

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

Board of Education Agenda  
Regular Board Meeting  
Monday, February 27, 2012  
Field Elementary School- North Gym  
707 Wisner Avenue

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

**Monday, February 27, 2012**

## TIME

## APPENDIX

- |           |  |  |
|-----------|--|--|
| 7:10 p.m. | <b>Meeting of the Board Convenes</b> <ul style="list-style-type: none"><li>• Roll Call</li><li>• Introductions</li><li>• Opening Remarks from President of the Board</li></ul> |  |
| 7:10 p.m. | <b>• Board Recesses and Adjourns to Public Hearing: Continue Holiday Modifications</b>   |  |
| 7:30 p.m. | <b>• Board Adjourns from Public Hearing: Continue Holiday Modifications and Resumes Regular Meeting</b>  |  |
|           | <b>• Public Comments</b>   |  |
|           | <b>• Appointment of Assistant Superintendent for Student Learning</b><br>-- Superintendent   | <b>A-1</b><br><b>Action Item 12-02-1</b> |
|           | <b>• Recognition of 2011 Illinois Honor Roll Schools</b><br>-- Superintendent/Board President  | <b>A-2</b>                               |
|           | <b>• Approval of Carpenter Water Retention Site Design</b><br>-- Fanning Howey/<br>Director of Facility Management   | <b>A-3</b><br><b>Action Item 12-02-2</b> |
|           | <b>• Discussion of Board Communication Goal</b><br>-- Board President  | <b>A-4</b>                               |
|           | <b>• Adoption of Resolution #1080 Authorizing Continued Modifications to School Holidays</b><br>-- Board President   | <b>A-5</b><br><b>Action Item 12-02-3</b> |
|           | <b>• Present Final Calendar for 2012-13 &amp; Tentative Calendars for 2013-14 and 2014-15</b><br>-- Assistant Superintendent for Student Learning                              | <b>A-6</b>                               |
|           | <b>• First Reading of PRESS Issue 77, October 2011 omitting 6:300 and 6:320</b><br>-- Superintendent   | <b>A-7</b>                               |

- **Discussion of 2012-13 Staffing Plan** A-8  
 -- Business Manager/ Asst. Supt. of Human Resources/ Superintendent
  
- **Consent Agenda** Action Item 12-02-4 A-9  
 -- Board President
  - Personnel Report
  - Bills, Payroll and Benefits
  - Approval Regarding Transportation Contract Extension and Assignment
  - Approval of Design and Development Documents for Mechanical Upgrades at Carpenter School
  - Approval of Bid Results for Natural Gas
  - Approval of Financial Update for the Period Ending January 31, 2012
  - Destruction of Audio Closed Minutes
  
- **Approval of Minutes** Action Item 12-02-5 A-10  
 -- Board President
  - Committee-of-the-Whole Minutes.....February 13, 2012
  - Closed Session Minutes .....February 13, 2012
  - Committee-of-the-Whole Minutes.....January 23, 2012
  - Regular Meeting Minutes.....January 23, 2012
  - Closed Session Minutes .....January 23, 2012
  
- **Other Items of Information** A-11  
 -- Superintendent
  - Upcoming Agenda
  - Freedom of Information Request (FOIA)
  - Memoranda of Information
    - RFQ for Art & General Classroom Supplies
  - Minutes of Board Committees
    - Wellness Meeting Minutes of January 24, 2012
    - Community Finance Committee Minutes of February 7, 2012
  - Other (none)
  
- **Board Adjourned to Closed Session**  
 -- Employment of Specific Individuals 5 ILCS 120/2 (c)(1)  
 -- Collective Negotiations 5 ILCS 120/2(c)(2)

Next Meeting: **Monday, March 12, 2012**  
 7:30 p.m. – Regular Board Meeting  
 Lincoln Middle School - Cafeteria  
 200 South Lincoln Avenue  
 Park Ridge, IL 60068

#### March 12, 2012 – Lincoln

Regular Board Meeting – 7:30 p.m.

- Appointment of Assistant Supt. for Human Resources
- Strategic Plan Progress Report #2 – 2011-12
- Approval of Award of Contractor for Asbestos Removal Project at Carpenter
- Approval of Bid documents for Carpenter Mechanical Upgrades
- Authorization of 2012-13 Staffing Plan      • Discussion: 2012-13 Student Fees
- Adopt Final Calendar for 2012-13 & Tentative Calendars for 2013-14 and 2014-15
- Presentation of Special Education Procedures
- Approval of PRESS Issue 77, October 2011 omitting 6:300 and 6:320
- Dismissal of Staff • Approval of February Financials

- Presentation of Board Meetings for 2012-13 (memo)

#### April 9, 2012

Committee-of-the-Whole: Strategic Plan Year 3 - 2012-13 Proposal – 7:00 p.m.

#### April 23, 2012 – Roosevelt

Regular Board Meeting – 7:30 p.m.

- Approval of 2012-13 Student Fees
- Recommendation of Contractor from Fanning Howey and Approval of Award for Mechanical Upgrades at Carpenter School
- Award Contract for Roosevelt School Track
- Approval of March Financials
- Approval of Strategic Plan Year 3 – 2012-13 Activities and Budget

#### May 7, 2012

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

- Presentation of Tentative Budget Draft #1 2012-13

#### May 21, 2012 – Emerson

Regular Board Meeting – 7:30 p.m.

- Community Engagement Meeting 3 (Facility Master Plan)
- Recognition of Student Awards
- ELF Grant Awards
- Recognition of Tenured Teachers
- Crisis Plan Presentation
- Approval of April Financials

#### TBD

- Update on Illinois Youth Survey & Related Assessments
- Final Strategic Plan Progress Report Year 2 – 2011-12

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.

**Appointment of Assistant Superintendent for Student Learning**

**ACTION ITEM 12-02-1**

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the appointment of \_\_\_\_\_ as the Assistant Superintendent for Student Learning beginning July 1, 2012 through June 30, 2013.

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

AYES:

NAYS:

PRESENT:

ABSENT:

Academic Excellence Award -- Recognition of Illinois Honor Roll Schools

Attached are copies of the letters sent to four of our schools that received the Academic Excellence Award – 2011 Illinois Honor Roll. Congratulations to the following schools that received this award:

Carpenter Elementary School  
Field Elementary School  
Lincoln Middle School  
Roosevelt Elementary School



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

Gery J. Chico  
Chairman

Christopher A. Koch, Ed.D.  
State Superintendent of Education

January 2012

Dr. Marcy Canel, Principal  
George B Carpenter Elem School  
Park Ridge CCSD 64  
300 N Hamlin Ave  
Park Ridge, IL 60068

Re: Academic Excellence Award – 2011 Illinois Honor Roll

Dear Principal:

Congratulations! Your school has earned an Academic Excellence Award! The Illinois State Board of Education commends you and your faculty on all the good work required to sustain academic excellence in your school.

Across the state, 438 schools earned the Academic Excellence Award for 2011. Many of these schools receive national recognition for their long-time exemplary performance.

To earn an Academic Excellence Award, a school must meet the following criteria:

- Schools must have made Adequate Yearly Progress in 2010 and 2011 as required by No Child Left Behind.
- In schools serving grades 8 and below, 90 percent of students must have met or exceeded state standards in both reading and mathematics for the three most recent school years;
- In high schools, 80 percent of students must have met or exceeded state standards in both reading and mathematics for the three most recent school years.

Enclosed you will find a certificate commemorating this award. At <http://www.ilhonorroll.niu.edu> you can learn more about the Illinois Honor Roll, which includes three categories of awards – Spotlight Schools, Academic Improvement and Academic Excellence. At this website, you will find a page devoted to your school and a customized logo for your use. Also, you will find the criteria for the awards and a full list of award winners.

We encourage you to celebrate your success and share your good news with students, parents and all community partners. Again, I extend my congratulations and very best wishes for continuing success.

Sincerely,

A handwritten signature in black ink that reads "Christopher Koch".

Christopher A. Koch, Ed.D.  
State Superintendent of Education

Enclosure

cc: Dr. Philip Bender, Superintendent  
Park Ridge CCSD 64



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Gery J. Chico  
Chairman

Christopher A. Koch, Ed.D.  
State Superintendent of Education

January 2012

Mrs. Susan Walsh, Principal  
Eugene Field Elem School  
Park Ridge CCSD 64  
707 Wisner St  
Park Ridge, IL 60068

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Christopher A. Koch, Ed.D.  
State Superintendent of Education

Enclosure

cc: Dr. Philip Bender, Superintendent  
Park Ridge CCSD 64



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January 2012

Mr. Joel Martin, Principal  
Lincoln Middle School  
Park Ridge CCSD 64  
200 S Lincoln Ave  
Park Ridge, IL 60068

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Christopher A. Koch, Ed.D.  
State Superintendent of Education

Enclosure

cc: Dr. Philip Bender, Superintendent  
Park Ridge CCSD 64





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Gery J. Chico  
Chairman

Christopher A. Koch, Ed.D.  
State Superintendent of Education

January 2012

Dr. Kevin Dwyer, Principal  
Theodore Roosevelt Elem School  
Park Ridge CCSD 64  
1001 S Fairview Ave  
Park Ridge, IL 60068

Re: Academic Excellence Award – 2011 Illinois Honor Roll

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Sincerely,

Christopher A. Koch, Ed.D.  
State Superintendent of Education

Enclosure

cc: Dr. Philip Bender, Superintendent  
Park Ridge CCSD 64

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## 2011 Honor Roll Highlights

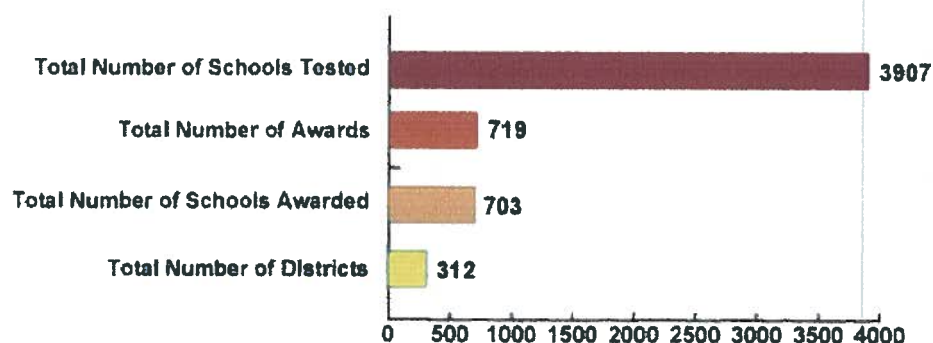
The 2011 Honor Roll recognizes 703 schools with 719 awards. Despite dramatic increases in eligibility requirements, which are linked to Adequate Yearly Progress (AYP) levels, the total number of awards remains high. The continued strong performance of more than 700 schools deserves celebration. In 2003, the Honor Roll's first year, high-poverty schools could qualify for the Spotlight Schools award if 60% of the students met or exceeded standards on the state tests. By 2011, the AYP criterion has risen to 85% of students. Other Honor Roll criteria have remained constant. No major changes occurred this year in the state tests or their scoring.

A total of 438 schools achieved Academic Excellence Awards, continuing the strong trend of recent years. Academic Excellence criteria require that 90% of elementary students and 85% of high school students meet or exceed standards on state tests. Further, these schools must demonstrate excellence for at least consecutive three years. Nearly 100 schools have received the Academic Excellence award for six years or more.

The 167 Spotlight Schools are fewer than in prior years, reflecting financial stresses in these high-poverty districts and rising criteria for AYP. Academic Improvement Awards, however, increased in 2011. The 114 Academic Improvement schools demonstrate significant increases in student achievement at any level.

Two other Honor Roll trends continued in 2011. First, a large number of schools stayed on the Honor Roll. Many schools are receiving awards for the eighth or ninth year. Secondly, schools that appear on the Honor Roll year after year continue to improve their test scores. The progress of these "no excuses" schools exemplifies the possibilities for learning at every level throughout Illinois. Ongoing dedication and hard work by students, teachers, parents, and communities have earned the honors they are receiving.

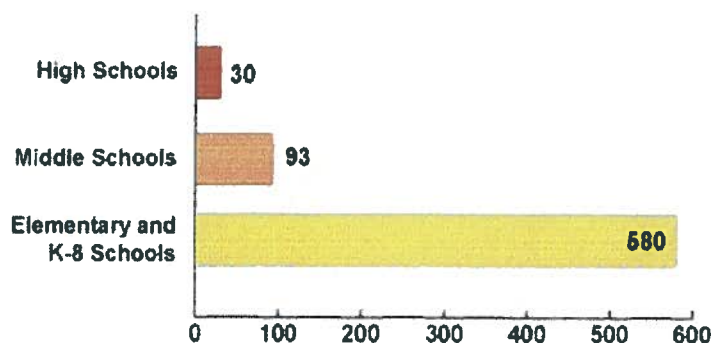
### Total Numbers



The number of award winning schools represents 18% of all schools tested.

### School Types

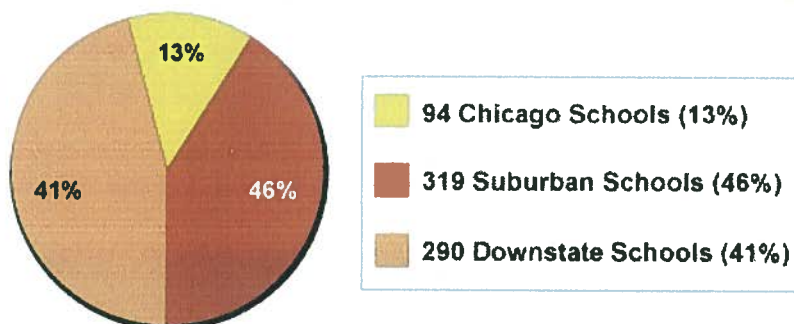
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#### Charter Schools - 4

LOCKE A ELEM CHARTER ACADEMY	CHICAGO	POLARIS ELEM CHARTER ACADEMY	CHICAGO
PRAIRIE CROSSING CHARTER SCHOOL	GRAYSLAKE	ROBERTSON CHARTER SCHOOL	DECATUR

#### Geographic Distribution of 703 schools



#### Test Scores and Adequate Yearly Progress (AYP)

To determine eligibility for awards, the Illinois Honor Roll uses composite scores of subjects that count for determining Adequate Yearly Progress (AYP). In 2011, the subjects were reading and mathematics.

All schools winning the Spotlight Schools and Academic Excellence Awards made AYP in 2011. Although making AYP was not a criterion for the Academic Improvement Awards, 16% of those schools did make AYP.

#### Repeat Awards - Sustaining Exemplary Performance

- Three Spotlight Schools received a ninth award this year.
- Eleven Spotlight Schools are receiving an eighth award, having maintained high-level performance since the award began in 2003. Sixteen schools earned the award for the seventh year and 26 schools are being recognized for the sixth year.
- Three schools won the Academic Improvement Award for the fifth year. Seven schools, six in Chicago and one in east St. Louis sustained 7.5 points annual improvement for a fourth consecutive year.
- Forty Academic Excellence schools sustained their long-term high achievement and won an eighth award in 2011. Thirty eight earned the award for a seventh time and eighteen schools are being recognized for the sixth time.

**Test Score Trends - Scores are Good and Getting Better**

- 122 of 167 Spotlight Schools (73%) showed increases in test scores over last year.
- At all 114 Academic Improvement Award schools, the number of students meeting or exceeding standards increased by at least 7.5 points over one year or 15 points over two years.
- 22 Academic Improvement Award schools raised scores by more than 20 percentage points over two years.
- 183 Academic Excellence elementary schools showed increases in scores over last year, even though they started at a baseline above 90% of students meeting or exceeding standards.

**Double Awards**

This year, 10 schools won both the Spotlight Schools award and the Academic Excellence Award: Two high schools, Jones College Preparatory High School and Lane Technical High School, both in Chicago; one middle school, Tefft Middle School (Streamwood); and seven elementary schools, Arcadia Elementary (Olympia Fields), Brown Elementary (East St. Louis), Irvington Elementary (Irvington), Norwood Primary (Peoria), Vanderpoel Elementary (Chicago), William F. Murphy Elementary (Woodridge), and Willow Elementary (Pekin).

Six schools won both the Spotlight Schools award and the Academic Improvement Award: Alta Sita Elementary (East Saint Louis), Annette Officer Elementary (East Saint Louis), Black Magnet Elementary (Chicago), Columbus Elementary (Chicago), Farmersville Elementary (Farmersville), and Martin L. King Elementary (Dixmoor).

**Top Award-Winning Districts (10 or more awards)**

The 703 winning schools came from 312 districts.

District	Awards	Winning Schools	Total District Schools
City of Chicago 299	99	94	617
Indian Prairie 204	17	17	31
Schaumburg 54	13	13	27
Naperville 203	10	10	21
Palatine	10	10	19

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## 2011 Academic Excellence Awards

Academic Excellence Awards recognize 438 schools that have sustained very high academic performance over at least three years. Some of these schools receive national recognitions placing them among the nation's most outstanding.

In elementary and middle schools, at least 90% of the students met or exceeded state standards in both reading and mathematics for at least 3 consecutive years. In high schools, at least 85% of the students met or exceeded standards on the Prairie State Achievement Exam in 2009-2011. All Academic Excellence schools achieved Adequate Yearly Progress (AYP) for the past two years.

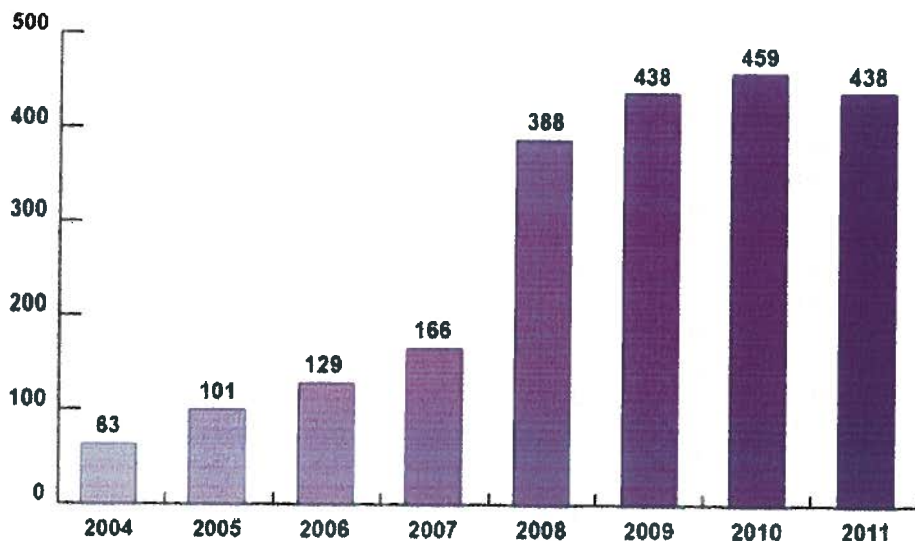
As AYP standards rose in recent years, the number of high schools receiving this award declined. At a number of high schools that received Excellence Awards in prior years, 85% or more of all students continue to meet or exceed standards on the Prairie State, but these school failed to achieve AYP due to rising standards for subgroups.

Schools that receive Academic Excellence Awards tend to remain on the Honor Roll year after year, and many of them raise their level of performance. Achieving and maintaining excellence is not easy in any school. The critical strategies for success cited in Billman, [Mission Possible](#) also operate in the schools winning the Excellence Award.

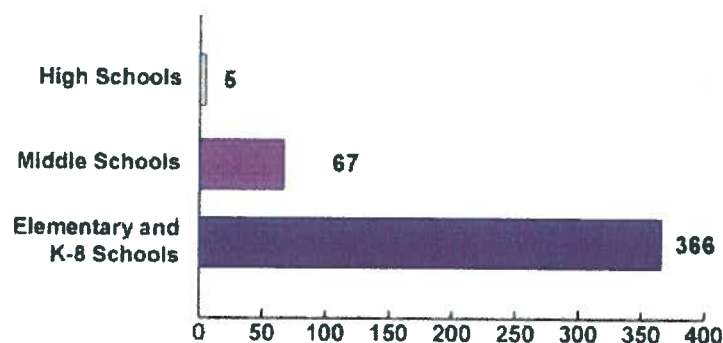
### FACTS ABOUT 2011 ACADEMIC EXCELLENCE AWARDS

#### Total Number by Year

[Download Award Art Files](#)[2011 Honor Roll Highlights](#)[2003-2011 Honor Rolls](#)[News](#)[Research & Resources](#)



### School Types



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### Academic Excellence High Schools

Number indicates total times the award was received.

Northside College Prep, Chicago (8)

Jones College Prep, Chicago (7)

Payton College Prep, Chicago (7)

Young Magnet, Chicago (7)

Lane Technical High School, Chicago (2)

### Test Scores - Moving More Students into the Exceeds Range

- 183 elementary schools showed increases in scores over last year even though they started at a baseline above 90% of students meeting or exceeding standards.
- 165 elementary schools showed decreases in test scores, but stayed above the 90% mark.

### Low-Income Enrollment ("Low-income" is designated by eligibility for free or reduced lunch.)

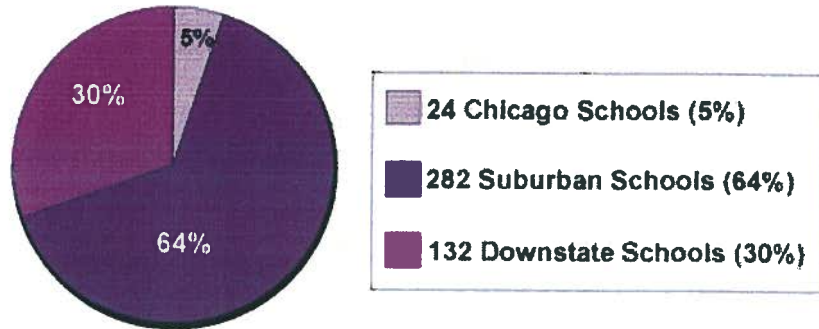
- The 24 Academic Excellence schools in Chicago enroll 9% to 65% low-



income students.

- Of the 438 Academic Excellence schools, 265 (61%) enroll fewer than 15% low-income students.

### ***Geographic Distribution of 438 Academic Excellence Awards***



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### ***School Size***

- Lane Technical High School in Chicago is the largest Academic Excellence school with 4161 students. The five high schools enroll from 844 to 4161 students.
- Elementary enrollments range from 52 in Cherry Grad School in Bureau County to 962 students in Oak Grove Elementary, Libertyville.
- 198 of the 438 (45%) elementary schools enroll 400 or more students.

### ***Repeat Winners***

40 Schools	8th time
38 Schools	7th time
18 Schools	6th time
41 Schools	5th time
124 Schools	4th time
52 Schools	3rd time
59 Schools	2nd time
66 Schools	1st time

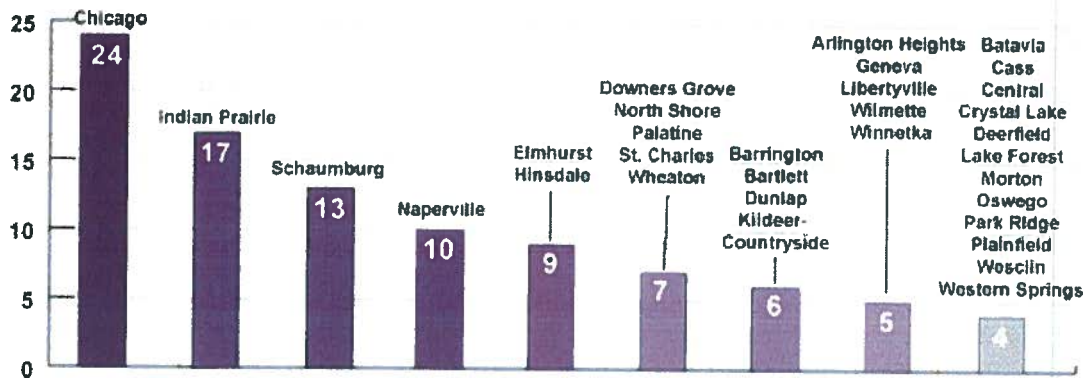
### ***Double Winners***

- Ten schools earned both Spotlight Schools and Academic Excellence Awards.
  - Arcadia Elementary, Olympia Fields
  - Brown Elementary, East Saint Louis
  - Irvington Elementary, Irvington
  - Jones College Preparatory High School, Chicago

- Lane Technical High School, Chicago
- Norwood Primary, Peoria
- Tefft Middle, Streamwood
- Vanderpoel Elementary Magnet, Chicago
- William F. Murphy Elementary, Woodridge
- Willow Elementary, Pekin

### ***Districts with 4 or More Excellence Awards in 2011***

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District	PARK RIDGE CCSD 64	Grades	K 1 2 3 4 5
County	Cook	Report Card	<a href="#">Illinois Interactive Report Card (IIRC)</a>
City	Park Ridge	Research	<a href="#">Mission Possible</a>
School Enrollment In 2011	364	Low-income Students In 2011	4.9%

**Illinois Standards Achievement Test (ISAT)**

Percent of Students Meeting or Exceeding Standards		
2009	2010	2011
96.2	94.6	95

Adequate Yearly Progress	
2010	2011
Y	Y

**School Contact Information**

School Administrator	Dr. Marcy Canel
Phone	(847) 318-4370
Fax	(847) 318-4201
Address	300 N Hamlin Ave, Park Ridge, IL 60068

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District	PARK RIDGE CCSD 64	Grades	K 1 2 3 4 5
County	Cook	Report Card	<a href="#">Illinois Interactive Report Card (IIRC)</a>
City	Park Ridge	Research	<a href="#">Mission Possible</a>
School Enrollment in 2011	656	Low-income Students in 2011	5.6%

**Illinois Standards Achievement Test (ISAT)**

Percent of Students Meeting or Exceeding Standards		
2009	2010	2011
91.5	92.3	94

Adequate Yearly Progress	
2010	2011
Y	Y

**School Contact Information**

School Administrator	Mrs. Susan Walsh
Phone	(847) 318-4385
Fax	(847) 318-4202
Address	707 Wisner St, Park Ridge, IL 60068

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District	PARK RIDGE CCSD 64	Grades	6 7 8
County	Cook	Report Card	<a href="#">Illinois Interactive Report Card (IIRC)</a>
City	Park Ridge	Research	<a href="#">Mission Possible</a>
School Enrollment in 2011	726	Low-Income Students in 2011	3.9%

**Illinois Standards Achievement Test (ISAT)**

Percent of Students Meeting or Exceeding Standards		
2009	2010	2011
93.8	95.1	96

Adequate Yearly Progress	
2010	2011
Y	Y

**School Contact Information**

School Administrator	Mr. Joel Martin
Phone	(847) 318-4215
Fax	(847) 318-4210
Address	200 S Lincoln Ave, Park Ridge, IL 60068

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**Theodore Roosevelt Elem School - 2011**

District	PARK RIDGE CCSD 64	Grades	K 1 2 3 4 5
County	Cook	Report Card	<a href="#">Illinois Interactive Report Card (IIRC)</a>
City	Park Ridge	Research	<a href="#">Mission Possible</a>
School Enrollment in 2011	667	Low-Income Students In 2011	2.4%

**Illinois Standards Achievement Test (ISAT)**

Percent of Students Meeting or Exceeding Standards		
2009	2010	2011
94.1	92.7	95

Adequate Yearly Progress	
2010	2011
Y	Y

**School Contact Information**

School Administrator	Dr. Kevin Dwyer
Phone	(847) 318-4235
Fax	(847) 318-4205
Address	1001 S Fairview Ave, Park Ridge, IL 60068


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[Academic Excellence 2008](#)

Approval of Carpenter Water Retention Site Design

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to move forward with Design and Bid Documents for concept \_\_\_\_\_ for the site improvements at Carpenter pending approval from the City of Park Ridge.

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

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education  
Philip Bender, Superintendent

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

Date: February 27, 2012

Subject: Carpenter Water Retention Project

Working in conjunction with the Administration, and receiving input from various members of the community and volunteer Site Improvement Committee, Fanning Howey has created 2 site concepts for the proposed site improvements at Carpenter Elementary School. The main goals of this Project, as set forth by the Administration, are to improve the overall safety of students and staff, mitigate the drainage and flooding issues on site, and maintain as much of the existing green space as possible.

SM/mw

# FANNING HOWEY

February 15, 2012

Board of Education  
Park Ridge-Niles Community  
Consolidated School District 64  
164 South Prospect Avenue  
Park Ridge, IL 60068

Re: Carpenter Elementary School Site Improvements  
Park Ridge-Niles CCSD 64  
Park Ridge, IL  
Project No. 211143.03

Dear Board of Education Members:

Understanding and respecting the concerns that have been raised by the teachers, parents, and the community regarding the two concepts for potential site improvements at Carpenter Elementary School, our responses to comments and questions form the basis of this letter.

Please note that Fanning Howey's original task was to create two concepts, one that took into consideration the thoughts and ideas of the Site Improvement Committee (maintaining "green" play areas and remediating the drainage and flooding problems), and one that provided for these items, as well as additional parking and on-site student safety. Due to the extensive reconstruction of the site necessary for the installation of the proposed underground storm water detention system, the opportunity is there to provide additional improvements that could increase safety and security for students, staff, and parents.

Should either concept be chosen to move forward in design, the District will need to follow the City of Park Ridge's Zoning Ordinance and request the appropriate variances from the Special Use Committee. Fanning Howey will support the Board's decision and assist the District in acquiring these necessary variances. The Planning and Zoning Department has indicated that a concept that closely adheres to the Zoning Ordinance is more likely to have a variance granted. The City Engineer has stated that Concept 2 would be the more appropriate approach for adding improvements to the site. Both concepts were reviewed with the local police and fire departments and both remain neutral to either concept, as long as the fire access is maintained.

In response to questions posed about student safety at the proposed parking lot/drop-off in Concept 2, adjustments could be incorporated into the design to increase safety and security of pedestrians. A sidewalk could be added that would connect the public walk from Rose Avenue up and around the proposed lot to the sidewalk at the student drop-off area to alleviate students from crossing the drive lanes. Creation of a right turn only exit would prevent traffic from crossing over east-bound traffic on Elm Street, and cars could exit safely to the west.

Concerns were expressed regarding cars idling in the parking lot and drop-off areas. This would occur regardless of the parking on-site, as many parents sit idle on adjacent streets, waiting to pick up their children.

To provide after-hours security and protection for the School property and proposed parking lot, the District could work with the Park Ridge Police Department to provide regular patrolling of the area. Additionally, site features could be added that would minimize high-speed activity in the parking lot. Security cameras could be installed to provide added surveillance.

ARCHITECTURE | ENGINEERING

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

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

In regards to the proximity of the soft surface play areas in Concept 2, the play areas could be reorganized to allow for the hard surface area to separate the two sets of playground equipment. This hard surface area would then be located adjacent to the "green" play areas.

The traffic study conducted by KLOA, Inc. provided the following recommendations for "improvements and/or modifications that could be implemented to enhance safety and improvement of drop-off/pick-up and bus operations":

- Minimize vehicle and pedestrian interaction
- Segregate bus and parent drop-off/pick-up activity
- Enhance organization
- Easy and convenient for parents to follow
- Appropriate for staff to manage

Fanning Howey agrees with these recommendations, and would go further to add that Concept 2 works to achieve each of them. Procedurally, it may take some time for staff and parents to become familiar with a new parking layout and drop-off system; however, we believe that with the same direction and management of the current system, all parties involved can become accustomed to this new layout.

Based on the goals set by the Site Improvement Committee on May 16, 2011, (see attached), drop-off/pick-up of children and safety were of a concern. An on-site student drop-off lane would minimize the number of students being dropped off on adjacent streets that must cross traffic to get to the School, thus, minimizing pedestrian and vehicular interaction. In addition, added safety features, such as bollards, or planters, could be used to provide a separation between the drop-off lane and student staging areas located adjacent to the School building.

Initially, the design of the bus lane in both concepts was developed to be an alternate that could help improve traffic flow, while also providing a safe drop-off area for students on School property. KLOA, Inc. recommended placing this bus drop-off lane on Hamlin Avenue. However, this location was not deemed to be an appropriate place by building staff, as students enter into the building at the southwest corner of the site. Should the decision be made to eliminate the proposed drop-off lane and keep Elm Street closed during the morning arrival and afternoon dismissal times, we would support this decision.

It should also be noted that the existing parking lot is located approximately 2'-6" over the District's property line, partially locating it on neighboring properties. Regardless of the concept chosen, it would be our recommendation to resolve this issue and place the entire lot back on to the District's property. In addition, the location and proximity of the existing parking lot requires that families having children with special needs must park and cross the play areas to get to the accessible building entrances. During inclement weather, this can impose a burden on these families. This would be alleviated with the implementation of an on-site drop-off lane close to the building. Furthermore, this lot does not provide for through-travel, which could result in a car backing up onto Elm Street and into pedestrians in order to exit the lot.

KLOA, Inc. also indicated that adding supplementary parking would help alleviate parking congestion on the adjacent streets closest to School doors. Because most teachers and staff will arrive at School prior to drop-off times, any unused parking spaces could be used by parents that wish to wait to pick up their children.



The following is a list of characteristics for each concept:

Site Feature	Concept 1	Concept 2
Playground Location(s)	<ul style="list-style-type: none"> <li>Configuration provides for play areas to be separated into 4 different areas throughout the site, providing need for additional supervision</li> </ul>	<ul style="list-style-type: none"> <li>Configuration provides for play areas to be consolidated into 1 area of the site for ease of supervision and monitoring</li> </ul>
Student Drop-off	<ul style="list-style-type: none"> <li>Does not provide for on-site student drop-off</li> <li>Students would continue to be dropped off on adjacent streets and need to cross over to School property</li> <li>No dedicated drop-off space with accessible route for families having children with special needs</li> </ul>	<ul style="list-style-type: none"> <li>Provides for a 13-vehicle stacking area on site, plus stacking room for 8 cars exiting, creates a safer route for student drop-off/pick-up adjacent to the School building</li> <li>Drop-off lane better serves families with children having special needs by providing an accessible area to load/unload children close to the building</li> </ul>
Staff/ Visitor Parking	<ul style="list-style-type: none"> <li>Parking configuration would provide for 37 parking spaces, 19 spaces less than that required by the City (56 spaces)</li> <li>accessible spaces would be located at the maximum recommended distance from School building (200 feet)</li> <li>Not a through parking lot, which creates a safety hazard for pedestrians, if lot is full and cars must back out onto street to exit</li> </ul>	<ul style="list-style-type: none"> <li>Parking configuration would provide for 47 parking spaces, 9 spaces less than that required by the City (56 spaces)</li> <li>accessible spaces would be located within 115 feet of the School building</li> <li>Provides through-traffic flow, directing cars out and away from the School drop-off areas with right-turn exit only lane</li> </ul>
Bus Drop-off (Alternate)	<ul style="list-style-type: none"> <li>Currently, Elm Street is closed during morning and afternoon drop-off/pick-up, this alternate would allow for a separate bus lane and better flow of traffic, similar to that which occurs during the noon hour</li> </ul>	<ul style="list-style-type: none"> <li>Currently, Elm Street is closed during morning and afternoon drop-off/pick-up, this alternate would allow for a separate bus lane and better flow of traffic, similar to that which occurs during the noon hour</li> </ul>
Other	<ul style="list-style-type: none"> <li>Site drainage would be improved and flooding would be remediated with underground stormwater detention system</li> <li>"Green" play area would be maintained</li> </ul>	<ul style="list-style-type: none"> <li>Site drainage would be improved and flooding would be remediated with underground stormwater detention system</li> <li>"Green" play area would be maintained to 95 percent of existing area</li> <li>Improves site safety with on-site drop-off area</li> </ul>

Carpenter Elementary School Site Improvements  
Park Ridge-Niles CCSD 64  
Park Ridge, IL  
Project No. 211143.03  
February 15, 2012  
Page 4

The square footage for each of the various spaces for both concepts is as follows:

Concept 1

Soft surface playground area = 15,346 SF  
4,400 SF (north) and 10,946 SF (south)  
Hard surface playground area = 25,688 SF  
14,568 SF (north) and 11,120 SF (south)  
Parking lot = 11,120 SF  
"Green" play area = 94,663 SF

Concept 2

Soft surface playground area = 13,580 SF  
6,790 SF (north) and 6,790 SF (south)  
Hard surface playground area = 11,785 SF  
Parking lot / student drop-off = 25,775 SF  
"Green" play area = 89,478 SF

Thank you for this opportunity, and we look forward to continuing to provide Park Ridge-Niles Community Consolidated School District 64 with experienced service. If you need additional information, or have any questions, please do not hesitate to contact us.

Sincerely,

FANNING HOWEY



Keri L. VanSant, AIA, NCARB, LEED AP BD+C  
Project Manager

klv/ejr

enclosure

## Carpenter School Construction Project Meeting – 5/16/2011

<b>Attendees:</b>	<u><b>Teachers</b></u>	<u><b>Principal</b></u>	<u><b>District 64</b></u>	<u><b>Parents</b></u>	<u><b>Neighbors</b></u>
	Sue Douglass	Dr. Marcy Canel	Scott Mackall	Lisa Bascomb	Bob Lichtenvoort
	Debbie Graziano			Alissa Jelke	Dale Seaberg
	Karen Hastie			Kathy Jozwiak	
	Harley Tom			Chris Klier	
	Vicki Volden			Angie Marchuk	
				Chris Pekofske	
				Colleen Straka	
<b>Items Discussed:</b>	<ol style="list-style-type: none"> <li>1. Traffic study – Scott just received a copy of the preliminary results this week. The final copy is expected within the next week. Scott will review the results of the study and the recommendations at the next meeting.</li> <li>2. Grounds and Permits – we will be bound by 3 organizations - Regional office of education (ROE), Metropolitan Water Reclamation and City of Park Ridge</li> <li>3. The Carpenter Grounds are approximately 3.5 acres.</li> <li>4. The target date to finish layout of area is beginning of November. We are hoping to begin design – in December/January and then begin getting bids out and obtaining permits.</li> <li>5. New District Architect – in negotiations of fees with them. No target date for them to begin working for the District</li> <li>6. The City of Park Ridge requires 2 parking spaces per classroom. Also between every 10 spaces there must be an island placed with greenery. Carpenter currently has approximately 40 parking spaces. Based upon this requirement we would need 54 parking spaces plus the islands with greenery.</li> </ol>				
<b>Goals of Project:</b>	<ol style="list-style-type: none"> <li>1. To get the water off of the site (blacktop)</li> <li>2. Replace broken equipment/playground</li> <li>3. Maximize green space</li> <li>4. Synthetic surface (remove woodchips from playground)</li> <li>5. Address parking/walkways/playground (play areas)</li> <li>6. Improve field conditions on site</li> <li>7. Define needs (clarify)</li> <li>8. Garbage Trucks/Waste Removal –Concrete the area look at the area</li> <li>9. Drop off/Pick up for the children/Safety</li> </ol>				
<b>Goals of Committee:</b>	<ol style="list-style-type: none"> <li>1. Address the goals effectively</li> <li>2. Leave Personal Agenda's at home</li> <li>3. Talk to the whole - good of the school community</li> </ol>				

<b>Action Items:</b>	<ol style="list-style-type: none"> <li>1. Send a copy of District Parking regulations with minutes</li> <li>2. Square footage requirements of parking lot</li> <li>3. Square footage of playground – both of them (5<sup>th</sup> grade door and other)</li> <li>4. Results of the traffic study</li> <li>5. Hard play surface area for the kids</li> <li>6. Total Square Footage of the school</li> <li>7. Green space on Hamlin</li> </ol>
<b>Next Meeting:</b>	<ol style="list-style-type: none"> <li>1. Thursday, June 9, LRC, 5 pm</li> </ol>

TO: Board of Education

Appendix 4

FROM: Dr. Philip Bender, Superintendent  
Bernadette Tramm, Public Information Coordinator

DATE: February 27, 2012

RE: Update on 2011-13 Board Goal on Communication

### Background

This summer, the Board of Education adopted four goals for 2011-13, including one specifically directed at communication: *"This Board will enhance the transparency of its operations by reinvigorating the exchange of information with stakeholders concerning Board and District activities."* At the October 24 meeting, the Board discussed a set of proposed plans, which would provide the measures needed to chart progress on this goal. At the December 12 meeting, a timeline to implement the activities over the Board's two-year goal cycle was introduced. The timeline ranked the activities from among the ideas initially presented and also provided suggested pacing, keeping in mind other District demands on Board members' time and the ongoing responsibilities of District personnel needed to carry out these activities.

### Current Status

For easy reference, the plan appears as a chart, which also identifies the target audiences, person(s) responsible for the task, timing, potential budget, and evaluation. (Attachment 1) The activities scheduled for the first quarter of 2012 are highlighted in yellow; the current status as of midway through this quarter is indicated in blue.

In particular, we would like to call your attention to activities that relate to the "on site" meetings at our schools. Beginning with the February 27 meeting, a ListServ announcement will be sent to the community members at the school hosting the meeting. In addition, the sign below will be temporarily displayed when the Board meets at one of our schools. The sign is designed to fit over the existing school sign, and will be moved as needed to each location. It will be placed outdoors the Tuesday prior to each Monday meeting.

We are proud to announce that the sign was hand-crafted here in District 64. Industrial Technology teachers (from left) Keith Liddell and Steve Senf at Emerson Middle School used the department's laser cutter to create the lettering and a table saw to produce the wood sign. Vince Pagano of District Maintenance mounted the letters and brackets. A set of numerals allows the time to be customized for each meeting.



Also beginning February 27, we will be initiating a new Board meeting "Highlights" report to offer a quick summary of action. We will continue to move forward on the implementation schedule of planned activities to successfully meet the Board's goal of reinvigorating its exchange of information with stakeholders.

**Park Ridge-Niles School District 64 ■ Board of Education Communications Goal**  
**December 12, 2011/Progress Update February 27, 2012**

- **Key to audiences:** C=Community; S=District 64 Staff; P=Parents; N=News media; B=Businesses; G=Government
- **Key to personnel:** BOE=Board of Education; Supt.= Superintendent; PIC = Public Information Coordinator; ESC Team= Superintendent & District administrators
- **Budget:** The cost is contained within the District's ongoing communications plan unless otherwise noted.

## Research

Research Method	Audience	Timeline & Progress	Personnel/Budget	Evaluation
Baseline survey of local residents on preferred ways to receive news of District 64 as well as perceptions about the schools and the District's finances. This would be an Internet-based survey linked through the District 64 website.	P, C, S	Q 1 2012 - Researching questions (used on similar school district surveys and from past District 64 surveys); survey scheduled for March pre-Spring Break.	PIC/Technology Director	Findings from this local research will be used to edit the objectives and specific strategies.
Formal telephone survey of community residents on similar topics.	P, C, S	Q 1-2 2013	PIC in conjunction with outside vendor - cost TBD	Findings will help determine effectiveness of outreach efforts.

## Evaluation

Evaluation is a critical component of this plan. As outreach activities are completed, the effectiveness of key components will be evaluated as noted. This will help measure what progress has been made toward reaching the stated objectives.

A variety of formal and informal measures will be used to provide data, such as:

- Google Analytics tracking of BOE pages and other items on District/school websites
- Tracking of email, phone, website inquiries
- Statistics on social media use
- Evidence of communication efforts (news releases, school newsletter announcements, publications, presentations, etc.)
- Surveys of participants at planned outreach sessions
- News media coverage clippings



- Feedback from PTO / A Presidents groups and others
- Information from focus groups sessions

### Strategy 1 – Fully utilize the communication potential of Board meetings.

Tactic	Audience	Timeline & Progress	Personnel/Budget
Utilize District 64 website more extensively to provide access 24/7 to Board meeting activities: <ul style="list-style-type: none"> <li>▪ post videotapes of all sessions</li> <li>▪ continue posting of all reports and materials for each meeting</li> <li>▪ post an annual timeline of expected agenda items</li> </ul>	All	<ul style="list-style-type: none"> <li>▪ <b>Q3 2011</b> Meeting videos now being posted. <b>Selecting Google Analytics reports to be tracked.</b></li> <li>▪ <b>Q2 2012</b> As part of Strategic Plan Strategy I, explore paperless BOE packets.</li> <li>▪ <b>Q1 2012</b> Work with ESC Team to develop annual calendar. <b>Added to agenda March 6 ESC Team.</b></li> </ul>	PIC/ Technology Director/ Supt/ ESC Team
Distribute "Highlights" of Board meetings via email and on website	P, S, N, C, E-News	<b>Q1 2012</b> - <b>Initiate with February 27 meeting</b>	PIC
Acknowledge correspondence/ phone calls/ emails received from community at start of each BOE meeting	All	Q2 2012	BOE/ Supt.
Spotlight unique features of "on location" meetings at neighborhood schools:	P, C, S	<b>Q1 2012</b> School website announcement. <b>Initiate with February 27 meeting</b>	PIC/ Director of Facility Management/ Principals & Webmasters/ PTO/ As/ BOE
Publicize opportunity for easy participation.		<b>Q1 2012</b> Portable outdoor signage at school. <b>Initiate with February 27 meeting for schools; ESC sign being developed.</b>	
Invite school PTO / As to present brief public comments when on location.		<b>Q1 2012</b> List Serv invitation to parents and school newsletter announcement. <b>Initiate with February 27 meeting</b>	
FURTHER EVALUATE: When possible, schedule an informal open house/ ask a Board member question before on location meetings ("listening post").		<b>Q3 2012</b> Postcard to residents (mail carrier routes)	
		<b>Q3 2012</b> PTO / A briefings	

### Strategy 2: Increase opportunities for Board members to interact with stakeholders.

<b>Tactic</b>	<b>Audience</b>	<b>Timeline &amp; Progress</b>	<b>Personnel/Budget</b>
Feature a Board President letter on the website and a direct "submit a comment/question" form	All	Q2 2012	BOE President/PIC
Seek periodic placements of Board President message in local news outlets	All	Q2 2012 & periodically thereafter	BOE President/PIC
Schedule Board member presentations annually at school PTO/A meetings	P, S	2012-13	PTO/As, BOE President
Author periodic column in school newsletters			
Board members attend each Facility Master Plan meeting at schools	P, S	2012-13	BOE
Continue Board member school visits in advance of on location meetings	S	Ongoing	
Continue Board member liaison outreach to stakeholder groups (PTO/A Presidents group, etc.)	P, S, C	Ongoing	
Host a meeting with elected officials on school finance concerns	G, N, C	2012-13	Supt/BOE

### Strategy 3: Utilize the 5-year post-referendum milestone to focus stakeholder attention on District 64.

<b>Tactics</b>	<b>Audience</b>	<b>Timeline &amp; Progress</b>	<b>Personnel/Budget</b>
<p>Prepare a "Referendum +5: State of District 64" coordinated message to be shared in multiple ways</p> <ul style="list-style-type: none"> <li>BOE members use short presentation at scheduled outreach meetings with stakeholder groups and key communicators</li> <li>Narrated version of presentation posted to website for ongoing access</li> <li>Printed report mailed to all residents</li> <li>Special news media briefing by Board President/Superintendent</li> </ul>	C, S, P, N, G	Q2-4 2012	BOE/Supt/ ESC Team/PIC



<p><b>FURTHER EVALUATE:</b></p> <ul style="list-style-type: none"> <li>▪ Host "ABCs of School Finance" presentation by outside expert and include District 64 component</li> <li>▪ Outreach to others who care about District 64 financial health (private/parochial schools)</li> <li>▪ Utilize other special outreach efforts (Farmer's Market, coffee sessions, etc.)</li> </ul>	
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In addition to these strategies that directly relate to the Board's goal, the following strategy will be added to the District 64 overall communications efforts.

**Strategy: Use advanced features of the District website and initiate social media contacts.**

<b>Tactics</b>	<b>Audience</b>	<b>Timeline &amp; Progress</b>	<b>Personnel/Budget</b>
Promote RSS feature for news postings	All	Q 1 2012 -- news release scheduled in combination with item 3 below	PIC
Expand use of events calendar	All	Q1-2 2012 -- pre-meeting with Technology Director and District webmaster to plan expansion	Technology Director / District & school webmasters
Highlight availability of person-to-person access for help and questions through email or phone.	All	Q 1 2012 -- news release scheduled in combination with item 1 above	BOE/Supt / ESC Team / PIC
Provide responses to FAQ for finance and student learning topics.	All	Q 2 2012	BOE/Supt / ESC Team / PIC
Create a District 64 news blog to provide more frequent, shorter updates	All	Q 2-3 2012	PIC
Add "in the news" page linking to news media coverage of District 64 school events	All	Q 2-3 2012	PIC / Office of Supt
Create a Twitter account to drive followers to website for more information.	All	Q 2-3 2012	PIC / Technology Director

Adoption of Resolution #1080 Authorizing Continued Modifications to School Holidays

ACTION ITEM 12-02-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, adopt the Continued School Holiday Modification of School Code 105 ILCS 5/24-2 for Abraham Lincoln's Birthday, Casimir Pulaski Day, and Veterans' Day.

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

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education

From: Dr. Philip Bender, Superintendent

Date: February 27, 2012

Re: Continue Holiday Modifications

According to new state law, school districts no longer have to apply for a waiver from the Illinois State Board of Education every 5 years to hold school and have students in attendance on legal school holidays such as Veterans' Day, Lincoln's Birthday or Casimir Pulaski Day. However, districts do need to have a public hearing to make a formal proposal regarding the District's intention to continue to hold school on these days and to hear public comment from parents and educators regarding the proposal.

District 64 is requesting a continued modification of State Code 105 ILCS 5/24-2, which states that teachers shall not be required to work on legal school holidays. On the dates listed below the district proposes to continue to hold school with students and teachers in attendance. It would be the intent of District 64 to treat these days as commemorative holidays, during which time the staff and administrators of the district would coordinate activities which would instruct students on the accomplishments of, President Lincoln, General Pulaski, and all veterans of foreign wars. We feel that these types of activities would add an educational perspective to the meaning of these days for our students.

- Abraham Lincoln's Birthday
- Casimir Pulaski Day
- Veterans' Day

**The district is not proposing any changes to current practice as it relates to the calendar and the observance of these three holidays but is merely complying with a new state law regarding official communication and notification of our current practices.**

**RESOLUTION OF THE  
BOARD OF EDUCATION OF  
PARK RIDGE – NILES SCHOOL DISTRICT 64  
COOK COUNTY, ILLINOIS  
AUTHORIZING CONTINUE MODIFICATIONS TO SCHOOL HOLIDAYS**

**WHEREAS**, the School District's waiver for certain school holidays previously granted by the Illinois State Board of Education ("ISBE") will expire at the end of the 2010-2011 school year; and

**WHEREAS**, Section 24-2 of the *School Code* (105 ILCS 5/24-2) now authorizes the Board of Education of Park Ridge – Niles School District 64, Cook County, Illinois (hereinafter referred to as the "Board") to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the following legal school holidays: February 12 (President Lincoln's birthday), the first Monday in March (Casmir Pulaski's birthday), and November 11 (Veterans' Day), without the prior approval of ISBE; and

**WHEREAS**, pursuant to Section 24-2 of the *School Code*, the Board may modify said holidays for the above-listed purposes, provided that: (1) the person(s) honored by the holiday is/are recognized through instructional activities conducted on that day, or if the day is not used for student attendance, on the first school day preceding or following that day; and (2) the Board first holds a public hearing on the proposal before taking action and gives prior notice of such hearing to both educators and parents; and

*[WHEREAS, pursuant to Section 10-20.46 of the School Code, if a school holds any type of event at the school on November 11, Veterans' Day, the Board shall require a moment of silence at that event to recognize Veterans' Day; and]*

**WHEREAS**, the Board has provided proper advance notice of a public hearing to educators and parents in the District regarding modification to school holidays in accordance with Section 24-2 of the *School Code*, a copy of which is attached hereto as Exhibit A; and

**WHEREAS**, on February 27, 2012, in accordance with Section 24-2 of the *School Code*, the Board held a public hearing on the issue of modification to school holidays, at which time educators and parents had the opportunity to offer testimony regarding the proposed modifications; and

**WHEREAS**, the Board has determined that it is in the District's best interest to have the option in any school year to make certain modifications to the three school holidays listed herein.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Education of Park Ridge – Niles School District 64, Cook County, Illinois, as follows:

**Section 1:** The Board has determined that the following school holidays may be utilized to *[hold school or schedule teachers' institutes, parent-teacher conferences, or staff development]*, effective beginning March 1, 2012 and subsequent school years:

*[February 12 (President Lincoln's birthday)  
First Monday in March (Casmir Pulaski's birthday)  
November 11 (Veterans' Day)]*

- Section 2:** The Superintendent or his designee shall ensure *[that a moment of silence is observed at the November 11 institute day to recognize Veterans' Day, and]* that the person(s) honored by each of said holidays is/are recognized through instructional activities conducted on the first school day preceding or following each holiday.
- Section 3:** This Resolution shall be in full force and effect forthwith upon its passage.
- Section 4:** All Resolutions contrary to or in conflict with this Resolution are hereby repealed to the extent of such conflict.

**ADOPTED** this 27<sup>th</sup> day of February, 2012, in the following roll call vote:

Ayes:

Nays:

Absent:

**BOARD OF EDUCATION OF  
PARK RIDGE – NILES  
SCHOOL DISTRICT 64  
COOK COUNTY, ILLINOIS**

By: \_\_\_\_\_  
**President, Board of Education**

**ATTEST:**

By: \_\_\_\_\_  
**Secretary, Board of Education**

**Tentative School Calendar for 2012-13**

Institute Day – August 20, 2012

First Day for Students – August 21, 2012

Winter Break – Begin December 24, 2012 – Return January 7, 2013 - aligns with District 207

Spring Break – Begin March 25, 2013 – Return April 1, 2013 - aligns with District 207

Last Day – June 6, 2013

**Notes:**

- School begins for students on Tuesday.
- Return from Winter Break on Monday.
- Students are not in attendance the Friday preceding Spring Break.

**Tentative School Calendar for 2013-14**

Institute Day – August 26, 2013

First Day for Students – August 27, 2013

Winter Break – Begin December 23, 2013 – Return January 6, 2014 – aligns with District 207

Spring Break – Begin March 31, 2014 – Return April 7, 2014 - aligns with District 207

Last Day – June 13, 2014

**Notes:**

- School begins for students on Tuesday.
- Return from Winter Break on Monday.
- Students are not in attendance the Friday preceding Spring Break.

**Tentative School Calendar for 2014-15**

Institute Day – August 25, 2014

First Day for Students – August 26, 2014

Winter Break – Begin December 22, 2014 – Return January 5, 2015 – aligns with District 207

Spring Break – Begin March 30, 2015 – Return April 6, 2015 - aligns with District 207

Last Day – June 11, 2015

**Notes:**

- School begins for students on Tuesday.
- Return from Winter Break on Monday.
- Students are not in attendance the Friday preceding Spring Break.

**SCHOOL DISTRICT 64 PARK RIDGE-NILES  
2012-13**

**AUGUST**

Mon	Tue	Wed	Thr	Fri	Total
					0
TI	21	22	23	24	4
27	28	29	30	31	5
			Total		9

(9)

**SEPTEMBER**

Mon	Tue	Wed	Thr	Fri	Total
HOL	4	5	6	7	4
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	5
			Total		19

(28)

**OCTOBER**

Mon	Tue	Wed	Thr	Fri	Total
1	2	3	4	5	5
HOL	9	10	11	12	4
15	16	17	18	19	5
22	23	24	25	26	5
29	30	31			3
			Total		22

(50)

**NOVEMBER**

Mon	Tue	Wed	Thr	Fri	Total
			1	2	2
5	TI	7	8	9	4
XH	13	14	15	16	5
FPT	FPT	NIA	HOL	NIA	0
26	27	28	29	30	5
			Total		16

(66)

**DECEMBER**

Mon	Tue	Wed	Thr	Fri	Total
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	5
NIA	HOL	NIA	NIA	NIA	0
NIA					0
			Total		15

(81)

**JANUARY**

Mon	Tue	Wed	Thr	Fri	Total
	HOL	NIA	NIA	NIA	0
7	8	9	10	11	5
14	15	16	17	18	5
HOL	22	23	24	25	4
28	29	30	31		4
			Total		18

(99)

**FEBRUARY**

Mon	Tue	Wed	Thr	Fri	Total
				1	1
4	5	6	7	TI	4
11	XH	13	14	15	5
HOL	19	20	21	22	4
25	26	27	28		4
			Total		18

(117)

**MARCH**

Mon	Tue	Wed	Thr	Fri	Total
				1	1
XH	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	NIA	4
NIA	NIA	NIA	NIA	NIA	0
			Total		15

(132)

**APRIL**

Mon	Tue	Wed	Thr	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	5
22	23	24	25	26	5
29	30				2
			Total		22

(154)

**MAY**

Mon	Tue	Wed	Thr	Fri	Total
		1	2	3	3
6	7	8	9	10	5
13	14	15	16	17	5
20	21	22	23	24	5
HOL	28	29	30	31	4
			Total		22

(176)

**JUNE**

Mon	Tue	Wed	Thr	Fri	Total
3	4	5	6		4
			Total		4

(180)

**JULY**

Mon	Tue	Wed	Thr	Fri	Total

School Begins: 8/21/12  
 School Closes: 6/6/13  
 Pupil Attendance Days: 180  
 Approved Institute Days: 3  
 Approved All Day Parent/Teacher: 2  
 Conference Days:  
 TOTAL (185 days or more): 185

**UPCOMING ELECTION**

Presidential Primary Election 3/20/2012  
 Presidential General Election 11/6/2012  
 Consolidated Primary Election 2/26/2013  
 Consolidated General Election 4/9/2013  
 Gubernatorial Primary Election 3/18/2014  
 Gubernatorial General Election 11/4/2014

**SCHOOL HOLIDAYS**

Labor Day 9/3  
 Columbus Day 10/8  
 Veterans' Day 11/12 XH  
 Thanksgiving Day 11/22  
 Christmas Day 12/25  
 New Year's Day 1/1  
 M.L. King Day 1/21  
 Lincoln's Birthday 2/12 XH  
 Presidents' Day 2/18  
 Pulaski Day 3/4 XH  
 Good Friday 3/29  
 Memorial Day 5/27

**CALENDAR LEGEND**

Legal School Holidays HOL  
 Institutes TI  
 Not in Attendance NIA  
 School Begins (  
 School Closes )  
 Half-day Inservice XHI  
 Full-day Parent/Teacher Conf. FPT  
 Attendance Day - Holiday Waiver XH  
 Half-day School Improvement XHS

**SCHOOL DISTRICT 64 PARK RIDGE-NILES  
2013-14**

**AUGUST**

Mon	Tue	Wed	Thr	Fri	Total
TI	27	28	29	30	4
			Total		4

(4)

**SEPTEMBER**

Mon	Tue	Wed	Thr	Fri	Total
HOL	3	4	5	6	4
9	10	11	12	13	5
16	17	18	19	20	5
23	24	25	26	27	5
30					1
			Total		20

(24)

**OCTOBER**

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
HOL	15	16	17	18	4
21	22	23	24	25	5
28	29	30	31		4
			Total		22

(46)

**NOVEMBER**

Mon	Tue	Wed	Thr	Fri	Total
				1	1
4	TI	6	7	8	4
XH	12	13	14	15	5
18	19	20	21	22	5
FPT	FPT	NIA	HOL	NIA	0
			Total		15

(61)

**DECEMBER**

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	5
NIA	NIA	HOL	NIA	NIA	0
NIA	NIA				0
			Total		15

(76)

**JANUARY**

Mon	Tue	Wed	Thr	Fri	Total
		HOL	NIA	NIA	0
6	7	8	9	10	5
13	14	15	16	17	5
HOL	21	22	23	24	4
27	28	29	30	31	5
			Total		19

(95)

**FEBRUARY**

Mon	Tue	Wed	Thr	Fri	Total
3	4	5	6	TI	4
10	11	XH	13	14	5
HOL	18	19	20	21	4
24	25	26	27	28	5
			Total		18

(113)

**MARCH**

Mon	Tue	Wed	Thr	Fri	Total
XH	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	NIA	4
NIA					0
			Total		19

(132)

**APRIL**

Mon	Tue	Wed	Thr	Fri	Total
	NIA	NIA	NIA	NIA	0
7	8	9	10	11	5
14	15	16	17	NIA	4
21	22	23	24	25	5
28	29	30			3
			Total		17

(149)

**MAY**

Mon	Tue	Wed	Thr	Fri	Total
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	5
HOL	27	28	29	30	4
			Total		21

(170)

**JUNE**

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	5
9	10	11	12	13	5
			Total		10

(180)

**JULY**

Mon	Tue	Wed	Thr	Fri	Total

School Begins:	8/27/13
School Closes:	6/13/14
Pupil Attendance Days:	180
Approved Institute Days:	3
Approved All Day Parent/Teacher:	2
Conference Days:	
TOTAL (185 days or more):	185

**UPCOMING ELECTION**

Gubernatorial Primary Election	3/18/2014
Gubernatorial General Election	11/4/2014

**SCHOOL HOLIDAYS**

Labor Day	9/2
Columbus Day	10/14
Veterans' Day	11/11 XH
Thanksgiving Day	11/28
Christmas Day	12/25
New Year's Day	1/1
M.L. King Day	1/20
Lincoln's Birthday	2/12 XH
Presidents' Day	2/17
Pulaski Day	3/3 XH
Good Friday	4/18
Memorial Day	5/26

**CALENDAR LEGEND**

Legal School Holidays	HOL
Institutes	TI
Not in Attendance	NIA
School Begins	(
School Closes	)
Half-day Inservice	XHI
Full-day Parent/Teacher Conf.	FPT
Attendance Day - Holiday Waiver	XH
Half-day School Improvement	XHS



**SCHOOL DISTRICT 64 PARK RIDGE-NILES  
2014-15**

**AUGUST**

Mon	Tue	Wed	Thr	Fri	Total
TI	26	27	28	29	4
			Total		4

(4)

**SEPTEMBER**

Mon	Tue	Wed	Thr	Fri	Total
HOL	2	3	4	5	4
8	9	10	11	12	5
15	16	17	18	19	5
22	23	24	25	26	5
29	30				2
			Total		21

(25)

**OCTOBER**

Mon	Tue	Wed	Thr	Fri	Total
		1	2	3	3
6	7	8	9	10	5
HOL	14	15	16	17	4
20	21	22	23	24	5
27	28	29	30	31	5
			Total		22

(47)

**NOVEMBER**

Mon	Tue	Wed	Thr	Fri	Total
3	TI	5	6	7	4
10	XH	12	13	14	5
17	18	19	20	21	5
FPT	FPT	NIA	HOL	NIA	0
			Total		14

(61)

**DECEMBER**

Mon	Tue	Wed	Thr	Fri	Total
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	5
NIA	NIA	HOL	NIA	NIA	0
NIA	NIA	NIA			0
			Total		15

(76)

**JANUARY**

Mon	Tue	Wed	Thr	Fri	Total
			HOL	NIA	0
5	6	7	8	9	5
12	13	14	15	16	5
HOL	20	21	22	23	4
26	27	28	29	30	5
			Total		19

(95)

**FEBRUARY**

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	TI	4
9	10	11	XH	13	5
HOL	17	18	19	20	4
23	24	25	26	27	5
			Total		18

(113)

**MARCH**

Mon	Tue	Wed	Thr	Fri	Total
XH	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	5
23	24	25	26	NIA	4
NIA	NIA				0
			Total		19

(132)

**APRIL**

Mon	Tue	Wed	Thr	Fri	Total
		NIA	NIA	NIA	0
6	7	8	9	10	5
13	14	15	16	17	5
20	21	22	23	24	5
27	28	29	30		4
			Total		19

(151)

**MAY**

Mon	Tue	Wed	Thr	Fri	Total
				1	1
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	22	5
HOL	26	27	28	29	4
			Total		20

(171)

**JUNE**

Mon	Tue	Wed	Thr	Fri	Total
1	2	3	4	5	5
8	9	10	11		4
			Total		9

(180)

**JULY**

Mon	Tue	Wed	Thr	Fri	Total

School Begins:	8/25/14
School Closes:	6/10/15
Pupil Attendance Days:	180
Approved Institute Days:	3
Approved All Day Parent/Teacher:	2
Conference Days:	
TOTAL (185 days or more):	185

<b>UPCOMING ELECTIONS</b>	
Gubernatorial General Election	11/4/2014

<b>SCHOOL HOLIDAYS</b>	
Labor Day	9/1
Columbus Day	10/13
Veterans' Day	11/11 XH
Thanksgiving Day	11/27
Christmas Day	12/25
New Year's Day	1/1
M.L. King Day	1/19
Lincoln's Birthday	2/12 XH
Presidents' Day	2/16
Pulaski Day	3/2 XH
Good Friday	4/3
Memorial Day	5/25

<b>CALENDAR LEGEND</b>	
Legal School Holidays	HOL
Institutes	TI
Not in Attendance	NIA
School Begins	(
School Closes	)
Half-day Inservice	XHI
Full-day Parent/Teacher Conf.	FPT
Attendance Day - Holiday Waiver	XH
Half-day School Improvement	XHS

**First Reading of: Policy Issue 77, October 2011**

Policy 2:250	School Board – Access to District Public Records
Policy 3:60	School Board – Administrative Responsibility of the Building Principal
Policy 4:80	School Board – Accounting and Audits
Policy 5:90	General Personnel – Abused and Neglected Child Reporting
Policy 5:100	General Personnel – Staff Development Program
Policy 5:200	Professional Personnel – Terms and Conditions of Employment and Dismissal
Policy 5:240	Professional Personnel – Suspension
Policy 6:60	Instruction – Curriculum Content
Policy 6:150	Instruction – Home and Hospital Instruction
Policy 6:300	N/ A -- Instruction – Graduation Requirements
Policy 6:320	N/ A – Instruction – High School Credit for Proficiency
Policy 7:305	Students – Student Athlete Concussions and Head Injuries

## School Board

### Access to District Public Records 1

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

### Freedom of Information Officer 2

The Superintendent shall serve as the District's Freedom of Information Officer and ~~is assigned~~ assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

### Definition 3

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

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

<sup>1</sup> The Illinois Freedom of Information Act (FOIA) governs the subject matter in this policy (5 ILCS 140/, amended by P.A. 97-579). School districts are required to make public records available to any person for inspection or copying, unless they fall within an exception (105 ILCS 140/3(a). Amendments to FOIA that are not relevant to school districts are not discussed in the footnotes.

Two laws limit the disclosure of employee performance evaluations. See *f/n #6*. State law does not explicitly require boards to adopt a policy on access to their records. However, a board policy is the logical instrument to memorialize the actions that are required to implement FOIA.

<sup>2</sup> Each board must designate one or more official(s) or employee(s) to act as its freedom of information officer(s) (5 ILCS 140/3.5). Amend this sentence to identify by job title the freedom of information officer or use one of the following:

Alternative 1: The Board will appoint an employee to serve as the District's Freedom of Information Officer ~~who is assigned~~. That appointee assumes all the duties and powers of that office as provided in FOIA and this policy.

Alternative 2: The Superintendent shall appoint an employee, who may be himself or herself, to [continue as with alternative 1].

The School Code requires the FOIA report described in the third sentence of this section (105 ILCS 5/10-16); it is optional, however, for districts governed by a board of school directors.

<sup>3</sup> The definition is quoted from 5 ILCS 140/2(c). Substitute the following alternative for this paragraph if desired: "The definition of *public records*, for purposes of this policy, is the definition contained in Section 2(c) of FOIA without amendment."

#### Requesting Records 4

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

#### Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist; 5
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; 6 or
3. Complying with the request would be unduly burdensome. 7

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. 8 The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. 9 If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period. 10

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

4 This section restates 5 ILCS 140/3(c). Districts may, but are not required, to accept oral requests. Compliance with an oral request may stave off the formal written request and permit more flexibility in the response. Add this option if the district wants to accept oral requests: "Oral requests may be accepted provided personnel are available to handle them." The response to an oral request should be documented. Districts may provide a request form for convenience but may not require its use. See 2:250-E1, *Written Request for District Records*.

5 FOIA does not require a public body to create a record (5 ILCS 140/1).

6 5 ILCS 140/7 and 140/7.5 describe numerous explicit exceptions to the presumption that all public records are available for public inspection. Each record is "presumed to be open to inspection or copying" and the district will have "the burden of proving by clear and convincing evidence that it is exempt," (5 ILCS 140/1.2 and 140/11(f)). A person who prevails in a court proceeding to enforce FOIA will be awarded attorney fees; the public body may incur a civil penalty of between \$2,500 and \$5,000 for each occurrence of a willful or intentional violation of FOIA or other action in bad faith (5 ILCS 140/11(i) and (j)). School officials should seek the board attorney's advice concerning the denial of a record request.

Two State laws limit the disclosure of employee personnel evaluations:

1. The Personnel Record Review Act prohibits the disclosure of performance evaluations (820 ILCS 40/11).
2. The School Code prohibits the disclosure of public school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws (105 ILCS 5/24A-7.1).

Appellate decisions from the former FOIA may be, but are not necessarily, relevant to several exemptions. See *Chicago Tribune Co. v. Chicago Bd. of Ed.*, 773 N.E.2d 674 (Ill.App.1, 2002)(student records are *per se* prohibited from disclosure); *Copley Press, Inc. v. Peoria Sch. Dist.*, 834 N.E.2d 558 (Ill.App.3, 2005)(upheld a board's denial of a request for the superintendent's evaluation); *Reppert v. Southern Illinois University*, 874 N.E.2d 905 (375 Ill.App.3, 2007) (declining to follow *Copley*); and *Gekas v. Williamson*, 912 N.E.2d 347 (Ill.App.4, 2009)(all investigatory records for an employee are disclosable, despite a finding that the allegations were unfounded and no discipline was imposed).

7 5 ILCS 140/3(g).

8 5 ILCS 140/3(d). Reasons for extensions are addressed at 5 ILCS 140/3(e).

9 5 ILCS 140/3(e).

10 5 ILCS 140/3(f).

Notwithstanding the above, the Freedom of Information Officer shall respond to requests for commercial purposes and to recurrent requesters (as those terms are defined in Section 2 of FOIA) according to Sections 3.1 and 3.2 of FOIA. **11 Insert A – following page**

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request. **12**

### Copying Fees 13

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No copying fee shall be charged for the first 50 pages of black and white, letter or legal sized copies. No copying fee shall be charged for electronic copies other than the actual cost of the recording medium.

### Fees for Responding to a Request for a Commercial Purpose 14

In addition to copying fees, persons making a request for a commercial purpose, as defined in FOIA, must pay a fee of \$10 for each hour spent by personnel in searching for and retrieving the record. However, no fees shall be charged for the first 8 hours spent by personnel in searching for or retrieving a requested record. The District also charges the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage facility under contract with the District. Whenever the District charges any fees to a requester making a commercial request, the Freedom of Information Officer shall provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request for public records.

### Access 15

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

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

**11** A recurrent requester is defined in 5 ILCS 140/2(g), added by P.A. 97-579. The timelines are relaxed for responding to and complying with a request from a recurrent requester, provided the district follows the statutory requirements in 5 ILCS 140/3.2, added by P.A. 97-579. A commercial purpose is defined in 5 ILCS 140/2(c-10). The timelines for responding to and complying with a commercial request are relaxed, provided the district follows the statutory requirements in 5 ILCS 140/3.1. See the administrative procedure, 2:250-AP1, Access to and Copying of District Public Records, for additional information.

**12** 5 ILCS 140/7. Redacting exempt portions is permitted, but not required, except that contractors' employees' addresses, telephone numbers, and social security numbers must be redacted before disclosure (5 ILCS 140/2.10). Reviewing past responses to FOIA requests will promote uniform treatment of requests for similar records.

**13** 5 ILCS 140/6, amended by P.A. 97-579. The statute contains additional limitations on fees, including a prohibition on charging a search or review fee, unless the request is for a commercial purpose. See f/n #16. The fee for black and white, letter or legal sized copies may not exceed 15 cents per page.

14 A board may, but is not required to, charge a search and/or a retrieval fee when responding to a request for commercial purposes (5 ILCS 140/6(f), amended by P.A. 97-579). If these fees are charged, the remaining provisions in this section are required. Delete this section if the board does not want to charge these fees. Alternatively, the board may decide to charge less than \$10 per hour for the search fee.

**15** Public bodies may adopt rules for the time and places where records will be made available (5 ILCS 140/3(h). Amend this sentence to reflect where records will be made available.

A

(c-10) "Commercial purpose" means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.

(g) "Recurrent requester", as used in Section 3.2 of this Act, means a person that, in the 12 months immediately preceding the request, has submitted to the same public body (i) a minimum of 50 requests for records, (ii) a minimum of 15 requests for records within a 30-day period, or (iii) a minimum of 7 requests for records within a 7-day period. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered in calculating the number of requests made in the time periods in this definition when the principal purpose of the requests is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.



Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.<sup>16</sup>

### Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request.<sup>17</sup> Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.<sup>18</sup>

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

<sup>16</sup> Web-posting of high-interest records is an easy way to reduce paperwork. FOIA requires that the records identified in this sentence be posted at each administrative office, made available for copying, and posted on the district website, if any (5 ILCS 140/4). Many other records are required to be web-posted and this sentence may be amended to include them. If the district does not have a website, change this sentence as follows: "Some public records are available for immediate access including a description of the District and the methods for requesting a public record, and a list of all types or categories of records under its control." For a list of required web-postings, see exhibit 2:250-E2, *Immediately Available District Public Records*. Using the district's website is also a convenient way to comply with FOIA's requirement to identify documents that are *immediately* available (5 ILCS 140/3.5(a). However, lawyers disagree as to whether having material web-posted suffices for having it *immediately* available without also having printed copies on-hand to distribute *immediately* on request. Although not required to be web-posted, a list of all types or categories of records under its control must be prepared and made available (5 ILCS 140/5). See 2:250-AP1, *Access to and Copying of District Public Records*.

<sup>17</sup> The Local Records Act, 50 ILCS 205/3, requires the preservation of records described in items #1-3. The preservation of records described in item #3 is also required by the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, and the Ill. School Student Records Act, 105 ILCS 10/, among other laws. An example of a record described in item #4 is a record subject to a *litigation hold* or a document preservation requirement pursuant to Federal Rules of Civil Procedure, Rules 16 and 26.

Categorizing email messages is complicated because two laws apply and the rules differ when a board member is a party. See sample policy 2:140, *Communications To and From the Board*, for a discussion of email between or among board members. When employees or agents are using email for school purposes, the email messages may be *public records*, but will not necessarily be subject to disclosure depending on the topic discussed. FOIA's list of exemptions from disclosure determines whether these emails are subject to disclosure. For exemptions, see 5 ILCS 140/7 and 140/7.5.

Not all email messages between or among employees must be preserved, even if they are *public records* for purposes of FOIA. The definition of *public record* in the Local Records Act, 50 ILCS 205/3, is narrower than its definition in FOIA. Thus, staff email, like all district records, must be retained only when it contains material described in #1-4. While this is a slippery slope without definitive parameters, employee email that is conversational or personal, or contains brainstorming may generally be deleted.

The Prevailing Wage Act (820 ILCS 130/5) requires contractors, while participating on public works, to keep records of all laborers, mechanics, and other workers employed by them on the project and to submit this record monthly to the public body. The public body in charge of the project must keep these records for a period of not less than 3 years from the date of the last payment on a contract or subcontract for public works. These records must be made available in accordance with FOIA except that contractors' employees' addresses, telephone numbers, and social security numbers must be redacted before disclosure (5 ILCS 140/2.10).

<sup>18</sup> 50 ILCS 205/. Preservation and destruction of documents is covered in 2:250-AP-2, *Protocols for Record Preservation and Development of Retention Schedules*. See also the Ill. Secretary of State's website for information on preserving and destroying records, [www.cyberdriveillinois.com/departments/archives/records\\_management/recman.html](http://www.cyberdriveillinois.com/departments/archives/records_management/recman.html).



LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.  
105 ILCS 5/10-16 and 5/24A-7.1.  
820 ILCS 40/11.  
820 ILCS 130/5.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records),  
7:340 (Student Records)

## General School Administration

### Administrative Responsibility of the Building Principal <sup>1</sup>

The School Board, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools. <sup>2</sup> The primary responsibility of a Building Principal is the improvement of instruction. <sup>3</sup> Each Building Principal shall perform all duties as described in the School Code as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. <sup>4</sup>

The Superintendent or designee shall develop and maintain a principal and assistant principal evaluation plan that complies with Section 24A-15 of the School Code. <sup>5</sup> Using that plan, the

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

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

<sup>2</sup> 105 ILCS 5/10-21.4a, amended by P.A. 97-217. This law now includes *assistant principals* and explains that *assistant principals may perform the duties assigned to a principal by statute, except the responsibility for improvement of instruction.*

<sup>3</sup> Required by 105 ILCS 5/10-21.4a.

<sup>4</sup> An alternative follows: "...or as agreed upon by the Building Principal and Superintendent."

The principal's duties are generally described in 105 ILCS 5/10-21.4a- and 5/24A-15(c-5). In addition, 105 ILCS 127/ requires the principal or designee to report to the police violations of the Controlled Substance Act occurring in a school or on school property, on a public way within 1000 feet of a school, or any conveyance used to transport students. See also 105 ILCS 5/10-20.14 and administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*. State law requires a principal or teacher to notify the parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public as provided in the Sex Offender Community Notification Law, 730 ILCS 152/ and Child Murderer and Violent Offender Against Youth Registration Act, 730 ILCS 154/. The county clerk may appoint high school principals or their designees as deputy registrars who may accept voter registrations of eligible students in the high school (10 ILCS 5/4-6.2).

<sup>5</sup> 105 ILCS 5/24A-15, amended by P.A.s 96-861- and 97-217.

A board may want to add the components of the evaluation plan: to the policy. The following optional provision contains the mandatory requirements: but if the board does not employ assistant principals, delete the phrase "and assistant principal":

The plan shall provide that the evaluation of a Building Principal- and Assistant Principal:

1. Be performed by the Superintendent or designee, ~~or~~ an individual appointed by the Board who holds a registered Type 75 State administrative certificate, or the Building Principal for an Assistant Principal;
2. Be in writing;
3. Take place by March 1 of each year for a Building Principal and Assistant Principal on a single-year contract and by March 1 of the final year of a contract for a Building Principal and Assistant Principal on a multi-year contract;
4. Include a description of the Building Principal's and Assistant Principal's duties and responsibilities and the standards to which the Building Principal and Assistant Principal is expected to conform;
5. Consider the Building Principal's and Assistant Principal's specific duties, responsibilities, management, and competence as a Building Principal- and Assistant Principal;
6. Specify the Building Principal's and Assistant Principal's strengths and weaknesses, with supporting reasons;
7. Align with research-based standards established by administrative rule;
8. On and after September 1, 2012 provide for the use of data and indicators on student growth as a *significant factor* in rating performance; and
9. Provide that one copy of the evaluation must be included in the Building Principal's and Assistant Principal's personnel file and one copy of the evaluation must be given to the Building Principal and Assistant Principal.

Superintendent or designee shall evaluate each Building Principal and Assistant Principal. <sup>6</sup> The Superintendent or designee may conduct additional evaluations. <sup>7</sup>

The Board and each Building Principal and Assistant Principal shall enter into an employment agreement that conforms to Board policy and State law. <sup>8</sup> The terms of an individual employment contract, when in conflict with this policy, will control.

LEGAL REF.: 10 ILCS 5/4-6.2.  
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 10-23.8a, 10-23.8b, and 5/24A-15.  
105 ILCS 127/.  
23 Ill.Admin.Code Part 35.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 5:250 (Leaves of Absence)

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10. *Significant factor*, as used in #8 in the optional provision, will need to be defined by ISBE rules after collaboration with the Performance Evaluation Advisory Council (PEAC) (105 ILCS 5/24A-7, amended by P.A. 96-861). See [www.isbe.net/peac/](http://www.isbe.net/peac/) for the most recent information about ISBE and PEAC's implementation of the Performance Evaluation Act.

<sup>6</sup> Required by 105 ILCS 5/10-21.4a and 105 ILCS 5/24A-15, amended by P.A. 96-861 and 97-217.

<sup>7</sup> Implementation of a principal mentoring program in any given year is dependent upon an appropriation sufficient to provide services to all first-year principals (105 ILCS 5/2-3.53a, amended by P.A. 96-373 and 23 Ill.Admin.Code Part 35). Sufficient funding is based on the anticipated number of participants and the total amount of the appropriation for the mentoring. Each principal in his or her first year of employment must participate in mentoring activities during years when the program is implemented. If sufficient appropriations exist, principals in their second year of employment may elect to participate in a second year of mentoring if the principal has completed the mentoring program in the previous school year.

<sup>8</sup> 105 ILCS 5/10-23.8a and 5/10-23.8b govern principal and assistant principal contracts.

## Operational Services

### Accounting and Audits <sup>1</sup>

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

### Annual Audit <sup>2</sup>

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

### Annual Financial Report <sup>3</sup>

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

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

<sup>1</sup> State or federal law controls this policy's content. A board policy or resolution is required concerning revolving funds and petty cash (23 Ill.Admin.Code §100.70). This policy is intended to facilitate the board's fiscal oversight role. The last sentence of the first paragraph should be modified to align with local conditions. ~~The Illinois Program Accounting Manual is found at <http://www.isbe.state.il.us/sfms/pdf/ipam.pdf>. The Requirements for Accounting, Budgeting, Financial Reporting, and Auditing replaced 23 Ill.Admin.Code, Part 110 Program Accounting Manual and 23 Ill.Admin Code Part 125 Student Activity Funds and Convenience Accounts. The Requirements for Accounting, Budgeting, Financial Reporting, and Auditing is at 23 Ill.Admin.Code Part 100.~~

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

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

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

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

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

#### Inventories 4

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

#### Disposition of District Property 5

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

#### Taxable Fringe Benefits 6

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

#### Controls for Revolving Funds and Petty Cash 7

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

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

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

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

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

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



### Control Requirements for Checks 8

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

### Internal Controls 9

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

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

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

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

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

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

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

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

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

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

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

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



## General Personnel

### Abused and Neglected Child Reporting <sup>1</sup>

**Insert A** ~~Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability<sup>2</sup>, shall immediately: (1) report such a case or cause a report to be made to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606, and (2) follow any additional directions given by the Illinois Department of Children and Family Services to complete a report. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. All District employees shall sign the *Acknowledgement of Mandated Reporter Status* form provided by the Illinois Department of Child and Family Services (DCFS) and the Superintendent or designee shall ensure that the signed forms are retained. <sup>3</sup>~~

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

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

<sup>2</sup> P.A. 96-1446 amended two statutes and defines the same class of individuals differently throughout, but with the same goal: to protect disabled adult students who are still in school with Individual Education Plans (IEPs) that do not live in DCFS licensed facilities. The Ill. Dept. of Human Services Act, 20 ILCS 1305/1-17(b), amended by P.A. 96-1446 defines "adult student with a disability" as an adult student, age 18 through 21, inclusive (through the day before the student's 22<sup>nd</sup> birthday), with an IEP other than a resident of a facility licensed by DCFS. This statutory definition is the basis for this sample policy's language. For purposes of the following discussions in f/n 3 & 5 below, the term "adult student with a disability" is shortened to *disabled adult student*.

For elementary districts, delete the first sentence and insert the following sentence:

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall immediately report ~~such a case or cause a report to be made~~ to the Illinois Department of Children and Family Services on its Child Abuse Hotline 800/25-ABUSE or 217/524-2606.

<sup>3</sup> The Abused and Neglected Child Reporting Act requires school personnel to make an immediate report ~~or cause a report to be made~~ to DCFS; it states that they "may also notify the person in charge of [the] school," (325 ILCS 5/4). If the report involves a *disabled adult student*, employees should expect DCFS to instruct them to call the Ill. Dept. of Human Services Office (DHS) of the Inspector General's statewide 24 hour toll-free telephone number at 1-800-843-6154 (325 ILCS 5/4.4a and 20 ILCS 1305/1-17(b), both amended by P.A. 96-1446). Reports involving a disabled adult student may be made directly to DHS; however, for simplicity, and to preserve a superintendent's duty to disclose certain reports involving an employee or former district employee (see discussion in f/n 5 below) and the immunity for such disclosures, the sample policy directs the initial phone call involving a disabled adult student to DCFS. The sample policy makes the report to the superintendent or building principal mandatory in order to keep the administration informed. Of course, the administration may not force the staff member to change or modify his or her report (325 ILCS 5/4).

Abuse and neglect are defined in 325 ILCS 5/3 and, for disabled adult students in 20 ILCS 1305/1-17(b), amended by P.A. 96-1446 and 20 ILCS 2435/15. Abuse may be generally understood as any physical or mental injury or sexual abuse inflicted on a child or disabled adult student other than by accidental means or creation of a risk of such injury or abuse by a person who is responsible for the child's or disabled adult student's welfare. Neglect may be generally understood as abandoning a child or disabled adult student or failing to provide the proper support, education, medical, or remedial care required by law by one who is responsible for the child's or disabled adult student's welfare.

Reports should include, when known, the child's or disabled adult student's name and address, parents or other custodian, and condition including any evidence of previous injuries or disabilities, plus any other helpful information. Any person required by law to report abuse and neglect who willfully fails to report is guilty of a Class A misdemeanor. A teaching certificate may be suspended for willful failure to report suspected child abuse or neglect as required by law (105 ILCS 5/21-23, amended by P.A. 96-431 and 20 ILCS 1305/1-17(k)(1), amended by P.A. 96-1446).

School personnel are granted broad immunities against civil and criminal claims when they file a report of abuse or neglect in good faith, even if it proves groundless. Such immunities are not available, however, to the individual who knowingly files a false report. Knowingly transmitting a false report to DCFS is a Class 4 felony (325 ILCS 5/4, 7 and 7.6, amended by P.A. 97-189).

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 800/843-5678, or online at [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made. <sup>4</sup>

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS. <sup>5</sup>

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a certificate holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. <sup>6</sup> The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the certificate holder. <sup>7</sup>

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<sup>4</sup> The Reporting Act requires an electronic and information technology equipment worker or the worker's employer to report a discovery of child pornography depicted on an item of electronic and information technology equipment (325 ILCS 5/4.5, ~~added by P.A. 95-944~~). Consult the board attorney to determine whether any district employees fit the definition of an *electronic and information technology worker*, i.e., are "persons who in the scope and course of their employment or business install, repair, or otherwise service electronic and information technology equipment for a fee."

The paragraph exceeds the newly added requirements by requiring *all* district employees to report a discovery of child pornography on electronic and information technology equipment. This furthers the National Center for Missing and Exploited Children's public policy goal of "empowering the public to take immediate and direct action to enforce a zero tolerance policy regarding child sexual exploitation."

Similar to school personnel who are mandated reporters, electronic and information technology equipment workers and their employers have broad immunities from criminal, civil, or administrative liabilities when they report a discovery of child pornography as required under 325 ILCS 5/4.5, except for willful or wanton misconduct (e.g. knowingly filing a false report). Failure to report a discovery of child pornography is a business offense subject to a fine of \$1001.

District employees who are not information and technology equipment workers who, in good faith, make a report also receive immunity, except in cases of willful or wanton misconduct. See 325 ILCS 5/4 and 9. Further, for the purpose of any proceedings, civil or criminal, good faith of the person making the report is presumed. Id.

<sup>5</sup> The Abused and Neglected Child Reporting Act, 325 ILCS 5/4, requires a superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. When a report involves a disabled adult student, DCFS must instruct mandated reporters making these reports to call the Ill. Dept. Human Services' Office of the Inspector General's statewide 24 hour toll-free telephone number: 1-800-368-1463 (325 ILCS 5/4.4a, amended by P.A. 96-1446) to make a report under the Ill. Dept. of Human Services (DHS) Act (20 ILCS 1305/).

The DHS Act, 20 ILCS 1305/1-17, amended by P.A. 96-1446, then requires a determination of whether a report involving a disabled adult student should be investigated under it or the Abuse of Adults with Disabilities Intervention Act, 20 ILCS 2435. Neither the DHS Act nor the Abuse of Adults with Disabilities Intervention Act outlines a duty for the superintendent, upon being requested for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DHS involving an adult student with a disability.

Given the public policy behind the recent amendments to 325 ILCS 5/4, a reasonable interpretation of P.A. 96-1446 is that the superintendent's duty to disclose now involves DHS reports concerning adult students with disabilities. However, with no mechanism requiring DHS to report back to the superintendent a *non-substantiated report* (DHS version of a DCFS *unfounded* report), a superintendent's duty to disclose cannot end. Consult the board attorney about managing the duty to disclose reports that involve disabled adult students when DCFS redirects the reporter to DHS. For more information, see policy 5:150, *Personnel Records*.

<sup>6</sup> Alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Educational Service Center." P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

<sup>7</sup> 105 ILCS 5/10-21.9(e-5), amended by P.A. 96-431, requires these notifications and provides superintendents immunity from any liability, whether civil or criminal or that otherwise might result by complying with the statute.

The Superintendent or designee shall provide staff development opportunities for school personnel working with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect. <sup>8</sup>

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse. <sup>9</sup> **Insert B**

LEGAL REF.: 105 ILCS 5/10-21.9.  
20 ILCS 1305/1-1 et seq.  
20 ILCS 2435/.  
325 ILCS 5/.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

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<sup>8</sup> While it is unclear whether this is a duty or power, 105 ILCS 5/10-23.12 authorizes boards "[t]o provide staff development for local school site personnel who work with pupils in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect." The drill during such training should be: "If in question, report." Of course, a board could extend the training opportunity or make participation mandatory, depending on any applicable collective bargaining agreement, by replacing this sentence with:

Option 1: The Superintendent or designee shall provide staff development opportunities for all school personnel working with students, in the detection, reporting, and prevention of child abuse and neglect.

Option 2: All District employees working with students shall participate in a meeting that specifically addresses and reviews the reporting requirements of the Abused and Neglected Child Reporting Act.

<sup>9</sup> 325 ILCS 5/4. **B** [This statute makes board members mandatory child abuse reporters "to the extent required in accordance with other provisions of this section expressly concerning the duty of school board members to report suspected child abuse." Thus, a board member's duty is "to direct the superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse" whenever an "allegation is raised to a school board member during the course of an open or closed school board meeting that a child who is enrolled in the school district of which he or she is a board member is an abused child." Of course, any board member with reason to doubt that a report was or will be made should directly contact DCFS.]

## **General Personnel**

### **Staff Development Program** <sup>1</sup>

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for certificated staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every 2 years, the in-service training of certificated school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. <sup>2</sup>

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct. <sup>3 4 5</sup>

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

<sup>1</sup> State law requires the subject matter in paragraph 2 to be covered by policy. State or federal law controls this policy's content. A school board may set and enforce professional growth requirements (105 ILCS 5/24-5). Failure to meet professional growth requirements is considered remediable. *Morris v. ISBE*, 555 N.E.2d 725 (Ill.App.3, 1990).

105 ILCS 5/2-3.60 directs ISBE to require that districts provide a continuing education program for teachers. This policy applies the rationale behind that requirement to all staff. Note that determining the program's goals is board work.

<sup>2</sup> This paraphrases 105 ILCS 5/10-20.36. The topic covered in this paragraph must be in a board policy (*Id.*). A school medical staff, an individualized educational program team, or a professional worker (as defined in Section 14-1.10) may recommend that a student be evaluated by an appropriate medical practitioner. School personnel may consult with the practitioner, with the consent of the student's parent/guardian.

<sup>3</sup> 105 ILCS 5/10-22.39 (f), amended by P.A. 96-431, recodified by P.A. 96-1000, requires boards to conduct this in-service. While the language of this paragraph is not required to be in board policy, including it provides a way for boards to monitor that it is being done. Including this language provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district staff to maintain boundaries and act appropriately, professionally and ethically with students. See also 5:120, *Ethics and Conduct*, and ~~footnote 1/n #8~~ in 4:110, *Transportation*. These expectations will be most effective when they reflect local conditions and circumstances. Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new employee conduct rules without first offering to negotiate them with the applicable exclusive bargaining representative.

<sup>4</sup> Insert the following four paragraphs together if a board wants to list other in-services that the school district must provide but are not required to be in board policy (105 ILCS 5/10-22.39, amended by P.A. 96-249 and 96-951). Listing the other in-services helps the superintendent plan a staff development program that complies with the School Code. While it is possible to "pick and choose," this practice is likely to add more confusion to an already confusing responsibility. Some districts may not even provide each of the listed in-services on a regular basis because the School Code does not mandate the frequency with which they must occur.

The first paragraph restates 105 ILCS 5/10-22.39(e), amended by P.A. 96-349. "The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff by a person with expertise on anaphylactic reactions and management."

The second paragraph lists 2 ways of restating 105 ILCS 10-22.39(d) ~~amended by P.A. 95-558~~.



LEGAL REF.: 105 ILCS 5/2-3.60, 5/10-22.39, 5/10-23.12, 5/24-5, and 110/3.  
745 ILCS 49/, Good Samaritan Act.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:90 (General Personnel - Abused and Neglected Child Reporting), 5:120 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:160 (English Language Learners), 7:285 (Food Allergy Management Program), 7:290 (Suicide Awareness and Prevention Program)

ADMIN PROC.: 4:60-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 7:250-API (Measures to Control the Spread of Head Lice at School)

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Alternate 1: At least every 2 years, the Superintendent or designee must arrange an in-service for school personnel who work with students; the in-service shall be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth. The in-service shall include: (a) communicating with and listening to youth victims of domestic or sexual violence and expectant and parenting youth, (b) connecting youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs and services as needed, and (c) implementing the School District's policies, procedures, and protocols with regard to such youth, including confidentiality.

Alternate 2: At least every 2 years, the Superintendent or designee shall arrange an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.

The third paragraph restates 105 ILCS 5/10-22.39(c). "The Superintendent or designee shall include training in the staff development program that, at a minimum provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral."

The fourth paragraph restates 105 ILCS 5/10-22.39(b). "The staff development program shall provide school personnel who work with students in grades 7 through 12 training to identify the warning signs of suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques."

5 Different from the in-service training that school districts must provide to their staff, 105 ILCS 5/3-11 contains requirements that the regional superintendents must include during teachers institutes. P.A. 95-969-added Instruction on prevalent student chronic health conditions beginning in should have begun during school year 2009-2010. P.A. 96-431 added training committed to educator ethics and teacher-student conduct (see also f/n 3 above discussing the board's requirement in Section 10-22.39).

For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

Persons performing CPR are generally exempt from civil liability if they are certified trained in CPR (745 ILCS 49/10, amended by P.A. 97-150); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).

The board may also want to address other staff development opportunities. While not required to be policy, 105 ILCS 5/27-23.10, added by P.A. 96-952, requires a school board to collaborate with State and local law enforcement agencies on gang resistance education and training. It also states that ISBE may assist in the development of instructional materials and teacher training for gang resistance education and training, which may be helpful to include in the staff development program. Other mandated and recommended staff development opportunities that are not located in the School Code or ISBE rules are found in the Ill. Administrative Code or federal regulations. Many of them are cross referenced in this policy.

## Professional Personnel

### Terms and Conditions of Employment and Dismissal <sup>1</sup>

The School Board delegates authority and responsibility to the Superintendent ~~shall to~~ manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff. <sup>2</sup>

### School Year and Day

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher work days, including teacher institute days. <sup>3</sup> Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day); and November 11 (Veterans' Day). <sup>4</sup>

Teachers are required to work the school day adopted by the Board. <sup>5</sup> Teachers employed for at least 4 hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer. <sup>6</sup>

The District accommodates employees who are nursing mothers according to provisions in State and federal law. <sup>7</sup>

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<sup>1</sup> State or federal law controls this policy's content. This policy contains items 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 local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the current [*insert name of any applicable CBA or use a generic reference, e.g., 'agreement between the bargaining representative and the School Board'*]".

Evaluation, tenure and dismissals will change significantly from now until 2016 as P.A.s 96-861 and 97-8 are implemented and amended by the Ill. Gen. Assembly. These two public acts are frequently referred to as "Education Reform" or "the Education Reform Acts."

<sup>2</sup> This paragraph is consistent with the IASB's "*Foundational Principles of Effective Governance*". Boards have 3 options for using this paragraph: (1) use it as an introduction to the rest of the policy, (2) use it alone leaving the specific other topics for administrative implementation, or (3) do not use it.

<sup>3</sup> 105 ILCS 5/10-19. See policy 6:20, *School Year Calendar and Day*.

<sup>4</sup> 105 ILCS 5/24-2(b). See policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing as well as a discussion of the case finding the State-mandated school holiday on "Good Friday" unconstitutional. 105 ILCS 5/24-2 prohibits districts from making a deduction "from the time or compensation of a school employee on account of any legal or special holiday."

<sup>5</sup> The length of the school day is left to the board's discretion absent an individual or collective bargaining contract. With several exceptions, the student attendance day must include at least 5 class hours of direct teacher supervision (105 ILCS 5/18-8).

<sup>6</sup> 105 ILCS 5/24-9.

### Salary

Teachers shall be paid according to the salary schedule adopted by the Board, but in no case less than the minimum salary provided by the School Code. <sup>8</sup> Teachers shall be paid at least monthly on a 10- or 12-month basis. <sup>9</sup>

### Assignments and Transfers

The Superintendent is authorized to make teaching, study hall, extra class duty, and extracurricular assignments. <sup>10</sup> In order of priority, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

### Dismissal

The District will follow State law when dismissing a teacher. <sup>11</sup>

<sup>7</sup> 740 ILCS 137/1 et seq.; 820 ILCS 260, and 29 U.S.C. §207(r)/1 et seq. Ill. law requires more of employers than federal law. Consult the board attorney to ensure the district is properly accommodating nursing mothers. See 5:10-AP, *Workplace Accommodations for Nursing Mothers*, for language appropriate for a personnel handbook.

<sup>8</sup> 105 ILCS 5/10-20.7, 5/10-21.1, and 5/24-1. Minimum salary is found in 105 ILCS 5/24-8. The board's authority to set salaries has been significantly eroded by mandatory collective bargaining (115 ILCS 5/1 et seq.). State law requires:

1. An itemized compensation report for every employee holding an administrative certificate and working in that capacity must be annually presented to the board and published on the district's website, if any, on or before October 1 (105 ILCS 5/10-20.5046, added by P.A. 96-434 and recodified by, the identical statutory section number was used in P.A. 96-1000-266).
2. A salary information report for the superintendent and all administrators and teachers must be annually given to ISBE on or before July 1 (105 ILCS 5/10-20.4746, added by P.A. 96-266 and recodified by, eff. 1-1-10; the identical statutory section number was used in P.A. 96-1000-434).

<sup>9</sup> 105 ILCS 5/24-21.

<sup>10</sup> Districts are required to have a policy on the distribution of the listed assignments (23 Ill.Admin.Code §1.420(d); inclusion in a collective bargaining agreement, however, should fulfill this requirement.

Absent an individual or collective bargaining agreement, the board has unilateral discretion to assign or retain a teacher to or in an extracurricular duty. *Betebenner v. Bd. of Educ.*, 84 N.E.2d 569 (Ill.App.4, 1949); *Dist. 300 Educ. Assoc. v. Bd. of Educ.*, 334 N.E.2d 165 (Ill.App.2, 1975); *Lewis v. Bd. of Educ.*, 537 N.E.2d 435 (Ill.App.5, 1989).

<sup>11</sup> All teacher dismissal laws listed in the State personnel laws chart below were amended or added to by P.A.s 96-861, 96-1423, and 97-8.

State personnel laws include:

<b>Non-tenure Teacher Discharge</b>	105 ILCS 5/24-11
<b>Tenured and Non-tenure Teachers</b> Reduction in Force	105 ILCS 5/24-12(b) and (c)
<b>Tenured Teacher Discharge</b> Where Cause Remediable	105 ILCS 5/24-12(d) (prior reasonable warning required) 105 ILCS 5/24-12(d) (procedural mandates) 105 ILCS 5/10-22.4 (general authority)
<b>Tenured Teacher Discharge</b> Where Cause Irremediable	105 ILCS 5/24-12(d) (no prior warning required) 105 ILCS 5/24-12(d) (procedural mandates) 105 ILCS 5/10-22.4 (general authority)



## Evaluation

The District's teacher evaluation system will be conducted under the plan developed pursuant to State law. 12

<b>Tenured Teacher Discharge</b> <del>Unsatisfactory Evaluation Failure to complete remediation plan with a rating of Satisfactory (until Sept. 1, 2012) or Proficient (on or before Sept. 1, 2012)</del>	105 ILCS 5/24A-5, <del>amended by P.A.s 96-861 and 96-1423(m)</del> (participation in remediation plan <del>after unsatisfactory evaluation</del> ) 105 ILCS 5/24-12(d)(1) (no prior warning required if <del>causes</del> cause(s) were subject of <del>prior</del> remediation plan) 105 ILCS 5/24-12(d) (procedural mandates) 105 ILCS 5/10-22.4 (general authority)
<b>Tenured Teacher Discharge - Optional Alternative Evaluative Dismissal Process for PERA Evaluation</b> <del>Failure to complete remediation plan with a Proficient or better rating after a district has reached its "PERA implementation date" (105 ILCS 5/24A-2.5)</del>	105 ILCS 5/24-16.5(d) (provide written notice) 105 ILCS 5/24-16.5 (pre-remediation and remediation procedural mandates) 105 ILCS 5/24-16.5(e) and (f) (school board makes final decision with only PERA-trained board members participating in vote)
<b>Tenured Teacher Discharge</b> <del>Unsatisfactory PERA evaluation within 36 months of completing a remediation plan after a district has reached its "PERA implementation date" (105 ILCS 5/24A-2.5)</del>	105 ILCS 5/24A-5(n) (forego remediation and proceed to dismissal) 105 ILCS 5/24-12(d) (procedural mandates) 105 ILCS 5/10-22.4 (general authority)
<b>Educational Support Personnel Employees (non-certificated)</b>	105 ILCS 5/10-23.5 (not affected by P.A.s 96-861 and 97-8)
<b>Probationary Teacher (non-tenure teacher)</b>	105 ILCS 5/24-11

Various components of a RIF (e.g., impact and decision to RIF) and an evaluation plan (e.g., development, implementation, and impact) may be subject to mandatory collective bargaining. Central City Educ. Assoc. v. IELRB, 599 N.E.2d 892 (Ill. 1992).

Note that 105 ILCS 5/24-12, amended by P.A. 97-8, has significantly changed teacher RIF procedures. Now, teacher performance evaluations, rather than seniority, will become the predominant factor in all hiring, dismissal or tenure decisions for teachers. Several RIF procedures cannot be bargained. RIF decisions for teachers will be based upon teacher qualifications and performance evaluations. For more discussion about these evaluations, see fn #12 below. Districts should eContact their board attorneys on this matter about the Education Reform Act and how it will affect the district's specific staffing needs.

**12** All certificated school district employees must be evaluated and remedial action taken when appropriate (105 ILCS 5/24A-1 et seq., amended by P.A.s 96-861 and ~~96-1423~~ 97-8). Each school district must develop "in cooperation with" its teachers or, where applicable, the exclusive bargaining representative of its teachers, an evaluation plan for all teachers. The term *teacher* includes ~~administrators any or all school district employees regularly required to be certified under laws relating to the certification of teachers (105 ILCS 5/24-11)~~. 105 ILCS 5/24A-4, amended by P.A. 96-861 no longer requires a district to file its evaluation this plan with ISBE.

By On or before September 1, 2012, teacher evaluation plans must require: (1) non-tenured teacher evaluations once every school year, (2) tenured teacher evaluations once every two school years, (3) ratings of ~~tenured~~ all teachers as: excellent, proficient, needs improvement or unsatisfactory, and (4) tenured teachers who receive a needs improvement or unsatisfactory rating to follow either a professional development or a remediation plan respectively (105 ILCS 5/24A-5, amended by P.A.s 96-861 and 97-8).

On an annual basis, the Superintendent will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 105 ILCS 5/10-19, 5/18-8, 5/~~22.4~~, ~~5/24-16.5~~, 5/24-2, 5/24-8, 5/24-9, 5/24-~~11~~, ~~5/24-12~~, 5/24-21, 5/24A- ~~4~~, and ~~5~~/ 1 through 24A ~~-5-20~~.  
820 ILCS 260-~~1~~/1 et seq.  
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

~~By~~ On or before September 1, 2016, all school districts must incorporate student growth as a *significant factor* in teacher evaluations (105 ILCS 5/24A-2.5, added by P.A. 96-861 and amended by 97-8). Depending upon the circumstances, some districts must incorporate student growth in teacher evaluations before this date, e.g., a districts that receives a school improvement grant, or is in the lowest 20% of school districts must incorporate based on student growth as a significant factor for teacher evaluations see, and consult the board attorney performance, etc. *Significant factor* will ~~need to~~ be defined by ISBE rules after collaboration with the Performance Evaluation Advisory Council (PEAC). See [www.isbe.net/peac/](http://www.isbe.net/peac/) for the most recent information about ISBE and PEAC's implementation of P.A.s 96-861 and 97-8. For a timeline on when incorporating student growth as a significant factor in teacher evaluations is triggered (a/k/a/ PERA implementation date), see [www.isbe.state.il.us/PEAC/pdf/timeline\\_no\\_rtt\\_0910.pdf](http://www.isbe.state.il.us/PEAC/pdf/timeline_no_rtt_0910.pdf), and consult the board attorney.

## Professional Personnel

### Suspension <sup>1</sup>

#### Suspension Without Pay <sup>2</sup>

The School Board may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

At the request of the professional employee made within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. <sup>3</sup> The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence.

#### Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued

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<sup>1</sup> State and federal law control this policy's content. *The School Code provides that, "[i]f, in the opinion of the board, the interests of the school require it, the board may suspend the teacher without pay, pending the hearing, but if the board's dismissal or removal is not sustained, the teacher shall not suffer the loss of any salary or benefits by reason of the suspension," 105 ILCS 5/24-12(d)(1), as amended by P.A. 97-8 (emphasis added).*

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. A board policy will be superseded by a collective bargaining agreement that contains provisions exceeding the requirements of the policy; in that case, the policy should state, "Please refer to the current [insert name of ~~professional~~ CBA or use a generic reference, e.g., 'agreement between the bargaining representative and the School Board']".

Boards should seek the advice of their attorneys concerning any disciplinary suspension.

<sup>2</sup> Under the wage and hours rules, employees who are exempt from overtime requirements become eligible for overtime if they are subject to disciplinary suspensions without pay. *Auer v. Robbins*, 117 S.Ct. 905 (1997). Teachers are exempt from this rule. Although the U.S. Dept. of Labor modified this rule in 2004, the Illinois legislature rejected these rule changes (820 ILCS 105/4a). Illinois employers must use the federal rules as they existed on March 30, 2003. This sample policy takes a conservative approach: it does not subject non-teaching professional employees to disciplinary suspensions without pay. Some attorneys believe that non-teaching exempt employees (e.g., administrators) will remain exempt from the Fair Labor Standards Act's overtime requirements as long as suspensions are in increments of a full work week - not day-by-day. Contact the board attorney for an opinion.

The 30-day limit may be modified or deleted.

<sup>3</sup> Some case law suggests a separate hearing must be held before any suspension without pay is invoked: *Cleveland Board of Education v. Loudermill*, 105 S.Ct. 1487 (1985); *Barszcz v. Community College District No. 504*, 400 F.Supp. 675 (N.D. Ill., 1975); *Massie v. East St. Louis School District No. 189*, 561 N.E.2d 246 (Ill.App.5, 1990); *Spinelli v. Immanuel Lutheran Evangelical Congregation, Inc.*, 515 N.E.2d 1222 (1987).

presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end. <sup>4</sup>

#### Repayment of Compensation and Benefits

~~Any criminal conviction resulting from the investigation or allegations shall require the employee to~~  
~~If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the~~  
~~outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of~~  
~~his or her criminal conviction, the employee must repay to the District all compensation and the value~~  
~~of all benefits received by the employee him or her during the suspension.~~ <sup>5</sup> The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 ~~et seq.~~ 5-60(b).  
105 ILCS 5/24-12.  
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487 (1985).  
Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).  
Massie v. East St. Louis School District No.189, 561 N.E.2d 246 (Ill.App.5, 1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

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<sup>4</sup> Only minimal due process is required before a suspension with pay because the property interests at stake are insignificant. Some due process is recommended, however, because a suspension might jeopardize a teacher's good standing in the community and thus infringe the teacher's liberty interests protected by the Constitution. The following option places a ceiling on the number of suspension-with-pay days; the 30-day limit may be modified:

No suspension with pay shall exceed 30 school or working days in length.

<sup>5</sup> This sentence restates State law (5 ILCS 430/5-60(b)).

## Instruction

### Curriculum Content 1

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

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, 2 and (i) drug and substance abuse prevention. 3 A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. 4
2. In grades 9 through 12, subjects include: (a) language arts, (b) writing intensive course, (c) science, (d) mathematics, (e) social studies including U.S. history, (f) foreign language, (g) music, (h) art, (i) driver and safety education, and (j) vocational education. 5

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous 2 semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest. 6 The course shall include classroom instruction on distracted driving as a major traffic safety issue. 7 Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle. 8 The eligibility requirements contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration. 9

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

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

2 23 Ill.Admin.Code §1.430.

3 105 ILCS 5/27-13.2.

4 105 ILCS 5/~~27-13.2~~10-20.53, added by P.A. 97-88.

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

6 105 ILCS 5/27-23 and 5/27-24.2.

7 105 ILCS 5/27-24.2.

8 105 ILCS 5/27-17.

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

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

1. Written verification of his or her enrollment in a GED or alternative education program or a GED certificate;
2. Written verification that before dropping out, the individual had received passing grades in at least 8 courses during the 2 previous semesters last ending before requesting a certificate;
3. Written consent from the individual's parent/guardian and the Regional Superintendent; or



3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught. <sup>10</sup>
4. In ~~grades 4 kindergarten~~ through ~~grade~~ 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. <sup>11</sup>
5. In grades ~~3 or above, the curriculum contains a unit on kindergarten through 12, age-appropriate~~ Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, Access to Electronic Networks and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. <sup>12</sup>
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. <sup>13</sup>
7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process. <sup>14</sup>
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to

4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

<sup>10</sup> 105 ILCS 5/27-23.3.

<sup>11</sup> 105 ILCS 5/27-23.4, amended by P.A. 97-87.

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

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

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

<sup>13</sup> 105 ILCS 5/27-12. The Ill. General Assembly invited boards to "make suitable provisions for instruction in bullying prevention and gang resistance education and training in all grades and include such instruction in the courses of study regularly taught therein," 105 ILCS 5/27-23.7(c). A board that shares this concern may add the following option: "In addition, in all grades, bullying prevention and gang resistance education and training must be taught."

<sup>14</sup> 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

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

work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs*, and *Course Substitution*, and 7:260, *Exemption from Physical Activity*. <sup>15</sup>

9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, and (d) dangers and avoidance of abduction. The Superintendent shall implement a comprehensive health education program in accordance with State law. <sup>16</sup>
10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. <sup>17</sup>
- ~~11. In grades 9 through 12, consumer education must be taught, including: financial literacy; installment purchasing; budgeting, savings, and investing; banking; simple contracts; income taxes; personal insurance policies; the comparison of prices; homeownership; and the roles of consumers interacting with agriculture, business, labor unions, and government in formulating and achieving the goals of the mixed free enterprise system. <sup>18</sup>~~
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it. <sup>19</sup>
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State. <sup>20</sup>

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

<sup>15</sup> 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law.

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

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

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

<sup>16</sup> 105 ILCS 5/27-13.2 and 110/3; 23 Ill.Admin.Code §1.420(n). Health education program content is described in administrative procedure 6:60-AP, *Comprehensive Health Education Program*; this administrative procedure requires the development of a family life and sex education program. The State Police and ISBE must develop instruction on child abduction prevention (20 ILCS 2605/2605-480).

<sup>17</sup> 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/ for the Vocational Education Act.

<sup>18</sup> 105 ILCS 5/27-12.1, amended by P.A. 96-1061; 23 Ill.Admin.Code §1.420(k).

<sup>19</sup> 105 ILCS 5/27-13.1 and 23 Ill.Admin.Code §1.420(l).

<sup>20</sup> 105 ILCS 5/27-21, amended by P.A. 96-629, and 23 Ill.Admin.Code §1.420(r).

14. In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. <sup>21</sup>
15. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film. <sup>22</sup>
16. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan. <sup>23</sup>
17. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women. <sup>24</sup>
18. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans. <sup>25</sup>
19. In all schools ~~offering a secondary agricultural education program~~, the curriculum includes courses as required by 105 ILCS 5/2-3.80. <sup>26</sup>
20. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. <sup>27</sup>

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<sup>21</sup> Section 111 of Division J of Pub. L. 108-447, the Consolidated Appropriations Act, 2005, Dec. 8, 2004; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: “[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year . . . .”

<sup>22</sup> 105 ILCS 5/27-3.5, added by P.A. 96-99. The Congressional Medal of Honor film is available on ISBE’s website for no cost at [www.isbe.net/curriculum/html/medal\\_of\\_honor.htm](http://www.isbe.net/curriculum/html/medal_of_honor.htm).

<sup>23</sup> 105 ILCS 5/27-23.8 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

<sup>24</sup> 105 ILCS 5/27-20.5 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

<sup>25</sup> 105 ILCS 527-20.4 requires the curriculum to include a *unit of instruction* on this subject but does not specify the amount of time that constitutes a *unit of instruction*.

<sup>26</sup> 105 ILCS 5/2-3.80(e) or (f).

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



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

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), [6:235 \(Access to Electronic Networks\)](#), 7:190 (Student Discipline); 7:260 (Exemption from Physical Activity)

## Instruction

### Home and Hospital Instruction <sup>1</sup>

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

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

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

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

<sup>1</sup> State or federal law controls this policy's content. The following State laws and ISBE rules govern homebound and hospital instruction: 105 ILCS 5/14-13.01, amended by P.A. 96-257 (reimbursement for home and hospital instruction along with factors to qualify for it); 105 ILCS 5/18-4.5 (governs reimbursement for home and hospital instruction); 105 ILCS 5/18-8.05 (an instructional session of one clock hour may be counted as ½ day of attendance, however, a student must receive 4 or more instructional clock hours to count as a full day of attendance); 23 Ill.Admin.Code §226.300 (home/hospital service for a special education student); ISBE General State Aid Claim form.

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

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

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

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

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

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

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

## Students

### Student Athlete Concussions and Head Injuries <sup>1</sup>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<sup>6</sup> This provision is optional.

To: Board of Education

From: Philip Bender, Superintendent *pl*  
 Rebecca Allard, Business Manager *BA*  
 Sandra Stringer, Assistant Superintendent for Human Resources *SS*

Subject: 2012-13 Recommended Staffing Plan

Date: February 27, 2012

One of the initial steps of budget development is an analysis of staffing needs. Currently, the Administration is projecting minor modifications to the 2011-12 staffing plan.

The following identifies the known changes to the various employee categories:

- The changes in the PREA –Teacher category are based on anticipated changes in student enrollment. The anticipated class-size section worksheet is attached for review.
- An additional 1.0 Assistant Principal will be shared between Carpenter and Franklin Elementary Schools. New legislation has created the need for additional administrative support to assist in the teacher evaluation process.
- The retirement of the current Math/Gifted Curriculum Specialist permits the district to assess its needs in relation to math and gifted programs. The additional 0.5 FTE can be accommodated without increasing the District's overall costs while improving services to students.
- During the 2011-12 school year 3.0 FTE Technology Coach positions were added as a pilot; the addition of 4.0 FTE for the 2012-13 school year allows for the extending the coaching concept to all buildings.
- The addition of the Jefferson Extended Day Program Manager allows for the division of duties for the Coordinator of Extended Day/Pre-School Services. The dissolution of MTSEP requires additional support. This position does not require Type 75 certification and will report to the Coordinator of Extended Day/Pre-School Services. If this position is approved, the current Coordinator of Extended Day/Pre-School Services will assume the 0.5 FTE Facilitator duties required for the Early Childhood Diagnostic Program.



- The modifications to the Secretary to the Director of Technology will provide consistent reliable services to the Technology Department and can be accommodated within the current budget allocation.
- Jefferson School currently has seven hours of nursing support. The current level does not meet the needs of the current student population. The addition of thirteen hours per week will provide a total of twenty hours of nursing support to the children housed at Jefferson during the school day.
- The dissolution of MTSEP requires the additional staffing outlined on the attached spreadsheet and is consistent with Mr. James Evens presentation to the Board in December.
- The dissolution of MTSEP requires the District to form an Early Childhood Diagnostic Team. The information on the attached spreadsheet is consistent with Mr. James Evens presentation to the Board in December.
- The Youth Campus has changed its delivery method from a home for troubled teenagers to a system of Foster Homes. As the Foster Homes are filled the student needs may require the assistance of a Social Worker position. This position will be filled when the demands of the student population require the additional services.

It should be noted that all other employee categories are expected to remain the same.

The Board will be informed as staff changes occur.

**Park Ridge - Niles Community Consolidated School District 64**  
**2012-13 Staff Requests**

Position	FTE Change	Comments	Salary Impact
PREA - Teacher	(4.00)	Reduction in grades 1 - 5 due to enrollment fluctuations	(\$260,000)
PREA - Teacher	4.00	Contingency for known "watch" class sections	\$260,000
PREA - Teacher	6.00	Contingency for unknown staffing needs to support student learning	\$390,000
			<u>\$390,000</u>
Assistant Principal - Carpenter	0.50	New employee evaluation requires a Type 75 staff person to assist with administrative duties ; eliminates stipend cost of \$6,144.	\$36,250
Assistant Principal - Franklin	0.50	New employee evaluation requires a Type 75 staff person to assist with administrative duties ; eliminates stipend cost of \$6,144. Stipend savings	\$36,250
			<u>(\$12,288)</u>
			<u>\$60,212</u>
Curriculum Specialist	(1.00)	Retirement of .5 Math and .5 Gifted Curriculum Specialist	(\$112,678)
Curriculum Specialist	1.00	Math Curriculum Specialist	\$65,000
Curriculum Specialist	0.50	Gifted Curriculum Specialist	\$32,500
			<u>(\$15,178)</u>
Technology Coaches	4.00	Pilot ends and adds tech coaches to remaining buildings	\$260,000
Jefferson Extended Day Program Manager	1.00	The MTSEP dissolution requires a separation of duties	\$65,000
Secretary-Technology	(1.00)	10-month Level 4 position (3 days per week)	(\$28,844)
Secretary-Technology	(1.00)	12 month Level 3 position (5 days per week - 3 hours per day)	(\$11,047)
Secretary-Technology	1.00	12 month Level 4 position (5 days per week - 7.5 hours per day)	\$38,675
			<u>(\$1,216)</u>
Health Clerk - Jefferson		Add 13 hours per week for a total of 20 hours per week	\$9,667
			<u>\$9,667</u>
<b>MTSEP</b>			
<i>(All associated costs will be transferred from the "other expense" area)</i>			
Occupational Therapist	4.00	MTSEP dissolution	
Physical Therapist	1.20	MTSEP dissolution	
Facilitator	0.50	MTSEP dissolution	
Support Staff - Office of Pupil Services	0.50	MTSEP dissolution	
Support Staff - Business Office	0.50	MTSEP dissolution (Assistant Business Manager will assume the duties for grant filings; this position will allow the business office to replace the retiring payroll vacancy effective July 1)	
			<u>\$9,667</u>
<b>Early Childhood Diagnostics</b>			
<i>(All associated costs will be transferred from the "other expense" area)</i>			
Social Worker	0.50	MTSEP dissolution	
Occupational Therapist	0.40	MTSEP dissolution	
Speech & Language	0.60	MTSEP dissolution	
Psychologist	0.50	MTSEP dissolution	
Facilitator	0.50	MTSEP dissolution	
			<u>\$9,667</u>
<b>Youth Campus</b>			
<i>(Associated costs will be funded through a grant)</i>			
Social Worker	0.50	Position will be filled when student needs dictate	
			<u>\$9,667</u>
			<u><b>Estimated Cost Impact \$768,485</b></u>

Park Ridge - Niles Community Consolidated School District 64  
2012-13 Class Size/Section Projections

As of February 22, 2012

School	K	1	2	3	4	5	6	7	8	Total By School
	22	24	24	24	26	28	28	28	28	
<b>Maximum Class Size</b>										
<b>Carpenter</b>	63	77	106	107	117	123				
# of Sections	3	3	4	3	3	4				
Variance from 2010-11	0	(1)	1	0	(1)	1				
<b>Field</b>	77	77	106	107	117	123				
# of Sections	4	4	5	5	5	5				
Variance from 2010-11	0	(1)	0	0	0	0				
<b>Franklin</b>	71	71	71	71	88	88				
# of Sections	4	3	3	3	4	4				
Variance from 2010-11	0	(1)	0	(1)	0	1				
<b>Roosevelt</b>	90	90	121	102	90	129				
# of Sections	4	4	6	4	4	5				
Variance from 2010-11	0	(1)	1	0	(1)	0				
<b>Washington</b>	82	82	82	111	106	103				
# of Sections	4	4	4	5	5	4				
Variance from 2010-11	0	0	(1)	0	1	(1)				
<b>Emerson</b>										
# of Sections										
Variance from 2010-11										
<b>Lincoln</b>										
# of Sections										
Variance from 2010-11										
<b>Total By Grade</b>	383	383	458	458	456	516	505	474	488	4,121
										4,223

Section Change 0.00 (4.00) 1.00 (1.00) (1.00) (1.00) 1.00 1.00 1.00 0.00 Grade 1-5 Change (4.00)

Notes: Grade 6-8 Change 0.00 K - Change 0.00

Grades 1-8 are reflective current enrollment rolled forward "+" and "-" new or withdrawn students as of February 22

Kindergarten projections represent the current kindergarten enrollment.  
Projections do not include Jefferson

(4.00)

Approval of Minutes

ACTION ITEM 12-02-5

I move that the Board of Education of Community Consolidated School District 64 approve the Committee-of-the-Whole Minutes of February 13, 2012, Closed Session Minutes of February 13, 2012, Committee-of-the-Whole Minutes of January 23, 2012, Regular Meeting Minutes of January 23, 2012 and the Closed Session Minutes of January 23, 2012.

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

AYES:

NAYS:

PRESENT:

ABSENT:



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

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

**January 23, 2012**

**Jefferson School**

**8200 Greendale Avenue**

**Niles, Illinois**

President John Heyde called the meeting to order at 7:37 p.m. Other Board members present were Pat Fioretto, Eric Uhlig, Scott Zimmerman, Sharon Lawson, Dan Collins and Anthony Borrelli. Also present were Superintendent Philip Bender, Assistant Superintendents Dr. Sandra Stringer and Diane Betts, Business Manager Becky Allard, Director of Pupil Services James Even, Director of Technology Terri Bresnahan, Director of Facility Management Scott Mackall, Public Information Coordinator Bernadette Tramm and members of the public.

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

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

The Board convened a Committee-of-the-Whole: 21<sup>st</sup> Century Learning at 6:33 p.m.

The Board adjourned from the Committee of the Whole: 21<sup>st</sup> Century Learning at 7:26 p.m. and resumed as a Regular Board meeting at 7:37 p.m.

Those present at the regular meeting were Superintendent Philip Bender, Assistant Superintendents Dr. Sandra Stringer and Diane Betts, Becky Allard, James Even, Terri Bresnahan, Scott Mackall, and Bernadette Tramm.

**PUBLIC COMMENTS**

Public  
Comments

Ms. Katie Renali stated her concern about student fees, saying they are a burden on families and out of sync with other school districts. She urged the Board to make decisions based on students' and families' needs.

**UPDATE ON TECHNOLOGY COACHES**

Update on  
Technology  
Coaches

Terri Bresnahan, Director of Technology, updated the Board on the progress of the Technology Coach Pilot at Franklin and Roosevelt Elementary Schools and Lincoln Middle School.

The three coaches have continued to provide professional development for teachers through a variety of formats, such as modeling, co-teaching, small and whole groups. A second survey was conducted to see the gains in technology usage from fall to winter. Results were in line with expectations; there was an accelerated use of technology at the three pilot

schools compared with non-pilot buildings. Only 8 percent of teachers have not yet worked with a coach in the pilot buildings. The pilot is on track to reach 100 percent of teachers by the end of the school year.

Ms. Bresnahan provided a summary of feedback from open-ended questions on the survey and verbal responses to questions asked of groups of teachers in the pilot schools during focus groups.

Several themes emerged from the data, namely that increased confidence, teachers' capacity to use technology, quality of the coaches, and effective professional development have had a positive impact on student learning.

One teacher from each of the pilot schools addressed the Board about their experiences with the technology coach and the impact the coach has had on students in their building. All three teachers had extremely positive comments.

The pilot will continue through the end of the 2011-12 school year, and additional feedback will be collected. Ms. Bresnahan will recommend technology coaches as part of the District's professional development plan for all staff for the 2012-13 school year.

While Board members appreciated anecdotal information in the presentation, they requested quantitative and raw survey data to review. Board members will gather informal feedback from teachers in the three pilot schools when they tour the buildings.

## **DISTRICT 64 WEBSITE**

District 64  
Website

Terri Bresnahan, Director of Technology, and Bernadette Tramm, Public Information Coordinator, presented an overview of the newly redesigned District 64 web site. Enhancements to the District home page include a new horizontal navigation bar, enlarged welcome area with a new scrolling capability, as well as new photo features. School pages also include a redesigned navigation bar and a new link to staff directories.

Ms. Tramm recognized Allison Blum, District webmaster, and webmasters at the schools for their assistance in managing a smooth transition.

The Board agreed that the new features look fresh; however, there was some concern that the Board was not asked to work with administration on developing communication and redesigning the web site in light of its goal to increase communication with residents.

The administrators explained that although the design changed, content of the web site was not modified. They believed the redesign was part of ongoing District communication activities and Board direction was not required.

There will be future Board discussion about what information should be included on the District's web site with Board input on the communications plan.



## **DISCUSSION OF CARPENTER WATER RETENTION DESIGN**

Discussion of  
Carpenter Water  
Retention Design

Scott Mackall, Director of Facility Management for District 64, and Keri VanSant, Project Manager for Fanning-Howey, analyzed the current Carpenter School site and presented two concepts to mitigate drainage and flooding issues, while maintaining student and staff safety and saving as much green space as possible.

The concepts included potential changes to parking areas including the number of spaces and traffic flow, play areas, and bus drop-off zones. The concepts were developed with input from teachers, parents and neighbors. Concept #2 was endorsed by Mr. Mackall.

Both concepts would require a variance from the City. Estimated costs are \$1.1 million for Concept #1 and \$1.4 million for Concept #2. The Board discussed advantages and disadvantages of the concepts at length.

The Board then invited public comments on the concepts. Mr. Dale Seaberg, a neighbor and member of the Carpenter Project Committee, voiced his concern about safety and particularly about increasing the number of parking spaces. He recommended additional input from the Committee because of the complexity of the issues.

Sue Douglass, third grade teacher at Carpenter and Committee member, addressed the Board about her concerns about safety with playgrounds and student drop-off areas.

Karen Hastie, physical education teacher at Carpenter and Committee member, noted safety issues with students when they are outside for p.e. classes and asked that green areas be maintained.

Lisa Bascomb, Carpenter parent and Committee member, voiced concerns about drop-off areas, student safety, and general parking issues around Carpenter.

Kathy Jozwiak, Carpenter parent, crossing guard and Committee member, stated her concerns about both concepts and safety issues involving playgrounds, parking lots and drop-off areas.

The Board said it needed additional time to digest the information and concepts presented. The Board is expected to vote on the Carpenter water retention project concepts at the next Board of Education meeting.

## **APPROVAL FOR ENVIRON TO ACT AS THE DISTRICT'S ENVIRONMENTAL ENGINEER FOR ASBESTOS/ ENVIRONMENTAL ISSUES AT CARPENTER**

Approval for Environ to Act as the  
District's Environmental Engineer  
for Asbestos/ Environmental Issues  
at Carpenter

Mr. Mackall presented a recommendation to approve Environ International Corporation as

the engineer/consultant on the Carpenter HVAC project. He estimated \$33,000 – 35,000 in savings by using Environ, based on a fixed fee of \$72,300. A separate bid for actual asbestos removal work will be developed.

If approved, asbestos removal work could begin over spring break, which will help ensure the HVAC project is completed during summer 2012.

The Board discussed when to go out to bid for environmental engineer professional services and whether to accept Environ's bid. Based on timing of the Carpenter project, it was recommended to use Environ's services now and bid those professional services later this year.

**ACTION ITEM 12-01-1**

Action Item  
12-01-1

It was moved by Board member Lawson and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the motion to have Environ International Corp. act as the District's Environmental Engineer/Consultant on the Carpenter H.V.A.C. project. The votes were cast as follows:

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

NAYS: Collins

PRESENT: None

ABSENT: None

The motion carried.

**APPROVAL TO BID PARTIAL ASBESTOS  
REMOVAL AT CARPENTER**

Approval to Bid  
Partial Asbestos  
Removal at  
Carpenter

This proposal would allow the District to go out to bid for partial asbestos removal in areas identified by Environ International Corporation during its assessment of Carpenter School. It is estimated that 60 work shifts will be needed to complete the asbestos work prior to the HVAC project.

**ACTION ITEM 12-01-2**

Action Item  
12-01-2

It was moved by Board member Zimmerman and seconded by Board member Borrelli that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the amended motion to ~~motion to begin~~ authorize to bid the Asbestos Removal needs as related to the Carpenter H.V.A.C. project. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

**ADOPTION OF RESOLUTION #1079 DIRECTS THE BUSINESS MANAGER UNDER THE DIRECT SUPERVISION OF THE SUPERINTENDENT TO BEGIN PREPARATION OF A TENTATIVE BUDGET FOR THE 2012-2013 FISCAL YEAR IN ACCORDANCE WITH BOARD POLICY 4:10 FISCAL AND BUSINESS MANAGEMENT AND THE ILLINOIS SCHOOL CODE 105ILCS 5/17-1**

Adoption of Resolution #1079 Directs the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2012-2013 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School code 105ILCS 5/17-1

Salaries and benefits will be budgeted in accordance with collective bargaining agreements. A zero percent increase in the areas of purchased services and supplies will be prepared. Fund 60 – Capital Projects will be used to track all capital improvement projects.

A tentative budget timeline was included in information for the Board. Budget projections based on contract negotiations and a staffing plan will be presented to the Board in February. The final budget will be approved in September once final staffing numbers are known. The Board requested a separate technology budget for discussion.

**ACTION ITEM 12-01-3**

Action Item  
12-01-3

It was moved by Board member Lawson and seconded by Board member Fioretto that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois adopt Resolution #1079, directing the Business Manager Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2012-13 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105 ILCS 5/17-1. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

## CONSENT AGENDA

Consent  
Agenda

### A. PERSONNEL REPORT

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

### B. BILLS, PAYROLL AND BENEFITS

#### Bills

10 – Education Fund -----	\$ 829,347.22
20 – Operations and Maintenance Fund -----	241,602.40
30 – Debt Services -----	-
40 – Transportation Fund -----	200.00
60 – Capital Projects -----	-
80 – Tort Immunity Fund -----	123,685.60
90 – Fire Prevention and Safety Fund -----	-
Checks Numbered: 106797, – 106872-107097	
Total:	\$1,194,835.22

#### Payroll for Month of December 2011

10 – Education Fund -----	\$3, 502,118.79
20 – Operations and Maintenance Fund -----	217,472.16
40 – Transportation Fund -----	-
50 – IMRF/FICA Fund -----	155,084.21
80 – Tort Immunity Fund -----	-
Checks Numbered: 3064-3560	
Direct Deposit: 900004747 – 900006010	
Total:	\$3,874,675.16

### C. APPROVAL OF CHILDCARE WITH CONFIDENCE LEASE

### D. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING DECEMBER 31, 2011

### E. RELEASE OF CLOSED MINUTES

### F. DESTRUCTION OF AUDIO CLOSED MINUTES

#### ACTION ITEM 12-01-4

Action Item  
12-01-4

It was moved by Board member Zimmerman and seconded by Board member Lawson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of January 23, 2012, which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Child Care with Confidence Lease; Approval of Financial Update for the Period Ending



December 31, 2011, Release of Closed Minutes and Destruction of Audio Closed Minutes.  
The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

## **APPROVAL OF MINUTES**

Approval of  
Minutes

### **ACTION ITEM 12-01-5**

Action Item  
12-01-5

It was moved by Board member Fioretto and seconded by Board member Collins that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the Special Board Meeting Minutes of December 19, 2011, Closed Session Minutes of December 19, 2011, Regular Board Meeting Minutes of December 12, 2011 and the Closed Session Minutes of December 12, 2011. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

## **OTHER ITEMS OF INFORMATION**

Other Items of  
Information

Dr. Bender noted a FOIA request, an update on lighting upgrades, minutes from the Traffic Safety meeting, and the memo on the District's S & P rating. Dr. Bender attended a crisis team development meeting with area superintendents.

## **ADJOURNMENT**

Adjournment

At 10:37 p.m., it was moved by Board member Lawson and seconded by Board member Uhlig to adjourn to closed session to discuss matters of collective negotiations – 5 ILCS 120/2(c)(2) and the appointment/employment of specific individual – 5 ILCS 120/2 (c) (1), not to reconvene in open session. The votes were cast as follows:

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

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

The regular Board meeting adjourned from closed session at 11:44 p.m.

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President

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Secretary



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

Board of Education Agenda  
Regular Board Meeting  
Monday, March 12, 2012  
Lincoln Elementary School- Cafeteria  
200 S. Lincoln Avenue

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

**Monday, March 12, 2012**

**TIME**

**APPENDIX**

7:30 p.m.	<b>Meeting of the Board Convenes</b>	
	<ul style="list-style-type: none"> <li>• Roll Call</li> <li>• Introductions</li> <li>• Opening Remarks from President of the Board</li> </ul>	
	<b>• Public Comments</b>	
	<ul style="list-style-type: none"> <li>• <b>Appointment of Assistant Supt. for Human Resources</b></li> </ul>	<b>A-1</b>
	-- Superintendent	<b>Action Item 12-03-1</b>
	<ul style="list-style-type: none"> <li>• <b>Strategic Plan Progress Report #2 – 2011-12</b></li> </ul>	<b>A-2</b>
	-- Public Information Coordinator	
	<ul style="list-style-type: none"> <li>• <b>Discussion: 2012-13 Student Fees</b></li> </ul>	<b>A-3</b>
	-- Business Manager	
	<ul style="list-style-type: none"> <li>• <b>Authorization of 2012-13 Staffing Plan</b></li> </ul>	<b>A-4</b>
	-- Business Manager/ Asst. Supt. of Human Resources/ Superintendent	<b>Action Item 12-03-2</b>
	<ul style="list-style-type: none"> <li>• <b>Approval of Award of Contractor for Asbestos Removal Project at Carpenter</b></li> </ul>	<b>A-5</b>
	-- Director of Facility Management	<b>Action Item 12-03-3</b>
	<ul style="list-style-type: none"> <li>• <b>Approval of Bid Documents for Carpenter Mechanical Upgrades</b></li> </ul>	<b>A-6</b>
	-- Director of Facility Management	<b>Action Item 12-03-4</b>
	<ul style="list-style-type: none"> <li>• <b>Consent Agenda</b></li> </ul>	<b>Action Item 12-02-5</b>
	-- Board President	<b>A-7</b>
	<ul style="list-style-type: none"> <li>• Personnel Report</li> <li>• Bills, Payroll and Benefits</li> <li>• Approval of Financial Update for the Period Ending February 29, 2012</li> <li>• Adopt Final Calendar for 2012-13 &amp; Tentative Calendars for 2013-14 and 2014-15</li> <li>• Approval of PRESS Issue 77, October 2011 omitting 6:300 and 6:320</li> </ul>	

- Destruction of Audio Closed Minutes

- **Approval of Minutes**

**Action Item 12-02-6**

**A-8**

-- Board President

- Regular Minutes.....February 27, 2012
- Closed Session Minutes .....February 27, 2012

- **Other Items of Information**

**A-9**

-- Superintendent

- Upcoming Agenda
- Memorandum of Information
  - Presentation of Board Meetings for 2012-13
- Minutes of Board Committees
  - Traffic Safety Committee Minutes of February 21, 2012
  - Wellness Committee Minutes of February 28, 2012
- Other
  - Presentation of Special Education Procedures

- **Adjournment**

Next Regular Meeting: **Monday, April 23, 2012**  
 7:30 p.m. – Regular Board Meeting  
 Roosevelt Elementary School  
 1001 South Fairview Avenue  
 Park Ridge, IL 60068

April 9, 2012

Committee-of-the-Whole: Strategic Plan Year 3 - 2012-13 Proposal – 7:00 p.m.

April 23, 2012 – Roosevelt

Regular Board Meeting – 7:30 p.m.

- Approval of 2012-13 Student Fees
- Recommendation of Contractor from Fanning Howey and Approval of Award for Mechanical Upgrades at Carpenter School
- Award Contract for Roosevelt School Track
- Approval of March Financials
- Approval of Strategic Plan Year 3 – 2012-13 Activities and Budget

May 7, 2012

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

- Presentation of Tentative Budget Draft #1 2012-13

May 21, 2012 – Emerson

Regular Board Meeting – 7:30 p.m.

- Community Engagement Meeting 3 (Facility Master Plan)
- Recognition of Student Awards
- ELF Grant Awards
- Recognition of Tenured Teachers
- Crisis Plan Presentation
- Approval of April Financials

TBD

- Update on Illinois Youth Survey & Related Assessments
- Final Strategic Plan Progress Report Year 2 – 2011-12

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****Monday, January 23, 2012 3:11 PM**

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**Subject: SD 65 - FOIA Request****Date:** Monday, January 23, 2012 2:25 PM**From:** Harold Blumm <Harold.illinoiswatchgroup@lawyer.com>**To:** Madelyn Wsol <mwsol@d64.org>

Madelyn Wsol

FOIA Officer

Park Ridge-Niles School District 64

Hendee Educational Service Center

164 S. Prospect Ave.

Park Ridge, IL 60068

Phone: 847-318-4300 Fax: 847-318-4351

Pursuant to the freedom of information act we would like to request the following information pertaining to work performed during the fiscal years ending June 30, 2011- 2010

- 1) Payments made to North Suburban Asphalt in FY 2011 in the amount of \$45,000
- 2) Payments made to North Suburban Asphalt in FY 2010 in the amount of \$4,550.

Please provide the following information:

- 1) Publication of notice for bid
- 2) The bid results and/or quotes for work.
- 3) Bid documents showing scope of work performed
- 3) The daily work logs showing when the work was performed
- 4) The Certified Payroll
- 5) Partial and Final billing including waivers.

Thanks,

# Harold Blumm

Lead Investigator

Harold.Illinoiswatchgroup@lawyer.com

630-230-7201

630-230-5009 Fax

Illinois Watch Group

3 Grant Square

Suite 161

Hinsdale, IL 60521

**Madelyn Wsol**Friday, February 17, 2012 11:59 AM

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**Subject:** FOIA**Date:** Friday, February 17, 2012 9:39 AM**From:** Matthew Armstrong <mattarmstrong0326@gmail.com>**To:** Madelyn Wsol <mwsol@d64.org>

Dear Freedom of Information Act Officer:

I hereby request that your office produce the following public records pursuant to the provisions of the Illinois Freedom of Information Act, 5 Ill. Comp. Stat. Ann. 140/1 et seq.:

- Board and administrative policies and procedures related to the use of school facilities by community organizations.
- Building rental fee schedule;
- Building rental application form(s) and/or procedures.
- Rental group categories or classifications and details of any criteria used to determine which groups and organizations, if any, are granted a waiver of fees.

Please produce the requested records via e-mail at mattarmstrong0326@gmail.com (as either attachments or web links) or via U.S. Mail at:

Matt Armstrong  
1 E. Bode Road  
Streamwood, IL 60107

within five (5) working days of your receipt of this request (Ill. Comp Stat. Ann. 140/3(c)). If the requested records cannot be produced within five (5) working days, please notify me in writing of the reason(s) for the delay and the date by which the requested records will be available.

If you do not understand this request, or any portion thereof, or if you feel you require clarification of this request, or any portion thereof, please contact me at mattarmstrong0326@gmail.com.

Thank you for your attention to this matter.

Sincerely,  
Matt Armstrong

RECEIVED

FEB 28 2012

BOARD OF EDUCATION  
DISTRICT 64

February 23, 2012

To Whom It May Concern,

In accordance with the Freedom of Information Act, I am requesting the following information:

A copy of the current contract and rates your district has with its providers of related services (Occupational Therapy, Physical Therapy, Speech Language Pathology, School Psychology, and School Social Work) for your students.

INVO is the #1 provider of related services, including occupational and physical therapy, speech and language pathology, school psychology, and school social work, in the country. We are a group practice of therapists providing service delivery exclusively to the educational arena. We are proud of the fact that we have more than 20 years of experience in service delivery and contract management. The rates you provide will assist us in quoting the best market rates possible to our clients.

Please do not hesitate to call me at (800) 434-4686 extension 5994, or email me at [wmurtha@invohealthcare.com](mailto:wmurtha@invohealthcare.com) if you have any questions with regard to my request.

Sincerely,

*Wendy Murtha*

Marketing Coordinator

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

1780 Kendarbren Dr | Jamison, PA | 18929

Phone: 800.434.4686 | Fax: 215.489.8766



Elementary School District 64  
Park Ridge-Niles, Illinois

## MEMO

TO: Board of Education

FROM: Betty Lattanzio – Purchasing Manager

DATE: February 27, 2012

SUBJECT REQUEST FOR QUOTES FOR ART AND GENERAL SUPPLIES

On January 27, 2012 quotes were received for art and general supplies that are not available through the stockless program with Office Depot. These supplies are ordered now and delivered as appropriate. They will be used for the remainder of this year and a portion of the 2012-2013 school year. We purchase these supplies at this time because we are able to secure more aggressive pricing than during the summer. Also, if we order over the summer, there is no guarantee that shipments will be complete before school reopens in August.

We solicit quotes on these items to obtain the best pricing, however, Board approval is not required. We quote this in two categories and not one category exceeds the \$25,000 bid threshold.

In addition to the quotation process, the District also compares the quoted prices received with already bid contracts, such as the U.S. Communities Contract and the State of Illinois Procurement Contracts to ensure that we are receiving the lowest prices possible.

Below is a summary breakdown of the lowest quotes received for each category:

<b>Art Supplies</b>	<b><u>Vendor</u></b>	<b><u>Recommended Amount</u></b>
	Pyramid School Supplies	\$3,481.00
	Nasco	\$2,148.00
	Blick Art	\$1,526.00
	Elgin School Supplier	<u>\$ 272.00</u>
	Total Cost	\$7,427.00
		Prev. year \$7,746.)
<b>General Supplies</b>	Elgin School Supplier	\$1,359.00
	Pyramid School Supplies.	\$1,119.00
	Bye-Mo'r, Inc.	861.00
	State of Illinois Contract	<u>664.00</u>
	Total Cost	\$4,003.00
		(Prev. year \$3,979.)



**DISTRICT 64  
WELLNESS COUNCIL  
January 24, 2012**

**Members Present:** P. Bender, M. Petkofski, N. Norris, P. Yurkovic, S. McDaniel, P. Risk, M. Borowski, C. Meredith, K. Nasshan, D. Walsh

**Goals of Wellness Council: 2011-2012**

Wellness goals for the school year 2011-12 included: encouraging staff wellness, increasing physical activity, and teaching good nutrition. It was agreed that so far, Wellness Teams have focused on staff wellness, but more work is necessary in the area of teaching good nutrition, as it relates to our students. Discussed how nutrition is taught: during health class, during PE. The Council felt that by increasing its visibility within the district, by making nutrition education resources available to all staff, and by promoting wellness activities, teaching good nutrition could be reinforced across the curriculum.

**School Reports: New Activities**

Reports tabled until next meeting.

**Traveling Wellness Board: Increase visibility, recruit new members**

P. Yurkovic presented the Traveling Wellness Board, which will travel to all schools and ESC during the next 2 months. The Board will be displayed in the staff lounge for two days. The purpose is to generate more interest in wellness activities, to recruit more members for school teams, and to work on the goal of teaching good nutrition. The Board will introduce the concept of My Plate, which has replaced the traditional Food Pyramid. One third of the Board will be customized by each site, to display school team wellness activities. P. Yurkovic will email members with sign up dates.

Dr. Bender requested that members of the Council attend the March 3<sup>rd</sup> school board meeting, to give a brief presentation about Wellness Council and wellness goals. March is also National Nutrition Month.

### **Teaching Good Nutrition**

Council members brainstormed ideas for promotion of teaching good nutrition and increasing physical activity. Ideas generated:

- 5K run/walk (for staff)
- Virtual Cookbook of healthy recipes
- Utilizing common language to help integrate our goals across district
- Hosting a Wellness/Fitness Day in the community
- Spinning class for staff (taught by S. McDaniel)
- PE circuits for students (either ELF grant or funds study stipend)
- Bike activity during May (Bike to School Week)
- Guest speaker on nutrition

It was decided that activities will coincide with April's Healthy Living month.

Activities to be implemented during the remainder of this school year:

1. Travelling Wellness Board to 9 sites
2. School Board presentation March 12<sup>th</sup>
3. Guest Speaker (Nutrition)
4. Staff Spinning Class
5. Begin organizing 5KRun/Walk activity for next fall

**Next Meeting: February 28, 2012, 4:00pm, at ESC.**

Submitted by M. Petkofski

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

Minutes of the Community Finance Committee  
held at 7:00 p.m. February 7, 2012  
Raymond E. Hendee Educational Service Center  
164 S. Prospect Ave., Park Ridge, IL 60068

Community Coordinators Ares Dalianis and Genie Taddeo called the meeting to order at 7:03 p.m. and welcomed everyone to the first full CFC meeting of 2012. Also present were: Board of Education Liaisons Eric Uhlig and Anthony Borelli, Superintendent Philip Bender, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, and approximately 35 CFC and community members.

**Education Finance Presentation**

Mr. Dalianis introduced Tom Johnson, President, Taxpayers' Federation of Illinois, who is a former Park Ridge resident. Mr. Johnson shared information about Illinois' continuing fiscal challenges, the Governor's 2012 budget proposal, and the status of current legislation to deal with these issues. CFC members had an opportunity to ask questions and further explore the potential impact of the state's funding issues on suburban school districts like Park Ridge.

**Review of Resources**

Ms. Taddeo and Mr. Dalianis then reviewed a variety of sources for education finance information, such as the District 64 website ([www.d64.org](http://www.d64.org) -- CFC page, financial pages, Fact Book); Illinois State Board of Education ([www.ISBE.net](http://www.ISBE.net)) and financial reports ([www.ISBE.net/sfms/html/financial\\_archive.htm](http://www.ISBE.net/sfms/html/financial_archive.htm)); the Illinois Association of School Boards ([www.iasb.com](http://www.iasb.com)); and the Cook County Clerk – Real Estate & Tax Services ([www.cookcountyclerk.com/tsd](http://www.cookcountyclerk.com/tsd)). In addition, all CFC members were provided with a copy of IASB's *"Essentials of School Finance"* by James B. Fritts.

**Study Group Time**

CFC members were assigned to study groups based on preferences submitted at the January preview meetings. Mr. Dalianis and Ms. Taddeo shared suggested norms for how study group members could work effectively and provided a list of key questions to be covered in each study, as presented in January. The groups then met individually to plan work on the five study topics: taxpayer education; 10-year financial projections; financial transparency; student fees; and District borrowing opportunities. In coming weeks, each group is free to meet independently; Google docs can be a helpful way to share materials between sessions.

**Announcements**

Reconvening the full group, Mr. Dalianis and Ms. Taddeo announced that requests for information from District 64 staff and use of ESC meeting space if desired for study group sessions should be channeled through them. They recommended that CFC members attend the February 13 Board of Education Committee-of-the-Whole Finance meeting featuring an update on the District's long-range financial projections and a discussion of borrowing options, or watch the video and download the reports from the District's website.

**Next Full CFC Meeting**

The next full CFC meeting was scheduled for Tuesday, March 13 at 7 p.m. at the District 64 ESC. Study groups should be prepared to share progress reports with the committee at that time.

The meeting was adjourned at 9:12 p.m.

Minutes submitted by Bernadette Tramm