</b>	<b>STUDENT REGISTRATION FEES</b>	<b>\$ 950,000</b>	<b>\$ 1,019,976</b>	<b>\$ 1,050,109</b>
<b>OTHER LOCAL REVENUE</b>				
10R000 1920 0000 00 000000	Donations	\$ -	\$ 500	-\$ 27
10R201 1921 0000 00 000000	PTO Donations	\$ 100		\$ 12,203
10R203 1921 0000 00 000000	PTO Donations	\$ 100		\$ 38
10R205 1921 0000 00 000000	PTO Donations	\$ 100		\$ 220
10R207 1921 0000 00 000000	PTO Donations	\$ 100		\$ 38
10R209 1921 0000 00 000000	PTO Donations	\$ 100		\$ 38
10R301 1921 0000 00 000000	PTO Donations	\$ 100		\$ 187
10R000 1923 0000 00 000000	Outdoor Education Fees	\$ 90,000		\$ 93,143
10R000 1924 0000 00 000000	Power Fees	\$ 4,000		\$ 4,113
10R201 1930 0000 00 000000	CHROMEBOOK ACCESSORY FEES	\$ -	\$ 100	
10R203 1930 0000 00 000000	CHROMEBOOK ACCESSORY FEES	\$ -	\$ 100	
10R207 1930 0000 00 000000	CHROMEBOOK ACCESSORY FEES	\$ -	\$ 100	
10R301 1930 0000 00 000000	CHROMEBOOK ACCESSORY FEES	\$ -	\$ 100	
10R303 1930 0000 00 000000	CHROMEBOOK ACCESSORY FEES	\$ -	\$ 200	
10R403 1933 0000 00 000000	Extended Day Kdgn Fees	\$ 365,000	\$ 374,325	\$ 362,734
10R000 1950 0000 00 000000	Refund Prior Year Expenditures	\$ 12,000	\$ 12,000	\$ 13,571
10R000 1960 0000 00 000000	TIF - New Property	\$ 350,000	\$ 700,000	\$ 720,000
	PREA Reimbursement - Subs			\$ 1,783
	PRTAA Reimbursement - Subs			\$ 115
10R000 1997 0000 00 000000	E-Rate	\$ 45,500		
10R000 1999 0000 00 000000	Other Local Revenues	\$ 3,200	\$ 5,200	\$ 6,980
<b>10R--- 19-- ---- -- -----</b>	<b>OTHER LOCAL REVENUE</b>	<b>\$ 870,300</b>	<b>\$ 1,092,625</b>	<b>\$ 1,215,136</b>
<b>10R--- 1--- ---- -- -----</b>	<b>*Local Revenue</b>	<b>\$ 52,771,100</b>	<b>\$ 54,633,296</b>	<b>\$ 54,550,138</b>



**2016-17 Tentative Revenue Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Tentative Budget	2015-16 Adopted Budget	2015-16 Unaudited Actuals
<b>STATE REVENUE</b>				
10R000 3001 0000 00 000000	General State Aid	\$ 1,573,000	\$ 1,573,205	\$ 1,572,924
10R000 3100 0000 00 000000	Special Ed Private Facility	\$ 388,000	\$ 416,430	\$ 388,508
10R000 3105 0000 00 000000	Special Ed Extraordinary	\$ 513,000	\$ 511,376	\$ 513,117
10R000 3110 0000 00 000000	Special Ed Personnel	\$ 1,161,000	\$ 1,045,190	\$ 1,161,268
10R000 3145 0000 00 000000	Special Ed Summer School	\$ 3,700		\$ 3,782
10R000 3360 0000 00 000000	State Free Lunch	\$ 590	\$ 560	\$ 498
10R000 3999 0000 00 000000	Other State Revenue	\$ 2,600	\$ 3,145	\$ 2,674
<b>10R--- 3--- ---- -- ----</b>	<b>*State Revenue</b>	<b>\$ 3,641,890</b>	<b>\$ 3,549,906</b>	<b>\$ 3,642,770</b>
<b>FEDERAL REVENUE</b>				
10R000 4215 0000 00 000000	Special Milk	\$ 28,600	\$ 37,100	\$ 32,378
10R000 4300 0000 00 000000	Title I Low Income	\$ 200,000	\$ 300,000	\$ 117,701
10R000 4600 0000 00 000000	IDEA Preschool	\$ 17,000	\$ 17,480	\$ 12,530
10R000 4620 0000 00 000000	IDEA Flow Through	\$ 875,000	\$ 1,045,108	\$ 671,524
10R000 4932 0000 00 000000	Title II Teacher Quality	\$ 68,000	\$ 70,185	\$ 47,276
10R000 4991 0000 00 000000	Medicaid Admin Outreach	\$ 96,000	\$ 76,055	\$ 96,379
10R000 4992 0000 00 000000	Medicaid Fee for Service	\$ 180,000	\$ 99,337	\$ 162,280
<b>10R---4</b>	<b>FEDERAL REVENUE</b>	<b>\$ 1,464,600</b>	<b>\$ 1,645,265</b>	<b>\$ 1,140,068</b>
<b>10----- ---- -- ----</b>	<b>*Education Fund</b>	<b>\$ 57,877,590</b>	<b>\$ 59,828,467</b>	<b>\$ 59,332,976</b>

**2016-17 Tentative Revenue Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Tentative Budget	2015-16 Adopted Budget	2015-16 Unaudited Actuals
<b>OPERATIONS &amp; MAINTENANCE FUND</b>				
<b>AD VALOREM TAXES</b>				
20R000 1111 0000 00 000000	Current Year Levy	\$ 3,588,000	\$ 4,000,000	\$ 3,680,135
20R000 1112 0000 00 000000	Prior Year Levy	\$ 3,669,000	\$ 3,700,000	\$ 3,804,913
20R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 50,000	-\$ 30,000	-\$ 51,878
<b>20R--- 11-- ---- -- ----</b>	<b>AD VALOREM TAXES</b>	<b>\$ 7,207,000</b>	<b>\$ 7,670,000</b>	<b>\$ 7,433,170</b>
<b>INTEREST ON INVESTMENTS</b>				
20R000 1510 0000 00 000000	Interest on Investments	\$ 44,800	\$ 13,925	\$ 45,697
<b>20R--- 15-- ---- -- ----</b>	<b>INTEREST ON INVESTMENTS</b>	<b>\$ 44,800</b>	<b>\$ 13,925</b>	<b>\$ 45,697</b>
<b>OTHER LOCAL REVENUE</b>				
20R000 1910 0000 00 000000	Rentals	\$ 50,000	\$ 22,500	\$ 61,430
20R220 1910 0000 00 000000	Rentals	\$ 30,963	\$ 30,748	\$ 30,748
20R203 1921 0000 00 000000	PTO Donations	\$ -		\$ 34,245
20R205 1921 0000 00 000000	PTO Donations	\$ -		\$ 3,071
20R000 1922 0000 00 000000	Elf Donations	\$ 1,000		\$ 1,971
20R000 1950 0000 00 000000	Refund Prior Year Expenditures	\$ -		\$ 1,533
20R000 1961 0000 00 000000	TIF - New Student	\$ 225,000	\$ 215,972	\$ 226,490
20R000 1997 0000 00 000000	E-Rate	\$ -	\$ 81,879	\$ 154,867
20R000 1999 0000 00 000000	Other Local Revenues	\$ -	\$ 600	\$ -
<b>20R--- 19-- ---- -- ----</b>	<b>OTHER LOCAL REVENUE</b>	<b>\$ 306,963</b>	<b>\$ 351,699</b>	<b>\$ 514,355</b>
<b>20R--- 1--- ---- -- ----</b>	<b>*Local Revenue</b>	<b>\$ 7,558,763</b>	<b>\$ 8,035,624</b>	<b>\$ 7,993,223</b>
<b>SALE OF FIXED ASSETS</b>				
20R000 7300 0000 00 000000	Sale of Fixed Assets	\$ -		\$ 500
<b>20R--- 73-- ---- -- ----</b>	<b>*Sale of Fixed Assets</b>	<b>\$ -</b>		<b>\$ 500</b>
<b>20R--- 7--- ---- -- ----</b>	<b>*Other Financing Sources</b>	<b>\$ -</b>		<b>\$ 500</b>
<b>20----- ---- -- ----</b>	<b>*Operations &amp; Maintenance Fund</b>	<b>\$ 7,558,763</b>	<b>\$ 8,035,624</b>	<b>\$ 7,993,723</b>



**2016-17 Tentative Revenue Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Tentative Budget	2015-16 Adopted Budget	2015-16 Unaudited Actuals
<b>DEBT SERVICE FUND</b>				
<b>AD VALOREM TAXES</b>				
30R000 1111 0000 00 000000	Current Year Levy	\$ 1,452,000	\$ 1,720,000	\$ 1,718,502
30R000 1112 0000 00 000000	Prior Year Levy	\$ 1,713,000	\$ 1,600,000	\$ 1,636,762
30R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 22,000	-\$ 11,000	-\$ 22,582
<b>30R--- 11-- ---- -- -----</b>	<b>AD VALOREM TAXES</b>	<b>\$ 3,143,000</b>	<b>\$ 3,309,000</b>	<b>\$ 3,332,682</b>
<b>INTEREST ON INVESTMENTS</b>				
30R000 1510 0000 00 000000	Interest on Investments	\$ 5,900	\$ 5,901	\$ 8,694
<b>30R--- 15-- ---- -- -----</b>	<b>INTEREST ON INVESTMENTS</b>	<b>\$ 5,900</b>	<b>\$ 5,901</b>	<b>\$ 8,694</b>
<b>30R--- 1--- ---- -- -----</b>	<b>*Local Revenue</b>	<b>\$ 3,148,900</b>	<b>\$ 3,314,901</b>	<b>\$ 3,341,376</b>
<b>OTHER FINANCING SOURCES</b>				
30R000 7430 0000 00 000000	Transfer Cap Lease Principal	\$ 174,076	\$ 166,455	\$ 166,455
30R000 7530 0000 00 000000	Transfer Cap Lease Interest	\$ 21,982	\$ 30,352	\$ 30,352
<b>30R--- 7--- ---- -- -----</b>	<b>OTHER FINANCING SOURCES</b>	<b>\$ 196,058</b>	<b>\$ 196,807</b>	<b>\$ 196,807</b>
<b>30----- ---- -- -----</b>	<b>*Debt Services Fund</b>	<b>\$ 3,344,958</b>	<b>\$ 3,511,708</b>	<b>\$ 3,538,183</b>

**2016-17 Tentative Revenue Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Tentative Budget	2015-16 Adopted Budget	2015-16 Unaudited Actuals
<b>TRANSPORTATION FUND</b>				
<b>AD VALOREM TAXES</b>				
40R000 1111 0000 00 000000	Current Year Levy	\$ 2,050,000	\$ 600,000	\$ 1,066,706
40R000 1112 0000 00 000000	Prior Year Levy	\$ 1,063,000	\$ 500,000	\$ 520,547
40R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 6,800	-\$ 5,800	-\$ 7,001
<b>40R--- 11-- -----</b>	<b>AD VALOREM TAXES</b>	<b>\$ 3,106,200</b>	<b>\$ 1,094,200</b>	<b>\$ 1,580,252</b>
<b>TRANSPORTATION FEES</b>				
40R201 1411 0000 00 000000	Pay Rider Fees	\$ 300	\$ 305	
40R203 1411 0000 00 000000	Pay Rider Fees	\$ 4,000	\$ 2,600	\$ 4,080
40R205 1411 0000 00 000000	Pay Rider Fees	\$ 3,900	\$ 3,100	\$ 3,988
40R207 1411 0000 00 000000	Pay Rider Fees	\$ 3,000	\$ 3,000	\$ 3,003
40R209 1411 0000 00 000000	Pay Rider Fees	\$ 500	\$ 500	\$ 623
40R301 1411 0000 00 000000	Pay Rider Fees	\$ 2,000	\$ 2,900	\$ 2,040
40R303 1411 0000 00 000000	Pay Rider Fees	\$ 4,400	\$ 5,200	\$ 4,385
40R405 1411 0000 00 000000	Pay Rider Fees	\$ 500	\$ 600	\$ 510
40R201 1412 0000 00 000000	Field Trips	\$ 3,800	\$ 3,000	\$ 4,205
40R203 1412 0000 00 000000	Field Trips	\$ 3,100	\$ 4,100	\$ 4,570
40R205 1412 0000 00 000000	Field Trips	\$ 1,600	\$ 3,000	\$ 1,716
40R207 1412 0000 00 000000	Field Trips	\$ 1,600	\$ 2,500	\$ 2,429
40R209 1412 0000 00 000000	Field Trips	\$ 3,600	\$ 4,200	\$ 3,647
40R301 1412 0000 00 000000	Field Trips	\$ 7,000	\$ 9,100	\$ 12,974
40R303 1412 0000 00 000000	Field Trips	\$ 3,200	\$ 7,385	\$ 4,997
40R403 1412 0000 00 000000	Field Trips	\$ -	\$ 1,900	
<b>40R--- 14-- -----</b>	<b>TRANSPORTATION FEES</b>	<b>\$ 42,500</b>	<b>\$ 53,390</b>	<b>\$ 53,166</b>
<b>INTEREST ON INVESTMENTS</b>				
40R000 1510 0000 00 000000	Interest on Investments	\$ 23,300	\$ 24,733	\$ 23,937
<b>40R--- 15-- -----</b>	<b>INTEREST ON INVESTMENTS</b>	<b>\$ 23,300</b>	<b>\$ 24,733</b>	<b>\$ 23,937</b>
<b>40R--- 1--- -----</b>	<b>*Local Revenue</b>	<b>\$ 3,172,000</b>	<b>\$ 1,172,323</b>	<b>\$ 1,657,356</b>
<b>STATE REVENUE</b>				
40R000 3500 0000 00 000000	Regular Transportation	\$ 125,000	\$ 28,153	\$ 90,473
40R000 3510 0000 00 000000	Special Ed Transportation	\$ 550,000	\$ 477,852	\$ 488,225
<b>40R--- 3--- -----</b>	<b>*State Revenue</b>	<b>\$ 675,000</b>	<b>\$ 506,005</b>	<b>\$ 578,698</b>
<b>40-----</b>	<b>*Transportation Fund</b>	<b>\$ 3,847,000</b>	<b>\$ 1,678,328</b>	<b>\$ 2,236,054</b>

**2016-17 Tentative Revenue Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Tentative Budget	2015-16 Adopted Budget	2015-16 Unaudited Actuals
<b>MUNICIPAL RETIREMENT FUND (IMRF)</b>				
<b>AD VALOREM TAXES</b>				
50R000 1111 0000 00 000000	Current Year Levy	\$ 769,000	\$ 600,000	\$ 728,027
50R000 1112 0000 00 000000	Prior Year Levy	\$ 726,000	\$ 650,000	\$ 670,884
50R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 8,700	-\$ 3,800	-\$ 9,023
50R000 1151 0000 00 000000	Soc Sec Current Year Levy	\$ -	\$ 440,000	
50R000 1152 0000 00 000000	Soc Sec Prior Year Levy	\$ -	\$ 400,000	\$ 395,975
50R000 1153 0000 00 000000	Soc Sec Other Prior Years Levy	\$ -	-\$ 3,600	-\$ 1,635
<b>50R--- 11-- ---- -- -----</b>	<b>AD VALOREM TAXES</b>	<b>\$ 1,486,300</b>	<b>\$ 2,082,600</b>	<b>\$ 1,784,228</b>
<b>CORPORATE PERSONAL PROPERTY REPLACEMENT TAX</b>				
50R000 1230 0000 00 000000	Corp Personal Prop Replace Tax	\$ 80,000	\$ 125,931	\$ 80,126
<b>50R--- 12-- ---- -- -----</b>	<b>CPPRT</b>	<b>\$ 80,000</b>	<b>\$ 125,931</b>	<b>\$ 80,126</b>
<b>INTEREST ON INVESTMENTS</b>				
50R000 1510 0000 00 000000	Interest on Investments	\$ 2,600	\$ 3,330	\$ 2,433
<b>50R--- 15-- ---- -- -----</b>	<b>INTEREST ON INVESTMENTS</b>	<b>\$ 2,600</b>	<b>\$ 3,330</b>	<b>\$ 2,433</b>
<b>50----- ---- -- -----</b>	<b>*Municipal Retirement Fund</b>	<b>\$ 1,568,900</b>	<b>\$ 2,211,861</b>	<b>\$ 1,866,786</b>
<b>SOCIAL SECURITY FUND</b>				
<b>AD VALOREM TAXES</b>				
51R000 1151 0000 00 000000	Soc Sec Current Year Levy	\$ 461,000		\$ 453,350
51R000 1152 0000 00 000000	Soc Sec Prior Year Levy	\$ 452,000		\$ 20,328
51R000 1153 0000 00 000000	Soc Sec Other Prior Years Levy	-\$ 5,400		-\$ 3,964
<b>51R--- 11-- ---- -- -----</b>	<b>AD VALOREM TAXES</b>	<b>\$ 907,600</b>		<b>\$ 469,714</b>
<b>CORPORATE PERSONAL PROPERTY REPLACEMENT TAX</b>				
51R000 1230 0000 00 000000	Corp Personal Prop Replace Tax	\$ 50,000		\$ 49,895
<b>51R--- 12-- ---- -- -----</b>	<b>CPPRT</b>	<b>\$ 50,000</b>		<b>\$ 49,895</b>
<b>INTEREST ON INVESTMENTS</b>				
51R000 1510 0000 00 000000	Interest on Investments	\$ 750		\$ 617
<b>51R--- 15-- ---- -- -----</b>	<b>INTEREST ON INVESTMENTS</b>	<b>\$ 750</b>		<b>\$ 617</b>
<b>OTHER FINANCING SOURCES</b>				
51R000 7130 0000 00 000000	Permanent Transfer of Funds	\$ -		\$ 466,126
<b>51R--- 7--- ---- -- -----</b>	<b>*Other Financing Sources</b>	<b>\$ -</b>		<b>\$ 466,126</b>
<b>51----- ---- -- -----</b>	<b>*Social Security/Medicare</b>	<b>\$ 958,350</b>		<b>\$ 986,352</b>



**2016-17 Tentative Revenue Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Tentative Budget	2015-16 Adopted Budget	2015-16 Unaudited Actuals
<b>CAPITAL PROJECTS</b>				
<b>INTEREST ON INVESTMENTS</b>				
60R000 1510 0000 00 000000	Interest on Investments	\$ 22,600		\$ 24,834
60R--- 15-- -----	<b>INTEREST ON INVESTMENTS</b>	<b>\$ 22,600</b>		<b>\$ 24,834</b>
60R000 1950 0000 00 000000	Refund Prior Year Expenditures	\$ -		\$ 5,250
60R--- 1--- -----	<b>*Local Revenue</b>	<b>\$ 22,600</b>		<b>\$ 30,084</b>
60R000 7110 0000 00 000000	Working Cash Abatement	\$ 4,500,000		\$ 5,500,000
60R--- 7--- -----	<b>*Other Financing Sources</b>	<b>\$ 4,500,000</b>		<b>\$ 5,500,000</b>
<b>60-----</b>	<b>*Capital Projects Fund</b>	<b>\$ 4,522,600</b>		<b>\$ 5,530,084</b>
<b>WORKING CASH FUND</b>				
<b>AD VALOREM TAXES</b>				
70R000 1111 0000 00 000000	Current Year Levy	\$ 364,000	\$ 220,000	\$ 240,008
70R000 1112 0000 00 000000	Prior Year Levy	\$ 241,000	\$ 200,000	\$ 208,488
70R000 1113 0000 00 000000	Other Prior Years Levy	-\$ 2,700	-\$ 2,000	-\$ 2,804
70R--- 11-- -----	<b>AD VALOREM TAXES</b>	<b>\$ 602,300</b>	<b>\$ 418,000</b>	<b>\$ 445,692</b>
<b>INTEREST ON INVESTMENTS</b>				
70R000 1510 0000 00 000000	Interest on Investments	\$ 183,400	\$ 176,810	\$ 181,616
70R--- 15-- -----	<b>INTEREST ON INVESTMENTS</b>	<b>\$ 183,400</b>	<b>\$ 176,810</b>	<b>\$ 181,616</b>
<b>70-----</b>	<b>*Working Cash Fund</b>	<b>\$ 785,700</b>	<b>\$ 594,810</b>	<b>\$ 627,309</b>

**2016-17 Tentative Revenue Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Tentative Budget	2015-16 Adopted Budget	2015-16 Unaudited Actuals
<b>TORT IMMUNITY FUND</b>				
<b>AD VALOREM TAXES</b>				
80R000 1121 0000 00 000000	Tort Current Year Levy	\$ 410,000	\$ 350,000	\$ 373,347
80R000 1122 0000 00 000000	Tort Prior Year Levy	\$ 372,000	\$ 300,000	\$ 312,059
80R000 1123 0000 00 000000	Tort Other Prior Years Levy	-\$ 4,100	-\$ 2,900	-\$ 4,197
<b>80R--- 11-- ---- -- ----</b>	<b>AD VALOREM TAXES</b>	<b>\$ 777,900</b>	<b>\$ 647,100</b>	<b>\$ 681,209</b>
<b>INTEREST ON INVESTMENTS</b>				
80R000 1510 0000 00 000000	Interest on Investments	\$ 4,000	\$ 5,890	\$ 4,440
<b>80R--- 15-- ---- -- ----</b>	<b>INTEREST ON INVESTMENTS</b>	<b>\$ 4,000</b>	<b>\$ 5,890</b>	<b>\$ 4,440</b>
<b>OTHER LOCAL REVENUE</b>				
80R000 1950 0000 00 000000	Refund Prior Year Expenditures	\$ -	\$ 500	
80R000 1999 0000 00 000000	Other Local Revenues	\$ -	\$ 225	
<b>80R--- 19-- ---- -- ----</b>	<b>OTHER LOCAL REVENUE</b>	<b>\$ -</b>	<b>\$ 725</b>	
<b>80R--- 1--- ---- -- ----</b>	<b>*Local Revenue</b>	<b>\$ 781,900</b>	<b>\$ 653,715</b>	<b>\$ 685,649</b>
<b>80----- ---- -- ----</b>	<b>*Tort Fund</b>	<b>\$ 781,900</b>	<b>\$ 653,715</b>	<b>\$ 685,649</b>

**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
<b>ELEMENTARY EDUCATION</b>				
10E--- 1110 1--- -- -----	*Salaries	\$ 11,110,653	\$ 10,929,171	\$ 11,170,378
10E--- 1110 2--- -- -----	*Employee Benefits	\$ 1,182,351	\$ 1,725,017	\$ 1,268,302
10E--- 1110 3--- -- -----	*Purchased Services	\$ 190,760	\$ 15,910	\$ 88,455
10E--- 1110 4--- -- -----	*Supplies <\$500	\$ 387,789	\$ 211,290	\$ 143,088
10E--- 1110 6--- -- -----	*Other Objects	\$ 260		\$ 450
10E--- 1110 7--- -- -----	*Equipment \$500 - \$1,500	\$ -	\$ 15,000	\$ -
10E--- 1110 ---- -- -----	*Elementary Education	\$ 12,871,813	\$ 12,896,388	\$ 12,670,674
<b>RESPONSE TO INTERVENTION</b>				
10E--- 1111 1--- -- -----	*Salaries	\$ 2,022,801	\$ 1,952,800	\$ 1,642,389
10E--- 1111 2--- -- -----	*Employee Benefits	\$ 168,209	\$ 33,000	\$ 175,792
10E--- 1111 3--- -- -----	*Purchased Services	\$ 9,200	\$ 9,200	\$ 19
10E--- 1111 4--- -- -----	*Supplies <\$500	\$ 7,740	\$ 5,970	\$ 7,168
10E--- 1111 6--- -- -----	*Other Objects	\$ 9,000	\$ 9,000	\$ 1,250
10E--- 1111 ---- -- -----	*Response to Intervention	\$ 2,216,950	\$ 2,009,970	\$ 1,826,618
<b>ART PROGRAM</b>				
10E--- 1113 1--- -- -----	*Salaries	\$ 996,284	\$ 972,500	\$ 923,848
10E--- 1113 2--- -- -----	*Employee Benefits	\$ 70,310	\$ 16,550	\$ 73,277
10E--- 1113 3--- -- -----	*Purchased Services	\$ 1,500	\$ 1,500	\$ 990
10E--- 1113 4--- -- -----	*Supplies <\$500	\$ 54,556	\$ 50,512	\$ 56,213
10E--- 1113 5--- -- -----	*Capital Expenditures >\$1,500	\$ 10,400	\$ 85	\$ -
10E--- 1113 6--- -- -----	*Other Objects	\$ -	\$ 85	\$ -
10E--- 1113 7--- -- -----	*Equipment \$500 - \$1,500	\$ 800	\$ 85	\$ -
10E--- 1113 ---- -- -----	*Art Program	\$ 1,133,850	\$ 1,041,147	\$ 1,054,328
<b>BAND PROGRAM</b>				
10E--- 1114 1--- -- -----	*Salaries	\$ 481,376	\$ 554,300	\$ 508,249
10E--- 1114 2--- -- -----	*Employee Benefits	\$ 51,849	\$ 9,300	\$ 56,290
10E--- 1114 3--- -- -----	*Purchased Services	\$ 16,950	\$ 19,900	\$ 17,141



**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
10E--- 1114 4--- -- -----	*Supplies <\$500	\$ 9,200	\$ 6,200	\$ 9,816
10E--- 1114 5--- -- -----	*Capital Expenditures >\$1,500	\$ 10,000	\$ 10,000	\$ 4,684
10E--- 1114 6--- -- -----	*Other Objects	\$ 2,000	\$ 1,880	\$ 1,220
10E--- 1114 7--- -- -----	*Equipment \$500 - \$1,500	\$ -		\$ 4,400
10E--- 1114 ---- -- -----	*Band Program	\$ 571,375	\$ 601,580	\$ 601,800
<b>GENERAL MUSIC</b>				
10E--- 1115 1--- -- -----	*Salaries	\$ 1,069,068	\$ 1,071,200	\$ 1,027,674
10E--- 1115 2--- -- -----	*Employee Benefits	\$ 125,525	\$ 17,800	\$ 133,200
10E--- 1115 3--- -- -----	*Purchased Services	\$ 6,000	\$ 5,500	\$ 1,795
10E--- 1115 4--- -- -----	*Supplies <\$500	\$ 23,171	\$ 22,771	\$ 25,260
10E--- 1115 7--- -- -----	*Equipment \$500 - \$1,500	\$ 1,500		\$ -
10E--- 1115 ---- -- -----	*General Music	\$ 1,225,264	\$ 1,117,271	\$ 1,187,929
<b>PHYSICAL EDUCATION PROGRAM</b>				
10E--- 1116 1--- -- -----	*Salaries	\$ 2,096,686	\$ 2,150,600	\$ 2,008,212
10E--- 1116 2--- -- -----	*Employee Benefits	\$ 198,551	\$ 35,650	\$ 211,638
10E--- 1116 3--- -- -----	*Purchased Services	\$ 23,000	\$ 20,700	\$ 15,056
10E--- 1116 4--- -- -----	*Supplies <\$500	\$ 32,500	\$ 32,485	\$ 26,037
10E--- 1116 5--- -- -----	*Capital Expenditures >\$1,500	\$ -		\$ 3,991
10E--- 1116 ---- -- -----	*Physical Education Program	\$ 2,350,737	\$ 2,239,435	\$ 2,264,934
<b>CHORUS PROGRAM</b>				
10E--- 1117 1--- -- -----	*Salaries	\$ 13,400	\$ 13,400	\$ 14,209
10E--- 1117 2--- -- -----	*Employee Benefits	\$ 190	\$ 260	\$ 197
10E--- 1117 ---- -- -----	*Chorus Program	\$ 13,590	\$ 13,660	\$ 14,406
<b>ORCHESTRA</b>				
10E--- 1118 1--- -- -----	*Salaries	\$ 126,524	\$ 123,500	\$ 116,052
10E--- 1118 2--- -- -----	*Employee Benefits	\$ 2,146	\$ 2,160	\$ 1,991
10E--- 1118 ---- -- -----	*Orchestra	\$ 128,670	\$ 125,660	\$ 118,043
<b>FOREIGN LANGUAGE</b>				
10E--- 1119 1--- -- -----	*Salaries	\$ 971,823	\$ 953,200	\$ 907,571

**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
10E--- 1119 2--- -- -----	*Employee Benefits	\$ 85,321	\$ 15,820	\$ 91,504
10E--- 1119 3--- -- -----	*Purchased Services	\$ 2,500		\$ -
10E--- 1119 4--- -- -----	*Supplies <\$500	\$ 20,900	\$ 21,054	\$ 18,768
10E--- 1119 6--- -- -----	*Other Objects	\$ 275	\$ 65	\$ -
10E--- 1119 ---- -- -----	*Foreign Language	\$ 1,080,819	\$ 990,139	\$ 1,017,843
<b>MIDDLE SCHOOL EDUCATION</b>				
10E--- 1120 1--- -- -----	*Salaries	\$ 5,463,141	\$ 6,128,900	\$ 5,979,060
10E--- 1120 2--- -- -----	*Employee Benefits	\$ 584,568	\$ 903,648	\$ 623,952
10E--- 1120 3--- -- -----	*Purchased Services	\$ 48,600	\$ 19,556	\$ 13,406
10E--- 1120 4--- -- -----	*Supplies <\$500	\$ 120,940	\$ 151,605	\$ 92,905
10E--- 1120 6--- -- -----	*Other Objects	\$ 1,000		\$ -
10E--- 1120 7--- -- -----	*Equipment \$500 - \$1,500	\$ -	\$ 16,000	\$ -
10E--- 1120 ---- -- -----	*Middle School Education	\$ 6,218,249	\$ 7,219,709	\$ 6,709,323
<b>REG. ED. CURRICULUM SPECIALIST</b>				
10E--- 1130 1--- -- -----	*Salaries	\$ 335,083	\$ 226,249	\$ 213,987
10E--- 1130 2--- -- -----	*Employee Benefits	\$ 18,228	\$ 3,810	\$ 17,842
10E--- 1130 3--- -- -----	*Purchased Services	\$ 500		\$ 281
10E--- 1130 ---- -- -----	*Reg. Ed. Curriculum Specialist	\$ 353,811	\$ 230,059	\$ 232,110
<b>SPECIAL EDUCATION</b>				
10E--- 1200 1--- -- -----	*Salaries	\$ 5,294,985	\$ 6,004,060	\$ 5,510,233
10E--- 1200 2--- -- -----	*Employee Benefits	\$ 995,229	\$ 1,053,451	\$ 1,045,657
10E--- 1200 3--- -- -----	*Purchased Services	\$ 48,000	\$ 48,326	\$ 47,242
10E--- 1200 4--- -- -----	*Supplies <\$500	\$ 140,300	\$ 185,000	\$ 112,193
10E--- 1200 5--- -- -----	*Capital Expenditures >\$1,500	\$ 24,000	\$ 30,000	\$ 19,140
10E--- 1200 7--- -- -----	*Equipment \$500 - \$1,500	\$ -		\$ 4,085
10E--- 1200 ---- -- -----	*Special Education	\$ 6,502,514	\$ 7,320,837	\$ 6,738,549
<b>PRE-K SPECIAL EDUCATION</b>				
10E--- 1225 1--- -- -----	*Salaries	\$ 720,778	\$ 785,146	\$ 791,495
10E--- 1225 2--- -- -----	*Employee Benefits	\$ 148,092	\$ 55,853	\$ 163,458

**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
10E--- 1225 4--- -- -----	*Supplies <\$500	\$ 27,260	\$ 26,000	\$ 28,001
10E--- 1225 ---- -- -----	*Pre-K Special Education	\$ 896,130	\$ 866,999	\$ 982,954
<b>REMEDIAL PROGRAMS</b>				
10E--- 1250 1--- -- -----	*Salaries	\$ 140,000	\$ 129,352	\$ 180,557
10E--- 1250 2--- -- -----	*Employee Benefits	\$ 13,706	\$ 72,024	\$ 68,258
10E--- 1250 3--- -- -----	*Purchased Services	\$ 2,500	\$ 3,948	\$ 1,800
10E--- 1250 4--- -- -----	*Supplies <\$500	\$ 19,000	\$ 24,156	\$ 5,689
10E--- 1250 6--- -- -----	*Other Objects	\$ 17,000	\$ 16,167	\$ 2,546
10E--- 1250 ---- -- -----	*Remedial Programs	\$ 192,206	\$ 245,647	\$ 258,850
<b>INDUSTRIAL ARTS</b>				
10E--- 1410 1--- -- -----	*Salaries	\$ 442,166	\$ 428,000	\$ 406,568
10E--- 1410 2--- -- -----	*Employee Benefits	\$ 44,670	\$ 17,600	\$ 48,041
10E--- 1410 3--- -- -----	*Purchased Services	\$ 1,130	\$ 1,750	\$ 1,381
10E--- 1410 4--- -- -----	*Supplies <\$500	\$ 35,670	\$ 39,750	\$ 39,949
10E--- 1410 5--- -- -----	*Capital Equipment >\$1,500	\$ 4,700		\$ -
10E--- 1410 ---- -- -----	*Industrial Arts	\$ 528,336	\$ 487,100	\$ 495,940
<b>FAMILY &amp; CONSUMER SCIENCE</b>				
10E--- 1412 1--- -- -----	*Salaries	\$ 415,841	\$ 405,000	\$ 383,437
10E--- 1412 2--- -- -----	*Employee Benefits	\$ 45,311		\$ 47,563
10E--- 1412 3--- -- -----	*Purchased Services	\$ 4,650	\$ 3,000	\$ 3,380
10E--- 1412 4--- -- -----	*Supplies <\$500	\$ 26,215	\$ 23,038	\$ 22,293
10E--- 1412 ---- -- -----	*Family & Consumer Science	\$ 492,017	\$ 431,038	\$ 456,673
<b>HEALTH</b>				
10E--- 1413 1--- -- -----	*Salaries	\$ 218,885	\$ 103,000	\$ 98,826
10E--- 1413 2--- -- -----	*Employee Benefits	\$ 10,910		\$ 9,991
10E--- 1413 4--- -- -----	*Supplies <\$500	\$ 5,422	\$ 29,056	\$ 25,238
10E--- 1413 ---- -- -----	*Health	\$ 235,217	\$ 132,056	\$ 134,055
<b>ELECTIVE ROTATIONS</b>				
10E--- 1414 1--- -- -----	*Salaries	\$ -	\$ 129,000	\$ 126,137



**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
10E--- 1414 2--- -- -----	*Employee Benefits	\$ -		\$ 11,911
10E--- 1414 4--- -- -----	*Supplies <\$500	\$ -		\$ 483
10E--- 1414 ---- -- -----	*Elective Rotations	\$ -	\$ 129,000	\$ 138,531
<b>CLUBS</b>				
10E--- 1510 1--- -- -----	*Salaries	\$ 74,000	\$ 74,000	\$ 70,871
10E--- 1510 2--- -- -----	*Employee Benefits	\$ 1,051	\$ 800	\$ 860
10E--- 1510 3--- -- -----	*Purchased Services	\$ -	\$ 6,000	\$ 375
10E--- 1510 4--- -- -----	*Supplies <\$500	\$ 5,800	\$ 4,400	\$ 3,367
10E--- 1510 ---- -- -----	*Clubs	\$ 80,851	\$ 85,200	\$ 75,473
<b>MS MUSICAL</b>				
10E--- 1511 3--- -- -----	*Purchased Services	\$ -		\$ 173
10E--- 1511 ---- -- -----	*MS MUSICAL	\$ -		\$ -
<b>INTERSCHOLASTIC ATHLETICS</b>				
10E--- 1520 1--- -- -----	*Salaries	\$ 60,000	\$ 60,000	\$ 72,552
10E--- 1520 2--- -- -----	*Employee Benefits	\$ 852	\$ 900	\$ 887
10E--- 1520 3--- -- -----	*Purchased Services	\$ 6,240	\$ 5,600	\$ 8,260
10E--- 1520 4--- -- -----	*Supplies <\$500	\$ 4,500	\$ 4,500	\$ 4,145
10E--- 1520 5--- -- -----	*Capital Expenditures >\$1,500	\$ 1,000	\$ 1,000	\$ -
10E--- 1520 6--- -- -----	*Other Objects	\$ 2,900	\$ 2,900	\$ 1,240
10E--- 1520 ---- -- -----	*Interscholastic Athletics	\$ 75,492	\$ 74,900	\$ 87,084
<b>INTRAMURALS</b>				
10E--- 1530 1--- -- -----	*Salaries	\$ 12,000	\$ 12,000	\$ 11,720
10E--- 1530 2--- -- -----	*Employee Benefits	\$ 170	\$ 200	\$ 162
10E--- 1530 ---- -- -----	*Intramurals	\$ 12,170	\$ 12,200	\$ 11,882
<b>SUMMER SCHOOL</b>				
10E--- 1600 1--- -- -----	*Salaries	\$ 240,484	\$ 212,000	\$ 239,082
10E--- 1600 2--- -- -----	*Employee Benefits	\$ 2,435		\$ 4,109
10E--- 1600 3--- -- -----	*Purchased Services	\$ 6,500	\$ 2,000	\$ 7,884
10E--- 1600 4--- -- -----	*Supplies <\$500	\$ 10,700	\$ 9,000	\$ 16,600

**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
10E--- 1600 ---- --	*Summer School	\$ 260,119	\$ 223,000	\$ 267,675
<b>EARLY START OF YEAR PROGRAM</b>				
10E--- 1601 1--- --	*Salaries	\$ 91,800	\$ 105,500	\$ 94,167
10E--- 1601 2--- --	*Benefits	\$ 800		\$ 260
10E--- 1601 4--- --	*Supplies <\$500	\$ 500	\$ 500	\$ 272
10E--- 1601 ---- --	*Early Start of Year Program	\$ 93,100	\$ 106,000	\$ 94,699
<b>CHANNELS OF CHALLENGE PROGRAM</b>				
10E--- 1650 1--- --	*Salaries	\$ 1,644,354	\$ 1,235,700	\$ 1,161,267
10E--- 1650 2--- --	*Employee Benefits	\$ 131,045	\$ 154,267	\$ 133,944
10E--- 1650 3--- --	*Purchased Services	\$ 1,000	\$ 3,000	\$ 560
10E--- 1650 4--- --	*Supplies <\$500	\$ 15,050	\$ 16,985	\$ 14,052
10E--- 1650 6--- --	*Other Objects	\$ -	\$ 209	\$ -
10E--- 1650 ---- --	*Channels of Challenge Program	\$ 1,791,449	\$ 1,410,161	\$ 1,309,823
<b>BILINGUAL PROGRAM</b>				
10E--- 1800 1--- --	*Salaries	\$ 814,625	\$ 594,000	\$ 584,266
10E--- 1800 2--- --	*Employee Benefits	\$ 82,322	\$ 55,563	\$ 80,558
10E--- 1800 3--- --	*Purchased Services	\$ 700	\$ 2,300	\$ 236
10E--- 1800 4--- --	*Supplies <\$500	\$ 500	\$ 2,500	\$ -
10E--- 1800 ---- --	*Bilingual Program	\$ 898,147	\$ 654,363	\$ 665,059
<b>PRIVATE TUITION</b>				
10E--- 1912 6--- --	*Other Objects	\$ 760,000	\$ 750,000	\$ 702,706
10E--- 1912 ---- --	*Private Tuition	\$ 760,000	\$ 750,000	\$ 702,706
<b>ATTENDANCE &amp; SOCIAL WORK SVCS</b>				
10E--- 2110 3--- --	*Purchased Services	\$ -		\$ 3,000
10E--- 2110 ---- --	*Attendance & Social Work Svcs	\$ -		\$ 3,000
<b>ATTENDANCE SERVICES</b>				
10E--- 2112 3--- --	*Purchased Services	\$ 46,500		\$ 37,968
10E--- 2112 ---- --	*Attendance Services	\$ 46,500		\$ 37,968
<b>SOCIAL WORK</b>				
10E--- 2113 1--- --	*Salaries	\$ 917,079	\$ 948,000	\$ 944,147

**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
10E--- 2113 2--- -- -----	*Employee Benefits	\$ 113,325	\$ 86,381	\$ 122,611
10E--- 2113 4--- -- -----	*Supplies <\$500	\$ 60,500	\$ 70,450	\$ 49,228
10E--- 2113 ---- -- -----	*Social Work	\$ 1,090,904	\$ 1,104,831	\$ 1,115,985
<b>GUIDANCE SERVICES</b>				
10E--- 2120 1--- -- -----	*Salaries	\$ 162,671	\$ 159,000	\$ 161,437
10E--- 2120 2--- -- -----	*Employee Benefits	\$ 10,563	\$ 11,438	\$ 11,264
10E--- 2120 3--- -- -----	*Purchased Services	\$ 2,300		\$ -
10E--- 2120 4--- -- -----	*Supplies <\$500	\$ 1,600	\$ 2,900	\$ -
10E--- 2120 ---- -- -----	*Guidance Services	\$ 177,134	\$ 173,338	\$ 172,701
<b>NURSE SERVICES</b>				
10E--- 2130 1--- -- -----	*Salaries	\$ 666,857	\$ 585,821	\$ 489,498
10E--- 2130 2--- -- -----	*Employee Benefits	\$ 86,585	\$ 91,477	\$ 91,624
10E--- 2130 3--- -- -----	*Purchased Services	\$ 71,700	\$ 49,690	\$ 68,374
10E--- 2130 4--- -- -----	*Supplies <\$500	\$ 8,000	\$ 10,000	\$ 6,398
10E--- 2130 5--- -- -----	*Capital Expenditures >\$1,500	\$ -	\$ 1,535	\$ -
10E--- 2130 7--- -- -----	*Equipment \$500 - \$1,500	\$ -		\$ 1,395
10E--- 2130 ---- -- -----	*Nurse Services	\$ 833,142	\$ 738,523	\$ 657,290
<b>OT/PT</b>				
10E--- 2131 1--- -- -----	*Salaries	\$ 442,155	\$ 381,200	\$ 367,618
10E--- 2131 2--- -- -----	*Employee Benefits	\$ 34,447	\$ 501,523	\$ 37,817
10E--- 2131 3--- -- -----	*Purchased Services	\$ -	\$ 51,780	\$ 92,693
10E--- 2131 ---- -- -----	*OT/PT	\$ 476,602	\$ 934,503	\$ 498,128
<b>PSYCHOLOGICAL SERVICES</b>				
10E--- 2140 1--- -- -----	*Salaries	\$ 452,984	\$ 412,596	\$ 394,146
10E--- 2140 2--- -- -----	*Employee Benefits	\$ 34,117	\$ 29,827	\$ 34,366
10E--- 2140 3--- -- -----	*Purchased Services	\$ 800	\$ 1,795	\$ 340
10E--- 2140 4--- -- -----	*Supplies <\$500	\$ 2,000		\$ 2,382
10E--- 2140 6--- -- -----	*Other Objects	\$ 600		\$ 525



**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
10E--- 2140 ---- -- -----	*Psychological Services	\$ 490,501	\$ 444,218	\$ 431,758
<b>SPEECH &amp; HEARING SERVICES</b>				
10E--- 2150 1--- -- -----	*Salaries	\$ 1,316,182	\$ 1,127,000	\$ 1,137,075
10E--- 2150 2--- -- -----	*Employee Benefits	\$ 141,212	\$ 172,366	\$ 150,089
10E--- 2150 3--- -- -----	*Purchased Services	\$ 500	\$ 500	\$ 29
10E--- 2150 4--- -- -----	*Supplies <\$500	\$ -	\$ 1,000	\$ -
10E--- 2150 ---- -- -----	*Speech & Hearing Services	\$ 1,457,894	\$ 1,300,866	\$ 1,287,192
<b>OTHER SUPPORT SERVICES</b>				
10E--- 2191 1--- -- -----	*Salaries	\$ 422,500	\$ 422,500	\$ 513,701
10E--- 2191 2--- -- -----	*Employee Benefits	\$ 270	\$ 200	\$ 2,077
10E--- 2191 3--- -- -----	*Purchased Services	\$ 33,250	\$ 21,000	\$ 14,694
10E--- 2191 4--- -- -----	*Supplies <\$500	\$ 10,000	\$ 11,000	\$ 17,900
10E--- 2191 ---- -- -----	*Other Support Services	\$ 466,020	\$ 454,700	\$ 548,372
<b>IMPROVEMENT OF INSTRUCTION</b>				
10E--- 2210 1--- -- -----	*Salaries	\$ 652,136	\$ 605,681	\$ 485,681
10E--- 2210 2--- -- -----	*Employee Benefits	\$ 67,340	\$ 90,468	\$ 85,233
10E--- 2210 3--- -- -----	*Purchased Services	\$ 179,250	\$ 322,395	\$ 215,650
10E--- 2210 4--- -- -----	*Supplies <\$500	\$ 17,000	\$ 42,000	\$ 18,234
10E--- 2210 6--- -- -----	*Other Objects	\$ 300	\$ 5,855	\$ 2,680
10E--- 2210 ---- -- -----	*Improvement of Instruction	\$ 916,026	\$ 1,066,399	\$ 807,479
<b>QIT</b>				
10E--- 2212 1--- -- -----	*Salaries	\$ 12,400	\$ 12,400	\$ 5,644
10E--- 2212 2--- -- -----	*Employee Benefits	\$ 176		\$ 74
10E--- 2212 3--- -- -----	*Purchased Services	\$ 7,500	\$ 7,500	\$ 678
10E--- 2212 4--- -- -----	*Supplies <\$500	\$ 5,300	\$ 5,300	\$ 2,769
10E--- 2212 ---- -- -----	*QIT	\$ 25,376	\$ 25,200	\$ 9,165
<b>LEARNING RESOURCE CENTER</b>				
10E--- 2222 1--- -- -----	*Salaries	\$ 836,977	\$ 832,292	\$ 827,824
10E--- 2222 2--- -- -----	*Employee Benefits	\$ 134,929	\$ 95,083	\$ 139,879

**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
10E--- 2222 3--- -- -----	*Purchased Services	\$ 14,500	\$ 56,500	\$ 94,793
10E--- 2222 4--- -- -----	*Supplies <\$500	\$ 86,540	\$ 96,765	\$ 84,083
10E--- 2222 6--- -- -----	*Other Objects	\$ 400		-\$ 408
10E--- 2222 ---- -- -----	*Learning Resource Center	\$ 1,073,346	\$ 1,080,640	\$ 1,136,171
<b>COMP. ASSIST. INSTRUCT. SERV.</b>				
10E--- 2225 1--- -- -----	*Salaries	\$ 1,366,885	\$ 1,182,369	\$ 1,102,459
10E--- 2225 2--- -- -----	*Employee Benefits	\$ 169,940	\$ 108,319	\$ 185,455
10E--- 2225 3--- -- -----	*Purchased Services	\$ 162,510	\$ 249,642	\$ 242,042
10E--- 2225 4--- -- -----	*Supplies <\$500	\$ 907,450	\$ 668,150	\$ 433,758
10E--- 2225 5--- -- -----	*Capital Expenditures >\$1,500	\$ 288,000	\$ 71,900	\$ 37,023
10E--- 2225 6--- -- -----	*Other Objects	\$ 2,000		\$ -
10E--- 2225 7--- -- -----	*Equipment \$500 - \$1,500	\$ -		\$ 182,080
10E--- 2225 ---- -- -----	*Comp. Assist. Instruct. Serv.	\$ 2,896,785	\$ 2,280,380	\$ 2,182,818
<b>ASSESSMENT &amp; TESTING</b>				
10E--- 2230 3--- -- -----	*Purchased Services	\$ 93,500		\$ 17,600
10E--- 2230 4--- -- -----	*Supplies <\$500	\$ -	\$ 2,000	\$ 4,912
10E--- 2230 ---- -- -----	*Assessment & Testing	\$ 93,500	\$ 2,000	\$ 22,512
<b>BOARD OF EDUCATION</b>				
10E--- 2310 1--- -- -----	*Salaries	\$ 12,500		\$ 5,022
10E--- 2310 2--- -- -----	*Employee Benefits	\$ 181,093	\$ 250,330	\$ 160,442
10E--- 2310 3--- -- -----	*Purchased Services	\$ 459,000	\$ 334,800	\$ 449,806
10E--- 2310 4--- -- -----	*Supplies <\$500	\$ 15,250	\$ 20,250	\$ 16,831
10E--- 2310 6--- -- -----	*Other Objects	\$ 16,000	\$ 16,000	\$ 13,607
10E--- 2310 ---- -- -----	*Board of Education	\$ 683,843	\$ 621,380	\$ 645,708
<b>OFFICE OF THE SUPERINTENDENT</b>				
10E--- 2320 1--- -- -----	*Salaries	\$ 279,096	\$ 280,020	\$ 277,081
10E--- 2320 2--- -- -----	*Employee Benefits	\$ 67,364	\$ 52,223	\$ 67,556
10E--- 2320 3--- -- -----	*Purchased Services	\$ 16,660	\$ 40,660	\$ 41,506
10E--- 2320 4--- -- -----	*Supplies <\$500	\$ 4,500	\$ 4,500	\$ 2,712

**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
10E--- 2320 6--- -- -----	*Other Objects	\$ 4,000	\$ 3,500	\$ 3,913
10E--- 2320 ---- -- -----	*Office of the Superintendent	\$ 371,620	\$ 380,903	\$ 392,769
<b>SPECIAL AREA ADMINISTRATION</b>				
10E--- 2330 1--- -- -----	*Salaries	\$ 506,237	\$ 352,915	\$ 352,316
10E--- 2330 2--- -- -----	*Employee Benefits	\$ 128,766	\$ 75,907	\$ 90,548
10E--- 2330 3--- -- -----	*Purchased Services	\$ 2,760	\$ 12,697	\$ 1,872
10E--- 2330 4--- -- -----	*Supplies <\$500	\$ 1,000	\$ 1,000	\$ -
10E--- 2330 ---- -- -----	*Special Area Administration	\$ 638,763	\$ 442,519	\$ 444,736
<b>OFFICE OF THE PRINCIPAL</b>				
10E--- 2410 1--- -- -----	*Salaries	\$ 2,111,139	\$ 2,134,194	\$ 2,130,160
10E--- 2410 2--- -- -----	*Employee Benefits	\$ 586,809	\$ 477,457	\$ 637,469
10E--- 2410 3--- -- -----	*Purchased Services	\$ 94,982	\$ 96,898	\$ 24,637
10E--- 2410 4--- -- -----	*Supplies <\$500	\$ 13,712	\$ 13,712	\$ 9,522
10E--- 2410 7--- -- -----	*Equipment \$500 - \$1,500	\$ -	\$ 12,000	\$ -
10E--- 2410 ---- -- -----	*Office of the Principal	\$ 2,806,642	\$ 2,734,261	\$ 2,801,789
<b>DIRECTION OF BUSINESS SUPPORT</b>				
10E--- 2510 1--- -- -----	*Salaries	\$ 164,800	\$ 172,234	\$ 172,234
10E--- 2510 2--- -- -----	*Employee Benefits	\$ 48,834	\$ 21,200	\$ 49,321
10E--- 2510 3--- -- -----	*Purchased Services	\$ 4,160	\$ 4,160	\$ 5,716
10E--- 2510 ---- -- -----	*Direction of Business Support	\$ 217,794	\$ 197,594	\$ 227,271
<b>FISCAL SERVICES</b>				
10E--- 2520 1--- -- -----	*Salaries	\$ 416,903	\$ 413,200	\$ 410,056
10E--- 2520 2--- -- -----	*Employee Benefits	\$ 72,187	\$ 117,755	\$ 70,872
10E--- 2520 3--- -- -----	*Purchased Services	\$ 120,750	\$ 113,840	\$ 107,485
10E--- 2520 4--- -- -----	*Supplies <\$500	\$ 10,000	\$ 10,500	\$ 4,920
10E--- 2520 5--- -- -----	*Capital Expenditures >\$1,500	\$ 13,500	\$ 13,500	\$ -
10E--- 2520 6--- -- -----	*Other Objects	\$ 110,000	\$ 137,500	\$ 85,743
10E--- 2520 ---- -- -----	*Fiscal Services	\$ 743,340	\$ 806,295	\$ 679,076



**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
<b>FOOD SERVICE</b>				
10E--- 2560 3--- -- -----	*Purchased Services	\$ 597,000	\$ 575,003	\$ 566,584
10E--- 2560 4--- -- -----	*Supplies <\$500	\$ 6,000	\$ 6,000	\$ 815
10E--- 2560 ---- -- -----	*Food Service	\$ 603,000	\$ 581,003	\$ 567,399
<b>COPIERS AND PRINTERS</b>				
10E--- 2574 3--- -- -----	*Purchased Services	\$ 110,000	\$ 150,700	\$ 142,173
10E--- 2574 4--- -- -----	*Supplies <\$500	\$ 60,000	\$ 73,500	\$ 57,235
10E--- 2574 ---- -- -----	*Copiers & Printers	\$ 170,000	\$ 224,200	\$ 199,409
<b>PLANNING, R&amp;D, EVALUATION SERVICES</b>				
10E--- 2620 3--- -- -----	*Purchased Services	\$ 18,400		\$ 18,400
10E--- 2620 ---- -- -----	*Planning, R&D, Evaluation Svcs	\$ 18,400		\$ 18,400
<b>INFORMATION SERVICES</b>				
10E--- 2633 1--- -- -----	*Salaries	\$ 112,011	\$ 114,100	\$ 118,537
10E--- 2633 2--- -- -----	*Employee Benefits	\$ 238	\$ 6,124	\$ 319
10E--- 2633 3--- -- -----	*Purchased Services	\$ 394,240	\$ 354,373	\$ 340,077
10E--- 2633 4--- -- -----	*Supplies <\$500	\$ 10,400		\$ 2,511
10E--- 2633 ---- -- -----	*Information Services	\$ 516,889	\$ 474,597	\$ 461,443
<b>HUMAN RESOURCES</b>				
10E--- 2640 1--- -- -----	*Salaries	\$ 395,697	\$ 400,517	\$ 404,730
10E--- 2640 2--- -- -----	*Employee Benefits	\$ 79,401	\$ 88,230	\$ 83,017
10E--- 2640 3--- -- -----	*Purchased Services	\$ 155,860	\$ 142,660	\$ 99,048
10E--- 2640 4--- -- -----	*Supplies <\$500	\$ 2,500	\$ 1,500	\$ 2,039
10E--- 2640 ---- -- -----	*Human Resources	\$ 633,458	\$ 632,907	\$ 588,835
<b>EXTENDED KINDERGARTEN PROGRAM</b>				
10E--- 3500 1--- -- -----	*Salaries	\$ 174,193	\$ 149,700	\$ 185,863
10E--- 3500 2--- -- -----	*Employee Benefits	\$ 55,419		\$ 58,586
10E--- 3500 4--- -- -----	*Supplies <\$500	\$ 12,000	\$ 15,000	\$ 9,332
10E--- 3500 6--- -- -----	*Other Objects	\$ 2,000		\$ 1,364
10E--- 3500 ---- -- -----	*Extended Day Kindergarten	\$ 243,612	\$ 164,700	\$ 255,145
<b>COMMUNITY SERVICE</b>				

**2016-17 Tentative Education Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
10E--- 3600 1--- -- -----	*Salaries	\$ 50,300	\$ 50,000	\$ 58,900
10E--- 3600 2--- -- -----	*Employee Benefits	\$ -		\$ 1
10E--- 3600 4--- -- -----	*Supplies <\$500	\$ 200		\$ 105
10E--- 3600 ---- -- -----	*COMMUNITY SERVICE	\$ 50,500	\$ 50,000	\$ 59,006
<b>PAROCHIAL/PRIVATE SCHOOL</b>				
10E--- 3700 1--- -- -----	*Salaries	\$ 226,046	\$ 144,400	\$ 140,590
10E--- 3700 2--- -- -----	*Employee Benefits	\$ 27,771	\$ 23,203	\$ 29,104
10E--- 3700 3--- -- -----	*Purchased Services	\$ 11,500	\$ 11,500	\$ 11,922
10E--- 3700 4--- -- -----	*Supplies <\$500	\$ 2,100	\$ 2,100	\$ 2,119
10E--- 3700 ---- -- -----	*Parochial/Private Services	\$ 267,417	\$ 181,203	\$ 183,735
<b>SPECIAL EDUCATION SERVICES</b>				
10E--- 4120 3--- -- -----	*Purchased Services	\$ 43,000	\$ 42,000	\$ 12,222
10E--- 4120 ---- -- -----	*Special Education Services	\$ 43,000	\$ 42,000	\$ 12,222
<b>SPECIAL EDUCATION TUITION - OTHER GOVERNMENTS</b>				
10E--- 4220 6--- -- -----	*Other Objects	\$ 880,000	\$ 831,500	\$ 1,080,939
10E--- 4220 ---- -- -----	*SpEd Tuition-Other Governments	\$ 880,000	\$ 831,500	\$ 1,080,939
<b>TRANSFER CAPITAL LEASE - PRINCIPAL</b>				
10E--- 8430 6--- -- -----	*Other Objects	\$ 174,076	\$ 166,455	\$ 166,455
10E--- 8430 ---- -- -----	*Transfer Cap Lease Principal	\$ 174,076	\$ 166,455	\$ 166,455
<b>TRANSFER CAPITAL LEASE - INTEREST</b>				
10E--- 8530 6--- -- -----	*Other Objects	\$ 21,982	\$ 30,352	\$ 30,352
10E--- 8530 ---- -- -----	*Transfer Cap Lease Interest	\$ 21,982	\$ 30,352	\$ 30,352
	Contingency	\$ 500,000		
10----- -- -- -- --	*Education Fund	\$ 60,610,941	\$ 59,580,986	\$ 57,843,364

**Operations Maintenance Budget  
2016-17  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
<b>OTHER SUPPORT SERVICES</b>				
20E--- 2191 3--- -- -----	*Purchased Services	\$ -		\$ 21,635
20E--- 2191 ---- -- -----	*Other Support Services	\$ -		\$ 21,635
<b>CONSTRUCTION SERVICES</b>				
20E--- 2533 3--- -- -----	*Purchased Services	\$ -	\$ 20,000	\$ -
20E--- 2533 ---- -- -----	*Construction Services	\$ -	\$ 20,000	\$ -
<b>O&amp;M SERVICE AREA DIRECTION</b>				
20E--- 2541 1--- -- -----	*Salaries	\$ 175,279	\$ 193,215	\$ 170,936
20E--- 2541 2--- -- -----	*Employee Benefits	\$ 26,990	\$ 26,740	\$ 25,825
20E--- 2541 3--- -- -----	*Purchased Services	\$ 3,000	\$ 3,500	\$ 1,325
20E--- 2541 4--- -- -----	*Supplies <\$500	\$ 16,000	\$ 16,000	\$ 11,852
20E--- 2541 ---- -- -----	*O&M Service Area Direction	\$ 221,269	\$ 239,455	\$ 209,938
<b>CARE &amp; UPKEEP OF BUILDINGS &amp; EQUIPMENT</b>				
20E--- 2542 1--- -- -----	*Salaries	\$ 2,198,144	\$ 2,312,472	\$ 2,144,296
20E--- 2542 2--- -- -----	*Employee Benefits	\$ 384,028	\$ 335,920	\$ 389,364
20E--- 2542 3--- -- -----	*Purchased Services	\$ 970,600	\$ 594,448	\$ 624,320
20E--- 2542 4--- -- -----	*Supplies <\$500	\$ 1,072,800	\$ 964,468	\$ 1,096,718
20E--- 2542 5--- -- -----	*Capital Expenditures >\$1,500	\$ 400,000	\$ 200,000	\$ 67,259
20E--- 2542 7--- -- -----	*Equipment \$500 - \$1,500	\$ -	\$ -	\$ 15,205
20E--- 2542 ---- -- -----	*Care & Upkeep of Buildings	\$ 5,025,572	\$ 4,407,308	\$ 4,337,139
<b>CARE &amp; UPKEEP OF GROUNDS</b>				
20E--- 2543 1--- -- -----	*Salaries	\$ 148,000	\$ 160,200	\$ 153,436
20E--- 2543 2--- -- -----	*Employee Benefits	\$ 23,988	\$ 22,850	\$ 21,911
20E--- 2543 3--- -- -----	*Purchased Services	\$ 49,110	\$ 38,442	\$ 49,676
20E--- 2543 4--- -- -----	*Supplies <\$500	\$ 37,000	\$ 27,000	\$ 39,421
20E--- 2543 5--- -- -----	*Capital Expenditures >\$1,500	\$ -	\$ -	\$ 37,316
20E--- 2543 7--- -- -----	*Equipment \$500 - \$1,500	\$ -	\$ -	\$ 2,448
20E--- 2543 ---- -- -----	*Care & Upkeep of Grounds	\$ 258,098	\$ 248,492	\$ 304,208
<b>CARE &amp; UPKEEP OF VEHICLES</b>				
20E--- 2545 3--- -- -----	*Purchased Services	\$ 2,000		\$ 3,941
20E--- 2545 4--- -- -----	*Supplies <\$500	\$ 17,500	\$ 16,500	\$ 8,499

# Operations Maintenance Budget

2016-17

July 18, 2016

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
20E--- 2545 5--- -- -----	*Capital Expenditures >\$1,500	\$ 6,000	\$ 128,750	\$ 130,247
20E--- 2545 ---- -- -----	*Care & Upkeep of Vehicles	\$ 25,500	\$ 145,250	\$ 142,687
SECURITY SERVICES				
20E--- 2546 3--- -- -----	*Purchased Services	\$ 176,000	\$ 141,205	\$ 77,264
20E--- 2546 4--- -- -----	*Supplies <\$500	\$ 10,000	\$ 20,000	\$ 4,590
20E--- 2546 ---- -- -----	*Security Services	\$ 186,000	\$ 161,205	\$ 81,854
WAREHOUSE SERVICES				
20E--- 2573 1--- -- -----	*Salaries	\$ 40,579	\$ 43,300	\$ 39,776
20E--- 2573 2--- -- -----	*Employee Benefits	\$ 6,230	\$ 6,325	\$ 6,057
20E--- 2573 ---- -- -----	*Warehouse Services	\$ 46,809	\$ 49,625	\$ 45,833
20----- -- -- -----	*Operations & Maintenance Fund	\$ 5,763,248	\$ 5,271,335	\$ 5,143,317



**2016-17 Tentative Debt Service Budget  
July 18, 2016**

DESCRIPTION	ACCOUNT	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
<b>INTEREST ON DEBT</b>				
30E--- 5200 6--- -- -----	*Other Objects	\$ 384,350	\$ 523,488	\$ 523,488
30E--- 5200 ----- -- -----	*Interest on Debt	\$ 384,350	\$ 523,488	\$ 523,488
<b>CAPITAL LEASE INTEREST</b>				
30E--- 5270 6--- -- -----	*Other Objects	\$ 21,982	\$ 30,352	\$ 30,352
30E--- 5270 ----- -- -----	*Capital Lease Interest	\$ 21,982	\$ 30,352	\$ 30,352
<b>PRINCIPAL - LONG-TERM DEBT</b>				
30E--- 5300 6--- -- -----	*Other Objects	\$ 2,705,000	\$ 2,570,000	\$ 2,570,000
30E--- 5300 ----- -- -----	*Principal - Long-term Debt	\$ 2,705,000	\$ 2,570,000	\$ 2,570,000
<b>CAPITAL LEASE PRINCIPAL</b>				
30E--- 5370 6--- -- -----	*Other Objects	\$ 174,076	\$ 166,455	\$ 166,455
30E--- 5370 ----- -- -----	*Capital Lease Principal	\$ 174,076	\$ 166,455	\$ 166,455
<b>DEBT SERVICE OTHER</b>				
30E--- 5400 6--- -- -----	*Other Objects	\$ 4,000	\$ 10,000	\$ 2,228
30E--- 5400 ----- -- -----	*Debt Service Other	\$ 4,000	\$ 10,000	\$ 2,228
30----- -- -- -- --	*Debt Services Fund	\$ 3,289,408	\$ 3,300,295	\$ 3,292,522

**2016-17 Tentative Transportation Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
<b>TRANSPORTATION SERVICES</b>				
40E--- 2550 1--- -- -----	*Salaries	\$ 63,005	\$ 65,075	\$ 59,236
40E--- 2550 2--- -- -----	*Employee Benefits	\$ 4,455	\$ 2,670	\$ 2,320
40E--- 2550 3--- -- -----	*Purchased Services	\$ 2,557,050	\$ 1,985,300	\$ 2,346,696
40E--- 2550 4--- -- -----	*Supplies <\$500	\$ 2,000		\$ -
40E--- 2550 -----	*Transportation Services	<u>\$ 2,626,510</u>	<u>\$ 2,053,045</u>	<u>\$ 2,408,252</u>
<b>PAROCHIAL/PRIVATE SERVICES</b>				
40E--- 3700 3--- -- -----	*Purchased Services	\$ 128,000	\$ 174,100	\$ 118,420
40E--- 3700 -----	*Parochial/Private Services	<u>\$ 128,000</u>	<u>\$ 174,100</u>	<u>\$ 118,420</u>
40-----	*Transportation Fund	\$ 2,754,510	\$ 2,227,145	\$ 2,526,672

**2016-17 Tentative Municipal Retirement and Social Security Budgets**  
**July 18, 2016**

FDTLOC FUNC OBJ SJ	OBJ	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
50-----	*Municipal Retirement Fund	\$ 1,150,095	\$ 2,335,245	\$ 1,871,983
51-----	*Social Security/Medicare	\$ 1,241,847		\$ 845,698

**2016-17 Tentative Capital Projects Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
<b>CONSTRUCTION SERVICES</b>				
60E--- 2533 3--- --	*Purchased Services	\$ 1,135,000	\$ 140,000	\$ 946,049
60E--- 2533 ---- --	*Construction Services	\$ 1,135,000	\$ 140,000	\$ 946,049
<b>CONSTRUCTION MANAGER</b>				
60E--- 2535 3--- --	*Purchased Services	\$ 400,000	\$ 25,000	\$ 340,957
60E--- 2535 ---- --	*Construction Manager	\$ 400,000	\$ 25,000	\$ 340,957
<b>FACILITY IMPROVEMENTS</b>				
60E--- 2536 3--- --	*Purchased Services	\$ -	\$ -	\$ 44,376
60E--- 2536 5--- --	*Capital Expenditures >\$1,500	\$ 4,101,502	\$ 3,742,359	\$ 2,975,882
60E--- 2536 ---- --	*Facility Improvements	\$ 4,101,502	\$ 3,742,359	\$ 3,020,258
60---- ---- --	*Capital Projects Fund	\$ 5,636,502	\$ 3,907,359	\$ 4,307,264



**2016-17 Tentative Working Cash Budget  
July 18, 2016**

ACCOUNT	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
<b>WORKING CASH ABATEMENT</b>				
70E--- 8110 6--- -- -----	*Other Objects	\$ 4,500,000	\$ -	\$ 5,500,000
20E--- 8110 ---- -- -----	*Working Cash Abatement	\$ 4,500,000	\$ -	\$ 5,500,000
70----- -- -- --	*Working Cash Fund	\$ 4,500,000	\$ -	\$ 5,500,000

**2016-17 Tentative Tort Fund Budget  
July 18, 2016**

ACCOUNT NUMBER	DESCRIPTION	2016-17 Budget	2015-16 Budget	2015-16 Unaudited Actuals
<b>WORKERS COMPENSATION</b>				
80E--- 2362 3--- -- -----	*Purchased Services	\$ 495,000	\$ 574,292	\$ 565,571
80E--- 2362 ---- -- -----	*Workers Compensation	\$ 495,000	\$ 574,292	\$ 565,571
<b>UNEMPLOYMENT INSURANCE</b>				
80E--- 2363 2--- -- -----	*Employee Benefits	\$ 40,000	\$ 5,000	\$ 36,148
80E--- 2363 3--- -- -----	*Employee Benefits	\$ -	\$ -	\$ 1,250
80E--- 2363 ---- -- -----	*Unemployment Insurance	\$ 40,000	\$ 5,000	\$ 37,398
<b>PROPERTY/LIABILITY INSURANCE</b>				
80E--- 2364 3--- -- -----	*Purchased Services	\$ 158,438	\$ 163,834	\$ 165,984
80E--- 2364 ---- -- -----	*Property/Liability Insurance	\$ 158,438	\$ 163,834	\$ 165,984
<b>LOSS PREVENTION</b>				
80E--- 2367 3--- -- -----	*Purchased Services	\$ 1,000		\$ 819
80E--- 2367 ---- -- -----	*Loss Prevention	\$ 1,000		\$ 819
80-----	*Tort Fund	\$ 694,438	\$ 743,126	\$ 769,772

Discussion of District Copier and Printer Solution

Chief School Business Official Luann Kolstad will begin a discussion on a new solution for copiers and printers. Members of the technology team and business office have been working with *Impact*, a company that develops managed print solutions for businesses and school districts.

Consent Agenda

ACTION ITEM 16-07-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of July 18, 2016 which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending June 30, 2016; Approval of Agreement Between the Park Ridge Public Library and Park Ridge-Niles School District 64; Approval of Hold or Release of Closed Minutes and Destruction Audio Closed Minutes (none).

The votes were cast as follows:

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

AYES:

NAYS:

PRESENT:

ABSENT:



Personnel Report  
July 18, 2016

Gretchen Buhrke	Employ as 12-Month Building Technologist at Roosevelt School, effective July 25, 2016 - \$18.51 hr.
Barbara Fisher	Employ as EL Teacher at Field School effective August 15, 2016 - \$54,027.00. <i>"Salary amount is subject to change according to the outcome of the bargaining with PREA"</i> .
Casey Gibbons	Employ as Special Education Teacher at Roosevelt School effective August 15, 2016 - \$48,582.00. <i>"Salary amount is subject to change according to the outcome of the bargaining with PREA"</i> .
Mary Graff	Employ as 10-Month Level IV Head Secretary at Franklin School effective August 1, 2016 - \$28,394.63.
Claire Reibel	Employ as (.76) General Music Teacher at Roosevelt School effective August 15, 2016 – \$48,582.00. <i>"Salary amount is subject to change according to the outcome of the bargaining with PREA"</i> .
Stephanie Sosa Rosales	Employ as 12-month Level III Secretary for Student Services, at ESC start date TBD - \$17.06 hr.
Laura Wagenman	Employ as 12-month Level IV Head Secretary at Emerson School, effective July 15, 2016 – \$18.65 hr.
Austin Bautista	Employ/rehire as Special Education Teacher at Franklin School effective August 15, 2016 - \$52,213.00. <i>"Salary amount is subject to change according to the outcome of the bargaining with PREA"</i> .
Jen Buti	Employ/rehire as .91(.50 Literacy and .41 C of C) Teacher at Roosevelt School effective August 15, 2016 - \$64,012.13. <i>Salary amount is subject to change according to the outcome of the bargaining with PREA"</i> .
Evelyn Dobrydnio	Employ/rehire as .80 Science/Health Teacher at Emerson School effective August 15, 2016 - \$38,865.60 <i>"Salary amount is subject to change according to the outcome of the bargaining with PREA"</i> .
Kerry Downes-Columbia	Employ/rehire as Special Needs Assistant at Washington School effective August 15, 2016 – \$20,001.15. <i>"Salary amount is subject to change according to the outcome of the bargaining with PRTAA"</i> .

Personnel Report  
July 18, 2016

Katie Elder	Employ / rehire as Part-time (.50) C of C Teacher at Franklin School effective August 15, 2016 – \$24,291.00. <i>“Salary amount is subject to change according to the outcome of the bargaining with PREA”.</i>
Debbie Keane	Employ / rehire as Special Needs / One-on-One Assistant at Roosevelt School effective August 15, 2016 – \$20,001.15. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Melissa Moore	Employ / rehire as Health Assistant at Carpenter School effective August 15, 2016 - Salary TBD. \$21,539.70. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Michelle Raclaw	Employ / rehire as Part-time (.50) C of C Teacher at Franklin School effective August 15, 2016 – \$27,939.00. <i>“Salary amount is subject to change according to the outcome of the bargaining with PREA”.</i>
Jacob Szczesniak	Employ / rehire as Special Needs Assistant at Emerson School effective August 15, 2016 - \$21,539.70. <i>“Salary amount is subject to change according to the outcome of the bargaining with PRTAA”.</i>
Angela Taggart	Employ / rehire as 4th Grade Teacher at Field School effective August 15, 2016 - \$64,959.00. <i>“Salary amount is subject to change according to the outcome of the bargaining with PREA”.</i>
Alex Teater	Employ / rehire as Music Teacher at Emerson School effective August 15, 2016 - \$52,213.00. <i>“Salary amount is subject to change according to the outcome of the bargaining with PREA”.</i>
Tiffany Costa	Change of Assignment from 3rd Grade Teacher at Field School to Instructional Technology Coach Teacher at Roosevelt School effective August 15, 2016.
Tiffany Costa	Leave of Absence Request, Maternity / FMLA – Instructional Technology Coach Teacher at Roosevelt School effective November 5, 2016 – December 22, 2016 (tentative).
Samantha Odelson	Resign as Teacher Assistant at Carpenter School effective June 2, 2016.
Megan Flynn	Employ as Summer School Assistant effective June 7, 2016 - Field School.

Personnel Report  
July 18, 2016

Maureen Schelhammer	Revision from June 13, 2016 Personnel Report – Remove as Summer School Assistant at Field School.
---------------------	---

## APPROVAL OF BILLS AND PAYROLL

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

### Bills

10 - Education Fund -----	\$ 1,420,265.55
20 - Operations and Maintenance Fund -----	\$ 123,800.94
30 - Debt Services -----	\$ 76,223.52
40 - Transportation Fund -----	\$ 37,607.80
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 1,237,719.51
80 - Tort Immunity Fund -----	\$ 640,469.00
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 125135 - 125161 - dated 6-30-16  
125165 - 125355 - dated 7-18-16

Total: \$ 3,536,086.32

### Payroll and Benefits for Month of June, 2016

10 - Education Fund -----	\$ 10,391,255.02
20 - Operations and Maintenance Fund -----	\$ 328,431.90
40 - Transportation Fund -----	\$ 11,807.94
50 - IMRF/FICA Fund -----	\$ 158,567.43
51 - SS/Medicare -----	\$ 209,370.07
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 12434 - 12599

Direct Deposit: 900096785 - 900100537

Total: \$ 11,099,432.36



This report can be viewed on the District 64 website on the Financial Data-Current link.

<http://www.d64.org/business/financial-data-current.cfm>

To: Board of Education  
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: July 18, 2016

Subject: Executive Summary – Financial Update for the Period June 30, 2016

Attached for your review:

- Fund Balance Report as of June 30, 2016
- Revenue Summary Report as of June 30, 2016
- Expenditure Summary Report as of June 30, 2016

The June 30<sup>th</sup> financials represent the final month in the 2015-16 fiscal year for the District. At this time, they are “unaudited financials”. The administration is reviewing all accounts prior to the audit occurring in September to ensure that both revenue and expenditures are in the correct accounts. This month’s financials include the abatement of \$5.5M from the Education fund to the Capital Projects fund.

In addition, we have a deficit of Revenue over Expenditures in the Tort Immunity fund, Transportation fund and Social Security fund. As reported last month, the shortfall in the Tort Immunity fund is due to an unanticipated large increase in Workmen’s Compensation Insurance. In the Transportation fund, special education transportation has been significantly higher than in previous years. The Social Security fund difference is related to the splitting of Fund 50 into two separate funds. All three funds have a fund balance, which will be drawn from to cover the differences.

At the August 23, 2016 Board of Education meeting, administration will provide a more in-depth analysis on the 2015-16 fiscal year.

Mrs. Wsol will be posting on your Board Wiki in a location separate from the board reports the detailed monthly financial information and the monthly Investment Report from the treasurer. If you need the detail, go here for it.

As always, if you have any questions comments or concerns, please email Dr. Heinz and myself.

**Park Ridge - Niles School District 64**  
**Fund Balance Report for the Period Ending June 30, 2016**

Fund	Audited Fund Balance June 30, 2015	2015-16 FYTD Revenues	2015-16 FYTD Expenditures	Excess / (Deficiency) of Revenues Over Expenditures	Inter-Fund Transfers	Unaudited Fund Balance June 30, 2016
Education	\$26,063,112	\$59,332,975	\$57,646,557	\$1,686,418	(\$196,807)	\$27,552,723
Tort Immunity	1,072,144	685,648	769,772	-84,124	0	\$988,020
Operations & Maintenance	3,905,790	7,993,722	5,143,317	2,850,405	0	\$6,756,195
Transportation	2,504,449	2,236,055	2,526,672	-290,617	0	\$2,213,832
Retirement (IMRF)	700,650	1,866,786	1,405,857	460,929	-466,126	\$695,453
Retirement (Social Security)	0	520,226	845,698	-325,472	466,126	\$140,654
Working Cash	14,637,563	627,310	0	627,310	-5,500,000	\$9,764,873
Total Operating Funds	\$48,883,708	\$73,262,722	\$68,337,873	\$4,924,849	(\$5,696,807)	\$48,111,750
Capital Projects	4,176,494	30,084	4,307,264	-4,277,180	5,500,000	\$5,399,314
Debt Service	3,743,954	3,341,376	3,292,522	48,854	196,807	\$3,989,615
Total Non-Operating Funds	\$7,920,448	\$3,371,460	\$7,599,786	(\$4,228,326)	\$5,696,807	\$9,388,929
Total All Funds	\$56,804,156	\$76,634,182	\$75,937,659	\$696,523	\$0	\$57,500,679

This report can be viewed on the District 64 website on the Financial Data-Current link.

<http://www.d64.org/business/financial-data-current.cfm>



To: District 64 Board of Education  
From: Lori Lopez, Assistant Superintendent for Student Learning  
Mary Jane Warden, Director of Innovation & Instructional Technology  
Date: July 18, 2016  
Re: 2016-17 Agreement with the Park Ridge Public Library

Beginning in 2016-17, the Park Ridge Public Library will offer library cards to all teachers in District 64 schools. While many teachers are Park Ridge residents and have library cards, this will provide all teachers who wish to apply with a District 64 sponsored card. We are thrilled about this opportunity as it expands the resources available to support student learning.

In order for teachers to apply for library cards, the library requires a signed agreement with the District 64 Board of Education (see attached). Pending Board approval, we will coordinate this project with the Park Ridge Public Library and District 64 Library Instructional Specialists.

TO: Board of Education  
 FROM: Laurie Heinz  
 DATE: July 18, 2016  
 RE: Review/Release of Closed Minutes

Superintendent Laurie Heinz and Board Secretary Vicki Lee, reviewed closed minutes from December 14, 2016, 2015, through May 9, 2016.

CONSIDERATION OF DISTRICT 64 CLOSED SESSION MINUTES

DATE OF MEETING	ISSUE	RECOMMENDATION
December 14, 2015	1. Collective Negotiations	1. Hold <i>VL JH</i>
	2. Collective Negotiations	2. Hold <i>VL JH</i>
January 9, 2016 (continuation of closed from December 14, 2015)	3. Collective Negotiations	3. Hold <i>VL JH</i>
	4. Collective Negotiations	4. Hold <i>VL JH</i>
January 11, 2016	1. Collective Negotiations	1. Hold <i>VL JH</i>
January 20, 2016	1. Collective Negotiations	1. Hold <i>VL JH</i>
January 26, 2016	1. Collective Negotiations	1. Hold <i>VL JH</i>
	2. Collective Negotiations	2. Hold <i>VL JH</i>
	3. Collective Negotiations	3. Hold <i>VL JH</i>
February 8, 2016	1. Collective Negotiations	1. Hold <i>VL JH</i>
	2. Hearing Testimony	2. Hold <i>VL JH</i>
	3. Collective Negotiations	3. Hold <i>VL JH</i>
	4. Compensation	4. Hold <i>VL JH</i>
March 3, 2016	1. Performance of an Employee	1. Hold <i>VL JH</i>
	2. Possible Litigation	2. Hold <i>VL JH</i>
	3. Collective Negotiations	3. Hold <i>VL JH</i>
	4. Collective Negotiations	4. Hold <i>VL JH</i>
	5. Collective Negotiations	5. Hold <i>VL JH</i>
	6. Performance of an Employee	6. Hold <i>VL JH</i>
February 22, 2016	1. Possible Litigation	1. Hold <i>VL JH</i>
	2. Collective Negotiations	2. Hold <i>VL JH</i>
	3. Collective Negotiations	3. Hold <i>VL JH</i>
	4. Performance of an Employee	4. Hold <i>VL JH</i>

Date of Meeting	Issue	Recommendation
March 21, 2016	1. Collective Negotiations	1. Hold <i>vt jh</i>
April 22, 2016	1. Collective Negotiations	1. Hold <i>vt jh</i>
April 25, 2016	1. Collective Negotiations	1. Hold <i>vt jh</i>
May 9, 2016	1 Collective Negotiations	1. Hold <i>vt jh</i>
	2. Individual Student Special Education	2. Hold <i>vt jh</i>
	3. Matters Relating to Individual Students	3. Hold <i>vt jh</i>
	4. Collective Negotiations	4. Hold <i>vt jh</i>

7/18/16

Approval of Minutes

ACTION ITEM 16-07-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session meetings on May 24 and June 27, 2016; Special Board meetings on June 13, 2016; and Committee-of-the-Whole: 2016-17 Budget Draft on June 13, 2016.

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 Special Board of Education Meeting held at 7:00 p.m.**  
**June 13, 2016**  
**Jefferson School – Multipurpose Room**  
**8200 N. Greendale**  
**Niles, IL 60714**

Board President Anthony Borrelli called the meeting to order 5:37 p.m. Other Board members in attendance were Scott Zimmerman, Vicki Lee, Bob Johnson and Tom Sotos. Board members Mark Eggemann and Dathan Paterno arrived during the closed session. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendents Lori Lopez and Joel Martin, Director of Student Services Jane Boyd, 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 RECESSES AND ADJOURNS TO CLOSED SESSION**

Board Adjourns to  
Closed Session

At 5:38 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)] and 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)].

The votes were cast as follows:

AYES: Sotos, Zimmerman, Borrelli, Lee, Johnson

NAYS: None.

PRESENT: None.

ABSENT: Paterno, Eggemann

The motion carried.

The Board recessed from closed session and after a short break resumed the special Board meeting at 7:15 p.m. In addition to those mentioned above, also present were Director of Innovation and Instructional Technology Mary Jane Warden, Director of Facility Management Ron DeGeorge, and 50 additional members of the public.

Board President Borrelli provided an update on negotiations with the Park Ridge Education Association on a new Collective Bargaining Agreement. He announced that



the Board negotiating team had met with the PREA on May 24 and June 9, and that the group plans on meeting again on June 28. He noted that the group has been continuing to work on contract language, and that they have recently agreed and have tentative agreements on components of the contract. However, he pointed out there are still items currently in subcommittee to be brought before the general group. Board President Borrelli further noted that the group is working together on the salary components, and are actively having considerable discussions and exchanging suggestions so as to reach agreement.

## **PUBLIC COMMENTS**

Public  
Comments

Board President Borrelli invited public comment on items not on the agenda; comments were received as follows:

- Missy Machon, Field School teacher and resident, addressed the Board on multiple topics, including recommendations for the Channels of Challenge/Primary Challenge program, pace of implementation of the Strategic Plan, availability of substitutes, and the proposed elementary hot lunch program

## **ELF – JUDITH L. SNOW AWARDS**

ELF - Judith L.  
Snow Awards

Dr. Heinz provided an overview of the ethical leadership awards for grade 8 students presented annually by the Elementary Learning Foundation (ELF) through a fund established in memory of Judith Snow by the League of Women Voters. She called upon ELF Trustee Julie Cook, who summarized the accomplishments of the four students selected for recognition this year: Ravi Finn and Daniela Milito from Emerson Middle School and Charlotte Geier and Greta Miller from Lincoln Middle School. She noted that Daniela was absent due to a previous commitment for one of the charitable service activities cited in her award. Board members and Dr. Heinz personally congratulated the students for receiving this prestigious recognition.

## **CHANNELS OF CHALLENGE PROGRAM REVIEW UPDATE**

Channels of Challenge  
Program Review  
Update

Assistant Superintendent Lopez noted that at the April 25 Board meeting, the committee had reported on its work this year to review the grades K-2 and grades 3-8 programs that serve high-achieving/high-ability students in the areas of math and reading. The committee had recommended that screening be broadened to include all grade 2 students and that the program structure be altered to extend grades 3-5 Channels of Challenge (C of C) instruction so that it matches the 60 minutes of core instruction in reading and in math provided to other students. She noted that the Board had approved those recommendations for screening and for a staffing allocation to align instructional minutes. Dr. Lopez now reported that the committee at this time was further recommending a series of changes to the eligibility process for 3rd-8th grade students. The changes are intended to increase the rigor of the C of C classes, provide increased opportunities for students to access the program, increase program equity for English Learners, and align the eligibility process to the services the District is providing as a talent development program in reading and math. She reviewed the specific changes in depth, responding to Board member questions throughout. In reviewing eligibility, she delineated between practices that would be continuing and new ones that would be

implemented, and provided detailed information about the specific measures and scores that would be used to identify whether students qualify. Dr. Lopez also pointed out that coincident with these changes, the District would be adding new support for differentiation. She reviewed a new summer school class to support 4<sup>th</sup> and 5<sup>th</sup> grade students new to C of C math, and noted that new instructional materials were being identified to support higher achieving students in math who do not participate in C of C. Finally, she reported that the committee had recognized the need for differentiated support for social-emotional learning (SEL) for C of C students and would partner with District 64's SEL Subcommittee and the social work team to plan this support. Dr. Lopez responded to further Board member questions about: how summer support is provided; the process for assimilating new students; opportunities for students to have a more differentiated experience when entering 6<sup>th</sup> grade math through an accelerated class between the core and C of C; and how the placement of EL students is designed. She also provided further history on District 64's eligibility criteria, and pointed out that the District had moved the specific score required for the Cognitive Abilities Test (CogAT) up and down through the years to reflect a changing view of the program's identity. She affirmed that the current recommendation is intended to better serve all students' needs. Committee consultant Laura Beltchenko, a veteran educator and chairperson of the Illinois State Board of Education's Gifted Education Advisory Council, also praised the leadership of Dr. Heinz and Dr. Lopez and the committee's excellent commitment to rejuvenating the program using research and analysis, along with a historical perspective.

#### **UPDATE ON ENROLLMENT MODEL – ANALYSIS**

#### **Update on Enrollment Model – Analysis**

Assistant Superintendent Martin reviewed current class size guidelines of: kindergarten = 22 students; grades 1-2 = 24 students; grades 3-4 = 26 students; and grades 5-8 = 28 students. He pointed out these guidelines have been stable in District 64 for more than 20 years, with the exception of a three-year period immediately preceding the 2007 referendum when the guidelines were raised due to the District's financial shortfalls. Assistant Superintendent Martin then reviewed the methods used to anticipate staffing needs for a new school year. He pointed out the District previously had rolled over current students to the next grade level, which did not always adequately predict kindergarten, grade 1 and grade 6 enrollments that have the most new students enrolling. He noted that the District had introduced a cohort survival method to project enrollment for 2016-17, as shared with the Board earlier this year when the initial staffing plan was presented. Assistant Superintendent Martin, CSBO Kolstad and Dr. Heinz provided further insights on how the enrollment projections are used when looking at staffing needs for the coming year.

Turning to hiring, he then reviewed the step-by-step process that occurs when actual enrollment at a grade level goes above the class size guideline maximum in every section at that grade level at that school. He noted the difference in the hiring practice when that occurs prior to the start of the school year vs. after the school year has begun, and provided examples of the steps in the process. Assistant Superintendent Martin also shared research on the practices followed in 14 districts surveyed concerning the type of enrollment projections they use and the decision-making process for adding a classroom.

He noted that most districts use a “roll-over” method to set the initial staffing for the upcoming school year. However, he pointed out that District 64’s strict adherence to the class size guideline to add new sections is a key difference between District 64 and the majority of the districts surveyed. In responding to Board member questions, Assistant Superintendent Martin noted that the District had surveyed districts about the grade level guideline numbers themselves several years ago and determined that District 64 was in the middle, but he reiterated that administration in most districts have more autonomy in determining how the guideline is applied. Dr. Heinz noted that the report was intended to add another layer of information to show how enrollment projections fit into the hiring process and how decision-making occurs to add sections. She pointed out that the 2020 Vision Strategic Plan calls for a further review of enrollment projections for future years to evaluate space needs at the schools. Board President Borrelli thanked administration for the report that will spur further discussion in the future.

## CONSENT AGENDA

Consent  
Agenda

### A. PERSONNEL REPORT

Jill Dzik	Employ as Special Education Coordinator at ESC Effective July 25, 2016 - \$80,000.00.
Jason Gartshore	Employ as District Skilled Maintenance/Electrician effective June 6, 2016 - \$3,799.63 (prorated 19 days).
Fran Franceschina	Change of Assignment from Level III Secretary for Student Services to Level IV Secretary for Student Services effective June 20, 2016.
Ashley Lichter	Rehire as Speech Language Pathologist at Jefferson School effective August 15, 2016.
Linda Diekman	Resign as Technology Coach Teacher at Roosevelt School Effective June 2, 2016.
Jill Dzik	Resign as Facilitator Special Education at Lincoln School Effective June 2, 2016.
Maureen Forsythe	Resign as 12-Month Level IV Secretary for Student Services at ESC effective June 23, 2016.
Linda Khalouf	Resign as 10-Month Level IV Secretary at Emerson School effective June 9, 2016.
Bridget Murphy	Resign as 10-Month Level IV Head Secretary at Franklin School effective June 9, 2016.
Kellie Murphy	Resign as 12-Month Level IV Secretary for Human Resources at ESC effective June 17, 2016.
Stacy Shub	Resign as District Technologist at Roosevelt School Effective June 16, 2016.
Joann Poshka-Pahlke	Retire as Instructional Resource Assistant at Lincoln School effective June 2, 2016.
Vicki Volden	Retire as 2nd Grade Teacher at Carpenter School effective June 2, 2017.

Board of Education Special Meeting Minutes  
June 13, 2016

Michael Weber	Revision of employ date from May 9, 2016 Personnel Report as District Skilled Maintenance/Grounds effective May 31, 2016 - \$4,967.85 (prorated 23 days).
Pat Jasinowski Stephanie Mathe Amy Rendino Alex Rubenstein Maureen Schelhammer	Employ as Summer School Teachers effective June 7, 2016 - Field School.
Alyssa O'Neil	Employ as Summer School Special Education Assistants effective June 7, 2016 - Field School.
Claire Cooney Jennifer Goodman Kelly Olmsted Amy Rendino Kawther Saadeh	Employ as Summer School Assistants effective June 7, 2016 - Field School.
Michael Perry	Employ as Summer Tech effective June 1, 2016 - District.
Jessica Gonzalez Lindsey Jozwiak Lauren Maloney Debbie San Gabino Stacy Pater	Employ as Summer School Assistants effective June 7, 2016 - Emerson School.
Terry Broeker Cassandra Claire Evelyn Dobrydnio Elina Eramia Shannon Fuller Maureen Heneghan Mary Jeske Franny Keyes Chris LoPresti Pam Karnatz Theresa Moore Paula Papaioannou Brittany Pater Aaron Schauer Allison Sobotka Julie Viola Jessica Gonzalez Shirlee Pater Mark Pancini Roberto Carrillo Lauren Maloney	Employ as Summer School Teachers effective June 7, 2016 - Emerson School.
Rebecca Roccasalva Shannon Walder	Employ as Summer School Early Childhood Teachers effective June 7, 2016 - Jefferson School.

Gianna Marzec Olga Miklasz Cheryl Parsons	Employ as Summer School Early Childhood Assistants effective June 7, 2016 - Jefferson School.
---	--

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

ACTION ITEM 16-06-1

Action Item  
16-06-1

It was moved by Board member Paterno and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of June 13, 2016, which includes the Personnel Report.

The votes were cast as follows:

AYES: Eggemann, Johnson, Lee, Borrelli, Zimmerman, Paterno, Sotos

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

**OTHER DISCUSSION AND ITEMS OF INFORMATION**

Other Discussion and  
Items of Information

Dr. Heinz reviewed meeting dates and agendas for the summer months.

Board member Johnson provided an update on negotiations with the Park Ridge Teacher Assistants Association (PRTAA) on a new Collective Bargaining Agreement. He reported that the negotiating team from the District met along with the PRTAA, and that the teams continue to go over various points and have reached tentative agreement on some. He noted that the negotiations are continuing, and that the next meeting is expected to be held on July 20 to continue negotiations.

**ADJOURNMENT FROM SPECIAL BOARD MEETING (NOT TO RESUME) AND CONVENE COMMITTEE-OF-THE-WHOLE: 2016-17 BUDGET DRAFT**

Adjournment From  
Special Board Meeting  
(Not to Resume) and  
Convenes Committee-of-  
the-Whole: 2016-17  
Budget Draft

At 9:01 p.m., it was moved by Board President Borrelli and seconded by Board member Zimmerman to adjourn to a Committee-of-the-Whole: 2016-17 Budget Draft. The votes were cast as follows:

AYES: Sotos, Paterno, Zimmerman, Borrelli, Lee, Johnson, Eggemann

NAYS: None.



PRESENT: None.

ABSENT: None.

The motion carried.

---

President

---

Secretary

DRAFT

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

Minutes of the Committee-of-the-Whole: Finance

held at 8:00 p.m. June 13, 2016

Jefferson School – Multipurpose Room  
8200 N. Greendale Avenue, Niles, IL 60714

Board President Anthony Borrelli called the meeting to order at 9:12 p.m. Other Board members in attendance were Tom Sotos, Dathan Paterno, Scott Zimmerman, Vicki Lee, Bob Johnson and Mark Eggemann. Also present were Superintendent Laurie Heinz, Assistant Superintendents Joel T. Martin and Lori Lopez, Chief School Business Official Luann Kolstad, Director of Innovation and Instructional Technology Mary Jane Warden, Director of Student Services Jane Boyd, Director of Facility Management Ron DeGeorge, Assistant Business Manager Brian Imhoff, Public Information Coordinator Bernadette Tramm, and one member of the public.

Board President Borrelli stated the purpose of the meeting was to review the first draft of the tentative budget for 2016-17. CSBO Kolstad noted the meeting was intended to be an informal working session for the Board to review the revenue and expenditure budgets as they stand at this point in time. The detailed document the Board received included notes and highlights of areas the Business Office is still working on. She pointed out the budget would continue as a working document until it is approved in its final version by the Board on September 26, 2016.

CSBO Kolstad began by noting that meetings had been conducted with all departments that contribute to the budget to talk about the departments' 2016-17 budget requests and to discuss areas that needed to be modified, either increased or decreased. She noted that formulas previously used to develop budget amounts also were reviewed and revised with each department to meet current needs within the District. CSBO Kolstad noted that administration also was continuing to re-align various expenditure and revenue line items within each department to match the revised chart of accounts introduced in fall 2015. In addition to this data, CSBO Kolstad then reviewed for the Board the specific sources of additional information and/or the assumptions used for expenditures in seven object areas, including salary, benefits, professional services, materials and supplies, fixed assets, other objects, and equipment. She provided clarifying information to Board member questions throughout this discussion.

Turning to revenues, CSBO Kolstad noted that the largest source of revenue for District 64 remains the funds generated from the tax levy. She reported that the budget amounts for 2016-17 reflect the draft tax levy recently received from the Cook County Treasurer. She pointed out that the District experienced a 3% decrease in Equalized Assessed Valuation (EAV), with 2% related to a general decrease in EAV and 1% related to tax objections. CSBO Kolstad reported that as a consequence, the District had reached its tax rate ceiling of 3.5% in the Education Fund this year. However, she noted that the District had anticipated this scenario by shifting more funds into the Transportation Fund at the time the levy was adopted in December 2015. She confirmed that these funds could be

transferred to other funds in need, but noted that the EAV decrease will have ramifications on future tax levies in terms of allocations for the Education Fund. CSBO Kolstad pointed out the District had about \$10 million in new construction that benefitted the District although it does not impact local taxpayers immediately. CSBO Kolstad then reviewed the revenue data sources and assumptions for the District's other revenue sources, including Corporate Personal Property Replacement Tax (CPPRT), interest on investments, local fees, state and federal revenue, and miscellaneous revenue.

CSBO Kolstad then moved to a summary of the tentative Operating Fund revenues and expenditures for 2016-17, showing projected revenues of about \$73 million for the seven funds that comprise the Operating Fund compared to expenditures in those funds of about \$76 million. She also provided data for the 2015-16 adopted budget, as well as year-to-date activity and variance as of May 31, 2016. CSBO Kolstad pointed out that this summary would be changing significantly when the fiscal year closes on June 30, as it will be updated to reflect two summer payrolls as well as the abatement of \$5.5 million to the capital projects fund from working cash. CSBO Kolstad observed that the significant movement of funds from working cash to capital projects to finance authorized Health Life Safety/Master Facilities Plan projects would distort a year-to-year comparison in expenses.

Assistant Business Manager Brian Imhoff then joined CSBO Kolstad for a detailed, line-item review by fund of the revenue and expenditure spreadsheets provided to the Board. They responded to Board members' questions throughout this comprehensive review, moving fund by fund until all had been analyzed. Other District administrators also contributed further details as needed.

CSBO Kolstad invited Board members to continue emailing her with any questions, so that the tentative budget offered for Board approval can reflect any further requested clarifications. Board members thanked CSBO Kolstad and Assistant Manager Imhoff for the clarity of the budget draft and their presentation. The Board agreed by consensus to schedule adoption of the tentative 2016-17 budget on July 18, 2016, which will allow unaudited year-end results from 2015-16 to be incorporated.

At 10:56 p.m., it was unanimously moved and seconded to adjourn, which was approved by voice vote.

---

President

---

Secretary



**Meeting of the Board of Education  
Park Ridge – Niles School District 64**

**Regular Board Meeting Agenda  
Monday, August 22, 2016  
Washington School - Gym  
1500 Stewart Avenue  
Park Ridge, IL 60068**

*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.*

## TIME

## APPENDIX

**6:30 p.m. Meeting of the Board Convenes**

- Roll Call
- Introductions
- Opening Remarks from President of the Board

6:30 p.m. • Board Recesses and Conducts Washington Construction Tour

7:00 p.m. • Board Resumes Regular Board Meeting

- **Pledge of Allegiance & Welcome Washington School Principal/students**
- **Public Comments**

## • District Institute Days & Opening Day Report

-- Superintendent

**A-1**

## • Discussion on Referendum Options

-- Superintendent

A-2

• Superintendent Evaluation/Goals Review

-- Superintendent

**A-3**

- **Referendum: Research to Readiness**

- Superintendent

A-4

- **Transition to School Nurse's**

-- Superintendent

A-5

### • Preliminary Enrollment and Staffing Report

-- Assistant Superintendent for Human Resources/  
Chief School Business Official

A-6

- **First Reading PRESS Policies 7:190, 7:200, 7:210, 7:220, 7:230**
- Superintendent

- **Consent Agenda**

A-8

- Board President

**Action Item 16-08-1**

- Personnel Report
- Bills, Payroll and Benefits
- Approval of Financial Update for the Period Ending July 31, 2016
- Approval of Policies 7:190, 7:200, 7:210, 7:220, 7:230
- Approval of Policies from PRESS Issue 90
- Destruction of Audio Closed Minutes (none)

- **Approval of Minutes**

**Action Item 16-08-2**

A-9

- Board President

- Committee-of-the-Whole: Student Learning -----August 8, 2016
- Regular Board Meeting -----July 18, 2016
- Closed Session Meeting -----July 18, 2016
- Regular Board Meeting -----June 27, 2016

- **Other Discussion and Items of Information**

A-10

- Superintendent

- Upcoming Agenda
- District Committee Update (Elementary Learning Foundation)
- Memorandum of Information (none)
- Minutes of Board Committees (none)
- Other
  - Update on Summer Construction Projects

- **Adjournment**

Next Meeting: **Monday, September 12, 2016**  
Committee-of-the-Whole – 7:00 p.m.  
**Jefferson School**  
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.



PARK RIDGE-NILES SCHOOL DISTRICT 64  
164 S. PROSPECT AVENUE  
PARK RIDGE, IL 60068

RECEIVED

JUL 13 2016

BOARD OF EDUCATION  
DISTRICT 64

\*\*Note to Requester: Retain a copy of this request for your files. If you eventually decide to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Date Requested: July 10, 2016

Request Submitted By: E-mail ☒ U.S. Mail ☐ Fax ☐ In Person

Name of Requester: NORMAN DZIEDZIC JR.

Street Address: 125 PRAIRIE AV

City/State/County Zip (required): PARK RIDGE / IL / COOK / 60068

Telephone (Optional): \_\_\_\_\_ E-mail (Optional): [REDACTED]

Fax (Optional): \_\_\_\_\_

Records Requested: \*Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

I AM REQUESTING THE LISTING OF LEGAL FEES THE  
DISTRICT HAS SPENT FOR EACH OF THE LAST  
TEN YEARS WITH A SEPARATE TOTAL LISTED FOR EACH  
YEAR. PLEASE INCLUDE FEES INCURRED AFTER THE  
END OF THE LAST FULL ACCOUNTING YEAR UP TO THE REQUEST  
DATE.

Do you want copies of the documents? YES or NO

--Do you want electronic copies or paper copies? electronic

--If you want electronic copies, in what format? excel, word, pdf, text file

Is this request for a Commercial Purpose? YES or NO

ANY OF ONE OF THESE

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? YES or NO

If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Office Use Only 2010-

Date Requested \_\_\_\_\_

Date Due \_\_\_\_\_