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

Board of Education Agenda Special Board Meeting Monday, June 10, 2013 Raymond Hendee Educational Service Center 164 S. Prospect Avenue Park Ridge, IL

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

Monday, June 10, 2013

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TIME		APPENDIX
6:30 p.m.	 Meeting of the Board Convenes Roll Call Introductions Opening Remarks from President of the Board 	
	• Judith L. Snow Awards — Superintendent and ELF Representative	A-1
	Public Comments	
	• First Reading of Policies from PRESS Policy Issues 79, 80, 81 Superintendent	A-2
	 Discussion and Approval of the Balance of Board Advanced Technology (BATC) Revised Recommendations Including Ann Technology Purchase	A-3 ual
	 Roles, Goals, and Controls – Facility Master Planning Fanning Howey and Superintendent 	A-4
	 Consent Agenda - Action Item 13-06-2 Board President Personnel Report Bills Approval of Intergovernmental Agreement for Shared Assistive Technology Services Adoption of 2013-14 Dental Insurance Rates Approval of IWAS Maintenance Grant Approval of Bid for Custodial Supply 2013-14 Approval of Amended Final Calendar for 2012-13 	A-5
	• Board Member Liaison Report Board of Education	A-6

• Other Discussion and Items of Information

- -- Superintendent
 - Upcoming Agenda

Board Adjourns to Closed Session

- Performance of a Specific Employee 5 ILCS 120/2(c)(1)
- Collective Negotiations 5 ILCS 120/2(c)(2)

Next Regular Board Meeting:

Monday, June 24, 2013

Raymond Hendee Educational Service Center 164 S. Prospect Avenue Park Ridge, IL 60068

June 24, 2013

Regular Board Meeting – 7:30 p.m.

- Discussion of CFC Student Fee Study Goals
- Resolution # for Transfer of Interest Funds from Working Cash to Educational Fund
- Resolution # for Transfer of Interest Funds from Debt Service to Educational Fund
- Resolution # for Transfer of Funds to the Capital Projects Fund
- Resolution # for Prevailing Wage
- Approval of Salary for Technologists, Exempt Staff Effective July 1, 2013
- Approval of May Financials
 Approval of PE Supplies
- Approval of Field Window Caulking Bid Approval of Bid for Copier Paper
- Approval of Policies from PRESS Policy Issue 79, 80, 81
- Wellness Committee Minutes of May 21, 2013
- Update on Summer Construction Projects

June 27, 2013

Committee-of-the-Whole: Finance Work Session – 6:30 p.m.

July 8, 2013

Regular Board Meeting – 7:30 p.m.

- Appointment of Hearing Officer
- Approval of Student/Parent Handbook 2013-14
- Board Adopts 2013-14 Tentative Budget
- Board Sets Date of Public Hearing for Final Budget Adoption
- Year-End Report on Strategic Plan and District-Wide Priorities
- Approval of June Financials
 Update on Summer Construction Projects

August 12, 2013

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

Presentation by Maine Township School Treasurer

August 16 and 17, 2013

Board Retreat

<u>August 26, 2013</u>

7:30 p.m. – Regular Board Meeting

• Update on Summer Construction Projects • Approval of July Financials

Upcoming Topics

• Update on Summer Construction Projects -9/23/13

- Approval of August Financials 9/23/13
- Analysis of Student Achievement 10/28/13
- Approval of September Financials 10/28/13

TBD

- Review Proposed Budget Draft #2 of 2013-14 Tentative Budget
- Recognition/Plans for Community Finance Committee
- Discussion and Approval for Design of Field Phase 2
- Approval of Salaries for Administrators
- Intergovernmental Agreements District 62 and NSSEO
- Appointment of Carpenter/Franklin Assistant Principal
- Appointment of Roosevelt Assistant Principal

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.



District 64 Elementary Learning Foundation Judith L. Snow Award 2012-13

Background

Judith Snow, a 25-year Park Ridge resident, was a courageous and ethical leader. Her many friends and colleagues described her as conscientious, decent, dutiful, full of integrity, honorable and principled.

When Judith Snow died unexpectedly in 1995, the League of Women Voters created the Judith L. Snow Memorial Fund. The League donated this Fund to the District 64 Elementary Learning Foundation, which created the Judith L. Snow Ethical Leadership Award to honor the memory of this outstanding citizen of Park Ridge, as well as the mission of the Foundation.

The Judith L Snow Ethical Leadership Award fosters awareness and respect for ethical behavior in a leadership role among District 64 8th grade students. The Award is presented annually to several eighth grade students demonstrating "ethical leadership." Each student who applies must write a 2- to 3-page essay answering questions regarding their definition of ethical leadership, how they live out this definition in daily life, who they think would consider them to be an ethical leader, and how their ethics have been challenged. They also need to get recommendations from a teacher and a source from outside the school community.

2012-13 Award

A selection committee chaired by the D64 ELF trustee responsible for the administration of the Judith L. Snow Leadership Award evaluated the applications. The name of each award recipient will be engraved on the Ethical Leadership Award plaque displayed at the two middle schools. Each winner this year also will receive a \$250 check to use however they choose.

This year the award goes to Grace Janes and Katelyn Kahn of Emerson Middle School, and Maria Francque at Lincoln Middle School.

Grace Janes

Service is one of Grace's core values. Grace devotes her time to numerous organizations, such as Habitat for Humanity and the Wounded Warrior Project, and she has volunteered at an inner-city care clinic to name a few. Grace also has knitted over 25 "preemie" baby hats for local hospital neonatal intensive care babies. She also makes prayer shawls for people who are going through tough times. She was described "as a person who leads naturally, with honor, generosity, loyalty, caring and with justice in her heart." Grace believes that integrity is being who you are when no one is watching.

Katelyn Kahn

Katelyn believes that "your internal values and external actions should match in order to be a true, strong, and pure leader." Katelyn admits being an ethical leader in middle

school can be challenging, but she has demonstrated that staying strong to what she believes in helps her navigate an ethical path. Katelyn saw a need and came up with an idea to help children in the hospital over the holidays, called "Give a Bear, Get a Smile." She made stuffed animals and delivered them to pediatric patients at Lutheran General Hospital. Katelyn is also a student ambassador for Rachel's Challenge at Emerson and the Soaring Eagles program. Katelyn has been described as someone who has "a great versatility of gifts and a rich personality."

Maria Francque

Maria's core values are kindness, fairness, integrity, service and discipline. She displays these values by volunteering regularly at Misericordia Heart of Mercy, Feed My Starving Children, and a woman's shelter near Chicago. She also spends time with the special education children at Washington and Lincoln schools. One of Maria's teachers points out, "There is no small assignment to Maria." Not only does Maria have this attitude about her academic achievements, but her community service as well. A common thread of Maria's recommendation letters was her ability to make everyone feel accepted and her compassion toward her classmates and family.

The Judith L. Snow Ethical Leadership Committee is proud to be able to award this honor to three, well-deserving young women who represent this award with the values and commitment to service that Judith Snow did.

Respectfully Submitted by, Dana Silber ELF Trustee

Appendix 2

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

Policy 2:20	Issue 80	School Board – Powers and Duties of the School Board
Policy 2:125	Issue 80	School Board – Board Member Expenses
Policy 4:170	Issue 81	Operational Services – Safety
Policy 6:235	Issue 79	Instruction – Access to Electronic Networks
Policy 6:290	Issue 79	Instruction – Homework
Policy 7:80	Issue 79	Students – Release Time for Religious Instruction/Observance
Policy 7:190	Issue 81	Students – Student Discipline
Policy 7:220	Issue 79	Students – Bus Conduct
Policy 7:340	Issue 79	Students – Student Records

School Board

Powers and Duties of the School Board

The major powers and duties of the School Board include, but are not limited to:

- 1. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. 1
- 2. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination. 2
- 3. Directing, through policy, the Superintendent, in his or her charge of the District's administration. 3
- 4. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law. 4
- 5. Entering contracts using the public bidding procedure when required. 5
- 6. Indemnifying, protecting, and insuring against any loss or liability of the School District, Board members, employees, and agents as provided or authorized by State law. 6
- 7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy. 7
- 8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination. 8

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

¹ State law controls this policy's content. School board powers listed in the School Code are not exclusive (105 ILCS 5/10-20). This policy's intent is to list the *major* statutory powers and duties – not all of them.

For the first numbered paragraph, see 105 ILCS 5/10-20.5 and 115 ILCS 5/1 et seq. (Illinois Educational Labor Relations Act); and policy 2:240, Board Policy Development.

^{2 105} ILCS 5/10-21.4 (employing superintendent); 5/10-20.7 and 5/10-21.1 (teachers); 5/10-21.9 (criminal history records checks); 5/10-22.34 (non-certificated personnel); 5/10-22.4 (dismissing teachers for cause); and 5/10-23.5 and 5/24-12 (reduction in force). See the policies in the PRESS Policy Reference Manual Sections 3, General School Administration, and 5, Personnel.

^{3 105} ILCS 5/10-16.7.

^{4 105} ILCS 5/10-20.1917, 5/10 20. 19 and 5/17-1 et seq. See policies in the PRESS Policy Reference Manual Section 4, Operational Services.

^{5 105} ILCS 5/10-20.21. See policy 4:60, Purchases and Contracts.

^{6 105} ILCS 5/10-20.20 , amended by P.A. 96-62 (duty to indemnify) and 5/10-22.3 (duty to insure against loss or liability). The <u>statutes identify the same</u> individuals who must be protected are identical in both statutes for protection except that the 2009 legislation amended the indemnification statute to add includes mentors for new of certified staff members. See policy 4:100, *Insurance Management*.

⁷ For the first clause, see 105 ILCS 5/10-20.6. (amended by P.A. 96-998), 5/10-20.12, 5/10-22.10, 5/10-22.35A, and 5/10-22.36; and policy 4:150, Facility Management and Building Programs. For the second clause, see 105 ILCS 5/10-22.35_, amended by P.A. 96-57. For the third clause, see 105 ILCS 5/10-20.19c; amended by P.A. 95-741; and policy 4:70, Resource Conservation.

⁸ Many civil rights laws guarantee equal educational opportunities; see policy 7:10, Equal Educational Opportunities.

- 9. Approving the curriculum, textbooks, and educational services. 9
- 10. Evaluating the educational program and approving School Improvement and District Improvement Plans. 10
- 11. Submitting Presenting the District report card and School report card(s) to parents/guardians; District taxpayers, the Governor, and the General Assembly, and the State Board of Education a school report card assessing the community; these documents report District, School and student performance, of its schools and students. 11
- 12. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it. 12
- 13. Establishing attendance units within the District and assigning students to the schools. 13
- 14. Establishing the school year. 14
- 15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11. 15
- 16. Providing student transportation services. 16
- 17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities. 17
- 18. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, 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. 18 or neglect.
- 19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters. 19

A causes a reasonable suspicion of abuse or neglect

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^{9 105} ILCS 5/10-20.8 and 5/10-20.9. See policies in Section 6, Instruction.

^{10 105} ILCS 5/2-3.25d and 105 ILCS 5/27-1. See policies 6:10, Educational Philosophy and Objectives; and 6:15, School Accountability.

¹¹⁻¹⁰⁵ ILCS 5/10-17a. 105 ILCS 5/10-17a. This statute details the requirements for presenting the district report card and school report card(s), including presenting them at a regular school board meeting and posting them on the district's website.

^{12 105} ILCS 5/10-22.6. See policies 7:190, Student Discipline; 7:200, Suspension Procedures; and 7:210, Expulsion Procedures.

^{13 105} ILCS 5/10-21.3 and 5/10-22.5. See policy 7:30, Student Assignment and Intra-District Transfer.

^{14 105} ILCS 5/10-19 and 23 III. Admin. Code §1.420. See policy 6:20, School Year Calendar and Day.

¹⁵ Recognizing veterans on Nov. 11 is required by 105 ILCS 5/10-20.46.

¹⁶ 105 ILCS 5/10-22.22. See policy 4:110, *Transportation*.

^{17 105} ILCS 5/10-22.31a. See policy 1:20, District Organization, Operations, and Cooperative Agreements.

^{18 325} ILCS 5/4. Abuse and neglect are defined in 325 ILCS 5/3; for a disabled adult student see 20 ILCS 1305/1-17(b).

¹⁹ See policy 8:10, Connection with the Community.

LEGAL REF.:

105 ILCS 5/2-3.25d, 5/10, 1 et seq., 5/17-1, and 5/27-1.

115 ILCS 5/. /1 et seq.

325 ILCS 5/4.

CROSS REF.:

1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70

(Resource Conservation), 4:100 (Insurance Management), 4:110

(Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Discipline), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors

to and Conduct on School Property)

October 2010 2012 2:125

School Board

Board Member Expenses

No School Board member may receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides: 1

The Board may advance or reimburse members the actual and necessary expenses incurred while attending: 2

- 1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools: Intermediate Service Center;
- 2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
- 3. Meetings sponsored by an organization in the field of public school education.

In addition, the Board may reimburse a member for registration fees or tuition for a course that allowed the member to comply with the mandatory training described in policy 2:120, Board Member

Development 3 or other training provided by one of the entities described in the above list.

Expense reimbursement is not guaranteed and Board members should seek pre-approval of expenses, except in situations when the expense is diminutive. 4 A Board member must return to the District any portion of an expense advance not used. Members must submit an itemized, signed voucher to support any expense advanced or to seek expense reimbursement. The voucher must show the amount of actual expense, attaching receipts if possible. A Board member submitting a bill for a group function should record participating members' names on the receipt. Money shall not be advanced or reimbursed for: (1) the expenses of any person except the Board member, or (2) anyone's personal expenses.

The Superintendent shall review the submitted vouchers for compliance with this policy. 5 If any voucher's compliance appears uncertain, the Superintendent shall notify the Board President or Vice

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¹ State law controls this policy's content (105 ILCS 5/10-9, 5/10-10, and 5/22-1). The legal limit for board secretary compensation is \$500 (105 ILCS 5/10-14).

² Board members may not receive compensation for their services (<u>Id.</u>). The board, however, has the power to advance its members anticipated "actual and necessary expenses" incurred in attending only those meetings listed (105 ILCS 5/10-22.32). "Actual and necessary expenses" are those reasonably anticipated to be incurred on necessary travel and attendance days (105 ILCS 5/10-22.32).

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.

³ Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision's scope by adding the following to the sentence: "..., or other training provided by one of the entities described in the above list."

⁴ This paragraph's provisions are required by 105 ILCS 5/10-22.32, except the provisions requiring: (1) pre-approval, and (2) that participating members' names be included in a group bill.

⁵ Nothing in this paragraph is required by law. However, the paragraph is consistent with the "IASB Principles of Effective Governance," i.e., that the board is responsible for itself.

President if the voucher in question is from the President, as well as the Board member who submitted the voucher. The Superintendent shall include the voucher in the monthly list of bills that is presented to the Board for approval or rejection.

Registration

When possible, registration fees will be paid by the District in advance.

Transportation

The least expensive transportation will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:

- 1. Air travel at the coach or single class commercial airline rate. First class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense voucher. Copies of airline tickets must be attached to the expense voucher.
- 2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets will be attached to the expense voucher to substantiate amounts.
- 3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
- 4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense voucher.
- 5. Taxis, airport limousines, or other local transportation costs.

Hotel/Motel Charges

Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense voucher.

Meal Charges

Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility or general area. 6 Tips are included with the meal charges. Expense vouchers must explain the meal charges incurred.

Miscellaneous Expenses

Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense voucher, attaching receipts if possible.

Board members will be reimbursed for meal costs and tips up to \$_____ per day.

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 $[\]boldsymbol{6}$ Alternatively, a board could set a daily limit on meal costs, such as:

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member

Development), 4:50 (Payment Procedures)

Operational Services

Safety 1

4:170

Safety Program

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

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

- 1. Three school evacuation drills,
- 2. One bus evacuation drill,

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- 1 State or federal law requires a policy on some aspects of this policy and controls this policy's content. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.
- 2 This simple end statement should be discussed (what effect or impact will this district statement have on the students and the community?) and altered accordingly before board adoption.
 - 3 See administrative procedure 4:170-AP1, Comprehensive Safety and Crisis Program.
 - 4 See the School Safety Drill Act, 105 ILCS 128/.
 - 5 Required by 105 ILCS 128/20(b) and 105 ILCS 5/10-20.14 for all students.
- 6 The Physical Fitness Facility Medical Emergency Preparedness Act, 210 ILCS 74/, broadened the definition of physical fitness facility to include outdoor facilities. Entities operating a "physical fitness facility must adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." Administrative procedures, consistent with the Ill. Dept. of Public Health rules (77 Ill.Admin.Code Part 527), must support this policy in order to comply with the law.

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

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

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

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

1WD

- 3. One severe weather and shelter-in-place drill, and
- 4. One law enforcement drill.

The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan, with the participation of the appropriate law enforcement agency. This drill may be conducted on days and times that students are not present in the building. 8

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. 9

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of moveable soccer goals by requiring that they be properly anchored. 10

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⁸ Required by 105 ILCS 128/20(c). Schools must conduct a law enforcement drill to address incidents, including without limitation reverse evacuation, lock-downs, shooting, bomb threat, or hazardous materials. See footnete fin #3 supra.

⁹ Cell phone use is addressed in 105 ILCS 5/10-20.28 (allows boards to regulate student use of cell phones; also see 7:190, Student Discipline) and 625 ILCS 5/12-610.1(e), amended by P.A. 97-830, eff. 1-1-13, (prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for (1) highway construction or maintenance workers within their work zones, (2) any use for emergency purposes, (3) law enforcement officers or emergency responders performing their duties, (4) a person using a wireless telephone in voice-operated mode with or without use of a headset, and (5) a person with technology that uses a single button to initiate or terminate a voice communication, e.g., HandsFreeLink®).

⁶²⁵ ILCS 5/12-813.1 provides four exceptions that allow a bus driver to use a cell phone while operating a bus: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities about bus operation or the safety of a passenger on the bus; and (4) when the bus is parked. However, under no circumstances may the cell phone be used for anything else including personal use. See policy 4:110, *Transportation*, for a more detailed discussion of two-way radios and cellular telephone use.

¹⁰ The Movable Soccer Goal Safety Act, a/k/a Zach's Law, 430 ILCS 145/, added by P.A. 97-234. This paragraph is required only if the school district owns and controls a movable soccer goal, and it should be included in this policy only by those districts. The Act requires: (1) organizations that own and control a movable soccer goal to create a soccer goal safety and education policy that outlines how the organization will specifically address the safety issues associated with movable soccer goals, and (2) the Ill. Department of Public Health to provide technical assistance materials, which are available at: www.cpsc.gov/CPSCPUB/PUBS/soccer.pdf.

Convicted Child Sex Offender and Notification Laws 11

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

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

In all cases, the Superintendent, or designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity. 12

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school. 13

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11 Four laws are relevant to this section:

Paragraphs 1-3 contain the requirements in the Criminal Code, 720 ILCS 5/11-9.3, regulating a child sex offender's presence on school property;

Paragraph 4 concerns the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., and Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105, amended by P.A. 97-154;

Paragraph 5 contains the requirements in the School Code concerning mandatory criminal history records checks on those contractors' employees who have a "direct, daily contact with students," (105 ILCS 5/10-21.9(f). Sample policy 5:30, Hiring Process and Criteria, and administrative procedure 5:30-AP2, Investigations, address the criminal offenses listed at 105 ILCS 5/21B-80, added by P.A. 97-607. Being convicted of one will disqualify an individual from work at the school district (105 ILCS 5/10-21.9, amended by P.A. 97-607). If the board president or district (see f/n #17 infra) receives information concerning the record of conviction as a sex offender of any contractor's employee, the district must provide the information to another school, school district, community college district, or private school that requests it (105 ILCS 5/10-21.9(h), amended by P.A. 97-248).

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

12 720 ILCS 5/11-9.3. The statute assigns the child sex offender the "duty to remain under the direct supervision of a school official." In order to ensure this happens and to protect students, the sample policy requires the superintendent, or designee who is a certified employee, to supervise a child sex offender whenever the offender is in a child's vicinity. See also policy 8:30, Visitors to and Conduct on School Property.

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

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

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. 14 The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. 15 This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following: 16

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

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

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

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

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

16 105 ILCS 5/10-21.9, amended by P.A.s 97-248 and 97-607. Section 5/10-21.9(f) requires a criminal history records check, i.e., background investigation or background check, to be performed on those contractors' employees who have a direct, daily contact with students. State law places the same restrictions on contractors' employees that it does on district employees. The sample policy is more comprehensive by requiring checks for any contractor's employee who may work in any school building or on school property—after all, the burden. Its purpose is on the contractor to do the checking climinate any uncertainty about the safety of students.

For districts that want their policy language to mirror the language in State law, replace: "any contact, direct or indirect" with "direct, daily contact." Board policy should address these issues:

- Who performs the background checks? For legal and practical reasons, ISBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, places the responsibility on the district to (a) perform the background checks (20 ILCS 2635/) and (b) provide the contractor's employee with a copy with the results of his or her background check (20 ILCS 2635/7(A)(1).
- On whom are the background checks performed? State law requires the checks on those who have a direct, daily contact with students. It is virtually may be impossible to screen all contractors' employees. Thus However, a contractor should warrant that none of its employees who may have contact with a student at school has committed an offense that would prohibit district employment.
- On whom are the checks performed? State law requires the check on those who have a direct, daily contact with students. See the discussion in the first paragraph of this f/n addressing this sample policy's more comprehensive language.

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, amended by P.A.s 97-248 and 97-607, or who is listed in the Statewide Illinois Sex Offender Registry or the Statewide Illinois Murderer and Violent Offender Against Youth Database Registry. The contractor shall obtain make every employee who will be sent to any school building or school property available to the District for the purpose of submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before sending any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the costs of the checks. The District must also provide a copy of the report to the individual employee, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Illinois Sex Offender Registry or the Statewide Illinois Murderer and Violent Offender Against Youth Database Registry.

If the District receives information that concerns the record of conviction as a sex offender of any employee of a District contractor, the District will provide the information to another school, school district, community college district, or private school that requests it. 17

Unsafe School Choice Option 18

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

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.

How is compliance assured? This sample policy requires the inclusion of a clause in district contracts prohibiting
the use of any sex offender on school property employee with a conviction listed under Section 21B-80 of the
School Code on school property. The inclusion of a contract clause in district contracts ensures the background
check is performed pursuant to State and federal law and outlines each party's responsibilities for accomplishing
it.

See administrative procedure 5:30-AP2, Investigations. For more information on managing background checks for contractor's employees, see ISBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/pdf/guidance_chr.pdf.

¹⁷ Id. at 5/10-21.9(h), amended by P.A. 97-248. The School Code defines the board president's role in conducting criminal background investigations and receiving the results of these investigations. Many districts delegate this task to a human resource department. However, because the report involves a contractor's employee, the immunity provisions in the Employment Record Disclosure Act (745 ILCS 46/10) may not apply. Consult the board attorney based upon this and all relevant employment record disclosure laws. See policy 5:150, Personnel Records, f/n #4 for more discussion about employment record disclosure laws. See also f/n #16's citation to ISBE's non-regulatory guidance document.

¹⁸ A policy provision is required on this topic (105 ILCS 5/10-21.3a). See also 20 U.S.C. §7912. ISBE maintains a list of persistently dangerous schools. Districts having only one school may substitute the following provision for this paragraph:

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

Districts with each grade in only one attendance center may substitute the following provision for this paragraph:

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

2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

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

Student Insurance 19

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

Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property. 20

LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.

<u>Uniform Conviction Information Act, 20 ILCS 2635/.</u> 105 ILCS 5/10-20.28, 5/21B-80, 5/10-21.9, and 128/.

Physical Fitness Facility Medical Emergency Preparedness Act, 210 ILCS 74/.

Ill. Vehicle Code, 625 ILCS 5/12-813.1. Criminal Code of 2012, 720 ILCS 5/11-9.3.

Unified Code of Corrections, 730 ILCS 152/101 et seq.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular

Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300 (Extracurricular Athletics), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADMIN. PROC.: 4:170-AP2 (Criminal Offender Notification Laws), 4:170-AP3 (School Bus

Safety Rules), 4:170-AP6 (Plan for Responding to a Medical Emergency at a

Physical Fitness Facility with an AED), 5:30-AP2 (Investigations)

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

¹⁹ This subhead is optional. 105 ILCS 5/22-15 allows districts to purchase insurance on athletes. A form on which parents/guardians check-off whether they want school accident insurance or already have the student covered by other health insurance will suffice for purposes of this policy. Requiring students participating in athletics to have accident insurance is a best practice because: (1) waivers of liability do not prevent a student from bringing suit, and (2) waivers of liability are not favored by Illinois courts.

²⁰ When adverse weather conditions force a school's closing or a delayed start, the district may count a partial day of attendance as a full day for State aid purposes, provided: (1) at least one hour of instruction was provided, and (2) the superintendent provides the Regional Superintendent or the Suburban Cook County Intermediate Service Center, whichever is appropriate, with a written report in support of the partial day within 30 days (105 ILCS 5/18-12). P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to the Intermediate Service Center for the area.



Student Insurance

In 2011-12, District 64 now provides offers student accident insurance, at no cost to the District, to all District 64 students. The plan provides medical coverage for all accidents occurring during school-sponsored and supervised activities, including all sports. The supplemental plan pays the reasonable and customary charges not paid by other insurance for any covered accidental bodily injury. If there is no other family medical insurance, this plan would provide the primary insurance for the covered accident. There is no deductible. In the event of an accident, claim forms can be obtained from the school office. It is the responsibility of the parent/guardian to request the form and complete the process.

Instruction

Access to Electronic Networks 1

Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. 2 The Superintendent shall develop an implementation plan for this policy and appoint system administrator(s). 3

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. 4 Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum and Appropriate Online Behavior

The use of the District's electronic networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, Curriculum Content, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness, and response. 5 Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The District's electronic network is part of the curriculum and is not a public forum for general use. 6

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

prevention, €

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

A policy on Internet safety is necessary to receive <u>E-rate</u> funds under the Elementary and Secondary Education Act, Enhancing Education Through Technology (20 U.S.C. §6751 <u>et seq.</u>) and to qualify for universal service benefits under the Children's Internet Protection Act (47 U.S.C. §254(h) and (l).

² This goal is repeated in exhibit 6:235-E2, Authorization for Electronic Network Access.

³ Topics for the implementation plan include integration of the Internet in the curriculum, staff training, and safety issues. The implementation plan can also include technical information regarding service providers, establishing Internet accounts, distributing passwords, software filters, menu creation, managing resources and storage capacity, and the number of dial-up lines or access points for users to connect to their accounts. Another topic is investigation of inappropriate use.

⁴ No system can guarantee to operate perfectly or to prevent access to inappropriate material; this policy statement attempts to absolve the district of any liability.

⁵ Required by 47 U.S.C. §254(h)(5)(B)(iii) and 47 C.F.R. §54.520(c)(i) only for districts that receive *E-rate* discounts for Internet access or plan to become participants in the *E-rate* discount program. Beginning July 1, 2012, all boards receiving an *E-rate* funding for Internet access must certify that they have updated their Internet safety policies. See, *FCC Report and Order 11-125* (August 11, 2011). This sentence is optional if the district only receives discounts for telecommunications, such as telephone service, unless the district plans to participate in the *E-rate* discount program.

⁶ School authorities may reasonably regulate student expression in school-sponsored publications for education-related reasons. <u>Hazelwood School District v. Kuhlmeier</u>, 108 S.Ct. 562 (1988). This policy allows such control by clearly stating that school-sponsored network information resources are not a "public forum" open for general student use but are, instead, part of the curriculum.

Acceptable Use 7

All use of the District's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the goals stated herein, or (2) for a legitimate school business purpose. Use is a privilege, not a right. 8 Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics, and protocol. 9 Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. 10

Internet Safety 11

Technology protection measures shall be used on each District computer with Internet access. They shall have include a filtering device that blocks entry protects against Internet access by both adults and minors to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or designee. 12 The Superintendent or designee shall enforce the use of such filtering devices. An

6:235

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

⁷ This paragraph provides general guidelines for acceptable use regardless of whether Internet use is supervised. The specific rules are provided in exhibit 6:235-E2, *Authorization for Electronic Network Access* (see also footnote 11). This paragraph's application to faculty may have collective bargaining implications.

⁸ The "privilege, not a right" dichotomy is borrowed from cases holding that a student's removal from a team does not require due process because such participation is a privilege rather than a right. The deprivation of a privilege typically does not trigger the Constitution's due process provision. <u>Clements v. Board of Education of Decatur Public School District No. 61</u>, 478 N.E.2d 1209 (III.App.4, 1985). Nevertheless, before access privileges are revoked, the user should be allowed to give an explanation.

⁹ If students are allowed only supervised access and are not required to sign the *Authorization for Electronic Network Access*, the provisions from the *Authorization* should be used as administrative procedures for covering student Internet use. See *Acceptable Use of Electronic Networks*, 6:235-AP. This is an optional sentence:

The Superintendent shall establish administrative procedures containing the appropriate uses, ethics, and protocol for Internet use.

The Harassing and Obscene Communications Act criminalizes harassing and obscene electronic communication (720 ILCS 135/0.01).

¹⁰ The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. This provision attempts to avoid Fourth Amendment protection for communications and downloaded material by forewarning users that their material may be read or searched, thus negating any expectation of privacy.

Email and computer files are "public records" as defined in the Ill. Freedom of Information Act if they are, as in this policy, "under control" of the school board (5 ILCS 140/2). They may be exempt from disclosure, however, when they contain information that, if disclosed, "would constitute a clearly unwarranted invasion of personal privacy," (5 ILCS 140/7). Alternatively, a school board may believe that making email semi-private enhances its educational value. The following grants limited privacy to email communications and can be substituted for the sample policy's sentence preceding this footnote:

School officials will not intentionally inspect the contents of email without the consent of the sender or an intended recipient, unless as required to investigate complaints regarding email that are alleged to contain material in violation of this policy or the *Authorization for Electronic Network Access*.

^{11 &}lt;u>Supra</u> f/n #1

¹² This sample policy language is broader than the requirements in federal law (20 U.S.C. §6777, 47 U.S.C. §254), in that the policy, and 47 C.F.R. §54.520(c)(i). It does not distinguish between minors (children younger than 17) and non-minors. The terms, minor, obscene, child pornography, and harmful to minors have not changed, but are now explicitly referred to in the regulations at 47 C.F.R. §54.520(a). Federal law defines "harmful to minors" as:

administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. 13 The Superintendent or designee shall include measures in this policy's implementation plan to address the following: 14

- 1. Ensure staff supervision of student access to online electronic networks, 15
- 2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
- 3. Ensure student and staff privacy, safety, and security when using electronic communications,
- 4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
- 5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Authorization for Electronic Network Access 16

Each staff member must sign the District's Authorization for Electronic Network Access as a condition for using the District's electronic network. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised use. 17

...any picture, image, graphic image file, or other visual depiction that—(i) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (ii) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (iii) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

The Federal Communications Commission specifically declined to find that access to Facebook or MySpace are per se harmful to minors. School officials have discretion about whether or not to block access to these and similar sites. See supra f/n #3.

13 Permitted by 20 U.S.C. §6777(e). The policy's provision for prior approval is not in the law and may be omitted. The entire sentence may be eliminated if a board does not want the filtering device to be disabled.

14 In order to qualify for universal service benefits under the federal Children's Internet Protection Act (CIPA), the district's Internet safety policy must address the items listed in the sample policy (47 U.S.C. §254(1). The sample policy accomplishes this task by requiring these items be addressed in the policy's implementation plan or administrative procedure.

Note that federal law requires the school board to hold at least one hearing or meeting to address the Internet safety policy initial adoption of the Internet safety policy. Later revisions of the existing policy need not follow the public notice rule of CIPA, though a board will still need to follow its policy regarding revisions and the mandates of the III. Freedom of Information Act.

CIPA also requires this policy and its documentation to be retained for at least 5 years after the last day of service delivered in a particular funding year. This means the 5 year retention requirement begins on the last day of service delivered under E-rate not from the day the policy was initially adopted. Consult the board attorney about this requirement and the best practices for your individual board.

15 Monitoring the online activities of *students* is broader than the requirement in federal law to monitor *minors*. The definition of minor for this purpose is "any individual who has not attained the age of 17 years." See 47 C.F.R. 54.520(a)(4)(i). The use of the word *students* is a best practice.

16 The Authorization for Electronic Network Access (6:235-E2), rather than this board policy, specifies appropriate conduct, ethics, and protocol for Internet use. This is consistent with the principle that detailed requirements are not appropriate for board policy; instead, they should be contained in separate district documents that are authorized by board policy. Keeping technical rules specifying acceptable use out of board policy will allow for greater flexibility, fewer changes to the policy manual, and adherence to the belief that board policy should be confined to governance issues and the provision of guidance on significant district issues.

17 The Superintendent's implementation plan should describe appropriate supervision for students on the Internet who are not required, or refuse, to sign the *Authorization*.

The use of personal electronic communication devices owned by students but used to gain Internet access that has been funded by *E-rate* is not addressed yet. The FCC has indicated that it does plan to address the issues associated with the application of CIPA requirements to this situation.

All users of the District's computers to access the Internet shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.

The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.:

No Child Left Behind Act, 20 U.S.C. §6777.

May

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).

Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.

47 C.F.R. Part 54, Subpart F. Universal Service Support for Schools and Libraries

720 ILCS 135/0.01.

CROSS REF .:

5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190

(Student Discipline), 7:310 (Restrictions on Publications)

ADMIN PROC.:

6:235-AP1 (Administrative Procedure - Acceptable Use of Electronic Networks),

6235-AP1, E1 (Student Authorization for Electronic Network Access), 6:235-AP1, E2 (Exhibit - Staff Authorization for Electronic Network Access)

July 2006 May 2012 6:290

Instruction

Homework

Homework is a necessary part of the District's instructional program and has the overarching goal of increasing student achievement. Homework is assigned to further a student's educational development and is an application or adaptation of a classroom experience. 1 The Superintendent shall provide guidance to ensure that homework:

- 1. Is used to reinforce and apply previously covered concepts, principles, and skills;
- 2. Is not assigned for disciplinary purposes;
- 3. Serves as a communication link between the school and parents/guardians;
- 4. Encourages independent thought, self-direction, and self-discipline; and
- 5. Is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

(following in bold)

6. Builds in flexibility regarding amounts so that they are developmentally appropriate and do not infringe on a student's or family's individual needs, responsibilities, and commitments.

¹ This policy's contents are at the local school board's discretion; a board should customize the list of standards for homework to reflect the district's practices. Below are two optional provisions to add at the end of the sample policy:

Option 1: Recognizing the importance of parental involvement in homework, the Superintendent or designee shall ensure that parents/guardians are informed of, (1) whom to contact with questions or concerns about homework assignments, and (2) methods to facilitate homework completion.

Option 2: The Superintendent or designee shall annually report to the Board on the effectiveness of homework assignments on increasing student achievement.

July 2006 May 2012 7:80

Students

Release Time for Religious Instruction/Observance 1 should

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s). 2 This notice shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement. 3

LEGAL REF.:

Religious Freedom Restoration Act, 775 ILCS 35/5.

105 ILCS 5/26-1 and 5/26-2b.

CROSS REF.:

7:70 (Attendance and Truancy)

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

^{1 105} ILCS 5/26-1(5) requires school boards to adopt a policy on student absences for religious holidays. See also 105 ILCS 5/26-2b. State and federal law controls this policy's content. 105 ILCS 5/26-1(4) allows a child over 12 and less than 14 years of age to be absent from school while in attendance at confirmation classes. The sample policy does not contain these age or specific religious rite limitations in order to be consistent with First Amendment jurisprudence. According to the United States Supreme Court, a release time policy does not violate the Establishment Clause; it only accommodates a program of outside religious instruction. Zorach v. Clauson, 72 S.Ct. 679 (1952).

² Five days is the most prior notice that can be required (105 ILCS 5/26-1(5).

^{3 105} ILCS 5/26-2b.

Students

Student Discipline

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

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

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

Expectations for Behavior from Board, Staff, Students and Parents

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

All will:

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

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

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

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

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

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

Prohibited Student Conduct

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

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

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

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

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
 - A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that, bears a reasonable relationship to school shall may be expelled for a period of at least one calendar year, but not more than 2 calendar years.
 - a. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, of the United States Code (18 U.S.C. § 921), firearm as

defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code; of 1961 (720 ILCS 5/24-1).

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

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

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

threats, stalking, harassment, sexually harassment, public humiliation, theft or destruction of property, retaliation, bullying, hazing, bullying using a school computer or a school computer network, or other comparable conduct, whether done in person or electronically.

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

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

Disciplinary Measures

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to

someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified depending on the severity of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

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

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

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

Delegation of Authority

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

The Superintendent, Building Principal, or Assistant Building Principal or Dean of Students is authorized to impose the same disciplinary measures as teachers and may, also suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, for up to 10 consecutive school days, provided the appropriate procedures are followed. The School Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Disciplinary measures may include (not necessarily in order of severity):

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

A student who is subject to a suspension in excess of 20 school days or an expulsion may be immediately transferred to an alternative program if the student is expelled

or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.

Required Notices

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

Recourse

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

Student Handbook

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

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

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §7151 et seq.

Pro-Children Act of 1994, 20 U.S.C. §6081.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12,

5/27-23.7, and 5/31-3. 23 Ill.Admin.Code §1.280.

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintaining Student

Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications), 8:30 (Visitors to and Conduct on School Property),

7:20 (Harassment of Students)

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November 15, 2010

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June 11, 2012

Students

Bus Conduct 1

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

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

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

Electronic Recordings on School Buses 3

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of

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

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

¹ All districts must have a policy on student discipline (105 ILCS 5/10-20.14; 23 Ill.Admin.Code §1.280). 105 ILCS 5/10-22.6(b) covers issues around suspending students from riding the bus. State law requires the parent-teacher advisory committee, in cooperation with school bus personnel, to develop with the board, school bus safety procedures (105 ILCS 5/10-20.14(c). See 4:170-AP3, School Bus Safety Rules.

² State law 105 ILCS 5/10-22.6(b) provides procedures for suspending a student from riding a school bus. (105 ILCS 5/10-22.6(b))

³ This section is optional; however, if districts wish to use before using electronic audio and/or visual recording devices, the school board must adopt a policy authorizing such electronic recordings, and it must give notice of the policy by including it in student handbooks and other documents (720 ILCS 5/14-3(m)., as amended by P.A. 95-352). The notice provisions in the sample policy are mandatory.

the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.-4

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

The content of the electronic recordings are student records and are subject to District policy and procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. 5 Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

105 ILCS 5/10-20.14, 5/10-22.6, and 10/1 et seq./.

720 ILCS 5/14-3(m).

23 Ill.Admin.Code Part 375, Student Records.

CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 7:130 (Student Rights and

Responsibilities), 7:170 (Vandalism), 7:190 (Student Discipline), 7:200

(Suspension Procedures), 7:340 (Student Records)

ADMIN. PROC.: 4:170-AP3 (School Bus Safety Rules)

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

⁴⁻⁷²⁰ ILCS 5/14 3(m), as amended by P.A. 95-352. The III. Department of Transportation Division of Traffic Safety rules will be located at 92 III. Admin. Code §440-3.

⁵ Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, 34 C.F.R. Part 99, 105 ILCS 10/1 et seq., and 720 ILCS 5/14 3(m), as amended by P.A. 95 352.

Students

Student Records 1

School student records are confidential and information from them shall not be released other than as provided by law. 2 3 Any record that contains personally identifiable information or other information

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

1-State or federal law requires this subject matter be covered by policy. State or federal law controls this policy's content. Both federal (Family Educational Rights and Privacy Act, 20 U.S.C. §1232g) and State (Illinois School Student Records Act, 105 ILCS 10/1 et seq.) laws govern student school records. These laws differ in many respects. State law requires school boards to adopt policy and procedures implementing the Student Records Act and specifying the content of school records (23 Ill.Admin.Code §§375.100 and 226.740). The release of confidential information given by a student to a therapist, e.g., school counselor or psychologist, is not included in this policy but is governed by the Mental

State law requires school boards to adopt policy and procedures implementing the Illinois School Student Records Act and specifying the content of school student records (23 III.Admin.Code §§375.100 and 226.740). Both State and federal law address school student records. See the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the School Student Records Act, 105 II.CS 10/, implemented by ISBE rules at 23 III.Admin.Code Part 375.

Confidentiality Insurance Portability and Accountability Act, 740 ILCS 110/1 et seq. Information kept by law enforcement professionals working of 1996 (HIPAA). The Privacy Rule implementing HIPAA, issued by the U.S. Dept. of Health and Human Services, addresses the disclosure of individuals' health information by covered entities. Generally speaking, a school district becomes a covered entity, and must comply with applicable sections in the Privacy Rule, if it provides health care and transmits health information in electronic form in a connection with transactions. However, educational records as defined by FERPA are excluded from HIPAA's definition of protected health information (45 C.F.R. §164.501). In most cases this exception relieves school are not "school student records" (105 ILCS 10/2), districts of complying with burdensome privacy notices and authorization forms. The board attorney should be consulted on all HIPAA-related questions.

2-A plethora of statutory and decisional law protects student records. Under no circumstances may a school official provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards (105 ILCS 5/10-20.37). The Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/, prohibits the sale of personal information concerning a child under the age of 16, with a few exceptions, unless the parent(s)/guardian(s) have consented. Allowing students to grade each other's papers does not violate FERPA; such student work is not a "school record" until it is recorded by the teacher. Owasso I.S.D. No. I 011 v. Falvo, 122 S.Ct. 934 (2002). Student records are perso prohibited from disclosure; a district is under no obligation to redact them. Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).

Confusion persists regarding the interplay between the FERPA and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"). The Privacy Rule, issued by the U.S. Depart. of Health and Human Services, addresses the use and disclosure of individuals' health information by "covered entities." Generally speaking, a school district is a "covered entity," and must comply with applicable sections in the Privacy Rule, if it provides health care and transmits health information in electronic form in connection with transactions. However, "educational records" as defined by FERPA are excluded from HIPAA's definition of "protected health information," (45 C.F.R. §164.501). In most cases this exception relieves school districts of complying with burdensome privacy notices and authorization forms. The board attorney should be consulted on all HIPAA-related questions.

Schools must keep a sex offender registration form received from law enforcement separately from school records maintained on behalf of the juvenile sex offender (730 ILCS 152/121).

- 3 A plethora of statutory and decisional law protects student records. Aside from the laws identified in f/n #1, other laws protecting student records include:
 - 1. Schools may not provide a student's personal information to a business organization or financial institution that issues credit or debit cards (105 ILCS 5/10-20.37).
 - Schools may not sell personal information concerning a child under the age of 16, with a few exceptions, unless a
 parent has consented (Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/).
 - 3. The release of confidential information given by a student to a therapist, e.g., school counselor or psychologist, is governed by the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/).

that would link the document to an individual student is A school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses. 4

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. 5 The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. 6 However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. 7

The Superintendent shall <u>fully</u> implement this policy <u>with administrative procedures</u>. The <u>Superintendent shall also and designate a an official records custodian for each school</u> who shall maintain <u>and protect the confidentiality of school</u> student records <u>.8 The Superintendent or designee shall</u>, inform staff members of this policy, and <u>shall</u> inform students and their parents/guardians of <u>it</u>, <u>as well as</u> their rights regarding <u>school</u> student <u>school</u> records. 9

^{4.} Schools must keep a sex offender registration form received from law enforcement separately from school student records maintained on behalf of the juvenile sex offender (730 ILCS 152/121).

Allowing students to grade each other's papers does not violate FERPA; such student work is not a school record until it is recorded by the teacher. Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002). School student records are per se prohibited from disclosure; a district is under no obligation to redact them. Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).

^{4 20} U.S.C. §1232g(a)(4)(A); 34 C.F.R. §99.3; 105 ILCS 10/2(d)-); 23 Ill.Admin.Code §375.10. Rather than listing the exceptions in the policy, a school board may choose the following alternative for this sentence:

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or a school employee, except as provided in State or federal law.

^{5 23} Ill.Admin.Code §226.740.

⁶ This paragraph sentence is required if the board wants to allow school officials allows schools to release student directory information (20 U.S.C. §1232g; 23 III.Admin.Code §375.80; 34 C.F.R. §99.6(a)(4).

^{7 20} U.S.C. §1232(g)(j), as added by the Sec. 507 of the U.S.A. Patriot Act of 2001.

⁸ Required by 105 ILCS 10/4(a).

⁹ Both State and federal law require districts to Each school must have an official records custodian (105 ILCS 10/4(a). Districts must notify students and parents/guardians of their rights concerning school student records (105 ILCS 10/3; 23 Ill.Admin.Code §375.30; 34 C.F.R. §99.7). Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Faculty handbooks may contain working conditions and be subject to mandatory collective bargaining. See exhibit 7:340-E, NotificationAP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records, and administrative procedure 7:340-APAP1, School Student Records.

Student Biometric Information Collection 10

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. 11 Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody 12 or the student (if over the age of 18). 13 Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. 14 Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited. 15

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody of the student or the student (if over the age of 18). 16 Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

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

¹⁰ This program is optional; however, districts either wishing to implement such a program or districts that have already engaged in the collection of student biometric information must have a policy consistent with the requirements of 105 ILCS 5/10-20.40 et seq., as amended by P.A. 95-232. This section restates the School Code's requirements for a student biometric information policy.

¹¹ For districts already collecting biometric information the following is an alternative:

The Superintendent or designee shall maintain a biometric screening program that is consistent with budget requirements and in compliance with State law

^{12 105} ILCS 5/10-20.40(b)(1) states the definition of legal custody is the same as the definition of legal custody for purposes of residency, payment of tuition, hearings, and criminal penalties at 105 ILCS 5/10-20.12b(2)(i)-(v). Several statutes in Illinois define legal custody and where court may grant it; the term requires statutory construction/interpretation and school boards should discuss this issue with their attorney prior to adopting a policy on collection of student biometric information.

¹³ Based upon 105 ILCS 5/10-20 40, written permission is not required annually; it is valid until a request for discontinuation of the use of biometric information is received or until the student reaches the age of 18. See 7:340-AP1, E5, Biometric Information Collection Aythorization.

¹⁴ Districts must reissue 7:346-AP1. E5, Biometric Information Collection Authorization to students turning 18 years of age during the school year. This is because all rights and privileges accorded to a parent under the Ill. School Student Records Act shall become exclusively those of the student upon [the student s] his or her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first. 105 ILCS 10/2(g).

¹⁵ State law contains two exceptions: (1) the individual who has legal custody of the student or the student (if over the age of 18) consents to the disclosure, and (2) the disclosure is required by court order. 105 ILCS 10-20.40(b)(5).

^{16 105} ILCS 5/10-20.40(d), added by P.A. 95.793. No notification to or approval from the district's local records commission, pursuant to the Local Records Act, is required to destroy student biometric information.

The Superintendent or designee shall develop procedures to implement this policy consistent with 'State and federal law. 17

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).

Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002).

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99. Children's Privacy Protection and Parental Empowerment Act, 325 ILCS

17/1 et seq./.

105 ILCS 5/10-20.21b, 20.37, 20.40, 5/14-1.01 et seq., and 10/1 et seq./.

50 ILCS 205/7.

7:340

23 Ill.Admin.Code §§ Parts 226 and 375.

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal

Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

ADMIN PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP (API

(School Student Records), 7:340-E (Notification of AP1, E1 (Notice to

Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information),7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Schedule

for Destruction of School Student Records)

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

¹⁷ Whether the student biometric information is an education record under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, or falls under an exception to an education record under FERPA is an issue about which school boards should consult their board attorney. Protected Health Information under the U.S. Department of Health and Human Service's interpretations of the Health Insurance Portability Accountability Act (HIPAA) excludes education records covered by FERPA, and thus HIPPAHIPAA requirements are not expected to be triggered by districts collecting student biometric information. However, before implementing policies and procedures to collect student biometric information, a board should discuss these issues with the board attorney.

Approval of the Balance of Board Advanced Technology (BATC) Revised Recommendations Including Annual Technology Purchase

ACTION ITEM 13-06-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the purchase of SmartBoards for \$225,947.36 from Chicago Office Technology Group; iPads for \$26,530 from Apple, Inc.; and Chromebooks for \$189,630.93 from CDW.

The votes were cast as follows:	
Moved by	Seconded by
AYES:	
NAYS:	
PRESENT:	
ABSENT:	

To: Board of Education

From: Terri Bresnahan, Director of Technology

Date: June 10, 2013

Re: Balance of BATC Recommendations for Approval

Background:

Based on the Board action at the May 20 meeting, portions of the recommended technology purchases were approved including: infrastructure, staff laptops, and classroom/lab computers. While these items will help move the District forward in its support of technology, they are only a part of a comprehensive plan designed to give students and staff the opportunity to explore and prepare for a 1:1 computing model. The remaining components of the recommendation are necessary to support existing District initiatives and the Strategic Plan's goal to accelerate the use of advanced technology.

Each year in relation to technology expenditures, the District has the opportunity to reduce, maintain, or expand access for students and staff. Past practice has been to maintain current levels while seeking opportunities for increases as the budget allows. For example, in certain years, expenses for infrastructure may rise, while the number of staff laptops scheduled for replacement decreases. **Overall, the technology budget has remained consistent over the past several years.**

As a reminder, the Board Advanced Technology Committee, consisting of parents, teachers, staff and administrators, presented the following in support of its recommendation:

- 1:1 computing is a proven model for engaging students in 21st century learning.
- Technology is an effective tool for differentiation, inquiry-based learning, and flipped classrooms.
- 87% of parents who participated in the community survey believe technology should be an educational priority for District 64.
- District 207's Chromebook initiative will have an impact on the future of students in District 64.

Recommendation:

- Student Devices
 - For the 2013-14 school year, there are 157 student laptops that are <u>no</u> <u>longer able to be supported</u> due to outdated operating systems and mechanical failures resulting from age and use.

- The recommended Chromebook purchase is within the budgeted amount that would typically be spent to replace these machines. However, rather than limiting the replacement to the 157 devices, the District would be able to quadruple the number due to the lower cost of the Chromebook versus the standard Apple MacBook Pro. This would result in <u>675 new</u> <u>Chromebooks for student use.</u>
- With no funding for student devices, the number of devices available to students would actually decrease by 157 for the 2013-14 school year. This will have a significant impact on the District's ability to deliver 21st century instruction, deliver the ongoing MAP assessments, and meet the needs of the PARCC assessment that will replace the ISAT in 2014-15.

SmartBoards

- The recommendation for SmartBoard purchases, while more substantial than in years past, would <u>complete the initiative that began five years ago</u> in the District.
 - The installation of these remaining SmartBoards would allow for consistency among all K-5 classrooms.
 - <u>Professional development</u> could be better planned and targeted with consistent access to these tools in every K-5 classroom.
 - The new <u>math materials adopted</u> for next year have significant resources connected with SmartBoards that we will be able to take advantage of in every K-5 and middle school math classroom if this purchase is approved.

Infrastructure

The approval on May 20 of the infrastructure upgrades prepares the
District to move forward with reliable and robust access to the network
and Internet for students and staff. However, infrastructure
improvements must go hand in hand with increased, equitable access to
devices across the District.

Financial Considerations:

As outlined in the table below, the total increase in the department's ongoing annual technology budget for all items as presented on May 20 is approximately \$142,861.

*70 iPads (1:4 for Grades K-2)	\$26,530
*675 Chromebooks (On Carts for Grades 3-8)	\$189,631
*84 SmartBoards	\$225,948
Infrastructure (Approved 5-20-13)	\$154,412

SUBTOTAL	\$596,521
Amount Currently Budgeted	\$453,660
TOTAL APPROXIMATE ADDITIONAL COST FOR YEAR 1 (2013-14)	\$142,861

^{*}Remaining Recommended Items for Approval (TOTAL = \$442,109)

The BATC and administrative team recognize the financial support necessary to fund the above recommended technology purchases. As requested by the Board at the May 20 meeting, the administrative team has analyzed the 2013-14 tentative budget and feels there are some areas where savings could be found in order to offset the additional funds requested for technology. The team recommends the following:

- As part of the tentative 2013-14 budget, \$200,000 was earmarked for routine maintenance expenditures. However, the District would recommend deferring those lower-priority maintenance items in order to prioritize technology for student learning.
- As requested by the Board, the District has underspent its budget for supplies, purchased services, and capital outlay by 5% in the 2011-12 school year and by 10% for the 2012-13 school year. In the area of technology alone, this represents approximately \$150,000 over the course of the past two years. As a result, the District has moved at a slower pace for technology purchases. The District would like the Board to consider these contingency funds as means to accelerate the use of technology for student learning.

As the budget is further analyzed, the administrative team will continue to find ways to reduce expenses for the 2013-14 school year, while continuing to provide a high-quality education for its students.

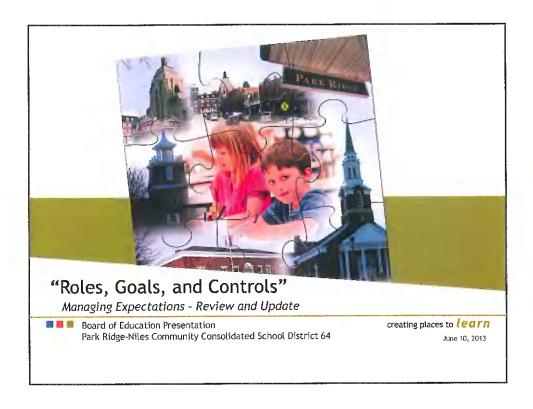
Summary:

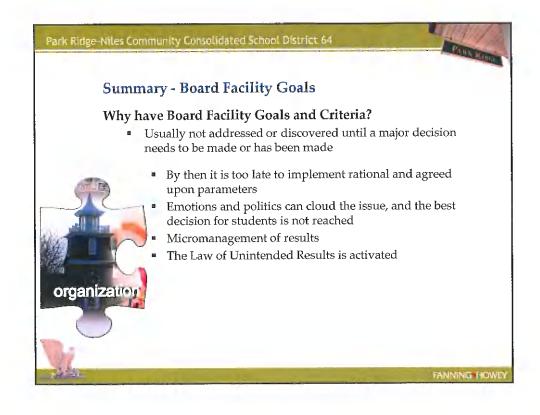
While dissecting the recommendation into smaller parts may result in reduced costs, the overall impact is a fractured solution that will not best meet the needs of the students of District 64. The Board Advanced Technology Committee has worked diligently to create a plan that supports the goal of the Strategic Plan to accelerate the use of advanced technology.

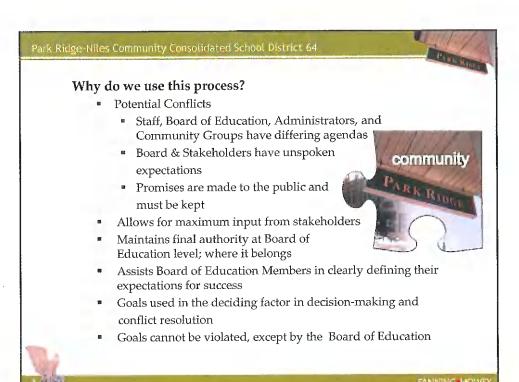
To maintain fiscal responsibility, the administrative team has recommended offsetting costs in order to make this technology purchase cost neutral. It is therefore the request of the District to approve the balance of the technology equipment based on the recommendation of the Board Advanced Technology Committee.

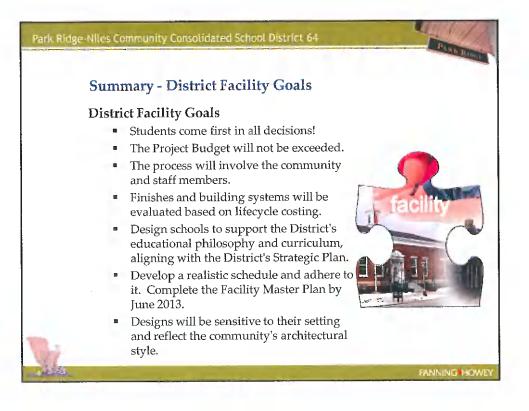
Appendix 4

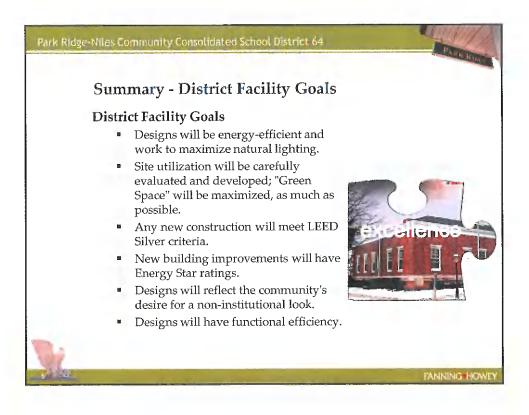
Roles, Goals, and Controls – Facility Master Planning

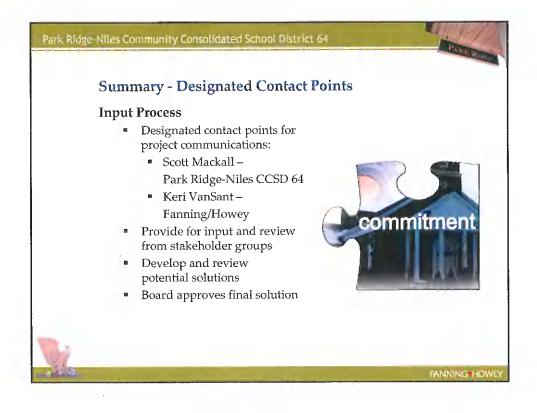


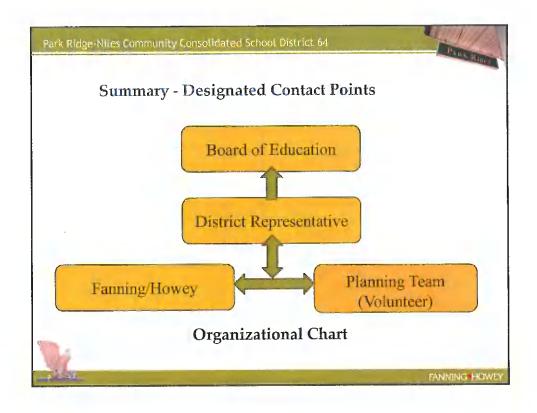


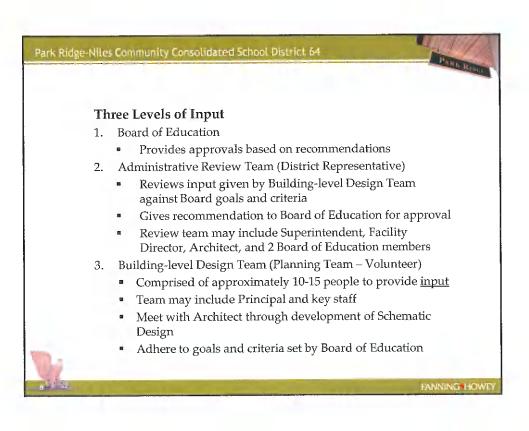


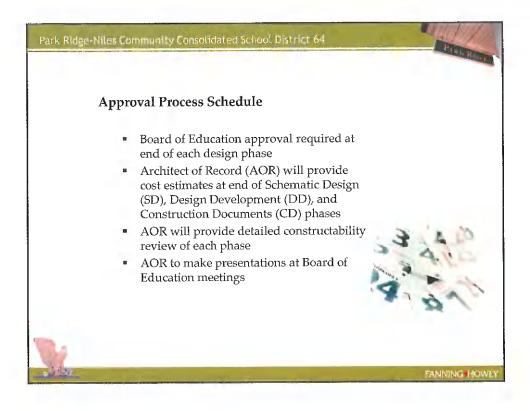


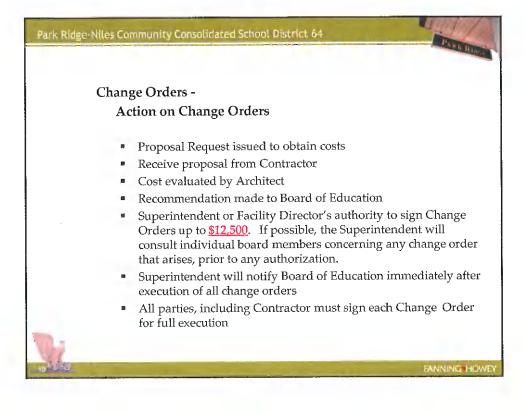


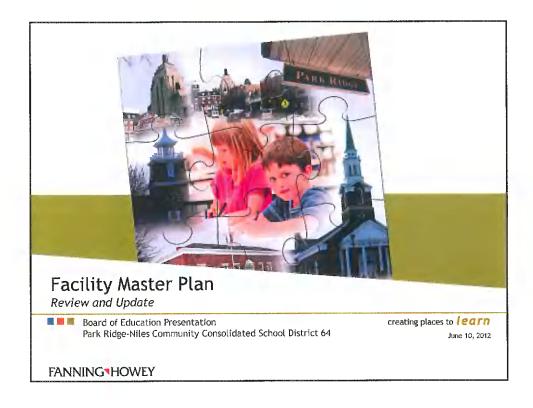














Master Plan Process

listen

- Organizational Workshop
- Data Collection
- Community Engagement

create

- Determine Solutions
- Cost Estimates
- Development of Options
- Research Funding Sources Including Grants
- Develop Master Plan

understand

- Benchmark District Facilities
 - Physical and Educational Adequacy
- Incorporate Academic Program
 - Educational Specifications
- Analyze Distribution of Resources
- Examine Capital Budgets

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Park Ridge-Niles Community Consolidated School District 64

Master Plan Timeline

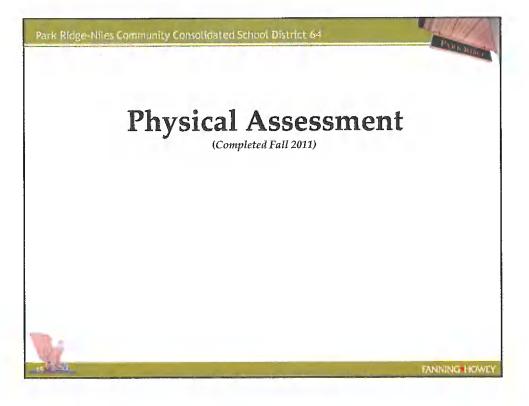
Part 1 (2011-12)

- Physical Assessment
 - o "Bricks and mortar"
 - o Maintenance issues
 - o Life Safety issues
- Maintenance Plan
- Demographic Projection Review
- Capacity Analysis

Part 2 (2013-14)

- Technology Audit/Plan
- Educational Assessment
 - o Educational Plan/Specifications
 - o Facility needs
- Options Development
- Implementation Plan





Student-Centered Sustainable DesignTM

The 6 key components of student-centered sustainable design are:

Indoor Air Quality - Air quality has been shown to have a direct effect on attendance and performance. The temperature range most conducive to learning is 68 to 74 degrees Fahrenheit, while the ideal humidity range is 40% to 70% relative humidity.

Thermal Comfort - Research suggests that student achievement, performance, and attention span decrease as room temperature increases. Physical working conditions can affect teacher morale and effectiveness, making a teacher's ability to control temperature crucial to increasing student performance.

Lighting - Optimal lighting levels within the classroom can improve test scores and reduce discipline problems. Specifically, adequate daylighting can foster higher student achievement.

Building Quality - Studies show that disciplinary incidents decrease as building quality increases. A strong link has been established between capital outlay and leadership/teaching.

Student-Centered Sustainable DesignTM

Acoustics - Excessive noise has a negative effect on student performance and can cause decreased efficiency for teachers. With research showing that many classrooms have acoustics that impede listening and learning, special attention must be given to optimal noise levels.

School Size - Smaller schools achieve benefits ranging from higher test scores to greater parental involvement. Elementary schools of 300 to 400 students can achieve small school benefits.

8 Benefits of Student-Centered Sustainable DesignTM

- Increased Student Performance
- Increased Student/Staff Attendance
- Increased Teacher Satisfaction
- Reduced Operations Cost
- · Reduced Liability Exposure
- Reduced Impact on the Environment
- Building Used as Teaching Tool
- Supports Community Values

Test results compiled from National Clearinghouse for Educational Facilities Booklet "Do School Facilities Affect Academic Outcomes?" by Mark Schneider, November 2002.

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Field Elementary School

- School with highest need for facility maintenance improvements by cost
- Items from most recent Health/Life Safety Survey need to be completed (roof repairs, etc.)
- Air quality, including lack of central A/C system
 Current summer project underway to improve conditions in north gym; additional design considerations in process
- Recommend updating interior finishes/casework throughout older additions
- Some site drainage issues
- Playground equipment improvements needed
- Parking improvements needed
- Receives good amount of natural daylight

Carpenter Elementary School

- School with 2nd highest need for facility maintenance improvements by cost
- Air quality, including lack of central A/C system
 Current summer project underway to improve conditions
- Recommend updating interior finishes/casework throughout older additions
- Site improvement needs:
 - Site drainage/flooding issues
 - Playground improvements needed
 - Parking improvements needed

Site improvement project completed Summer 2012

- Roof replacements were completed for majority of building (Summer of 2009)
- Water infiltration remediation project was completed to regain use of the Auditorium (Summer of 2011)

FANNING HOWEY

Park Ridge-Niles Community Consolidated School District 64

Lincoln Middle School

- School with 3rd highest need for facility maintenance improvements by cost
- Boiler replacements are recommended
 - Current summer project underway to replace boilers
- Classroom improvements for Encore class types (Art, Music, Band, etc.) greatly needed
- Recommend that future interior improvements reflect architectural character of the exterior design
- Parking improvements needed
- Recent roof replacements completed over majority of building (Summer of 2010)
- Tuck-pointing of exterior brick and façade restoration completed (Summer of 2009)
- Receives good amount of natural daylight

Jefferson School

- Air quality, including lack of central A/C system
- Upgrade of heating system is recommended
- Recommend updating interior finishes/casework
- Site drainage/flooding issues
- Inadequate parking provided, improvements needed
- Playground improvements needed
- Roof replacement needed
- Substantial American Recovery and Reinvestment Act (ARRA) expenditures on the central courtyard and multi-purpose room improvements (summer of 2010)



Park Ridge-Niles Community Consolidated School District 64

Washington Elementary School

- Recommend updating interior finishes/casework
- Playground improvements needed
- Parking improvements needed
- Domestic water piping replacement needed
- New heating and cooling system installed using Federal Aviation
 Administration (FAA) funding (Summers of 2009 and 2010)

Roosevelt Elementary School

- Recommend updating interior finishes/casework
- Playground improvements needed
- Parking improvements needed
- New heating and cooling system installed using Federal Aviation Administration (FAA) funding (2010)
- Receives good amount of natural daylight



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Park Ridge-Niles Community Consolidated School District 64

Franklin Elementary School

- Upgrade of heating system is recommended
 Current summer project underway to upgrade heating system and provide
 modifications to existing equipment
- Domestic water piping replacement needed Current summer project underway to replace piping
- Replacement of roof is recommended
- Site drainage, parking, and playground improvements recently completed (Summer of 2011)



Emerson Middle School

- District 64's newest building (completed in 1998)
- Site drainage and parking improvements needed for combined site area with Jefferson School
- Minimal roof repairs recommended
- Recommend determining that the building systems are operating at peak efficiency
- Generally in good physical condition

FANNING HOWEY

Park Ridge-Niles Community Consolidated School District 64 **Maintenance Assessment Summary** Completed December, 2011 DISTRICT TOTALS Priority 2 Priority 3 Cost to Correct Priority 1 System Type \$2,690,753 \$1,006,292 \$9,380,256 \$13,077,301 **Building Factors** \$3,088,383 \$2,497,429 \$407,404 \$183,550 Electrical \$1,805,700 \$322,000 \$11,849,450 \$9,721,750 Mechanical \$753,726 Roof \$3,648,049 \$2,260,129 \$634,195 Technology \$10,863,386 \$31,663,182 \$14,856,182 \$5,943,615 Total \$2,826,974 \$5,911,774 \$2,147,809 \$886,991 Grounds

\$37,088,918

\$9,272,229

\$46,361,147

Campus Total

Other Costs

Grand Total

The intent is for the Maintenance Plan to be a living document, which can be updated to reflect items that have been resolved, or new items that may arise.

\$17,003,991

\$4,250,998

\$21,254,988

\$6,830,606

\$1,707,651

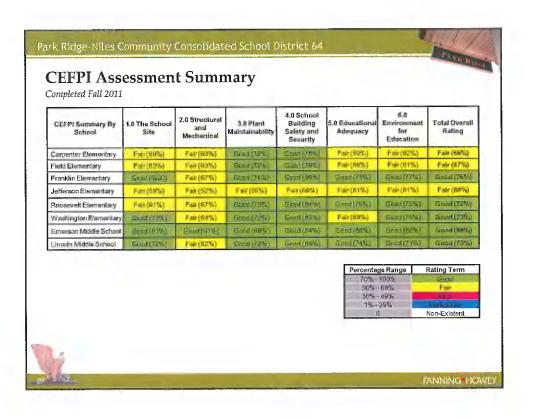
\$8,538,257

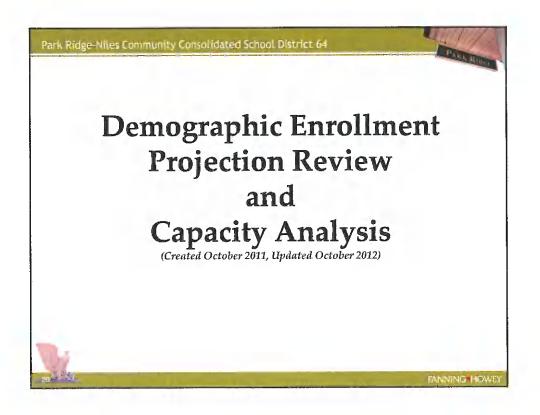
FANNING HOWEY

\$13,690,360

\$3,422,590

\$17,112,950





	1,							Project		e#7ii18 15 Frealment Scenniss				
ECHOOL	Facility Square Feet	Square Feat Par Student	Capacity	2011-12 Enrollment	2051-12 unitration	2012:13 Enuilment	milment Utilization	Secoliment Azenatio A*	terification Screwalist A	Entoliment Scenario ges	Utilization Scenario B	Enrollmania Scanaria Char	Officution Scenario S	
Corporter	59,931	155	562	387	68.9%	413	73.5%	318	56,6%	377	67.1%	429	79.2%	
Field Elementary	76,101	116	792	656	82.8%	637	80.4%	573	72.3%	647	81.7%	719	96.9%	
Franklin Elementary	56,657	121	588	467	79.4%	453	77.0%	364	61.9%	421	71.6%	490	90.1%	
Roosevelt Elementary	84,876	131	814	647	79.5%	671	82.4%	548	67.3%	612	75.2%	673	92.4%	
Washington Clare series	80,031	131	708	609	86.0%	592	83.6%	568	80.2%	645	91.1%	716	111.2%	
Enversion reliable	135,579	177	1,243	765	61.5%	786	63.2%	622	50.0%	787	63.3%	946	91.0%	
Lincoln Middle	137,355	201	1,202	683	56.8%	716	59.6%	580	48.3%	711	59.2%	825	85.1%	
TOTAL	630,530		5,909	4,214	71.3%	4,268	72.2%	3,573		4,200		4,798		

Reserted Demographic Projection Scenario A essume future fertility rates remain constant and both turnover of cristing housing units and teachaums are less than currently enticipated through 2014-15.

Reserted Demographic Projection Scenario B assumes future fertility rates remain constant and both turnover of cristing housing units and teachaums are sentently entitionable properties. Reserted Demographic Projection Scenario C assumes fauture fertility rates remain constant and both turnover of cristing housing units and teachaums are general trade currently entitionable participated through 2014-15.

Building Utilization is described as the enrollment divided by the building capacity. A utilization percentage over 95% indicates an overcrowded facility. A utilization percentage between 90% and 95% indicates the need to plan for alternative measures or building additions.



Community Engagement

Process

- 2 Community Open Forums held mid-March, 2012
 - > Summary of Part 1 components (Maintenance Plan and Capacity Study) with Q & A
 - Captured attention and received responses from 20 people
- Community Engagement District-wide Survey conducted in March/April, 2012
 - Provided staff, administration, parents, and other residents with the opportunity to share their thoughts and opinions regarding each of the District's schools
 - > Demographic/General questions plus 14 questions per school
 - Captured attention and received responses from 864 people

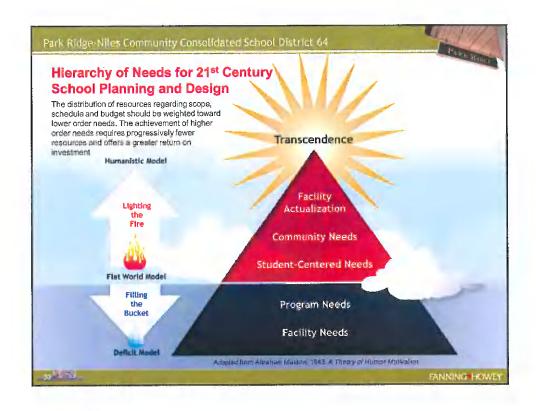


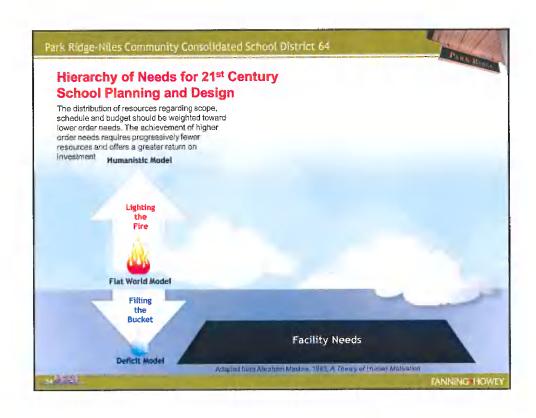
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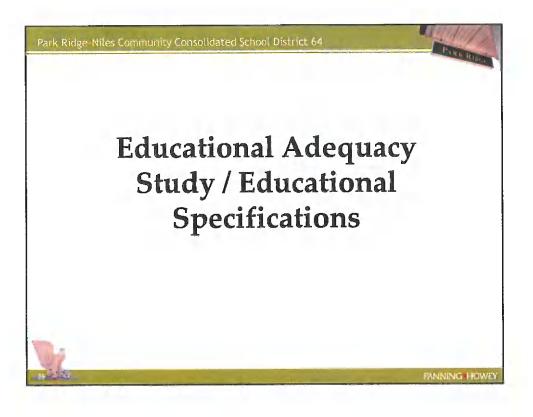
Park Ridge-Niles Community Consolidated School District 64

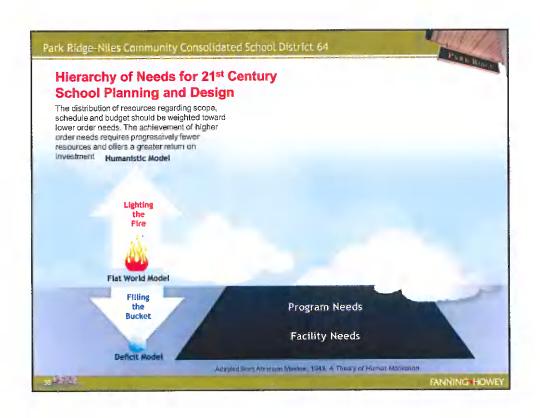
Community Engagement – District-wide Survey Highlights of Survey Results

- 49% and 66% of those surveyed indicated that Jefferson and Carpenter are in need of major improvements, respectively
- 46% of those surveyed for Roosevelt indicated that it is either too hot or too cold in the building
- 72-78% of those surveyed for Field indicated that they are unhappy with the interior environment and temperature of the building
- 77% of those surveyed for Franklin believe that the playgrounds and field areas are what make the school special
- The top 2 improvement needs for Washington, as indicated by those surveyed, are parking/drop-off and playgrounds/field areas
- 46% of those surveyed for Lincoln indicated that the interior finishes are in poor condition
- 76% of those surveyed indicated that the spaces at Emerson are sufficiently sized









Components of Educational Adequacy Study/ Educational Specifications (to be completed)

- "Right-sizing" of its educational facilities
 - Sizes of the individual spaces reviewed
 - Number of spaces
 - Types of spaces
 - Position of the spaces relative to each other (proper adjacencies)
 - Attributes of each space (arrangement of casework, furniture, technology, etc.)
- **Educational Specifications**
 - Define the physical spaces necessary to deliver the educational curriculum of today and of the future
 - Once developed, they are compared to the existing facilities to determine where opportunities or challenges lie

Park Ridge Niles Community Consolidated School District 64

10 Things Becoming Obsolete (20th Century School Planning)

Spaces/Features

- Computer Labs
- Learning in prescribed places
- Teacher-centered classrooms
- Isolated classrooms
- Departmental organization
- School corridors
- Traditional school libraries
- Dark, indoor gyms
- Institutional food service
- 10. Large restrooms

Educational Programming Concepts (21st Century School Planning)

Key Features

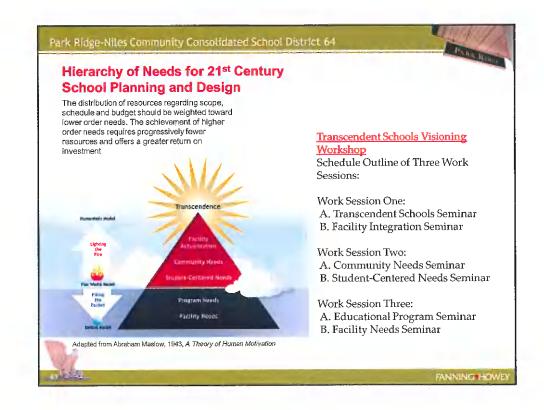
- 1. Small learning group areas
- Anytime, anywhere learning 2.
- 3. Individual work space
- Integrated technology
- Building as a teaching tool
- 6. Collaboration space
- 7. Personal home base and storage
- Display space 8.
- 9. Project labs / STEM labs
- 10. Easy access to food and beverages





Master Plan Updated Timeline Remaining Proposed Plan Components (2013-14)

- Technology Assessment
 - o Technology Audit / 5-Year District-wide Plan
 - ➤ August October 2013
- Educational Assessment
 - o Develop Educational Plan/Specifications
 - ➤ September October 2013
 - o Finalize and approve Educational Specifications document
 - October 2013
- Options
 - Develop Options and Graphic Layouts
 - ➤ October November 2013
- Implementation Plan
 - o Develop and Approve Implementation Plan
 - November 2013 January 2014



Benefits of the Transcendent Schools Visioning Workshop

- Provides a clear and achievable vision for the future use of school facilities in the district
- Builds consensus among Community, Staff, Parents and Students
- Informs the participants of what is possible
- Seeks to improve the built environment for optimizing teaching and learning
- Examines alternatives to find the most cost effective remedy to unique challenges in the district
- Ensures a good fit between the built environment and the educational program

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Consent Agenda

ACTION ITEM 13-06-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of June 10, 2013, which includes the Personnel Report, Bills, Approval of Intergovernmental Agreement for Shared Assistive Technology Services, Adoption of 2013-14 Dental Insurance Rates, Approval of IWAS Maintenance Grant, Approval of Bid for Custodial Supplies 2013-14, and Approval of Amended Calendar for 2012-13.

The votes were cast as follows:		
Moved by	Seconded by	_
AYES:		
NAYS:		
PRESENT:		
ABSENT:		

Personnel Report June 10, 2013

Scott Studinger	Change of assignment from Long Term Substitute at Washington School to 5th Grade Teacher at Washington School beginning May 20, 2013.
Candice Hassman	Change of assignment from .2 Physical Therapist at Jefferson School to from .4 Physical Therapist at Jefferson School beginning August 20, 2013.
Piotr Rodecki	Dismissal as School Technologist effective 6/6/13 – Field School.
Jessica Kwasny Aaron Schauer	Employ as Summer School Teachers effective 6/11/13 – Lincoln School.
Susan Sweeney	Declined Summer School Assistant Position effective 6/11/13 – Washington School.
Glenna Pearson	Change of assignment from Summer School full-time Assistant to Summer School (.50) Assistant and (.50) Teacher effective 6/11/13 – Washington School.
Nancy Stummer	Employ as Summer School Assistant effective 6/11/13 – Washington School.
Marisha Lewis	Employ as Summer School Early Childhood Teacher effective 6/17/13 - Jefferson School.
Jamie Hall Lynne Bonahoom Bradley Stetzenmeyer	Employ as Summer School Early Childhood Assistant effective 6/17/13 - Jefferson School.

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

To:

Board of Education

Dr. Phil Bender

From:

James Even

Director of Pupil Services/Special Education

Date:

June 10, 2013

Re:

Intergovernmental Agreement for Shared Assistive Technology

Services

Assistive Technology (AT) is a related service available for students with special education eligibility as determined by their Individualized Education Program (IEP) team. An assistive technologist is required to have AT certification.

Responsibilities of the position include:

• The evaluation of the needs of a child with a disability, including a functional evaluation of the child in the child's customary environment

• Purchasing, leasing, or otherwise providing for the acquisition of assistive technology devices for children with disabilities

 Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing assistive technology devices;

 Coordinating and using other therapies, interventions, or services with assistive technology devices, such as those associated with existing education and rehabilitation plans and programs

Training or technical assistance for a child with a disability or, if

appropriate, that child's family;

• Training or technical assistance for individuals providing education or rehabilitation services, employers, or other individuals who provide services to, employ, or are otherwise substantially involved in the major life functions of a student with a disability

Prior to 2012, AT services were provided by the Maine Township Special Education Program (MTSEP), which is now dissolved. During the 2012-2013 school year, we purchased services from Maine 207 for 2 days a week or .4FTE.

Maine 207 informed us in May that they would require their AT full-time and could not offer us any time for the 2013-2014 school year.

We approached Des Plaines District 62 and they agreed to provide services in the amount of .4 FTE this next school year. Their staff person has previously served MTSEP so is familiar with our district and many of the families. We currently have approximately 45 students receiving AT services.

Attached is an Intergovernmental Agreement (IGA) that will require Board approval. This IGA is the same wording as our other current IGA with D62 for vision services which was approved by the D64 Board.

This service is not additional but is maintaining the current level of service. The cost of this IGA will likely be less that the previous one as the D62 salary schedule is lower than the D207 schedule. We will likely fund this cost through the Individuals with Disabilities Educational Act (IDEA) federal grant

INTERGOVERNMENTAL AGREEMENT FOR SHARED ASSISTIVE TECHNOLOGY SERVICES

THIS AGREEMENT is made by and among the Boards of Education of Des Plaines Community Consolidated School District 62 ("School District 62") and Park Ridge-Niles Community Consolidated School District 64 ("School District 64").

WHEREAS, the Illinois Constitution and statutes, including without limitation the *Intergovernmental Cooperation Act of the State of Illinois*, 5 ILCS 220/1 *et. seq.*, encourage and permit cooperation between units of local government; and

WHEREAS, the parties desire to cooperate and combine their resources to serve students who require Assistive Technology (AT) services; and

WHEREAS, the parties believe that their special education programs and services will be most effectively operated through this shared services Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements hereafter set forth, it is agreed as follows:

- 1. <u>Term of Agreement.</u> This Agreement shall begin at the start of the 2013-2014 school year, excluding extended school year periods. This Agreement will remain in effect on a year-to-year basis only by agreement of the parties.
- 2. Employment and Shared Services of the AT Facilitator. School District 62 agrees to employ a qualified AT Facilitator on a full-time basis who shall be considered an employee of School District 62 and shall not become or be deemed to be an employee of School District 64. School District 62 will supervise and evaluate the AT Facilitator as required by law. The AT Facilitator will serve School District 64 students on a 0.4 FTE (full time equivalent) basis. The AT Facilitator will be responsible for conducting screenings, evaluations and participating in IEP meetings and other school meetings in the normal course. Services will be scheduled and provided to students on days/times mutually agreed by each School District. If the AT Facilitator is not available at the scheduled time (e.g., due to illness, etc.), the parties will mutually agree on make-up dates, in the normal course.
- Fees. School District 62 will bill School District 64 for costs associated with the AT Facilitator based on 0.4 FTE. Costs shall include salary, benefits, secretarial support, expenses associated with supplies/materials/assessments/etc., and expenses associated with training. School District 62 will prepare and provide a preliminary budget to School District 64 on or before August 1 prior to each school year estimating these costs. In the event that School District 64's FTE need decreases, the parties understand that they have committed to the FTE listed herein for the duration of the school year.
- 4. <u>Billing Procedures and Payment.</u> School District 62 shall send invoices to School District 64 on an annual basis, or other timeline per mutual agreement. School District 64 agrees to pay all amounts due within forty-five (45) days of receiving the invoices.

School District 64 will directly reimburse the AT Facilitator for mileage incurred related to the provision of services to School District 64 students on forms provided for this purpose. School District 62 shall be responsible for seeking reimbursement from any third party payers, if any, (such as the Illinois State Board of Education or health insurance carriers) for services rendered by the AT Facilitator. To the extent that reimbursement is received from School District 62 relating to the AT Facilitator, School District 64 shall receive a credit against any outstanding balance due.

- 5. **Qualification of AT Facilitator.** The AT Facilitator shall meet all State requirements to provide such services in a public school setting, including but not limited to certification or licensure (if applicable), fitness for service/medical examination, criminal background check, and continuing education, and shall comply with all applicable laws, rules and regulations required in performing such services.
- 6. Student Records. The AT Facilitator shall maintain records and reports in the normal course, including progress reports and other documents as may be required by the Director of Special Education or his/her designee of the School District that the student in question is a resident of. All such records, including information and notes prepared or provided by the AT Facilitator shall be the property of, and shall be maintained by, each individual School District for their own students. The AT Facilitator shall have access to those students' records and information to the extent necessary to appropriately provide services to said students. The AT Facilitator will abide by all confidentiality requirements of the Illinois School Student Records Act (ISSRA), the Family Education Rights and Privacy Act (FERPA), and all other applicable laws and regulations.
- Fquipment and Supplies. Equipment and other inventory used by the AT Facilitator will generally be housed at and maintained by School District 62, unless otherwise agreed by the parties. Purchase of materials/supplies for specific students (e.g., as determined by the IEP team) will be purchased directly by the home district of the student. General supplies needed to support the AT Facilitator on a day-to-day basis will be billed proportionally pursuant to paragraph 3.
- 8. <u>Amendments</u>. This Agreement may be modified or amended only by a written agreement executed by the parties.
- 9. <u>Insurance</u>. Each party shall maintain, all on an occurrence basis, general liability insurance and excess or umbrella liability insurance in reasonable amounts during the term of this Agreement or any extension hereof. School District 62 shall also maintain workers compensation insurance in at least the statutory minimum amount and employer's liability insurance in a reasonable amount.
- 10. Applicable Law and Compliance with Laws. This Agreement shall be construed in accordance with the laws of the State of Illinois. Further, each party hereto shall comply with all applicable laws, rules and regulations with regard the provision of the services hereunder, including, but not limited to human rights and anti-discrimination laws.

- 13. <u>Complete Understanding</u>. This Agreement sets forth all of the promises, agreements, conditions and understandings between the parties relative to the subject matter hereof, and there are not promises, agreements, or undertakings, either oral or written, express or implied, between them other than as herein set forth.
- 14. <u>Third Party Beneficiaries</u>. This Agreement is by and among the signatories hereto only and is neither intended to nor does it grant any rights to any third parties. No third party may rely upon the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed as of the date below. In the event the dates differ, the latter shall be the effective date of this Agreement.

BOARD OF EDUCATION DES PLAINES COMMUNITY CONSOLIDATED SCHOOL DISTRICT 62,

President	Date
Attest:	
Secretary	Date
BOARD OF EDUCATION PARK RIDGE-NILES SCHOOL DISTRICT 64,	
President	Date
Attest:	
Secretary	Date

To:

Board of Education

Philip Bender, Superintendent

From:

Rebecca Allard, Business Manager

Subject:

Adoption of 2013-14 Dental Insurance Rates

Date:

June 10, 2013

Attached is the dental insurance marketing information for the September 1, 2013 renewal. The current provided, Dearborn National, presented a proposal 22.6% higher than the current rates. Alternative dental provides were solicited.

Guardian rates reflect a first year decrease of 8% or a savings of \$24,038. The second year has a rate cap of 8%.

The District pays 100% of the cost of single dental coverage and the employee pays 100% of additional premium for dependents.

Recommendation:

The administration is recommending the Board of Education approve Guardian as the dental insurance provider for a two-year period effective September 1, 2013.

Park Ridge-Niles CCSD 64 - 1st Year Dental Marketing Results Proposals Effective September 1, 2013

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services,	praye
Benefit 9	k i n g
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PLAN STATUS:	CURRENT	ENT	RENEWAL	'AL		OPTION		OPTION	NO	OPTION	NO
CARRIER:	Dearborn National	Vational	Dearborn National	ational		Delfa Dental "		Guardian **	an **	MetLife ASO (Mature)) (Mature)
Participation Requirement	Inforce	a c	Inforce	e		%98		%98	9,	Inforce	rce
	In-Net	Out-Net	In-Net	Out-Net	In-Net	Delta	Out-Net	In-Net	Out-Net	In-Net	Out-Net
PLAN BASICS Deductible (Individual)	0\$	\$50	0\$	\$50	-80	\$50	\$50	90	\$50	0\$	\$50
Deductible (Family)	\$0	\$150	9	\$150	\$0	\$150	\$150	\$0	\$150	\$0	\$150
Class I - Preventive	100%	100%	100%	100%	100%	100%	100%	100%	100%	700	100%
Class II - Basic	80%	80%	80%	%08	%08	80%	80%	%08	%08	%08	%08
Class III - Major	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
Class IV - Orthodontia		-	N/A	N/A	N/A	N/A	N/A		N/A	N/A	N/A
Annual Maximum-Class I-III	\$1,000 N/A	00	\$1,000 N/A	0		\$1,000 N/A		\$1,000 N/A	00 ♦	\$1,000 N/A	00 A
R&C Percentile	4906		90th		Del	Delta Dental Fremier	mier	90th	1	4106	
Class I - Preventive Services	Exams, Cleanings, Topical Fluoride, X-rays, Sealants, Space Maintainers, Palliative Treatment	cal Fluoride, X-rays, lainers, Palliative ent	Exans, Cleanings, Topical Fluoride, X-rays, Sealants, Space Maintainers, Palliative Treatment	toride, X-rays, Sealants, liative Treatment	Exams, Clear Sealants, S	Exams, Cleanings, Topical Fluoride, X-rays, Sealants, Space Maintainers, Palliative Treatment	loride, X-rays,	Exams, Cleanings, Topical Fluoride, X-rays, Sealants, Space Maintainers, Palliative Treatment	ical Fluoride, X-rays, tainers, Palliative tent	Exams, Cleanings, Topical Fluoride, X-rays, Sealants, Space Maintainers, Palliative Treatment	opical Fluoride, X- ice Maintainers, reatment
Class II - Basic Services	Minor Restorative Services, Ceneral Anesthesia, Endodontics, Periodontics, Oral Surgary	services, General 5, Periodontics, Oral 7y	Minor Restorative Services, General Anesthesia, Endodontics, Periodontics, Oral Surgery	, General Anesthesia, ics, Oral Surgery	Minor Re Anesthesía, B	Minor Restorative Services, General Anesthesia, Endodontics, Periodontics, Oral Surgery	s, General odontics, Oral	Minor Restorative Services, General Anesthesia, Endodontics, Periodontics, Oral Surgery	Services, General s, Periodontics, Oral try	Minor Restorative Services, General Anesthesia, Endodontics, Periodontics, Oral Surgery	Services, General utics, Periodontics, rgery
Class III - Major Services	Crowns, Inlays/Onlays, Bridges, Denlures	s, Bridges, Dentures	Crowns, Inlays/Onlays, Bridges, Dentures	Bridges, Dentures	Crowns, Inla	Crowns, Inlays/Onlays, Bridges, Dentures	ges, Dentures	Crowns, tylays/Onlays, Bridges, Dentures	s, Bridges, Dentures	Crowns, fulays/Onlays, Bridges, Dentures	hlays, Bridges, ires
Class IV - Orthodontic Services Child Only	V/N		N/A			N/A		N/A	4	N/A	٠.
WAITING PERIOD (Late Entrants)	None		None			None		None	ē.	None	et.
Employee	\$33.67	22	\$41.28	20		\$34,68		\$30.98	86	\$36.50	50
Employee + 1	\$64,96	96	\$79.64	-		\$67.45		\$59.76	92	\$70.42	42
Family	\$104.33	33	\$127.91	<u>-</u>		\$121.75		\$95.98	98	\$113.11	.11
Employee	423		423			423		423		423	8
Employee + 1	54		54			54		54		54	
Family	70		20			20		70		70	
Monthly Premium	\$25,053.35	3.35	\$30,715.70	.70		\$26,834,44		\$23,050.18	0.18	\$27,159.88	98.88
Annual Premium	\$300,640.20	0.20	\$368,588.40	3.40		\$322,013.28		\$276,602.16	2.16	\$325,918.56	18.56
Premium Difference 5	N/A N/A		\$67,948,20	20		7.11%		(\$24,038.04 -8.00%)	8.04)	\$25,278.36 8.41%	8.36
Commissions	Net of Commission	mission	Net of Commission	mission		3.00%		3.00%	9/4	\$0.61 PEPM	EPM
							The second secon				

*Delta Dental rates reflect a 2 year rate guarantee.

**Cuardian rates reflect a 1 year rate guarantee, with a 2 year rate cap.

This analysis is for illustrative purposes only, and a son't a guarantee of future expenses, claims costs managed care sarbies, etc. There are many variables that can affect future health care costs including utilization patterns, citastrophic claims, changes in plan design, health care tread in analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

Park Ridge-Niles CCSD 64 - 2nd Year Dental Marketing Results Proposals Effective September 1, 2013

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CARRIER	Dearhor	Dearhorn National	Dearbor	Dearborn National *		Delta Dental		Guardian		MetLife ASO (Mature)*) (Mature)*
Participation Requirement	In	Inforce	uI	Inforce		%98		86%		Inforce	irce
	In-Net	Out-Net	In-Net	Out-Net	In-Net	Delta Dental Premier	Out-Net	In-Net	Out-Net	In-Net	Out-Net
PLAN BASICS											
Deductible (Individual)	&	\$20	8	\$50	0\$	\$20	\$20	Q.	\$20	9	\$20
Deductible (Family)	O\$	\$150	£	\$150	0	\$150	\$150		\$150	0 €	\$150
Class I - Preventive	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Class II - Basic	%08	%08	%08	%08	%08	%08	%08	%08	%08	%08	%08
Class III - Major	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%	20%
Class IV - Orthodontia	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Annual Maximum-Class I-III		\$1,000 N / A	↔ -	\$1,000 N./A		\$1,000 N / A		\$1,000 N / A		\$1.7	\$1,000 N/A
гиетте махипин- Оппин	4	W/W		7/ D	5	TA/AT		AA /NI		000	44.
R&C Percentile	6	90th		90th	De	Delta Dental Premier	nier	90th		40th	th.
Class I - Preventive Services	Exams, Cleanings, rays, Sealants, 9	Exams, Clearings, Topical Fluoride, X-rays, Sealants, Space Maintainers, Palliative Treatment	Exams, Cleanings rays, Sealants, Palliativ	xams, Cleanings, Topical Fluoride, X-rays, Sealants, Space Maintainers, Palliative Treatment	Exams, Clea Sealants, !	Exams, Cleanings, Topical Fluoride, X-rays, Sealants, Space Maintainers, Palliative Treatment	oride, X-rays, Palliative	Exams, Cleanings, Topical Fluoride, X-rays, Sealants, Space Maintainers, Palliative Treatment	ical Fluoride, X- Maintainers, atment	Exams, Cleanings, Topical Fluoride, X-rays, Sealants, Space Maintainers, Palliative Treatment	ams, Cleanings, Topical Bluoride, X-rays Sealants, Space Maintainers, Palliative Treatment
Class II - Basic Services	Minor Restorativ Anesthesia, Endoc Oral	Minor Restorative Services, General Anesthesia, Endodontics, Periodontics, Oral Surgery	Minor Restorati Anesthesia, Endo Oral	Minor Restorative Services, General Anesthesia, Endodontics, Periodontics, Oral Surgery	Minor Restora Endodonti	Minor Restorative Services, Ceneral Anesthesia, Endodontics, Periodontics, Oral Surgery	aral Anesthesia, ral Surgery	Minor Restorative Services, General Anesthesia, Endodontics, Periodontics, Oral Surgery	rvices, General 2s, Periodontics, 2ry	Minor Restorative Anesthesia, Endodo Oral S	Minor Restorative Services, General Anesthesia, Endodontics, Pernodontics, Oral Surgery
Class III - Major Services	Crowns, Inlays/Onl	Crowns, Inlays/Onlays, Bridges, Dentures	Crowns, Inlay	Crowns, Inlays/Onlays, Bridges, Dentures	Crowns, Inl	Crowns, Inlays/Onlays, Bridges, Dentures	es, Dentures	Crowns, Inlays/Onlays, Bridges. Dentures	ays, Bridges, s	Crowns, Inlays/Onlays, Bridges, Dentures	ys, Bridges, Dentures
Class IV - Orthodontic Services Child Only		N/A		N/A		N/A		N/A		N.	N/A
WAITING PERIOD (Late Entrants)	4	None	I	None		None		None		Š	None
Employee	8	\$33.67	s/>	\$43.76		\$34.68		\$33.67		\$38	\$38.69
Employee + 1	*	\$64.96	se	\$84.42		\$67.48		\$64.96		\$74	\$74.65
Family	\$1	\$104.33	\$	\$135.58		\$121.75		\$104.33	2	\$11	\$119.90
Employee	4	423		423		423	600	423		423	m
Employee + 1		54		54		54		54		54	er
Family		70		70		70		70		70	
Monthly Premium	\$25,	\$25,053.35	\$32	\$32,558.64		\$26,836.06		\$25,053.35	35	\$28,7	\$28,789.47
Annual Premium	8300	\$300,640.20	839	\$390,703.70		\$322,032.72		\$300,640.20	.20	\$345,	\$345,473.67
Premium Difference \$		N/A	\$30	990,063.50	l	\$21,392.52	I	20,00		\$44,833,47	13.47
Premium Difference %		N/A	25	29,96%		7.12%		0.00%		14.9	14.91%
Commissions	Net of C	Net of Commission	Net of C	Net of Commission		3,00%		3.00%		SO.61 PEPM	PEPM

This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care costs including utilization patterns, catastrophic claims, changes in plan design, health care trand increases, etc. This analysis does not amend, extend, or after the coverage provided by the actual insurance policies and contract us for specific information or further details in this regard.

Park Ridge-Niles CCSD 64 Cost Analysis Dental Marketing Results Proposals Effective September 1, 2013

CURRENT Coverage Dearborn National AM Best Rating A+(Excellent)	onal Dearborn National A+(Excellent) First Year Rates \$368,588.40 \$368,588.40 \$67,948.20 22.60%	Dei C	OPTION Guardian A++(Superior) \$276,602.16 \$276,602.16 (\$24.038.04)	OPTION MetLife (ASO) A- (Excellent) \$325,918.56 \$325,918.56
	\$368 \$368 \$368 \$367		### (Superior) \$276,602.16 \$276,602.16 (\$24.038.04)	(ASO) A- (Excellent) \$325,918.56 \$325,918.56
	\$368		\$276,602.16 \$276,602.16 (\$24.038.04)	\$325,918.56
		\$322,013.28 \$322,013.28 \$21,373.08	\$276,602.16 \$276,602.16 (\$24.038.04)	\$325,918.56
02 079 Oddu	<u> </u>	\$322,013.28 \$21,373.08	\$276,602.16 (\$24,038.04)	\$325,918.56
L Dental Premium	\$67,948.20	\$21,373.08	(\$24.038.04)	20 000 000
Difference in Current Premium N/A % Difference in Current Premium N/A		7.11%	-8.00%	8.41%
	Seconded Year Rates	Rates		
DPPO \$300,640.20 TOTAL Dental Premium \$300.640.20	\$390,703.70	\$322,032.72	\$300,640.20	\$345,473.67 \$345.473.67
mium		\$21,392.52	\$0.00	\$44,833.47
% Difference in Current Premium N/A	29.96%	7.12%	0.00%	14.91%
	Combined Two Year Totals	ır Totals		
TOTAL Dental Premium \$601,280.40	\$759,292.10	\$644,046.00	\$577,242.36	\$671,392.23
Difference in Current Premium N/A	\$158,011.70	\$42,765.60	(\$24,038.04)	\$70,111.83
% Difference in Current Premium N/A	26.28%	7.11%	-4.00%	11.66%

This analysis is for illustrative purposes only, and is not a guarantee of future expenses, claims costs, managed care savings, etc. There are many variables that can affect future health care trend increases, etc. This analysis does not amend, extend, or alter the coverage provided by the actual insurance policies and contracts. Please see your policy or contact us for specific information or further details in this regard.

Park Ridge Top 60 Dentist

Provider	Address	# of claim	% of Payment	Dearborn National	Delta	Delta Dental	Guardian	MetLife
					PPO	Premier		
ASSOC FOR DENTAL CARE LLC	4801 W PETERSON AVE, CHICAGO,IL 60646	28	1.1%	'n	Д	П	In	In
A & A ARTISUK, DDS	770 BUSSE HWY, PARK RIDGE,IL 60068	7	0.4%	Out	Out	'n	Out	Out
AFFILIATED DENTAL SPECIAL	1 E PHILLIP RD, VERNON HILLS,IL 60061	1 7	0.5%	Out	Out	Out	Out	Out
APPLE DENTAL ASSOC, LTD	712 LEE ST, DES PLAINES, IL 60016	∞	0.8%	Out	Out	ln	Out	In
ARLINGTON HEIGHTS DENTAL	201 N ARLINGTON HEIGHTS RD, ARLINGTON HTS,IL 60004	12	0.9%	Out	In	l'în	ln	In
ARLINGTON SMITH FAMILY DE	2101 S ARLINGTON HEIGHTS RD, ARLINGTON HTS,IL 60005	10	0.6%	II.	Out	Out	Out	П
ASSOCIATED DENTAL SPECIAL	4160 RTE 83 & COFFIN, LONG GROVE,IL 60047	10	0.6%	Out	Out	ll ll	Out	Out
ASSOCIATES FOR ORAL & MAX	10 N RIDGE AVE, MT PROSPECT,IL 60056	6	0.5%	Out	Out	In	Out	Out
BORISLAV KALTCHEV DMD, PC	BORISLAV KALTCHEV DMD, PC 140 E COMMERCIAL ST, WOOD DALE,IL 60191	12	0.7%	Out	Out	Out	Out	Out
CAROLYN A BRONKE WIND DDS	CAROLYN A BRONKE WIND DDS 507 S LAGRANGE RD, LA GRANGE,IL 60525	8	0.8%	Out	Out	Į.	Out	Out
CHARLES F DIFRANCO, DDS	511 W TALCOTT, PARK RIDGE,IL 60068	10	%9.0	Out	Out	Out	Out	Out
COPOULOS DENTAL	2600 N MAYFAIR RD, WAUWATOSA,WI 53226	ν	0.6%	Out	Out	ul.	Out	Out
DANIEL E HOGAN, DDS	101 S WASHINGTON ST, PARK RIDGE,IL 60068	30	2.7%	Out	Out	Out	Out	Out
DAVIS & ENGERT, PC	20 MAIN ST, PARK RIDGE,IL 60068	41	3.6%	Out	Out	- I	Out	Out
SA SA DUMBERT WAS A SEC	125 E LAKE COOK RD, BUFFALO GROVE,IL 60089	7	0.70%	Out	Out	In	Out	Out
DKS FAFWORTH VARGAS & ASS		2	0.170	į	č	***	***	<u>-</u>
DKS SCHKEIBER & FENCHEL,	17/0 IST ST, HIGHLAND PARK, IL 60035	0	0.5%	ont O	Ħ (Out	Out	JI (
FRIEDSTAT DENTAL ASSOC	4905 OLD ORCHARD CENTER, SKOKIE, IL 60077	4	0.8%	Ont	Out	Ont	Out	Out
GRAUER KUCHTA DENTAL	101 S WASHINGTON ST, PARK RIDGE,IL 60068	24	2.1%	Out	Out	Out	Out	Out
HARRY J KIRILUK, DDS	1622 E ALGONQUIN RD, SCHAUMBURG,IL 60173	5	0.5%	Out	Out	ų	Out	Out
HOCHSTADTER, ISAACSON, CH	444 N NORTHWEST HWY, PARK RIDGE,IL 60068	4	0.5%	Out	Out	П	In	Out
IAMES D MALONEY DDS	946 N NORTHWEST HWY, PARK RIDGE,IL 60068	20	1.6%	Out	Out	Out	Out	Out
STRY,	2454 DEMPSTER ST, DES PLAINES,IL 60016	5	0.5%	Out	Out	la.	Out	Out
JEFFREY S WITTMUS, DDS, L	5315 N CENTRAL AVE, CHICAGO,IL 60630	111	0.8%	Out	Out	Out	In	Out
	933 N NORTHWEST HWY, PARK RIDGE,IL 60068	7		Ont	Out	Out	Out	Out
JOHN A RANIERI DDS MS			0.8%					
JOHN F DAVIS, DDS LTD	912 BUSSE HWY, PARK RIDGE,IL 60068	01	0.6%	Ont	Out	Out	Out	Out
JOHN F HOULIHAN DDS	2450 S WOLF RD, WESTCHESTER,IL 60154	9	0.5%	n	Out	ш	In	In
KEVIN F BARRETT DDS	35 1/2 S PROSPECT AVE, PARK RIDGE,IL 60068	∞	0.6%	Out	Out	Ę	Out	Out
KING ENDODONTIC, LLC	6769 N MILWAUKEE AVE, NILES,IL 60714	~	1.1%	Out	Out	Out	Out	Out
LAWRENCE EROGUS, DDS	5364 N MILWAUKEE AVE, CHICAGO,IL 60630	6	0.5%	딘	坦	П	II.	П
LEONARD I KLAYMAN, DDS	1535 LAKE COOK RD, NORTHBROOK,IL 60062	8	0.6%	Out	Out	In	Out	Out

Park Ridge Top 60 Dentist

		# of	90° 06	Dearharn				
Provider	Address	claim	Payment	National	Delta	Delta Dental	Guardian	MetLife
LINCOLNWAY DENTAL CENTER	LINCOLNWAY DENTAL CENTER 648 N RANDALL RD, AURORA,IL 60506	4	0.4%	In	In	In	In	In
LLOYD W LANGE, DDS	625 DEVON AVE, PARK RIDGE,IL 60068	6	1.3%	In In	п	П	П	In
LOUIS A IMBURGIA, DDS	1416 S CANFIELD, PARK RIDGE,IL 60068	1	0.6%	Out	Out	9	Out	Out
MARTIN FLOWERY DDS PC	2 TALCOTT RD, PARK RIDGE, IL 60068	7	0.6%	In	In	II.	ln	In
MICHAEL A ACIERNO, DDS	6749 N OSHKOSH AVE, CHICAGO,IL 60631	39	1.9%	Out	п	TI.	In	Д
NIKI LASKARIS, DDS, PC	111 S WASHINGTON ST, PARK RIDGE,IL 60068	23	0.9%	n n	III	П	Out	In
	444 N NORTHWEST HWY, PARK RIDGE,IL 60068	11	Ş	In	il.	In	ū	el el
NORTH SHORE DENTAL GROUP			0.8%					
P C HANN, DDS	5129 W DEVON, CHICAGO,IL 60646	מי	0.6%	Out	Ont	Out	Out	Out
PALATINE DENTAL ASSOCIATE	4 S NORTHWEST HWY, PALATINE,IL 60074	7	0.6%	П	月	In In	lh	Гh
PARK RIDGE DENTAL ASSOCIA	318 W TOUHY AVE, PARK RIDGE,IL 60068	30	2.0%	In	Ont	In In	In	딥
	350 S NORTHWEST HWY, PARK RIDGE,IL 60068	17	250	П	Out	In	ū	Out
PARK KIDGE ENDODON IICS DD		,	4.5%	(
PARKVIEW DENTAL CARE LTD		4	0.5%	Ö	Ont	Out	Ont	III
PETRIE STORER & ASSOCS DD	7447 W TALCOTT RD, CHICAGO,IL, 60631	23	2.5%	Out	Out	ol la	Out	In
PICK & AMEDEO LTD	2 W TALCOTT RD, PARK RIDGE,IL 60068	43	2.9%	Ont	Out	2	Ont	Ont
RANDALL E REITHER, DDS	DBA: RIDGE DENTAL CARE, PARK RIDGE,IL 60068	11	0.5%	Out	la la	E	Out	Ont
DANDAIT OT IVA DDS DC	650 N NORTHWEST HWY, PARK RIDGE,IL 60068	15	1.0%	Out	Out	Out	Out	Out
RICHARD M TINKOFF DDS. S	334 BUSSE HWY, PARK RIDGE IL 60068	∞	0.7%	П	In	In In	In	П
RICHARD TERP.DDS	1763 E OAKTON, DES PLAINES,IL 60018	15	1.2%	Out	Out	ln l	Out	Out
ROBERT S KOZELKA, DDS	101 S WASHINGTON, PARK RIDGE,IL 60068	17	1.2%	П	Out	In	Ч	П
	C/O PARK RIDGE DENTAL PLZ, PARK RIDGE,IL	01		ll ll	ī	In	П	In
ROBERT S TINKOFF, DDS	89009		0.5%					
RUBINO REDDS PC&ASSOC	126 S PROSPECT AVE, PARK RIDGE,IL 60068	10	1.2%	Out	Out	Out	Ont	Out
S W FURMANEK, DDS, PC	1614 W CENTRAL RD, ARLINGTON HTS,IL 60005	4	0.5%	Out	E.	In	Out	Out
SAM DAUAHERA DDS	5131 W DEVON AVE, CHICAGO,IL 60646	2	0.6%	Out	Out	Out	Out	Z.
SCOTT W CLINTON DDS PC	1011 E TOUHY AVE, DES PLAINES,IL 60018	6	0.8%	Ont	Out	Out	Out	Out
	310 W BURLINGTON AVE, LAGRANGE,IL 60525	b		Ē	ā	In	Ont	In
STEPHEN A WALLACE, DDS		`	0.5%					
STEVAN CVETKOVIC, DDS	5250 N LINCOLN AVE, CHICAGO,IL 60625	∞	0.8%	되	П	П	П	In
THOMAS E NEWMAN DDS LTD	468 S SPRING RD, ELMHURST,IL 60126	9	0.5%	П	Ont	In	Ont	Out
VICKIE J GRANDINETTI DDS	6322 N CICERO AVE, CHICAGO,IL 60646	01	0.7%	Out	Out	8	Out	Out
WAYNE BARTHOLOMEW, DDS	4211 W IRVING PK RD, CHICAGO,IL 60641	ю	0.5%	되	Out	In	ų,	In
WEE CARE PEDIATRIC DENTIS	888 BUSSE HWY, PARK RIDGE,IL 60068	8	0.9%	Out	Out	Out	Out	Out
Network Utilization				31.67%	25.00%	%29.99	31.67%	38.33%

TO: Board of Education

Dr. Phil Bender Superintendent

FROM: Scott Mackall Director of Facility Management

DATE: June 10, 2013

RE: IWAS Maintenance Grant

Each year the Illinois State Board of Education offers a maintenance grant through the IWAS arm. This year the District has applied for a matching grant in the amount of \$29,280.00 for parking lot repair and concrete repair work in the District at all schools. See Attachment 1.

It is the intention of this memo to ask the Board of Education to approve setting aside the above amount as a matching funding for the grant. Thank you and feel free to contact me with any questions you might have.

	JNTY C	hedule ODE								RICT CODE/N ark Ridge CC		
	Item	Facility Name	Facility Address	Facility Description	Project Description	Priority Code	Category Code	Unit of Measure	Quantity	Est. cost	Est. Start Date	Est. Completion Date
Open	1	EMERSON MIDDLE	8101N. Cumberland Ave, Niles	Parking lot	Repair of parking lot paving and restripping	D	PAVE	square feet	3340	\$1 1,698.00	06/10/2013	07/31/2013
Open	2	EUGENE FIELD ELEM SCHOOL	707 Wisner St, Park Ridge	parking lot/play area	Repair blacktop	D	PAVE	square feet	2308	\$8,262,00	06/10/2013	07/31/2013
Open	3	GEORGE B CARPENTER ELEM SCHOOL	300 N Hamlin Ave, Park Ridge	parking lot/play area	repair small area and seal coating and re stripping	D	PAVE	square feet	33656	\$8,004.00	06/10/2013	07/31/2013
Open	4	THEODORE ROOSEVELT ELEM SCHOOL	1001 S Fairview Ave, Park Ridge	parking lot	repair black top	D	PAVE	square feet	378	\$3,000.00	06/10/2013	07/31/2013
Open	5	GEORGE WASHINGTON ELEM SCHOOL	1500 W. Stewart, Park Ridge	parking lot	repair blacktop	D	PAVE	square feet	1562	\$5,600.00	06/10/2013	07/31/2013
Open	6	LINCOLN MIDDLE SCHOOL -	200 S Lincoln Ave, Park Ridge	parking lot/ entrance walk way	repair black top and replace entrance walk way	D	PAVE	square feet	3200	\$17,700.00	06/10/2013	07/31/2013
Open	7	JEFFERSON SCHOOL	8200 Greendale, Niles	parking lot	repair black top	Đ	PAVE	square feet	1200	\$4,296.00	06/10/2013	07/31/2013

The second secon	
Total Estimated Project Cost	\$58,560.00
Total Requested Grant Amount	\$29,280.00
Total Reserved Local Funds	\$29,280.00

Elementary School District 64

Park Ridge-Niles, Illinois

MEMO

TO:

Board of Education

FROM:

Betty Lattanzio – Purchasing Manager

DATE:

June 10, 2013

SUBJECT: BID - CUSTODIAL SUPPLIES

A school board is required to let all contracts for supplies, materials, involving an expenditure in excess of \$25,000 to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability after due advertisement.

On May 20, 2013 bids were received for custodial supplies for the 2013-2014 school year. Bid specifications were sent to 13 vendors with 13 bids received. We are recommending approving the following vendors for the amount noted. In each case, we accept the lowest price per item from a vendor. The total shown represents various items for each vendor.

Recommended Vendor	Recommended Bid Amount	*(Last Year's Bid)
Buckeye International	\$ 21,855.53	
Valdez	\$ 13,161.65	
Unipak Corporation	\$ 4,527.00	
AmSan	\$ 4,014.00	
Runge Paper	\$ 3,331.00	
H.P. Products	\$ 2,968.75	
Jon Don	\$ 2,744.20	
Bek Distributors	\$ 1,444.60	
Central Poly	\$ 1,225.00	
Pyramid Suppy	\$ 1,142.91	
Metro Professional Pro	d. \$ 363.00	
Total Bid	\$ 56,777.64	(\$65,056.09)

SCHOOL DISTRICT 64 PARK RIDGE-NILES 2012-13

		AUGU			
Mon	Tue	Wed	Thr	Fri	Total
					0
ΤI	21	22	23	24	4
27	28	29	30	31	5
			Total		9
					(9)

NOVEMBER						
Mon	Tue	Wed	Thr	Fri	Total	
			1	2	2	
5	TI	7	8	9	4	
XH	13	14	15	16	5	
FPT	NIA	NIA	HOL	NIA	0	
26	27	28	29	30	5	
			Total		16	
					(66)	

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)	
		MAY				

		1417.51			
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
					(172)

	S	EPTEN	IBER		
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)

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)	
MARCH						

MARCH						
Mon	Tue	Wed	Thr	Fri	Total	
				1	1	
TI	ED	6	7	8	3	
11	12	13	14	15	5	
18	19	20	21	FPT	4	
NIA	NIA	NIA	NIA	NIA	0	
			Total		13	
				-/	(130)	

JUNE						
Mon	Tue	Wed	Thr	Fri	Total	
3	4	5	6		4	
			Total		4	
		h			(176)	

	0	CLOR	EK		
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)

JANUARY						
Mon	Tue	Wed	Thr	Fri	Total	
	HOL	NIĂ	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)	

APRIL						
Mon	Tue	Wed	Thr	Fri	Total	
1	2	3	4	5	5	
8	9	10	11	12	5	
15	16	17	ED	ED	3	
22	23	24	25	26	5	
29	30				2	
			Total		20	
(150)						

					(/	
JULY						
Mon	Tue	Wed	Thr	Fri	Total	
	1					
				-		
	1	1	 	 	1	
	 					
L			<u> </u>		1	

School Begins:	8/21/12
School Closes:	6/6/13
Pupil Attendance Days:	176
Approved Institute Days:	4
Approved All Day Parent/Teacher:	2
Conference Days:	
Emergency Days	3
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	ΤΊ
Not in Attendance	NIA
School Begins	(
School Closes)
Emergency Days	ED
Half-day Inservice	XHì
Full-day Parent/Teacher Conf.	FPT
Attendance Day - Holiday Waiver	XH
Half-day School Improvement	XHS

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

Board of Education Agenda Monday, June 24, 2013 Hendee Educational Service Center 164 S. Prospect Avenue

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

Monday, June 24, 2013

TIME		APPENDIX
7:30 p.m.	 Meeting of the Board Convenes Roll Call Introductions Opening Remarks from President of the Board Public Comments 	
	 Discussion of Community Finance Committee (CFC) Student Fee Study Goals Business Manager / Community Finance Committee (CFC) 	A-1
	 Resolution # for Transfer of Interest Funds from Working Cash to Educational Fund Business Manager Action Item 13-06-3 	A-2
	• Resolution # for Transfer of Interest Funds from Debt Service Educational Fund Action Item 13-06-4 Business Manager	to A-3
1	 Resolution # for Transfer of Funds to the Capital Projects Fund Action Item 13-06-5 – Business Manager 	A-4
	• Resolution # for Prevailing Wage Business Manager Action Item 13-06-6	A-5
	 Approval of Field Window Caulking Bid Director of Facility Management Action Item 13-06-7 	A-6
	 Approval of Salary for Technologists, and Exempt Staff Effective July 1, 2013 Superintendent Action Item 13-06-8 	A-7
	Superintendent Action Item 13-06-8	
	 Consent Agenda Action Item 13-06-9 Board President Personnel Report 	A-8

- Bills, Payroll, and Benefits
- Approval of May Financials ending May 31, 2013
- Approval of Policies from PRESS Issues 79, 80, 81
- Approval of Approval of PE Supplies
- Approval of Bid for Copier Paper
- Destruction of Closed Minutes

 Approval of Minutes 	Action Item 13-06-10	A-9		
Board President				
 Special Board Meeting Minute 	sJune 10, 1	2013		
• Closed Session Minutes	June 10, 2	2013		
• Closed Session Minutes	May 20, 2	2013		
 Committee-of-the-Whole: Review Tentative Budget 				
for 2013-14	May 20, 2	2013		
	esMay 20. 2			

• Board Member Liaison Report

A-10

-- Board of Education

• Other Discussion and Items of Information

A-11

- -- Superintendent
 - Upcoming Agenda
 - Memorandum of Information (none)
 - Minutes of Board Committees
 - -- Wellness Committee Meeting Minutes of May 21, 2013
 - Other
 - -- Update on Summer Projects

Adjournment

Next Regular Meeting:

Monday, July 8 – 7:30 p.m. Raymond Hendee ESC 164 S. Prospect Avenue

Park Ridge, IL 60068

June 27, 2013

Committee-of-the-Whole: Finance Work Session – 6:30 p.m.

July 8, 2013

Regular Board Meeting - 7:30 p.m.

- Appointment of Hearing Officer
- Approval of Student/Parent Handbook 2013-14
- Board Adopts 2013-14 Tentative Budget
- Board Sets Date of Public Hearing for Final Budget Adoption
- Year-End Report on Strategic Plan and District-Wide Priorities
- Approval of June Financials
 Update on Summer Construction Projects

August 12, 2013

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

Presentation by Maine Township School Treasurer

August 16 and 17, 2013

Board Retreat

August 26, 2013

7:30 p.m. – Regular Board Meeting

• Update on Summer Construction Projects • Approval of July Financials

Upcoming Topics

- Update on Summer Construction Projects -9/23/13
- Approval of August Financials 9/23/13
- Analysis of Student Achievement 10/28/13
- Approval of August Financials 10/28/13

TBD

- Review Proposed Budget Draft #2 of 2013-14 Tentative Budget
- Recognition/Plans for Community Finance Committee
- Discussion and Approval for Design of Field Phase 2
- Approval of Salaries for Administrators
- Intergovernmental Agreements District 62 and NSSEO
- Appointment of Carpenter/Franklin Assistant Principal
- Appointment of Roosevelt Assistant Principal

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.

