

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

Board of Education Agenda
Monday, May 21, 2012
Emerson Middle School – Multipurpose Room
8101 N. Cumberland Avenue, Niles

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

Monday, May 21, 2012

TIME

APPENDIX

7:00 p.m.	Meeting of the Board Convenes • Roll Call • Introductions • Opening Remarks from President of the Board	
7:00 p.m.	• Board Recesses and Adjourns to Closed Meeting - Employment of Specific Individual 5 ILCS 120/2 (c)(1)	
7:30 p.m.	• Board Resumes Regular Meeting • Public Comments • Jefferson School Presentation -- Coord., Ext. Day & Pre-School Serv./Jefferson Staff • Recognition of Student Awards -- Superintendent/ Assistant Superintendent for Student Learning • Recognition of Tenured Teachers -- Assistant Superintendent for Human Resources/PREA President • ELF Grant Awards -- Superintendent/Elementary Learning Foundation (ELF) Representative • Horizon Award for Emerson Middle School -- Superintendent • Appointment of Lincoln Middle School Principal -- Superintendent • Appointment of Carpenter Elementary School Principal -- Superintendent • Community Finance Committee (CFC) Progress Report -- Ares Dalianis and Genie Taddeo, Community Coordinators	A-1 A-2 A-3 A-4 A-5 A-6 A-7 A-8

- **First Reading of Policies 4:80 and 7:305 and Policy Issue 78, January 2012** A-9
-- Superintendent
- **Approval of Contract for Roosevelt School Track** A-10
-- Director of Facility Management Action Item 12-05-8
- **Discussion and Approval of Jefferson After-School Program Fees** A-11
-- Business Manager Action Item 12-05-9
- **Extension of Superintendent's Contract** A-12
-- Board President Action Item 12-05-10
- **Consent Agenda** Action Item 12-05-11 A-13
-- Board President
 - Personnel Report
 - Bills, Payroll and Benefit
 - Approval of April Financials for the Period Ending April 30, 2012
 - Approval of 2012-2013 Physical Education Uniform Purchase
 - Approval of Intergovernmental Agreement for Assistive Technology Services (AT)
 - Resolution Authorizing Accounting Transfer(s) to The Capital Projects Fund
 - Approve the 2012-13 Regular Education Transportation Contract Amount
 - Approval of Final Calendar for 2011-2012
 - Destruction of Audio Closed Minutes
- **Approval of Minutes** Action Item 12-05-12 A-14
-- Board President
 - Committee-of-the-Whole Minutes.....May 7, 2012
 - Special Board Meeting Minutes.....May 7, 2012
 - Closed Session MinutesMay 7, 2012
 - Closed Session MinutesApril 23, 2012
 - Regular Minutes.....April 23, 2012
- **Other Items of Information** A-15
-- Superintendent
 - Upcoming Agenda
 - Freedom of Information Request (FOIA)
 - Memorandum of Information (none)
 - Minutes of Board Committees
 - Community Finance Committee Minutes of May 1, 2012
 - Traffic Safety Committee Minutes of May 8, 2012
 - Other (none)

• **Adjournment**

Next Regular Board Meeting: **Monday, June 25, 2012**
 7:30 p.m. – Regular Board Meeting
 Raymond Hendee Educational Service Center
 164 S. Prospect Avenue

June 11

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

- Review Tentative Budget Draft #2 2012-13

Special Board Meeting – 7:30 p.m. (To begin at 7:30 p.m. or at the conclusion of the COW, whichever is later)

- Judith Snow Award
- Class Size Discussion
- Review of Technology Purchases
- First Reading of Policies 3:60, 5:10, and 5:90

June 25

Regular Board Meeting – 7:30 p.m.

- Final Strategic Plan Progress Report Year 2 – 2011-12
- Facility Master Plan Part 1 and Introduction of Special Education Specifications Part 2
- Resolution # for Transfer of Interest Funds from Working Cash to Educational Fund
- Resolution # for Transfer of Interest Funds from Debt Service to Educational Fund
- Resolution # for Prevailing Wage
- Approval of Bid for Copy Paper
- Approval of May Financials
- Approval of Custodial Bid Supply
- Approval of Policies 3:60, 5:10 and 5:90
- Designating Interest for the 2012-13 Fiscal Year
- Approval of Annual Technology Purchase
- Approval of Policy Issue 77 October 2011 and Policy Issue 78 January 2012 and Policies 4:80 and 7:305
- Request for Quotes - P.E Supplies (memo)
- Department of Student Learning Update (memo)
- Update on Summer Projects (other)

July 9

Regular Board Meeting – 7:30 p.m.

- Appointment of Hearing Officer
- Approval of Student/Parent Handbook 2012-13
- Approval of June Financials

TBD

- Board Adopts 2012-13 Tentative Budget & Establishment of Public Hearing Date
- Update on Illinois Youth Survey & Related Assessments
- Crisis Plan Presentation

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.

Jefferson School Presentation

TO: Board of Education

FROM: Diane Betts, Assistant Superintendent for Student Learning 

DATE: May 21, 2012

RE: Student Recognition

Every May, it is our pleasure to bring forward students deserving of special recognition for their outstanding accomplishments. This year, District 64 is proud to acknowledge the achievements of 35 students in the following categories.

ART AWARDS

Curriculum Specialist for Art Sonja Dziedzic recommends that the following Emerson Middle School students be recognized for their creative works through the 2012 Scholastic Art & Writing Awards national competition. The 8th grade students were among a larger group nominated by Mrs. Dziedzic for their exceptional work.

It was the first time in six years that District 64 students participated in the at-large regional competition coordinated by the Belin-Blank International Center for Gifted Education and Talent Development at the University of Iowa.

The Scholastic Art & Writing Awards date back to 1923, and are considered the most prestigious program to recognize youth and teens in grades 7-12 in 28 categories of art and writing. Students compete to win scholarships and have their works exhibited or published. Each work is judged for "originality, technical skill and the emergence of a personal voice or vision." The awards program is sponsored by the non-profit Alliance for Young Artists & Writers.

Four students captured top "Gold Key" awards:

- Photography – Anna Campbell (fall gourds) and Isabel Diaz (Soldier Field)
- Ceramics – Karolina Koszczuk (jack 'o lantern) and Marisa Owen (teapot)

"Silver Key" awards also were earned in the Photography category by Mike Chrisos (Baha'i House of Worship) and Claire DeRosa (child with wagon).

MUSIC AWARDS

Illinois Music Educators Association (IMEA) - Instrumental

Curriculum Specialist for Instrumental Music Brian Jacobi recommends that the following students be recognized for their participation in IMEA instrumental music groups this year. IMEA sponsors a yearly music festival for nine regions in the state. Our region ranges from the northern Chicago border to Wisconsin, and Lake Michigan to Woodstock. Each year, approximately 50 schools in this region send their finest students to audition for a position in this all-star ensemble. This year's festivals took place on Saturday, November 4th at Wauconda High School and November 19th at Evanston Township High School. Students worked with Mr. Donald Shupe from Libertyville High School, Mr. Charles Abplanalp from Evanston Township High School, Mr. Christopher Madsen from Northwestern University, and Mr. Terry Guynes from Lundahl Middle School in Crystal Lake. Students rehearsed with these master teachers

from 9:00 a.m. to 2:00 p.m., and then performed a concert at 3:00 p.m.

District 64 students selected to participate this year following rigorous auditions are:
IMEA Band Emerson – Anthony Dare, bass clarinet, and Lincoln – Emily Donahue, clarinet; Bonnie Millener, flute; Isabella Goldman, French horn.

IMEA Orchestra Emerson – Gillian King, Alec Wojda, cello; Fritz May, violin; and Lincoln – Jacqueline Murphy, violin; Kathryn Gaertner, Viola; and Robby Reinhard, bass.

IMEA Jazz Band Emerson – Max Anderson, drums; Colin Besetzny, bass; Johnny Maltese-Miller, baritone sax; and, Lincoln – Wesley Dziedzic, piano; Jason Giblin, trumpet; and Robert Reinhard, bass.

Choral Performances

Curriculum Specialist for General Music Joani Heavey, would like to recognize several District choral groups who have been active in the community this year. These students will not be in attendance at the Board of Education meeting.

In December, Emerson choruses were heard caroling in Uptown Park Ridge at ESC and City Hall. Performances, under the direction of Terry Broeker and Mike Kennedy also included St. Matthew and Resurrection Care Centers and Golf Mill Mall. Emerson's "Lunch Bunch" under the direction of Mrs. Terry Broeker, performed holiday selections for five hours at the *Fine Arts Gala* on Michigan Avenue. Their performance earned an invitation to perform at next year's event.

Field School's 4th and 5th grade choruses each performed at Golf Mill Mall's *Sounds of Spring*. Ninety-five 5th graders also performed for the Noon Kiwanians, Summit Retirement Residents, Covenant Village Retirement Community, Park Ridge City Council, and the Kalo Foundation Christmas Party.

Field School's 4th and 5th grade choruses, consisting of 105 students under the direction of Joani Heavey, participated in *Music in the Parks* on Saturday, May 19th.

Roosevelt School's 4th and 5th grade choruses, which included 50 students, traveled to Six Flags Great America in Gurnee to compete in the *Music in the Parks Festival* on May 12th, and earned a second place trophy under the direction of Ms. Linda Thomas.

Lincoln's choruses performed at The Park Ridge Police Memorial on May 14th under the direction of Jenny Johnson and Tami Nardi. They also performed in the Golf Mill Mall's *Sounds of the Holidays* and *Sounds of Spring* programs.

YOUNG AUTHORS

Curriculum Specialist for Language Arts Meghan Keefer announces that the District-level winners of this annual creative writing competition have been selected from a pool of outstanding school winners at every grade level. Students wrote and illustrated an original story independently at home. This year's outstanding Young Authors are:

- Kindergarten - *The Jaguar and the Frog*, by Maddie Parrino, Washington School
- First Grade - *The Forgotten Sock Monkey*, by Giancarlo DiCola, Roosevelt School
- Second Grade - *A Magical Trip to the Rainforest*, by Nathan Fernando Munoz-Lo, Field School
- Third Grade - *I Want More Cheetos®*, by Sophie DiMaso, Field School
- Fourth Grade - *Talia: A Tale of a Troublemaker*, by Gabrielle Galiciano, Field School
- Fifth Grade - *Patunada's Rescue*, by Kelly Popper, Franklin School
- Fifth Grade - *Feathery Miracle*, by Elizabeth Stach, Washington School
- Sixth Grade - *Expedition*, by Brandon Christopher, Lincoln Middle School
- 7th Grade - *Torn*, by Kasia Preski, Emerson Middle School
- 8th Grade - *The Perfect Getaway*, by Cece Law, Emerson Middle School

DISTRICT SPELLING BEE

For the second year, each school conducted its own spelling bee to select representatives at large to participate at the District 64 competition. The District 64 Spelling Bee with 22 student contestants was held in January at Roosevelt School. It lasted 20 rounds, with the two final spellers – both from Lincoln Middle School – dueling during the final seven rounds. In the end, Lincoln 7th grade student Anastasia Dalianis spelled “imam” correctly to capture the championship over Julia Araneta, 8th grade. Third place went to last year’s champion, Anna Benuzzi, an 8th grade student from Emerson.

DB:km

Teacher Tenure List 2011-12

Pablo Alvarez Washington

Maryann Arsenjevic Field

Marie Cahill Washington

Julie Casey Lincoln

Kim Cichon Washington

Christy Holtz Jefferson

Diane Kucharski Washington/Roosevelt

Sean Masterton Washington

Susan Miller Franklin

Nancy Otto Field

Carol Pankau Franklin

Jennifer Proffer Franklin

Alex Rubenstein Franklin

Cristie Rubeo Washington

Sean Rybak Washington

Robyn Schmit Carpenter

Sara Sianis Franklin

Courtney Smee Carpenter

Sharon Stake Carpenter

Linda Thomas Roosevelt/Field

ELF Grant Awards

Superintendent Bender along with the Chair of the ELF Grant Committee will announce the ELF Grant Awards for 2012-13.

Re-Designation of Emerson Middle School as an Illinois Horizon School

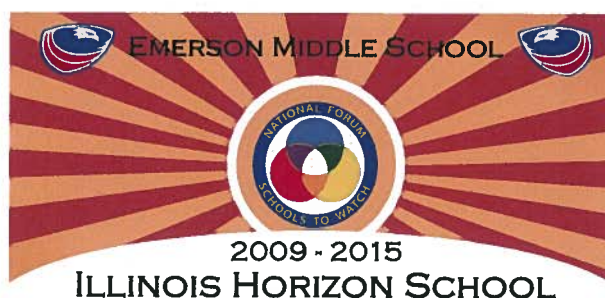
We have received notification that Emerson Middle School has been re-designated as an Illinois Horizon School, a major national honor. Emerson is one of just over 100 schools in the country, and only four in Illinois, to earn the distinction of being a "School to Watch."

The program is sponsored by the National Forum to Accelerate Middle-Grades Reform. This distinction was originally granted to Emerson in 2009 for a three-year period; this re-designation will extend that accolade through 2015.

The award is presented to middle schools that are: academically excellent; responsive to the needs and interests of young adolescents; and, committed to helping all students achieve at high levels. In addition, each school has strong leadership, teachers who work together to improve curriculum and instruction, and a commitment to assessment and accountability to foster continuous improvement.

An evaluation team visited Emerson on January 27 and met with Assistant Superintendent for Student Learning Diane Betts, Emerson Principal James Morrison, representatives from community organizations, parents, staff, and students. They observed classes, thoroughly toured the school, and spoke at length with the various groups. The evaluation team was headed by an Illinois State University professor, and included another University administrator along with an active middle school principal and a middle school teacher. In addition, last fall the school submitted extensive documentation in support of its application on the different practices being examined, including: academic excellence, developmental responsiveness, social equity and organizational support.

Congratulations to the entire Emerson community for this well-deserved recognition!



Appointment of Principal at Lincoln Middle School

ACTION ITEM 12-05-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of _____ as the Principal at Lincoln Middle School beginning July 1, 2012 through June 30, 2013.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Appointment of Principal at Carpenter Elementary School

ACTION ITEM 12-05-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of _____ as the Principal at Carpenter Elementary School beginning July 1, 2012 through June 30, 2013.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

TO: Board of Education
Dr. Philip Bender

FROM: Ares Dalianis and Genie Taddeo, CFC Community Coordinators

DATE: May 21, 2012

RE: Community Finance Committee Progress Report

This memo is intended to update the Board on the work of the Community Finance Committee (CFC) since the group was reconvened in January 2012. The Board of Education created the CFC in 2004 to operate as a standing committee, available to provide research, analysis and advice to the Board on financial issues. The CFC recently had been on hiatus as it transitioned to new leadership, members and topics.

Background

Following our appointment by Superintendent Philip Bender as the CFC's new Community Coordinators in mid-November 2011, we conducted two preview meetings on January 17 and 25, 2012, for interested volunteers to hear more about the five topics the Board asked CFC to address.

The study areas approved at the November 14 meeting, included:

- enhancing taxpayer education tools
- reviewing assumptions in the District's 10-year financial model and developing alternate scenarios
- increasing financial transparency by enhancing the District's financial reporting
- refreshing a CFC student fees study from 2009 that adjusted the District's fee structure, and
- identifying borrowing options and budget impact as the District develops its maintenance priorities and new facility master plan.

Based on extensive outreach, about 50 local residents, District 64 staff members and administrators attended the informational sessions. It was stressed that a financial background is not required to participate on CFC, only a willingness to contribute time and learn more about education finance. Those attending were asked to indicate a study group preference; in all, almost 40 persons were slotted onto the five study groups.

Recent Activities

▪ February 7, Kick-off Meeting

At the first full CFC meeting, we invited former Park Ridge resident Tom Johnson, President, Taxpayers' Federation of Illinois, to share his perspectives on education funding in our state. Mr. Johnson offered information about Illinois' continuing fiscal challenges, the Governor's 2012 budget proposal, and the status of current legislation to deal with these issues. CFC members had an opportunity to ask questions and further explore the potential impact of the state's funding issues on suburban school districts like Park Ridge. Study groups then met individually to plan their work.

▪ March 1 – Borrowing Options Presentation

We invited Elizabeth Hennessy from William Blair & Co. to present information about the District's options for borrowing funds. All members were invited to attend this

session. Ms. Hennessy reviewed bond basics, types of Illinois school district bonds, borrowing options for short-term cash flow needs, current market rates, and various examples of District 64's financing options based on several scenarios. Ms. Hennessy then answered questions from CFC members.

- **March 13 – CFC meeting**

Study groups shared preliminary status reports about their activities, and had time to work with their teams.

- **May 1 – CFC meeting**

Study groups shared updates on their activities and recommendations to be presented to the Board.

- **Independent Work and Research**

In addition to these full sessions, individual study groups have met in person or shared documents electronically to continue their work, and have gathered information from District 64 and various outside sources. Study group members also have attended or viewed Board meetings to stay current with financial topics coming before the Board.

Study Group Reports

As work has continued through the spring, some attrition has occurred on several of the groups as would be expected in any volunteer effort. At this time, two of the groups have brought forward detailed reports and are seeking Board input on their recommendations to move forward. The status of all groups is summarized below:

Study Group	Report	Status
Student Fees	Attachment 1	Presented recommendation for 2012-13 student fees at April 23 Board meeting. Several options for continuing work pending Board input: further research mandatory fees; explore cost basis of elective fees; review optional paid bus fee; develop information for taxpayers.
Taxpayer Education	Attachment 2	Recommendations for new "District Finances" website page and sample content are offered. Will continue to identify materials and links. Pending Board input, ready to work with District staff to implement recommendations in summer-fall 2012.
District Borrowing Opportunities	Attachment 3	Completed analysis and now evaluating a new option offered by William Blair on May 1. Will meet with the 10-Year Financial Projections group to coordinate and modify analysis as necessary. Ready to present to Board June 25.
10-Year Financial Projections		Analyzed District's 10-year projections. Will coordinate with the District Borrowing Opportunities group on June report.
Financial Transparency		This group has not prepared a report at this time.

At the May 21 Board meeting, CFC members will be on hand to share their work and respond to any questions you may have. We look forward to discussing our progress with you and determining next steps for the CFC's continuing efforts.

CFC Student Fees Team Status Report

District 64 School Board Meeting, May 21, 2012

Team Members:

Lisa Arrigoni	Kim Eggert	Dana Morimoto
Sue Biagi	Annie Jerome	Katie Ranalli
Marcy Canel	Nick Listermann	Phil Salemi
		Steve Senf

Objective:

Our objective was to investigate current student fees paid by District 64 families.

- Are they appropriate?
- Are fees covering the costs they as they were intended?
- Make recommendations

CURRENT DISTRICT 64 STUDENT FEES

	FY 2010-11			FY 2011-12 Budget
	\$/Student	Total Revenue	Budget	
Registration	K: \$84 G1-5: \$227 G6-8: \$315	\$987,473	\$954,864	\$999,835
Electives Total		\$50,555	\$30,800	\$50,611
Athletics	Basketball: \$100 Volleyball: \$75 Cross Country: \$25	\$18,191	\$4,800	\$18,200
Instrumental Music	Beginner: \$40 Advanced: \$40	\$30,153	\$25,000	\$30,200
Chorus	Elem: \$5 Mid Sch: \$15	\$2,211	\$1,000	\$2,211
Pay Rider Bus Fees	All Year: \$510 Cold Weather: \$305	\$35,673	\$25,300	\$35,545
Lunch Fee	\$2.50	\$348,562	\$380,000	\$349,380
Before School/Lunch Supervision	Lunch: \$165 (\$215 after 7/15) BS: \$475 Daily: \$20	\$512,038	\$530,000	\$530,000
Extended Day Care	K: \$20 After school: \$5/hr	\$987,472	\$596,000	\$732,700

*Sources: D64.org; Year-end Financial Report through June 30, 2011 (Fin Rpt 6_30_11.pdf);
Financial Report through December 31, 2001 (Fin_Rpt_BOE_12_31_11.pdf)*

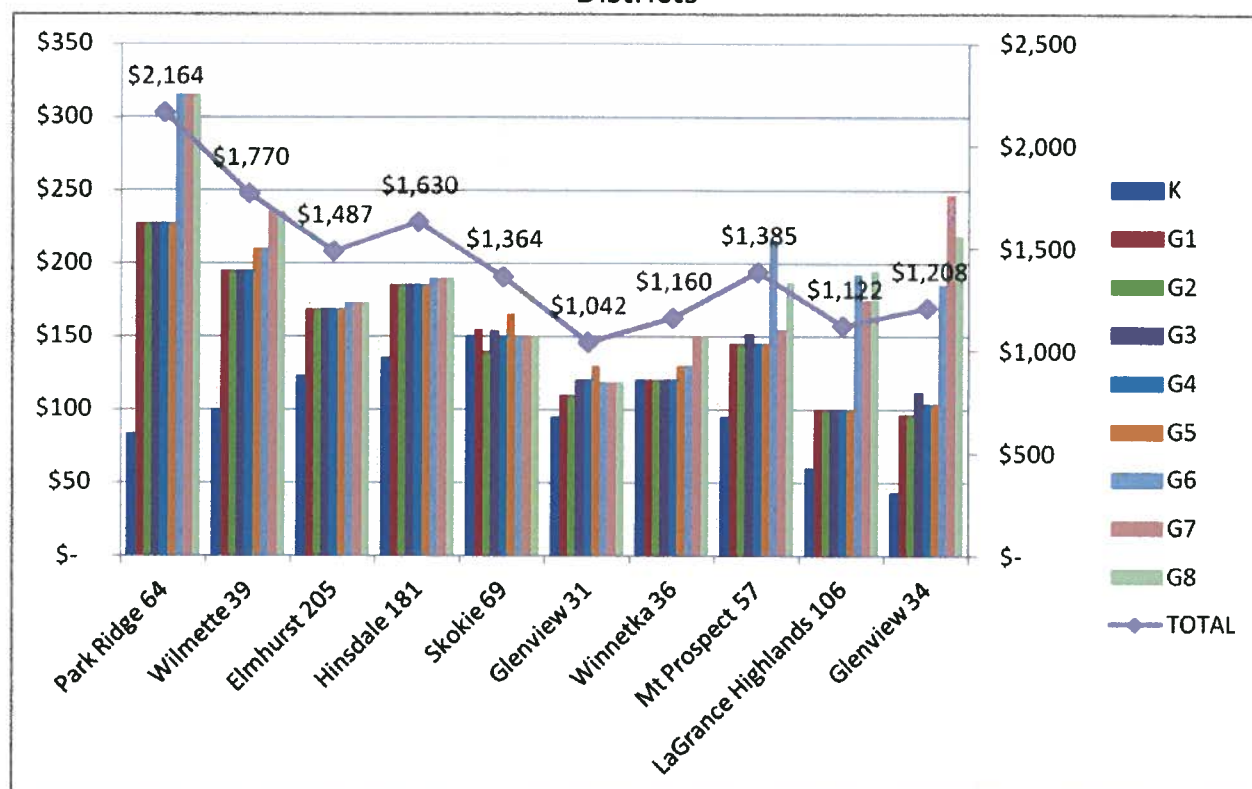
Analysis:

Our first step was to investigate the expenses that go against student fees to ensure that there was not a significant surplus or deficit in any category.

	2010-2011 Year End Financial Report			NOTES
	Actual	Budget	U(O) Budget	
Textbooks - Supplies	\$ 373,703	\$ 381,249	\$ 7,546	Registration Fees are not designed to go against specific expenses, but rather provide funds to be used across the district.
Textbook Binding - Purch Services	\$ -	\$ -	\$ -	
Technology Supplies	\$ -	\$ 2,500	\$ 2,500	
General Supplies	\$ 1,305,320	\$ 1,411,303	\$ 105,983	
Total Registration Expenses	\$ 1,679,023	\$ 383,749	\$ (1,295,274)	
Total Registration Fee Revenue	\$ 987,473	\$ 954,864	\$ (32,609)	
% Expenses Covered	58.8%	248.8%		
Athletic Referee & Judges - Purch Service	\$ 5,250	\$ 4,760	\$ (490)	Athletic and Music Elective fees are designed to cover only supply expenses for these activities. Personnel expenses and stipends are not covered by the fees.
Athletic Travel - Purch Services	\$ -	\$ 4,280	\$ 4,280	
Athletic Uniforms - Supplies	\$ 6,614	\$ 6,000	\$ (614)	
TOTAL Athletic Expenses	\$ 11,864	\$ 15,040	\$ 3,176	
Athletic Fee Revenues	\$ 18,191	\$ 4,800	\$ (13,391)	
% Expenses Covered	153.3%	31.9%		
Music Supervision - Salary	\$ 15,818	\$ 5,000	\$ (10,818)	
Instrumental Music - Supplies	\$ 8,923	\$ 7,500	\$ (1,423)	
Music Supplies - supplies	\$ 23,818	\$ 25,712	\$ 1,894	
TOTAL Music Expenses	\$ 48,559	\$ 38,212	\$ (10,347)	
Instrumental Music Rev	\$ 30,153	\$ 25,000	\$ (5,153)	
Chorus Rev	\$ 2,211	\$ 1,000	\$ (1,211)	
TOTAL Music Revenue	\$ 32,364	\$ 26,000	\$ (6,364)	
% Expenses Covered	66.6%	68.0%		
Transportation Contract	\$ 1,085,958	\$ 1,085,958	\$ -	The team has not yet done analysis of pay rider costs as a percent of total busing costs.
Transportation Special Ed	\$ 870,000	\$ 619,070	\$ (250,930)	
Field Trips Non-Reimbursable	\$ 45,750	\$ 39,906	\$ (5,844)	
Music Field Trips	\$ 5,000	\$ 4,184	\$ (816)	
Field Trips Reimbursable	\$ 10,000	\$ 9,849	\$ (151)	
Extended Day Field Trip		\$ 1,614	\$ 1,614	
TOTAL Transportation Expenses	\$ 2,016,708	\$ 1,760,581	\$ 647	
Pay Rider Revenue	\$ 35,673	\$ 25,200	\$ (5,621)	
Field Trips Revenue	\$ 41,028	\$ 36,000	\$ 17,962	
TOTAL Transportation Revenue	\$ 76,701	\$ 61,200	\$ (10,473)	
% Expenses Covered	3.8%	3.5%		
Food Service Contract - Purch Services	\$ 507,602	\$ 477,919	\$ 29,683	Middle School lunch expenses appear to almost cover the costs of lunch services
Food Service Supplies - Supplies	\$ -	\$ -	\$ -	
Total Lunch Expenses	\$ 507,602	\$ 477,919	\$ 29,683	
Total Lunch Fee Revenues	\$ 419,422	\$ 452,495	\$ 33,073	
% Expenses Covered	82.6%	94.7%		
Lunchroom Supervision - Salary	\$ 529,079	\$ 480,500	\$ (48,579)	Fees appear to cover personnel costs for Before School and Lunch Supervision.
Total BS/Lunch Supervision Expenses	\$ 529,079	\$ 480,500	\$ (48,579)	
Total BS/Lunch Supervision Revenue	\$ 512,038	\$ 530,000		
% Expenses Covered	96.8%	110.3%		

The next step of our analysis was benchmarking District 64 fees against comparable districts. Using data from the Illinois Interactive Report Card (<http://iirc.niu.edu>) and from comparable district websites, it was determined that District 64 has a very high mandatory registration fee for every student. Total cost of registration fees for each child for grades K through 8 equals \$2,164, which is **22%** higher than the next highest district, Wilmette 39.

Mandatory Registration Fees – Park Ridge D64 and Comparable Districts



Source: Individual District Websites

This total registration fee does not include Elementary Lunch Supervision Fee of \$165 per year. Addition of the Lunch Supervision Fee brings District 64 total to \$2,989 for grades K through 8; **68%** higher than the total for Wilmette 39. No other comparable district charges lunch supervision fees for its students.

School Board Meeting, April 23:

At the March 12th board meeting, Becky Allard brought forth a proposal that the district abandon the current “open campus” policy regarding elementary lunch. The recommendation was to adopt a “closed campus” policy where students are required to remain on campus for lunch unless checked out of the office by a responsible adult. The current “open campus” policy is a safety concern and it requires additional effort by staff to ensure accurate attendance during and after lunch period.

During the April 23rd meeting, the school board approved a motion to eliminate the lunch supervision fee. In addition to the financial benefit to District 64 families, this change allows the district to eliminate the “open campus” policy. In today’s environment, going home for lunch is not optional for the majority of students, so lunch supervision has become a mandatory cost for District 64 families.

Next Steps:

The CFC team is currently looking for guidance from the Board as to the next step of our investigation. From discussion at the April 23rd board meeting and subsequent discussions with our team, we have several options:

1. Continue investigation into the mandatory registration fees and ways to bring them more into line with our comparable districts.
2. Elective fees (music, chorus, athletics, etc.) currently do not cover all the costs of these activities, namely the cost of any teacher stipends or personnel. The CFC proposes investigating the true costs of these electives, plus any other clubs or activities, and increasing elective fees to accurately cover all costs associated with elective programs. If these programs are no longer subsidized from other sources, the savings could then be used to reduce the mandatory registration fee.
3. Review optional paid bus rider fees (for any student living within 1.5 mile radius). These fees have not been reduced to reflect changes in busing costs due to the contract with Illinois Central School Bus.
4. We recommend more transparency into student fees and better information to taxpayers as to the purpose of fees and the expenses they are intended to cover. In addition, taxpayers should be able to see the amount of loss/deficit for each type of fee. This may be addressed by working with the Taxpayer Education and/or Financial Transparency CFC teams.

Note: During the April 23rd board meeting, there was some discussion of having the CFC investigate Extended Day Care costs to ensure that the District budget is not subsidizing this optional service. The CFC team will table this investigation as the Extended Day Care program may be restructured as part of a different action by the administration.

ATTACHMENT 1: COMPARABLE DISTRICT FEE SCHEDULES

DISTRICT	FEE RANK	REQUIRED FEES		REQUIRED FEES		ELECTIVE FEES	
Park Ridge 64 2011-12	1	K	\$ 84	K	\$ 84	Instrumental Music	\$ 40
		G1-5	\$227	G1-5	\$ 227	Basketball	\$ 100
		G6-8	\$315	G6-8	\$ 315	Volleyball	\$ 75
		G1-5 Lunch Supervision	\$165	G1-5 Lunch Supervision	\$ 165	Cross Country	\$ 25
						Chorus - Elem	\$ 5
Wilmette 39 2012-2013	2					Chorus - Mid Sch	\$ 15
						Paid Bus Rider (all year)	\$ 510
						Paid Bus Rider (cold weather)	\$ 305
		K	\$ 100	K	\$ 100	Instrumental Music G5	\$ 150
		G1-4	\$ 195	G1-4	\$ 195	Instrumental Music G6	\$ 305
Elmhurst 205 2011-12	3	G5-6	\$ 210	G5-6	\$ 210	Instrumental Music G7-8	\$ 385
		G7-8	\$235	G7-8	\$ 235	Choral Music G5-8	\$ 85
						Transportation 2-way	\$ 495
						Transportation 1-way	\$ 275
Hinsdale 181 2011-12	4	Pre K	\$ 88	Pre K	\$ 88	Instrumental Music	\$ 150
		K	\$ 88	K	\$ 195	Vocal Music	\$ 65
		G1-5	\$134	G1-5	\$ 210	Athletics G6-8	\$ 34
		G6-8	\$138	G6-8	\$ 235	Club Fee (per club)	\$ 10
		Tech Fee GK-8	\$ 35			Early and Late activity bus/sem	\$ 38
Skokie 69 2012-13	5	K Textbook	\$115	K	\$ 135	Activity G 1-5	\$ 11
		G 1-5 Textbook	\$145	G1-5	\$ 185	Activity G6-8	\$ 40
		G 6-8 Textbook	\$150	G6-8	\$ 190	Sports G6-8 (Xcountry, Vball, Tr	TBD
		K Technology	\$ 20				
		G 1-8 Technology	\$ 40				
Glenview 31 2011-12	6	Registration K-8	\$ 75	K	\$ 150	Sports	\$ 70
		Textbook K-8	\$ 50	G1	\$ 155	Bus Trans 1st child/family	\$ 150
		Technology K-8	\$ 15	G2	\$ 140	Bus Trans each add. Child	\$ 75
		Recorder G3	\$ 4	G3	\$ 154	Afterschool busing	\$ 10
		Calculator G1-4	\$ 5	G4	\$ 150		
Winnetka 36	7	Calculator G5-8	\$ 15	G5	\$ 165		
		Field Trip	\$ 10	G6-8	\$ 150		
		K	\$ 95	K	\$ 95	Winkelman Milk	\$ 20
		G1-2	\$110	G1-2	\$ 110	Winkelman Yearbook	\$ 25
		G3-4	\$120	G3-4	\$ 120	Field School Yearbook	\$ 30
Mt Prospect 57 2012-13	8	G5	\$130	G5	\$ 130	Graduation party G8	\$ 10
		G6-8	\$119	G6-8	\$ 119		
		K-4	\$120	K-4	\$ 120	Yearbook Mid School only	\$ 30
		G5-6	\$130	G5-6	\$ 130	Suzuki string Instrument	\$ 950
		G7-8	\$150	G7-8	\$ 150	Bus Fee kids #1-4	\$465 / \$36
LaGrange Highlands 2011-12	9						
		K	\$ 60	K	\$ 60	Music Enrichment	?
		G1-5	\$100	G1-5	\$ 100	Yearbook GK-5	15
		G6-8	\$175	G6	\$ 192	Book Socks	3
		G6 Lock	\$ 7	G7	\$ 175	Party Dues	5
Glenview 34 2011-12	10	G8 Graduation	\$ 20	G8	\$ 195	Yearbook G6-8	24
		PE Uniform G6-8	\$ 10			Gym Bag	8
						Art Smart	?
		K	\$ 43	K	\$ 43	Instrumental Music G4-5	\$ 45
		G1-2	\$ 97	G1-2	\$ 97	Instrumental Music G6-8	\$ 71
		G3-5	\$104	G3	\$ 112	Chorus G6-8	\$ 30
		G3-5 book cover/recorder	\$ 8	G4-5	\$ 104	Paid Bus Rider	\$ 270
		G6	\$170	G6	\$ 185		
		G6-8 PE Uniform (one time)	\$ 15	G7	\$ 247		
		G7	\$117	G8	\$ 219		
		G7-8 Calculator (one time)	\$130				
		G8	\$219				

NOTE: Before and After School Care fees are not included in this list
Sources: Individual District Websites

ATTACHMENT 2: COMPARABLE DISTRICT DATA

Illinois Interactive Report Card												
District Name	Enrollment	Size	# schools	All Subjects Meets & Exceeds	Ave Teacher Salary	Ave Teacher Exp. (years)	Instructional \$/pupil	Operational \$/pupil	Low Income	EAV/pupil	Total School Tax Rate	
Park Ridge CCSD 64	4,281	Large	7	94%	\$ 78,612	14	\$ 9,120	\$ 13,450	4%	\$ 530,239	2.70	
Wilmette SD 39	3,660	Large	6	97%	\$ 69,738	11	\$ 8,067	\$ 13,122	1%	\$ 615,591	1.80	
Elmhurst SD 205	8,054	Large	12	91%	\$ 76,241	11	\$ 7,694	\$ 12,482	11%	\$ 346,576	3.30	
Hinsdale CCSD 181	4,002	Large	9	97%	\$ 86,134	14	\$ 8,619	\$ 14,426	3%	\$ 743,644	1.80	
Skokie SD 69	1,709	Medium	3	82%	\$ 64,978	10	\$ 6,412	\$ 11,512	52%	\$ 356,577	3.30	
West Northfield SD 31	890	Medium	2	92%	\$ 65,209	12	\$ 8,000	\$ 13,824	13%	\$ 1,052,550	1.40	
Winnetka SD 36	1,919	Large	5	96%	\$ 69,932	13	\$ 9,967	\$ 17,842	0%	\$ 998,551	2.10	
Mount Prospect SD 57	2,143	Large	4	95%	\$ 61,171	13	\$ 5,522	\$ 10,497	6%	\$ 408,932	2.30	
LaGrange Highlands SD 106	909	Medium	2	96%	\$ 69,712	14	\$ 8,250	\$ 13,291	3%	\$ 560,670	2.30	
Glenview CCSD 34	4,844	Large	8	93%	\$ 63,668	10	\$ 7,950	\$ 13,420	18%	\$ 562,937	1.90	

Source: Illinois Interactive Report Card

**Community Finance Committee
Group 1 – Taxpayer Education**

Members

Bill Barnum, Joel Martin, Laura McGrady, Mohamad Nasir, Kathleen Pancini, Courtney Smee

DRAFT

We recommend that a new page, called “District Finances,” be created as a stand-alone item on the District website. It should be placed under the “District” tab on the horizontal menu bar so that it is easily accessible.

We also recommend that the “Fact Book” be taken off the website; the information is dated.

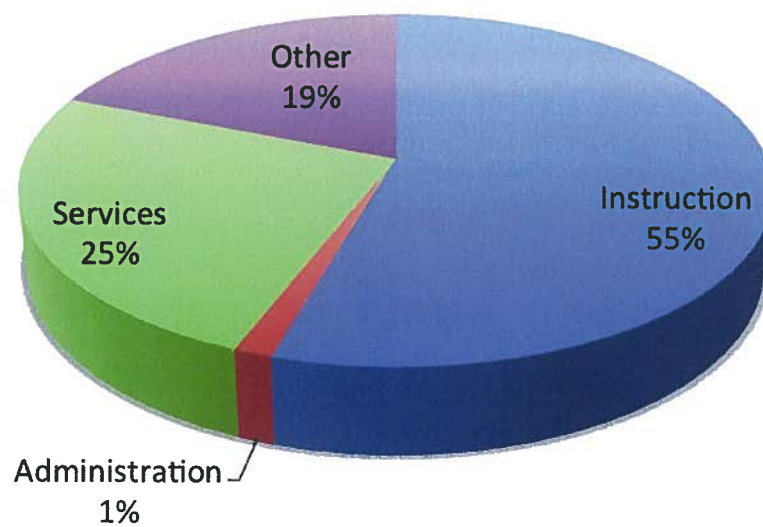
When you click on “District Finances” the items that would pop up are:

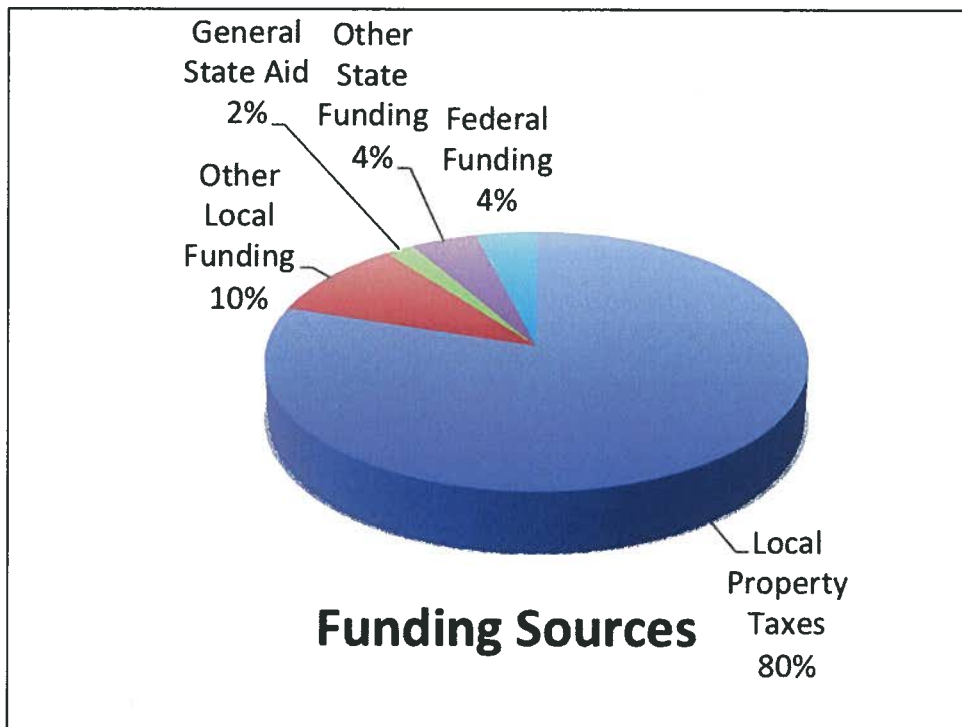
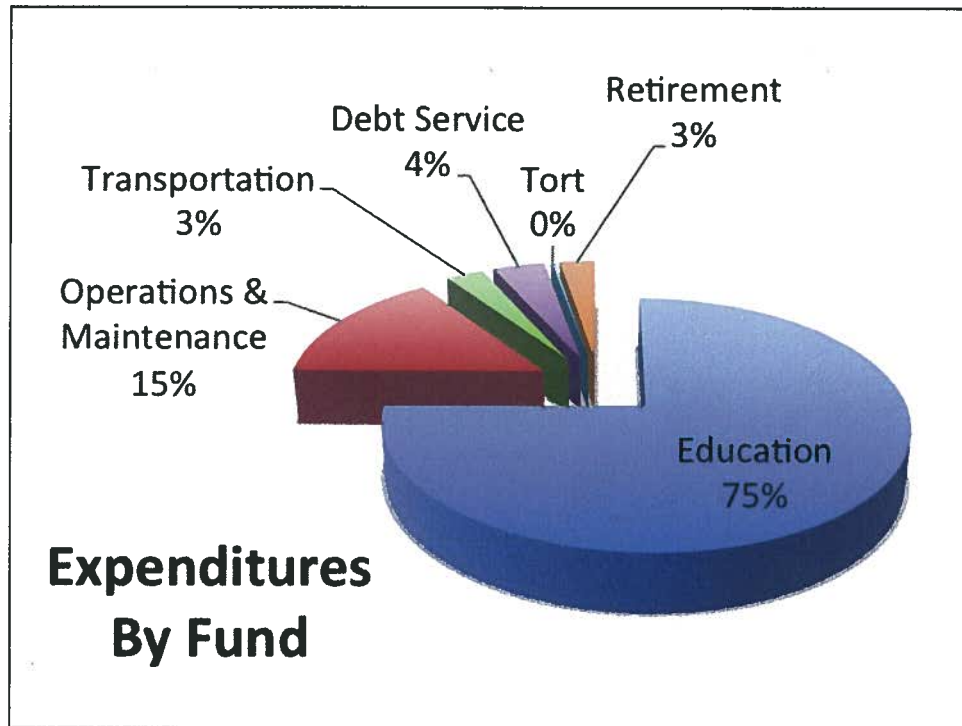
- **First Item:** “IL School Funding 101”
 - There could be a direct link to the following: <http://isbe.net/finance/>
 - Possible additional information and links as appropriate.
- **Second Item:** “District 64 Finances – Where does our money go?”
 - Pie Chart on where it all goes and a brief explanation of what goes into each section of the pie chart. (Attachment 1)
 - ISBE information and school report card link.
 - Also note on this tab that School Report Cards can be used to compare District 64 to other districts.
- **Third Item:** “Tax Levy Impact on Tax Bills” (Tax Caps and Tax Refunds)
 - Property Taxes 101: Taking the mystery out of the process. Include example similar to Arlington Heights (Attachment 2)
 - http://www.iasb.com/journal/j010208_03 (Attachment 3)
- **Fourth Item:** “What is District 64’s operating fund balance, what does that mean?”
 - Plug in info from District Business office
- **Next Item:** Combine with item 2? “How much do we spend per student?”
 - Possible link to <http://iirc.niu.edu/>
- **Fifth Item:** “Current Financial Issues in District 64”

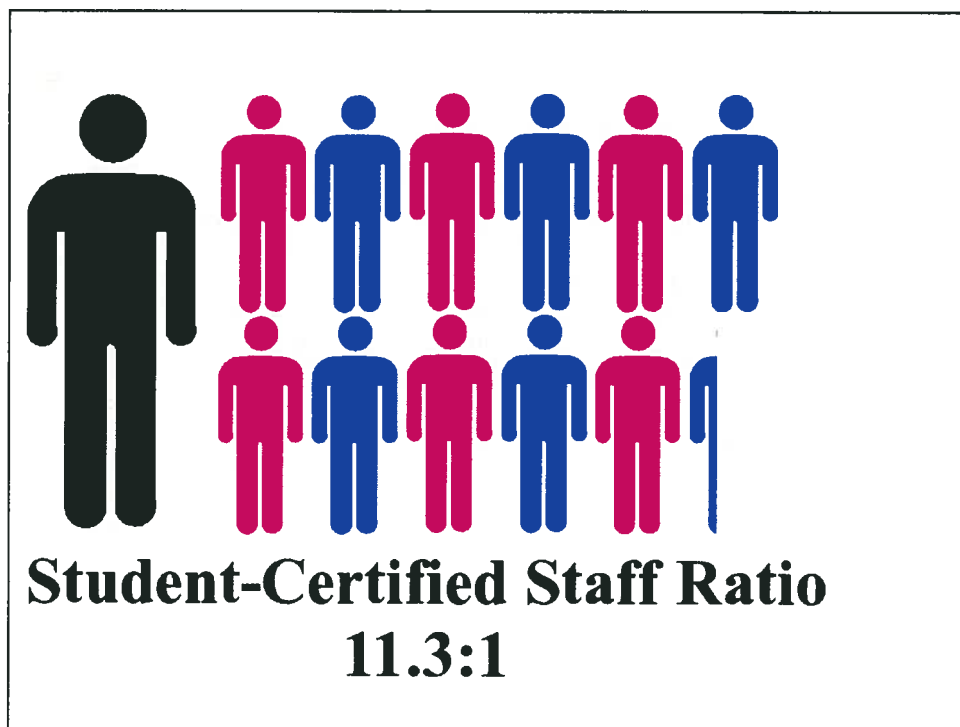
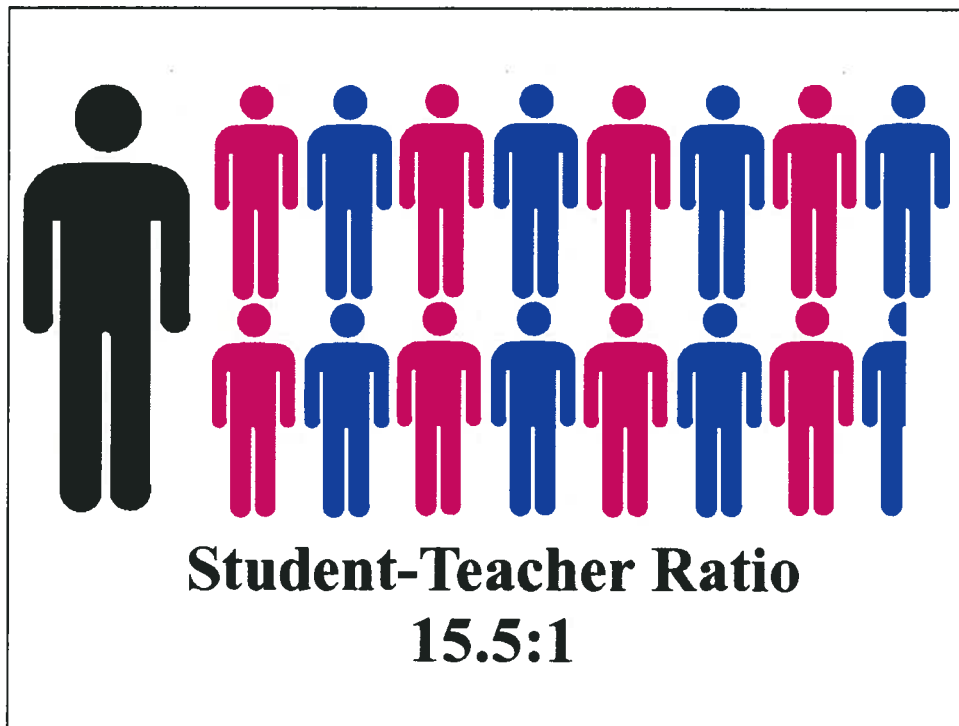
Sample Visuals for District 64

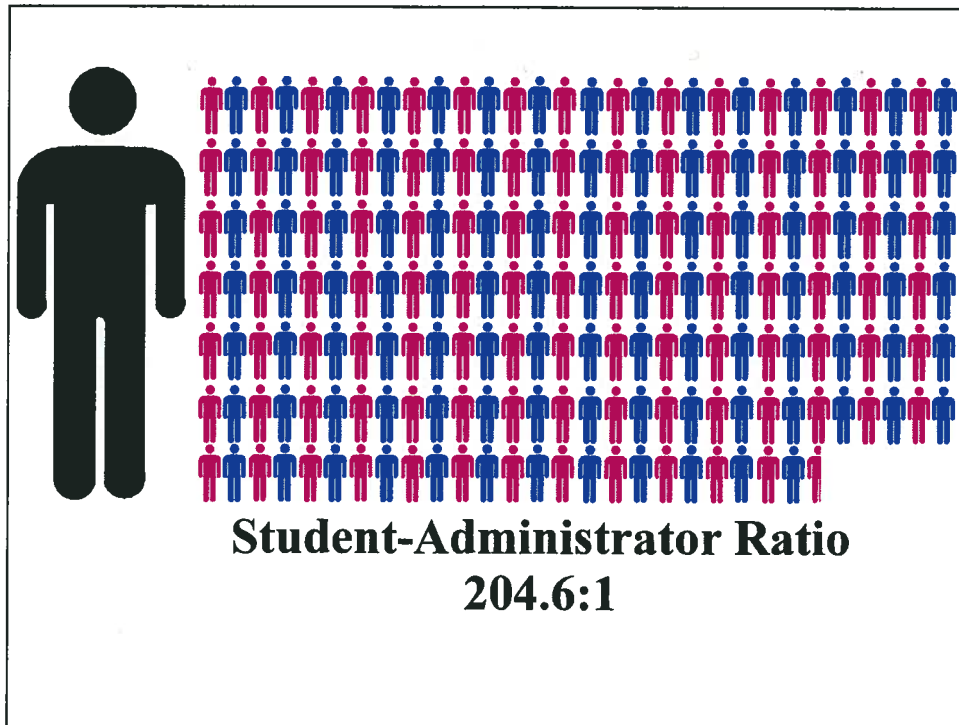
Source: [Illinois State Board of Education](#)

Expenditures by Function







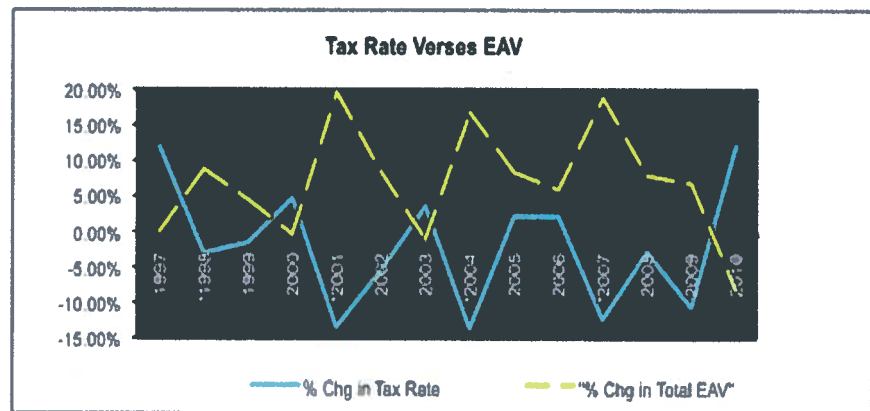


Arlington Heights School District 25 Tax Levy Impact on Tax Bills

The school district does not levy tax based on a rate or an increase in a rate. The district levies taxes based on a dollar amount, and that dollar amount is limited to an increase each year of the Consumer Price Index (CPI) or 5%, whichever is less. The Cook County Clerk's office divides that dollar amount by the total Equalized Assessed Valuation (EAV) of all properties in the school district.

$$\frac{\text{School District Tax Extension}}{\text{Total EAV}} = \text{Tax Rate}$$

When the Total EAV in the District increases, the tax rate decreases to ensure the school district only receives the dollars it is entitled to. Conversely, when the Total EAV decreases, the tax rate increases to ensure the school district receives the dollars it is entitled to.



Property values have gone down. Why did my tax bill go up?

The percent change in your property tax bill is not a 1:1 relationship with the percent change in your property value. Other factors also impact your tax bill:

- ***Did your homeowner's exemption amount change from the prior year?*** The legislature voted to decrease and phase out exemption amounts for the 7% Expanded Homeowner Exemption. The minimum homeowner's exemption is \$6,000. The maximum homeowner's exemption in Cook County will decrease from \$20,000 to \$12,000 by tax year 2012.
- ***Are you receiving all the money saving exemptions to which you are entitled?*** Exemptions may save you hundreds of dollars on your tax bill. To view descriptions of exemptions available in Cook County go to "<http://cookcountyassessor.com/exemptions.aspx>"
- ***What was the change in your EAV as compared to other taxable properties in the community?***

Reductions and increases in EAV of individual properties cause a shift in the tax burden to other properties. If other property EAVs decreased by a larger percent than yours, your resulting EAV would represent a larger portion of the total EAV than it previously did. Thus, you would be responsible for a larger portion of the taxes than you previously were. With thousands of taxable properties making up the total EAV, it is impossible to predict your tax bill simply based on what happens with your individual property's EAV.

Consider this simplified example:

Year 1: The school district needs taxes of \$10,000 to provide services to your children. Suppose there are only 2 taxable properties in the community, your home and a commercial bank. The taxable value (EAV) of your home is \$100,000 and the EAV of the bank property is \$700,000.

Your home represents 12.5% of the total EAV ($\$100,000/\$800,000$), so your share of the tax bill is $12.5\% * \$10,000$ or \$1,250.

Year 2 declining EAV: The school district is limited by the Consumer Price Index (CPI) to an increase in property taxes of 2.7%, or \$270, for a total tax of \$10,270. At the same time, your EAV decreases by 15% to \$85,000 and the bank EAV decreases by 30% to \$490,000.

Your home now represents 14.8% of the total EAV ($\$85,000/\$575,000$), so your share of the tax bill is $14.8\% * \$10,270$ or \$1,520.

Even though your EAV decreased, the bank's EAV decreased more, so **your property now represents a larger proportion of the total tax base**, and thus, a larger proportion of the tax burden.

Year 2 increasing EAV: The school district is still limited by the Consumer Price Index (CPI) to an increase in property taxes of 2.7%, or \$270, for a total tax of \$10,270. However, had your EAV increased by 20% to \$120,000 and the bank's EAV by 30% to \$910,000, you would not have seen a 20% increase in your taxes.

Your home now represents 11.7% of the total EAV ($\$120,000/\$1,030,000$), so your share of the tax bill would be $11.7\% * \$10,270$ or \$1,201.

Even though your EAV increased, the bank's EAV increased more, so your property now represents smaller proportion of the total tax base, and thus, a smaller proportion of the tax burden.

District 25 was apportioned a 3.07% overall increase from 2009 to 2010 in total taxes due. This reflects an increase based on CPI of 2.7% plus new growth. In 2003, Cook County implemented the 7% Expanded Homeowner's Exemption in an effort to provide immediate relief to homeowners facing assessment increases. This caused a shift in the overall tax burden from residential to commercial properties. Since 2003, commercial properties have been carrying a greater tax burden due to the 7% cap on residential assessments. Two years ago, Cook County began phasing out the 7% residential cap. This is causing a shift in overall burden from commercial properties back to residential properties.



ILLINOIS

ASSOCIATION OF SCHOOL BUSINESS OFFICIALS

Declining EAV, Rising Tax Rates and How Do We Explain It?

By Michael Jacoby, Executive Director, Illinois ASBO
and Rebekah Weidner, Copywriter, Illinois ASBO

More and more districts are finding complaints arising from local taxpayers who believe the impact of PTELL should mean lower taxes. On a real and personal level, taxpayers have difficulty understanding why their taxes increase as their property values decrease.

In response to this growing problem, on October 6 Illinois ASBO gathered together various district leaders who were already experiencing or anticipating declining EAV and increasing tax rates for a discussion group. Out of this timely and relevant discussion, emerged a list of 10 best practices for districts who may be experiencing or looking toward this issue in.

Framing the Discussion

Now that property values in most communities are in decline since the real estate bubble burst several years ago, a new reality is emerging in districts subject to PTELL. With declining values and a continuing increase in CPI, district tax rates are increasing proportionately. The impact of this for a local property owner can be the sad reality of the loss of value in his or her property corresponding with a higher tax rate to produce an aggregate tax extension that matches the increase in CPI.

An additional complication is that local property taxes are the aggregate mix of residential, commercial and industrial values. So, even if a single parcel changes in value, the rate associated with that parcel is connected to the value changes (up or down) of all other parcels within the jurisdiction of the local taxing body. Transparency is difficult to come by as these equations are extremely detailed. In addition, many separate and distinct entities such as township assessors, county assessors, county clerks, the Department of Revenue, the Property Tax Appeal Board and other local

governmental entities, are responsible for determining the variables that make up the tax bill.

In light of this emerging issue, legislators have begun to discuss additional caps on local extensions where aggregate property values are decreasing. While those efforts (HB 3793/SB 2073) sound good to taxpayers, the rhetoric around them – though loudly spoken – is full of half-truths. Nothing in these bills would guarantee lower tax bills for residents and the decline in services (police, fire, municipal, schools, parks, etc.) could be devastating to communities. Several years ago, the CPI was at 0.1%, which was nearly the 0% proposed, and the incidence of declining values and increasing tax rates was still present.

Illinois already has a significant equity gap between districts and setting an additional cap only on some for reasons that may not even be associated with residential property values, would simply exacerbate the issue. With more than sixty percent of all school funding in Illinois dependent on local property taxes and with ever decreasing financial support from state

and federal resources, such an additional cap would severely impact the quality of instruction for our children and erode the one thing that contributes to higher property values – excellent schools.

Current Occurrence in Focus Group School Districts

Of the districts represented at the discussion group:

- Six were experiencing their first year of declining EAV and increasing tax rates. They saw an average decline in EAV of around seven percent (7%), with the resulting tax rate increase of fourteen percent (14%), on average.
- Five participants were in their second year, with an average EAV decline of three percent (3%) in the first year and around six percent (6%) in their second year.
- Two represented districts were in their third year of declining EAV, averaging nine percent (9%).
- Three districts in attendance came in anticipation of this issue in the future.
- On average, in the second and third year of decline, districts experienced an increased tax rate of around four percent (4%).

Is the Community Aware?

The next logical question was, “What kind of dialogue has there been on the issue?” The majority in attendance had already begun preliminary discussions with their boards, although depending of the background and experience of board members, the level of understanding varied. The best scenario was an active board that was able to go into the community and explain the issue. In most represented districts, the community was starting to become more aware, with a few beginning to get some calls from press and community members.

As districts were not yet feeling heavy pressure from outside forces, participants decided that planning and preparing now for how to communicate about this issue was necessary. In the discussion, some best practices emerged.

“De-geeking” the issue

The idea of creating simpler explanations so that board and community members could more easily understand the complexity of this issue is a challenge for every school leader.

Some suggestions include:

- Clarifying that the district levies dollars as opposed to a rate.
- Creating easy to understand graphics.
- Producing a series of short, simple communications so stakeholders can understand all the moving parts.
- Using simple “cause and effect” illustrations i.e. “If we levy X dollars, our budget will look like X in the long term and the typical tax bill will change by X.”

Stacey Mallek of Arlington SD 25 has already posted a document on her district's Web site to address this issue. Find her document or post your own suggestions or documents in the Illinois ASBO peer2peer Network “Declining EAV” discussion in the Hot Topics Group. Remember that you must join the group to add to the discussion.

What's next?

Many policy-related issues were brought up in the discussion that Illinois ASBO has already begun to, or will continue to, explore through the Delegate Advisory Assembly. These include: TIF transparency, the raising of statutory rate limits and PTAB recovery.

A future issue may be to look more carefully at the Cook County Multiplier and the necessity of processing a levy under the tax cap.

Illinois ASBO will continue to watch for issues such as this that may lend to future discussion groups and look for ways to aid districts with their many challenges.

On the following page find the list of best practices that emerged within the discussion group.

Top Ten Best Practices to Address Declining EAV and Rising Tax Rates (In Rank Order)

1. **Early Communication:** Making boards and communities aware of the emerging issue is seen by practitioners as the first and most important action a leadership team can take. This should not be a surprise when tax bills are distributed!
2. **Limit “Defensive” or “Protective” Levies:** When values were increasing and new property was emerging at record rates, districts often responded by levying in excess of what they expected to receive. This protected against an under-levy and permanent losses in extension. Now that values are decreasing, the CPI may be a better measure for anticipating the increase in levy requests. Staying below the five percent level also eliminates the need for public hearings on the tax levy. In the end, the CPI is going to determine the actual extension, so why ponder something greater if not necessary? Some districts are abiding by the Truth in Taxation procedure even if the levy is less than five percent. Something to consider.
3. **Place Tax Rates in a Long-Range Context:** This means showing the current rate in light of the long-term rate trends. Since most property tax payers only understand the current rate against their current value, it is good for them to see the rate changes over the last 10 to 20 years when the typical impact of PTELL was to lower rates or keep them steady.
4. **PTAB Communication:** When an adverse decision is rendered by PTAB, it is best to publicly communicate the impact as soon as practicable. This mitigates against a misunderstanding of the shift of tax burden between corporate and industrial and residential taxes.
5. **Interaction with Assessors:** A practical step is to interact with assessors so that districts can know what their targets are for assessment and the impact of triennial or quadrennial assessments will have when implemented.
6. **Compare Current Rates to Voter Approved Rates:** Again, the impact of PTELL over time has been to reduce tax rates well below those rates already approved by voters. Comparing current rates to the voter-approved rates will often show that the rate is still lower than the community agreed it would embrace through referendum.
7. **Early Levy Adoption:** Several districts in Cook County have adopted levies earlier in the fiscal year in order to have that discussion take place in the community outside of the time when tax bills from the prior year levy are being received. Since property taxes are almost always perceived as onerous, discussing a future levy at the same time as residents are paying the current tax can be problematic.
8. **Proactive Dialogue Around Options:** Discussing options in advance with a board of education can mitigate against a reactive decision regarding levies, rates and budgets.
9. **Make No Promises:** In a prior economic time, it was quite common to make tax rate promises when presenting a referendum to the community. Now that the volatility of local values is quite real, it is prudent to refrain from those types of commitments.
10. **Abatement and Restructuring of Debt:** While this is an option to lower the overall tax rate, it can be used only sparingly and restructuring can happen only once. However, if the options are to restructure or abate vs lowering the levy for operating funds, it is a better option to lower the Bond and Interest rate than permanently lose extension for the Education or other operating funds.

Borrowing Opportunities Study Group Update

Prepared for the District 64
School Board
May 21, 2012

Current Status

- The Borrowing Opportunities group has experienced substantial attrition, leaving few resources to complete the analysis of available Borrowing Opportunities.
- Remaining group members reviewed the various options presented by William Blair and developed an initial recommendation.
- An additional funding option was suggested by William Blair on May 1. The Borrowing Opportunities group is revisiting its initial recommendation in light of this option.
- Documentation of the group's analysis and rationale is in process.

Next Steps

- Review recommendation with the 10-Year Budgeting team to (1) supplement the analysis and conclusions reached by the Borrowing Opportunities team and (2) allow the 10-Year Financial Projections team to refine its analysis if necessary.
- Prepare full presentation for June 25 School Board meeting.

Submitted by Renate Stolzer & Tom Marinis

First Reading of PRESS Policy Issue 78, January 2012 Including Policies:

Policy 2:100	School Board – Board Member Conflict of Interest
Policy 2:120	School Board – Board Member Development
Policy 2:200	School Board – Types of School Board Meetings
Policy 2:260	School Board – Uniform Grievance Procedure
Policy 4:110	Operational Services – Transportation
Policy 4:170	Operational Services – Safety
Policy 5:30	General Personnel – Hiring Process and Criteria
Policy 5:190	Professional Personnel – Teacher Qualifications
Policy 5:210	Professional Personnel – Resignations
Policy 5:220	Professional Personnel – Substitute Teachers
Policy 5:260	Professional Personnel – Student Teachers
Policy 6:110	Instruction – Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
Policy 6:150	Instruction – Home and Hospital Instruction
Policy 6:280	Instruction – Grading and Promotion
Policy 7:20	Students – Harassment of Students Prohibited
Policy 7:70	Students – Attendance and Truancy
Policy 7:100	Students – Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
Policy 7:190	Students – Student Discipline
Policy 8:70	Community Relations – Accommodating Individuals with Disabilities

First Reading of PRESS Policy Issue 77, October 2011 Including Policies:

Policy 4:80	Operational Services – Accounting and Audits
Policy 7:305	Students – Student Athlete Concussions and Head Injuries

School Board

Board Member Conflict of Interest ¹

No School Board member shall have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State law. ²

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. ³ Each Board member is responsible for filing the statement with the county clerk of the county in which the District's main office is located by May 1.

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

¹ State law controls this policy's content. Conflict of interest is comprehensively discussed in the Ill. Council of School Attorneys' publication, *Answers to FAQs, Conflict of Interest and Incompatible Offices*, www.iasb.com/law/conflict.cfm.

² The School Code prohibits a school board member from having an interest in a contract with the district he or she serves. Exceptions to this rule permit a board member to provide materials, merchandise, property, services, or labor if: (1) the board member has less than a 7½% share in the ownership of the business; the board member publicly discloses the interest; the board member abstains from voting on the contract; the contract is approved by a majority vote; the contract is awarded after sealed bids to the lowest responsible bidder if the amount of the contract exceeds \$1500, or awarded without bidding if the amount of the contract is less than \$1500; and the award of the contract would not cause the aggregate amount of all such contracts so awarded in the same fiscal year to exceed \$25,000; OR (2) the contract is approved by a majority vote, provided that any such interested member shall abstain from voting; the amount of the contract does not exceed \$1000 or the award of the contract does not cause the aggregate amount of such contracts to the same individual to exceed \$2000 in the same fiscal year, or \$5,000 in the same fiscal year if the labor or materials to be provided are not otherwise available in the district; and the interested member publicly discloses the interest. See 105 ILCS 5/10-9 for other exceptions.

A board member does not have a prohibited interest in a contract with the district he or she serves "if the board member is an employee of a business that is involved in the transaction of business with the school district, provided that the board member has no financial interests other than as an employee," (105 ILCS 5/10-9, amended by P.A. 96-998).

The Public Officer Prohibited Activities Act prohibits a governing body member from being "in any manner financially interested directly in his own name or indirectly in the name of any other person, association, trust, or corporation, in any contract or the performance of any work in the making or letting of which such officer may be called upon to act or vote," (50 ILCS 105/3). Exceptions to this prohibition are similar to those in the School Code.

Generally, an individual may be a board member at a school district that employs his or her spouse. Indeed, 105 ILCS 5/10-22.3a specifically allows a board member to participate in a group health insurance program provided to a district employee if the board member is that employee's dependent, i.e., spouse or child. However, this is a fact-sensitive inquiry; a board member should seek legal counsel before voting on anything related to his or her spouse. See the *Answers to FAQs*, referenced in footnote 1.

A violation of the School Code or Public Officer Prohibited Activities Act is a Class 4 felony. Due to the severity of this penalty as well as to avoid the appearance of impropriety, a legal opinion should be obtained before a board member becomes financially interested in any contract with his or her district. Abstaining on the vote, or absence from the meeting when the vote is taken, does not negate an otherwise illegal conflict of interest.

³ 5 ILCS 420/4A-101 and 4A-105 through 107, amended by P.A. 96-1336. Any county clerk may ~~use~~ implement a ~~mandatory~~ system of Internet-based filing ~~of for~~ economic interest statements ~~if done~~, but must allow filers the option to ~~use a standardized form (5 ILCS 420/4A-108, amended by P.A. 97-212). If an Internet-based filing system is used, the clerk must post the statements, without the filers' addresses, of the filers, on a publicly accessible website. (5 ILCS 420/4A-108, added by P.A. 96-1336, eff. 1-1-11).Id.)~~

LEGAL REF.: 5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107.
50 ILCS 105/3.
105 ILCS 5/10-9.

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:120 (Ethics and Conduct)

School Board

Board Member Development 1

The School Board desires that its individual members learn, understand, and practice effective governance principles. ² The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

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

Mandatory Board Member Training 3

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

1. Each Board member taking office after June 13, 2011 must complete at least 4 hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term that begins after that date. ⁴
2. Each Board member who was in office on January 1, 2012 must complete training on the Open Meetings Act within one year of that date. Each Board member taking office after January 1, 2012 must complete this training no later than 90 days after taking the oath of office. After completing the training, each Board member must file a copy of his or her certificate of completion with his or her Board. ⁵
3. After the District's implementation of the Performance Evaluation Reform Act (PERA) evaluations, each Board member must complete a training program on PERA evaluations

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

¹ ~~This optional policy is up to the local board's discretion. State law governs the mandatory board member training provisions in this sample policy.~~

² The IASB *Foundational Principles of Effective Governance* is available online at www.iasb.com.

³ ~~A board may omit the description of mandatory training requirements by deleting "that are described below" and deleting the numbered list.~~

⁴ ~~105 ILCS 5/10-16a, added by P.A. 97-8. The statute provides two deadlines for compliance but only the most applicable is used in the policy. To include the second deadline, substitute the following sentence for #1:~~

~~Any board member who takes office after June 13, 2011 must complete at least 4 hours of training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within a year after June 13, 2011 or within the first year of his or her first term that begins after that date.~~

~~IASB is an authorized provider of this training.~~

~~⁵ 5 ILCS 120/1.05(b) and (c), amended by P.A. 97-504. IASB is an authorized provider of this training.~~

before participating in a vote on a dismissal based on an optional alternative evaluative dismissal process. 6

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training. 7

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement. 8

New Board Member Orientation 9

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

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member. 10
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

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

6 105 ILCS 5/24-16.5, added by P.A. 97-8. This mandatory training requirement will be phased-in as districts phase-in teacher evaluations that incorporate student growth, otherwise known as Performance Evaluation Reform Act (PERA) evaluations. The implementation timeline for PERA evaluations varies from district to district but will be one of the following: (a) the date in an applicable grant agreement; (b) beginning Sept. 1, 2015 for those districts whose student performance ranks in the lowest 20% among all districts of their type; and (c) beginning Sept. 1, 2016 for all remaining districts. After the implementation of PERA evaluations, a district may use an optional alternative evaluative dismissal process using the PERA evaluation. Before voting on a dismissal based upon an optional alternative evaluative dismissal process, a board member must complete a training program on PERA evaluations.

7 105 ILCS 5/10-16a, added by P.A. 97-8, requires each school district to post on its website, if any, the names of all board members who have completed the minimum of 4 hours of training described in #1. Recognizing that a board may want to highlight all training and development achievements, the sample policy extends this reporting requirement to all training and development activities. For a website reporting template, see 2:120-E2, Website Listing of Development and Training Completed by Board Members.

A board may choose to strictly follow the statute by using the following alternative: "The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above."

8 Boards are not required to conduct self-evaluations, but may hold a closed meeting with representatives of a State association authorized under Article 23 of the School Code for the purpose of discussing self-evaluation practices and procedures, or professional ethics (5 ILCS 120/2(B)(6)).

9 New board member orientation is a critical step in helping new board members become effective and in promoting a smooth functioning new team. The first paragraph should be customized to add references to the IASB policy services that the district receives (e.g., PRESS, PRESS Online, School Board Policies Online, and PRESS Plus).

10 See 2:120-E, Guidelines for Serving as a Mentor to a New School Board Member.

Candidates

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

LEGAL REF.: 5 ILCS 120/[1.05](#) and [120/2](#).
[105 ILCS 5/10-16a](#) and [5/24-16.5](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Expenses),
2:200 (Types of School Board Meetings)

School Board

Types of School Board Meetings ¹

General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. ² Unless otherwise specified, all meetings are held in the District's main office. ³ Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is ~~administered~~ required by ~~the Illinois Attorney General's Public Access Counselor Section 1.05(a) of that Act.~~ The Superintendent may identify other employees to receive the training. ⁴ Each Board member ~~is encouraged to take the must complete a course of training once during his~~ on the Open Meetings Act as required by Section 1.05(b) or her term. (c) of that Act. ⁵

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

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

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

³ State law only requires that meetings be held in a location convenient and open to the public and no open meeting is allowed to be held on a legal holiday unless the regular meeting day falls on that holiday (5 ILCS 120/2.01). With limited exceptions, any person may record an open meeting (5 ILCS 120/2.05). See policy 2:220, *School Board Meeting Procedure*.

⁴ Each board must designate at least one employee or member to receive training on compliance with OMA (5 ILCS 120/1.05). Revise this paragraph if the board designates other individual(s) to receive the training. A list of designated individual(s) must be submitted to the Attorney General's Public Access Counselor. ~~By July 1, 2010, the designated individual(s) must successfully complete an electronic training curriculum administered by the Attorney General's Public Access Counselor within 30 days after that designation, and thereafter must successfully complete an annual training program. Whenever a public body designates an additional employee or member to receive this training, that person must successfully complete the electronic training curriculum within 30 days after that designation.~~ The OMA does not specify duties for the designated individuals who receive the training but presumably they would assist the board in its OMA compliance efforts. ~~Recognizing that compliance with the OMA is a shared responsibility of board members, the sample policy urges each member to take the training. This sentence may be deleted or replaced by:~~

~~Alternative 1: Each Board member will, if possible, also take the training even though no Board member is specifically designated.~~

~~Alternative 2: Each Board member may also take the training [continue as in the alternative above].~~

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

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. ⁶ The Superintendent shall prepare and make available the calendar of regular Board meetings. Meeting dates may be changed with 10 days' notice in accordance with State law. ⁷

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting. ⁸ Items not specifically on the agenda may still be considered during the meeting. ⁹

Closed Meetings

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

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).

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

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

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

⁸ 5 ILCS 120/2.02.

⁹ *Id.* On January 24, 2002, in a non-school case, the Ill. Appellate Court held that the OMA prohibits a board from voting on a matter at a regular meeting that is not on the agenda (*Rice v. Board of Trustees, Adams Co.*, 762 N.E.2d 1205 (Ill.App.4, 2002)). Consult the board attorney for guidance. The posting location should be modified, if necessary, to comply with the law's requirement that the agenda be posted at the district's main office. The agenda's format is up to the board.

6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8).
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16). ¹⁰
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(28). ¹¹

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes. ¹²

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

¹⁰ IASB field services directors are available to facilitate a board self-evaluation.

¹¹ P.A. 97-318.

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

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote. ¹³

No final Board action will be taken at a closed meeting. ¹⁴

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. ¹⁵

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting. ¹⁶

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice. ¹⁷

No matters will be discussed, considered, or brought before the Board at any special meeting other than such matters as were included in the stated purpose of the meeting. ¹⁸

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice. ¹⁹

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

¹³ Id.

¹⁴ 5 ILCS 120/2(e).

¹⁵ 5 ILCS 120/2.02.

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

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

¹⁸ Id. and 5 ILCS 120/2.02. The validity of any board action that is germane to a subject on the agenda is not affected by other errors or omissions in the agenda (Id.).

¹⁹ 5 ILCS 120/2.02(a).

Posting on the District Website ²⁰

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

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

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

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

²⁰ Required *only* if the district has a website that is maintained by a full-time staff member; if not, this section may be omitted (5 ILCS 120/2.02). Note that 5 ILCS 120/2.02(b) requires that a notice of *all* meetings be posted on the district website, but only notices of *regular* meetings must remain posted until the *regular* meeting is concluded. As this is an obvious oversight, it is wise to leave the notice of every meeting on the website until after the meeting occurred. The agenda must remain on the district website until the regular meeting is concluded (*Id.*).

School Board

Uniform Grievance Procedure 1

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act ²
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) ³

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

A grievance procedure is required by many civil rights acts and implementing regulations, including those listed. This policy consolidates all board grievance procedures into one policy, except those contained in collective bargaining agreements. See the cross references for the policies referring to uniform grievance procedure.

Employee grievance procedures are a mandatory subject of bargaining and cannot be changed without the employee exclusive representative's consent. This policy is in addition to, and not a substitute for, the employee grievance procedure contained in a collective bargaining agreement.

Attorneys disagree whether the Individuals with Disabilities Education Act (IDEA) should be included in the list of statutes that may serve as the basis of a grievance. Many believe that IDEA provides the exclusive remedy; others believe that including IDEA allows parents an opportunity to get their position before the board. Unique and specific complaint resolution mechanisms are expressly provided under IDEA, Article 14 of the School Code, and their respective implementing regulations. These mechanisms follow: (1) IDEA at 20 U.S.C. §1415 (procedural safeguards-mediation and due process); (2) IDEA regulations at 34 C.F.R. §§300.151-300.153 (state complaints), 300.506 (mediation), and 300.507 et seq. (due process); (3) School Code at §§14/8.02a (mediation and due process) and 14/8.02b (expedited due process); and (4) special education regulations at 23 Ill.Admin.Code §§226.560 (State complaints), 226.570 (mediation), and Subpart G (due process). A board that would like to include IDEA should consult the board attorney.

² The Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325, made significant changes to the Americans with Disabilities Act's definition of disability by broadening the scope of coverage. ADAAA also overturned a series of U.S. Supreme Court decisions that interpreted the Americans with Disabilities Act of 1990 in a way that made it difficult to prove that impairments were a disability. EEOC's regulations, 29 C.F.R. Part 1630, can be found at: www.eeoc.gov/laws/types/disability_regulations.cfm.

Boards should consult with their attorneys regarding how the ADAAA and its implementing regulations impact their districts.

7. Bullying, 105 ILCS 5/27-23.7 4
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children 5
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112
12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/. 6
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.) 7

3 Consult the board attorney to ensure the district's non-discrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon bullying and/or sexual violence under Title IX's sexual harassment umbrella. The U.S. Dept. of Education's guidance states that while acts of sexual violence are crimes, they may also be discrimination under Title IX. Many attorneys agree these guidance documents are a heads-up to schools to ensure appropriate responses and training to these issues. The guidance documents highlight appropriate responses to sexual violence under Title IX. They are titled as follows: (1) *Dear Colleague Letter: Sexual Violence Background, Summary, and Fast Facts*, 111 LRP 23852 (OCR 04/04/11) and available at: www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.html, and (2) *Dear Colleague Letter: Harassment and Bullying*, 55 IDELR 174 (OCR 10/26/10) and available at: www2.ed.gov/about/offices/list/ocr/docs/dcl-factsheet-201010.html, and (3) *Revised Sexual Harassment Guidance: Harassment of Student by School Employees, Other Students, or Third Parties, January 2001*, at www2.ed.gov/offices/OCR/archives/pdf/shguide.pdf.

4 All districts must have a policy on bullying (105 ILCS 5/27-23.7). See policy 7:180, *Preventing Bullying, Intimidation, and Harassment*. The inclusion of *bullying* in the list of topics that may serve as the basis of a grievance furthers the obligation to communicate this policy to students and their parents/guardians.

5 Parents/guardians of educationally disadvantaged children may sue a district for misuse of funds allocated by State law for the benefit of such children. *Noyola v. Board of Education*, 688 N.E.2d 81 (1997), (affirming the appellate court's conclusion in *Noyola v. Board of Education*, 671 N.E.2d 802 (Ill.App.1, 1996) that parents/guardians may pursue a claim to enforce the requirements of the School Code but holding that the proper action for enforcement is by means of mandamus not an implied right of action).

6 The Illinois Whistleblower Act, 740 ILCS 174/, includes school districts in the definition of employer. It protects employees from employer retaliation for disclosing information to a government or law enforcement agency. Section 15 also contains language prohibiting employers from retaliating against employees who disclose information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation. The Public Act also amends the Illinois Whistleblower Reward and Protection Act (740 ILCS 175/). Its definition of "State" includes school districts. A strict interpretation of this language appears to allow school boards to collect civil penalties and costs against someone making a false claim. Before disciplining any employee, Boards should thoroughly investigate the ramifications of this Public Act in consultation with their attorney and liability insurance carriers.

7 The Genetic Information Nondiscrimination Act (GINA) is a federal law. Title I, eff. 5-2-08, addresses the use of genetic information pertaining to health insurance. Title II, eff. 11-21-09, protects job applicants, current and former employees, labor union members, and apprentices and trainees from discrimination based on their genetic information. GINA covers employers with 15 or more employees.

GINA broadly defines genetic information to include information about an individual's genetic tests, their family members, and, among other things, the manifestation of a disease or disorder in the individual or family members. Information about an individual's or family member's age or gender is excluded from genetic information. Its remedies mirror those available under a Title VII of the Civil Rights Act claim: back pay, reinstatement, attorneys' fees and compensatory and punitive damages. Retaliation against an individual who brings a claim under GINA is also prohibited. Federal regulations have been proposed and are available at: www.eeoc.gov/policy/docs/qanda_geneticinfo.html. An FAQ titled, "FAQs on the Genetic Information Nondiscrimination Act" is available at: www.dol.gov/ebsa/faqs/faq-GINA.html.

15. Employee Credit Privacy Act, 820 ILCS 70/. 8

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. 9 If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as

The Ill. Genetic Information Protection Act (GIPA), 410 ILCS 513/ 4 also prohibits employers from making employment decisions on the basis of any employee's genetic testing information. ~~P.A. 95-927 amended~~ This amendment to GIPA to include includes the federal GINA's definition of genetic information and created more stringent obligations on Ill. employers. While the federal GINA exempts small employers (those with less than 15 employees), Illinois' GIPA covers all employers, even those with one employee. ~~P.A. 95-297 GIPA's also increased GIPA's provides~~ penalties for negligent and intentional mishandling of genetic information. Note that Title II of GINA does not preempt GIPA's greater protections to Illinois employees.

Before using any sort of genetic information, consult the board's attorney for guidance regarding the GINA's and GIPA's specific applications to the district and how these laws integrate with other related federal laws, such as the Family Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA), and State laws governing time off for sickness and workers' compensation.

8 820 ILCS 70/. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report, (2) inquire about an applicant's or employee's credit history, or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, when the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more. A person who is injured by a violation of this Act may bring a civil action to obtain injunctive relief and/or damages (820 ILCS 70/25). The court must award costs and reasonable attorney's fees to a prevailing plaintiff.

9 The Ill. sex equity regulations require districts to have "specific timelines for completion of each step and rendering of a written decision, and shall provide for final appeal of grievance decisions made at the system level to the system's governing board" (23 Ill.Admin.Code §200.40). To avoid arguments over these timelines, this sample policy provides that the failure to strictly follow the timelines does not prejudice any party. The grievance procedure is worthless if complaints are not thoroughly and promptly investigated.

authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. ¹⁰

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Managers ¹¹

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Sandra Stringer (until June 30, 2012) Joel Martin(beginning July 1, 2012)

Name

164 S. Prospect Avenue, Park Ridge, IL 60068

Address

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

¹⁰ Note: ISBE is authorized "[t]o hear and determine all controversies arising under the school laws of the State, coming to it by appeal from a regional superintendent of schools," (105 ILCS 5/2-3.8, 5/3-10).

¹¹ Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. A policy should not be adopted with a person's name in it; rather, the identifying information can be added and amended as necessary.

847-318-4305

Telephone

Complaint Managers:

Diane Betts (until June 30, 2012)

Name Lori Hinton (beginning 7/1/12)

164 S. Prospect Avenue

Address

Park Ridge, IL 60068

847-318-4303

Telephone

Dan Walsh

Name

2401 Manor Lane

Address

Park Ridge, IL 60068

847-318-4390

Telephone

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill.Admin.Code Part 280.
Equal Pay Act of 2003, 820 ILCS 112/.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill.Admin.Code §§1.240 and 200-40.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Preventing Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Concerns)

Operational Services

Transportation 1

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

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

1 State or federal law controls this policy's content. A district that chooses to consider locations other than individual students' residences as pick-up and drop-off locations must adopt a policy establishing this practice to receive State reimbursement (23 Ill.Admin.Code §120.30). Each district must have a pre-trip and post-trip inspection policy (625 ILCS 5/12-816). An ISBE rule requires boards to "institute policies and practices that promote the safety and well-being of school bus passengers," (23 Ill.Admin.Code §1.510). See the cross references for these.

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

Important: the board of a district that is *not* required to provide free transportation **must** amend this policy, preferably after consulting the board attorney, if the district charges for transportation or does not provide transportation.

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

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

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

4 Required by 105 ILCS 5/29-3. If a petition is filed, the district must conduct a study and forward its findings to the Illinois Department of Transportation for review.

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

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

7 105 ILCS 45/. State law implements the McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq. 42 U.S.C. §11431 et seq., amended by the No Child Left Behind Legislation of 2001. This federal legislation requires a district to provide transportation to a homeless student at the request of the parent/guardian (or in the case of an unaccompanied youth, the Liaison for Homeless Children), to and from the school of origin [42 U.S.C. §11432(g)(1)(J)(iii)]. The term *school of origin* means the school that the student attended when permanently housed or the school in which the student was last enrolled [42 U.S.C. §11432(g)(3)(G)]. Transportation must be arranged as follows:

1. If the homeless student continues to live in the area served by the school district in which the school of origin is located, the student's transportation to and from the school of origin shall be provided or arranged by the district in which the school of origin is located [42 U.S.C. §11432(g)(1)(J)(iii)(I)].

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

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

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

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

~~If the homeless student's living arrangements in the area served by the district of origin terminate and the student, though continuing his or her education in the school of origin, begins living in an area served by another school district, the district of origin and the district in which the homeless student is living shall agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally [42 U.S.C. §11432(g)(1)(J)(iii)(II)].~~

8 This paragraph may be deleted if a district will not seek State reimbursement for transportation to and from locations other than individual students' residences. As a condition for receiving State reimbursement, an ISBE rule requires boards to have a policy with the provisions in this paragraph (23 Ill.Admin.Code §120.30). This rule also contains the non-discrimination language.

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

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

11 625 ILCS 5/13-109.

625 ILCS 5/11-1414.1 requires districts to transport students to and from any curriculum-related school activity in a school bus or vehicle as defined at 625 ILCS 5/1-182. This transportation includes: (1) to and from home and school, (2) tripper or shuttle services between school attendance centers, (3) to and from a vocational or career center or other trade-skill development site, (4) to and from a regional safe school, (5) to and from a school-sponsored alternative learning program, and (6) trips directly related to the regular curriculum of a student for which he or she earns credit.

105 ILCS 5/29-6.3, amended by P.A. 97-378, requires districts to transport students to and from specified interscholastic or school-sponsored activities in: (1) a school bus (see definition in above paragraph 625 ILCS 5/1-182), (2) a vehicle manufactured to transport not more than 10 persons including the driver, or (3) a multifunction school-activity bus manufactured to transport not 11 or more than 15 persons including the driver (defined at 625 ILCS 5/1-148.3a-5, amended by P.A. 97-378). These activities do not require student participation as part of the education services of the district and are not associated with the regular class-for-credit schedule or required 5 clock hours of instruction.

12 625 ILCS 5/12-815.

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

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers. 14

Pre-Trip and Post-Trip Vehicle Inspection 15

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

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

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

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

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

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

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

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

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

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

Each school bus must contain an operating two-way radio while the school bus driver is in possession of a school bus (625 ILCS 5/12-813). The two-way radio must be turned on and adjusted in a manner that would alert the driver of an incoming communication request. Two-way radios may not be as effective as cell phones: they do no good when the bus driver is out of the bus with children (the radio is in the bus but the driver is with the children on a field trip, for example) and their range may be inferior to that of cell phones. Four important exceptions allow a driver to use a cell phone while operating a bus: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities about bus operation or the safety of a passenger on the bus; and (4) when the bus is parked. However under no circumstances may the cell phone be used for anything else including personal use (625 ILCS 5/12-813.1).

- LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.
- CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280
(Educational Support Personnel - Duties and Qualifications), 6:140 (Education of
Homeless Children), 7:220 (Bus Conduct)
- ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip
Inspection; Bus Driving Comments), 4:170-AP3 (School Bus Safety Rules),
4:170-E3 (Emergency Medical Information for Students Having Special Needs
or Medical Conditions Who Ride School Buses), 6:140-AP (Education of
Homeless Children)

Operational Services

Safety 1

Safety Program

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event. ²

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. ³ The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program; ⁴ tornado protection; instruction in safe bus riding practices; ⁵ emergency aid; post-crisis management; and, responding to medical emergencies at an indoor and outdoor physical fitness facility. ⁶ During each academic year, each school building that houses school children must conduct a minimum of: ⁷

1. Three school evacuation drills,
2. One bus evacuation drill, ~~and~~

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 requires a policy on some aspects of this policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

² This simple end statement should be discussed (what effect or impact will this district statement have on the students and the community?) and altered accordingly before board adoption.

³ See administrative procedure 4:170-AP1, *Comprehensive Safety and Crisis Program*.

⁴ See the School Safety Drill Act, 105 ILCS 128/.

⁵ Required by 105 ILCS 128/20(b) and 105 ILCS 5/10-20.14 for all students.

⁶ The Physical Fitness Facility Medical Emergency Preparedness Act, 210 ILCS 74/, broadened the definition of physical fitness facility to include outdoor facilities. Entities operating a "physical fitness facility must adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." Administrative procedures, consistent with the Ill. Dept. of Public Health rules (77 Ill.Admin.Code Part 527), must support this policy in order to comply with the law.

A school with a physical fitness facility must ensure that there is a trained AED user on staff during staffed business hours (210 ILCS 74/15 (b)). "During staffed business hours" is not well defined and may change based upon the school's various circumstances. "Physical fitness facility" excludes any activity or program organized by a private or not-for-profit organization and organized and supervised by a person or persons other than the employees of the school (210 ILCS 74/5.25). Schools with an outdoor physical fitness facility must have an AED on site and a trained AED user available only during activities or events sponsored and conducted or supervised by a person or persons employed by the school (210 ILCS 74/15(b-15)). There is no longer a requirement for a person supervising an activity at an outdoor physical fitness facility to bring an AED along if there is no building within 300 feet of the outdoor physical fitness facility (Id. at (b-10), amended by P.A. 96-1268). However, when there is a building within 300 feet of the outdoor facility where an event or activity is being conducted, an AED must still be housed within that building and the building must provide unimpeded and open access to the housed AED along with marked directions to it (Id.). Consult the board attorney about AED issues and how to manage compliance with the Act and its implementing rules.

Insert the following language if a board wants to define "physical fitness facility" in the policy:

The term "physical fitness facility" excludes any activity or program organized by a private or not-for-profit organization and organized and supervised by a person or persons other than the employees of the school.

⁷ Required by the School Safety Drill Act, 105 ILCS 128/. 105 ILCS 5/2-3.12 authorizes fire officials to conduct routine fire safety checks, provided written notice is given to the principal requesting to schedule a mutually agreed upon time. No more than 2 routine inspections may be made in a calendar year. For information about documenting minimum compliance with the School Safety Drill Act, see www.isbe.net/safety/guide.htm.

Two

3. ~~One~~ severe weather and shelter-in-place drill, and

4. ~~One law enforcement drill. The Superintendent or appropriate designee must conduct a law enforcement drill in one of the District's school buildings during the academic year. Any appropriate local law enforcement agency may conduct and participate in this law enforcement drill.~~ ⁸

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan ~~and it, with the participation of the appropriate law enforcement agency. This drill~~ may be conducted on days and times that students are not present in the building. ⁹

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. ¹⁰

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored. ¹¹

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

⁸ ~~A law enforcement drill is not mandatory for every school building that houses school children; 105 ILCS 128/20(c), amended by P.A. 95-1015, does not contain the same language in 105 ILCS 128/20 (a), (b), and (d) that requires during each academic year, school evacuation, bus evacuation, and severe weather and shelter in place drills shall be conducted at each school building that houses school children. 105 ILCS 128/20(c) requires the appropriate local law enforcement agency to contact the appropriate school administrator during each calendar year and the school district must have at least one law enforcement drill in one of its buildings during each academic year.~~

⁹ Required by 105 ILCS 128/20(c); Schools must conduct a law enforcement drill to address incidents, including without limitation reverse evacuation, lock-downs, shooting, bomb threat, or hazardous materials. See footnote 3 *supra*.

¹⁰ Cell phone use is addressed in 105 ILCS 5/10-20.28 (allows boards to regulate student use of cell phones; also see 7:190, *Student Discipline*) and 625 ILCS 5/12-610.1(e) (prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for emergency purposes). 625 ILCS 5/12-813.1, amended by P.A. 96-1066, provides four exceptions that allow a driver to use a cell phone while operating a bus: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities about bus operation or the safety of a passenger on the bus; and (4) when the bus is parked. However, under no circumstances may the cell phone be used for anything else including personal use (625 ILCS 5/12-813.1, amended by P.A. 96-1066). See policy 4:110, *Transportation*, for a more detailed discussion of two-way radios and cellular telephone use.

¹¹ The Movable Soccer Goal Safety Act, a/k/a Zach's Law, 430 ILCS 145/, added by P.A. 97-234. This paragraph is required only if the school district owns and controls a movable soccer goal, and it should be included in this policy only by those districts. The Act requires: (1) organizations that own and control a movable soccer goal to create a soccer goal safety and education policy that outlines how the organization will specifically address the safety issues associated with movable soccer goals, and (2) the Ill. Department of Public Health to provide technical assistance materials no later than June 30, 2012.

Convicted Child Sex Offender and Notification Laws 12

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

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. 13

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school. 14

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

12 Four laws are relevant to this section:

1. Paragraphs 1-3 contain the requirements in the Criminal Code, 720 ILCS 5/11-9.3, regulating a child sex offender's presence on school property;
2. Paragraph 4 concerns the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., and Child Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105, amended by P.A. 97-154;
3. Paragraph 5 contains the requirements in the School Code concerning mandatory criminal history records check on those contractors' employees who have a "direct, daily contact with students," (105 ILCS 5/10-21.9(f). Sample policy 5:30, *Hiring Process and Criteria*, and administrative procedure 5:30-AP2, *Investigations*, address the criminal offenses listed at 105 ILCS 5/24-23a-21B-80, added by P.A. 97-607. Being convicted of one will disqualify an individual from work at the school district employment (105 ILCS 5/10-21.9, amended by P.A. 97-607). If the board president or district (see f/n #17 *infra*) receives information concerning the record of conviction as a sex offender of any contractor's employee, the district must provide the information to another school, school district, community college district, or private school that requests it (105 ILCS 5/10-21.9(h), amended by P.A. 96-434 97-248).

An Illinois federal court denied a father's request to enjoin a school's policy that prohibited him, as a child sex offender, from attending his children's school activities in Doe v. Paris Union School Dist., No. 05-2249, 2006 WL 44304 (C.D.Ill., 2006).

13 720 ILCS 5/11-9.3. The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent, or designee who is a certified employee, to supervise a child sex offender whenever the offender is in a child's vicinity. See also policy 8:30, *Visitors to and Conduct on School Property*.

14 Aside from rumor and notoriety, there are 3 ways that school officials may learn that an enrolled student is a sex offender or a violent offender against youth, that is:

1. By being informed by the student or the student's parent/guardian.
2. Through the Illinois State Police Sex Offender Database, www.isp.state.il.us/sor. A juvenile sex offender is listed there after the juvenile becomes 17 years old and will be listed for the remaining registration period (730 ILCS 150/2). The database is updated daily and allows searching by name, city, county, zip code, compliance status, or any combination thereof.
3. By receiving notification from a law enforcement agency that a juvenile sex offender or juvenile violent offender against youth is enrolled in a school. The law enforcement agency having jurisdiction to register the juvenile must provide a copy of the offender registration form to the building principal and guidance counselor designated by the

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the ~~Child~~ Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. 15 The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. 16 This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following: 17

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check

principal; the school must keep the registration form separately from the student's school records (730 ILCS 152/121).

If a sex offender is enrolled in a school, guidelines for managing the sex offender's presence in school should be prepared. The components will depend on the situation but generally should include asking the parent/guardian of a sex offender below the age of 17 years for permission to share the information with certain staff for the protection of both the student and other students. In addition, the guidelines should include a supervision plan providing supervision for the student during all aspects of his or her school day. Finally, the guidelines must respect the privacy of juvenile records and comply with the Ill. School Student Records Act, 105 ILCS 10/. The board attorney should be consulted.

15 Law enforcement officials must notify school districts of the names, addresses, and offenses of registered offenders residing in their respective jurisdictions who have committed sex offenses and violent offenses against youth (see footnote 9). These laws are silent with regard to what, if anything, districts do with the information. The Sex Offender Community Notification Law, however, provides immunity for "any person who provides, or fails to provide, information relevant to the procedures set forth in this Law," (730 ILCS 152/130).

Naming a contact person will facilitate communication and cooperation with local law enforcement agencies. Any school official may be used as the contact person and boards may wish to have a contact person from each building. See administrative procedure 4:170-AP2, *Criminal Offender Notification Laws*, for sample implementing procedures.

16 State law requires a principal or teacher to notify the parents/guardians during school registration or parent-teacher conferences that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law, 730 ILCS 152/101 *et seq.* In an effort to keep this policy aligned with good governance practices, the responsibility is given to the superintendent and building principal to manage. While State law allows the notification to be made during registration *or* parent-teacher conferences, the sample policy makes a notification mandatory just during registration to be sure that all parents/guardians are informed.

17 105 ILCS 5/10-21.9, amended by P.A.s 97-248 and 97-607. Section 5/10-21.9(f) requires a criminal history background investigation to be performed on those contractors' employees who have a "*direct, daily contact with students*". State law places the same restrictions on contractors' employees that it does on district employees. Board policy should address these issues:

- Who performs the background checks? It is virtually impossible to screen all contractors' employees. Thus, a contractor should warrant that none of its employees who may have contact with a student at school has committed an offense that would prohibit district employment.
- On whom are the checks performed? State law requires the check on those who have a "*direct, daily contact with students*". The sample policy is more comprehensive by requiring checks for any contractor's employee who may work in any school building or on school property - after all, the burden is on the contractor to do the checking.
- How is compliance assured? This sample policy requires the inclusion of a clause in district contracts prohibiting the use of any sex offender on school property.

See administrative procedure 5:30-AP2, *Investigations*.

if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

If the District receives information that concerns the record of conviction as a sex offender of any employee of a District contractor, the District will provide the information to another school, school district, community college district, or private school that requests it. 18

Unsafe School Choice Option 19

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Student Insurance 20

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. 21

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

18 Id. at 5/10-21.9(h), amended by P.A. 97-248. The School Code defines the board president's role in conducting criminal background investigations and receiving the results of these investigations. Many districts delegate this task to a human resource department. However, because the report involves a contractor's employee, the immunity provisions in the Employment Record Disclosure Act (745 ILCS 46/10) may not apply. Consult the board attorney based upon this and all relevant employment record disclosure laws. See policy 5:150, Personnel Records, fn #4 for more discussion about employment record disclosure laws.

19 A policy provision is required on this topic (105 ILCS 5/10-21.3a). See also 20 U.S.C. §7912. ISBE maintains a list of persistently dangerous schools. Districts having only one school or attendance center may substitute the following provision for this paragraph:

The unsafe school choice option provided in State law permits students to transfer to another school within the district in certain situations. This transfer option is unavailable in this District because the District has only one school or attendance center. A student who would otherwise have qualified for the choice option, or such a student's parent/guardian, may request special accommodations from the Superintendent or designee."

20 This subhead is optional. 105 ILCS 5/22-15 allows districts to purchase insurance on athletes. A form on which parents/guardians check-off whether they want school accident insurance or already have the student covered by other health insurance will suffice for purposes of this policy. Requiring students participating in athletics to have accident insurance is a best practice because: (1) waivers of liability do not prevent a student from bringing suit, and (2) waivers of liability are not favored by Illinois courts.

LEGAL REF.: 105 ILCS 5/10-20.28, ~~5/10-21.3a~~ 21B-80, 5/10-21.9, and 128/.
 210 ILCS 74/.
 625 ILCS 5/12-813.1.
 720 ILCS 5/11-9.3.
 730 ILCS 152/101 et seq.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300 (Extracurricular Athletics), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADMIN. PROC.: 4:170-AP2 (Criminal Offender Notification Laws), 4:170-AP3 (School Bus Safety Rules), 4:170-AP6 (Responding to Medical Emergencies Occurring at Physical Fitness Facilities with an AED), 5:30-AP2 (Investigations)

21 When adverse weather conditions force a school's closing or a delayed start, the district may count a partial day of attendance as a full day for State aid purposes, provided: (1) at least one hour of instruction was provided, and (2) the superintendent provides the Regional Superintendent or the Suburban Cook County Intermediate Service Center, whichever is appropriate, with a written report in support of the partial day within 30 days (105 ILCS 5/18-12, amended by P.A. 96-734). P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to the Intermediate Service Center for the area.

General Personnel

Hiring Process and Criteria 1

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment. 2 The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. 3 If the Superintendent's recommendation is rejected, the Superintendent must submit another. 4 No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80 of the School Code. ~~§ 21-23a of the School Code. No substitute teacher will be employed without first presenting his or her certificate of authorization from the Regional Superintendent.~~

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

Job Descriptions

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

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

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

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

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

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

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

4 An additional optional sentence follows:

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

~~5 105 ILCS 5/10-21.9(c), amended by P.A. 97-607. Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.~~

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

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

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

Investigations

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

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

A job description is evidence of a position's *essential functions* (29 C.F.R. §1630.2(n). The Americans with Disabilities Act protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the *essential functions* of the job (42 U.S.C. §12101, amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325). Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the *essential functions* of a job may a district deny the individual employment opportunities (29 C.F.R. §1630.2(m).

~~In order~~ For a particular function to be essential: (1) the employer must actually require employees in the position to perform it, and (2) the position would be *fundamentally altered* if the function were removed (*Id.*). Whether a particular function is essential is a factual determination.

Important: The ADAAA makes significant changes to the ADA's definition of disability that broadens the scope of coverage and overturns a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a disability. ~~On June 17, 2009, the Equal Employment Opportunity Commission (EEOC) voted to approve a proposed Notice of Proposed Rulemaking (NPRM) to conform its current ADA regulations to the ADAAA. The EEOC has stated that it may immediately begin using the positions set forth in its proposed regulations for its litigation were by a bipartisan vote and enforcement proceedings because it views ADAAA as restorative to ADA. The latest approved on March 25, 2011. There is information about the NPRM to the ADA regulations is available and a link to them at: www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm. Consult the board attorney regarding how these amendment's~~ amendments impact ~~on~~ the district's hiring processes.

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

⁹ *Id.*

¹⁰ 105 ILCS 5/10-21.9(b), amended by P.A. 96-1452. The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees district contractors (105 ILCS 5/10-21.9, amended by P.A. 97-248). Many districts delegate this task in the hiring process to a human resources department.

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

The Superintendent or designee shall ensure that an applicant's credit history or report from a consumer reporting agency is used only when a satisfactory credit history is an established bona fide occupational requirement of a particular position. ¹¹

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law. ¹²

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section ~~5/21-23a~~ 21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

Physical Examinations

New employees must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. ¹³ All physical fitness examinations and tests for tuberculosis must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in ~~any~~ of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination and tuberculin test performed no more than 90 days before submitting evidence of it to the Board.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority

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

¹¹ Employee Credit Privacy Act, 820 ILCS 70/, added by P.A. 96-1426. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

¹² Immigration Reform and Control Act, 8 U.S.C. §1324a et seq. Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program (820 ILCS 55/). This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See footnote 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

¹³ Pre-employment medical inquiries must be limited to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden (American with Disabilities Act [ADA], 42 U.S.C. §12112(d)(2), as amended by the ADAAA, Pub. L. 110-325); see also footnote ~~7~~ 8 for an explanation regarding the ADAAA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer. Boards must require new employees to furnish evidence of a physical examination and a tuberculin skin test and, if appropriate, an X-ray (105 ILCS 5/24-5).

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

by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. ¹⁴ The Board will pay the expenses of any such examination.

Orientation Program

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

- LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/~~21-23a~~ 21B-10, 5/21B-80,
5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.
820 ILCS 55/ and 70/.
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd*
in part and remanded 505 N.E.2d 314 (Ill., 1987).
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).
- CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

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

¹⁴ The State law (105 ILCS 5/24-5) allowing boards to require physicals of current employees "from time to time," has been superseded by federal law (ADA, 42 U.S.C. §12112(d)(4), as amended by the ADAAA, Pub. L. 110-325). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program (Id.). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level (42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r). See footnote ~~7~~ 8 for an explanation regarding the ADAAA.

See the above footnote for a discussion of examinations by spiritual leaders/practitioners.

Professional Personnel

Teacher Qualifications ¹

A teacher, as the term is used in this policy, refers to a District employee who is required to be certified under State law. ² The following qualifications apply:

1. Each teacher must: ³
 - a. Have a valid Illinois certificate that legally qualifies the teacher for the duties for which the teacher is employed.
 - b. Provide the District Office with a complete transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with a transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government,

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

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

² ~~P.A. 97-607 repealed 105 ILCS 5/21-0.01 et seq.; and added Article 21B titled *Educator Licensure* to the School Code. 23 Ill.Admin.Code §1.610 et seq., §1.705 et seq. and Part 25 still refer to this repealed section of the School Code. Teacher certification will become educator licensure on or before July 1, 2013 (P.A. 97-607). Once the licensure system is operational, all certified employees will automatically be transitioned to having the corresponding applicable licensure.~~

~~School boards may participate in the Illinois Teacher Corps; however as of Sept. 1, 2011 individuals may no longer be admitted to Illinois Teacher Corps programs (105 ILCS 5/21-11.4, amended by P.A. 97-607 and scheduled to be repealed on June 30, 2013).~~

³ ~~Subparagraph 1a is required for all teachers by 105 ILCS 5/21-2, amended by P.A. 97-607 (certificates) and 5/21B-15, added by P.A. 97-607 (professional educator licenses). See fn 2 above. ISBE plans to institute a system of educator licensure with the Certification requirements and qualifications in Article 21B of the School Code by July 1, 2013 (P.A. 97-607). The types of certificates are still listed in 105 ILCS 5/21-2 and, amended by P.A. 97-607 and scheduled to be repealed on June 30, 2013. The types of licenses are listed in 105 ILCS 5/21B-20, added by P.A. 97-607. See also 23 Ill.Admin.Code §1.610 et seq., §1.705 et seq. and Part 25 (teachers are no longer certified in any course subjects in which they earn grades lower than a "C" in college. The types of certificates are listed in 105 ILCS 5/21-2), although the rules still refer to repealed sections of the School Code. Part-time provisional certificates issued to professionals and craftsmen are addressed in 105 ILCS 5/21-10, amended by P.A. 97-607 and scheduled to be repealed on June 30, 2013. ISBE's Educator's Certification System (ECS) is a web-based system that allows educators and district administrators access to certification data from ISBE's Teacher Certification Information System (TCIS). See www.isbe.net/ECS/. Contact ISBE with all certification and licensure questions during this time of implementation of the new Article 21B, added by P.A. 97-607.~~

~~Subparagraph 1b and 1c are required of all teachers by 105 ILCS 5/24-23, amended by P.A. 96-998. Some boards add the word "official" to the phrase, "complete official transcript of credits."~~

~~Subparagraph 1d is not required, but informs the superintendent when a teacher should change lanes on the salary schedule.~~

economics, geography, foreign language, and mathematics) must be *highly qualified* for those assignments as determined by State and federal law. ⁴

The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately certified and *highly qualified* for their assignments; ⁵
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and ⁶
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: (a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not *highly qualified*. ⁷

LEGAL REF.: 20 U.S.C. §6319.
34 C.F.R. §200.55, 56, 57, and 61.
105 ILCS 5/10-20.15, ~~5/21-1~~, 5/21-10, 5/21-11.4, 5/21B-20, and 5/24-23.
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

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

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

⁴ 20 U.S.C. §6319; 34 C.F.R. §200.55; 23 Ill. Admin.Code Part 25, Appendix D. ISBE's website contains numerous resources on *highly qualified* requirements and determinations; see www.isbe.net/nclb/htmls/edquality.htm.

⁵ 20 U.S.C. §6319(a)(3); 34 C.F.R. §200.57(b).

⁶ 34 C.F.R. §200.57(b)(2).

⁷ 20 U.S.C. §6311(h)(6); 34 C.F.R. §200.61.

Professional Personnel

Resignations ¹

Tenured teachers may resign at any time with consent of the School Board or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board. ²

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1, 2006).

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 Districts may want to add a liquidated damages clause to individual teacher contracts in order to discourage teacher resignations in violation of this policy and law.

A teacher who resigns during the school term, without the board's permission, in order to accept another teaching assignment, is guilty of unprofessional conduct and liable to suspension of his or her ~~certificate~~ license for up to one year (105 ILCS 5/24-14, amended by P.A. 97-607). Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1, 2006)(regional superintendent may suspend for one year the teaching certificate of a tenured or nontenured teacher who resigns to accept another position). P.A. 97-607 authorizes ISBE to move from a system of certification to one of educator licensure before July 1, 2013. All certified employees will automatically be transitioned to having the corresponding applicable licensure on or before July 1, 2013. While P.A. 97-607 now uses the term license in the statute that governs this policy, for practical purposes, license means certificate until ISBE implements the new licensure system.

Professional Personnel

Substitute Teachers ¹

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

A substitute teacher must hold either a valid teaching or substitute certificate and ~~present a certificate may teach in the place of authorization from the Regional Superintendent showing that he or she is approved to substitute teach. Substitute teachers with a substitute certificate may teach only when an appropriate, fully-certificated~~ a certified teacher who is under contract with the Board. ² ~~There is unavailable no limit on the number of days that a substitute teacher may teach only for a period not to exceed 90 paid in the District during the school days or 450 paid school hours in any one school district in any one school term year. However, a teacher holding an~~ there is a limit on the number of days that a substitute teacher may teach for any one certified teacher under contract with the District in the same school year. The following limitations apply: ³

1. A substitute teacher holding a substitute certificate may teach only for a period not to exceed 90 school days.
2. A teacher holding a valid early childhood, elementary, high school, or special certificate may substitute teach only for a period not to exceed 120 paid school days.

The Teachers' Retirement System (TRS) in Illinois limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school days or 600 paid school hours in any one school district in any one school term year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists. 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. See policy 5:30, *Hiring Process and Criteria*. Each board must require new employees to furnish evidence of a physical examination and tuberculin skin test and, if appropriate, an X-ray (105 ILCS 5/24-5). The physical examination must be performed within 90 days before the time it is presented to the board, and the employee bears the cost of the physical examination.

² Substitute teaching certificates are governed by 105 ILCS 5/21-9, amended by P.A. 97-607, but this section will be repealed on June 30, 2013 because ISBE plans to institute a system of educator licensure by July 1, 2013 (P.A. 07-607). All licensure requirements and qualifications are listed in Article 21B of the School Code. Once ISBE institutes the new licensure system, substitute teaching licenses and substitute teaching will be governed by 105 ILCS 5/21B-20(3), added by P.A. 97-607. 105 ILCS 5/21-9, amended by HB 5863, eff. 1-1-11. Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Educational Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

³ Id. Required by 105 ILCS 5/21-9.

⁴ 40 ILCS 5/16-118 and 40 ILCS 5/16-150.1. The limitation for TRS annuitants of 120 paid days or 600 hours expired on June 30, 2011. The limitations listed in the first clause of this sentence apply to all substitute teachers. See, 105 ILCS 5/21-9 and 40 ILCS 5/16-118(b). 40 ILCS 5/16-150.1, as amended by P.A. 95-910, addresses personnel shortages and extends to 2013 the allowance of some TRS annuitants to return to full-time TRS-covered employment without loss of their pensions where the regional superintendent certifies that a personnel shortage exists in their subject areas. The program, started in 2003, was extended in 2008 and expires on June 30, 2013. 105 ILCS 5/10-21.9(b), amended by P.A. 96-1452.

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

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits. 5

Emergency Situations 6

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

LEGAL REF.: 105 ILCS 5/21-9, 5/21B-20(3), and 24-5.
23 Ill.Admin.Code §1.790.

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

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

5 If a board provides substitute teachers other benefits, it may consider listing them here.

6 105 ILCS 5/21-9, amended by P.A. 97-607. An emergency situation is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully certified teacher for the vacant position.

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

Professional Personnel

Student Teachers ¹

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. The Superintendent or designee shall coordinate with each student teacher's higher education institution a fingerprint-based criminal history records check and checks of the Statewide Sex Offender Database and Statewide ~~Child~~ Murderer and Violent Offender Against Youth Database prior to any participation in field experiences in a school. ²

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision. ³

LEGAL REF.: 105 ILCS 5/10-22.34.
 105 ILCS 5/21-14(e)(3)(E)(viii).
 23 Ill.Admin.Code § 25.875.

CROSS REF.: 5:190 (Teacher Qualifications)

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

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

This sample policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions which exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the school board policy may state, "Please refer to the current Professional Agreement between the Classroom Teachers' Association and the Board of Education."

² 105 ILCS 5/10-21.9, amended by P.A. 96-1452, ~~97-154~~, and ~~97-607~~, requires a person to authorize a fingerprint-based criminal history records check and checks of the Statewide Sex Offender Database and Statewide ~~Child~~ Murderer and Violent Offender Against Youth Database prior to participating in any field experiences in the school.

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

Instruction

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

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

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

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

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

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

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

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

⁴ Required by 105 ILCS 5/26-16.

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

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

Illinois Hope and Opportunity Pathways through Education (IHOPE) Program ⁷

The Superintendent or designee shall develop the required partnerships necessary to build a comprehensive plan to re-enroll high school dropouts in the District through the IHOPE Program. The IHOPE Program shall include all components required by State law and regulations. Any student who wishes to earn a high school diploma must meet the prerequisites to receiving a high school diploma in policy 6:300, *Graduation Requirements*.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.64, 5/2-3.66, 5/2-3.66b, 5/13B-1 et seq., 5/26-2a, 5/26-13, 5/26-14, and 5/26-16.
23 Ill.Admin.Code Part 210.

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

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

⁷ Optional. 105 ILCS 5/2-3.66b and its implementing rules, 23 Ill.Admin.Code Part 210, authorize ISBE to award Illinois Hope and Opportunity Pathways through Education (IHOPE) Program grants to ROEs that partner with school districts, community colleges and other community programs that work with dropouts to re-enroll high school dropouts in programs that will enable them to earn their high school diploma. Alternatively, an ROE can contract with a school district (and create a sub-grant) to operate the IHOPE Program. An ROE or school district that enrolls students who receive qualifying services in a program funded by the IHOPE Program may claim general State aid.

Delete 23 Ill.Admin.Code Part 210 from the policy’s legal references if the board does not include this subhead.

Instruction

Home and Hospital Instruction 1

A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. ² Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. ³ Appropriate educational services from qualified staff will begin no later than 5 school days after receiving a physician's written statement. ⁴ Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage. ⁵

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

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. The following State laws and ISBE rules govern homebound and hospital instruction: 105 ILCS 5/14-13.01, amended by P.A. 96-257 (reimbursement for home and hospital instruction along with factors to qualify for it); 105 ILCS 5/18-4.5 (governs reimbursement for home and hospital instruction); 105 ILCS 5/18-8.05 (an instructional session of one clock hour may be counted as ½ day of attendance, however, a student must receive 4 or more instructional clock hours to count as a full day of attendance); 23 Ill.Admin.Code §226.300 (home/hospital service for a special education student); ISBE General State Aid Claim form.

² 105 ILCS 5/14-13.01, amended by P.A. 97-123, redefines the standards for determining when a student is eligible to receive home or hospital instruction. A student now qualifies when a physician *anticipates* a student's absence due to a medical condition. The Act also defined "ongoing intermittent basis" to mean a medical condition of such a nature and severity that it is anticipated that the student will be absent from school due to the medical condition for periods of at least 2 days at a time multiple times during the school year totaling at least 10 days or more of absences.

³ 105 ILCS 5/14-13.01(a), amended by P.A. 96-257 and 23 Ill.Admin.Code §226.300 require, at a minimum, all students to provide a written statement from a physician licensed to practice medicine in all of its branches stating the existence of a medical condition, the impact on the student's ability to participate in education, and the anticipated duration or nature of the child's absence from school. A student with health needs may be protected by the Individuals with Disabilities Education Act (20 U.S.C. §1401(3)) or Section 504 of the Rehabilitation Act (29 U.S.C. §794(a)).

⁴ There is no longer a requirement that a student be absent from school for a minimum number of days before he or she qualifies for home or hospital instruction (105 ILCS 5/14-13.01(a), amended by P.A. 97-123). The Act now allows schools to begin home or hospital instruction upon receipt of a physician's written statement but requires it to begin no later than 5 school days after receipt of the physician's written statement.

²³ Ill.Admin.Code §226.300(g) also requires home or hospital instructors to meet the requirements listed in 23 Ill.Admin.Code §1.610, i.e., proper certification as required by ~~105 ILCS 5/21-1~~ the amendments to the School Code in P.A. 97-607 and 23 Ill.Admin.Code §25.464.

⁵ 105 ILCS 5/10-22.6a. Number (2) does not require a physician's written statement.

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, 5/18-4.5, and 5/18-8.05.
23 Ill.Admin.Code §§1.610 and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

Instruction

Grading and Promotion 1

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

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

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

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

LEGAL REF.: 105 ILCS 5/2-3.64, 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), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

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

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

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

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

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

4 Id.

5 ~~The remedial assistance may include "a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade," (105 ILCS 5/10-20.9a); 105 ILCS 5/10-20.9a. 105 ILCS 5/2-3.64, amended by P.A. 97-86, addresses remedial assistance for students who are 2 or more grades below current placement~~

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

Students

Harassment of Students Prohibited ¹

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above. ²

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 requires this subject matter be covered by policy and controls this policy's content. Each district must have a policy on bullying (105 ILCS 5/27-23.7, amended by P.A. 96-952); see 7:180, *Preventing Bullying, Intimidation, and Harassment*.

This policy's list of protected classifications is identical to the list in 7:180, *Preventing Bullying, Intimidation, and Harassment*. The protected classifications are found in 105 ILCS 5/27-23.7(a), as amended by P.A. 96-952; 775 ILCS 5/1-103; and 23 Ill.Admin.Code §1.240. The bullying statute also includes *unfavorable discharge from military service* (105 ILCS 5/27-23.7(1), amended by P.A. 96-952); it is not included because of its irrelevance to students in K-12.

The list of protected classifications in sample policy 7:10, *Equal Educational Opportunities*, is different – it does not contain the classifications that are exclusively identified in the bullying statute (105 ILCS 5/27-23.7).

The Ill. Human Rights Act and an ISBE rule prohibit schools from discriminating against students on the basis of *sexual orientation and gender identity* (775 ILCS 5/5-101(11); 23 Ill.Admin.Code §1.240). *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth," (775 ILCS 5/1-103(O-1)). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms (775 ILCS 5/5-103). 775 ILCS 5/1-102(A), amended by P.A. 96-447, added *order of protection status* to its list of protected categories. The Ill. Human Rights Act's jurisdiction is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual (775 ILCS 5/5-102.2, added by P.A. 96-814).

² This list of examples of prohibited conduct is optional. While hate speech is not specifically mentioned in this paragraph, any hate speech used to harass or intimidate is banned. Hate speech without accompanying misconduct may be prohibited in response to actual incidences when hate speech interfered with the educational environment. *West v. Derby Unified Sch. Dist.*, 206 F.3d 1358 (10th Cir. 2000).

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. ³ Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

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

³ Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any educational program or activity receiving federal financial assistance (20 U.S.C. §1681). The sample policy's definition of sexual harassment does not distinguish between welcome and unwelcome behaviors - each is prohibited if it has a result described in sub-paragraph 1 or 2. See Mary M. v. North Lawrence Community School Corp., 131 F.3d 1220 (7th Cir., 1997) (An eighth grade student did not need to show that a school employee's sexual advances were *unwelcome* in order to prove sexual harassment.).

Consult the board attorney to ensure the non-discrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon sexual violence under Title IX's sexual harassment umbrella. The U.S. Dept. of Education has issued guidance indicating that while acts of sexual violence are crimes, they may also be discrimination under Title IX. Many attorneys agree these guidance documents are a "heads-up" to schools to ensure appropriate responses and training. The guidance documents highlight appropriate responses to sexual violence under Title IX. See ¶n 3 in policy 2:260, *Uniform Grievance Procedure* for a listing and links to these documents.

School districts are liable for damage awards for an employee's sexual harassment of a student in limited situations. Liability occurs only when a district official who, at a minimum, has authority to institute corrective action, has actual notice of and is deliberately indifferent to the employee's misconduct. Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998). Schools are liable in student-to-student sexual harassment cases when school agents are deliberately indifferent to sexual harassment, of which they have actual knowledge, that is so severe, pervasive, and objectively offensive that it can be said to deprive the victims of access to the educational opportunities or benefits provided by the school. Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999). The Ill. Dept. of Human Rights now has jurisdiction over allegations that a school failed to take corrective action to stop severe or pervasive harassment of an individual based upon a protected category (775 ILCS 5/5-102.2).

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. ⁴ At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

until 6/30/12

Sandra Stringer

beginning 7/1/12 Joel Martin

Name

164 S. Prospect, Park Ridge, IL 60068

same

Address

847-318-4305

same

Telephone

Complaint Managers:

until 6/30/12

Diane Betts

beginning 7/1/12 Lori Hinton

Daniel Walsh

Name

164 S. Prospect, Park Ridge, IL

Name

2401 Manor Lane, Park Ridge

Address

847-318-4303

Address

847-318-4390

Telephone

Telephone

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks. ⁵

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

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

⁴ Title IX regulations require districts to identify the person, address, and telephone number of the individual responsible for coordinating the district's compliance efforts. Each district must communicate its bullying policy to students and their parents/guardians (105 ILCS 5/27-23.7); see 7:180, *Preventing Bullying, Intimidation, and Harassment*.

⁵ In addition to notifying students of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district's compliance with Title IX (34 C.F.R. Part 106.8(a)). A comprehensive student handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board.

- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments.
34 C.F.R. Part 106.
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.
Davis v. Monroe County Board of Education, 119 S.Ct. 1661 (1999).
Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).
Gebser v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited),
7:10 (Equal Educational Opportunities), 7:180 (Preventing Bullying,
Intimidation, and Harassment), 7:190 (Student Discipline)

Students

Attendance and Truancy ¹

Compulsory School Attendance ²

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee. ³

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

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

¹ State law requires boards to adopt a policy covering some of the topics herein and controls this policy's content. 105 ILCS 5/26-13 requires a policy on supportive services and available resources for truant. 23 Ill.Admin.Code §1.290 requires the same plus contains a definition of *valid cause* for absence.

² 105 ILCS 5/26-2 addresses enrolled students below age 7 or over age 17. The amendment requires any persons having custody or control of a child who is enrolled in grades kindergarten through 12 in the public school to cause the child to attend school.

105 ILCS 5/26-1 contains the compulsory school age exemptions. Each listed exception is specifically included in the statute, except the reference to *home school*. See policy 7:40, *Nonpublic School Students, Including Parochial and Home-Schooled Students*, regarding assigning students who enroll from a non-public school. See policy 6:150, *Home and Hospital Instruction*, regarding providing instruction to a pregnant student who is medically unable to attend school.

³ These reasons are in 105 ILCS 5/26-2a, amended by P.A. 97-218, except that "other reason as approved by the Superintendent" was added. ISBE rule requires that the absenteeism and truancy policy defines valid causes for absence (23 Ill.Admin.Code §1.290). P.A. 97-218 changed the definition of chronic habitual truant, which is now "a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% (down from 10%) or more of the previous 180 regular attendance days."

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified. ⁴
2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification. ⁵
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information. ⁶
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. ⁷ See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered. ⁸
7. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records. ⁹

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

⁴ Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board" (105 ILCS 5/26-1). The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

A student may be excused, at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

Child Labor laws include: 29 C.F.R. Part 570 (minimum age standards, occupations, conditions, etc.); 820 ILCS 205/ (child labor laws); 56 Ill.Admin.Code Part 250 (child labor regulations).

⁵ This notification is required by 105 ILCS 5/26-3b.

⁶ Each district must have a policy describing diagnostic procedures to identify the cause(s) of absenteeism and supportive services and available resources for truants and chronic truants (105 ILCS 5/26-13; 23 Ill.Admin.Code §1.290).

⁷ 23 Ill.Admin.Code §1.290. The School Code references to dropout prevention include: 105 ILCS 5/26-3a (regional superintendent activities and annual report); 105 ILCS 5/10-20.25a (annual report by boards); and 105 ILCS 5/1A-4(E) (State Board of Education report).

⁸ Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center." Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

⁹ 105 ILCS 5/26-9 requires school officers and superintendents to assist truant officers. A minor who is reported by the regional superintendent as a chronic truant may be adjudicated a "truant minor in need of supervision" if the minor declines or refuses to fully participate in truancy intervention services (705 ILCS 405/3-33.5).

8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student. ¹⁰
9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies. ¹¹
10. *[For high school and unit districts only]*
11. A process for a 17 year old resident to participate in the District's various programs and resources for truants. ¹² The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.
12. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student. ¹³

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital

Counties and municipalities may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 10 years of age, on the parent or custodian (55 ILCS 5/5-1078.2 and 65 ILCS 5/11-5-9). Such local officials or authorities that enforce, prosecute, or adjudicate municipal ordinances adopted under 55 ILCS 5/5-1078.2 and 65 ILCS 5/11-5-9, or that work with school districts to address truancy problems, are designated as (i) part of the juvenile justice system, established by the Juvenile Court Act of 1987, and (ii) *juvenile authorities* within the definition set forth in subsection (a)(6.5) of Section 10-6 of the Ill. School Student Records Act (~~Id., as amended by P.A. 95-1016~~). **A superintendent should consult with the board attorney before disclosing school student records to non-district entities.** See 7:340-AP, *Student Records* for a sample procedure for release of such records to juvenile authorities.

¹⁰ 105 ILCS 5/26-12 prohibits punitive action "unless available supportive services and other school resources have been provided to the student."

¹¹ 105 ILCS 5/26-3a requires the district to "establish, in writing, a set of criteria for use by the local superintendent of schools in determining whether a pupil's failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship."

This statute also requires the "clerk or secretary" of the board to quarterly report to the regional superintendent and Secretary of State the identity of students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The statute provides that the status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the local district. State Superintendent Koch announced in his *Weekly Message*, 8-28-07, www.isbe.net/board/archivemessages/message_082807.pdf, p.2, that ISBE is delaying implementing this statute based upon legal guidance from the U.S. Department of Education's Family Policy Compliance Office that its implementation would violate the Federal Education Rights and Privacy Act.

¹² A district must allow this participation; the length of the drop-out period and the documentation requirement contained in the next sentence are permissive (105 ILCS 5/26-14).

¹³ Optional, but provided in 105 ILCS 5/26-2(c); ISBE's rule controls the appeal process, 23 Ill.Admin.Code §1.242.

Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:340 (Student Records)

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students ¹

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and 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;
2. Entering the sixth and ninth grades; and ²
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country). ³

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. ⁴
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required. ⁵
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning. ⁶
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. ⁷

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. 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, 4/5/2009 and available at:

www.dhs.state.il.us/page.aspx/%20/intranet.dhs/oneweb/page.aspx?item=32907.

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

³ 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.*).

⁴ 105 ILCS 5/27-8.1; 77 Ill.Admin.Code §665.130 *et seq.*

⁵ 105 ILCS 5/27-8.1; 77 Ill.Admin.Code §665.700 *et seq.*

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

Replace with
Insert A –
Follows

Unless ~~the student is homeless or transferring from out of state, 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. ⁸ 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. ⁹ 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. ¹⁰ The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Until June 30, 2015, a student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. ¹¹ 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. ¹²

Eye Examination ¹³

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. ¹⁴

⁷ This sentence restates the requirement in the Communicable Disease Prevention Act regarding cervical cancer prevention (410 ILCS 315/2e). ~~It requires IDPH to adopt emergency rules to the extent necessary to administer its responsibilities under this provision.~~

⁸ 105 ILCS 5/27-8.1(5), amended by P.A. 97-216, ~~A student transferring from out of state who does not provide the required proof requires compliance by October 15 or the unless a district establishes an earlier date with 60 days notice. If an earlier date is established, (see fn 10) may attend classes replace "October 15" in this paragraph with the earlier locally established date. During any student's exclusion from school for 30 days provided he or she shows proof that an appointment for the required vaccinations has been scheduled with a physician, advanced practice nurse, physician assistant, registered nurse, or local health department (Id.). If proof of vaccination required non-compliance with this policy, the student's parents/guardians shall be considered in violation of 105 ILCS 5/26-1 and subject to any penalty imposed by 105 ILCS 5/26-10, as provided in 105 ILCS 5/27-8.1, amended by P.A. 97-216. (5) is not submitted within these 30 days, the student may not attend classes until the proof is submitted~~

⁹ This sentence is optional. ~~The term new students as used in this sentence includes out-of-state transfer students.~~ 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 ~~within these~~ after 30 days must be excluded until such proof is properly submitted (105 ILCS 5/27-8.1(5), amended by P.A. 96-953). Consult the board attorney about establishing timeframes other than 30 days. ~~If a board sets a timeframe longer than 30 days, out of state transfer students would have less time than other new students to comply with 105 ILCS 5/27-8.1(5). While a student's out of state transfer status is not a protected category for purposes of policy 7:10, Equal Educational Opportunities, using a time frame other than 30 days could expose a district to equal educational opportunity challenges — especially considering this change to the School Code resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/, added by P.A. 96-953.~~

¹⁰ This sentence and the following sentence restate 105 ILCS 5/27-8.1(5), amended by P.A. 97-216.

¹¹ Id. P.A. 97-216 changed the expiration year for special treatment of out-of-state transfer students to June 30, 2015. The special treatment of out-of-state transfer students resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/, added by P.A. 96-953.

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

¹³ 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. 77 Ill.Admin.Code §665.150 and 630 prescribe the statewide eye examination report form. It is available at: www.idph.state.il.us/HealthWellness/EyeExamReport.pdf or 77 Ill.Admin.Code §665, Appendix A.

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

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

Dental Examination 15

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 16

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

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

¹⁴ 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.

¹⁵ 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.~~ ~~77 Ill.Admin.Code~~ §665.150 and 430 prescribe the statewide dental examination report form. It is available at: www.idph.state.il.us/HealthWellness/oralhlth/DentalExamProof.pdf.

¹⁶ ~~Id.~~ and 105 ILCS 5/27-8.1(1.10).

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. ¹⁷ 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.

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)

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

Insert A -- Second page: first paragraph should read as follows: (since we have first day exclusion, not Oct. 15th exclusion)

Unless an exemption or extension applies, the failure to comply with the above requirements by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register less than 30 days prior to the first day of the current school year shall have 30 days following registration to comply. New students who register the first day of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day, the student must present, on the first day, an immunization schedule and a statement of the medical reasons causing the delay. 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.

Students

Student Discipline

The mission of the District as it pertains to Civil Behavior is to empower the District 64 community to create an environment that is emotionally safe and supportive, where all individuals are treated with respect and consideration, and relationships are characterized as caring and cooperative.

In support of this mission, the basic purpose of this policy is threefold:

1. To promote a work and learning environment that is safe, productive, and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
2. To provide our students with the appropriate models and tools for respectful problem solving;
3. To reduce fear, anger, frustration, and alienation, which often act as triggers for uncivil, dangerous, or self-destructive conduct by introducing models and tools that provide alternatives to such behaviors.

Expectations for Behavior from Board, Staff, Students and Parents

The policy seeks to promote a school culture of respect and civility. Therefore the following expectations of behavior are expected:

All will:

1. Treat themselves and others with dignity and respect
2. Work cooperatively with others to solve problems and complete projects
3. Know and apply conflict resolution strategies
4. Develop a strong sense of self-esteem
5. Demonstrate a strong work ethic and self-discipline
6. Demonstrate sportsmanlike behavior
7. Be free of drugs, alcohol, and weapons

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from a teacher, principal, or other administrator. Individuals are encouraged to work out issues of concern promptly. Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

Definitions: For purposes of this policy, "uncivil conduct" includes the following: vulgar, obscene, or profane gestures or words; teasing, taunting, jeering, inciting others to taunt or jeer at an individual; raising one's voice at another individual, repeatedly interrupting another individual who is speaking; gesturing in a manner that puts another in fear for his/her personal safety; invading the personal space of an individual after being directed to move away; physically blocking an individual's exit from a room or location; or other similar disruptive behavior.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate and (2) such expression does not materially disrupt and may not be reasonably anticipated to disrupt the educational process.

For purposes of this policy, "bullying" includes behavior as described in item 9 below.

"Sportsmanlike behavior" refers to playing fairly and winning or losing gracefully.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
- b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that, bears a reasonable relationship to school shall be expelled for a period of at least one calendar year, but not more than 2 calendar years.

- a. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430

ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code; of 1961 (720 ILCS 5/24-1).

b. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph a. or b. above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes without limitation, creating, sending, sharing, viewing, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying, aggressive or uncivil behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes without limitation any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexually harassment, public humiliation, theft or destruction of property, retaliation, bullying,

- hazing, bullying using a school computer or a school computer network, or other comparable conduct whether done in person or electronically.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
 11. Being absent without a recognized excuse; State law and Board policy regarding truancy control will be used with chronic and habitual truants.
 12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
 13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
 15. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
 16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object of substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Disciplinary Measures

Efforts, including the use of early intervention and progressive discipline shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified depending on the

severity of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

The grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Only a School Board may expel a student. This authority may not be delegated. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and

may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Disciplinary measures (not necessarily in order of severity):

1. Disciplinary conference.
2. Withholding of privileges.
3. Notifying parents/guardians.
4. Temporary removal from the classroom.
5. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
6. After-school study or Saturday study, provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
7. Suspension of bus riding privileges, provided that appropriate procedures are followed.
8. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
9. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
10. Seizure of contraband.
11. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to a suspension in excess of 20 school days or an expulsion may be immediately transferred to an alternative program in the manner provided in Article 13A or 13B of the School Code.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Recourse

This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the District's policies against harassment and sexual harassment, or specific conduct codes. Violation of such policies may result in further action, such as discipline, suspension, expulsion, or adverse employment actions. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce rules and applicable laws.

Student Handbook

The Superintendent, with input from the PTO/A Presidents Group, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 school days of the beginning of the school year or a student's enrollment.

- LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.
Pro-Children Act of 1994, 20 U.S.C. §6081.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.35, 5/10-21.7,
5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12,
and 5/31-3.
23 Ill.Admin.Code §1.280.
- CROSS REF.: 5:230 (Maintaining Student Discipline), 6:110 (Programs for
Students At Risk of Academic Failure and/or Dropping Out of
School and Graduation Incentives Program), 7:70 (Attendance and
Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search
and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student
Appearance), 7:170 (Vandalism), 7:200 (Suspension Procedures),
7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230
(Misconduct by Students with Disabilities), 7:240 (Conduct Code
for Participants in Extracurricular Activities), 7:270 (Administering
Medicines to Students), 8:30 (Visitors to and Conduct on School
Property), 7:20 (Harassment of Students)
- ADOPTED: October 27, 1997
- REVISED: August 24, 1998
REVISED: April 12, 1999
REVISED: December 13, 1999
REVISED: October 23, 2000
REVISED: June 11, 2001
REVISED: January 14, 2002
REVISED: September 9, 2002
REVISED: May 24, 2004
REVISED: June 25, 2007
REVISED: September 24, 2007
REVISED: January 28, 2008
REVISED: May 11, 2009
REVISED: December 14, 2009
REVISED: November 15, 2010

Community Relations

Accommodating Individuals with Disabilities ¹

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. ² When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. ³

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. ⁴

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety. ⁵

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 The Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. §§12101 *et seq.* The ADA covers all state and local governments, including those that receive no federal financial assistance. Title II of the ADA specifically contains accessibility requirements (42 U.S.C. §§12131 *et seq.*). Its nondiscrimination provision states: "[s]ubject to the provisions of this subchapter, no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of a public entity, or be subjected to discrimination by any such entity."

The Department of Justice, through its Civil Rights Division, is the key agency responsible for enforcing Title II. The regulations implementing Title II are found at 28 C.F.R. Part 35. For a comprehensive compliance toolkit, see: www.ada.gov/pcatoolkit/chap1toolkit.htm. This policy contains only the basic elements of the ADA's requirements.

The ADA Amendments Act (ADAAA) significantly changed the ADA's definition of disability (42 U.S.C. §12102). It did not, however, amend any provision in Title II regarding accessibility requirements. Consult the board attorney regarding the ADAAA's impact, if any, on the district's Title II accessibility obligations.

The Ill. Environmental Barriers Act (410 ILCS 25/) and the Ill. Accessibility Code (71 Ill.Admin.Code Part 400) ensure that "all applicable buildings are designed, constructed, and/or altered to assure the safety and welfare of all members of society and to be readily accessible to, and useable by, environmentally limited persons," (71 Ill.Admin.Code §400.110). Press boxes ~~constructed on school property before July 1, 2009 that "are in bleachers that have points of entry at only one level, and the aggregate area of the press box is no more than 500 square feet"~~ do not have to comply with the Accessibility Code (105 ILCS 5/10-20.46, amended by P.A. 97-355). The Ill. High School Assoc. refers to a *press box* as a "space ... set aside to provide for news media representatives covering the [event], whether they be from newspapers, radio stations, commercial television stations and/or cable television stations." ~~P.A. 96-674 implies that press boxes constructed after July 1, 2009 must comply with the Accessibility Code.~~

³ 28 C.F.R. §35.130(b). If separate services or programs are provided, a district may not deny the individual an opportunity to participate in the regular programming unless the accommodation would alter the fundamental nature of the program (28 C.F.R. §35.130(b)).

⁴ Districts must provide auxiliary aids and services to ensure that no disabled individual is excluded or treated differently than other individuals, unless the district can show that taking such steps would fundamentally alter the nature of the function, program, or meeting or would be an undue burden (28 C.F.R. §§35.160 and 35.164). The term "auxiliary aids and services" includes qualified interpreters, assistive listening devices, notetakers, and written materials for individuals with hearing impairments; for individuals with vision impairments, the term includes qualified readers, taped texts, and Brailled or large print materials.

The Superintendent or designee is designated the Title II Coordinator and shall: ⁶

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection for at least 3 years after its completion date. ⁷
2. Institute plans to make information regarding Title II's protection available to any interested party. ⁸

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. ⁹ This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. ¹⁰

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.46.
410 ILCS 25/, Environmental Barriers Act.
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

⁵ This requirement applies to construction commenced after January 26, 1992 (28 C.F.R. §35.151). Compliance methods include: equipment redesign, reassignment of services to accessible buildings, assignment of aids to beneficiaries, home visits, delivery of services at alternate accessible sites, alteration of existing facilities and construction of new facilities (a district is not required to make structural changes in existing facilities where other methods are effective in achieving compliance), and use of accessible rolling stock or other conveyances (28 C.F.R. §35.150).

⁶ Each district having 50 or more full or part-time employees must designate at least one employee to coordinate its efforts to comply with Title II, including complaint investigations (28 C.F.R. §35.107).

⁷ A written evaluation of district services, policies, and practices should have been completed by January 26, 1993. Interested people should have been allowed to submit comments during the evaluation process. The final self-evaluation document must be kept for at least 3 years, be available for public inspection, and include a list of individuals and organizations consulted, a description of areas examined and any problems identified, and a description of any modifications. The record retention requirement applies to only those districts having 50 or more full or part-time employees.

⁸ Each district must make information regarding the ADA's protection available to any interested party (28 C.F.R. §35.106). For example, a simple notice can be included in school newspapers, program or performance announcements, and registration material.

⁹ The superintendent decides the appropriate response on a case-by-case basis.

¹⁰ Adoption of the Uniform Grievance Procedure fulfills the ADA's requirement that each district having 50 or more employees adopt and publish a grievance procedure providing for prompt and equitable resolution of any complaint.

Operational Services

Accounting and Audits ¹

The School District's accounting and audit services shall comply with the ~~Illinois Program Requirements for Accounting Manual, Budgeting, Financial Reporting, and Auditing~~, as adopted by the Illinois State Board of Education, ~~and State law and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board.~~ The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit ²

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Insert A

Annual Financial Report ³

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the Illinois State Board of Education. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

A -- a RFP will be conducted at least every five (5) years to determine CPA.

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. A board policy or resolution is required concerning revolving funds and petty cash (23 Ill.Admin.Code §100.70). This policy is intended to facilitate the board's fiscal oversight role. The last sentence of the first paragraph should be modified to align with local conditions. ~~The Illinois Program Accounting Manual is found at <http://www.isbe.state.il.us/sfms/pdf/ipam.pdf>. The Requirements for Accounting, Budgeting, Financial Reporting, and Auditing replaced 23 Ill.Admin.Code, Part 110 Program Accounting Manual and 23 Ill.Admin Code Part 125 Student Activity Funds and Convenience Accounts. The Requirements for Accounting, Budgeting, Financial Reporting, and Auditing is at 23 Ill.Admin.Code Part 100.~~

² Audit requirements are found in 105 ILCS 5/3-7 and 5/3-15.1, and 23 Ill.Admin.Code §100.110. The federal Single Audit Act adds audit requirements for federal programs (31 U.S.C. §7501 *et seq.*).

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

The following optional sentence establishes an audit committee: "The Board will annually establish an audit committee to help the Board select an external auditor, confer with the auditor regarding the audit's scope, and oversee the audit process." Note: all board committees are subject to the Open Meetings Act.

The following optional sentence establishes a competitive process for selecting the external auditor; it prevents a long-term relationship with an auditor and reduces the possibility of audits being too routine or friendly: "The Board will annually advertise a request for proposals to perform the external audit." Substitute "periodically" for "annually" if desired.

³ Requirements for the annual financial report are found in 105 ILCS 5/2-3.27 and 5/3-15.1; 23 Ill.Admin.Code §100.100. The last sentence of this section should be modified to align with local conditions.

Inventories 4

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records ~~that, at a minimum, comply with the Illinois Program Accounting Manual~~. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property 5

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

Taxable Fringe Benefits 6

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash 7

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and Illinois State Board of Education rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$500.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

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

⁴ The Illinois Program Accounting Manual (IPAM) was repealed and replaced with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*. While these new rules contain much of the IPAM information, the information about inventories was not included. That information is still useful and may be found on page 98 at www.isbe.state.il.us/sfins/pdf/ipam.pdf. The last sentence of this section should be modified to align with local conditions.

⁵ The requirements in this section are specified in 105 ILCS 5/5-22 and 5/10-22.8. A board that desires to act on the disposition of property having any value should use the following alternative to this section's the last sentence: "Notwithstanding the above, the Superintendent or designee may unilaterally dispose of worthless personal property."

⁶ The intent of this optional section is twofold: (1) to control personal use of district property and equipment, and (2) to ensure compliance with IRS rules. As to the first point, allowing personal use of district property or equipment is arguably prohibited by the Ill. Constitution, Art. VIII, Sec 1 which states: "Public funds, property or credit shall be used only for public purposes." As to the second point, any fringe benefit an employer provides is taxable and must be included in the recipient's pay unless the law specifically excludes it. See Publication 15-B (2008), *Employer's Tax Guide to Fringe Benefits*, www.irs.gov/publications/p15b/index.html.

⁷ 105 ILCS 5/10-20.19; 23 Ill.Admin.Code §100.70. This paragraph's contents are mandatory, except for the \$500 cap on the maximum balance of revolving funds. The cap amount may be changed or the following alternative used: "Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget."

Control Requirements for Checks 8

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

Internal Controls 9

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

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

⁸ This section is largely up to the local board's discretion; additional controls may be added. The following alternative to the second sentence will mandate two signatories for checks:

Two of the following individuals, the Treasurer, Board President, and/or Board Vice-President, shall sign all checks issued by the School District, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

A board must comply with State law requirements concerning the use of facsimile or electronic signatures on checks. The Secretary of State, Index Department, maintains certified manual signatures of officers authorized to sign checks (Uniform Facsimile Signature of Public Officials Act, 30 ILCS 320/). Electronic records and signatures are governed by the Electronic Commerce Security Act (5 ILCS 175/5). Attorneys disagree about the applicability of these laws to school districts.

⁹ This section is largely up to the local board's discretion. The annual audit must include a "review and testing of the internal control structure" (23 Ill.Admin.Code §100.110). This review's limited scope means that boards should not rely on it to reveal uncontrolled financial risks. The board's responsibility is to establish policy to safeguard the district's financial condition. Indeed, the oath of office includes this promise: "I shall respect taxpayer interests by serving as a faithful protector of the school district's assets." In this sample policy, the board sets the control objectives and the superintendent is responsible for developing an internal controls system.

Boards that wish to take a larger oversight role regarding internal controls may list the numbered sentences in the IASB sample administrative procedure 4:80-AP, *Checklist for Internal Controls*, as required inclusions in the superintendent's program for internal controls. This alternative, for insertion at the end of this section's first paragraph, follows:

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

LEGAL REF.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

Students

Student Athlete Concussions and Head Injuries ¹

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. ² The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. ³ These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian

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

¹ Each school board must adopt a policy regarding student athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the Illinois High School Association (IHSA) (105 ILCS 5/10-20.53, added by P.A. 97-204). This requirement applies to elementary school districts even if they have no student athletes.

The Center for Disease Control and Prevention explains that a concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head that alters the way the brain normally functions. See www.cdc.gov/concussion/. The CDC website contains excellent resources for the recognition, response, and prevention of concussions, including the opportunity to order or download free educational materials on concussions that can be distributed to parents, students, and coaches.

² The IHSA's by-laws define a *student-athlete* as "[a] student who has participated in one or more practices and/or athletic contests in any sport offered by or under the auspices of a high school." See www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx.

A school board for a high school or unit district may want to add the definition as follows: "A *student athlete* is a student who has participated in one or more practices and/or athletic contests in any sport offered by or under the auspices of a high school."

A sample program is provided in 7:305-AP, *Administrative Procedure - Program for Managing Student Athlete Concussions and Head Injuries*.

³ The *Protocol for NFHS Concussion Playing Rules* contains concussion information and provides instructions when a student athlete sustains an apparent concussion. The *Return to Play Policy* addresses the requirements for returning a student athlete to play after he or she exhibits signs, symptoms, or behaviors of a concussion. Available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx.

must sign before the student is allowed to participate in a practice or interscholastic competition. ⁴

3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. ⁵
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion. ⁶

LEGAL REF.: 105 ILCS 5/10-20.53.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

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

⁴ School districts must include information about concussions in the student athlete agreement, contract, code, or written instrument that a student athlete and his or her parent/guardian are required to sign before participating in a practice or interscholastic competition. IHSA drafted a sample *Concussion Information Sheet*, also known as *Sign off (DOC)*. It has been incorporated into 7:300-E1, *Agreement to Participate*. It can be used to inform student athletes and parents, and it is available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx.

⁵ IHSA has produced educational materials on concussions for coaches, parents/guardians, student athletes, and the school and health care providers on concussions that are available at: www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx.

⁶ This provision is optional.

Approval of Contract for Roosevelt School Track

ACTION ITEM 12-05-8

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to award the Roosevelt Track Project for \$71,838.35, including alternate #2 which is geotextile fabric (special), to Accu-Paving of Broadview, IL.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education
Dr. Philip Bender, Superintendant

From: Scott Mackall, Director of Facility Management

Date: May 21, 2012

Re: Approval of Contract for Roosevelt School Track

The District legally advertised its interest in interviewing construction contractors on April 26, 2012. On May 10, 2012, the District received three (3) proposals from interested firms. Scott Mackall, Rebecca Allard, Betty Lattanzio, Kevin Dwyer and 2 Roosevelt PTO representatives, independently reviewed the proposals for the Track Project at Roosevelt School on behalf of the Roosevelt PTO.

On November 14, 2011 the Board of Education approved the gift of the Roosevelt Track Project from the PTO. Gewalt Hamilton a Consulting Engineering firm, located in Vernon Hills, was hired by the Roosevelt PTO to design the track project and has worked closely with the District during the design process.

The project will start June 12, 2012 and complete on or around to July 12, 2012, Scott Mackall, Director of Facility Management, will oversee the track project on behalf of the District.

Recommendation:

It is the recommendation of the Facility Management Department to accept the proposal of Accu-Paving of Broadview, IL as the contractor for this project. Out of the three (3) proposals received (see attached) Accu-Paving was the low bidder at \$71, 838.35, including alternate #2.



Roosevelt Elementary School

"Families and teachers coming together to

Roosevelt

1001 S. Fairview
Park Ridge, IL 60068
Phone: 847-318-4235
Fax: 847-318-4205

PTO Board 2011-2012

Presidents

Beth Barker
Susanne Strotman

Vice-

Molly Dietlin
Karen Rutili

Treasurer

Al Kamienski

Correspondin

"

Marijane Dillon

Recording Officer

Renee Murphy Lewis

May 15, 2012

Board of Education Community Consolidated School District 64
164 S. Prospect
Park Ridge Il, 60068

Attn: Scott Mackall

Dear Board of Education Community Consolidated School District 64:

Subject: Roosevelt School Running Track

In accord with our consulting engineer Tom Rychlik from Gewalt Hamilton, the Roosevelt PTO recommends that a contract be awarded for the construction of the Roosevelt School Running Track by the Board of Education Community Consolidated School District 64 to Accu-Paving of Broadview, Illinois for the amount of \$71,838.35, which includes the Base bid and Alternate two outlined in the attached documents. The Roosevelt PTO requests that the bid received on May 10, 2012 be accepted and awarded at the May 21, 2012 Board of Education meeting.

In conjunction with this letter, the Roosevelt PTO is presenting a gift of \$21,838.35 to District 64 to be used for the construction of the track. This is in addition to the \$50,000 that has already been given to District 64. Together these two gifts account for the entire bid amount of \$71,838.35. Additionally, the Roosevelt PTO has budgeted a contingency allowance and has additional financial reserves on hand for unforeseen expenses related to the construction of the track.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

Susanne S. Strotman
President, Roosevelt PTO

Encl: Gewalt Hamilton Associates, Inc. letter
Bid Tabulation

Cc: Kevin Dwyer, Principal, Roosevelt School
Beth Barker, President, Roosevelt PTO
Molly Dietlin, Vice President, Roosevelt PTO
Karen Rutili, Vice President, Roosevelt PTO

May 11, 2012

Ms. Susanne Strotman
Roosevelt Elementary School PTO
1001 South Fairview Avenue
Park Ridge, Illinois 60068

Re: Roosevelt Elementary School Track
Roosevelt School P.T.O.
Park Ridge School District #64



CONSULTING ENGINEERS

850 Forest Edge Drive, Vernon Hills, IL 60061
TEL 847.478.9700 ■ FAX 847.478.9701

820 Lakeside Drive, Suite 5, Gurnee, IL 60031
TEL 847.855.1100 ■ FAX 847.855.1115

www.gha-engineers.com

Dear Ms. Strotman:

On May 10, 2012, three (3) bids were opened at 10:00 a.m. at your office in Park Ridge, Illinois. Three bids were received. The full tabulation is enclosed and outlined below:

Contractor	Base Bid	Alternate (Two)	Assurance
Accu-Paving	\$69,788.35	\$2,050.00	
Evans & Son	\$75,704.16	\$1,845.00	
Team Reil	\$98,077.00	\$6,150.00	

Our office has worked with Accu-Paving, and have found them exceptionally qualified for this type of project. We recommend that a contract be awarded to Accu-Paving of Broadview, Illinois for the amount of \$71,838.35, which includes the Base bid and Alternate two outlined in the documents.

As indicated in the bid documents, the anticipated start date is June 12, 2012, with a final completion date of July 13, 2012. We request a pre-construction meeting at the project site at 4:00 p.m., Monday June 4, 2012. Should your office approve this, we will coordinate with Accu-Paving for the execution and preparation of the Certificate of Insurance and Contract Bond.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

Gewalt Hamilton Associates, Inc.

Thomas A. Rychlik, P.E., LEEP-AP
Senior Engineer

Encl: Bid Tabulation

cc: Sarah Mitchell, City of Park Ridge
Scott McCall, Park Ridge School District #64
Dr. Dwyer, Park Ridge School District #64

Roosevelt Elementary School Track
Roosevelt School P.T.O. - Niles School District #64
Bid Tabulation
May 10, 2012

No.		Unit	Qty	Engineers Estimate		Accu-Paving Co. Broadview, IL		Evans & Son West Chicago, IL		Team Rail Union, IL	
				Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1.	Silt Fence	LF	485	\$1.60	\$776.00	\$2.75	\$1,333.75	\$4.25	\$2,061.25	\$6.00	\$2,910.00
2.	Pavement Sawing	LF	270	\$1.60	\$432.00	\$2.75	\$742.50	\$1.73	\$467.10	\$2.50	\$675.00
3.	Earth Excavation (Special)	CY	250	\$41.00	\$10,250.00	\$33.00	\$8,250.00	\$31.43	\$7,857.50	\$30.00	\$7,500.00
4.	Unsuitable Subgrade Excavation and Replacement (Special)	CY	25	\$60.00	\$1,500.00	\$16.50	\$412.50	\$67.03	\$1,675.75	\$75.00	\$1,875.00
5.	Curb Cuts	LF	10	\$18.00	\$180.00	\$55.00	\$550.00	\$62.39	\$623.90	\$70.00	\$700.00
6.	PVC SDR 26, 6"	LF	57	\$46.00	\$2,622.00	\$33.00	\$1,881.00	\$39.17	\$2,232.69	\$23.00	\$1,311.00
7.	Inlet, Type A, Neenah R-1647-A FR & GR	EA	4	\$1,250.00	\$5,000.00	\$1,650.00	\$6,600.00	\$1,577.85	\$6,311.40	\$600.00	\$2,400.00
8.	Trench Drains w/ Barrier Curb	LS	2	\$1,000.00	\$2,000.00	\$2,750.00	\$5,500.00	\$1,250.87	\$2,501.74	\$2,200.00	\$4,400.00
9.	Stone Trench, CA-5	SY	12	\$55.00	\$660.00	\$20.00	\$240.00	\$142.93	\$1,715.16	\$40.00	\$480.00
10.	Rain Garden Plants, Installed (Special)	EA PLANT	488	\$9.50	\$4,636.00	\$6.00	\$2,928.00	\$5.54	\$2,703.52	\$14.50	\$7,076.00
11.	Mulch, 2-3" (Special)	SY	55	\$13.00	\$715.00	\$6.40	\$352.00	\$106.84	\$5,876.20	\$27.00	\$1,485.00
12.	Engineered Soil Furnished and Place (Special)	CY	30	\$175.00	\$5,250.00	\$55.00	\$1,650.00	\$103.12	\$3,093.60	\$94.00	\$2,820.00
13.	Aggregate Base, CA-6	SY	1260	\$10.00	\$12,600.00	\$9.00	\$11,340.00	\$9.93	\$12,511.80	\$15.00	\$18,900.00
14.	HMA Surface Course, Mix D, N50	TN	90	\$90.00	\$8,100.00	\$170.00	\$15,300.00	\$148.64	\$13,377.60	\$249.00	\$22,410.00
15.	White Lane Paint, 4"	LF	3155	\$0.25	\$788.75	\$0.87	\$2,744.85	\$0.90	\$2,839.50	\$2.00	\$6,310.00
16.	Topsoil and Class 2A seed	SY	1550	\$3.75	\$5,812.50	\$4.00	\$6,200.00	\$2.81	\$4,355.50	\$5.50	\$8,525.00
17.	Erosion Control Blanket	SY	1550	\$2.25	\$3,487.50	\$2.00	\$3,100.00	\$1.96	\$3,038.00	\$1.00	\$1,550.00
18.	Delinators (Special)	LF	45	\$50.00	\$2,250.00	\$14.75	\$663.75	\$54.71	\$2,461.95	\$150.00	\$6,750.00
Total Base Bid					\$67,059.75		\$69,788.35		\$75,704.16		\$98,077.00

Read As: \$93,277.00

ALTERNATES

A1.	Vac & Jet Clean Existing Structures (Special)	LF	320	\$6.50	\$2,080.00	\$15.00	\$4,800.00	\$8.83	\$2,825.60	\$14.00	\$4,480.00
A2.	Geotextile Fabric (Special)	SY	1025	\$2.00	\$2,050.00	\$2.00	\$2,050.00	\$1.80	\$1,845.00	\$6.00	\$6,150.00
A3.	Rubberized Track Surface (Special)	SY	1025	\$40.00	\$41,000.00	48.75	\$49,988.75	\$50.20	\$51,455.00	\$58.00	\$59,450.00
A4.	Annual Rain Garden Plant Maintenance, Year 1-3 (Special)	YR	3	\$1,500.00	\$4,500.00	\$4,000.00	\$12,000.00	\$3,970.20	\$11,910.60	\$3,000.00	\$9,000.00
					\$49,630.00		\$68,818.75		\$68,036.20		\$79,080.00

APPROVAL OF 2012-13 JEFFERSON EXTENDED DAY FEES

The attached information is a recommendation from the Administration for Board review and approval at the May 21, 2012 Board of Education meeting.

ACTION ITEM 12-05-9

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, approve the 2012-13 Jefferson Extended Day fees presented in the attached document.

Moved by: _____ Seconded by: _____

AYES:

NAYS:

ABSENT:

5/21/12

SUMMARY OF PROPOSED CHANGES TO AFTER SCHOOL CARE FEES

This document summarizes the administration's revised proposal for the fee structure of Jefferson School's after school daycare program in comparison to the original proposal, which was provided to the Board in January 2012 as a memorandum of information. All recommendations regarding the billing process (advance billing, parent access to online statements, etc.) included in the original proposal remain unchanged.

Original Proposal

The original proposal made in January was based on a weekly billing rate as follows:

<u>Registration</u>	<u>Cost</u>
2 days per week of daycare	\$40.00 per week
3-5 days per week of daycare	\$90.00 per week
Late pickup fee	\$20.00 per day
Emergency day of daycare service	\$35.00 per day

Revised Proposal

The revised proposal uses a daily billing rate that varies based on the time the child is picked up from daycare, which closely resembles the hourly billing used in the past. Parents can register their child to attend 1-5 days per week. One day of registration equates to all Mondays, or Tuesdays (or whichever day is selected during registration) that school is in session for the duration of the year or until the child drops out of the program.

The district will also implement a new practice regarding late payments. Any child with a balance that is more than 30 days past due will be removed from the program.

<u>Registration</u>	<u>Cost</u>
Pickup by 4:30 PM (1 hour of daycare)	\$5.00 per day
Pickup by 5:30 PM (2 hours of daycare)	\$10.00 per day
Pickup by 6:00 PM (2.5 hours of daycare)	\$12.50 per day
Late pickup fee*	\$10.00 per day
Emergency day of daycare service**	\$21.00 per day

*The late fee is assessed each day a child is not picked up by the designated pickup time of the child's registration time slot.

**Emergency days of daycare must be approved by the Jefferson Extended Day Coordinator. Fees for emergency days are due upon approval. The fee aligns with the amount approved at the April 23rd meeting for an emergency day of before school care.

After School Profit/Loss Projections - Revised Proposal

	Estimated <u>2011 - 2012</u>	Estimated <u>2012-2013</u>
Revenues:		
Daycare fees collected	351,078.86	343,210.00 (1)
Expenses:		
Administrative Salaries	70,568.81	70,570.00 (2)
TA Salaries	45,982.60	45,980.00 (2)
Assistant Salaries	155,866.06	155,870.00 (2)
Administrative Benefits	19,172.14	21,090.00 (2)
TA Benefits	18,376.79	20,210.00 (2)
Assistant Benefits	23,234.39	25,560.00 (2)
Workshops	1,005.00	900.00 (3)
Supplies & Snacks	21,740.00	19,570.00 (3)
Contingencies	1,000.00	1,000.00 (4)
Total Expenses	<u>356,945.79</u>	<u>360,750.00</u>
Net Profit/(Loss)	<u>(5,866.93)</u>	<u>(17,540.00)</u>

Assumptions for 2012-2013 Estimates:

- (1) Under the revised proposal the district will use flat daily billing rates for 2012-2013. The new rates represent a \$5 charge for each 1 hour increment of daycare service provided, which equals the hourly rate charged in 2011-2012. Revenues were estimated based on current attendance levels and pickup times. The district also included an estimate for the amount of revenue to be collected from emergency day fees and late fee assessments.
- (2) Used FY11-12 contracts as an estimate for salaries. Assumed 25% of administrative salaries and benefits are applicable to the after school program. All benefits were estimated at a 10% increase from FY11-12.
- (3) Estimated total expenses would be 90% of the budget for FY11-12. Assumed 2/3 of the budgeted expenses within each of these line items applies to the after school program.
- (4) In previous years, the district has budgeted approximately \$6,000 for other expenses such as mileage reimbursement, other professional services, student activities, and equipment. No expenses have been incurred in the past two years so only \$1,000 is estimated for such contingencies.

Extension of Superintendent's Contract

ACTION ITEM 12-05-10

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the extension of the Superintendent's Employment Contract to June 30, 2014 .

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Minutes

ACTION ITEM 12-05-12

I move that the Board of Education of Community Consolidated School District 64 approve the Committee-of-the-Whole Minutes of May 7, 2012, Special Board Meeting Minutes of May 7, 2012, Closed Session Minutes of May 7, 2012, Closed Session Minutes of April 23, 2012 and Regular Minutes of April 23, 2012.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Meeting held at 8:00 p.m.
May 7, 2012
Hendee Educational Service Center
164 S. Prospect Avenue
Park Ridge, IL 60068**

President John Heyde called the meeting to order at 6:32 p.m. Other Board members in attendance were Scott Zimmerman, Eric Uhlig, Dan Collins, and Anthony Borrelli. Also present were Superintendent Philip Bender, Assistant Superintendent Sandra Stringer, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm and 1 member of the public.

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

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

At 6:33 p.m. it was moved by Board member Zimmerman and seconded by Board member Borrelli to adjourn to closed session for the purpose of discussing collective negotiations [5 ILCS 120/2(c)(2)] and the employment of a specific individual [5 ILCS 120/2(c)(1)]. The votes were cast by roll call as follows: Ayes - Uhlig, Heyde, Zimmerman, Collins, Borrelli; Nays - None; Present - None; Absent - Fioretto, Lawson. The motion carried.

The Board adjourned from closed session at 7:03 p.m. and following a brief recess, convened a Committee-of-the-Whole Finance meeting at 7:08 p.m.

The Board adjourned from the Committee-of-the-Whole Finance meeting at 7:52 p.m. and immediately resumed the Special Board Meeting. Additional persons now also present at the special meeting were: Assistant Superintendent Diane Betts, Director of Technology Terri Bresnahan, and 8 members of the public. Director of Facility Management Scott Mackall arrived in progress.

PUBLIC COMMENTS

There were none.

Public
Comment

**APPROVAL OF ELECTRICAL CONTRACTOR FROM FANNING
HOWEY AT CARPENTER SCHOOL**

Mr. Mackall noted the request is for approval of Phase One of the mechanical upgrades needed at Carpenter School; the Board approved the District to begin design on mechanical upgrades at the December 19, 2011 meeting. This action item includes an electrical upgrade consisting of relocating the transformer and running a new electrical service to the school. The District will be increasing the service to 1200 Amp from 600 Amp service.

Approval of
Electric Contractor
from Fanning
Howey at
Carpenter School

In response to Board member questions, Mr. Mackall confirmed that the project will be completed this summer and is within the proposed cost estimates. He also stated that although the District received only one bid for the upgrades, Fanning Howey has checked references of Block Electric, which is a local Niles company, and has reviewed the full scope of work with the firm. Mr. Mackall noted that it is a small, but detailed project, and reiterated that with these reviews having been satisfactorily completed, he is comfortable with proceeding to award the contract with a single bid as permitted by the Illinois School Code.

Mr. Collins asked whether the project is being undertaken only to provide air conditioning at the school in subsequent years. Mr. Mackall noted that in addition to being needed for air conditioning, the upgrade is justified for two currently existing conditions. He pointed out that the present location of the transformer is poorly placed on the site plan outdoors as the Board has seen during its discussions of proposed reconfiguration of the site to provide for water detention. He further noted that the service is routed underneath the 1994 building addition, making it extremely difficult to access for repairs should a problem develop with that feed.

ACTION ITEM 12-05-1

Action Item
12-05-1

It was moved by Board member Uhlig and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to award the electrical contract to Block Electric Company Incorporated at \$236,000, with the site lighting curb Alternate #E-2 at \$36,176, for a total contract amount of \$272,176. The votes were cast as follows:

AYES: Borrelli, Collins, Zimmerman, Heyde, Uhlig

NAYS: None

PRESENT: None

ABSENT: Fioretto, Lawson

The motion carried.

**APPROVAL OF AWARD FOR MECHANICAL UPDATES
FROM FANNING HOWEY AT CARPENTER SCHOOL**

Approval of Award
for Mechanical
Updates from
Fanning Howey at
Carpenter School
Plan

Mr. Mackall said this action item also is a component of the same Phase One mechanical upgrades at Carpenter School. Mr. Mackall noted the request includes a heating/ventilation/air conditioning (HVAC) upgrade in the north gym/lunch room. The District is planning to remove the existing heat only unit and replacing it with heat and air conditioning equipment to serve this space only. Mr. Mackall said that with the satisfactory completion of reference checks and a full scope of work review, he is confident in recommending the award to the low bidder of the seven received.

Board members briefly discussed whether splitting this project off from the main project to provide air conditioning for the school overall would be more expensive. Mr. Mackall pointed out that this would give students and staff another space that is air conditioned for the upcoming school year. He said there might be some small increase in total cost, but that it would be difficult to calculate. He pointed out that the air conditioning system to be installed in this area is different than the type that would be installed in the remainder of the school. In response to Board member questions, he reported that the gym would receive a new air-handling unit and that heat would be supplied by two small boilers, which are unrelated to existing boilers currently serving the main building classrooms.

ACTION ITEM 12-05-2

Action Item
12-05-2

It was moved by Board member Zimmerman and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to award the mechanical contract for \$168,000 to Martin Petersen Company, Inc. The votes were cast as follows:

AYES: Uhlig, Heyde, Zimmerman, Borrelli

NAYS: Collins

PRESENT: None

ABSENT: Fioretto, Lawson

The motion carried.

APPROVAL OF WATER DETENTION AND SITE IMPROVEMENTS AT CARPENTER

Approval of Water
Detention and Site
Improvements at
Carpenter

Mr. Mackall reported that at the January 27, 2012 meeting, the Board approved the design of Concept One for the water detention project at Carpenter School. This request is to award the contract for this project, having completed reference checks and a full scope of work review with the low bidder of the three received. Mr. Mackall stated Fanning Howey has worked with the firm on previous projects. Mr. Mackall also stated the District is requesting approval of an alternate bid for concrete curbing to strengthen a pathway around the building for delivery trucks and emergency vehicles. The total contract is for \$1,207,715.

In response to Board member questions, Mr. Mackall noted that the curbing is for a pathway unrelated to a pull-off parking lane at the front of the school that had been considered in an alternate site concept. He stated that he believed the bid may be a small amount higher than the original proposed cost, but did not have the precise figure at hand although it could be provided. He confirmed that the

Special Board Meeting Minutes
May 7, 2012

curb addition was in the original estimate as an alternate, and the bid is less than the proposed cost.

Board members then questioned Mr. Mackall concerning the status of the District's variance request on permits for the site. Mr. Mackall reported that Ms. Keri Van Sant from Fanning Howey was currently at the Park Ridge City Council meeting to monitor the first reading of the request in case questions arose. He noted that the council would meet in another month for final approval. Mr. Mackall stated the Board could wait to give approval until the May 21 meeting, but that the project would not be able to be completed this summer and the low bidder might not be available due to this delay. The current schedule is to meet with contractors this Thursday to begin work.

Discussion then centered on the Board's liability if a contract is awarded this evening, but the permits fail to be received at all or are delayed. Mr. Mackall said that the material items that do have to be ordered could be cancelled if permits were not received later in May and would therefore reduce the District's liability. Ms. Allard then was asked about liability for cancelling the contract, and she stated that she would have to check with legal counsel and review the bid specifications to determine how that would be handled.

Mr. Mackall pointed out that the permitting process for Carpenter site work mirrors the process that occurred in a very similar project at Franklin School in 2011. He noted the District had gone through the Planning and Zoning approval, but had not received the Council's final approval when the Board approved the contract. He pointed out that the Carpenter site work is also supported by neighbors and had been recommended for approval by the Planning and Zoning Commission and the City staff.

Mr. Heyde summarized by noting that the Board needed to balance a theoretical risk of not obtaining final approval vs. the practical risk to the project's completion this summer if the contract is not awarded tonight. Dr. Bender noted that the Franklin project last summer had proceeded to contract before the first reading was completed, based on the strength of the Planning & Zoning Commission's recommendation to grant the necessary permits.

Board member Borrelli asked Mr. Mackall to review the status of other projects. Mr. Mackall stated that the Board had given approval for design work on four of the District's top five maintenance needs presented in December 2011. He noted that in addition to these Carpenter projects, preliminary work has been done on heating upgrades at Franklin and Lincoln; about 20% of the design process is complete on these, so they would not be candidates for work this summer.

Board members continued to discuss whether it would be possible to give authorization for the contract, but pending approval of the permits. Mr. Mackall said projects typically receive permits in varying stages as they move forward, rather than having all in hand prior to any work beginning. He noted that the Regional Office of Education had already given approval for the District to do

Special Board Meeting Minutes
May 7, 2012

the site work and that a demolition permit could be issued by the City so the project could get underway and other permits obtained in coming weeks.

ACTION ITEM 12-05-3

Action Item
12-05-3

It was moved by Board member Collins and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to have George Sollitt Construction Company-GC/site Contract (LEAD) at \$1,187,715 with the curb Alternate#S-1 at \$20,000, for a total contract of \$1,207,715. The votes were cast as follows:

AYES: Uhlig, Heyde, Zimmerman, Collins, Borrelli

NAYS: None

PRESENT: None

ABSENT: Fioretto, Lawson

The motion carried.

**AUTHORIZATION TO NEGOTIATE ENVIRONMENTAL
ENGINEER FEES**

Authorization to
Negotiate
Environmental
Engineer Fees

Mr. Mackall and Ms. Allard reported they had completed a review process for environmental engineering services. Seven firms responded and the District selected two to interview. According to the School Code, the District is obliged to identify and select a firm based on qualifications and then seek Board approval to negotiate fees of the top-ranked firm. The action item is to begin that process with Environ.

Board member Uhlig inquired about whom the District has used previously to supply these services, the types of projects completed, and cost. Ms. Allard said the District has worked with Environ since the mid-1980's. Fees are project-driven so it varies depending on the work. She noted that they are used to do air quality testing for environmental issues. Mr. Mackall said the District must also complete a three-year reinspection of all buildings for asbestos, and this work is normally conducted at a fixed cost. He noted that only Emerson School had been designated as asbestos-free and is not rechecked.

Mr. Heyde thanked the District for going through the process since it has not done so for many years for this particular type of service.

ACTION ITEM 12-05-4

Action Item
12-05-4

It was moved by Board member Zimmerman and seconded by Board member Collins that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion

Special Board Meeting Minutes
May 7, 2012

to negotiate environmental engineer fees with Environ International Corporation.

AYES: Borrelli, Collins, Zimmerman, Heyde, Uhlig

NAYS: None

PRESENT: None

ABSENT: Fioretto, Lawson

The motion carried.

Ms. Keri Van Sant from Fanning Howey arrived from the Park Ridge City Council meeting and reported that the first reading of the District's request for variance related to the Carpenter site project had gone without question or comment.

CONSENT AGENDA

A. PERSONNEL REPORT

The Personnel Report contains private information. If additional information is needed contact Assistant Superintendent for Human Resources Dr. Sandra Stringer.

B. BILLS

Bills

10 - Education Fund-----	\$ 217,614.56
20 - Operations and Maintenance Fund -----	47,118.94
30 - Debt Services -----	-
40 - Transportation Fund -----	23,861.74
60 - Capital Projects -----	8,304.19
80 - Tort Immunity Fund -----	-
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 108039 - 108197

Total: \$ 296,899.43

ACTION ITEM 12-05-5

It was moved by Board member Uhlig 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 May 7, 2012, which includes the Personnel Report and Bills. The votes were cast as follows:

AYES: Uhlig, Heyde, Zimmerman, Collins, Borrelli

Special Board Meeting Minutes
May 7, 2012

NAYS: None

PRESENT: None

ABSENT: Fioretto, Lawson

The motion carried.

Dr. Bender reported that the heavy downpours experienced last Thursday had been handled well at all locations that have had water issues recently. At Franklin School, the water detention system worked extremely well to move water off the parking lot. The diversion system protecting the Carpenter auditorium also worked well and at Washington School, the systems in place worked as designed.

ADJOURNMENT

Adjournment

At 8:34 p.m., it was moved by Board member Zimmerman and seconded by Board member Collins to adjourn the meeting. The motion passed by consensus.

President

Secretary

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Meeting held at 7:30 p.m.
April 23, 2012
Roosevelt Elementary School – South Gym
1001 S. Fairview Avenue, Park Ridge**

John Heyde called the meeting to order at 6:34 p.m. Other Board Members present were Scott Zimmerman, Eric Uhlig, Sharon Lawson, Anthony Borrelli, Dan Collins and Pat Fioretto. Also present were Superintendent Dr. Bender, Assistant Superintendent for Human Resources Dr. Sandra Stringer, and Business Manager Becky Allard.

At 6:35 p.m., it was moved by Board member Sharon Lawson and seconded by Board member Dan Collins to adjourn to closed session for the purpose of discussing matters related to collective negotiations 5 ILCS 120/2(c)(2) and employment of specific individuals 5 ILCS 120/2 (c) (1). The votes were cast by roll call as follows: Ayes - Borrelli, Lawson, Uhlig, Fioretto, Heyde, Zimmerman and Collins; Nays - None; Present - None. The motion carried.

The Board adjourned from closed session at 7:30 p.m. and resumed the regular Board meeting at 7:35 p.m. Present at the regular meeting were Superintendent Dr. Philip Bender, Assistant Superintendents Dr. Sandra Stringer and Diane Betts, Business Manager Becky Allard, Director of Pupil Services James Even, Director of Technology Terri Bresnahan, Directory of Facility Management Scott Mackall and Public Information Coordinator Bernadette Tramm.

Board of Education meetings are now being videotaped and may be viewed in their full length from the District's website at:
<http://www.d64.org/subsite/dist/page/board-education-meetings-984>

PLEDGE OF ALLEGIANCE

Pledge of Allegiance

The Pledge of Allegiance was led by students who are part of the *Girls on the Run* program at Roosevelt School. Dr. Kevin Dwyer, Principal at Roosevelt, introduced *Girls on the Run* and 4th grade teachers Nicole Benoit and Taryn Handlon, who serve as their coaches.

Girls on the Run is a PTO sponsored after-school program involving 75 female students in its second year at Roosevelt. They are training for a 5K run on June 9, 2012. In addition to the physical aspect of the program, the girls are learning social skills, conflict resolution, collaboration and how to stand up for themselves. Several of the students spoke about their positive experiences with *Girls on the Run*. Mr. Heyde thanked the girls, their teachers and parents, and praised the program as a way to build community and for students to learn from each other.

PUBLIC COMMENTS

Public Comments

Kathy Jozwiak of 14 N. Grace, Park Ridge, addressed the Board about the District's bullying policy, as she had done at the February 27, 2012 Board of Education meeting. Since February, she met with Dr. Bender and Mr. Heyde about her son, a victim of bullying. She understands the District has a bullying and civil behavior policy, but believes it is useless unless properly and equally enforced. She asked the Board to change the policy and how it is enforced to ensure all students' safety as soon as possible.

Dr. Bender said he had talked with the principal and teachers at the school where the bullying occurred. He assured Mrs. Jozwiak that the issue is being addressed. Dr. Stringer is the designated employee that addresses bullying issues in the District.

Jennifer Gallery of 615 Florence, Park Ridge, stated her concern that Carpenter School will have another new principal next year, noting a lack of consistency for students. She knows of 20-25 parents who would like to participate in developing a list of candidate qualities and/or be involved in the interview process. She also requested more than one Board member be on the principal selection committee. Mr. Heyde said Dr. Bender will organize the selection committee and ultimately make a recommendation to the Board for hiring. Dr. Bender will consider Ms. Gallery's request.

APPROVAL OF STRATEGIC PLAN YEAR 3 – 2012-13 ACTIVITIES AND BUDGET

Approval of Strategic Plan Year 3- 2012-13 Activities and Budget

Dr. Bender led the discussion on Strategic Plan activities and budget. He recognized the amount of time invested on technology coaches and how professional development has been wedged into the technology coach process. The District's current professional development model is the same as 30 years ago and is no longer effective.

With the implementation of Common Core State Standards, staff will need to develop higher order thinking skills in students. The best way to implement the new standards is to incorporate technology into what teachers do daily; they cannot be learned in a stand-alone workshop. Coaching will enable more on-the-job training for staff and more inclusion and differentiated instruction with students.

The District received accolades in a recent compliance check for its Strategic Plan components, Technology Coaching pilot and Master Facility Plan. The Strategic Plan that was adopted by the Board in 2010 included technology coaches.

Dr. Bender said it costs money to do what is needed for our students. He acknowledged that the technology coaches are not cheap, but to make coaching a reality, reductions in other areas can be found. The technology coach model is in place in more than half of District 64's comparable school districts.

He urged the Board to consider the value of coaching and find ways to fully fund them so the District will be able to provide cutting edge professional development for all staff.

The Board asked for clarification on information presented by Administration for cost savings in order to fund coaches at all buildings. Dr. Bender confirmed staff retirements and \$70,000 in professional development offsets would be actual cost savings.

Some Board members voiced their concern about increased headcount and use of reserve funds to pay for coaches, while others viewed the coaches as an investment in teachers, the best approach to transfer knowledge about technology, and were encouraged by Administration's identification of alternative sources to fund them as well as a sunset provision in the proposal.

ACTION ITEM 12-04-1

Action Item
12-04-1

It was moved by Board member Zimmerman and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the 2012-13 Strategic Plan and District-wide priorities of \$275,000 for instructional coaches and \$31,200 for the priority activities as described in the April 9 report, provided there is a reduction of \$70,000 in the professional development budget presented prior to this meeting and provided there is a sunset provision, that states if by the 2014-15 school year offsets cannot be demonstrated, the Board would sunset this provision.

The votes were cast as follows:

AYES: Uhlig, Heyde, Zimmerman, Lawson

NAYS: Borrelli, Collins, Fioretto

PRESENT: None

ABSENT: None

The motion carried.

DISCUSSION OF CLASS SIZE GUIDELINES

Discussion of Class
Size Guidelines

The Board requested a discussion on class size guidelines based on

comments at previous Board meetings about the impact of class size on financial issues such as staffing and hiring. The objective of the discussion is to express likes, concerns and any ideas for potential changes to the guidelines. There is no Administrative recommendation to change the guidelines. Mr. Heyde stated he had no desire to change the maximum class sizes.

Dr. Stringer and Ms. Betts reviewed the history and background of current class size guidelines that have been in place for more than 20 years, except during the budget reduction years leading up to the 2007 referendum. Current guidelines are: Kindergarten = 22; Grades 1-2 = 24; Grades 3-4 = 26; and Grades 5-8 = 28. The number of students in a classroom may be less than the stated guidelines when Special Education or Channels of Challenge students are pulled out. The Board received a memo stating the number of students that receive those services.

Dr. Stringer listed 22 comparable districts included in a survey about class size guidelines. Of the 22, 14 have flexible frameworks for adding additional sections. Five others add sections based on guidelines that are similar to District 64's, i.e., when one additional student enrolls before the start of the school year. In District 64, if an additional student enrolls after the school year starts, a decision whether to add another section is based on principal and teacher input and students' needs.

Mr. Heyde clarified three things for the Board: the automatic nature of the District's policy, the high level of awareness of class size guidelines by parents and staff, and current guidelines are not written in Board policy anywhere.

He would prefer to make the guidelines more orderly to eliminate last minute hiring decisions.

Dr. Bender remarked that class size guidelines are more than just numbers; they deal with children of various needs and other factors.

Based on Board discussion, Administration was asked to propose a modified policy that would allow more flexibility on splitting classes rather than an automatic response based on one additional student. There was no Board sentiment to increase maximum class sizes; in fact, some Board members would prefer to decrease them. Administration will come back with a proposal at the May 21, 2012 Board meeting. There were no public comments on this topic.

DISCUSSION AND APPROVAL OF 2012-13 STUDENT FEES

Discussion and
Approval of 2012-13
Student Fees

Mr. Heyde stated he received 10 emails about changes in the student fee structure for Jefferson School. Currently, billing is calculated based on an hourly rate; a proposal presented by Administration in January 2012 was to switch to daily billing. Mr. Heyde thought the only

change was in the administrative handling of fees and did not realize it would have an impact on families financially.

Ms. Allard provided a brief history of the student fee structure. Fees have not changed since they were reviewed in 2009 by Administration and the Community Finance Committee. Recommendations for the 2012-13 school year include no change to K-8 required and participatory fees or bus fees for students who live within 1.5 miles of school. Some increases were recommended in the plate lunch and for a la carte menu items.

The most significant change was Administration's recommendation to eliminate the lunch supervision fee at the elementary buildings, which are \$165 for early payment and \$215 for late payment per student. This would provide financial relief for parents. The recommendation also included changing to a closed campus for lunch at the K-5 schools to be consistent with the middle schools and to improve safety when students leave school grounds. District 64 would still provide supervision during the lunch periods. Parents would be able to pick up their children and take them to lunch on occasion, following the same procedure as picking up their children for doctors' appointments.

Increases in the elementary before-school program fees were also recommended and are reflective of the December 2011 Consumer Price Index. Audience members weighed in on the proposed changes.

Ms. Katie Renali, a Roosevelt parent, said she welcomes the recommendation to eliminate the lunch supervision fee, citing overall high fees parents pay in District 64 for public education.

Mr. Darin Winckler of 918 Brookline Drive, Park Ridge, has two children that use Jefferson School services for approximately one hour per day. Changing from an hourly to a daily billing system would increase his costs significantly, and he urged the Board to consider how families would be impacted.

Mr. Mick Duran of 8150 North Cumberland, Niles, also has two children using Jefferson, and said hourly billing would result in a major increase in his fees. He asked the Board to review the proposal and find another, more reasonable way to change the fee structure.

Ms. Julie Cook of 318 Elmore, Park Ridge, said people who are trying to balance work and family would be punished if hourly billing is used. Her fees would double. She disapproved of the way the proposed hourly fee structure was communicated with parents, saying it was not advertised, but merely included on the application for the 2012-13 school year. She urged the Board to look at other possible options for parents.

Ms. Angie Collett of 129 Stanley, Park Ridge, said she uses Jefferson on an as needed basis and will be unable to afford the program if fees are increased. She praised the Jefferson program and staff for providing

consistent support for children and nurturing the whole child. She asked the Board for its support to keep the program affordable and safe.

Board members commented on lunch supervision, Jefferson program and other fees. They supported elimination of lunch supervision fees and switching to a closed campus. Ms. Allard explained the current lunch supervision program is running at a deficit because of lunch supervisor pay increases, which were not in place when the program was run by an independent entity. She does not have access to expenses from the previous Parent Paid Lunch Program. Any surplus money from that program was given to school PTO's to spend in support of the lunch program after the District took it over.

Regarding Jefferson fees, Ms. Allard said the proposed change from hourly to daily would make record keeping easier. It is difficult to track the amount of time children spend at Jefferson as it can change daily and for each family. She said pre-billing families based on their registration information would make it easier to collect fees rather than billing after services are used. Of the 71 students using Jefferson services, there is \$22,000 currently in unpaid fees.

Ms. Allard said while she was trying to maximize revenue for the program, she also received phone calls and emails from parents about the increase. Some of the parents who will be harmed by fee increases are those who may need Jefferson services the most.

The Board asked Ms. Allard to revisit the proposed fee changes, perhaps including an hourly option to accommodate some parents, and exploring a partnership with the Park Ridge Park District or another avenue for a long-term solution. The staff-to-student ratio will also be studied.

The Board requested Ms. Allard provide estimated expenses for participatory student fees individually, and asked if the Community Finance Committee (CFC) would review all fees and compare them with similar districts. The last fee review was done in 2009. The CFC is meeting on May 1st and Ms. Allard will speak to the Committee about these items.

ACTION ITEM 12-04-2

Action Item
12-04-2

It was moved by Board member Fioretto and seconded by Board member Lawson that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the 2012-13 student fees presented in the attached worksheet, excluding Jefferson after-school program fees.

The votes were cast as follows:

AYES: Lawson, Fioretto, Collins, Zimmerman, Heyde, Uhlig, Borrelli

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

**ADOPTION OF THE 2012-13 HEALTH INSURANCE
RENEWAL RATES**

Adoption of the 2012-13
Health Insurance
Renewal Rates

Ms. Allard stated the increase in the Northern Illinois Health Insurance Plan rate for 2012-13 is 6.5% for the PPO and High Deductible Health Plan (HDHP), and 6.8% for the HMO. The distribution of rates between District 64 and employees will be determined during PREA negotiations. Similar increases were expected if the District had stayed with the previous insurance provider.

ACTION ITEM 12-04-3

Action Item
12-04-3

It was moved by Board member Lawson and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt the medical insurance rates as presented for 2012-13 school year per the attached documents. The votes were cast as follows:

AYES: Borrelli, Uhlig, Heyde, Zimmerman, Collins, Fioretto, Lawson

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

CONSENT AGENDA

Consent
Agenda

The Roosevelt School track project will be rebid. Ms. Allard explained the increase in tort revenue.

A. PERSONNEL REPORT

The Personnel Report contains private information. If additional information is needed contact Assistant Superintendent for Human Resources Dr. Sandra Stringer.

B. BILLS, PAYROLL AND BENEFITS

Bills

10 – Education Fund -----	\$ 788,047.46
20 – Operations and Maintenance Fund -----	496,447.88
30 – Debt Services -----	-
40 – Transportation Fund -----	185,047.52
50 – Retirement (IMRF/SS/MEDICARE) -----	(1,418.13)
60 – Capital Projects -----	145,021.00
80 – Tort Immunity Fund -----	-
90 – Fire Prevention and Safety Fund -----	-

Checks Numbered: 107609-107610, 107636,
107661-108010

Total: \$1,613,145.73

Payroll for Month of March 2012

10 – Education Fund -----	\$5,271,220.59
20 – Operations and Maintenance Fund -----	329,258.52
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	249,411.13
80 – Tort Immunity Fund -----	-

Checks Numbered: 4307-4901

Direct Deposit: 900008574 – 900010666

Total: \$5,849,890.24

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
MARCH 31, 2012

D. APPROVAL OF IWAS – ILLINOIS STATE BOARD OF EDUCATION
MAINTENANCE GRANT MATCHING FUNDS \$50,000

E. APPROVAL OF INTERGOVERNMENTAL AGREEMENT WITH
DISTRICT 62 FOR VISION SERVICES

F. REJECT BIDS FOR ROOSEVELT SCHOOL TRACK

G. ACCEPTANCE OF LEGOS

H. DESTRUCTION OF AUDIO CLOSED MINUTES

ACTION ITEM 12-04-4

Action Item
12-04-4

It was moved by Board member Lawson and seconded by Board member Uhlig that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of April 23, 2012, which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending March 31,

2012; Approval of IWAS – Illinois State Board of Education Maintenance Grant Matching Funds \$50,000; Approval of Intergovernmental Agreement with District 62 for Vision Services; Reject Bid for Roosevelt School Track; Acceptance of Legos Donation; and Destruction of Audio Closed Minutes.

The votes were cast as follows:

AYES: Lawson, Fioretto, Collins, Zimmerman, Heyde, Uhlig, Borrelli

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 12-04-5

Action Item
12-04-5

It was moved by Board member Uhlig and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64 approve the Committee-of-the-Whole Minutes of April 9, 2012, Closed Session Minutes of April 9, 2012, Regular Minutes of March 12, 2012 and Closed Session Minutes of March 12, 2012.

The votes were cast as follows:

AYES: Borrelli, Uhlig, Heyde, Zimmerman, Fioretto, Lawson

NAYS: None

PRESENT: Collins

ABSENT: None

The motion carried.

OTHER ITEMS OF INFORMATION

Other Items of
Information

Dr. Bender noted the Maine Township Treasurer audit report, the memo on hazardous school crossings, the CFC meeting minutes, recognition from the Illinois State Board of Education, and activities in the schools for Healthy Living Month in April.

Services previously provided by MTSEP that will transition to the District will be provided at lower or comparable costs. The overall number of staff will be similar.

ADJOURNMENT

Adjournment

At 9:50 p.m., it was moved by Board member Zimmerman and seconded by Board member Collins to adjourn the meeting. The motion passed by consensus.

President

Secretary

DRAFT

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

Board of Education Agenda
Monday, June 25, 2012
Hendee Educational Service Center
164 S. Prospect Avenue

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

Monday, June 25, 2012

TIME

APPENDIX

7:30 p.m.

Meeting of the Board Convenes

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

• **Public Comments**

- **Final Strategic Plan Progress Report Year 2 – 2011-12** A-1
-- Public Information Coordinator

- **Facility Master Plan Part 1 and Introduction of Special Education Specifications Part 2** A-2
-- Director of Facility Management/
Fanning Howey

- **Resolution # for Transfer of Interest Funds from Working Cash to Educational Fund** A-3
Action Item 12-06-1
-- Business Manager

- **Resolution # for Transfer of Interest Funds from Debt Service to Educational Fund** A-4
Action Item 12-06-2
-- Business Manager

- **Resolution # for Prevailing Wage** A-5
-- Business Manager Action Item 12-06-3

- **Approval of Bid for Copy Paper** A-6
Action Item 12-06-4
-- Business Manager

- **Consent Agenda** A-7
Action Item 12-06-5
-- Board President
 - Personnel Report
 - Bills, Payroll and Benefits
 - Approval of May Financials ending May 31, 2012
 - Authorizing Accounting Transfer(s) to the Capital Projects Fund
 - Approval of Technology Purchases
 - Approval of Custodial Bid Supply
 - Approval of Policies 4:80 and 7:305 and Policy Issue 78,

- January 2012,
- Release of Closed Minutes
- Destruction of Closed Minutes (none)

- **Approval of Minutes** **Action Item 12-06-6** **A-8**
- Board President
 - Closed Session Minutes.....May 21, 2012
 - Regular Board Meeting MinutesMay 21, 2012

- **Other Items of Information** **A-9**
- Superintendent
 - Upcoming Agenda
 - Memorandum of Information
 - Request for Quotes - P.E Supplies
 - Department of Student Learning Update
 - Minutes of Board Committees
 - Wellness Meeting Minutes of May 15, 2012
 - Other
 - Update on Summer Projects

- **Adjournment**

Next Regular Meeting: **Monday, July 9 – 7:30 p.m.**
 Raymond Hendee ESC
 164 S. Prospect Avenue
 Park Ridge, IL 60068

July 9

Regular Board Meeting – 7:30 p.m.

- Appointment of Hearing Officer • Approval of Student/Parent Handbook 2012-13
- Approval of June Financials

TBD

- Board Adopts 2012-13 Tentative Budget & Establishment of Public Hearing Date
- Update on Illinois Youth Survey & Related Assessments
- Crisis Plan Presentation

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.

Madelyn Wsol

Wednesday, April 25, 2012 12:19 PM

Subject: Re: FOIA Request Janitorial/Cleaning**Date:** Wednesday, April 25, 2012 11:30 AM**From:** Bernadette Tramm <BTramm@D64.ORG>**To:** "Zaldivar, Robert" <Robert.Zaldivar@Staples.com>, Madelyn Wsol <mwsol@d64.org>

Mr. Zaldivar: I am forwarding your FOIA request to Madelyn Wsol, my fellow FOIA officer, for processing. Thank you,

Bernadette

--

Bernadette Tramm

Public Information Coordinator

Park Ridge-Niles School District 64

164 S. Prospect Ave., Park Ridge, IL 60068

P/847-318-4343 F/847-318-4351 www.d64.org

On 4/25/12 11:36 AM, "Zaldivar, Robert" <Robert.Zaldivar@Staples.com> wrote:

Hi Bernadette,

I am a the local representative for Staples Advantage, the business-to-business division of Staples. I am going to be meeting with Scott Mackall on May 8th to discuss your upcoming bid on janitorial products.

Would you be able to provide me with the Awarded Cleaning/Janitorial Contract from FY 2010-2011? Preferably, the line item detail with price.

Any questions, please reach out to me at the number below.

Rob Zaldivar

B2B Sales Consultant

Staples Advantage



Mobile: (847) 977-2822

Fax: (630) 282-1320

robert.zaldivar@staples.com

www.staplesadvantage.com <<http://www.staplesadvantage.com/>>
665 W North Ave, Suite 200, Lombard, IL 60148

This message (including any attachments) may contain confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, you should delete this message and are hereby notified that any disclosure, copying, or distribution of this message, or the taking of any action based on it, is strictly prohibited.

Madelyn Wsol**Subject: FW: Awarded Bid Document for MA-IS-1140050****Date:** Thursday, May 17, 2012 1:25 PM**From:** Betty Lattanzio <BLattanzio@d64.org>**To:** Madelyn Wsol <mwsol@d64.org>**Priority:** Highest

Madelyn, need to be a FOIA.

Betty

From: Judith Weller [sabrevirtualconcepts@nc.rr.com]

Sent: Wednesday, May 16, 2012 11:23 AM

To: Betty Lattanzio

Subject: Awarded Bid Document for MA-IS-1140050

"Hi", my name is Judith Weller. I work with Greenfield Distribution. I'd like to take a minute of your time, I'd like to request a copy of the current contract with the line item pricing on all your office / classroom supplies (to include; pens; staplers; tape; file folders; labels; etc.)?

If there was a bid(s) in 2011-2012 then I would like to request the awarded bid details. Or, if you had a price update in 2011-2012, on a previously awarded bid(s), then that would work as well.

If this information is available on your website please send me the link because I wasn't able to locate it there. If you can provide me with the following information I would greatly appreciate it.

I'd be glad to submit a FOIA request if that's required.

I'd appreciate anything you could send me by reply email

admin@sabrevirtualconcepts.com<mailto:admin@sabrevirtualconcepts.com>.

Thank you in advance for your assistance I really appreciate the help".

Sincerely,

Judith J.Weller

Greenfield Distribution

Sabre Virtual Concepts, LLC.

(919) 696-1041

admin@sabrevirtualconcepts.com<mailto:sabrevirtualconcepts@nc.rr.com>

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

Minutes of the Community Finance Committee
held at 7:00 p.m. May 1, 2012
Roosevelt School
1001 S. Fairview Ave., Park Ridge, IL 60068

Community Coordinators Ares Dalianis and Genie Taddeo called the meeting to order at 7:12 p.m. Also present were 10 CFC members and Public Information Coordinator Bernadette Tramm. Board liaison Eric Uhlig arrived in progress.

Reports from Study Groups

The coordinators reviewed the possible timing of a report to the Board of Education in May or June, depending on the readiness of each group to report. Four study teams then shared an update on the progress of their work and possible recommendations.

1. Student Fees (Study Group 4)

The group reported that it had begun by looking at whether various fees being charged are covering the costs they are supposed to offset, including: annual required student fee; fees for elective activities such as music and sport teams; and elementary school lunch supervision. The findings are that lunch seems to be about right, electives are underpriced, and further research is needed on the required fee to make a determination. The group appeared before the Board of Education at the April 23 meeting to deliver recommendations about eliminating the lunch fee, which the Board did eliminate for 2012-13.

Several options have been identified for the group to pursue going forward:

- Explore the required student fees in more depth. The group has done some benchmarking against comparable districts and they appear high. This could be an area to dig into for further study.
- Look at elective fees more carefully. They now appear to be lower than in comparable districts and also may not cover actual costs. Perhaps it would be possible to raise these fees and reduce the required fee.
- The optional after school child care program at Jefferson is changing its fee structure from an hourly to a daily rate. The Board discussed this at the April 23 meeting. The issue is that since this is after school care, the District should not subsidize the costs. Other concerns were raised about late payments and the impact on parents who use only a portion of the time rather than a full afternoon. It also seemed there was a possibility that the Park District might pick up this service, which might make any further work on this unnecessary.

The group also looked at District 64 and comparable districts, and neither our operating expenditures per student nor instructional expenditures per student appeared out of line.

The group would like direction from the Board about pursuing any of the items identified above.

2. Taxpayer Education (Study Group 1)

The focus of the recommendations will be about the District's website to make it clear and easier to find financial information directly. A separate link should be created for "District Finances" on the District website, so it can be found directly instead of under the Business Service department menu. This page should have new materials that will help people understand where their property taxes go. Ideas include:

- "School Funding 101" – with links to various websites for additional information about school finance.
- Pie charts to illustrate District 64 expenditure categories and income categories.
- "Property Taxes 101" – taking the mystery out of the tax process. Links to other websites, such as specific pages on IASB and IASBO. Would like to include several examples of tax bills for houses at different price ranges to provide very clear examples of how the calculations are made.
- District 64 Operating Fund balance – what it is, where it comes from and what are the plans for how this money can or cannot be used.
- District 64 per student spending – link to the Illinois Interactive Report Card to provide great graphics and make it easy to compare a variety of data with other districts.
- Current financial issues in District 64 – to look at some of the current challenges or topics that the District is considering; this could change year-by-year or have new things that are added as they arise.
- Why do we pay school fees – this would give the background and also be a link to student fees.

In general, would like to use good materials already available from credible outside sources, and make the new material clear and easy to navigate.

3. 10-Year Financial Projections (Study Group 2)

This group has done spreadsheet analyses about different scenarios, such as the potential impact of retirement funding if passed onto local schools by the state and the impact of the District's facility maintenance plan costs. The group needs guidance from the Board on what areas to study in more depth.

4. District Borrowing Opportunities (Study Group 5)

The group now includes only two members, who have worked hard to develop recommendations for the Board. However yesterday, District 64 forwarded a new option from William Blair & Co. that needs further study. This will require the team to work with the 10-Year Projections group to talk through the direction they are recommending. The group would be ready to present in June, so the Board could take action on borrowing opportunities if it needs to do so.

5. Financial Transparency (Study Group 3)

There were no representatives from this group. The coordinators will follow up directly with the members to gauge progress.

Scheduling for Board Report

Based on the substantial progress noted, it was agreed to report to the Board of Education at its May 21 meeting at 7:30 p.m. at Emerson Middle School. Study group reports are due to the coordinators by Friday, May 11 so they can be compiled into a complete memo.

Study Group Time

Group members stayed to work independently for a short period.

Next Full CFC Meeting

The next full CFC meeting will be scheduled as needed.

The meeting was adjourned at 7:44 p.m.

Minutes submitted by Bernadette Tramm

**PARK RIDGE-NILES SCHOOL DISTRICT 64
TRAFFIC SAFETY COMMITTEE**

Minutes of the meeting
held at 4:00 p.m. Tuesday, May 8, 2012
Lincoln Middle School, 200 S. Lincoln, Park Ridge, IL 60068

Attendees:

Dr. Philip Bender, Superintendent
Deputy Chief Lou Jogmen, Park Ridge Police
Cmdr. Dave Keller, Park Ridge Police
Cmdr. Jason Leavitt, Park Ridge Police
Ofc. Laura Kappler, Park Ridge Police
Deputy Chief Jeff Sorensen, Park Ridge Fire
Kathy Jozwiak, Carpenter School PTO
Jane Everett, Field School
Dan Walsh, Franklin School Principal
Leslye Lapping, Jefferson Coordinator Ext. Day / Preschool Services
Tim Gleason, Lincoln Middle School Assistant Principal
Dr. Kevin Dwyer, Roosevelt School Principal
Kim Nasshan, Washington School Principal
Bernadette Tramm, Public Information Coordinator

Dr. Bender called the final meeting of the year to order at 4:04 p.m. and thanked everyone for keeping a steady focus on safety each and every day at our schools.

City of Park Ridge Reports

▪ **Police**

Cmdr. Keller reported on plans for the upcoming NATO Summit in Chicago May 20-21 and the preparedness training that Park Ridge Police have done in coordination with other suburbs. He shared a two-page awareness flyer that the department has provided to local businesses. It was agreed that it would be helpful to provide a similar flyer to parents and staff as background.

ACTION: Ms. Tramm will distribute an electronic version to all schools for the May 10 newsletters and email to staff.

Later in the meeting, Deputy Chief Jogmen reported on assignment changes within the department and provided updated contacts for schools.

▪ **City Engineer**

Deputy Chief Jogmen will forward any items needing attention to City Engineer Sarah Mitchell.

Village of Niles Police Report

No representative.

School Reports

▪ **Franklin**

Principal Walsh reported that traffic conditions have gone smoothly and thanked police for their support. He remarked that due to the efforts of a new crossing guard at the corner of Dee Road and Birch Street, the flow is going much more smoothly at that intersection. He noted that the yellow paint on the curb indicating no parking areas around the school need to be touched up, and suggested it could be a good summer project.

ACTION: Deputy Chief Jogmen will forward the request to Ms. Mitchell.

- **Field**

Ms. Everett reported that ice cream trucks are now appearing in the neighborhood, although they are parking closer to Northeast Park. She also shared an effective strategy for reminding parents of cell phone restrictions: add the no cell phone reminder onto the back of the hand-held stop signs. Ms. Everett said it was an easy, non-verbal way to communicate. Also, the school is working to reinforce with parents not to call children across the street in the middle of the block or allow children to cross other than at corners. She would appreciate suggestions from other schools about effective strategies.

- **Washington**

Principal Nasshan reported that police presence has been helpful, as always. She requested that police follow up with cars that are parking on Crescent Ave. where it dead-ends at the school and Centennial Park on the west side. Neighbors have called the school to complain that their driveways are being blocked. Police will follow up, and the school should ask anyone who calls to contact police directly.

Ms. Nasshan reported that closing signs that are used on the sawhorses to block streets temporarily are weathered and need replacement. Ms. Jozwiak of Carpenter reported the same concern.

ACTION: Deputy Chief Jogmen will follow up on the signs with Ms. Mitchell.

- **Jefferson**

Ms. Lapping reported that traffic is moving well. She raised concerns about the opening of a new commercial strip at Prospect Avenue and Oakton Street, and the impact it might have on traffic for those exiting Greendale Avenue. This will likely be something to watch for this summer or the upcoming school year.

- **Carpenter**

Ms. Jozwiak reported that traffic is proceeding normally, but would appreciate follow up on a particular car that routinely drives through the closed area and around stopped buses with the no-passing arms lowered in the morning.

ACTION: Police will follow up with information provided by Ms. Jozwiak.

- **Lincoln**

Assistant Principal Gleason reported that parents continue to ignore the cell phone restrictions and requested that signs be posted. Ofc. Kappler explained that cell phone signage could only be posted in zones that are officially designated as school speed limit zones. Mr. Gleason said the school would rely on parent education if signage is not available.

Mr. Gleason requested that police initiate a citizen patrol program at the school to boost the safety presence in the area during pick up and drop off. Ms. Everett at Field and Ms. Jozwiak at Carpenter expressed similar interest in having programs at their buildings.

ACTION: A police representative will follow up with these schools to determine the particular concerns at each building, so that a program can be in place for the start of the 2012-13 school year.

Mr. Gleason noted that high school students are returning to the school on days when the high school is not in session, but Lincoln is. He said these students occasionally have been rowdy or disruptive to the school's environment. Following a discussion, it was agreed that the school should not hesitate to contact police so that an officer can reinforce the

message that high schoolers are not permitted to visit during school hours and that there may be consequences with their high school for disobeying the guidelines.

- **Roosevelt**

Principal Dwyer related a recent example of cooperation between police and the school to resolve an unsafe parking situation reported by a neighbor, and thanked police for cultivating this partnership that benefits everyone in the community.

Mr. Dwyer also pointed out valuable lessons learned during a recent before-school safety situation when police attempted to contact Roosevelt. Based on his review of the communication flow from this experience, Mr. Dwyer suggested the need to reaffirm the channels of communication between police and schools during off hours. The police are reacting to situations as they develop and want to make sure children and schools are safe, yet the information must be directed to the appropriate District and school personnel. Following discussion, it was agreed that the District should update police on the preferred notification process outside of school hours.

ACTION: Supt. Bender will meet with administrators to review the call protocol and update police with this information.

- **Emerson**

No representative was present.

Other

- **Bike Helmet Sale** – Ms. Tramm reported that the April 25 helmet sale during Healthy Living Month was a resounding success. Given the popularity, she recommended that the sale be conducted every other year, which partner Advocate Lutheran General Hospital would be pleased to support as well.
- **2012 Summer School** – Dr. Bender reviewed the locations and dates of the Worlds of Wonder morning program from June 12 – July 20. Mr. Gleason, one of the principals of the summer program, noted that crossing guard locations would be sent to the police this week.
- **Requests for Crossing Guards for Walking Field Trips** – Deputy Chief Jogmen noted that due to the volume of requests for assistance, schools should contact the department 2-3 weeks in advance. Due to staff cutbacks, there is no guarantee that the department can provide guards although every effort will be made to do so. **ACTION:** Schools should email requests 2-3 weeks in advance to: cbrown@parkridgepolice.org AND cc: ljogmen@parkridgepolice.org AND jleavitt@parkridgepolice.org.
- **Crossing Guard Recognition** – Police are planning a ceremony in late May/early June to recognize guards, and would welcome nominations. **ACTION:** Schools that would like to specifically honor a guard for his or her service should email this request to the same individuals as above.
- **Police Blog** – The blog has been discontinued; contact should be via email at present. **ACTION:** Traffic information and requests for traffic assistance and parking that schools would normally have posted to the blog should instead be emailed to: lkappler@parkridgepolice.org AND cc: ljogmen@parkridgepolice.org AND jleavitt@parkridgepolice.org

First Meeting of 2012-13

The first meeting for the new school year will be held on Tuesday, August 14 at 4:00 p.m. at Roosevelt School, 1001 S. Fairview, Park Ridge, IL.

The meeting was adjourned at 5:00 p.m.
Minutes submitted by Bernadette Tramm