

TAB 3

Board of Education
Community Consolidated School District 64

Committee-of-the-Whole: Finance

Monday, January 28, 2013
7:00 p.m. – 7:30 p.m.

Jefferson School
8200 Greendale Avenue
Niles, IL 60714

AGENDA

1. CALL TO ORDER AND ROLL CALL
2. REPORT FROM COMMUNITY FINANCE COMMITTEE (CFC)
STUDY GROUP ON STUDENT FEES
3. PUBLIC COMMENTS
4. ADJOURNMENT

Student Fees

CFC 2012-2013

Our Goal

The goal of the CFC committee was to analyze the current fee structure to determine its appropriateness for District 64.

In order to accomplish this goal we reviewed the fee study completed by the CFC in 2009, compared District 64 fees to fees charged in selected districts, and broke down financial information gathered from the district report card. We also began analysis of actual expenses and revenues, particularly for extra-curricular activities that charge participatory fees.

Fees not included in this study include: transportation (paid bus rider), before/after school care, field trips, other activities.

We offer a recommendation based on our analysis.

Current Situation

In the 2011-12 school year, District 64 collected \$1,575,411 in fees from families

Registration	\$	931,849
Lunch Supervision (now eliminated)	\$	492,401
Field Trips	\$	49,056
Pay Rider Fees	\$	35,394
Instrumental Music	\$	31,413
Athletic Fees	\$	19,352
Chorus Fee	\$	1,598
Other Fees*	\$	14,349
TOTAL	\$	1,575,411

The mandatory registration fee is applied to the Education Fund and is not tied to specific expenses. It is intended to cover a portion of costs for textbooks, supplies, and technology.

Participatory fees are intended to cover the expenses related to athletic teams, chorus and instrumental music

- Transportation to events and away games
- Referees and supervisors for home games
- Supplies: sheet music, trophies, etc.
- Fees are not intended to cover cost of staff stipends for these activities

* Other Fees Include: Book and Library fines, Summer School Pay Rider
Revenues not included: Extended Day Care, Elementary Milk and Pupil Lunch
Source: Financial Report for Fiscal Year 2011-12 through June 30, 2012

The Fee Study of 2009

Although we were unable to recover the entire study from the CFC group in 2009, we were able to review the main results of the study:

- “A la carte” electives fees in middle school were rolled up into one registration fee.
- It was determined that fees generally covered the intended amount of expenses. However, the specific expenses and percentage to be covered by student fees was not documented.
- At the time of the 2009 study, District 64 fees were ranked #1 or #2 vs. 7 comparable districts
- Overall fee levels for D64 were kept at the same level.

The Comparables

District 64 charges the highest student fees of all the comparables at the elementary and middle school level. Among half-day kindergarten programs, D64 fees rank #5 out of 17.

The 23 school districts analyzed are the D64 standard list of comparable districts (see Appendix).

	District 64	Average Comparables	D64 % Above Ave
½ Day Kindergarten	\$84	\$65.12	29%
Average G1 - 5	\$227	\$110.23	106%
Average G6 - 8	\$315	\$141.20	123%
Total K – G8	\$2,164	\$1058.68	104%

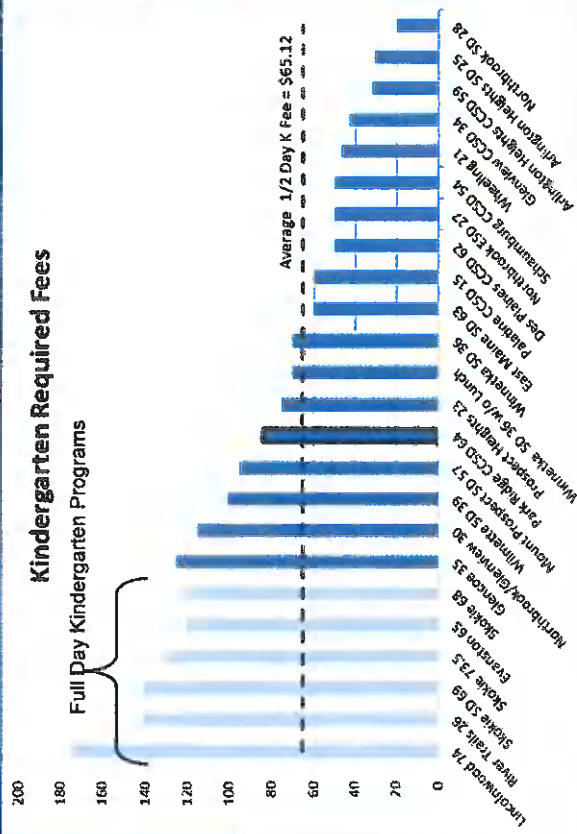
(Source: District websites, phone calls)
Not included: Winnetka SD 36 Lunch Supervision; Outdoor Education (e.g. Camp Duncan) fees.

Comparable district fees were analyzed using several methods, none yielding significantly different results

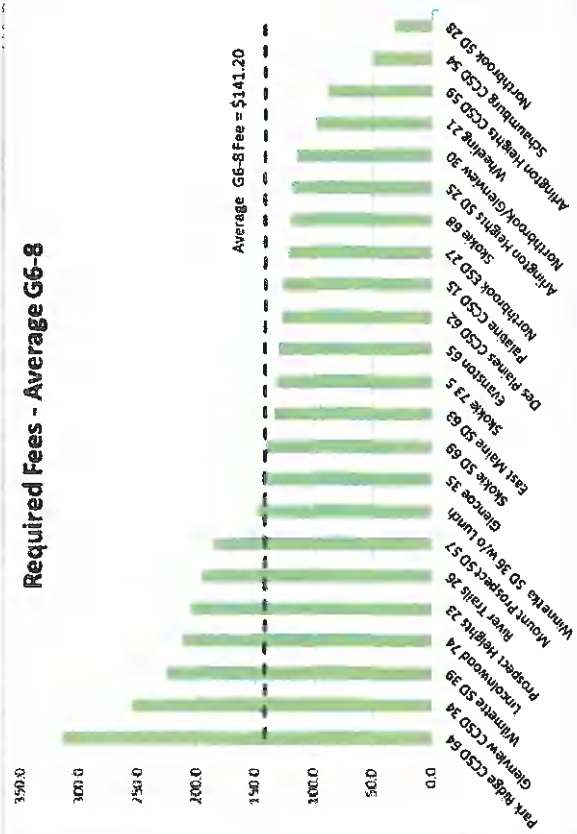
- Median fees
- Fees as a % of operational expense per pupil
- Average of middle 15 districts' fees (eliminating top and bottom 3)

Kindergarten Required Fees

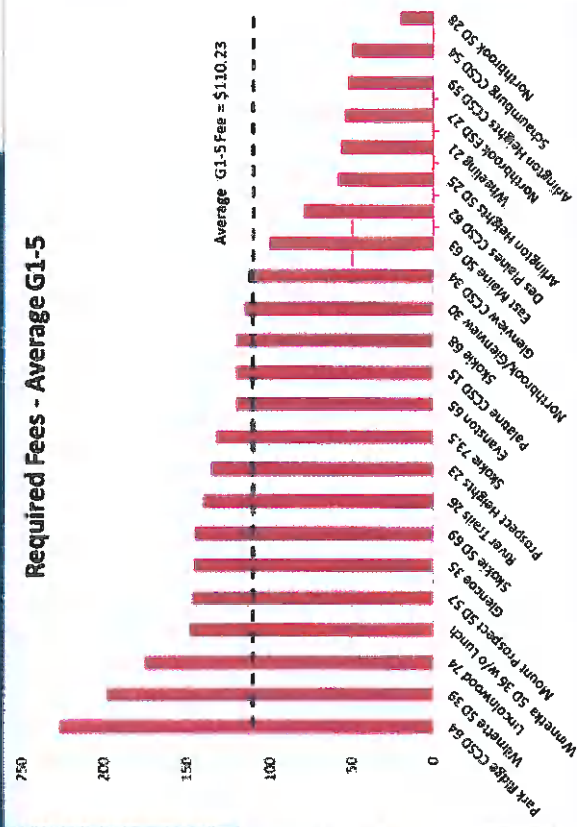
Full Day Kindergarten Programs



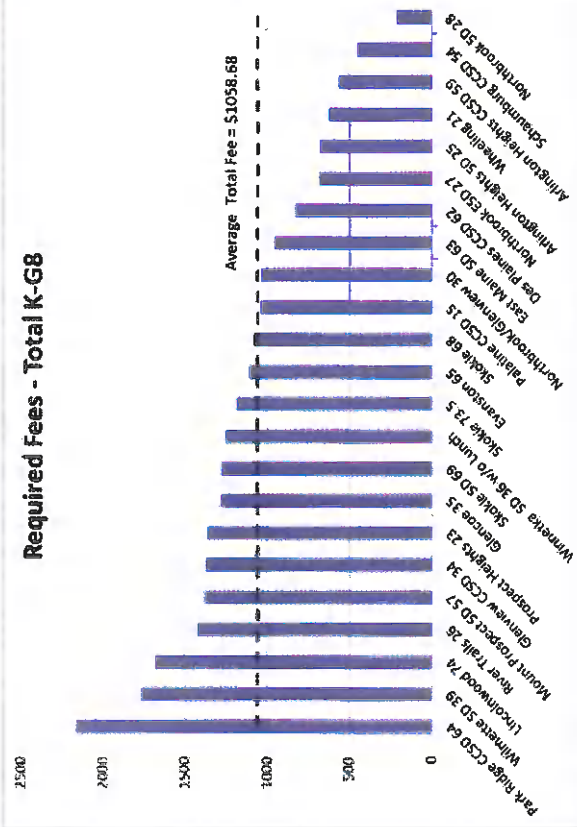
Required Fees - Average G6-8



Required Fees - Average G1-5



Required Fees - Total K-G8



Notes: 2012-13 School Year Fees. Not Included: Outdoor Education Fees and Winnetka SD 36 Lunch Supervision Fees (\$242 G1-4)
Sources: School district websites and phone calls

Financial Information

District 64 has recently been given a 4.0 rating for financial health. This is the highest possible rating indicating that our district is financially stable and has adequate revenue exceeding expenditures.

We found that District 64 ranked in the average range of our comparables in other of the areas of the report card.

Operational \$/pupil EAV / pupil	District 64	Average	D64 Rank
	\$13,450	\$14,018	#13/23
	\$530,239	\$618,153	#11/23

(Source: 2011 Illinois Interactive Report Card)

Extra-Curricular

The analysis of the extra-curricular fees is ongoing. The fees for sports, chorus, and music are low compared to other districts. Increasing these fees may be an option, but covering 100% of the costs for extra-curricular activities is prohibitive, largely due to the cost of teacher stipends.

ACTIVITY	# STUDENTS	EXPENSES	STAFF STIPENDS	FEES REVENUE (subtrd 4% for fee waiver)	Expenses / student	Total Cost / student
Basketball	Emerson & Lincoln, 8 teams	Transport, refs & home game supervision	104	\$ 12,191	8 coaches \$ 24,136	\$ 100 each \$ 9,880
% coverage					81%	\$ 349.30
Volleyball	Emerson & Lincoln, 8 teams	Transport & refs	98	\$ 7,880	8 coaches \$ 17,208	\$ 75 each \$ 7,350
CROSS COUNTRY	Girls/Boys G6-8	Transport, refs, trophies	147	\$ 2,222	2 coaches \$ 4,302	\$ 25 each \$ 3,675
CHORUS	G4 - G8	??	??	# staff??	165%	\$ 15.11 \$ 44.38
Instrumental Music	G4 - G8	819	# staff??		56%	
Other Clubs	TBD					

Impact on Families

Currently families are charged \$227 for students in grades 1-5 and \$315 for students in grades 6-8.

While not necessarily controlled by the district, additional financial responsibilities for District 64 families include \$50-\$70 on average per student for school supplies, PTO membership, \$20 per student for classroom parties/teacher gifts, and field trips.

For example, a District 64 family with three children in elementary school would pay nearly \$1000 per year when adding together the student fees, school supplies, and classroom fees.

Our Recommendation

Based on the information that we gathered, we recommend that the student fees in District 64 be lowered for G1 - G8th to a level consistent with comparable districts. It would provide financial relief for families within the district while still collecting funds to support the purchase of materials for student use.

	K	G1-5	G6-8	Total K-G8
Current D64 Fees	\$ 64	\$ 227	\$ 315	\$2,164
Our Recommendation	\$ 64	\$125	\$150	\$1,159

Options for Consideration

OPTION ONE:

Reduce fees to recommended level -- consistent with average comparable districts

OPTION TWO:

Reduce fees to recommendation level over 4 years (co-incides with referendum commitment)

OPTION THREE:

Reduce fees to 150% of average: K \$95; G1-5 \$165; G6-8 \$210

OPTION FOUR:

Leave fees at same level for one year, then switch to a cost-based fee system

ALL OPTIONS: commit to performing in-depth analysis of actual expenses and adoption of a policy for coverage levels

The Impact on the District

	K	G1-5	G6-8	TOTAL K-G8	Estimated Revenue (assume 4% fee waiver)	Impact to Budget
D64 Enrollment ¹		403	2371	1481	4254	
Current Fees	\$	84	\$	227	\$	996,849

OPTION 1: REDUCE FEES TO AVERAGE OF COMPARABLES

Recommended Fees	\$	84	\$	125	\$	150	\$	1,159	\$	530,170	\$	(466,680)
Total 4-year Impact 2013-17												
\$ (1,866,718)												

OPTION 2: REDUCE FEES TO AVERAGE AND TAKE REDUCTION OVER 4 YEARS

Recommended Fee Yr 1 2013-14	\$	84		200		275	\$	1,909	\$	878,542	\$	(118,308)
Recommended Fee Yr 2 2014-15	\$	84		175		235	\$	1,664	\$	764,786	\$	(232,063)
Recommended Fee Yr 3 2015-16	\$	84		150		195	\$	1,419	\$	651,031	\$	(345,818)
Recommended Fee Yr 4 2016-17	\$	84		125		150	\$	1,159	\$	530,170	\$	(466,680)
Total 4-year Impact 2013-17												
\$ (1,162,868)												

OPTION 3: REDUCE FEES TO 150% OF AVERAGE

Recommended Fees	\$	95	\$	165	\$	210	\$	1,550	\$	710,743	\$	(286,106)
Total 4-year Impact 2013-17												
\$ (1,144,424)												

Notes:

(1) Enrollment number is average of 06/08/12 and 09/30/12 actual enrollment

Process for the Future

We also recommend that student fees be reviewed every four years to update.

A written policy indicating the specific percentage of costs for materials, supplies, technology, textbooks, etc. that fees are intended to cover would determine the appropriateness of the fees.

In addition, we recommend that communication to taxpayers be improved

- Update Education Finance Fact Book section on fees¹. Current information posted is based on pre-2009 fee structure.
- Expand description of fees in District 64 Handbook and in “Pay Student Fees” section of website².

Notes:

(1) <http://www.d64.org/subsite/dist/page/student-fees-637>

(2) <http://www.d64.org/subsite/dist/page/pay-student-fees-835>

Appendixes

Comparable Districts and Mandatory Fees – 2012-13 School Year

	K Program	K	Ave G1-G5	Ave G6-G8	Ave Fee K-8	Total K-8
Park Ridge CCSD 64	1/2 day	\$ 84	\$ 227	\$ 315	\$ 240	\$ 2,164
Arlington Heights SD 25	1/2 day	\$ 31	\$ 59	\$ 119	\$ 76	\$ 680
Arlington Heights CCSD 59	1/2 day	\$ 32	\$ 53	\$ 89	\$ 63	\$ 564
Des Plaines CCSD 62	1/2 day	\$ 50	\$ 80	\$ 127	\$ 92	\$ 831
East Maine SD 63	1/2 day	\$ 60	\$ 100	\$ 133	\$ 107	\$ 960
Evanston 65	Full	\$ 120	\$ 120	\$ 130	\$ 123	\$ 1,110
Glencoe 35	1/2 day	\$ 125	\$ 145	\$ 144	\$ 143	\$ 1,284
Glenview CCSD 34	1/2 day	\$ 43	\$ 113	\$ 255	\$ 153	\$ 1,373
Lincolnwood 74	Full	\$ 175	\$ 175	\$ 212	\$ 187	\$ 1,685
Mount Prospect SD 57	1/2 day	\$ 95	\$ 146	\$ 186	\$ 154	\$ 1,385
Northbrook ESD 27	1/2 day	\$ 50	\$ 54	\$ 122	\$ 76	\$ 686
Northbrook SD 28	1/2 day	\$ 20	\$ 20	\$ 31	\$ 24	\$ 213
Northbrook/Glenview 30	1/2 day	\$ 115	\$ 115	\$ 115	\$ 115	\$ 1,035
Palatine CCSD 15	1/2 day	\$ 60	\$ 120	\$ 127	\$ 116	\$ 1,040
Prospect Heights 23	1/2 day	\$ 75	\$ 135	\$ 205	\$ 152	\$ 1,365
River Trails 26	Full	\$ 140	\$ 140	\$ 196	\$ 159	\$ 1,427
Schaumburg CCSD 54	1/2 day	\$ 50	\$ 50	\$ 50	\$ 50	\$ 450
Skokie 68	Full	\$ 120	\$ 120	\$ 120	\$ 120	\$ 1,080
Skokie SD 69	Full	\$ 140	\$ 145	\$ 140	\$ 143	\$ 1,284
Skokie 73.5	Full	\$ 132	\$ 132	\$ 132	\$ 132	\$ 1,188
Wheeling 21	1/2 day	\$ 47	\$ 57	\$ 98	\$ 70	\$ 626
Wilmette SD 39	1/2 day	\$ 100	\$ 198	\$ 227	\$ 197	\$ 1,770
Winnetka SD 36 w/o Lunch Supervision	1/2 day	\$ 70	\$ 148	\$ 148	\$ 139	\$ 1,255
Winnetka SD 36	1/2 day	\$ 70	\$ 342	\$ 148	\$ 247	\$ 2,223
AVERAGE COMPARABLE		\$ 66.47*	\$ 117.95	\$ 149.61	\$ 124.93	\$ 1,124.36

* Kindergarten average includes only 1/2 day kindergarten programs

Sources: District websites and phone calls

Data does not include outdoor education fees (e.g., Camp Duncan)

TAB 4

2012-13 Analysis of Expenditures for Student Fee Study

	Object Code	Element	MS Music	PE	Math	Language Arts	Science	Social Studies	Health	Art	Foreign Language	Home Ec	Industrial Arts	TLC	LRC	Technology	Special Education	Student Planner	Capital Less Than \$1,500	Textbooks	50% of Copier Costs	Total
	Department Code	51	52	55	60	61	62	63	65	66	67	68	69	80								
Supervision	1316													\$4,586								\$4,586
Annual License Fees	3161				\$5,257	\$8,964									\$39,405							\$43,626
Textbook Binding	3161				\$1,940																	\$1,940
Software	3163																					
Repair & Maint	3230	\$850	\$765	\$1,625			\$2,817			\$1,478		\$2,021	\$347			\$30,487	\$7,130					\$64,184
Other Expense	3900																					\$47,519
Elem Gen Supplies	4100			\$9,344	\$6,911	\$5,269	\$25,204	\$4,674		\$17,876	\$299				\$88,816	\$417,565					\$108,557	\$147,903
MS Gen Supplies	4101			\$8,316	\$3,721	\$3,143	\$29,487	\$2,805	\$346	\$38,035	\$495	\$22,494	\$37,932			\$162,944						\$575,939
Music Supplies	4101	\$13,680	\$8,922																			\$22,762
TLC Supplies	4104													\$1,358								\$1,358
Student Planner	4112																	\$17,851				\$17,851
Copier Paper	4120																			\$31,956		\$31,956
PE Uniforms	4137			\$5,480																		\$5,485
PE Towels & Locks	4148			\$10,958																		\$10,959
Roller Skating	4149			\$10,986																		\$10,986
Elem Capital <\$1,500	4190																		\$14,933			\$14,933
MS Capital <\$1,500	4190																		\$15,492			\$15,492
Elem Textbooks	4201				\$48,715	\$79,455		\$3,137	\$21,605		\$12,859								\$49,160			\$213,932
MS Textbooks	4201				\$348	\$20,127			\$3,174		\$5,368		\$92		\$4,356							\$29,109
Elem Subscription	4208							\$10,821														\$15,147
MS Subscriptions	4208					\$941	\$1,505	\$2,310	\$993													\$5,350
Elem Equipment	4310																					\$48,582
MS Equipment	4310												\$1,815			\$47,087	\$1,405					\$49,495
TOTAL		\$14,680	\$9,407	\$44,714	\$64,892	\$114,900	\$59,012	\$27,948	\$25,721	\$87,269	\$19,311	\$34,715	\$40,186	\$4,514	\$143,547	\$759,716	\$45,000	\$17,601	\$30,429	\$49,160	\$140,513	\$1,700,369

TAB 5

Stipend Schedule

Source of Information - PREA Contract

POSITION	2012-13	2013-14	2014-15	2015-16
Battle of the Books	\$890	\$908	\$926	\$944
Before School Playground Supervision	\$668	\$681	\$695	\$709
Before School Supervision	\$671	\$685	\$698	\$712
Beginning Band	\$624	\$636	\$649	\$662
Beginning Orchestra	\$624	\$636	\$649	\$662
Bus Supervisor-Elementary	\$1,929	\$1,967	\$2,007	\$2,047
Bus Supervisor-Middle School	\$1,160	\$1,183	\$1,207	\$1,231
Cadet Band	\$949	\$968	\$987	\$1,007
Cheerleading Coach	\$1,597	\$1,629	\$1,662	\$1,695
Chorus-Elementary	\$815	\$831	\$848	\$865
Chorus-Middle School	\$1,428	\$1,457	\$1,486	\$1,515
Coaching (Basketball)	\$3,017	\$3,078	\$3,139	\$3,202
Coaching (Cross Country)	\$2,151	\$2,194	\$2,238	\$2,283
Coaching (Volleyball)	\$2,151	\$2,194	\$2,238	\$2,283
Computer Club	\$740	\$755	\$770	\$786
Concert Band	\$1,402	\$1,430	\$1,458	\$1,487
Concert Orchestra	\$1,957	\$1,997	\$2,036	\$2,077
Curriculum Specialist	\$1,991	\$2,031	\$2,072	\$2,113
Curriculum Writing (hourly)	\$43.21	\$44.08	\$44.96	\$45.86
Department Chairpersons	\$1,991	\$2,031	\$2,072	\$2,113
Department Liaisons	\$712	\$726	\$741	\$755
Drum Club	\$815	\$831	\$848	\$865
Girls on the Run	\$671	\$685	\$698	\$712
High School Tutor Program	\$624	\$637	\$649	\$662
Homework Club	\$624	\$637	\$649	\$662
Intermural Sports	\$1,381	\$1,408	\$1,437	\$1,465
Jazz Band	\$1,342	\$1,369	\$1,397	\$1,424
Mathletes	\$624	\$636	\$649	\$662
Mentor Facilitator	\$3,261	\$3,326	\$3,393	\$3,461
Mentor-1 st year	\$1,669	\$1,702	\$1,736	\$1,771
Mentor-1 st year 2 teachers	\$2,499	\$2,549	\$2,600	\$2,652
Mentor-2 nd year	\$830	\$847	\$864	\$881
Mentor-2 nd year 2 teachers	\$1,246	\$1,271	\$1,296	\$1,322
Outside Supervision	\$1,304	\$1,330	\$1,357	\$1,384
Outdoor Education	\$224	\$229	\$233	\$238
Patrol Supervisor	\$1,053	\$1,074	\$1,096	\$1,118
Peaceful Playground Leader	\$712	\$726	\$741	\$756
Peer Mediation Facilitator	\$673	\$687	\$701	\$715
Peer Mediation Sponsor	\$391	\$399	\$407	\$415
Percussion Ensemble	\$1,342	\$1,369	\$1,397	\$1,424
POWER Facilitator	\$816	\$832	\$849	\$866
Program Facilitator	\$2,850	\$2,907	\$2,966	\$3,025
Science Club	\$624	\$636	\$649	\$662
Science Unit Facilitator	\$415	\$424	\$432	\$441
Spark	\$894	\$912	\$930	\$949
Spelling Bee	\$624	\$637	\$649	\$662
String Ensemble	\$815	\$831	\$848	\$865
Student Council	\$740	\$755	\$770	\$786
Student Government Sponsor	\$1,786	\$1,822	\$1,858	\$1,895
Student Govt-Asst. Sponsor	\$1,137	\$1,160	\$1,183	\$1,206
Symphonic Band	\$2,109	\$2,151	\$2,194	\$2,238
Team Leader	\$1,595	\$1,627	\$1,659	\$1,693
Team Liaisons	\$1,198	\$1,222	\$1,247	\$1,272
Video Club	\$624	\$637	\$649	\$662
Web Page	\$816	\$832	\$849	\$866
Yearbook Assistant	\$211	\$215	\$219	\$224
Yearbook Co-Sponsor	\$1,160	\$1,183	\$1,207	\$1,231
Young Authors	\$740	\$754	\$769	\$785

TO: Middle School Teachers

FROM: Dr. Lori Hinton, Assistant Superintendent for Student Learning

RE: Instrumental Music and Chorus

DATE: September 9, 2013

District 64 is proud of the diverse curriculum offered to our students. Each area of the curriculum provides important learning experiences - - allowing students to explore their interests and develop their talents. Instrumental music and chorus are parts of our curriculum. ***Unlike other middle schools, where these classes take place during the school day, District 64 offers these opportunities before or after school*** (band and orchestra students also receive an additional weekly pull-out class during the school day). Since these rehearsals do not take place during the school day, some questions have been raised regarding the place of band, orchestra, and chorus in the curriculum. This memo is intended to clarify the issue.

By participating in band, orchestra, and chorus, students and parents have chosen to participate in an extended school day. These classes are to be given the same scheduling priority as a class which occurs during the school day. We have guidelines in place for providing for this. For example:

- Detentions should not be served during these classes, just as they wouldn't be served during an academic class.
- Make-up tests should not be scheduled during these classes, just as they wouldn't be scheduled during an academic class.
- Students should not miss these classes for review sessions unless they are receiving a D or lower in the class being reviewed.

Other important information regarding these classes:

- Band and orchestra teachers fill out a report card for every student each trimester.
- The instruction these students receive will enable them to participate in high school music programs, where band, orchestra and chorus ***take place during the school day for full academic credit.***
- Band and orchestra classes (the pull-out component of the program which *does* take place during the school day) are scheduled on a rotating schedule at the middle schools to minimize the impact on other areas of the curriculum.
- A classroom teacher may keep students from their lesson only in the following situations:
 - Safety procedures are being taught in an industrial tech, science, or PE class.
 - A science lab is taking place which is impossible for the student to make up.
 - A test is scheduled during the period.

What if there is a problem? If a situation occurs which is not covered by these guidelines, core teachers and instrumental/chorus teachers should collaborate to resolve the issue in the best interest of the student; parent input will be considered as needed. As a district, we put our best foot forward when we support each others' curricular areas.

We'd ask you to follow these guidelines as a first step in dealing with a problem like this, and to work together with the best interest of your students in mind. If you have any questions or comments, please feel free to contact your building principal or me. ***Thank you for all your work to support District 64's curriculum.***

**ADOPTION OF RESOLUTION #1108 REGARDING THE SCHOOL DISTRICT TO
PAY CERTAIN INVOICES PRIOR TO BOARD APPROVAL OF THE JANUARY 28,
2014 BOARD OF EDUCATION MEETING**

A special resolution is required to pay invoices prior to the January 28, 2014 Board of Education meeting.

Invoices that may require payment prior to the January 28, 2014 Special Board Meeting include but are not limited to: insurance payments, construction payments, repair invoices, supplies and materials that have a due date of up to and including January 13, 2014.

ACTION ITEM 13-12-7

I move that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, adopt Resolution #1108 regarding the School District to pay certain invoices prior to Board approval.

Moved by: _____ Seconded by: _____

AYES:

NAYS:

PRESENT:

ABSENT:

12/16/2013

**RESOLUTION #1108 REGARDING THE SCHOOL DISTRICT TO PAY CERTAIN
INVOICES PRIOR TO BOARD APPROVAL OF THE JANUARY 28, 2014 BOARD
OF EDUCATION MEETING**

WHEREAS, the Board of Education of Community Consolidated School District 64 has determined that it is in the best interest of the school district to pay certain invoices prior to board approval, and

WHEREAS, a special resolution is required to pay invoices prior to the January 28, 2014, Board of Education meeting,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Consolidated School District 64 that upon certification of the invoices by the superintendent or his designee, the school treasurer is hereby directed to sign payments for approved expenditures that are due and payable by January 13, 2014. Check registers will be provided at the January 28, 2014 Board of Education Meeting.


BE IT FURTHER RESOLVED that this resolution will terminate effective January 13, 2014.

Adopted this 16th day of December, 2013 by the following vote:

President
Board of Education
COMMUNITY CONSOLIDATED
SCHOOL DISTRICT #64
Cook County, Illinois

Secretary

To: Board of Education

From: Rebecca Allard
Business Manager 

Date: December 16, 2013

Subject: Discussion of Board Goal/ Communications #3 –
Board Operating A-9 Plan (Working Draft)

The attached document, Operating Plan: Board Consensus Goals, Revenue and Expenditures (actuals and projections) is a **Working Draft** for Board discussion purposes only.

Park Ridge-Niles Community Consolidated School District 64

Operating Plan:

**Board Consensus Goals
Revenues and Expenditures
(Actuals and Projections)**

Working Draft - December 16, 2013

D64 Operating Plan - Board Consensus Goals

Operating Principles	Goals	Action Plans/Metrics
<ul style="list-style-type: none"> Student Learning -- District 64 educators will work to ensure growth for each individual student through high impact instruction. Facilities -- District 64 will maintain facilities to support student learning and the value of its investments. Finance -- The Board will make fiscally disciplined decisions in the best interests of students to extend the referendum commitment for four years. Communications -- District 64 will work to facilitate effective dialogue with all stakeholders in the spirit of transparency to build support for the community's schools. 	<p>Student Learning</p> <ol style="list-style-type: none"> Utilize a variety of assessments to monitor and support individual student growth while remaining competitive with comparable districts Develop a comprehensive technology plan that articulates a 1:1 model Support and monitor staff technology proficiencies Assess the impact of Instructional Technology Coaches <p>Facilities</p> <ol style="list-style-type: none"> Obtain capacity of each school Complete new demographic study Continue Facility Master Plan Phase 1 projects <p>Finance</p> <ol style="list-style-type: none"> Levy to maximize revenue under PTELL formula Maintain District-wide fees in 2013-14 Earmark Operating Fund balance to extend next referendum Use debt extension bonds for further capital improvements Extend operating fund referendum to no earlier than 2020-21 Use strong fiscal discipline <p>Communications</p> <ol style="list-style-type: none"> Strengthen the website as a convenient source of information for parents and community members Create a more consistent experience for parents across District 64 to access and receive information about classroom/team learning activities and school news Create a "Board Operating Plan" Expand the information regularly provided to the community and create a new opportunity to invite community-wide input Review needs for outreach to families speaking languages other than English Research electronic Board report packets 	<p>Student Learning</p> <ol style="list-style-type: none"> Review and refine Educational Ends Set student growth targets using MAP assessments 10-28-13 Monitor ISAT/PARCC scores Present financial options 2-24-14 Consider policies/guidelines, communications, professional development, and infrastructure needs Present technology plan 3-24-14 Present LoTI survey results 11-18-13 Administer post survey to staff spring 2014 Present metrics for measuring impact of ITCs 5-5-13 <p>Facilities</p> <ol style="list-style-type: none"> Review capacity from 6th day of enrollment report 9/23/13 Review new Kasarda demographic study 10/28/13 Approve plans for Field School summer 2014 12/16/13 Approve plans for Field School summer 2015 Review maintenance plan priority list for future years Incorporate security study facility needs into future projects <p>Finance</p> <ol style="list-style-type: none"> Adopt 2013 tax levy 12-16-13 0% increase 2013-14 student registration fees Present student fee study 12-16-13 Adopt 2014-15 student fees spring 2014 Adopt 2014-15 budget draft 6-2014 Authorize working cash fund bonds 12-16-13 Monitor long-range financial projections 2-10-14 Adopt 2014-15 budget draft 6-2014 <p>Communications</p> <ol style="list-style-type: none"> Complete strategic analysis of District website 1-28-14 Implement new website by 6-30-14 Set goal for staff web presence Establish web presence guidelines for staff Create a joint calendar of school newsletter focus topics Explore social media as a tool for communications Create a "Board Operating Plan" 12-16-13 draft, 2-10-14 final Create new electronic newsletter by 2nd Q 2014 Create annual online community survey of communications and opinions (summer 2014) Explore occasional informal, online forums Prepare an update on current ELL statistics Report on Transitional Program of Instruction (TPI) 1st Q 2014 Present options for electronic Board packets by 2nd Q 2014

Board Consensus Goals

Revenues: Actuals & Projections

Expenditures: Actuals & Projections

D64 Operating Plan - Revenues: Actuals & Projections

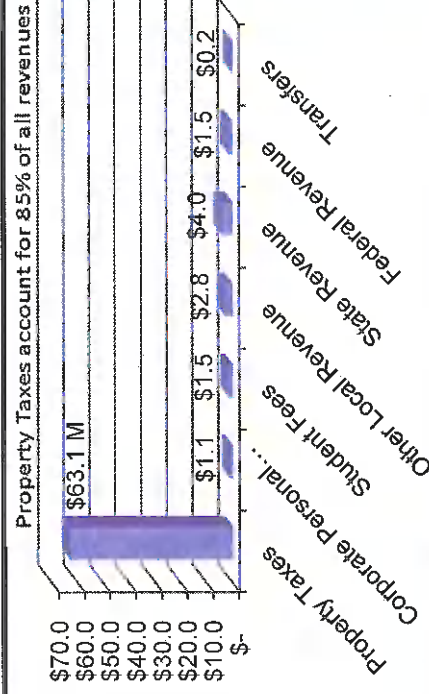
Actual and Projected Revenues

	Actuals				Projections		
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
All Funds Revenues by Fiscal Year							
Property Taxes	\$58.8	\$59.6	\$60.3	\$63.1			
Corporate Personal Property Replacement Taxes (CPPRT)	\$1.2	\$1.1	\$1.1	\$1.1			
Student Fees	\$1.5	\$1.5	\$1.5	\$1.5			
Other Local Revenue	\$4.9	\$6.0	\$3.2	\$2.8			
State Revenue	\$5.1	\$5.4	\$4.2	\$4.0			
Federal Revenue	\$7.6	\$1.3	\$1.6	\$1.5			
Transfers	\$0.2	\$0.3	\$5.7	\$0.2			
All Funds Total	\$77.3	\$75.2	\$77.6	\$74.2			

Property Taxes

Levy/Calendar Year	Actuals				Projections		
	2010	2011	2012	2013	2014	2015	2016
CPI-U (December)	2.70%	1.50%	3.00%	1.70%			
Tax Extension (actual or estimated)	\$59.5	\$60.5	\$62.4	\$63.6			
Increase in Tax Extension	3.60%	1.70%	3.10%				
Percentage of Tax Collections (as of 9/30/13)	99.10%	99.30%	99.60%				
Property Tax Levy Request							
Public Hearing - Level of Taxes Requested	\$60.3	\$62.3	\$63.4	\$65.5			
Public Hearing - % Increase of Taxes Requested	4.99%	4.99%	4.74%	4.97%			

Local Dynamics	State Dynamics	Federal Dynamics
D64 is subject to the Property Tax Extension Limitation Law (PTELL)	State Revenues account for 5.8% of all revenues.	Federal revenues account for 2.5% of all revenues.
Property taxes account for 85% of all revenues.	General State Aid accounts for 1.9% of all revenues.	
	Concern: State budget problems will result in a reduction of State funding.	Concern: Federal budget problems will result in a reduction of Federal Funding.



Board Consensus Goals

Revenues: Actuals & Projections

Expenditures: Actuals & Projections

D64 Operating Plan - Expenditures: Actuals & Projections

Expenditure Financial Results

All Funds Expenditures by Fiscal Year	Actuals			Current	Projections		
	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Salaries	\$41.6	\$42.9	\$44.4	\$47.2			
Benefits	\$7.1	\$8.1	\$8.5	\$9.3			
Purch Services	\$5.4	\$5.2	\$5.5	\$6.4			
Supplies	\$3.2	\$2.7	\$2.5	\$3.0			
Capital	\$9.0	\$2.7	2.5	\$5.3			
Other Expense	\$6.1	\$6.0	\$4.6	\$4.6			
Transfers	\$0.2	\$3.2	\$5.7	\$0.2			
All Funds Total	\$72.6	\$70.8	\$71.2	\$76.0			

6th Day Enrollment

Student Enrollment	K	Grades 1 - 5	Grades 6 - 8	Total
2010-11	415	2,359	1,484	4,258
2011-12	388	2,377	1,441	4,206
2012-13	418	2,349	1,502	4,269
2013-14	396	2,369	1,561	4,326
2014-15	405	2,379	1,575	4,359
2015-16	411	2,393	1,534	4,338
2016-17	409	2,390	1,515	4,314

Staffing

Position	Head Count
Administration	
PREA	
PRTAA	
Secretary	
Custodian	
Hourly	
Total	

Board Consensus Goals

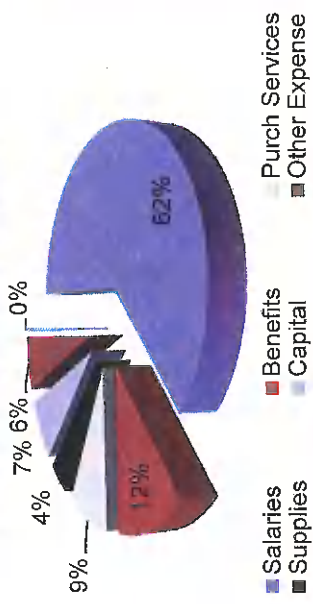
Revenues: Actuals & Projections

Expenditures: Actuals & Projections

Resource Requirements To Be Completed

CAPITAL PRIORITIES (MM)	2014	2015	2016	2017	2018
Facilities					
Carpenter HVAC	\$X	\$X	\$X	\$X	\$X
Lincoln Boiler	\$X	\$X	\$X	\$X	\$X
Franklin	\$X	\$X	\$X	\$X	\$X
Field Phase I	\$X	\$X	\$X	\$X	\$X
Field Phase II	\$X	\$X	\$X	\$X	\$X
IT Infrastructure					
Equipment	\$X	\$X	\$X	\$X	\$X
Building Infrastructure	\$X	\$X	\$X	\$X	\$X
Supplies	\$X	\$X	\$X	\$X	\$X
XXX	\$X	\$X	\$X	\$X	\$X
XXX	\$X	\$X	\$X	\$X	\$X
XXXX	\$X	\$X	\$X	\$X	\$X
XXX	\$X	\$X	\$X	\$X	\$X
XXXXX	\$X	\$X	\$X	\$X	\$X
XXX	\$X	\$X	\$X	\$X	\$X
TOTAL	\$X	\$X	\$X	\$X	\$X

2013-14 Expenditure Budget



First Reading of Policies from PRESS Policy Issues 79, 80 and 81

Policy 2:110	Issue 80	School Board – Qualifications, Term and Duties of Board Officers
Policy 2:210	Issue 80	School Board – Organizational School Board Meeting
Policy 2:30	Issue 80	School Board – School District Elections
Policy 4:100	Issue 80	Operational Services – Insurance Management
Policy 4:110	Issue 80	Operational Services – Transportation
Policy 4:140	Issue 81	Operational Services – Waiver of Student Fees
Policy 4:15	Issue 81	Operational Services – Identity Protection
Policy 4:70	Issue 80	Operational Services – Resource Conservation
Policy 5:30	Issue 80	General Personnel – Hiring Process and Criteria
Policy 5:50	Issue 81	General Personnel – Drug and Alcohol-Free Workplace: Tobacco Prohibition
Policy 5:80	Issue 79	Court Duty
Policy 6:110	Issue 80	Instruction – Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program
Policy 6:170	Issue 81	Instruction – Title 1 Programs DELETED
Policy 6:190	Issue 81	Instruction – Extracurricular and Co-Curricular Activities
Policy 6:20	Issue 80	Instruction – School Year Calendar and Day
Policy 6:210	Issue 80	Instruction – Instructional Materials
Policy 6:270	Issue 80	Instruction – Guidance and Counseling Program
Policy 7:70	Issue 80	Students – Attendance and Truancy
Policy 8:20	Issue 81	Community Relations – Community Use of School Facilities
Policy 8:25	Issue 81	Community Relations – Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

School Board

School District Elections ¹

School District elections are non-partisan, governed by the general election laws of the State, and include the election of School Board members, various public policy propositions, and advisory questions. ² Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. ³ If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. ⁴ The canvass of votes is conducted by the election authority within 21 days after the election. ⁵

The Board's election duties are:

1. The Board, by proper resolution, may place ~~public policy propositions on the ballot on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.~~ ⁶
2. The Board President, Secretary, and the member with the longest continuous service, ~~whose nominating petition is not being challenged,~~ compose the Education Officers Electoral Board to hear and rule on objections to candidate nominating petitions and ~~voter petitions.~~ public questions. However, if any member of the Electoral Board is a candidate for the office for which the objection petition is filed, he or she is replaced on the Electoral Board by the School Board member with the second longest continuous service. ⁷
3. The Board Secretary or clerk serves as the local election official, assisted by designated representatives appointed by the Board. ⁸

→ next

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. Consult the board attorney early concerning any election question.

² 105 ILCS 5/9 ~~1-et seq.~~; 10 ILCS 5/1-3, 5/2A ~~1-1-et seq.~~, and 5/28 ~~1-et seq.~~

³ 10 ILCS 5/2A-1.1.

⁴ 10 ILCS 5/2A-1.1a.

⁵ All local canvassing boards were abolished in 2006. ~~The School Code provision (5/9-18) requiring and~~ school boards ~~to no longer~~ canvass ~~was repealed by P.A. 95-141.~~ elections. The appropriate "election authority" (county clerk or election commission) canvasses the vote for school district elections (10 ILCS 5/1-8). The election authority must canvass the vote within 21 days after the election (10 ILCS 5/22-17 and 5/22-18), ~~as amended by P.A. 94-647.~~ Within 28 days after the consolidated election, boards must hold an organizational meeting to elect ~~electing~~ officers and fix a time and place for ~~the~~ regular meetings (105 ILCS 5/10-16). See policy 2:210, *Organizational School Board Meeting*.

⁶ ~~To place a proposition on the ballot at a referendum, a Board must adopt a resolution citing the specific authorizing statute (10 ILCS 5/28 1-et seq.). This policy addresses two types of public questions: (1) binding referendum governed by 10 ILCS 5/28, and (2) advisory questions of public policy governed by 105 ILCS 5/9-1.5, added by P.A. 97-81. An advisory question must be authorized by majority vote of the board. A third type of public question – a voter-initiated petition – is not covered in the policy; the board does not have any duties regarding this type of petition. A voter-initiated petition must be filed with the school board secretary who, if the timelines are met, must certify the question to be placed on the ballot to the county clerk (10 ILCS 5/10-15, 5/28-2, and 5/28-5).~~

⁷ 10 ILCS 5/10-9.

⁸ 10 ILCS 5/10 ~~1-et seq.~~ and 5/17-22; 105 ILCS 5/9 ~~1-et seq.~~

LEGAL REF.: 10 ILCS 5/1-3, 5/2A, ~~1-1 et seq.~~, 5/10-9, 5/22-17, 5/22-18, and 5/28 ~~1 et seq.~~
105 ILCS 5/9 ~~and 5/9-1, 5 et seq~~

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office),
2:210 (Organizational School Board Meeting)

School Board

Qualifications, Term, and Duties of Board Officers ¹

The School Board officers are: President, Vice President, ~~Secretary~~, and Treasurer. ² These officers are elected or appointed by the Board at its organizational meeting.

President ³

The Board elects a President from its members for a 2-year term. The duties of the President are to:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments, unless specifically stated otherwise; ⁴
3. Attend and observe any Board committee meeting at his or her discretion; ⁵
4. Represent the Board on other boards or agencies;
5. Serve as chairperson of the Education Officers Electoral Board which hears challenges to Board candidate nominating petitions;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act; ⁶
9. Ensure that a quorum of the Board is physically present at all Board meetings; ⁷
10. Administer the oath of office to new Board members; and ⁸

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

¹ State law controls this policy's content. Selection of officers must be in open session (5 ILCS 120/2). Board officer vacancies are discussed in *Answers to FAQs: Vacancies on the Board of Education*, III. Council of School Attorneys, www.iasb.com/law/vacancies.cfm.

² Districts governed by a board of directors have 3 officers: a president, clerk, and treasurer. The president and clerk must be board members (105 ILCS 5/10-5).

³ 105 ILCS 5/10-13. The board by resolution may decrease to one year the term of office for the president.

Of the listed duties, only the following are imposed by law: #1, preside at meetings (*Id.*); #5, chair Education Officers Electoral Board (10 ILCS 5/10-8); #6, sign minutes (105 ILCS 5/10-7) and sign certificate of tax levy (105 ILCS 5/17-11); #7, call special meetings (105 ILCS 5/10-16); and #8, serve as *head of the public body* for OMA and FOIA purposes (5 ILCS 140/2(e), 140/7(f), and 140/9.5).

⁴ Alternatively, strike the "unless" clause and substitute: "subject to Board approval." Be sure this treatment is consistent with policy 2:150, *Committees*.

⁵ Optional. A board that wants the president to participate in committee meetings may use the following alternative: "Be a member of all Board committees." Using this alternative, the president would be counted to determine the number of members that constitutes a quorum for each board committee meeting. If a board would like the superintendent to attend any or all meetings of a board committee, it should consider asking the superintendent to be a committee resource person (or other such title) rather than an ex-officio member of the board committee itself. That way, the superintendent will not count to determine the number of committee members that constitutes a quorum.

⁶ The *head of the public body* or its attorney may request an advisory opinion from the Attorney General concerning compliance with the Open Meetings Act or the Freedom of Information Act (5 ILCS 120/3.5(h) and 5 ILCS 140/9.5(h)). The Freedom of Information Act defines *head of the public body* to mean *president* or "such person's duly authorized designee" (5 ILCS 140/2(e)). Preliminary drafts, recommendations, and other records in which opinions are expressed, or policies are formulated, lose this exemption from disclosure if a relevant portion of a requested record is publicly cited and identified by the *head of the public body* (5 ILCS 140/7(f)).

⁷ Optional. Requiring the president to monitor the presence of a quorum assists compliance with the Open Meetings Act's mandate that a quorum be physically present at all board meetings (5 ILCS 120/7).

11. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency. 9

Vice President 10

The Board elects a Vice President from its members for a 2-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

Secretary 11

The Board elects a Secretary for a 2-year term. The secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings and keep the verbatim record for all closed Board meetings; *he or she will not be compensated*
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the Regional Superintendent; ¹²
5. Act as the local election authority for all Board elections;
6. Arrange public inspection of the budget before adoption;

⁸ Optional. Omit this duty if policy 2:80, *Board Member Oath and Conduct* provides that the board member oath is given by other means.

⁹ 105 ILCS 5/10-13.1 states that the "vice-president shall perform the duties of the president if there is a vacancy in the office of president or in case of the president's absence or inability to act . . ." However, an earlier enacted statute calls for the appointment of a *president pro tempore* if the president is absent from any meeting or refuses to perform his or her duties, and specifies that the "vice-president, if the board elects such officer, shall be appointed the *president pro tempore*." (105 ILCS 5/10-13). This policy resolves any confusion by implementing the latter enacted statute and stating that the vice president fills a vacancy in the presidency.

¹⁰ 105 ILCS 5/10-13.1. The board by resolution may decrease to one year the term of office for the vice president.

¹¹ 105 ILCS 5/10-14. The board by resolution may decrease to one year the term of office for the secretary. In districts governed by a board of directors, a clerk who is a board member performs these duties (105 ILCS 5/10-5). The policy's provisions regarding compensation are required by 105 ILCS 5/10-14 (governs secretaries who are board members and non-board members) and by 50 ILCS 145/2 (governs secretaries who are board members).

Of the listed duties, only the following are imposed by law: #1, board meeting minutes (105 ILCS 5/10-7; see policy 2:220, *School Board Meeting Procedure*, for the requirements for minutes); #3, records board's official acts and submits them to the treasurer (105 ILCS 5/10-7; #4, treasurer's report (105 ILCS 5/10-8); #5, local election authority (10 ILCS 5/10-1 et seq. and 5/17-22; 105 ILCS 5/9-10); #6, public inspection of the budget (105 ILCS 5/17-1).

¹² Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" in item #4 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.

7. Publish required notices;
8. Sign official District documents requiring the Secretary's signature; and
9. Maintain Board policy ~~-, financial reports, publicity, and correspondence and such other official documents as directed by the Board.~~

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary 13

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

Treasurer 14

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. 15 A Treasurer who is a Board member may not be compensated. 16 A Treasurer who is not a Board member may be compensated provided it is established before the appointment. 17 The Treasurer must: 18

1. Be at least 21 years old;

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

13 This section is optional.

14 This section is for: (1) districts in a Class I, or (2) a Class II county (Cook Co.) district that has withdrawn from the authority of the township treasurer or is located in a township in which the office of township treasurer was abolished. 105 ILCS 5/5-1 defines Class I county school units as districts in counties with less than 2,000,000 inhabitants. Those districts in Cook County (Class II county) under the authority of the trustees of schools of the township and the township treasurers should use this alternative: "Qualifications, appointment, and duties of the Treasurer for the School District shall be as provided in the School Code." See 105 ILCS 5/8-1(a) for how the township treasurer is appointed and the term of office; duties are found in 105 ILCS 5/8-2, 5/8-6, 5/8-16, and 5/8-17.

15 105 ILCS 5/8-1(b). The treasurer's term of office is 2 years if the district is located in a Class II county (Cook Co.) that was under the jurisdiction and authority of the township treasurer and township trustees of schools at the time those offices were abolished (105 ILCS 5/8-1(c)). ~~Those boards should use the following alternative:~~

~~The Treasurer of the Board shall serve a 2-year term beginning and ending on the first day of July.~~

16 105 ILCS 5/8-1(b) and (c).

17 105 ILCS 5/8-3.

18 Qualification #1 is required for treasurers in a Class I county or Class II county (Cook) that withdrew from the authority of the township treasurer and township trustees of schools (105 ILCS 5/8-1(b)). This sample policy makes it applicable to Class II county (Cook Co.) districts that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished.

Qualification #2 is required for treasurers in a Class I county or Class II county (Cook Co.) that withdrew from the authority of the township treasurer and township trustees of schools (105 ILCS 5/8-1(b)). Districts in Class II county (Cook Co.) that were under the authority of the township treasurer and township trustees of schools at the time those offices were abolished should replace this qualification as follows: "2. Not be the District Superintendent." See 105 ILCS 5/8-1(c).

Qualification #3 is required for treasurers in a Class I county. ~~(105 ILCS 5/8-1(d)).~~ This qualification should be replaced by the following for districts in a Class II county (Cook Co.): "Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a Class II county school before July 1, 1989 is deemed equivalent." See 105 ILCS 5/8-1(e).

Treasurer

Qualifications, appointment, and duties of the Treasurer for the School District shall be as provided in The School Code.

2. Not be a member of the County Board of School Trustees; and
3. Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall: ¹⁹

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: 5 ILCS 120/7 and 420/4A-106.
105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,
5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, and 5/17-1.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting)

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

¹⁹ 105 ILCS 5/8-2, 5/8-6, and 5/8-16.

School Board

Organizational School Board Meeting ¹

During a March meeting in odd-numbered years, the School Board establishes a date for its organizational meeting to be held sometime after the election authority canvasses the vote, but within 28 days after the consolidated election. The consolidated election is held on the first Tuesday in April of odd-numbered years. At the organizational meeting the following shall occur:

1. Each successful candidate, before taking his or her seat on the Board, shall take the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*. ²
2. The new Board members shall be seated.
3. The Board shall elect its officers who assume office immediately upon their election. ³
4. The Board shall fix a time and date for its regular meetings. ^{4 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. Local canvassing boards were abolished in 2006; and the statute requiring school boards to canvass the vote was repealed. The appropriate *election authority* (county clerk or election commission) canvasses the vote for school district elections (10 ILCS 5/1-8). The election authority must canvass the vote within 21 days after the election (10 ILCS 5/22-17 and 5/22-18). Sometime between receiving the results from the election authority, but within 28 days after the consolidated election, boards must hold an organizational meeting to elect officers and fix a time and place for the regular meetings (105 ILCS 5/10-16). State law contains the schedule for consolidated elections (10 ILCS 5/2A-1.1). See policy 2:30, *School District Elections*.

The following option may be added after the second sentence of the first paragraph. It allows a board to recognize that the consolidated election will be postponed for Passover (10 ILCS 5/2A-1.1a); the exact provision is already in 2:30, *School District Elections*:

If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover.

² The oath ~~is~~ required by 105 ILCS 5/10-16.5. ~~State law does not require anyone to actually give or administer is "administered as determined by the oath to the newly elected individual board."~~ There are lots of variations on how to accomplish this task. One alternative follows:

The meeting is called to order by the Board President, provided he or she is still in office and, if not, by the Vice President. This individual also serves as the meeting's presiding officer. The presiding officer administers the oath of office.

³ Id. A secret vote for officer elections is not permitted (5 ILCS 120/1).

⁴ The Open Meetings Act and the School Code have different provisions regarding the establishment of a regular meeting schedule. The Open Meetings Act 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.

⁵ An optional provision follows:

During an April Board meeting in even-numbered years, the Board considers organizational matters, such as, selecting individual members to fill offices with terms that expire this or the next month and fixing a time and date for its regular meetings.

LEGAL REF.: 10 ILCS 5/2A-1 et seq.
105 ILCS 5/10-5, 5/10-16, and ~~105 ILCS~~ 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:200 (Types of School Board Meetings), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

Operational Services

Resource Conservation ¹

The Superintendent or designee shall manage a program of energy and resource conservation for the District that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible. ²
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in the School Code, if economically and practically feasible. ³
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District. ⁴
4. Adherence to energy conservation measures. 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 (105 ILCS 5/10-20.19c, as amended by P.A. 95-741).

² Required by 105 ILCS 5/10-20.19c(a-5), as amended by P.A. 95-741.

³ Required by 105 ILCS 5/10-20.19c(b) - (c), as amended by P.A. 95-741. As of 1992, all paper purchased for publishing student newspapers must be recycled newsprint (105 ILCS 5/10-20.19c(b)(5)).

⁴ Required by 105 ILCS 5/10-20.19c(c-5), as amended by P.A. 95-741. Everything in this paragraph is mandatory except that the statute only "encourages" districts to investigate "potential markets for other recyclable materials that are present in the school district's waste stream."

⁵ Districts are authorized to enter into "guaranteed energy savings contracts" to implement *energy conservation measures*, including any improvement, repair, alteration of any school district building, or any equipment or fixture to be added to a district building, that is designed to reduce energy consumption or operation costs (105 ILCS 5/19b). The guaranteed energy savings contract must provide that all payments are to be made over time and energy cost savings must be specified and guaranteed to the extent necessary to pay the costs of the energy conservation measures. State law provides the process for requesting proposals and entering into contracts. Any contract is valid whether or not funding has been appropriated in any budget adopted by the board.

Consult the board attorney about whether an energy conservation measure qualifies for funding as an energy conservation project under the Ill. Finance Authority Act (20 ILCS 3501/). The Ill. Finance Authority Act now specifically includes energy conservation projects in school districts. The Act's definition of energy conservation project is almost identical to the School Code's definition of energy conservation measure; it also includes measures that reduce the amount of electricity or natural gas required to achieve a given end use, consistent with Section 1-10 of the Ill. Power Agency Act (20 ILCS 3501/820-10, amended by P.A. 97-760). Funding under the Ill. Finance Authority Act requires a certification that the project will be a cost-effective energy-related project that will lower energy or utility costs in connection with the operation or maintenance of such building or facility, and will achieve energy cost savings sufficient to cover bond debt service and other project costs within 10 years from the date of project installation.

LEGAL REF.: 105 ILCS 5/10-20.19c.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

Operational Services

Insurance Management ¹

The Superintendent shall ~~annually~~ recommend and ~~maintain all~~ insurance programs that provides the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include: ²

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers. ³
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

~~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 Health Insurance Portability and Accountability Act (HIPAA) guarantees the continuity of health insurance benefits for individuals changing employment. It also contains provisions promoting the: (1) standardization and efficiency for the electronic submission, processing, and payment of health care claims, and (2) security and privacy requirements for health information (see 45 C.F.R. §§160 and 164). **School officials are urged to consult with their insurance providers and legal counsel to devise a compliance plan.**

² Other types of district-purchased insurance should also be listed here, such as: (1) insurance programs for employees and their dependents (105 ILCS 5/10-22.3a) (any employee or retired employee insurance program is a mandatory subject of bargaining) and (750 ILCS 75/) (provides persons entering into a civil union with the obligations, responsibilities, protections and benefits afforded or recognized by Ill. law to spouses), and (2) district-purchased insurance on student athletes as allowed by 105 ILCS 5/22-15. The latter type of insurance should be distinguished from insurance offered through the district by an insurance company covering students and paid for by the student's family.

³ A board's duty to indemnify and protect specific individuals is found in 105 ILCS 5/10-20.20, amended by P.A. 96-62. A board's duty to insure against loss or liability is found in 105 ILCS 5/10-22.3. The lists of individuals to be protected are identical in both statutes except that *mentors* was added in 2009 to only the indemnification statute. As the best method for providing indemnification is through insurance, this policy includes mentors in its list of individuals covered by the district's liability insurance.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat.
222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34,
5/10-22.34a, and 5/10-22.34b.
215 ILCS 5/.
750 ILCS 75/.
820 ILCS 305/.

Operational Services

Transportation ¹

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

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

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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. **If your district does not provide transportation or if it transports all students, please contact an IASB Policy Consultant for *gratis* help customizing this policy.**

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 does not required to provide free* transportation must amend this policy, preferably after consulting Please contact an IASB Policy Consultant for *gratis* help customizing this policy. You may also need to consult 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.

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 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

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

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~~ The vehicle and other requirements for transporting students to and from interscholastic or school-sponsored activities, including curriculum-related activities, are found in 105 ILCS 5/29-6.3 and 625 ILCS 5/11-1414.1, amended by P.A. 97-896. These statutes also contain requirements for the use of multi-function school activity buses (defined at 625 ILCS 5/1-148.3a-5, amended by P.A. 97-378). The legislature frequently amends these statutes, along with many transportation laws; they should be double-checked before relying on them. 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 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 11 or more persons including the driver. 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.

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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 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)

General Personnel

Hiring Process and Criteria ¹

The District ^{shall} hire 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. ⁵

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

Job Descriptions ^{or Designee}

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

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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 to use this alternative sentence:

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

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

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.

person who applies for employment as a teacher, principal, superintendent, or other certificated employee who 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 applications must contain a statement to this effect (Id.).

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.

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

Investigations

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

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

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

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

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

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

⁸ The policy's requirements on criminal records checks are mandated by 105 ILCS 5/10-21.9, amended by P.A.s 96-1452, 96-1489, and 97-607. See administrative procedure 5:30-AP2, *Investigations*, for the process and positions requiring criminal background investigation. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: www.isp.state.il.us/sor. The Statewide 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). The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors (105 ILCS 5/10-21.9, amended by P.A. 97-248). Many districts delegate this task in the hiring process to a human resources department.

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

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

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

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

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

Physical Examinations

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

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

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

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

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

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

15 Id., 820 ILCS 55/10(b), added by P.A. 97-875 and known as the Facebook Password Law (effective 1-1-2013). There are no exceptions to the rule stated in the policy. The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does not prohibit an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as, personal email or text messages on a personal phone. Consult the board attorney about these issues.

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

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

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

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

Orientation Program

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

LEGAL REF.: [105 ILCS 5/10-21.9.](#)
[Employee Credit Privacy Act, 820 ILCS 70/.](#)
[Right to Privacy in the Workplace Act, 820 ILCS 55/.](#)
Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.
Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.*
105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 *et seq.*
820 ILCS 55/ and 70/.
Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).
Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).
Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:[125 \(Personal Technology and Social Media: Usage and Conduct\)](#), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

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

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

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

General Personnel

Court Duty ¹

The District will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court. ²

The District will deduct any fees that an employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District. ³

An employee should give at least 5 days' prior notice of pending court duty to the District. ⁴

LEGAL REF.: 105 ILCS 5/10-20.7.

An employee **will** give at least 5 days' notice of pending court duty to the District.

For an employee who is eligible to receive benefits, the District will pay full salary during the time the employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court. ***This policy does not apply to an employee who is suing the District.*** The District will deduct any fees the employee receives for such duties, less mileage and meal expenses, from the employee's compensation, or make arrangements for the employee to endorse the fee check to the District.

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 is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. ~~When If a policy's subject matter is superseded by a local collective bargaining agreement, the school contains a provision on court duty, it will supersede this policy and the board policy can~~ **should** state, "Please refer to the **Professional following current Agreement between: [actual title of Collective Bargaining Agreement (not including dates)]**."

For more information about subpoenas of school district employees and responding to all types of subpoenas generally, see the Ill. Council of School Attorneys guidance document titled Answer to FAQs Responding to a Subpoena, at: www.iasb.com/law/FAQsubpoena.pdf.

² State law mandates this provision for certificated employees only (105 ILCS 5/10-20.7).

³ State law permits these deductions but does not mandate them (105 ILCS 5/10-20.7).

⁴ State law does not provide a deadline and a district cannot refuse to pay full salary to an employee who fails to follow the policy's deadline.

Instruction

School Year Calendar and Day ¹

School Calendar

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

Commemorative Holidays

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

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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 State-mandated school holidays are found in 105 ILCS 5/24-2, ~~amended by P.A. 96-640~~. See policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing. ~~P.A. 96-640~~ The law allows a school board to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on five identified school holidays if: (1) the school board first holds a public hearing on the proposal, and (2) the person or persons honored by the holiday are recognized through instructional activities conducted on the school holiday or on the first school day preceding or following the school holiday. This is an item on which collective bargaining may be required, and a board that wishes to implement this law should consult its attorney.

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

If the county board or board of election commissioners chooses a school to be a polling place, the school district must make the school available; however, for the election day, a school district may choose to keep the school open or hold a teachers' institute (10 ILCS 5/11-4.1).

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

⁴ 105 ILCS 5/24-2, ~~amended by P.A. 96-640~~, lists the following as commemorative holidays: Jan. 28 (Christa McAuliffe Day commemorating space exploration), Feb. 15 (Susan B. Anthony), March 29 (Viet Nam War Veterans' Day), the school day immediately preceding Veterans' Day (Korean War Veterans' Day), Oct. 1 (Recycling Day), and Dec. 7 (Pearl Harbor Veterans' Day). Other commemorative holidays include: Arbor and Bird Day on the last Friday in April (105 ILCS 5/27-18), Leif Erickson day on Oct 9 if a school day and otherwise on a school day nearest the date (105 ILCS 5/27-19), American Indian Day on the 4th Friday of Sept. (105 ILCS 5/27-20), Ill. Law Week during the first full school week in May (105 ILCS 5/27-20.1), "Just Say No" Day on a school day in May (105 ILCS 5/20.2), a Day of Remembrance on Sept. 11 (5 ILCS 490/86), Ronald Reagan Day on Feb. 6 (5 ILCS 490/2), Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade on March 25 (5 ILCS 490/155 ~~added by P.A. 96-930~~), ~~and the first full week of January as Emancipation Proclamation Week (5 ILCS 490/155, added by P.A. 96-1238, eff. 1-1-11), and the third Thursday in May of each year is designated Volunteer Emergency Responder Appreciation Day (5 ILCS 490/126, amended by P.A. 97-1124).~~

INBERT C →

School Day

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

C

Please refer to the following collective bargaining agreements:

"Agreement Between the Board of Education of Community Consolidated School District 64 and the Park Ridge Education Association," and the "Agreement Between the Board of Education of Community Consolidated School District 64 and the Park Ridge Teacher Assistants' Association."

For employees not covered by these agreements:

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

⁵ A school day must consist of a minimum 5 clock hours under the direct supervision of a teacher or non-teaching volunteer providing non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a), in order to qualify as a full day for calculating state aid entitlement (105 ILCS 5/18-8.05(F), amended by P.A. ~~96-640~~; ~~97-742~~, eff. ~~6-30-2013~~; and 23 Ill.Admin.Code §1.420(f). Students in attendance for fewer than two hours of school work are not counted for calculating average daily attendance (23 Ill.Admin.Code §1.420(f)(4). Note: Eff. 6-30-2013, P.A. 97-742 repeals the section of the School Code that allows districts to count days of attendance less than 5 clock hours on the opening and closing of the school term, and upon the first day of pupil attendance, if preceded by a day or days utilized as an institute or teachers' workshop.

Contrast 105 ILCS 5/18-12, ~~amended by P.A. 96-734~~. It allows a partial day of attendance to be counted as a full day when: (1) the school district has provided at least one hour of instruction prior to the closure of the school district; (2) a school building has provided at least one hour of instruction prior to the closure of the school building; or (3) the normal start time of the school district is delayed. P.A. 96-734 The law also outlines the process to claim attendance prior to providing any instruction when a school district must close a building or buildings, but not the entire district, after consultation with a local emergency response agency or due to a condition beyond the control of the district. Additionally, 105 ILCS 5/18-12.5, ~~added by P.A. 96-689~~ outlines the process for claiming attendance when a school district must close a building or buildings, but not the entire district, specifically because of a public health emergency. Attendance for such days may only be claimed if the school building(s) was scheduled to be in operation on those days.

Alternative education programs may provide fewer than 5 hours under certain circumstances (105 ILCS 5/2-3.33a and 5/13B-50). Exceptions also exist for kindergarten, teaching hospitalized or homebound students, first-grade, disabled children less than 6 years old, the opening and closing days of the school term, in-service training for teachers in accordance with 105 ILCS 5/10-22.39, parent-teacher conferences, and days when the Prairie State Achievement Examination is administered (105 ILCS 5/18-8.05(F), ~~amended by P.A. 96-640~~).

⁶ 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Note that the Illinois statute does not require every student to recite the Pledge – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the Pledge, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the Pledge. West Virginia State Board of Education v. Barnette, 319 U.S. 624 (1943); Sherman v. Community Consolidated School District 21 of Wheeling Township, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the Pledge, such as, "You may now stand to recite the Pledge." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

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

105 ILCS 5/10-24.46, ~~amended by P.A. 96-84~~, requires a moment of silence to recognize veterans during any type of event held at a district school on November 11. See fn #2 above for more discussion.

LEGAL REF.: 105 ILCS 5/10-19, 5/10-24.46, 5/18-8.05, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.
23 Ill.Admin.Code §1.420(f).
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill., 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

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

Please refer to the "Agreement Between the Board of Education of Community Consolidated School District 64 and the Park Ridge Education Association."

A
For employees not covered by this agreement:

B
Collective Bargaining Agreements

Working days and hours for employees covered by a collective bargaining agreement shall be governed by that agreement.

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.”

~~⁷Optional. 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

Instructional Materials ¹

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These materials should provide quality learning experiences for students and: ²

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make informed judgments and promote critical reading and thinking;
4. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. Contribute to a sense of the worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

The Superintendent or designee shall annually provide a list ~~or description~~ of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material. ³

Teachers are encouraged to use supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught and to ensure it is age-appropriate. ~~No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings.~~ ⁴ *Similar content.* *→ INSERT A*

Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. ⁵ The School Code governs the adoption and purchase of textbooks and instructional materials. ⁶

A No child may view a R-rated movie (or portion of a movie) without written permission from the child's guardian.

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 some of this policy's content.

² A local board may customize these standards to be consistent with the board's mission, vision, and goals.

³ ~~105 ILCS 5/28-19.1. Additionally, This paragraph is optional; either or both sentences may be struck although the second sentence describes a right granted by statute. The requirement to provide the board with a list or description of texts and instructional material allows the board to monitor this policy's implementation. Moreover, as 105 ILCS 5/28-19.1 grants anyone the right to inspect texts and instructional materials, having an annual list of texts and instructional materials facilitates compliance with such a request. Because some instructional materials, e.g., Internet sites, are difficult to list, the sample policy permits a list or description.~~ Federal law grants parents/guardians the right to inspect all instructional material that will be used for a survey, analysis, or evaluation (20 U.S.C. §1232h); see 7:15, *Student and Family Privacy Rights*.

⁴ This paragraph's content is at the board's discretion. An optional provision follows:

The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating.

⁵ An alternative provision:

The Superintendent shall recommend to the Board for consideration and adoption all textbooks and instructional materials and shall include the following information: (1) title, publisher, copyright dates, number of copies desired, and cost; (2) any texts being replaced; and (3) rationale for recommendation.

LEGAL REF.: 105 ILCS 5/10-20.8, 5/10-20.9, and 5/28-19.1.

CROSS REF.: 6:30 (Organization of Instruction), 6:40 (Curriculum Development), 6:80 (Teaching About Controversial Issues), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 8:110 (Public Suggestions and Concerns)

6 105 ILCS 5/28-~~1 et seq., amended throughout by P.A. 96-1403~~. The term *textbook* includes electronic or digital textbooks used for educational purposes (105 ILCS 5.28-20, ~~amended by P.A. 96-1403~~). The term *instructional materials* means both print and non-print materials, including electronic textbooks being used in the educational process (Id.).

Instruction

Guidance and Counseling Program ¹

The School District provides a guidance and counseling program for students. ² The Superintendent or designee shall direct the District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member. ³

[For Elementary and Unit Districts]

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

[For High School and Unit Districts]

~~The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to the student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including~~

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

² School boards may employ counselors (105 ILCS 5/10-22.24a). 105 ILCS 5/10-22.24b provides that school guidance services include, but are not limited to: (1) educational planning; (2) career development and counseling; (3) college counseling; (4) developing and facilitating anti-violence education or conflict resolution programs, or both; (5) providing crisis intervention programs within the school setting; (6) making appropriate referrals to outside agencies; (7) interpreting achievement, career, and vocational test information; (8) developing individual career plans for all students; (9) providing individual and small group counseling; (10) addressing the developmental needs of students by designing curricula for classroom counseling and guidance; (11) consultant and counseling with parents for the academic, career, and personal success of their children; (12) facilitating school to work transition programs; and (13) supervising school counseling interns enrolled in school counseling programs that meet the standards of the State Board of Education.

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

The Children's Mental Health Act of 2003 requires districts to develop protocols for responding to students with social, emotional, or mental health problems that impact learning (405 ILCS 49/4 ~~et seq.~~). 105 ILCS 5/2-3.142, ~~added by P.A. 95-558~~, created the Ensuring Success in School Task Force. This task force ~~will develop~~ policies, procedures, and protocols for school boards to adopt for the purpose of addressing the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence to ensure their ability to stay in school, stay safe while in school, and successfully complete their education. School boards and superintendents may want to create their own study group to prepare for implementing the task force's policies, procedures, and protocols. See policy 7:250, *Student Support Services*, and administrative procedure 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Problems*.

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

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

the military, ~~may~~ be given access to the school ~~campus~~ in order to provide students and parents/guardians with information. ⁴

LEGAL REF.: 105 ILCS 5/10-22.24a and 5/10-22.24b.
23 Ill.Admin.Code §§1.420(q).

CROSS REF.: 6:50 (School Wellness), 6:65 (Student Social and Emotional Development), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:120 (Education of Children with Disabilities), 6:130 (Program for the Gifted), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:250 (Student Support Services)

ADMIN. PROC.: 7:340-~~AP 1~~ (~~School~~ Student Records), 7:340-~~AP1~~, E1 (Notice to Parents/Guardians and Students of ~~Their~~ Rights Concerning a Student's School Records), 7:340-~~AP1~~, E3 (Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information)

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

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

Federal law requires a secondary school to grant military recruiters and institutions of high learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent (20 U.S.C. §7908). See also 7:340-AP~~1~~, ~~School~~ Student Records, and 7:340-~~AP1~~, E1, Notice to Parents/Guardians and Students of ~~Their~~ Rights Concerning a Student's School Records.

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. religious ed

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 or 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." P.A. 97-975 replaced the Juvenile Court Act's definition of chronic truant with a reference to the definition in Sec. 26-2a of the School Code.

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

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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.

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

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

[For high school and unit districts only]

10. 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*.
11. 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

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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). 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.*). **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.

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 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)

Operational Services

Identity Protection ¹

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to: ²

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following: ³

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. ⁴

5. Notification to an individual whenever his or her personal information was acquired by an unauthorized person; personal information is an individual's name in combination with his or

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¹ The Identity Protection Act, 5 ILCS 179/, requires that this subject matter be covered in policy and controls its content. The Act places greater limits on the use of SSNs than federal law. The Act defines *identity-protection policy* as "any policy created to protect social security numbers from unauthorized disclosure." ~~Thus, the policy will be sufficient if it focuses exclusively on protecting the privacy and confidentiality of social security numbers. Each district must implement its identity-protection policy before 6/1/2011 (5 ILCS 179/35).~~ Social security number is not capitalized in the Identity Protection Act (5 ILCS 179/5).

Another State law, the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 97-483, contains mandates for government agencies and local government. Attorneys disagree whether this Act applies to school districts. This Act contains requirements for: (1) notifying an owner of a security breach, and (2) disposing of material containing personal information (defined as the owner's name combined with SSN, driver's license number or State identification card number, and financial account information, including without limitation, credit or debit card numbers).

² The list of goals is optional; it may be deleted, augmented, or otherwise amended.

³ Items 1-4 in this numbered list must be covered in board policy (5 ILCS 179/35(a)).

⁴ See 4:15-E2, Exhibit - Statement of Purpose for Collection of Social Security Numbers.

her social security number, driver's license number or State identification card number, or financial account information. 5

6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; personal information has the meaning stated in #5, above.

5-7. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request. 6

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. 7 This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

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

5 Items #5 & #6 are not required to be in policy. They are mandates contained in the Personal Information Protection Act: see the second paragraph of §1. They are included in the sample policy because: (1) they are consistent with public policy, and (2) if the Act applies to school districts, so will its section allowing the Attorney General to fine any person up to \$100 for each violation of the disposal requirements for materials containing personal information (815 ILCS 530/40).

6 Item #7 is not required to be in the policy but districts are required to perform the described action (5 ILCS 179/35(b)). These compliance measures are covered in administrative procedure 4:15-AP, *Protecting the Privacy of Social Security Numbers*.

7 This sentence is optional. Its intent is to inform employees of the need to have proper authority before collecting, storing, using, or disclosing SSNs. A board may attach a sanction to the paragraph by adding the following option:

An employee who has substantially breached the confidentiality of SSNs may be subject to disciplinary action or sanctions up to and including dismissal in accordance with District policy and procedures.

Operational Services

Waiver of Student Fees ¹

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. ² In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. ³ Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. ⁴

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 this subject matter be covered by policy and controls its content (105 ILCS 5/10-20.13; 23 Ill.Admin.Code §1.245). State law provides that “[n]o discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees,” (105 ILCS 5/28-19.2). This policy concerns an area in which the law is unsettled (see footnotes 2 and 3).

² Districts must waive textbooks fees (105 ILCS 5/10-20.13) and driver education fees (105 ILCS 5/27-~~23~~ 24.2) for students whose parents/guardians are unable to afford them. In order to effectuate the law’s intent, the term “textbook” should be interpreted broadly to include fees for instructional materials, laboratory fees, and workbooks. The enforceability of 105 ILCS 5/10-20.13(b) and implementing ISBE regulations (23 Ill.Admin.Code §1.245) requiring districts to waive “other fees” is questionable because they are unfunded mandates. ISBE regulations on school fees may not be enforceable because the General Assembly failed to make necessary appropriations (see the Weekly Message from State Superintendent Robert Schiller, 8-15-03).

A school district may charge up to \$50 ~~for district residents between 15 and 21 years of age to students~~ who participate in the driver education course. ~~The fee may be increased up to \$250, provided the district completes the requirements in section 27-24.2.~~ The fee must be waived for any such resident student who is unable to pay. ~~When space permits, the district also may provide driver education for residents above age 55 who have never been licensed to drive and may charge a fee not to exceed actual costs of the course~~ (105 ILCS 5/27-24.2, 23; Ill.Admin.Code §252.30).

Resident tuition fees are not permissible. Hamer v. Board of Education, School District No. 109, 292 N.E.2d 569 (Ill.App. 2, 1977); Polzin v. Rand, McNally & Co., 95 N.E. 623 (1911).

³ 105 ILCS 5/10-20.13(b) was added in 1983 to require districts to waive “other fees” in addition to the costs of textbooks (P.A. 83-603). The General Assembly, however, never appropriated the necessary funds. Thus, the amendment may be unenforceable because it violated the State Mandates Act (30 ILCS 805/1; see above footnote). Use the following alternative if the board wants to make a longstanding commitment to waive specific fees, amending the list of fees that will be waived as desired:

In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay fees, the following fees are also waived for students who meet the eligibility criteria for fee waiver: athletic participation fees, lock fees, towel fees, shop fees, laboratory fees, and registration fees.

Alternatively, a board may decide to waive all school student fees and substitute the following sentence for the first 2 sentences of this paragraph:

All school student fees as defined by the Illinois State Board of Education (ISBE) are waived for students who meet the eligibility criteria for a fee waiver contained in this policy.

⁴ Districts in which a referendum was approved to provide students with free textbooks must have a policy on textbook care and preservation (105 ILCS 5/28-17). The textbook loan program operated by the ISBE is found at 105 ILCS 5/18-17.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, ~~with the same limits based on household size~~, that are used for the federal free meals program. ⁵

The Superintendent or designee will give additional consideration where one or more of the following factors are present: ⁶

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification ⁷

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall

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⁵ Required by 105 ILCS 5/10-20.13, ~~amended by P.A. 96-360~~. The federal free meals program is found at 42 U.S.C. §1758; 7 C.F.R. Part 245. A board has a choice regarding verification – it may: (1) establish a process to determine eligibility for fee waivers that is completely independent of the federal free meals eligibility guidelines, or (2) tie the application for fee waivers to the free meals program and only ask for *verification* in accordance with the free or reduced-price meals program. This sample policy assumes that option #1 will be chosen but would allow for option #2 if the alternative is used in the *Verification* section. See footnote 7.

⁶ This paragraph is optional and may be omitted.

⁷ By using a process for determining eligibility for fee waivers that is completely separate from the process for determining eligibility for free meals, a district may require income verification at the time an application is submitted for a fee waiver and may do so thereafter, but not more than once every 60 calendar days. 105 ILCS 5/10-20.13, ~~amended by P.A. 96-360~~; 23 Ill.Admin.Code §1.245(d). Income verification may include such things as payroll stubs, tax returns, or evidence of receipt of food stamps or Temporary Assistance for Needy Families.

An application for fee waivers that is completely separate from the application for free lunches cannot ask whether a student lives in a household that meets free lunch eligibility guidelines and request income verification with reference to *free lunch* eligibility guidelines. In the completely separate fee waiver application, the district should supply its own income guidelines with the same limits based on household size that are used for the federal meals program and have the parents indicate if they meet the income guidelines used to determine eligibility for *fee waivers*. The independent fee waiver income guidelines should not be any higher than those for eligibility for free lunch (or reduced-price, if the district voluntarily provides fee waivers for those students who qualify), but the district should not reference or indicate that the guidelines are for the free meals program. In this completely separate application process for fee waivers, the district may ask for verification, but cannot use any information it receives for fee waiver verification though this process for determining eligibility for free or reduced meals.

Alternatively, a board should replace both paragraphs in this section with the following alternative if it wants to use eligibility **guidelines** for free meals as the basis for waiving school fees:

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal ⁸

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.
23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

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

⁸ An ISBE rule requires that the policy state that the district will mail a copy of a denial notice within 30 calendar days after the receipt of the waiver request (23 Ill.Admin.Code §1.245(c)(3)). This rule also specifies timelines and procedures, including a requirement that "the person who decides the appeal shall not be the person who initially denied the fee waiver or a subordinate of this person." Thus, a board may be required to hear an appeal if the superintendent made the initial decision to deny a fee waiver. The board's participation is avoided by the principal making initial fee waiver decisions and the superintendent or other main office administrator deciding the appeals.

General Personnel

Drug- and Alcohol-Free Workplace; Tobacco Prohibition ¹

All District workplaces are drug- and alcohol-free workplaces. All employees ~~shall be~~ are prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. Unlawful manufacture, dispensing,² distribution, possession, use, or being under the influence ³ of a controlled substance. ~~while on District premises or while performing work for the District, and~~
2. Distribution, consumption, use, possession, or being under the influence⁴ of alcohol. ⁵ ~~while on District premises or while performing work for the District.~~

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall: ⁶

1. Abide by the terms of the ~~District Board~~ policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

~~In order~~ To make employees aware of the dangers of drug and alcohol abuse, the ~~District will Superintendent or designee shall perform each of the following:~~ 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.

The federal Drug-Free Workplace Act applies only to the specific programs receiving federal funds (41 U.S.C. §701 et seq.). This policy, however, makes its requirements applicable to all employees in order to avoid confusion during implementation and to avoid complications when obtaining federal funds.

The federal Safe and Drug-Free Schools and Communities Act provides funds, upon application, for drug and violence prevention programs; it does not contain policy mandates. Illinois also has a Drug Free Workplace Act (30 ILCS 580/). It applies to districts with 25 or more employees working under a state contract or a grant of \$5,000 or more.

² *Manufacture and dispensing* are prohibited by the federal and State Workplace Acts.

³ *Being under the influence* is not required by law; *use* may cover this. *Being under the influence of* is more difficult to prove and implies the use of testing; it may be omitted.

⁴ Id.

⁵ Optional; alcohol is not addressed in either the federal or State Drug-Free Workplace Acts.

⁶ Required by the State and federal Drug-Free Workplace Acts.

⁷ Required by the State and federal Drug-Free Workplace Acts (30 ILCS 580/3).

1. Provide each employee with a copy of ~~the District Drug and Alcohol Free Workplace~~ this policy.⁸
2. Post notice of ~~the District Drug and Alcohol Free Workplace~~ this policy in a place where other information for employees is posted.⁸
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.⁹
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.⁹
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

Tobacco Prohibition 10

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. Tobacco shall have the meaning provided in section 10-20.5b of the School Code.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. ¹¹ Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse ~~employee-assistance~~ rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction. ¹²

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⁸ As an alternative, replace the phrase "in a place where other information for employees is posted" with the district's local method (e.g., staff intranet, Internet, etc.).

⁹ Grants may be available from the State Board of Education for developing a drug-free awareness program (105 ILCS 5/2-3.93). The drug-free awareness program requirement can be met by developing a brochure on drug abuse or by contacting local, State, or national anti-drug abuse organizations for materials. The materials should be distributed to employees along with a list of places employees may call for assistance.

¹⁰ 105 ILCS 5/10-20.5b and 410 ILCS 82/. Federal law prohibits smoking inside schools (20 U.S.C. §6081). The prohibition in 8:30, *Visitors to and Conduct on School Property*, referred to here, applies "on school property or at a school event." Here, "at a school event" is clarified with the phrase "while ... performing work for the District" in order to align with this policy's other prohibitions.

¹¹ An employee who currently uses illegal drugs is not protected under the Americans With Disabilities Act (ADA) when the district acts on the basis of such use (42 U.S.C. §12114). Drug abusers and alcoholics may still be protected as *handicapped* under the Rehabilitation Act of 1973 (29 U.S.C. §706 et seq.) or the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.; 56 Ill.Admin.Code §2500.20). The Rehabilitation Act, however, excludes from protection "an alcohol or drug abuser whose current use of alcohol or drugs prevents such individual from performing the duties of the job in question or whose employment ... would constitute a direct threat to the property or the safety of others," (29 U.S.C. §706 (7)(B)).

The ADA neither authorizes nor prohibits drug testing; it allows the results of such tests to be used as the basis for disciplinary action (42 U.S.C. §12114; 29 C.F.R. §1630.16 (c)). Drug tests may still violate other laws, e.g., Title VI and the Rehabilitation Act (42 U.S.C. §2000e et seq.; and 29 U.S.C. §706 et seq.).

¹² Required by both the federal and State Drug-Free Workplace Acts.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction. ¹³

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
Drug-Free Workplace Act of 1988, 41 U.S.C. §701 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/.
105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

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

¹³ Id.

Instruction

Extracurricular and Co-Curricular Activities ¹

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored student groups are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*. ²

Academic Criteria for Participation

For students in kindergarten through 8th grade, ³ selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

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 in a district that maintains any of grades 9-12 must have a *no pass-no play* policy (105 ILCS 5/10-20.30). State or federal law controls some aspects of this policy's content. The criteria for determining whether to sponsor a specific activity is a local board decision, except that an ISBE rule requires that the desires of the student body be considered (23 Ill.Admin.Code §1.420).

As State law does not define extracurricular or co-curricular, a board may desire to explain these terms in the policy, such as by including the following option at the beginning of the policy:

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. *Co-curricular activity* refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. *Extracurricular activity* refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.

In January 2013, the U.S. Dept. of Education, Office for Civil Rights, issued a Dear Colleague Letter concerning the participation of students with disabilities in extracurricular athletic activities. It clarifies the types of accommodations and services that districts must provide pursuant to Section 504. See www2.ed.gov/about/offices/list/ocr/letters/colleague-201301-504.html.

² *Non-curriculum related* extracurricular activities that meet during non-instruction time in secondary schools trigger the Equal Access Act, 20 U.S.C. §4071 *et seq.* The Equal Access Act prohibits the school from denying fair opportunity or *equal access* to any students who wish to conduct a meeting within a limited open forum on the basis of the religious, political, philosophical, or other content of the speech at such a meeting. The U.S. Supreme Court interpreted "non-curriculum related student group" as any student group that does not directly relate to the body of courses offered by the school. *Board of Education of Westside Community School Dist. v. Mergens*, 110 S.Ct. 2356 (1990).

³ High school districts should omit this paragraph.

For high school students, ⁴ selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities is dependent upon course selection and successful progress in those courses. In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain an overall ____ grade point average. ⁵ Any student-participant failing to meet these academic criteria shall be suspended from the activity for ____ calendar days or until the specified academic criteria are met, whichever is longer. ⁶

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

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

⁴ Elementary districts should omit this paragraph.

⁵ Each board in a district that maintains any of grades 9-12 must have a *no pass-no play* policy (105 ILCS 5/10-20.30). The policy must specify a minimum grade point average (left blank in the sample policy) AND/OR a minimum grade in each course, such as *passing* (see alternatives below). The policy must provide a suspension period – stated in sample policy as “____ calendar days or until the specified academic criteria are met, whichever is longer.” The procedure for implementing this policy is an administrative, management function. Alternatives follow:

Alternative 1: ...a student must maintain an overall ____ grade point average and a passing grade [or minimum grade of ____] in each course the student is enrolled.

Alternative 2: ...a student must maintain a passing grade [or minimum grade of ____] in each course the student is enrolled.

Alternative 3: ...a student must satisfy the Illinois High School Association's scholastic standing requirements [doing passing work in at least 20 credit hours of high school work per week].

⁶ Alternatives include:

Alternative 1: ...shall be suspended from the activity for ____ calendar days. [omitting the rest of the sentence.]

Alternative 2: ...shall be suspended from the activity until the specified academic criteria are met.

Community Relations

Community Use of School Facilities ¹

School facilities are available to community organizations during non-school hours when such use does not: (1) interfere with any school function or **affect** the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses. ~~Persons on The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school premises must abide by the District's conduct rules at all times~~ facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures. ²

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

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

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

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

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

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

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

² However, at the request of election officers, any publicly owned building must be made available for use as a polling place (10 ILCS 5/19-2.2). Election officers must place markers 100 horizontal feet from a polling room's voter entrance and, if the 100 feet ends within the building's interior, the markers must be placed outside of the building at each entrance used by voters. The area within where the markers are placed is a campaign free zone where electioneering is prohibited. The area on polling place property beyond the campaign free zone is a public forum for the time that the polls are open on an election day and may be used for campaigning and to place temporary signs (*Id.*). A child sex offender is permitted to vote early or by absentee ballot when his or her polling place is a school (10 ILCS 5/11-4.1).

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

Student groups, ~~and~~ school-related organizations, ~~and local governments~~ government agencies, and non-profit organizations are granted the use of school facilities at no ~~cost~~ cost during regularly staffed hours. 4 Fees and costs shall apply during non-regularly staffed hours and to other organizations granted use of facilities ~~shall pay fees and costs. The at any time.~~ 5 A fee schedule and other terms of use shall be prepared by the Superintendent ~~shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is and be~~ subject to ~~the procedures:~~ annual approval by the School Board.

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

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

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

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

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

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

Community Relations

Advertising and Distributing Materials in Schools Provided by Non-District Organizations and Related Entities

No material or literature shall be posted or distributed physically or electronically that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. **No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.**

In light of the special characteristics of the school environment and the maturity level of the students, District 64 schools are intended to be closed to advertising and the distribution or posting of written or electronic materials or literature to students and their parents by non-students.

However, the District recognizes that parent organizations, booster clubs, and certain non-profit organizations are invaluable resources to the District's schools, and that the District's teachers' organizations may be involved in the promotion and communication of student or school-related programs and activities. In addition, the operations of certain governmental agencies, school-related youth groups and other non-profit organizations may also further the best interests of students' health, safety and well-being; promote the education and welfare of students; or are directly related to the District's curriculum or school activities.

Therefore, the Board authorizes the following categories of groups, organizations or entities to distribute certain limited information to parents of elementary school children attending the schools as described within this policy and with the approval of the Superintendent or designee:

parent organizations and booster clubs recognized by the School Board in accordance with Board Policy 8:90, such as school PTO/As;

- any organization of teachers recognized by the School Board whose official membership is comprised of a majority of the professional certificated personnel of the District and whose membership includes certified teachers in all of the District's schools, such as the Park Ridge Education Association;
- not-for-profit organizations that acquire and develop resources to fund grants to benefit the students who attend the District's schools and who provide regular financial gifts to the District, such as the Elementary Learning Foundation;
- state and federal agencies and units of local or neighboring governments, such as the Park Ridge Recreation and Park District, Niles Park District, Park Ridge Public Library or Niles Public Library; organizations that provide programs or activities sponsored by Maine Township High School District

207 or are a feeder group for programs or activities offered by District 207 that are pertinent to students' interests or involvement;

- school-related youth organizations whose membership is predominantly made up of District 64 students, such as scouting groups;
- other 501(c)3 not-for-profit community, educational, charitable or recreational organizations or similar groups, which advertise events or activities pertinent to students' interests or involvement.

The categories of groups described above may seek permission to distribute materials or information that meet the following criteria:

- directly related to students' school or recreational programs or activities;
- directly related to school programs or activities that are authorized under the general policies of the Board of Education; or
- directly related to a fund-raising event of the organization for the purposes of raising funds for the benefit of the District's schools and/or student-related programs or activities.

All material or information must be student-oriented and have the sponsoring organization's name prominently displayed.

Information from eligible groups, organizations or entities that meets the above criteria may only be distributed in accordance with reasonable and viewpoint-neutral procedures developed by the Superintendent. Information distribution primarily will occur through posting of the material in electronic form as an attachment to the regular school newsletters on the District and/or school Web sites.

The groups, organizations or entities described above, consistent with administrative procedures, shall also be allowed to display posters or flyers in designated areas reserved for them to display informational materials in the District's schools, or to have such materials available for pick up by parents on designated parent events, such as Parents' Nights or school Open Houses.

The non-District groups, organizations or entities described above, consistent with administrative procedures, shall also be provided with a link on the District's website to the official website of the group, organization, or entity.

Commercial Companies and Political Candidates or Parties

Commercial companies and profit-making organizations are prohibited from advertising in schools, on school grounds, or on school or District websites, except that the Superintendent may approve commercial activities related to fund-raising events of the above described categories of groups, organizations, and/or entities for the purposes of raising funds for the benefit of the schools and/or student-related programs or activities. No Board approval is needed for commercial material related to promotion, class pictures, yearbook or the like.

No part of the School District, including facilities, the name, the staff, and the students, or photos thereof, shall be used for advertising or promoting the

interests of any commercial company or profit-making organization except as authorized by and consistent with administrative procedures and approved by the Board.

Political candidates or organizations are prohibited from advertising in schools, on school grounds, or on school or District websites. Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

The Superintendent will develop procedures to implement this policy.

Any request by a student to distribute materials in school or on school grounds shall adhere to the provisions of Policy 7:310.

LEGAL REF.: Child Evangelism Fellowship of Maryland, Inc. v. Montgomery Cty. Pubic Schools, 457 F.3d 376 (4th Cir. 2006)
Berger v. Rensselaer Central School Corp., 982 F.2nd 1160 (7th Cir. 1993), cert. denied, 113 S.Ct.2344 (1993).
DiLoreto v. Downey Unified School Dist., 196 F.3rd958 (9th cir.1999).
Hedges v. Wauconda Community Unit School Dist. No. 18, 9F.3rd 5 (7th Cif. 1993).
Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), cert. denied, 114S.Ct.2109 (1994).
Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied, 132 S. Ct. 592 (2011).

CROSS REF.:8:90 (Parent Organizations and Booster Clubs), 7:325 (Student Fund-Raising Activities), 7:330 (Student Use of Buildings - Equal Access); 7:310 Publications and Written or Electronic Material

ADOPTED: October 27, 1997

REVISED: May 27, 2003
December 11, 2006
January 28, 2008
June 28, 2010

Consent Agenda

ACTION ITEM 13-12-8

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of December 16, 2013, which includes the Personnel Report; Bills, Payroll, and Benefits; Approval of Financial Update for the Period Ending November 30, 2013; Approval of Contract for Audit Services in 2013-14; Re-adoption of Board Goals 2013-15; Approval of Intergovernmental Agreement for the cost-sharing of PTAB Appeal Intervention Costs; Acceptance of Donation; and Destruction of Audio Closed Minutes.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
December 16, 2013

Bridget Murphy	Employ as Level 4 - 10 month School Secretary at Franklin School effective January 13, 2014 - \$18.65 per hour.
Gabriela Munoz-Lo	Resign as Lunchroom Supervisor at Field School effective November 19, 2013.
Jill Benson	Retirement as Language Arts Teacher effective June 12, 2014- Emerson School.

APPROVAL OF BILLS AND PAYROLL

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

Bills

10 - Education Fund -----	\$ 978,418.81
20 - Operations and Maintenance Fund -----	\$ 158,977.12
30 - Debt Services -----	\$ 428.00
40 - Transportation Fund -----	\$ 258,341.41
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 403,509.12
80 - Tort Immunity Fund -----	\$ 4,116.25
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 115656 - 115926

Total: \$ 1,803,790.71

Payroll and Benefits for Month of November, 2013


10 - Education Fund -----	\$ 3,853,674.12
20 - Operations and Maintenance Fund -----	\$ 226,148.84
40 - Transportation Fund -----	\$ -
50 - IMRF/FICA Fund -----	\$ 184,132.24
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 9569 - 9688

Direct Deposit: 900043675 - 900045401

Total: \$ 4,263,955.20

This report can be viewed
on the District 64 website
www.d64.org on the
Financial Data-Current
link.

To: Board of Education
From: Brian Imhoff 
Date: December 16, 2013
Subject: Approval of Contract for Audit Services in 2013-14

A contract is enclosed to engage Klein Hall CPAs to perform the District's required annual audits for fiscal year 2013-14 for a price of \$25,300. Audits are performed on the District's financial statements, State report, and federal grants. Klein Hall has provided audit services to District 64 for the last three years.

According to the Illinois School Code audit services are exempt from bidding requirements. District 64 has historically joined together with Districts 62 and 63 and the Maine Township School Treasurer's Office to package audit services for all entities in order to obtain the best possible pricing. Upon the conclusion of the original three year contract, the township business managers approached Klein Hall CPAs in the fall to negotiate renewal fees. This contract is a one year contract extension and represents a \$1,000 decrease in fees for District 64 from the previous year.



November 14, 2013

Ms. Rebecca Allard
Park Ridge-Niles School District No. 64
164 South Prospect Avenue
Park Ridge, Illinois 60068

Dear Ms. Allard:

You have requested that we audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of Park Ridge-Niles School District No. 64, as of June 30, 2014, and for the year then ended, and the related notes to the financial statements, which collectively comprise Park Ridge-Niles School District No. 64's basic financial statements as listed in the table of contents. In addition, we will audit the entity's compliance over major federal award programs for the period ended June 30, 2014. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis Schedules of Funding Progress and the budgetary comparison information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation, and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by accounting principles generally accepted in the United States of America. This RSI will be subjected to certain limited procedures but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Schedule of Funding Process
- 3) Schedule of Revenue, Expenditures and Changes in Fund Balances – Budget and Actual – General and Major Special Revenue Funds

Supplementary information other than RSI will accompany Park Ridge-Niles School District No. 64's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States of America. We intend to provide an opinion on the following supplementary information in relation to the financial statements as a whole:

- 1) Fund financial statements and schedules

Schedule of Expenditures of Federal Awards

We will subject the schedule of expenditures of federal awards to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling the schedule to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and additional procedures in accordance with auditing standards generally accepted in the United States

of America. We intend to provide an opinion on whether the schedule of expenditures of federal awards is presented fairly in all material respects in relation to the financial statements as a whole.

Also, the document we submit to you will include the following other additional information that will not be subjected to the auditing procedures applied in our audit of the financial statements:

- 1) Statistical Section

Audit of the Financial Statements

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) and *Government Auditing Standards* of the Comptroller General of the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America.

In making our risk assessments, we consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will issue a written report upon completion of our audit of Park Ridge-Niles School District No. 64's basic financial statements. Our report will be addressed to the governing body of Park Ridge-Niles School District No. 64. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit and, therefore, no such opinion will be expressed.

Audit of Major Program Compliance

Our audit of Park Ridge-Niles School District No. 64's major federal award program(s) compliance will be made in accordance with the requirements of the Single Audit Act, as amended; and the provisions of U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*; and will include tests of accounting records, a determination of major programs in accordance with Circular A-133, and other procedures we consider necessary to enable us to express such an opinion on major federal award program compliance and to render the required reports. We cannot provide assurance that an unmodified opinion on compliance will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion or withdraw from the engagement.

Circular A-133 requires that we also plan and perform the audit to obtain reasonable assurance about whether the entity has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major federal award programs. Our procedures will consist of determining major federal programs and performing the applicable procedures described in the U.S. Office of Management and Budget Circular A-133 *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of those procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to Circular A-133.

Also, as required by Circular A-133, we will perform tests of controls to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each of the entity's major federal award programs. However, our tests will be less in scope than would be necessary to render an opinion on these controls and, accordingly, no opinion will be expressed in our report.

We will issue a report on compliance that will include an opinion or disclaimer of opinion regarding the entity's major federal award programs, and a report on internal controls over compliance that will report any significant deficiencies and material weaknesses identified; however, such report will not express an opinion on internal control.

Management's Responsibilities

Our audit will be conducted on the basis that management acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. For safeguarding assets;
4. For identifying all federal awards expended during the period;
5. For identifying and ensuring that the entity complies with laws, regulations, grants, and contracts applicable to its activities and its federal award programs; and
6. To provide us with:
 - a. Access to all information of which [management] is aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters;
 - b. Additional information that we may request from [management] for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited financial statements, or if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

In addition, as required by Circular A-133, it is management's responsibility to prepare the schedule of expenditures of federal awards in accordance with Circular A-133 requirements, follow up and take corrective action on reported audit findings from prior periods and to prepare a summary schedule of prior audit findings, and follow up on current year audit findings and prepare a corrective action plan for such findings. Management is also responsible

for submitting the reporting package and data collection form to the appropriate parties. Management will also make the auditor aware of any significant vendor relationships where the vendor is responsible for program compliance. You agree that you will confirm your understanding of your responsibilities as defined in this letter to us in your management representation letter.

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit.

We understand that your employees will prepare all confirmations we request and will locate any documents or invoices selected by us for testing.

If you intend to publish or otherwise reproduce the financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Fees

Scott Duenser is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Klein Hall CPAs' services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Regarding our estimate of fees to perform the required audits for the District's financial statements for the year(s) ended we submit the following:

Financial Statements, State Report and Federal Audit

June 30, 2014	\$25,300 (per prior proposal)
---------------	-------------------------------

The above fee will be billed as follows:

25% upon completion of preliminary field work.

50% upon completion of audit fieldwork.

25% upon issuance of reports.

Payment of fee is expected upon receipt of our invoice.

In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstance will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Other Matters

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

The audit documentation for this engagement is the property of Klein Hall CPAs and constitutes confidential information. However, we may be requested to make certain audit documentation available to the oversight agency for audit and federal agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Klein Hall CPAs' personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the

copies of information contained therein to others, including other governmental agencies. We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

With respect to any nonattest services we perform, such as drafting the financial statements based on the client's trial balances, Park Ridge-Niles School District No. 64's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board of Education the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

In accordance with the requirements of Government Auditing Standards, we have attached a copy of our latest external peer review report of our firm for your consideration and files.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements compliance over major federal award programs including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

A handwritten signature in dark ink that reads "Klein Hall CPAs". The signature is written in a cursive, flowing style.

Klein Hall CPAs
Aurora, IL

RESPONSE:

This letter correctly sets forth our understanding.

Park Ridge-Niles School District No. 64

Acknowledged and agreed on behalf of Park Ridge-Niles School District No. 64 by:

Title: _____

Date: _____

To: Board of Education

From: Rebecca Allard
Business Manager



Date: December 16, 2013

Subject: Intergovernmental Agreement (IGA) for the Cost-Sharing of
Property Tax Appeal Intervention Costs

The attached document, Intergovernmental Agreement (IGA) for the Cost-Sharing of Property Tax Appeal Intervention Costs, was prepared by the City of Park Ridge. On behalf of District 64, Ares G. Dalianis, Franczek Radelet P.C., reviewed the IGA.

District 207 is expected to approve the IGA at their December 2, Board of Education meeting.

**INTERGOVERNMENTAL AGREEMENT
FOR THE COST-SHARING OF
PTAB APPEAL INTERVENTION COSTS**

WHEREAS, the Board of Education of Maine Township High School District 207 ("S.D. 207") has determined it to be in the best interest of S.D. 207 to intervene in PTAB appeals involving parcels of real property which S.D. 207 has authority to levy taxes against; and

WHEREAS, the Board of Education of Community Consolidated School District 64 ("S.D. 64") has determined it to be in the best interest of S.D. 64 to intervene in PTAB appeals involving parcels of real property which S.D. 64 has authority to levy taxes against; and

WHEREAS, the City of Park Ridge (the "City") has determined it to be in the best interest of its residents and taxpayers to intervene in PTAB appeals involving parcels of real property which the City has authority to levy taxes against; and

WHEREAS, the Park Ridge Public Library (the "Library"), has determined it to be in the best interest of the Library to intervene in PTAB appeals involving parcels of real property which the Library has authority, through the City's taxing powers, to levy taxes against; and

WHEREAS, the Park Ridge Park District (the "PRPD"), has determined it to be in the best interest of the PRPD to intervene in PTAB appeals involving parcels of real property which the PRPD has authority to levy taxes against; and

WHEREAS, S.D. 207, S.D. 64, the City, the Library and the PRPD (collectively referred to as the "Parties") agree that it is in the best interest of all Parties to share in the costs of intervening in those PTAB appeals involving parcels of real property which all of the Parties have authority to levy taxes against; and

WHEREAS, the Parties acknowledge that not all PTAB appeals that affect a Party to this Intergovernmental Agreement will impact all Parties, and, for said matters, this Intergovernmental Agreement will not apply; and

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and

WHEREAS, the "Intergovernmental Cooperation Act," 5 ILCS 220/1 *et seq.*, provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other units of local government;

NOW, THEREFORE, in consideration of the foregoing recitals and the mutual covenants and agreements herein contained, and other good and valuable

consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

1. The preambles set forth above are hereby incorporated herein by reference as if fully set forth herein.

2. The Parties agree to share in the costs of intervention in those PTAB appeals involving parcels of real property which all of the Parties have authority to levy taxes against and those PTAB appeals in which all Parties have decided to intervene. The Parties agree to share in the costs of intervention for said PTAB appeals based on the following percentages: S.D. 207 30%, S.D. 64 50%, City 11%, Library 4%, and PRPD 5%. The intervention costs associated with a PTAB appeal include appraisal fees, witness testimony and travel fees, and all other costs, other than attorneys' fees, associated with the intervention in said matters. The Parties shall retain separate counsel for representation in the PTAB appeals.

3. This Intergovernmental Agreement contains the entire agreement and understanding between the Parties in respect of the subject matter hereof and supersedes any prior understandings and agreements between the Parties regarding the subject matter of this Intergovernmental Agreement.

4. No amendment, waiver or modification of any term or condition of this Intergovernmental Agreement shall be binding or effective for any purpose unless expressed in writing and signed by each of the Parties.

5. If any section, subsection, sentence, clause or phrase of this Intergovernmental Agreement is for any reason held to be invalid, such decision or decisions shall not affect the validity of the remaining portions of this Intergovernmental Agreement.

6. This Intergovernmental Agreement may be executed in duplicates and counterparts, each of which shall be deemed an original, but all of which together shall constitute the same instrument.

7. This Intergovernmental Agreement may be terminated at any time by any of the Parties, upon any of the Parties serving written notice of termination to each of the other Parties. Upon the notice of termination, the Party serving notice of termination agrees that it will continue to pay its pro-rata share of the costs of intervening in all outstanding PTAB appeals of which intervention was filed in accordance with this Intergovernmental Agreement, but will not be participating in any new PTAB appeals in which the remaining Parties intervene. Those Parties desiring to continue in a cost-sharing agreement may execute a new Intergovernmental Agreement to reflect their revised agreement.

IN WITNESS WHEREOF, the Parties hereto have caused this Intergovernmental Agreement to be executed and delivered as of this ____ day of _____, 2013.

**MAINE TOWNSHIP HIGH SCHOOL
DISTRICT 207:**

By: _____
President, Board of Education

ATTEST:

By: _____
Secretary, Board of Education

CITY OF PARK RIDGE:

By: _____
Mayor

ATTEST:

By: _____
City Clerk

**COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 64:**

By: _____
President, Board of Education

ATTEST:

By: _____
Secretary, Board of Education

PARK RIDGE PUBLIC LIBRARY:

By: _____
President, Board of Library Trustees

ATTEST:

By: _____
Secretary, Board of Library Trustees

PARK RIDGE PARK DISTRICT:

By: _____
President, Board of Commissioners

ATTEST:

By: _____
Secretary, Board of Commissioners

**DISTRICT 64 BOARD OF EDUCATION
CONSENSUS GOALS 2013-15**

Adopted September 9, 2013; Amended December 16, 2013

Student Learning

1. The Administration will:
 - Continue to review and refine the Educational Ends statements, assessments, and targets.
 - By November 1, 2013 develop student growth goals measured by Type 1 (MAP), Type 2, and Type 3 assessments.
 - Maintain competitive scores on the state assessment (e.g., ISAT, PARCC).
2. By the spring of 2014, the Board will approve a plan that articulates 21st Century Learning including a recommendation on the need and value of a 1:1 computing model; how it may be funded; how it will integrate with the curriculum; and how we plan to measure and monitor its implementation and success.
3. By December 2013 the administration will have identified a method to determine among the staff the level of technological ability in using and applying technology in the classroom.
4. By spring of 2014 the administration will develop an assessment of the impact of technology coaches in the classroom.

Facilities

1. The Administration will obtain the capacity for each school by the 6th day of enrollment.
2. The Administration will present to the Board a new demographic study prepared by Dr. John Kasarda.
3. The District will continue with present projects under consideration in the Facility Master Plan Phase 1.

Finance

1. The District will continue to levy in accordance with past practice to maximize revenue under the Property Tax Extension Limitation Law (PTELL) formula.
2. For the school year 2013-14, the District-wide student fees will remain the same.
3. Any positive balance to the Operating Fund at the end of the year should be earmarked to extend the assumed time of the next operating fund referendum and not utilized to pay for new expenses.
4. The District will honor the 2013-14 capital projects budget allocation of \$5 million, while also using debt extension bonds going forward for further capital improvements.
5. The District will demonstrate fiscal discipline to ensure meeting the Board's original goal of not returning to the community for an operating fund referendum prior to 2017 while making every attempt to extend that time necessary to seek an operating fund referendum to no earlier than 2020-21.
6. The Board believes in strong fiscal discipline.

Communications

1. The District will strengthen the website as a convenient source of information for parents and community members.
 - Administration has contracted for a functional analysis by a consultant to review the current website and utilize community surveys/interview groups to prepare a comprehensive report and recommendations for further consideration of possible upgrades, currently targeted to be presented at the January 27, 2014 Board meeting.
 - Administration subsequently will budget and plan implementation of website recommendations selected for further action from this report in 2013-14 and 2014-15.
2. The District will work to create a more consistent experience for parents across District 64 to access and receive information about classroom/team learning activities and school news:
 - Using the data provided in the Board Goal/Student Learning #3 - Technology Metrics report of November 18, the Technology Implementation Committee (TIC) at its December 5 meeting will set a goal for the remainder of 2013-14 to establish guidelines to meet the NETS for Teachers 3b and 3c "to communicate relevant information and ideas effectively to students, parents and peers using a variety of digital age media and formats" and provide the support to achieve that goal in 2013-14 and continuing in 2014-15. (Media and formats may include: teacher/team websites, teacher/team blogs, Parent Portal, etc.)
 - Using preliminary data from the website survey, TIC will update existing District 64 guidelines for web pages (including suggested updates, content, etc.) that will also address the use of social media (e.g., Twitter, Facebook) at its next meeting on December 5.
 - Using preliminary data from the website survey, District and school administrators will create a joint calendar of school newsletter focus topics for the remainder of 2013-14 beginning in December 2013.
 - Using preliminary data from the website survey, District and school administrators will begin a review of school websites and other digital communication tools. (The first meeting of the principals to discuss this will be on December 4.)
3. Administration will prepare a three-page "Board Operating Plan" (macroeconomic summary, strategy summary, results and forecasted projections), with a working draft to be presented in December and the final version targeted for completion at the February 10, 2014 Board meeting.
4. The District will expand the information regularly provided to the community and create a new opportunity to invite community-wide input.
 - The Public Information Coordinator will create a new electronic newsletter to be distributed via a subscriber-based email service (offering short news items linked to further information) during the first quarter of 2014.
 - An annual online community survey of communications and opinions of District 64 will be developed with a target for release of summer 2014. (Survey to consist of both a standard set of questions to provide longitudinal comparison as well as changing, topical questions reflecting current issues facing the District.)
 - The District will explore using occasional informal, online forums to solicit input on specific topics during defined periods of time when such input would be helpful for the Board or administration.
5. Administration will review whether additional support is needed for outreach to families speaking languages other than English, and provide recommendations to the Board.
 - The Director of Special Education/Pupil Services will prepare an update on current ELL statistics based on fall 2013 enrollment to be shared with the Board via the Superintendent Update by mid-December.
 - The department will report on the Transitional Program of Instruction (TPI) to the Board in the first quarter of 2014.
6. Administration will research and present alternatives to provide Board report packets electronically for consideration by the Board in the first quarter of 2014.

Acceptance of Back to School Items

School District 64 has received from the Meijer store in Niles, a donation of back to school items with an approximate value of \$700.00. We thank the Meijer store in Niles for considering School District 64 for this donation.

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

May 21, 2012

June 11, 2012

Background

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

Approval of Minutes

ACTION ITEM 13-12-9

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Committee-of-the-Whole: Communications Meeting on November 18, 2013; Committee-of-the-Whole: Finance Meeting on November 18, 2013; Regular Board Meeting on November 18, 2013; and Closed Session Meeting on November 18, 2013.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

Minutes of the Committee-of-the-Whole: Communications
held at 6:00 p.m. on November 18, 2013
Carpenter School - North Gym
300 N. Hamlin, Park Ridge, IL

Board President Anthony Borrelli called the meeting to order at 6:10 p.m. Other Board members present were Scott Zimmerman, Vicki Lee and John Heyde. Board members Terry Cameron, Dan Collins and Dathan Paterno were absent. Also present were Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Director of Facility Management Scott Mackall, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, Assistant Business Manager Brian Imhoff and approximately 10 members of the public.

Board President Borrelli stated the purpose of the meeting was to discuss Board of Education communications goals for 2013-15 and a graphic depicting the Board's four goal areas. Public Information Coordinator Tramm noted the Board had previously engaged in an in-depth discussion on communications at a September 19 Committee-of-the-Whole meeting, and that a shorter list of high priority items had then been compiled for Board consideration. She presented six draft goals to address the most pressing communications issues while still enabling the District to engage in activities related to the Board's goals in the other three areas of Student Learning, Finance and Facilities. Ms. Tramm described the goals focused around six areas: strengthening the website; creating a more consistent experience for parents across the District to access and receive information; creating a Board Operating Plan document; expanding information provided to the community and creating a new opportunity to invite input; reviewing whether additional support is needed for outreach to families speaking languages other than English; and considering the creation of electronic Board meeting packets. After discussion, the Board consensus was to accept the goals.

Ms. Tramm then presented a graphic illustrating how the four goal areas are interrelated and offering a short summary statement of each area. The Board consensus was to accept the new graphic and wording. Board President Borrelli noted that the consensus goals would be amended at the next meeting to add the communications area to the previously adopted 2013-15 goals.

Board President Borrelli concluded the Committee-of-the-Whole: Communications meeting at 6:29 p.m., and immediately convened a Committee-of-the-Whole: Finance meeting.

President

Secretary

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

Minutes of the Committee-of-the-Whole: Finance
held at 6:45 p.m. on November 18, 2013
Carpenter School - North Gym
300 N. Hamlin, Park Ridge, IL

Board President Anthony Borrelli called the meeting to order at 6:29 p.m. Other Board members present were Scott Zimmerman, Vicki Lee and John Heyde. Board members Terry Cameron, Dan Collins and Dathan Paterno were absent. Also present were Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Director of Facility Management Scott Mackall, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, Assistant Business Manager Brian Imhoff and approximately 10 members of the public.

Board President Borrelli stated the purpose of the meeting was to receive a report from Business Manager Allard on the proposed 2013 tentative tax levy. Ms. Allard noted that the amount of taxes District 64 receives are limited by the Property Tax Extension Limitation Law (PTELL), and that the tax rate is a calculated number based on the result under PTELL and the actual Equalized Assessed Valuation (EAV). She reviewed a history of the District's past levy requests and the actual levy increases, and observed that the District's actual levy increase is typically well below the levy request approved by the Board. She then reviewed the tax levy process, timeline for the 2013 levy, and how it is calculated. She recommended the Board request a total levy of almost \$65.5 million, which is 4.98% above the 2012 tax extension, and is comprised of a 4.97% increase in the capped funds and 5.1% increase in the non-capped funds. Ms. Allard reaffirmed that this levy request would meet the Board's finance goal to levy in accordance with past practice to maximize revenue under the Property Tax Extension Limitation Law (PTELL) formula. Ms. Allard pointed out that the budget assumes only a 2% increase would actually be received, and stated that regardless of how large the levy request is, District 64 will only receive a 1.7% increase plus the taxes associated with new construction under the PTELL formula. Ms. Allard noted the Board would be asked to approve the tentative levy at the regular meeting this evening and to conduct a public hearing prior to final adoption of the 2013 levy on December 16. She noted that although a public hearing is not required because the levy is under a 5% increase, the Board has typically conducted a formal hearing. Ms. Allard then responded to Board member questions about the levy request.

Board President Borrelli concluded the Committee-of-the-Whole: Finance meeting at 6:44 p.m., and after a short break, resumed the regular Board meeting.

President

Secretary

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

Minutes of the Regular Meeting held at 7:00 p.m.

November 18, 2013

**Carpenter Elementary School – North Gym
300 N. Hamlin Avenue, Park Ridge, IL**

Board President Anthony Borrelli called the meeting to order at 6:09 p.m. Other Board members present were Scott Zimmerman, Vicki Lee and John Heyde. Board member Dathan Paterno arrived during the meeting at 7:17 p.m. Board members Terry Cameron and Dan Collins were absent. Board member Zimmerman nominated and Board President Borrelli seconded the appointment of Board member Heyde as secretary for the meeting, which was approved by consensus.

Also present were Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Director of Facility Management Scott Mackall, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, Assistant Business Manager Brian Imhoff and approximately 10 members of the public.

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

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

The Board convened a Committee-of-the-Whole: Communications at 6:10 p.m. The Board adjourned from the Committee of the Whole: Communications at 6:29 p.m. and immediately convened a Committee-of-the-Whole: Finance. The Board adjourned from the Committee of the Whole: Finance at 6:44 p.m. and after a short break, resumed as a regular Board meeting at 7:00 p.m.

In addition to the persons listed above, also present at the regular meeting were Director of Technology Terri Bresnahan (arrived in progress) and approximately 80 additional members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of Allegiance
and Welcome

Carpenter Principal Brett Balduf introduced grade 3 students to lead the Pledge, and then welcomed the Board and community to Carpenter. Dr. Hinton announced that in recognition of School Board Members Day in Illinois, students would be presenting certificates of appreciation to members of the Board, and Mr. Balduf added that students also would present a special Carpenter PAWS certificate, which represents the characteristics emblematic of the school's civil behavior program: P for prepared, A for am I responsible, W for was I respectful, and S for safe. Mr. Balduf thanked the members of the Board for their service to the community. He then provided an update on the many learning initiatives at the school this fall including Study Island. PTO president Kelly Plaza also described the many ways the organization is supporting students, families and teachers. Board President

Borrelli thanked Carpenter for the warm welcome and special recognition to the Board.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comment on items not on the agenda. None were received.

PRESENTATION OF LEADERSHIP PROFILE FOR SUPERINTENDENT SEARCH

Presentation of Leadership
Profile for Superintendent
Search

Representatives from BWP & Associates Mark Friedman, Bruce Brown and Steve Griesbach shared the leadership profile compiled from responses to an online survey and a day of focus group interviews with key stakeholder groups. In all, information from the 777 surveys – which BWP noted was the second highest it has ever received – combined with input from the focus groups creates a high level of community participation to over 1,000 voices, BWP reported. Board member Paterno arrived for the report.

BWP reviewed the specific information from the survey, including the percentage of responses received from parents, staff and community members. The three most significant strengths of the district were noted as excellent teachers and staff, the reputation of the district, and available resources for students. The three most important skills for a new superintendent were listed as leadership skills, communications skills, with interpersonal, managerial and financial skills closely grouped for third. BWP noted that the high percentage ranking for leadership skills is different than what they have seen in other surveys. Turning to characteristics of the superintendent, being a good decision-maker/problem solver was the top-ranked item closely followed by integrity/trust and being child-centered. BWP then reviewed the items in the new superintendent's background or training that respondents considered important, and noted that items related to experience or knowledge of instruction were highly ranked, which is a change from 10-15 years ago when financial experience was ranked most highly. Looking ahead to the next five years, BWP reported that respondents identified issues and concerns related to instruction and curriculum as the most important on the horizon. BWP representatives then responded to Board member questions on this segment, before moving to an analysis of data from the 11 focus groups conducted on October 29. BWP reported that the responses from the groups were very much aligned with the online survey data; BWP particularly praised the input from the middle school student council groups as being very thoughtful and impressive in understanding the key roles of the superintendent. BWP also reported on the interviews conducted individually with each Board member, noting that the views overall mirror the input received from the various community stakeholders.

BWP said it is using the profile in its screening of potential candidates to select a slate to present to the Board for interviews in December. BWP then responded to Board member questions, and noted that there was nothing heard in the group

interviews or through the surveys that was in opposition to Board member views, or that Board members themselves expressed widely divergent views, although the Board had a greater interest and concern on financial matters than was heard throughout the community. BWP noted that interested candidates would see the survey information posted on the District 64 website, and candidates selected for interviews would receive a copy in preparation for the December sessions if they had not already obtained it.

Review of Security
Survey

REVIEW OF SECURITY SURVEY

Facility Director Mackall thanked Board President Borrelli for his support of the study, and then introduced consultant Paul Timm of RETA Security for his report. Mr. Timm highlighted points from the Executive Summary that focused on deterrence, detection, delay and response. He then reviewed 12 key recommendations from the review, ranging from communications and hardware upgrades to providing secured main entry vestibules at all buildings. He praised the District's good relationships with police, fire, and park district in cooperatively planning for emergencies. Mr. Timm and Mr. Mackall then responded to Board member questions about how secured vestibules operate and how they could be created for all buildings; the tradeoffs between ease of access for daily operation of the school and reducing risk; and the possibility of incorporating some of the changes into upcoming maintenance projects at the schools. Mr. Timm reaffirmed that all risk cannot be eliminated, but that various best practices can reduce the risk if they are implemented with fidelity.

Board President Borrelli invited public comment; none was received.

Mr. Mackall concluded by noting he would work with Mr. Timm to prioritize the recommendations list and develop budget estimates, and added that many recommendations could be implemented immediately at minimal cost. Business Manager Allard noted that some funds are available in the current year budget through the Tort Fund.

APPROVAL OF TRANSITION OF BEFORE AND AFTER SCHOOL CHILD CARE PROGRAM TO PARK RIDGE PARK DISTRICT EFFECTIVE 2014-15

Board President Borrelli invited public comment prior to action; comment was received as follows:

Approval of Transition of
Before and After School
Child Care Program to
Park Ridge Park District
Effective 2014-15

- Vicki Mutchler, a Roosevelt parent, stated her satisfaction with the Beyond the Bell program at Roosevelt this year, and urged the Board to adopt the program permanently for all elementary schools next year.

Dr. Dwyer and Mary Bart of the Park Ridge Park District provided information on how homework time is handled for students.

Board member Heyde noted that Board members questions had previously been answered as administration had provided extensive information about the plans for the Beyond the Bell throughout the fall, and offered thanks to the current Jefferson program, Roosevelt School and the Park District for developing the pilot and preparing detailed plans for the expansion of the program to the other schools next year.

A further public comment was received as follows:

- Debbie Graziano, a Carpenter teacher, asked to clarify whether the extended day program for kindergarten students would continue at Jefferson.

ACTION ITEM 13-11-1

It was move by Board member Zimmerman and seconded by Board member Lee that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles, Illinois, approve the transition of the District 64 Before and After School Child Care Programs to the supervision of the Park Ridge Park District to be conducted on site at Carpenter, Field, Franklin, Roosevelt and Washington Schools effective with the 2014-15 school year.

Action Item
13-11-1

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

**PRESENTATION AND APPROVAL OF SUMMER
INTERIM SESSION 2014 DATES & FEES**

Presentation and Approval
of Summer Interim Session
2014 Dates & Fees

Assistant Superintendent Hinton reviewed the proposal for the 2014 summer interim session to be held at Washington School and Lincoln Middle School. She noted that the timing of the Fourth of July holiday and the transition between the last day of school, which is now a full day of instruction, and the start of summer school resulted in the shortening of the program to two, 13-day sessions at slightly reduced tuition cost. Dr. Hinton and Business Manager Allard responded to Board member questions about the administrative supervision of the program and its operation on a break-even basis.

ACTION ITEM 13-11-2

It was moved by Board member Heyde and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the recommendations of dates, fees and locations for the 2014 Summer Interim Session.

Action Item
13-11-2

The votes were cast as follows:

AYES: Lee, Heyde, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

UPDATE ON BOARD GOAL/STUDENT LEARNING #3 – TECHNOLOGY METRICS

Update on Board
Goal/Student
Learning #3 –
Technology Metrics

Technology Director Bresnahan reported on Board Consensus Goal #3 to provide a method to determine among the staff the level of technological ability in using and applying technology in the classroom.

She reported that administration recommends a variety of data points to best determine the technological ability of staff in using and applying technology in the classroom. The District has identified three data sources: LoTi digital age survey; Chromebook pilot surveys; and teacher web presence data. She then described each metric in detail and shared specific performance data on each, and noted that the purpose of the proposal is to outline a plan to provide additional objective and quantifiable data that can be used to target the District's professional development and demonstrate growth over time.

Dr. Bresnahan then provided a shorter update on two other areas. The first was related to the Board's student learning goal #2 regarding a 1:1 computing model. She outlined the data sources that have been identified to develop a plan that will be presented to the Board at the March 24 meeting. These include two different items from the LoTi digital age survey; the complete teacher and student survey results from the Chromebook pilot; action research projects; the Board Advanced Technology Committee (BATC) action research; and Technology Implementation Committee (TIC) consultative findings. Next, Dr. Bresnahan identified the data points that will be used to assess the impact of the Instructional Technology Coaches (ITC) related to Board Goal #4. She noted that a further update would be presented to the Board at the December 16 meeting, and that final presentations are scheduled for March 24 for goal #2 and April 28 for #4.

Dr. Bresnahan then responded to a series of Board member questions focusing on the personal computer use dimension of the LoTi Digital-Age survey data. Board consensus appeared to develop around the need to focus professional development at least initially on improving the lowest quartile of users, so that a level of consistency in instruction can be assured District-wide before accelerating the high-end users to the next level.

BOARD GOAL/FINANCE #1 – RESOLUTION #1105 TO APPROVE 2013 PROPOSED TENTATIVE TAX LEVY AND ESTABLISHMENT OF PUBLIC HEARING DATE

Board Goal/Finance #1
– Resolution #1105 to
Approve 2013 Proposed
Tentative Tax Levy and
Establishment of Public
Haring Date

Board President Borrelli noted the Board had conducted a Committee-of-the-Whole: Finance meeting earlier in the evening to review the proposed tentative tax levy.

Business Manager Allard, therefore, briefly restated that the total property tax levy being sought is 4.98% greater than the 2012 extension, and that although the increase does not require a Truth in Taxation hearing, the Board would schedule one to be held on December 16 prior to final adoption of the levy. Ms. Allard reiterated that the levy increase would allow the Board to capture the maximum potential tax revenue as agreed upon in the Board's 2013-15 Consensus Goals for Finance, but noted that the final percentage increase would be far less, as documented in a report presented at the COWF.

ACTION ITEM 13-11-3

It was moved by Board member Zimmerman and seconded by Board member Lee that the Board of Education of Community Consolidated School District No. 64 estimate the aggregate property tax levy for 2013 to be 4.98% greater than the 2012 extension.

I further move that the Board of Education of Community Consolidated School District No. 64 approve the attached Resolution #1105 TRUTH IN TAXATION LAW RESOLUTION.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

RECOMMENDATION/APPROVAL FOR COLLECTION OF STUDENT FEES

Recommendation/
Approval for Collection
of Student Fees

Business Manager Allard reported on the additional payments received since the September report, and also pointed out that 63 students had not paid fees in the two previous as well as the current school years. Ms. Allard reviewed a proposal for payment and collection of student registration fees procedures, both before and after the August 1 deadline. She also reported on preliminary research into an online registration program called Infosnap, which is compatible with the PowerSchool student database. The program can be set up to require the payment of fees or qualifying for free lunch or a payment plan before the registration process can be completed.

Ms. Allard provided additional information during the ensuing Board discussion on facets of the proposal, including: whether unpaid fees are reported to credit agencies; whether collection of prior year fees still outstanding should be undertaken; how communication would be structured to prepare parents for a transition to Infosnap; and how communication about eligibility criteria under Board policies for free food or a waiver of student fees is handled. The consensus was to modify the proposal to include specific Board direction on these matters.

Board President Borrelli invited public comment; none was received.

ACTION ITEM 13-11-4

Action Item
13-11-4

It was moved by Board member Heyde and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the collection of student fees presented in the attached memo subject to the following five corrections and/or clarifications: 1) Accounts referred to collection agencies will be accompanied with an instruction to the collection agency to report delinquent accounts to credit bureaus; 2) Delinquent accounts from prior school years will also be sent to collection agencies following whatever communications administration deems appropriate; 3) The Infosnap portion of the recommendation is not approved at this time; 4) The December 1 letter referred to in Exhibit II, page 2 will be signed by the Superintendent rather than the Board of Education; 5) The Superintendent will retain discretion to not refer individual accounts to collections, if circumstances warrant.

The votes were cast as follows:

AYES: Lee, Heyde, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

ANNUAL AUDIT REPORT FY13

Annual Audit
Report FY13

Assistant Business Manager Imhoff reviewed the audit report for the fiscal year ended June 30, 2013, and noted that the auditors did not identify any findings within the material weakness, significant deficiency, or control deficiency categories. He noted that the auditors made one recommendation for consideration, which is to perform a full appraisal of the District's property and equipment since the last was completed in 2011. Mr. Imhoff noted the District would be doing the appraisal when the Field School renovations are complete in 2015, as this work would impact the appraiser's valuation considerably. Mr. Imhoff reported that the audit indicated the District remains financially strong and received a perfect 4.0 rating from the Illinois State Board of Education financial profile for the fifth year in a row.

Board member Zimmerman offered the Board's congratulations for the tremendous effort needed to achieve this type of audit report. Business Manager Allard reaffirmed that it is a collaborative effort with many individuals contributing to the successful outcome.

BOARD GOAL/FINANCE #4 – DISCUSSION ON CAPITAL PROJECTS FINANCING

Board Goal/Finance
#4 – Discussion on
Capital Projects
Financing

Business Manager Allard reviewed a proposal aligned with the Board's goal to utilize debt extension bonds to fund capital improvements at Field School, so that a second Board goal of extending the timeline until the next operating fund referendum would be needed until 2020-21 could also be reached. She noted the Board had received a report in June from Elizabeth Hennessy, partner at William Blair, and that Ms. Hennessy had now prepared two financing options for the issuance of working cash fund bonds to provide \$7.8 million for Field School only and for an additional \$19 million toward other District facility needs. Ms. Allard reviewed the proposed repayment schedules of both options, which are designed to reduce, but not eliminate, the debt service levy that taxpayers currently pay and extend that levy for several additional years beyond 2016 when it otherwise would be completed.

Ms. Allard then responded to Board member questions and confirmed the bond proceeds must be used for projects to be completed within three years. Ms. Hennessy arrived at the meeting, and also responded to Board member questions reviewing the timeline for issuance of the bonds. She pointed out the amount specified by the Board when authorizing the bond sale on December 16 could be lowered but not increased. Board members discussed the merits of the two repayment schedules and the impact on taxpayers, and also considered whether any facility upgrades identified in the security study could be readied in time to include with these projects. Ms. Hennessy reaffirmed that the Board in December would need to set the amount of the bond offering, but would not have to identify the structure of the bond and the repayment schedule until the public hearing in January when she recommends that it be clearly defined.

CONSENT AGENDA

A. PERSONNEL REPORT

Saima Akram	Employ as Lunchroom Supervisor at Field School effective November 11, 2013 – \$12.00 an hour.
Eliza Hamer	Employ as Instructional Resource Assistant at Washington School effective September 25, 2013 - \$15.17.
Marta Krupa	Employ as Lunchroom Supervisor at Washington School effective October 28, 2013 – \$12.00 an hour.

Gabriela Munoz-Lo	Employ as Lunchroom Supervisor at Field School effective November 13, 2013 - \$12.00 an hour.
Adam Tsikretsis	Employ as Lunchroom Supervisor at Washington School effective November 7, 2013 - \$12.00 an hour.
Kathleen Migasi	Request Leave of Absence, Maternity/FMLA as Reading Specialist Teacher at Emerson School effective November 25 – February 17, 2014 (tentative).
Amy Pekic	Request Leave of Absence, Maternity/FMLA as Resource Teacher at Emerson School effective April 7, 2014 – June 10, 2014 (tentative).
Christopher Speilburg	Request Leave of Absence, Paternity/FMLA as Math/Science Teacher at Emerson School effective February 27, 2014 – March 14, 2014 (tentative).
Amanda Hirschman	Resign as Extended Day Program Supervisor at Jefferson School effective October 31, 2013.
Deborah Jares	Retirement as Instructional Resource Assistant effective June 13, 2014 – Lincoln School.

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

B. BILLS

10 – Education Fund -----	\$ 771,705.87
20 – Operations and Maintenance Fund -----	140,327.22
30 – Debt Services -----	-
40 – Transportation Fund -----	79,798.25
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	81,697.88
80 – Tort Immunity Fund -----	2,490.69
90 – Fire Prevention and Safety Fund -----	-
Checks Numbered: 115377 (11/1/13), 115402– 115600	
Total:	\$1,076,019.91

Payroll and Benefits for Month of October 2013

10 – Education Fund -----	\$3,768,427.63
20 – Operations and Maintenance Fund -----	216,649.71
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	178,739.25
80 – Tort Immunity Fund -----	<u>-</u>

Checks Numbered: 94552 - 9568

Direct Deposit: 900042073 – 900043674

Total: \$4,163,816.59

Accounts Payable detailed list can be viewed on the District 64 website www.d64.org > Departments > Business Services > Financial Data.

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING OCTOBER 31, 2013

Monthly updates may be viewed on the District 64 website www.d64.org > Departments > Business Services > Financial Data.

D. ACCEPTANCE OF ANNUAL AUDIT REPORT FY13

The audit report and management letters may be viewed on the District 64 website www.d64.org > Departments > Business Services > Financial Data – Prior Years.

E. APPROVAL OF POLICIES FROM PRESS ISSUES 79 AND 80

F. AUTHORIZATION TO SEEK BIDS FOR REGULAR TRANSPORTATION AND SUMMER SCHOOL SERVICES FOR 2014-15 SCHOOL YEAR

G. APPROVAL OF INTERGOVERNMENTAL AGREEMENT BETWEEN THE BOARD OF EDUCATION OF PARK RIDGE-NILES SCHOOL DISTRICT 64 AND CITY OF PARK RIDGE POLICE DEPARTMENT

H. ACCEPTANCE OF DONATION

I. DESTRUCTION OF AUDIO CLOSED MINUTES

Business Manager Allard responded to questions about how the transportation contract is structured and whether there would be any savings due to the transition of the after school care program from Jefferson to the local elementary schools in 2014-15.

ACTION ITEM 13-11-5

Action Item
13-11-5

It was moved by Board member Heyde 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 November 18, 2013, which includes the Personnel Report; Bills, Payroll, and Benefits; Approval of Financial Update for the Period Ending October 31, 2013; Acceptance of Annual Audit Report FY13; Approval of Policies from PRESS Issues 79 and 80; Authorization to Seek Bids for Regular Transportation and Summer School Services for 2014-15 School Year; Approval of Intergovernmental Agreement Between the Board of Education of Park Ridge-Niles School District 64 and City of Park Ridge Police Department; Acceptance of Donation; and Destruction of Audio Closed Minutes.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 13-11-6

Action Item
13-11-6

It was moved by Board member Paterno and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Committee-of-the-Whole: Student Achievement Meeting on October 28, 2013; Regular Board Meeting on October 28, 2013; and Closed Session Meeting on October 28, 2013.

The votes were cast as follows:

AYES: Lee, Heyde, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

BOARD MEMBER LIAISON REPORT

Board Member
Liaison Report

Board members reported as liaisons to recent meetings.

Board member Paterno reported on the November 13 Medical Advisory Board meeting, including updates on the group's discussion of food served at school for parties and special events; the grade 5 outdoor education program; recently updated changes to diagnoses for mental illness; and baseline concussion testing for middle school students participating in interscholastic sports. He noted that no consensus was reached about the District's role in such testing.

Following Board discussion, it was the consensus that administration return to the Board in the future with additional recommendations on baseline concussion testing, the outdoor education program, and the food at school policy.

Technology Director Bresnahan reported on recent individual visits to schools by Board President Borrelli, and Board members Lee and Cameron to view technology implementation, and upcoming scheduled visits by other Board members. She also updated the Board on the Elementary Learning Foundation annual fund-raiser planned for January 25.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Board President Borrelli noted various items in the packet, and pointed out the additional clarifying information from Business Manager Allard about the District's elementary milk program. He also invited Facility Director Mackall to report on an Energy Efficiency Grant award.

Other Discussion
and Items of
Information

BOARD ADJOURNS TO CLOSED SESSION

At 10:32 p.m., it was moved by Board member Zimmerman and seconded by Board member Lee to adjourn to closed session to discuss Discipline, Performance of Specific Employee [5 ILCS 120/2 (c)(1)] not to take action and not to reconvene in open session.

Board
Adjourns to
Closed Session

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: Cameron, Collins

The motion carried.

The regular Board meeting adjourned from closed session at 11:37 p.m.

President

Secretary

Board Member Liaison Report

- Board Advanced Technology Committee (BATC)
- ED-RED
- Triple I Conference
- PTO/ A Presidents Meeting
- Elementary Learning Foundation
- Insurance Committee
- Traffic Safety Meeting

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

Board of Education Agenda

**Tuesday, January 28, 2014
Rescheduled Regular Board Meeting
Jefferson School – Multipurpose Room
8200 Greendale
Niles, IL 60714**

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

Tuesday, January 28, 2014

TIME

APPENDIX

- | | | |
|-----------|--|----------------------------------|
| 6:00 p.m. | Meeting of the Board Convenes <ul style="list-style-type: none"> • Roll Call • Introductions • Opening Remarks from President of the Board | |
| 6:00 p.m. | <ul style="list-style-type: none"> • Board Recesses and Adjourns to Closed Session -- Discipline of Specific Employees [5 ILCS 120/2(c)(1)] | |
| 7:15 p.m. | <ul style="list-style-type: none"> • Board Adjourns from Closed Session and Convenes Public Hearing on Issuance of Bonds | |
| 7:30 p.m. | <ul style="list-style-type: none"> • Board Adjourns from Public Hearing on Issuance of Bonds and Resumes Regular Meeting • Pledge of Allegiance and Welcome -- Coordinator Extended Day and Preschool Services/Students/Teachers • Public Comments • Board Goal/Communications # 1 - District 64 Website Study -- Director of Technology/Public Information Coordinator • Report on Social Emotional Learning Programming -- Director of Special Education/Pupil Services • Consent Agenda - -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills, Payroll and Benefits • Approval of Financial Update for the Period Ending December 31, 2013 • Adopt Final Calendar for 2014-15 & Tentative Calendars for | <p>A-1</p> <p>A-2</p> <p>A-3</p> |

2015-16 & 2016-17

- Approval of Policies from PRESS Issues 79, 80 and 81
- Destruction of Audio Closed Minutes (none)

- | | | |
|--|----------------------------|------------|
| • Approval of Minutes | Action Item 14-01-2 | A-4 |
| -- Board President | | |
| • Regular Board Meeting Minutes..... December 16, 2013 | | |
| • Closed Session Minutes..... December 16, 2013 | | |
| • Closed Session Minutes..... December 13, 2013 | | |
| • Closed Session Minutes..... December 12, 2013 | | |
| • Special Board Meeting Minutes..... December 9, 2013 | | |
| • Closed Session Minutes..... December 9, 2013 | | |
| | | |
| • Board Member Liaison Report | | A-5 |
| -- Board of Education | | |
| • Elementary Learning Foundation | | |
| • PTO/ A Presidents Meeting | | |
| • ED-RED | | |
| | | |
| • Other Discussion and Items of Information | | A-6 |
| -- Superintendent | | |
| • Upcoming Agenda | | |
| • Memorandum of Information | | |
| -- Follow-up on Collection of Current Years Student Fees | | |
| • Minutes of Board Committees | | |
| -- Traffic Safety Committee Minutes of December 10, 2013 | | |
| • Other (none) | | |
| | | |
| • Adjournment | | |

Next Meeting: Thursday, January 30, 2014
6:00 – 9:00 p.m.- Committee-of-the-Whole: Curriculum
Field School – North Gym
707 Wisner Avenue
Park Ridge, IL 60068

January 30, 2014 – Field School – North Gym
Committee-of-the-Whole: Curriculum – 6:00 – 9:00 p.m.

February 10, 2014 – Field School – North Gym
Committee-of-the-Whole: Finance – 6:30 p.m.

- Annual Financial Projections Update
- Special Board Meeting – 7:30 p.m.
- Adoption of Resolution # Directs the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2014-15 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1
 - 2014-15 Staffing Report
 - Preliminary Options for Technology Funding
 - Consent Agenda (Bills)
 - Follow-up on Collection of Current Years Student Fees (memo of info.)

February 24, 2014 – Field School – North Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Approve Parameters Resolution Authorizing Bond Sale With Approval of Board President, Superintendent, and Business Manager • Board Authorizes 2014-15 Staffing Plan
- Award Contract for Regular & Summer School Transportation Services
- Progress Report on Board Goal/Student Learning #2 – 21st Century Learning
- Approval of January Financials Ending January 31, 2014
- Follow-up on Collection of Current Years Student Fees (memo of info.)

March 24, 2014 – Lincoln School – Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Update on Board Goal/Student Learning #2 – 21st Century Learning
- Award Contract for Regular Transportation and Summer School Services 2014-15
- Approval of February Financials Ending February 28, 2014
- Healthy Living Month (memo)
- Follow-up on Collection of Current Years Student Fees (memo of info.)

April 14, 2014 – Field School – North Gym

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

April 28, 2014 – Franklin School – Gym

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Update on Board Goal/Student Learning #4 – Instructional Technology Coach (ITC) Impact
- Approval of March Financials Ending March 31, 2014
- Follow-up on Collection of Current Years Student Fees (memo of info.)

Upcoming Topics

- Pledge of Allegiance and Welcome – 5/19/14
- Approval of April Financials Ending April 30, 2014 – 5/19/14
- Follow-up on Collection of Current Years Student Fees (memo of info.) – 5/19/14
- Approval of May Financials Ending May 31, 2014 – 6/23/14
- Follow-up on Collection of Current Years Student Fees (memo of info.) – 6/23/14

TBD

- Approval of Superintendent
- Report on English Language Learners and Changing Needs
- Discussion on Class Size Determination Process
- Approval of Facility Master Plan Phase II
- Progress Report on 2013-14 District-wide Priorities & Strategic Plan Activities
- Recognition/Plans for Community Finance Committee
- Intergovernmental Agreements District 62 and NSSEO

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 <mwsol@d64.org>

FOIA Request

1 message

Andrew Schroedter <aschroedter@bettergov.org>

Mon, Dec 2, 2013 at 4:05 PM

To: mwsol@d64.org

Dear FOIA officer,

This is Andrew Schroedter at the Better Government Association with a request for documents under the Illinois Freedom of Information Act.

Specifically, under FOIA, I am requesting copies of:

- 1) Any and all current collective bargaining agreements, including but not limited to union contracts with teachers.
- 2) Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents.
- 3) The most recent approved operating and capital budgets.
- 4) Any and all confidentiality agreements adopted, approved or signed in calendar years 2011, 2012 and 2013.
- 5) Documents sufficient to show the names and corresponding job titles and salaries of any and all employees and board members as of today. (In other words, the current payroll records that include names, positions and pay. Please provide in Excel or similar format.)

I am making this request on behalf of the Better Government Association (BGA). The BGA is a registered non-profit organization in the State of Illinois.

The principal purpose of this request is to access and disseminate information concerning news and current or passing events and for articles of opinion or features of interest to the public regarding the health, safety and welfare or the legal rights of the general public. The information sought will not be used for sale, resale, or solicitation or advertisement for sales or services.

This request is not made for commercial or personal purposes. More information about the BGA is available on the BGA website, www.bettergov.org, and on file with the Illinois Secretary of State. I ask that you waive fees as the law allows. I ask that you convey this information electronically via email, to this address: aschroedter@bettergov.org.

Please call or email with any questions. I look forward to your response within five business days as required by law.

I appreciate your consideration.

Sincerely,


Andrew Schroedter
Senior Investigator
Better Government Association
(312) 821-9035 office
(312) 848-9361 cell
aschroedter@bettergov.org

MEMORANDUM OF INFORMATION

#010

2013-2014

To: Board of Education

From: Brian Imhoff, Assistant Business Manager 

Date: December 16, 2013

Subject: Follow-up on Collection of Prior Year Student Fees

At the Board of Education meeting on November 18, 2013, administration was asked to identify a process for collecting unpaid student registration fees from the 2011-12 and 2012-13 school years. Administration proposes that the collection process occur in two phases:

- I. **District Communication** - A final demand letter requesting payment of unpaid registration fees will be sent by the District on January 15, 2014, under signature of the Business Manager. The letter will clearly state that failure to pay by February 15 will result in reporting the unpaid bill to a collection agency with direction to affect the parent's credit rating. A sample letter prepared by the District's attorney based on research of legal documents is included as Attachment I. To further advertise the process, the District will utilize the School Messenger system to email the same information to families with unpaid balances.
- II. **Collection Agency** - Any balance that is not received by the District by the February 15 will be turned over to a collection agency. The collection agency will further pursue these fees on behalf of the District. If collection efforts are still unsuccessful, the District will instruct the collection agency to report any unrecovered debts to the credit bureaus.

The District will have access to an online account with the collection agency for transmitting new receivables and recording payments as they are collected. The Assistant Business Manager will manage all communications with the collection agency and ensure the list of delinquent accounts is accurate and complete. Status reports regarding unpaid fees will continue to be provided to the Board for review at each monthly meeting.

January 15, 2014

Parent Name
Parent Address

RE: Collection of Unpaid Student Fees

Dear Parent:

As you have been previously notified, you owe Community Consolidated School District No. 64 the amount of \$ ____ in unpaid student fees for the 2011-2012 *[and/or]* the 2012-2013. This amount is based on required fees which you have failed to remit to the District. As of today's date, January 15, 2014, the full amount of \$ ____ remains unpaid. Please remit a check payable to Community Consolidated School District No. 64 to the following address:

Park Ridge Niles School District 64
164 S. Prospect Avenue
Park Ridge, IL 60068

If you fail to remit the full amount due within thirty (30) days, the Board of Education has instructed the administration to take all legal measures necessary to collect the full amount owed. Such legal action shall include referring the unpaid debt to a collection agency to recover the debt owed the District. You should be aware that the collection agency is also authorized to notify credit reporting agencies of your debt.

If you feel that you have either received this letter in error, or wish to dispute the amount owed, you must contact Brian Imhoff, Assistant Business Manager, at 847-318-4322 within thirty (30) days or the amount due will be assumed valid.

Sincerely,


Rebecca J. Allard, Business Manager

MEMORANDUM OF INFORMATION

#011

2013-2014

To: Board of Education

From: Brian Imhoff, Assistant Business Manager 

Date: December 16, 2013

Subject: Follow-up on Collection of Current Year's Student Fees

The table in Attachment I shows the history of the District's internal attempts to collect unpaid student fees for 2013-14. The numbers reported do not include students who qualify for fee waivers. Collection letters were sent to parents on September 30, October 30, and December 4. The December 4th letter specifically stated that failure to pay would result in the account being turned over to a collection agency in January.

Review of Unpaid Student Fees 2013-14

Building	December 10, 2013		November 12, 2013		October 17, 2013		September 10, 2013		Change since Sept 10
	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue	
Carpenter	30	\$ 5,904	38	\$ 7,430	42	\$ 7,865	90	\$ 14,588	\$ 8,684
Field	37	\$ 7,422	42	\$ 8,084	55	\$ 10,396	101	\$ 14,372	\$ 6,950
Franklin	45	\$ 9,295	55	\$ 11,082	62	\$ 12,055	107	\$ 15,936	\$ 6,641
Roosevelt	55	\$ 11,216	67	\$ 13,092	74	\$ 14,287	123	\$ 23,116	\$ 11,900
Washington	37	\$ 6,714	43	\$ 8,196	61	\$ 11,475	98	\$ 16,335	\$ 9,621
Jefferson	2	\$ 138	2	\$ 138	3	\$ 252	18	\$ 1,764	\$ 1,626
Emerson	90	\$ 26,566	101	\$ 28,984	119	\$ 33,158	190	\$ 41,396	\$ 14,830
Lincoln	76	\$ 21,863	90	\$ 26,046	109	\$ 31,549	167	\$ 40,834	\$ 18,971
Total	372	\$ 89,118	438	\$ 103,052	525	\$ 121,037	894	\$ 168,341	\$79,223

Note: Of the unpaid total at December 10th, the District has \$4,364 committed to be paid through installment plans.

MEMORANDUM OF INFORMATION**2013-14****#012**

To: Board of Education

From: Terri Bresnahan, Director of Technology

Date: December 16, 2013

Subject: Follow-up to the Report on Board Goal: Student Learning #3

Overview:

This memo serves as a follow-up to the November 18 Board presentation on Student Learning Board Goal #3- Technology Metrics. As stated in that report, a variety of metrics will be used this year to help in the creation of a comprehensive technology plan that articulates the need for a 1:1 model, as well as monitor the level of technology proficiency amongst staff and determine the impact of our Instructional Technology Coaches.

The table below, which was shared in the prior report, identifies the data sources for each of the three Board goals related to technology in student learning. This memo will provide an update to the Board regarding 2 of those data sources: Action Research and the Chromebook Pilot.

Board Consensus Goal	Data Source
#2: By the spring of 2014, the Board will approve a plan that articulates 21st Century Learning including a recommendation on the need and value of a 1:1 computing model; how it may be funded; how it will integrate with the curriculum; and how we plan to measure and monitor its implementation and success.	<ul style="list-style-type: none">● LoTi Digital-Age Survey<ul style="list-style-type: none">○ Level of Teaching Innovation Dimension○ Current Instructional Practices Dimension● Chromebook Pilot● Action Research Projects● BATC Action Research Results● TIC Consultative Findings
#3: By December 2013 the administration will have identified a method to determine among the staff the level of technological ability in using and applying technology in the classroom.	<ul style="list-style-type: none">● LoTi Digital-Age Survey<ul style="list-style-type: none">○ Personal Computer Use Dimension● Chromebook Pilot● Teacher Web Presence Data

#4: By spring of 2014 the administration will develop an assessment of the impact of technology coaches in the classroom.

- LoTi One-on-One Coaching
- Chromebook Pilot
- Teacher Web Presence Data
- Action Research Projects

Action Research

A team of teacher leaders, including the Curriculum Specialists, Department Chairs, and Instructional Technology Coaches, is coordinating action research to determine the impact of technology integration on student learning. Explicit action research will be conducted at different grade levels and within different subject areas. The action research focuses on the following hypothesis:

When technology is integrated into learning, we see increased levels of:

- *Student engagement and student ownership*
- *The 4 Cs: communication, critical thinking, creativity, and collaboration*
- *Deeper mastery of the Common Core State Standards/Priority Standards*
- *Differentiation*

Each Instructional Technology Coach has identified specific learning experiences within each building through volunteer teachers. Each experience is integrated with the use of technology and will be followed by the completion of a survey by both students and teachers. The surveys are based on a specific set of criteria from a District-developed rubric. The main focus is to capture the impact of the learning experience in the areas mentioned above.

In some cases, a control group will occur naturally through the design of the Chromebook. For example, one 5th grade class may have access to a set of Chromebooks, while another may not. Both classes in this example may take the same unit assessment and the results could then be compared. The purpose of this data will be to generate quality learning experiences that can be used as exemplars throughout the District, as well as determine the greatest areas of impact when technology is used effectively in the classroom.

Further information regarding the action research will be shared with the Board as the learning experiences are completed and data is collected.

Chromebook Pilot Data:

As approved by the Board in June 2013, 675 Chromebooks were purchased and implemented throughout the District. The target student population is grades 3-8, based on the recommendation from the Board Advanced Technology Committee (BATC).

Each building has established a system of implementation to ensure that all students and teachers in grades 3-8 have the opportunity to participate in a 1:1 pilot model with the Chromebooks. Due to the limited number of devices, a rotating schedule has been established at each building that allows the greatest exposure for the devices.

The table below, that was shared previously, indicates that all schools have completed their first phase of the Chromebook pilot.

School	First Phase Participants	Completion Date
Carpenter	3- 4th Grade Classes	First week of December
Field	4- 5th Grade Classes	Mid-November
Franklin	4- 5th Grade Classes	Mid-December
Roosevelt	3- 5th Grade Classes	Early November
Washington	1- 4th, 2-5th, 2- 3-5 CofC Classes	Early November
Emerson	2- 7th SS, 1- 7th LA/SS, 2- 8th LA, 1- 8th LA/SS	Early December
Lincoln	1- 6th LA/SS, 1- 6th Math/Sci, 1- 6th Math, 1- 7th LA, 1- 7th SpEd	Mid-November

Upon completion of the first phase, each participating teacher and student completed a survey to provide feedback. The following are some highlights of the data captured from those surveys.

Phase 1:	Grades 3-5	Grades 6-8
Number of Student Participants	312	383
Number of Teacher Participants	14	8

Student Survey Highlights:

- In grades 3-5, **78%** of students agreed/strongly agreed their schoolwork is easier to do with a Chromebook.
- **91%** of students in grades 6-8 and **89%** in grades 3-5 agreed/strongly agreed that it is easier to find and access information using technology.

- When asked what their favorite thing(s) are about using a Chromebook, there was a three-way tie with researching, being creative, and working and communicating with others online, each with **26%**.
- **90%** of middle schools students and **96%** of elementary students felt that the Chromebook is a good tool for learning.
- **80%** of students in grades 3-5 felt they were able to work more independently when using the Chromebook.
- When asked if they would like to have a Chromebook that they could use throughout the year and take home with them, **96%** of students in grades 3-5 and **86%** of students in grades 6-8 responded YES.

Students also had the opportunity to provide open-ended responses about how the use of Chromebooks in schools could be improved. This information gave the District great insight into areas for improvement as well as areas of strength from the student perspective.

Teacher Survey Highlights:

- **92%** of teachers in grades 3-5 reported using the Chromebooks multiple times per day or on a daily basis.
- **88%** of middle school teachers and **100%** of elementary teachers found a positive or very positive impact on:
 - student engagement
 - student ownership of learning
 - communication, collaboration, critical thinking, and creativity
- **100%** of middle school teachers found a positive or very positive impact on planning and preparation, classroom management, and organization.
- In regards to the ease of use of the Chromebooks, **85%** of teachers in grades 3-5 and **100%** of teachers in grades 6-8 selected well or very well.
- All **14** elementary teachers and **7 out of the 8** middle school teachers indicated that they would support moving forward with a 1:1 Chromebook initiative based on their pilot experience.

Teachers were also given the opportunity to provide open-ended feedback about how to improve the 1:1 experience with the Chromebooks, as well as highlights of positive experiences. This information will be used moving forward as we plan for phases 2 and 3 of the pilot.

Two important areas of focus that have been observed throughout the pilot, as well as reported in the survey data, are the ability to print from the Chromebooks and wireless issues within the District. Both issues are being addressed and we have already seen significant improvements since these surveys were administered. As with any pilot, this

is an opportunity to identify areas of concern and work to resolve them prior to a full-scale implementation.


Additional survey results will be shared with the Board as the other phases of the pilot are completed.

MEMORANDUM OF INFORMATION

013

2013-2014

TO: Board Members
Philip Bender, Superintendent

FROM: Rebecca J. Allard and Leslye Lapping, Co-Chairs 

DATE: December 16, 2013

RE: 2013 District 64 Employee Campaign for the Park Ridge Community Fund

It is our pleasure to report that District 64 employees and retirees have contributed \$13,941.45 to the 2013 Park Ridge Community Fund campaign. This year's theme was focused on "*Giving begins at home*". It also is a year of great need, as the economic recession continues and more than ever, it is anticipated, that community members will be turning for assistance to local social service agencies.

The campaign was conducted from November 4th through November 22nd. In all, 319 employees and retirees contributed to the campaign, and we thank everyone for their generosity.

A major factor in the success of this year's campaign was the outreach of the building representatives, who organized informative, entertaining and heart-warming efforts customized for their locations: **Carpenter:** Susan Douglass, Suz Stevens; **Field:** Maryann Arsenijevic and Lindsey Hejza; **Franklin:** Lenore Franckowiak and Susan Rice; **Jefferson:** Kathy Hirsch and Sue Luif; **Roosevelt:** Alexandra Shalzi; **Washington:** Diane Abezetian and Sharon Bailey; **Emerson:** Cindy Davies and Valerie Halston; **Lincoln:** Anthony Murray and Tim Gleason; and, **ESC:** Becky Allard and Peggy Morgan.

As incentives to participate, a separate drawing at each building was held for a full day off from work, to be covered by the building principals and ESC administrators.

District business partners and local business supported the campaign by contributing fabulous prizes for a separate District-wide incentive raffle. We thank our business partners, local businesses and our administrators for their gracious support.

We are very proud of District 64 employees and retirees for responding with generosity and compassion to the human needs of local residents that are met through the agencies supported by the Park Ridge Community Fund.

MEMORANDUM OF INFORMATION 2013-14 #014

To: Board of Education

From: ESC Team

Date: December 16, 2013

Re: Update on Infosnap Online Registration

The District 64 registration review group met on November 20 to update the District's official materials for kindergarten and new students enrolling for the 2014-15 school year. The review team is facilitated by the Public Information Coordinator and is comprised of representatives from the Business Office, school secretaries and administrators, the Technology Department, the Facilitator of School Health Services, and other District level administrators. As part of this year's review, the working group participated in a webinar previewing the features and capabilities of Infosnap, an online enrollment system.

The review group was impressed with the features and versatility of the online system. Infosnap would streamline the enrollment process for parents/guardians registering their kindergarten/new students. The current enrollment paperwork is quite lengthy, and then requires data entry by school secretaries or the Business Office to place the new students into the District's PowerSchool student database.

In addition, because it is linked to that database, the review group noted that Infosnap also can be used in a variety of ways by parents/guardians of currently enrolled students to annually verify contact information (phone, email, etc.) or make annual fee payments all in one step. Currently, fee payments are collected through the District's RevTrak fee payment system primarily over the summer. However, parent/guardian contact information is verified separately at the start of each school year by distributing paper copies for review at curriculum nights; school secretaries then spend several weeks manually updating the information into PowerSchool. Infosnap would help expedite this process for updating and providing accurate contact and other demographic information.

Based on these obvious benefits, the working group had two recommendations:

- Transition to the Infosnap online enrollment system for kindergarten/new students entering for the 2014-15 school year.
- Utilize Infosnap for the payment of student fees from currently enrolled students for the 2014-15 school year and for the updating of contact information by parents/guardians.

Administration will be moving forward with Infosnap as soon as possible, to transfer District 64's kindergarten/new student enrollment paperwork to the online system, and to prepare for the annual payment of student fees and updating of parent/guardian contact data this summer. Information about Infosnap has also been shared with the Administrative Council and the building secretaries. The Business Office, Technology Department, Public Information Coordinator and other members of the registration review group will work together to ensure a smooth technical transition to the online technology, plan for implementation, and communicate with parents/guardians about the benefits and ease of the new system. The one-time set up fee will be \$8,200, and the annual service fee will be \$16,400.



DISTRICT 64 WELLNESS COUNCIL

November 12, 2013

Present: K. Engle, N. Azark, P. Risk, P. Yurkovic, S. McDaniel, M. Lones, M. Arnold, M. Sutschek

- Update on Activities

Discussed progress on current projects that were developed in September. These include:

- *Regular Staff Bulletin messages re: Wellness Council activities, as well as tips/resources for health maintenance
- *Pedometer challenge for staff at all schools, beginning at Lincoln after winter break
- *Open gym at Emerson for staff after-school use; will include yoga classes
- *"Caught Being Healthy" campaign for students
- *Staff Healthy Tips posted in strategic places to catch staff attention.

- Request for Treadmills

It was suggested that Emerson could use another treadmill for student use in the Fitness Center. Will pursue funding options.

- Whole Foods: Nancy LaBreacht

Representative from Whole Foods, N. LaBreacht, Marketing and Community Relationships, joined us to share how WF might work with the District 64 community to enhance wellness. She discussed several possibilities that we may want to pursue:

- student healthy cooking classes
- providing healthy snacks for students
- assemblies for K-5 students
- healthy cooking classes for staff
- fundraising projects to benefit student health and fitness

Nancy will keep in touch with Marissa Arnold.

- Next Meeting:

Tuesday, January 21st, 2014 at ESC

To: Board of Education

From: Scott Mackall

Date: December 16, 2013

Re: Follow-up on Security Recommendations

At the November 18 meeting, Paul Timm of RETA Security highlighted findings of his District-wide study focusing on deterrence, detection, delay and response. He offered 12 key recommendations from the review, ranging from communications and hardware upgrades to providing secured main entry vestibules at all buildings.

Below is a suggested timeline to begin further analysis and implementation of the recommendations. District 64 will continue working with Mr. Timm, architects Fanning Howey, local police/ fire and park district, and other consultants or vendors as needed throughout this process. As Mr. Timm pointed out, some of the items are relatively quick and inexpensive opportunities to improve security, while others will require an investment of both time and financial resources to accomplish.

The planned work schedule is as follows:

Activities to begin January 2014

- Label all phones with emergency dialing instructions
- Remove volume controls on intercom systems
- Discuss a visitor management system with PTO/ A
- Review the District's emergency plans
- Adopt a two-way radio procedure
- Design a video surveillance system

Activities to begin February 2014

- Identify and label tornado shelter areas
- Install panic buttons in school offices
- Improve student monitoring with recess monitors and crossing guards
- Review each school's individual recommendations
- Investigate the cost and feasibility of secured main vestibules

Activities to begin March 2014

- Continue collaboration with Park Ridge Park District
- Identify amount of classroom door locks schedule replacement

As Mr. Timm pointed out in his report, all risk cannot be eliminated, but various best practices when implemented with fidelity can reduce risk. We believe that moving forward with these recommendations will have a positive impact on security for our students, staff and visitors.

We will update the Board frequently as tasks are completed and additional information is developed on the more costly and complex improvements.

Approval of Unpaid Suspension of an Employee

ACTION ITEM 13-12-10

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve a 3-day unpaid suspension for Norita (Dee Dee) Kramer pursuant to Board Policy 5:240, Suspension.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT: