

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

Board of Education Agenda
Monday, April 28, 2014
Franklin Elementary School – Gym
2401 Manor Lane
Park Ridge, IL 60068

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, April 28, 2014

TIME

APPENDIX

- 5:30 p.m. **Meeting of the Board Convenes**
- Roll Call
 - Introductions
 - Opening Remarks from President of the Board
- 5:30 p.m. • **Board Recesses and Adjourns to Closed Session**
- The discipline or performance of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. [5 ILCS 120/2 (c)(1)]
 - Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2(c)(2)]
 - Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. [5 ILCS 120/2(c)(11)]
- 7:30 p.m. • **Board Adjourns from Closed Session and Resumes Regular Meeting**
- **Pledge of Allegiance and Welcome**
 - Franklin School Principal/Students/PTA
 - **Public Comments**
 - **Discussion and Approval of Building Security Video Installation** A-1
 - Director of Facility Management/
Park Ridge and Niles Police Departments **Action Item 14-04-2**
 - **Discussion and Approval of Sonitrol Access System Upgrade** A-2
 - Director of Facility Management **Action Item 14-04-3**
 - **Discussion and Approval of Visitor Management System** A-3
 - Director of Facility Management/
Representative from RAPTOR **Action Item 14-04-4**

<ul style="list-style-type: none"> • Discussion and Approval of Two-Way Communication System 	A-4
-- Director of Facility Management	Action Item 14-04-5
<ul style="list-style-type: none"> • Approval of Board of Education Goal/Student Learning # 2 – 21st Century Learning Plan 	A-5
-- Director of Technology	Action Item 14-04-6
<ul style="list-style-type: none"> • First Reading of Policies from PRESS Issues 83 and 84 	A-6
-- Superintendent	
<ul style="list-style-type: none"> • Consent Agenda 	Action Item 14-04-7
-- Board President	A-7
<ul style="list-style-type: none"> • Personnel Report • Bills, Payroll, and Benefits • Approval of Financial Update for the Period Ending March 31, 2014 • Approval of Application for Membership in the Consortium for Educational Change • Approval of Board Policy 7:100 • Acceptance of Donation • Destruction of Audio Closed Minutes 	
<ul style="list-style-type: none"> • Approval of Minutes 	Action Item 14-04-8
-- Board President	A-8
<ul style="list-style-type: none"> • Special Board Meeting Minutes..... April 14, 2014 • Closed Session Meeting Minutes..... April 14, 2014 • Regular Board Meeting Minutes March 24, 2014 • Closed Session Minutes March 24, 2014 • Closed Session Minutes March 18, 2014 • Special Board Meeting Minutes March 18, 2014 	
<ul style="list-style-type: none"> • Board Member Liaison Report 	A-9
-- Board of Education	
<ul style="list-style-type: none"> • Sustainability Meeting • PTO/ A Presidents Meeting • Elementary Learning Foundation 	
<ul style="list-style-type: none"> • Other Discussion and Items of Information 	A-10
-- Superintendent	
<ul style="list-style-type: none"> • Upcoming Agenda • Memoranda of Information <ul style="list-style-type: none"> - Presentation of Board Meetings for 2014-15 - Follow-up on Collection of Student Fees - ISBE Certification of Recognition "Fully Recognized" - Health Insurance Renewal - Follow-up on Board Goal/ Communications – #6 Electronic Board Packet - Grade 5 Transition "Surviving Middle School" Booklet • Minutes of Board Committees <ul style="list-style-type: none"> -- Wellness Council Meeting Minutes of March 4, 2014 -- Sustainability Meeting Minutes of April 10, 2014 • Other <ul style="list-style-type: none"> -- Carpenter HVAC Report 	

• **Board Adjourns to Closed Session (If needed.)**

- The discipline or performance of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity. [5 ILCS 120/2 (c)(1)]
- Collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2(c)(2)]
- Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. [5 ILCS 120/2(c)(11)]

Next Meeting: Monday, May 5, 2014
6:30 p.m. – Committee of the Whole: Finance
Field School – north gym
707 N. Wisner Avenue
Park Ridge, IL 60068

Next Regular Meeting: Monday, May 19, 2014
7:30 p.m. – Regular Meeting
Emerson School – multipurpose room
8101 N Cumberland Avenue
Niles, IL 60714

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting, so we can make every effort to accommodate you or provide for any special needs.

Upcoming Meetings and Topics
As of April 23, 2014

May 5, 2014 – Field School – North Gym

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

- Review Tentative Budget for 2014-15

May 19, 2014 – Emerson School – Multipurpose Room

Regular Board Meeting – 7:30 p.m.

- Pledge of Allegiance and Welcome
- Recognition of Student Awards
- Recognition of Tenured Teachers
- ELF Grant Awards
- Background and Approval of Merit Award Program 2013-14
- Discussion and Approval of Merit-Based Compensation for Building Administrators
- Discussion and Approval of Merit-Based Compensation for District Administrators
- Approval of Salary Increases for Secretarial Staff Effective July 1, 2014
- Approval of Salary Increases for Custodial/Maintenance Staff Effective July 1, 2014
- Approval of Salary Increases for Exempt Staff Effective July 1, 2014
- Approval of Salary Increases for Technology Staff Effective July 1, 2014
- Approval of Salary Increases for Technologist Staff Effective July 1, 2014
- Approval of Salary Increases for Hourly Employees Effective July 1, 2014
- Approval of April Financials Ending April 30, 2014
- Approval of Bid for Copier Paper (consent)
- Approval of Technology Purchase (consent)
- Approval of Bid for Steam Trap Replacement (consent)
- Approval of Bid for Custodial Supplies (consent)
- Approval of Final Calendar for 2013-14 (consent)
- Approval of Policies from PRESS Issues 83 and 84
- Follow-up on Collection of Student Fees (memo of info.)
- Update on Board Goal/Student Learning #4–Instructional Technology Coach Impact (memo of info.)

June 9, 2014 – Field School - North Gym

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

- Review Draft # 2 Tentative Budget for 2014-15

June 23, 2014 – Hendee ESC (moved from Field School – North Gym)

Regular Board Meeting – 7:30 p.m.

- Adoption of Tentative Budget for 2014-15 and Establishment of Public Hearing Date
- Resolution # for Transfer of Interest Funds from Working Cash to Educational Fund
- Resolution # for Transfer of Interest Funds from Debt Service to Educational Fund
- Resolution # for Prevailing Wage
- Update on Summer Construction Projects
- Approval of May Financials Ending May 31, 2014
- Follow-up on Collection of Student Fees (memo of info.)

TBD

- First Reading of Balance of Policies from PRESS Issue 82
- Approval of Balance of Policies from PRESS Issue 82
- Report on English Language Learners and Changing Needs

- Discussion on Class Size Determination Process
- Recognition/Plans for Community Finance Committee
- Appointment of Washington Principal
- Appointment of Special Education/Pupil Services
- Appointment of Director of Innovation and Instructional Technology
- Progress Report on 2013-14 District-wide Priorities & Strategic Plan Activities (memo of info.)

The above are subject to change.

All action items included
in this packet are subject to
final Board approval.

To: Board of Education
Philip Bender, Superintendent

From: Scott Mackall, Director of Facility Management

Date: April 28, 2014

Subject: Building Security Video Installation

As you know, District 64 had a security audit performed by RETA Security in July 2013, and received recommendations from the report in August. One of the recommendations was to "update and standardize video surveillance systems."

The District has worked with several different organizations in developing this proposal, including: Sonitrol; RETA Security; and the Park Ridge and Niles Police Departments. Internally, to create a custom design, each principal was asked about the unique needs of their building. The Technology Department also was involved to assure a complete understanding of the role it will play. After several meetings and review of locations for both interior and exterior placement, the Administration is presenting this proposal for discussion and approval.

All equipment and installation are included in the pricing. Each building office will have a wall-mounted monitor that can be watched as students and parents enter and leave the buildings. The schools will also have the capability to monitor the outside playgrounds and other areas around the grounds. The cameras are motion activated and will start to record when movement is detected. The cameras remain in the on position 24 hours a day and authorized personnel will have the ability to review historical footage for a limited period. This is a closed circuit system with access to only authorized individuals. The District will share the footage with local law enforcement when appropriate or during a crisis in any of the buildings.

The District will work closely with Sonitrol and RETA Security to develop an implementation schedule and training program for all users. This system will greatly enhance the security of District 64 while serving as a deterrent to any vandals who may enter our property.

Action Item 14-04-2

I move that the Board of Education for Community Consolidated School District 64, Park Ridge –Niles, Illinois, approve the proposal from Sonitrol for Building Security Video Installation in the amount of \$258,259.00 with an ongoing monthly monitoring fee of \$1,592.00.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education
Philip Bender, Superintendent

From: Scott Mackall, Director of Facility Management

Date: April 28, 2014

Subject: Sonitrol Access System Upgrade

Sonitrol, our electronic security provider, has informed District 64 that our current swipe card building access system has been discontinued. The replacement swipe cards are no longer manufactured and the stock at Sonitrol is depleted. As a result, the Facility Management Department took this opportunity to conduct a review of each building and is recommending adjustments to access points at all locations.

The total cost for this upgrade is \$66,366.00 including equipment and installation of new hardware and monitors in each office.

The initial set-up also includes the cost of the fobs; replacement will be at \$5.00 per fob. The monitoring fee for the card access system will be invoiced to the District at \$287.00 per month on an ongoing basis.

Action Item 14-04-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the building access upgrade from Sonitrol in the amount of \$66,366.00 with a monthly monitoring fee of \$287.00.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education
Philip Bender, Bender

From: Scott Mackall, Director of Facility Management

Date: April 28, 2014

Subject: Visitor Management System

As you know, District 64 had a security audit performed by RETA Security in July 2013, and received recommendations from the report in August. One of those recommendations was to implement a visitor management system.

Working with RETA Security, District 64 recommends adopting RAPTOR as our visitor management system. The RAPTOR system will scan a visitor's driver's license or state ID card and check the information against a database of sex offenders as well as private alerts determined by District 64. The system will then print a badge for the guest to wear during their visit.

The District will work closely with RETA Security, RAPTOR and staff to create the processes and procedures needed for the visitor management system. The system is expected to be launched for the 2014-15 school year. Attached is a sample document of a flow chart used by a local district. In addition, a communications plan for parents also will be developed to introduce the new entry procedure.

The cost of this system will be \$12,800.00 for the first year, which includes the annual access fee of \$3,840.00. After the first year, the access fee will be invoiced to the District.

Action Item 14-04-4

I move that Community Consolidated School District 64, Park Ridge-Niles, Illinois approve the visitor management system RAPTOR in the amount of \$12,800.00 with an annual access fee to be invoiced in subsequent years.

The votes were cast as follows:

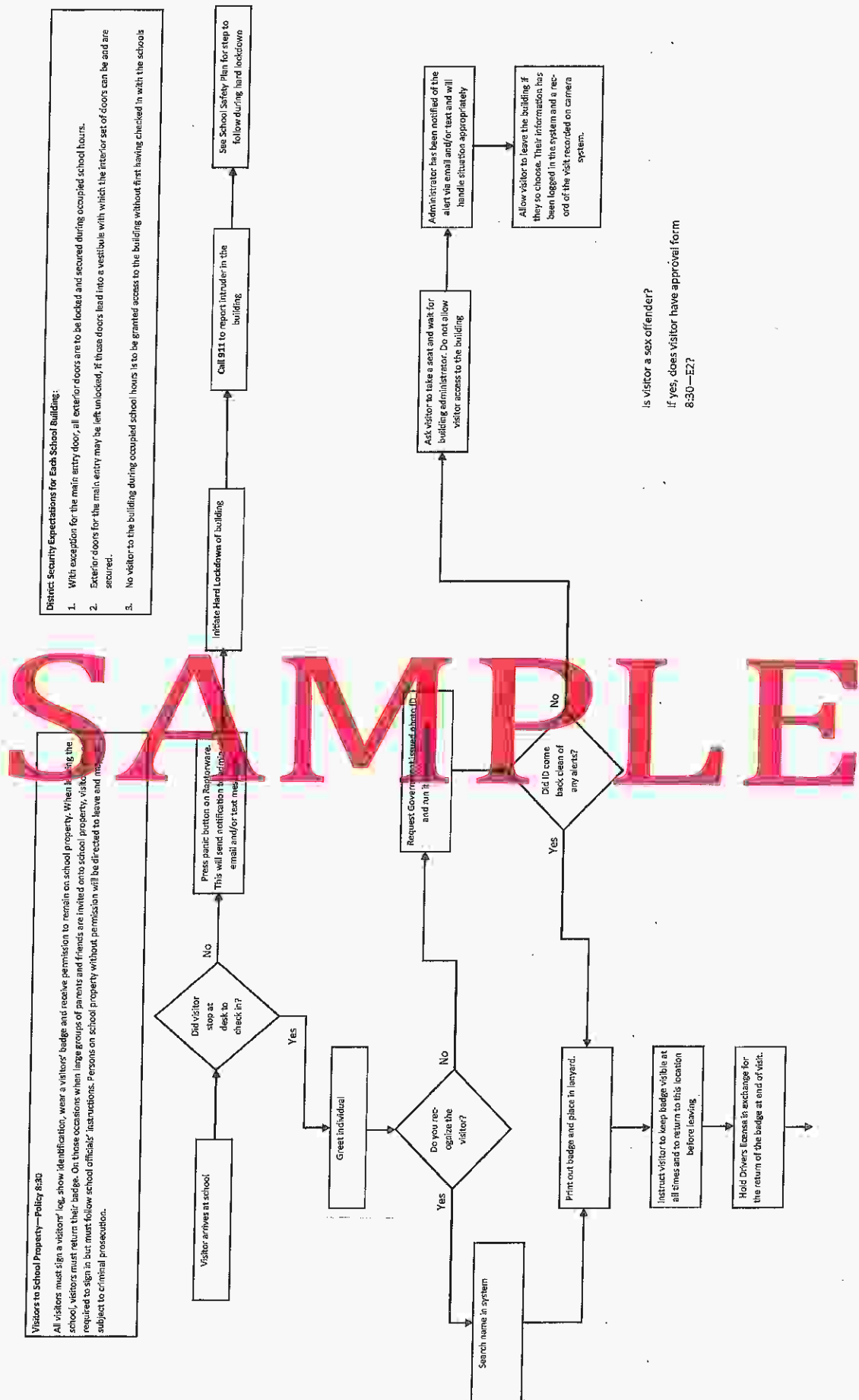
Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:



To: Board of Education
Philip Bender, Superintendent

From: Scott Mackall, Director of Facility Management

Date: April 28, 2014

Subject: Two-Way Communication System

As you know, District 64 had a security audit performed by RETA Security in July 2013, and received the recommendations from the report in August. One of those recommendations was to "adopt one standard for two-way radios."

The current plan was developed by working with the principals of two representative schools (one elementary school and one middle school) to determine their needs. A consultant from Motorola also provided guidance. The plan will allow coverage of the entire campus for each building, and will greatly enhance communication between the school office, staff, lunchroom supervisors, and crossing guards assigned to each school's designated walking route.

The proposal is to purchase 182 two-way radios to provide coverage for all eight school buildings at a cost of \$30,423.00. A training and implementation schedule will be developed to ensure that all users are fully aware of the features of the new communication system and the expectations for use of the equipment at their school.

Action Item 14-04-5

I move that the Board of Education of Community Consolidated School District 64 Park Ridge-Niles, Illinois approve the two-way radio purchase in the amount of \$30,423.00 to Graybar supply.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Approval of Board of Education Goal/Student Learning #2 – 21st Century Learning Plan

ACTION ITEM 14-04-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the 21st Century Learning Plan including iPads for K-2, 1:1 Chromebooks for grades 3-8 using the shared funding scenario, and technology support (1.0 12-month FTE District Technologist).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education

From: Dr. Terri Bresnahan, Director of Technology

Date: April 28, 2014

Subject: Follow-Up of Board Goal/Student Learning #2 - 21st Century Learning Plan

BACKGROUND

At the Board of Education meeting held on Monday, March 24, the plan for 21st Century Learning, which included the recommendation from the Board Advanced Technology Committee (BATC) for a 1:1 computing model was presented. The plan included detailed information regarding the initiatives for iPads in grades K-2 and 1:1 Chromebooks for grades 3-8.

The work of the District's Strategic Plan over the past four years that has led to this recommendation includes:

- Creation of the Technology Implementation Committee, an internal group that represents teachers, technology staff, and administrators
- Focus on professional development for teachers through the implementation of the District's instructional technology coaching model
- The formation of the District's Board Advanced Technology Committee (January, 2013) that represents parents, community members, teachers, technology staff, administrators, and board member and District 207 liaisons
- Year-long study in 2013-14 of Chromebooks in grades 3-8, including feedback from teachers and students through an online survey
- Establishment of 1:4 ratio of iPads to students in all K-2 classrooms
- Continued support of a variety of devices to support student learning, including computer labs, carts of laptops, carts of iPads, SmartBoards, projectors, document cameras, etc.
- Action research focused on technology-enhanced learning activities that have a high impact on student learning, particularly on differentiation, 21st century learning skills, student engagement, and mastery of learning standards

This 21st Century Learning Plan is the culmination of these efforts and is designed to prepare our students for high school, college, careers and beyond. The following information details the District's recommendation for moving forward with this plan and requests Board approval at the April 28 Board meeting.

RECOMMENDATION

Based on the discussion at the March 24 Board meeting as well as the data collected from the pilots and parent surveys, the District administrative team is recommending the following in order to achieve the goals of the 21st Century Learning Plan.

Please see Attachment 1 for detailed information regarding the recommended devices for both K-2 and the 1:1 initiative for grades 3-8.

iPads for K-2

Establish the following ratios of iPads to students in each K-2 classroom:

- Kindergarten: 1:4 ratio
- 1st Grade: 1:3 ratio
- 2nd Grade: 1:2 ratio

The cost for establishing these ratios has already been included in the District's preliminary technology budget. The total number of iPads needed in order to reach these levels is approximately 200.

iPads for K-2

Item	Quantity	Price	Total Budgeted
iPad	200	\$379	\$75,800
Case	200	\$22	\$4,400

1:1 Chromebooks for Grades 3-8

Provide each student in grades 3-8 with a Chromebook and case to be used to support student learning. Four options were presented to the Board at the March 24 meeting for funding this initiative. The following option is being recommended to the Board as the preferred method for supporting a 1:1 learning environment for students.

Shared Funding (Scenario #4 from March 24 Report)

This scenario provides a balanced approach to funding for both the District and parents. This option enables the District to provide funding for a portion of the devices and the other portion to be paid for by parents. The most logical way to divide the cost sharing is by grade level bands, 3-5 and 6-8. This option also supports the parent data from the Tech Survey that showed greater support for devices to be used only at school for grades 3-5 (30%) versus grades 6-8 (12%).

In addition, the shared funding option allows for a more realistic life expectancy for

these devices, without placing the burden of a replacement of an out-of-life device on the parents.

The proposed plan includes:

- In grades 3-5, the District would maintain ownership of the devices and rotate on a refresh-cycle, as it does with other student and staff computers. Parents wishing to allow students to take the device home would be required to purchase insurance annually through a third-party provider.
- In grades 6-8, parents would pay for the device up-front (\$300 plus applicable sales tax). This would give full ownership to the parents. Insurance through a third-party provider would be optional. Parents would be fully responsible for the device. The District would provide a device to those students who qualify for fee waivers.

For those parents purchasing the device, the student would be able to keep the device upon promotion from District 64. The chosen Chromebook model is fully compatible with District 207's 1:1 initiative and can be used there as students enter freshman year.

In the event that parents have already purchased a Chromebook, the District will establish criteria for compatible Chromebooks that would be allowed as a 1:1 device in lieu of purchasing a new device through the District.

Shared Funding: District Grades 3-5, Parents Grades 6-8

	<u>Year 1 Costs</u>	<u>Year 2 Costs</u>	<u>Year 3 Costs</u>
Grade 3-5 = 858 (1418 less existing 560 devices)	\$257,400	\$0	\$0
Grades 6-8 PARENT-PURCHASED DEVICES	\$0	\$0	\$0
Contingency	\$9,300 (2%)	\$27,000 (3%)	\$36,000 (4%)
Contingency for Fee Waivers	\$35,400 (6-8 graders)	\$4,800 (incoming 6th graders)	\$4,200 (incoming 6th graders)
TOTAL DISTRICT COSTS	\$302,100	\$31,800	\$40,200

Assuming Board approval of 1:1 Chromebooks for all students in grades 3-8, there would be a decrease in the number of student laptops that would be replaced for the 2014-15 school year. This would result in a \$130,000 decrease from the current year's

overall technology budget. However, if 1:1 for grades 3-8 were NOT approved, those funds would be utilized to replace outdated student devices based on the District's traditional refresh cycle.

If this funding option were approved, the net increase from the **current year's** technology budget would total approximately **\$172,100**. It is also important to note that the tentative budget for 2014-015 being presented in May does NOT include any costs associated with this 1:1 Chromebook initiative. Therefore, the net increase to the **tentative** technology budget will total **\$302,100**.

Technology for Teaching and Learning

Professional development in the area of technology has been a key focus in District 64 for the past several years. Teachers have developed and implemented technology-rich activities for students that integrate 21st century skills and high-impact instructional strategies. The action research conducted this year and continuing into the future has helped identify effective learning activities that foster this type of learning.

As the technology in District 64 has increased, so have its innovative uses with students. Teachers are working with their instructional technology coaches to begin developing the key skills necessary to effectively integrate 1:1 learning in the classroom. Additional strategies and skills will be identified as 1:1 is fully adopted and put into practice. With equal access to devices in every classroom and continued embedded professional development, all teachers will have the ability to be involved in the process of setting expectations and working to achieve them.

Based on the success of the pilot and the availability of coaching to provide job-embedded support, teachers participating in the 1:1 model will be expected to use technology to provide *weekly* differentiated instruction for students.

While the work of designing an evaluation tool is the function of a joint District 64/Park Ridge Education Association (PREA) Committee, it is likely that this best practice will be incorporated in some way into the tool.

Expectations for Communication about Technology

Initially, teachers will also be expected to communicate *bi-weekly* about technology use (through classroom newsletter or via classroom websites) so that parents have a clear understanding about the application of their investment. The Department of Technology will also share information *monthly* with all parents about the implementation of the 1:1 model. The implementation of technology is a best practice to support student achievement. The District's new web presence will offer a great format for providing current information to the community and parents.

Ongoing communications to the Board will continue to be an expectation as the new initiatives are implemented in the 2014-15 school year.

Student Achievement and Technology

In October 2013, Dr. Hinton and Mr. Even shared information with the Board related to Board Consensus Goal 1b:

By November 1, 2013 develop student growth goals measured by both standardized assessments and common formative assessments.

As the Board is aware, the MAP assessment identifies a student's projected growth based on his or her performance in the fall. According to NWEA, a district is experiencing "average growth" when 50% of students meet or exceed their growth targets. An NWEA 2006 Growth Norm Study suggests that a district is experiencing "ambitious growth" when 63% of students meet or exceed their growth targets. A district where 70% or more of students are meeting or exceeding their growth targets is experiencing "aggressive growth." Districts with 70% or more of students meeting or exceeding their growth targets are performing in the 90th-95th percentile for growth. Given this, a target of 70% is a challenging goal to achieve. Because of the structure of the assessment, targets in excess of 70% are unlikely, if not impossible, to achieve.

In the past, District 64 has not focused on growth targets as a measure of systemic improvement. Despite this, the percentage of students meeting their growth targets on the MAP in District 64 represents "above average growth." In fact, our District is approaching what can be described as "ambitious growth" in Math. The percentage of students currently meeting their growth targets in Math appears to be trending upward, with a five-year average of 60% and a three-year average of 61.4%. The percentage of students meeting their growth targets in Reading has remained relatively stable over the past five years, with an average of 56.3%.

Based on this baseline data and feedback from stakeholders, Dr. Hinton and Mr. Even recommended the following deliverables related to the District's performance on the MAP assessment:

- 61% of students will meet their projected growth targets in Reading as measured by the MAP assessment.
- (TBD)% of students will meet their projected growth targets in Math as measured by the MAP assessment. (This target will be identified following the administration of spring 2014 MAP assessments to account for the impact of the new core math program).

Both the iPads for grades K-2 and the Chromebooks in grades 3-8 support the learning goals of the Common Core State Standards and the District's priority standards. These

tools are a set of resources that teachers and students need in order to meet the more rigorous demands of today's world. It is anticipated that with targeted professional development and a strong focus on 21st century learning skills, the students of District 64 will continue to perform well on standardized assessments designed to measure the mastery of the Common Core State Standards.

Through its direct impact on differentiation, student engagement, and content mastery, increased access to technology will support the achievement of these proposed 2017 deliverables. The District administrative team is committed to evaluating the 1:1 technology initiative in relation to the goals and review progress towards the achievement of these goals according to the established timeline.

Professional Development Needs

Once the Board approves this initiative, a detailed professional development plan will be created to support teachers as they make this transition. End of year and summer opportunities to prepare for this shift in teaching and learning will be critical to the successful implementation of a 1:1 program. The Professional Development Committee, as well as the instructional technology coaches, will collaborate to identify a schedule for the summer and first year of the implementation.

Having the opportunity for all 3-8 teachers to work with the Chromebooks and K-2 teachers to work with the iPads this year has built a solid foundation for moving this initiative forward. With continued support through professional development and opportunities to share ideas with one another, a successful transition can be made.

Additionally, through the administration of the Levels of Technology Innovation (LoTi) Survey to staff two times per year, staff development can be more targeted in specific areas and used as a benchmark to demonstrate growth over time. Initial results from the fall survey were shared with the Board and the second administration is took place on Wednesday, April 23. Please see Attachment 2, LoTi Survey Results for detailed information.

Technical Support

Each year the number of devices in the District's inventory has increased significantly. However, there has not been an increase in support staff in more than five years. In the original staffing plan for the 2014-15 school year, a request was made for a .5 District-level Technologist. That position is necessary in order to support the current level of technology in District 64. If the Board is to approve a 1:1 initiative, which would cause a significant increase in responsibilities for the technology support staff, even further support would be required.

Therefore, as part of the District's 21st Century Learning plan, administration is requesting the creation of a full-time, 12-month District-level Technologist to meet these increased demands. This position would help provide support to Jefferson School and the District's Educational Service Center, which have never had dedicated technologist support. Management of devices and support for individual buildings would also be further facilitated through the creation of this position.

A continued relationship with District 207 to help provide repair services will be in place as District 64 implements its 1:1 Chromebook plan. Currently, the District maintains over 700 Chromebooks and to date has had a minimal number of repairs sent to District 207 (less than 10). We also have manufacturer's warranties for the first year of devices that can help with repair services at minimal costs. We maintain our inventory of over 1,100 iPads utilizing a third-party repair center for all necessary work. These services are at a higher cost due to the more costly parts of the iPads.

With these systems in place and the additional District Technologist position beginning with the 2014-15 school year, we believe the Technology Department will be prepared to support a fully functional 1:1 deployment for all students in grades 3-8.

Timing and Implementation

Due to the magnitude of this initiative and the critical timing of communications, it is the administration's request that the Board take action at the April 28 Board meeting. This will maximize the amount of time for students, parents, teachers, and technology staff to prepare for the 1:1 deployment. Policies, procedures, ordering, professional development, parent education, and student preparation are all time-sensitive components that are necessary to a successful implementation.

The administrative team has carefully reviewed considerations regarding the transition for the new Superintendent and Director of Innovation and Instructional Technology. The new Superintendent is very familiar with the work leading up to this recommendation and is supportive of this initiative moving forward. Additionally, through the interview process, the candidates for the Director position each had experience with 1:1 deployments. All were eager to see District 64 move forward with its plans for a 1:1 program.

RECOGNITION OF COMMITTEE MEMBERS

District 64 has been extraordinarily fortunate to have the expertise of a wide range of community members, parents, staff, administrators and other liaisons to develop this comprehensive 21st Century Learning Plan. We are thankful for their work spanning two school years to provide a forward-looking recommendation tailored specifically for

District 64 and our Park Ridge-Niles community.

Co-Facilitators:

Dr. Phil Bender, Superintendent
Dr. Terri Bresnahan, Director of Technology

District 64 Staff:

Allison Blum, Technologist (RO)
Gini Burns, Teacher (EM)
Sue Herman, Technologist (LI)
Dr. Lori Hinton, Assistant Superintendent for Student Learning
Franny Keyes, Teacher (LI)
Jason Mata, Teacher (FI)
Barbie Murphy, Speech Language (JE)
Dr. Tony Murray, Principal (LI)
Caroline Schaab, Instructional Technology Coach (RO)
Nancy Sweeney, Teacher (FR)
Amanda Walsh, Instructional Technology Coach (LI)
Dan Walsh, Principal (FR)

Community Members:

Scott Altman, Parent (WA, LI)
Bill Basquin, Parent (JE, RO)
Paul Brown, Parent (CA)
Carrie De La Cruz, Parent (FR)
Sara Greiner-Carolan, Parent (FR)
Kendra Griffin, Parent (LI)
Dave Iffland, Parent (FI, EM)
Paul McCarthy, Parent (WA)
Doug Miller, Parent (CA)
Janice Oliva, Parent (WA)
Tony Sivore, Parent (FI, EM)

Liaisons:

Hank Thiele, Director of Technology, Maine Township High School District 207
Bernadette Tramm, District 64 Public Information Coordinator
John Heyde, District 64 Board of Education
Scott Zimmerman, District 64 Board of Education Vice President

Devices: Choosing the Right Tools

The approach used for the selection process by the Board Advanced Technology Committee (BATC) was based on the following:

- Utilize the knowledge and resources already used within District 64
- Visit and research other school districts to learn about their 1:1 initiatives
- Use first-hand knowledge and experiences from actual end-users of the devices (** No vendors or product manufacturers were involved in presenting sales pitches to the committee**)
- Vendors could be used as a resource to make connections with exemplary districts

The BATC conducted its own action research and site visits to gather information necessary to make the decisions. As a result, the committee presented the recommendation to the Board of Education in spring 2013 to pilot Chromebooks. These devices had not yet been used in District 64. Based on the BATC's recommendation, the Board approved the further exploration and pilot of 675 Chromebooks throughout the District for the 2013-14 school year.

It is through continued efforts of the District 64 staff, students and BATC to provide the data and results from that pilot, which now serve as the basis for this recommendation.

Tools for Primary Learners:

The Board Advanced Technology Committee reached consensus on continuing to utilize iPads for the primary grades (PK-2) in a dedicated classroom environment. It also recognized the advantages to having access to iPads for grades 3-8 and thus, recommended maintaining iPads on carts that would be available on a checkout basis for those grade levels.

The benefits of the iPads for grades PK-2 include:

- Touchscreen capabilities to support fine motor development
- Affordability
- App-driven to support small group learning and targeted skill practice
- Existing effective use of iPads at the elementary level

Tools for Intermediate and Middle Level Learners:

For grades 3-8, the following criteria were used to select the best device for 1:1 in District 64:

- Integrated keyboard to facilitate word processing and PARCC requirements
- Ability to use Flash-based programs in order to support District curriculum online resources

- Approved for MAP and PARCC online assessments
- Ability to easily manage and support on a wide-scale basis from a technical perspective
- Free or low-cost access to apps
- Articulation with District 207 for continuity in learning
- Cost-effective
- Lightweight for students to transport between home and school
- Seamless integration with Google Apps for Education with a teacher management system
- Low-cost repairs
- Durability

While laptops, iPads and Chromebooks all had strong benefits and met many of these criteria, the Chromebook stood out as having the most advantages to support student learning in District 64.

Laptops

Pros:

- Robust devices that run all applications and curricular resources.
- Students are already familiar with these devices.

Cons:

- Not a cost-effective device to provide to students on a wide-scale.

iPads

Pros:

- Durability
- Touchscreen capabilities
- Wide variety of apps available through iTunes
- Students are already familiar with these devices
- Lower cost than laptops
- Lightweight

Cons:

- Lacks an integrated keyboard
- Higher cost compared to Chromebook
- Higher cost for repairs
- Many apps used for learning are not free and are charged per device
- Unknown lifespan
- Difficult to manage and maintain app licensing
- Cannot run Flash-based programs that limits students' access to online

curriculum

- Cannot run math online resources and virtual manipulatives that are part of the new math curriculum for grades K-8
- Cannot run the K-5 reading textbook
- Cannot access all of the K-5 social studies resources that are Flash-based
- Cannot run the 6-8 social studies textbook
- Cannot run the 6-8 Spanish textbook
- Cannot run the 6-8 health textbook

Chromebooks:

Pros:

- Easy to manage through Google Control Panel
- Ability to filter and maintain security features for students
- Integrates with Hapara management system which gives teachers remote access and viewing capabilities, as well as full integration with Google Apps for Education
- Integrates fully with Google Apps for Education
- Lowest cost of the 3 devices
- Same device as students will use in District 207
- Access to repair services through District 207
- Lowest cost for repairs and parts
- Automatic updates pushed out through the control panel
- Performed well for recent PARCC field testing
- Integrated keyboard
- Runs Flash-based programs
 - Allows full access to all math online resources from the District's new math adoption K-8
 - Fully supports the K-5 reading textbook
 - Fully supports the K-5 social studies resources that are Flash-based
 - Fully supports the 6-8 social studies textbook (except videos)
 - Fully supports the 6-8 Spanish textbook (except videos)
 - Fully supports the 6-8 health textbook

Cons:

- Durability found to be less than that of the iPad or MacBook Pro
- New to District 64 students
- Unknown lifespan

The above information, coupled with the data collected from teachers and students from the Chromebook pilots, resulted in the committee's recommendation of the Chromebook for its 1:1 program. In trying to decide on a single device to provide to all students in grades 3-8, the committee looked at which one would provide the greatest

benefits to the most students. While none of the above devices are perfect, the strengths of the Chromebook made it a clear choice by the committee.

Chromebooks in Education

Laptops were the early choice for many Districts that pioneered 1:1 deployments in K-12 settings. With the arrival of the iPad, many schools found it to be more economical, lighter weight, and beneficial to learning. District 64 was an early adopter of iPads and continues to use them throughout grades PK-8. However, with the introduction of a more refined Chromebook in the last several years, as well as the increasing number of districts migrating to Google Apps for Education, many schools across the country have begun purchasing and utilizing Chromebooks as an easy-to-manage and economical solution to the digital divide.

According to an article published in the *Wall Street Journal*, Chromebooks have increased their place in the K-12 marketplace in just one year moving from 1% of school devices in 2012 to 19% in 2013 (Winkler, 2014). In our local area, there are 39 districts interested in participating in a group Chromebook purchase for the 2014-15 school year with a total of over 35,000 devices. This is not an inclusive count of all districts currently using Chromebooks in the Chicagoland area.

In the spring of 2013, we shared examples of 8 local districts and their 1:1 initiatives. Since that time, there are a greater number of districts planning for 1:1, specifically with Chromebooks.

Some of these districts include:

- North Shore District 112
- North Palos School District 117
- Deerfield District 109
- Libertyville District 70
- Elmhurst District 205
- Lake Forest District 67
- CCSD 21
- Bensenville School District 2
- Evanston Township High School
- Forest Park School District 91
- Batavia School District 101

A private school in Kentucky was faced with the same device selection process as District 64 and explored a variety of devices, including iPads and Chromebooks. The article about their results shared the following:

The wow factor was high with the iPads, and the school was convinced they were going to

be an iPad school, until the kids started trying to produce content on them. At this point the focus shifted entirely to the Chromebook and Google Apps, where content was easy to produce and collaboration came naturally. (Forrest, 2014).

While the selection of the 1:1 device is critical, it is important to also focus on the many other devices the District supports as part of its technology toolbox. Carts of iPads and Chromebooks available to all grade levels; SmartBoards; LCD projectors; computer labs with more robust iMacs; and carts of MacBook Pros -- all will continue to be accessible for all students to support specific learning needs.

Resources:

Forrest, Conner. "Private School's Chromebook Program Explains Why Google's Laptops Have

Captured Nearly 20% of the Educational Market." TechRepublic. Tech Republic, 28 Jan. 2014. Web. 22 Apr. 2014. <<http://www.techrepublic.com/article/private-schools-chromebook-program-explains-why-googles-laptops-have-captured-nearly-20-of-the-educational-market/#.>>.

Winkler, Rolfe. "Chromebooks Take Other Mobile PCs to School." The Wall Street Journal. Dow

Jones & Company, 23 Jan. 2014. Web. 22 Apr. 2014.
<<http://online.wsj.com/news/articles/SB10001424052702304856504579338941198812358>>.

Levels of Technology Innovation (LoTi) Survey Results **2013-14**

LoTi Survey Background

Through discussions with the Technology Implementation Committee (TIC), the Instructional Technology Coaches, and collaboration between the Departments of Student Learning and Technology, the **LoTi Digital Survey** has been identified to collect data related to Goal #3. In 2013-14, survey administration will occur twice (September and April).

In searching for a data collection tool, it was important to find one that captured data related to technology skills and best practices outlined in the National Education Technology Standards for Teachers (NETS-T) (see Attachment 3). The NETS-T are a complete set of standards “for evaluating the skills and knowledge educators need to teach, work and learn in an increasingly connected global and digital society” (ISTE, 2013). A survey tool was chosen to administer to all teachers two times during the 2013-14 school year.

The LoTi (Level of Teaching Innovation) Digital-Age Survey “has emerged as a statistically-valid tool achieving (1) content, (2) construct, and (3) criterion validity; therefore proving that the LoTi® assessment can be used to accurately diagnose instructional uses of technology and recommend professional development priorities consistent with 21st Century Skills and the NETS-T and NETS-A” (LoTi, 2013).

In September 2013, all District 64 teachers were asked to take the LoTi Digital-Age Survey. Time during a building meeting was provided for survey administration. The results provided to the District are anonymous; however, each individual teacher can access his/her own results through a unique login. The individual results are private and can be used to guide personal professional development at the teacher’s discretion.

LoTi Survey Results

In the fall of 2013, results from the survey were shared with the Board and the District was asked to focus on decreasing the number of staff that fell in the lowest levels (0-2). The table below details the growth made over the past 7 months based on the survey administered in September of 2013 (Fall) compared to the final administration in April of 2014 (Spring).

Please note that the Fall results are based on 296 respondents and the Spring results are based on 316 respondents.

LoTi Survey Results: % of Teachers

Level	Fall	Spring	Change
0: No Inclination or skill level to use digital tools and resources for either personal or professional use.	0%	0%	0%
1: Little fluency with using digital tools and resources for student learning; may have a general awareness of various digital tools and media but is not using them.	2%	2%	0%
2: Little to moderate fluency with using digital tools and resources for student learning; does not feel comfortable using digital tools/resources beyond classroom management.	8%	3%	-5%
3: Moderate fluency with using digital tools and resources for student learning; may begin to become "regular" user of selected digital-age media and formats.	14%	12%	-2%
4: Moderate to high fluency with using digital tools and resources for student learning; commonly uses a broader range of digital-age media and formats in support of curriculum.	20%	20%	0%
5: High fluency level with using digital tools and resources for student learning; commonly able to expand range of emerging digital-age media and formats in support of curriculum.	21%	24%	+3%
6: High to extremely high fluency level with using digital tools and resources for student learning; sophisticated in the use of most existing and emerging digital-age media or format.	19%	31%	+12%
7: Extremely high fluency level with using digital tools and resources for student learning; sophisticated in the use of any existing and emerging digital-age media or format.	11%	9%	-2%

The most significant growth occurred at the highest end of the range (Levels 5-7), with an increase from 51% of teachers to 64%, a total increase of 13% across those top levels.

At the lowest end of the spectrum (Levels 0-2), the percent of teachers decreased from 10% to 5%, a 50% reduction in the number of teachers at those levels. In actual numbers of staff, these percentages equate to 30 teachers in the fall with a decrease to 15 teachers in the spring.

This growth can be attributed to the District's focus on embedded professional development and the teachers' commitment to accelerating the use of advanced technology. It is also an indicator of the efforts of the Instructional Technology Coaching model that provides ongoing, job-embedded support for all staff.

In summary, this data shows that 96% of the teachers in District 64 are considered to have a moderate to extremely high fluency with using digital tools and resources. Given the growth demonstrated in a short 7 months' time, the District feels confident in the capacity of its staff to accelerate the use of advanced technology through greater and equal access to resources for all students.



Effective teachers model and apply the NETS·S as they design, implement, and assess learning experiences to engage students and improve learning; enrich professional practice; and provide positive models for students, colleagues, and the community. All teachers should meet the following standards and performance indicators.

1. Facilitate and Inspire Student Learning and Creativity

Teachers use their knowledge of subject matter, teaching and learning, and technology to facilitate experiences that advance student learning, creativity, and innovation in both face-to-face and virtual environments.

- a. Promote, support, and model creative and innovative thinking and inventiveness
- b. Engage students in exploring real-world issues and solving authentic problems using digital tools and resources
- c. Promote student reflection using collaborative tools to reveal and clarify students' conceptual understanding and thinking, planning, and creative processes
- d. Model collaborative knowledge construction by engaging in learning with students, colleagues, and others in face-to-face and virtual environments

2. Design and Develop Digital Age Learning Experiences and Assessments

Teachers design, develop, and evaluate authentic learning experiences and assessment incorporating contemporary tools and resources to maximize content learning in context and to develop the knowledge, skills, and attitudes identified in the NETS·S.

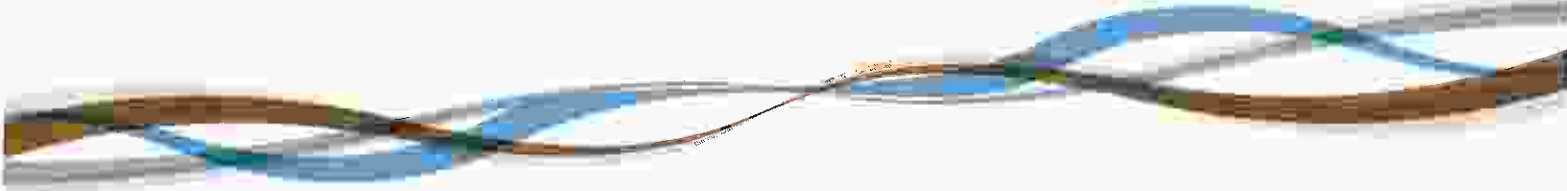
- a. Design or adapt relevant learning experiences that incorporate digital tools and resources to promote student learning and creativity

- b. Develop technology-enriched learning environments that enable all students to pursue their individual curiosities and become active participants in setting their own educational goals, managing their own learning, and assessing their own progress
- c. Customize and personalize learning activities to address students' diverse learning styles, working strategies, and abilities using digital tools and resources
- d. Provide students with multiple and varied formative and summative assessments aligned with content and technology standards and use resulting data to inform learning and teaching

3. Model Digital Age Work and Learning

Teachers exhibit knowledge, skills, and work processes representative of an innovative professional in a global and digital society.

- a. Demonstrate fluency in technology systems and the transfer of current knowledge to new technologies and situations
- b. Collaborate with students, peers, parents, and community members using digital tools and resources to support student success and innovation
- c. Communicate relevant information and ideas effectively to students, parents, and peers using a variety of digital age media and formats
- d. Model and facilitate effective use of current and emerging digital tools to locate, analyze, evaluate, and use information resources to support research and learning



4. Promote and Model Digital Citizenship and Responsibility

Teachers understand local and global societal issues and responsibilities in an evolving digital culture and exhibit legal and ethical behavior in their professional practices.

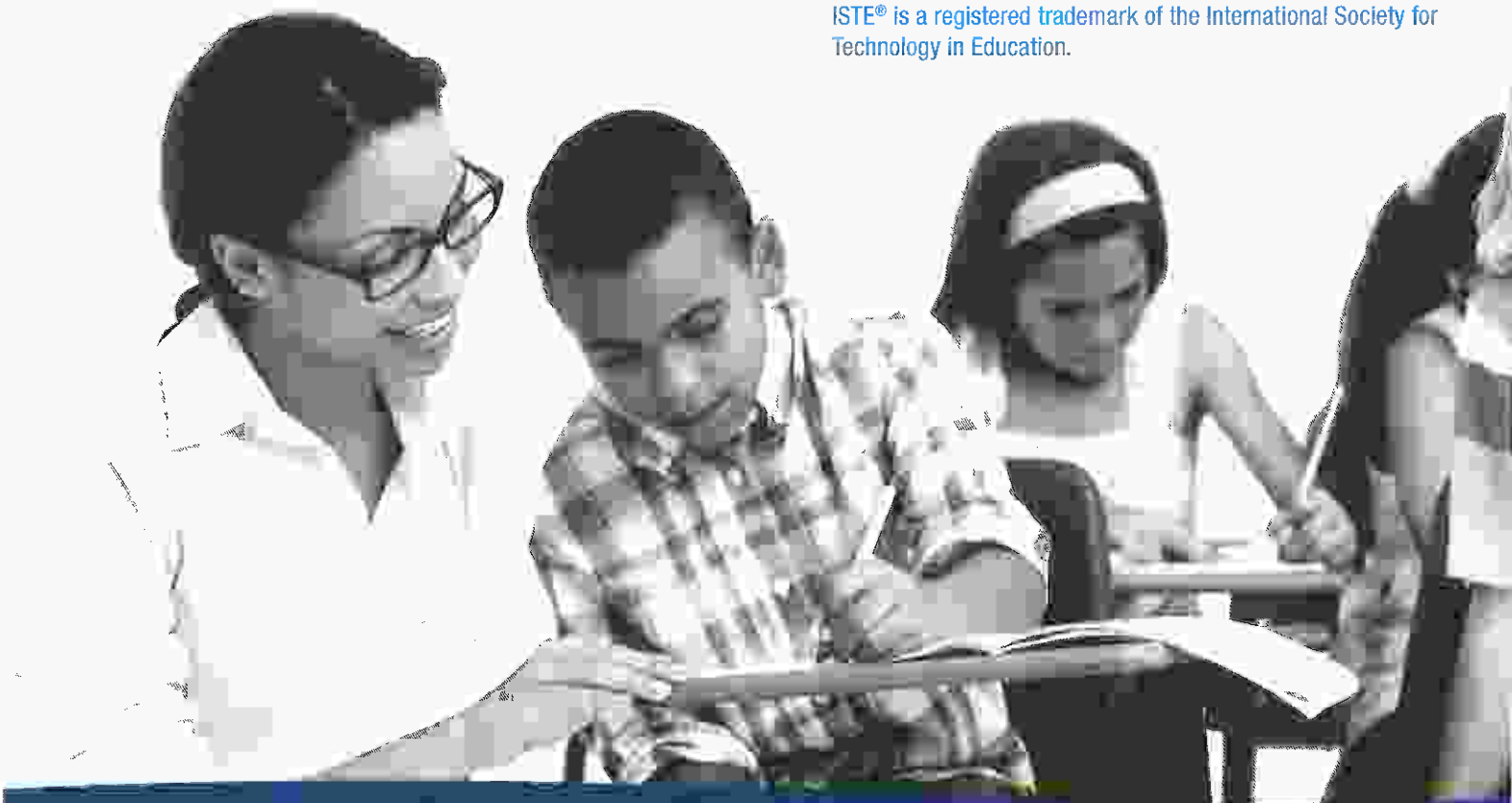
- a. Advocate, model, and teach safe, legal, and ethical use of digital information and technology, including respect for copyright, intellectual property, and the appropriate documentation of sources
- b. Address the diverse needs of all learners by using learner-centered strategies providing equitable access to appropriate digital tools and resources
- c. Promote and model digital etiquette and responsible social interactions related to the use of technology and information
- d. Develop and model cultural understanding and global awareness by engaging with colleagues and students of other cultures using digital age communication and collaboration tools

5. Engage in Professional Growth and Leadership

Teachers continuously improve their professional practice, model lifelong learning, and exhibit leadership in their school and professional community by promoting and demonstrating the effective use of digital tools and resources.

- a. Participate in local and global learning communities to explore creative applications of technology to improve student learning
- b. Exhibit leadership by demonstrating a vision of technology infusion, participating in shared decision making and community building, and developing the leadership and technology skills of others
- c. Evaluate and reflect on current research and professional practice on a regular basis to make effective use of existing and emerging digital tools and resources in support of student learning
- d. Contribute to the effectiveness, vitality, and self-renewal of the teaching profession and of their school and community

NETS-T © 2008 International Society for Technology in Education.
ISTE® is a registered trademark of the International Society for Technology in Education.



First Reading of Policies from PRESS Issues 83 and 84

Policy 2:250	Issue 83	School Board – Access to District Public Records
Policy 3:60	Issue 83	General School Administration – Administrative Responsibility of the Building Principal
Policy 4:100	Issue 83	Operational Services – Insurance Management
Policy 4:150	Issue 83	Operational Services – Facility Management and Building Programs
Policy 5:50	Issue 83	General Personnel – Drug- and Alcohol-Free Workplace: Tobacco Prohibition
Policy 5:120	Issue 83	General Personnel – Ethics and Conduct
Policy 5:200	Issue 83	Professional Personnel – Terms and Conditions of Employment and Dismissal
Policy 6:250	Issue 83	Instruction – Community Resource Persons and Volunteers
Policy 6:310	Issue 83	Instruction – Credit for Alternative and Programs, and Course Substitutions (For high school and unit districts) N/A
Policy 7:185	Issue 84	Students – Teen Dating Violence Prohibited
Policy 7:190	Issue 84	Students – Student Discipline
Policy 7:300	Issue 83	Students – Extracurricular Athletics
Policy 8:30	Issue 83	Visitors to and Conduct on School Property

School Board

Access to District Public Records 1

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

Freedom of Information Officer 2

administrative

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

Definition 3

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

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

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

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

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

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

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

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

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

Requesting Records ⁴

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

Responding to Requests

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

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

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

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

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

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

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

Two State laws limit the disclosure of employee personnel evaluations:

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

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

⁷ 5 ILCS 140/3(g).

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

⁹ 5 ILCS 140/3(e).

¹⁰ 5 ILCS 140/3(f).

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

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

Copying Fees 13

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

Fees for Responding to a Request for a Commercial Purpose 14

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

Access 15

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

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

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

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

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

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

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

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

Preserving Public Records

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

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

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

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

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

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

The Prevailing Wage Act (820 ILCS 130/5, amended by P.A.s 98-328 and 98-482, both eff. 1-1-14) requires contractors, while participating on public works, to keep certified payroll records of all laborers, mechanics, and other workers employed by them on the project and to submit this record no later than the 15th of the monthly to the public body. The public body in charge of the project must keep these records submitted before 1-1-14 for a period of not less than 3 years from the date of the last payment. Records submitted on a contract or subcontract after 1-1-14 must be kept for public works a period of 5 years. Records may be retained in paper or electronic format. These records must be made available in accordance with FOIA except that contractors' employees' addresses, telephone numbers, and social security numbers must be redacted before disclosure (5 ILCS 140/2.10).

¹⁸ 50 ILCS 205/. Preservation and destruction of documents is covered in 2:250-AP-2 AP2, *Protocols for Record Preservation and Development of Retention Schedules*. See also the Ill. Secretary of State's website for information on preserving and destroying records, www.cyberdriveillinois.com/departments/archives/records_management/recman.html.

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

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

General School Administration

Administrative Responsibility of the Building Principal ¹

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

~~The Superintendent or designee shall develop and maintain a principal and assistant principal evaluation plan that complies with Section 24A-15 of the School Code. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.~~

The Board and each Building Principal and Assistant Principal shall enter into an employment agreement that conforms to Board policy and State law. ⁵ The terms of an individual employment contract, when in conflict with this policy, will control.

Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal. ⁶

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of

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

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

² 105 ILCS 5/10-21.4a. This statute also includes assistant principals. P.A. 98-59 (eff. 1-1-2014) added the italicized phrase to the requirement that principals use law enforcement resources "when the safety and welfare of students and teachers are threatened by illegal use of drugs and alcohol, by illegal use or possession of weapons, or by illegal gang activity."

³ Required by 105 ILCS 5/10-21.4a.

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

The principal's duties are generally described in 105 ILCS 5/10-21.4a and 5/24A-15(c-5). However, many other statutes impose additional duties, e.g., 105 ILCS 127/ (requires principals to report to the police any violations of the Controlled Substance Act occurring at specified locations); 105 ILCS 5/10-20.14 (requires reciprocal reporting of criminal offenses committed by students); and 730 ILCS 152/ and 154/ (requires notification to parents/guardians that information about sex offenders and violent offenders against youth is available). The county clerk may appoint high school principals or their designees as deputy registrars to accept voter registrations of eligible students (10 ILCS 5/4-6.2). The Firearm Concealed Carry Act requires a principal to notify the State Police whenever he or she determines that a student (or any person) poses a "clear and present danger to himself, herself or to others" (430 ILCS 66/105, added by P.A. 98-63; 405 ILCS 5/6-103.3, amended by P.A. 98-63). Lawyers disagree whether this requirement violates the federal Family Educational Rights and Privacy Act. Contact the board attorney for advice.

⁵ 105 ILCS 5/10-23.8a and 5/10-23.8b govern principal and assistant principal contracts.

⁶ This optional sentence restates State law (105 ILCS 5/24A-3; 23 Ill.Admin.Code Part 50, Subpart E, Training for Evaluators). 105 ILCS 5/24A-5 permits a first-year principal to evaluate a teacher; however, a new 2-year evaluation plan must be established for any tenured teacher who is evaluated by a first-year principal (105 ILCS 5/24A-5, amended by P.A. 98-470).

Education rules. 7 Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. 8 The Superintendent or designee may conduct additional evaluations.

LEGAL REF.: 10 ILCS 5/4-6.2.
105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 10-23.8a, 10-23.8b, and 5/24A-15.
105 ILCS 127/.
23 Ill.Admin.Code ~~Part~~ Parts 35 and 50, Subpart D.

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

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

7 105 ILCS 5/24A-15; 23 Ill.Admin.Code Part 50, Subpart D, Performance Evaluation Plans: Principals and Assistant Principals. A board may substitute this alternative for the first sentence: "The Superintendent or designee shall implement a principal and assistant principal evaluation plan that complies with State law." A district may develop its own performance evaluation plan or adopt or adapt the State model.

The performance evaluation plan must include the use of data and indicators on student growth as a significant factor in rating principal and assistant principal performance (105 ILCS 24A-15). Student growth must be at least 30% of the performance evaluation rating, except that student growth must be at least 25% during a district's 1st and 2nd years implementing its performance evaluation system (23 Ill.Admin.Code §50.310).

8 Required by 105 ILCS 5/10-21.4a and 5/24A-15. Add this option if appropriate: "...or, in the absence of the Superintendent or his or her designee, an individual appointed by the School Board who holds a registered Type 75 State administrative certificate."

Implementation of a principal mentoring program in any given year is dependent upon an appropriation sufficient to provide services to all first-year principals (105 ILCS 5/2-3.53a; 23 Ill.Admin.Code Part 35). Sufficient funding is based on the anticipated number of participants and the total amount of the appropriation for the mentoring. Annually by June 1, each superintendent must report to the State Superintendent the expected number of 1st-year or 2nd-year principals along with information about them (23 Ill.Admin.Code §35.20). Each principal in his or her first year of employment must participate in mentoring activities during years when the program is implemented. If sufficient appropriations exist, principals in their second year of employment may elect to participate in a second year of mentoring if the principal has completed the mentoring program in the previous school year.

Operational Services

Insurance Management ¹

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

The insurance program shall include each of the following: ²

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers. ³

2. ~~Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Illinois High School Association that results in medical expenses in excess of \$50,000.~~ ⁴ *N/A*

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

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

² Other types of district-purchased insurance should also be listed here, such as, insurance programs for employees and their dependents (authorized by 105 ILCS 5/10-22.3a). Note that: (1) any employee or retired employee insurance program is a mandatory subject of bargaining, and (2) State law provides persons entering into a civil union with the obligations, responsibilities, protections, and benefits afforded or recognized by Ill. law to spouses (750 ILCS 750).

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

⁴ 105 ILCS 5/22-15, amended by P.A. 98-166, requires each school district having grades 9 through 12 to maintain catastrophic insurance coverage for student athletes participating in interscholastic athletic events sanctioned by IHSA. The minimum level of coverage must provide aggregate benefit levels of \$3 million or 5 years, whichever comes first, for injuries with total medical expenses exceeding \$50,000. The law authorizes IHSA to promulgate a plan of coverage under a group policy that provides the necessary coverage. If a district opts out of IHSA's group policy, it must offer alternative coverage and submit to IHSA a certificate from the provider stating that the insurance complies with the plan of coverage approved by IHSA.

- 2.3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
- 3.4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, § 1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, and 5/22-15.
215 ILCS 5/.
750 ILCS 75/.
820 ILCS 305/.

Delete item #2 if the district: (1) does not maintain grades 9-12, or (2) qualifies for an exemption from the mandatory coverage (contact IHSA or the board attorney for information about claiming an exemption). A district maintaining grades K-8 may, but is not required to, provide accident and/or health insurance on a group or individual basis for students injured while participating in any school-sponsored athletic activity. If so, the following may be added to item #2 (for unit districts) or may replace item #2 (for elementary districts): "Accident and/or health insurance on a group or individual basis for students in grades kindergarten through 8 participating in any school-sponsored athletic activity." If item #2 is deleted and the option is not used, the board should omit the citation to catastrophic accident insurance (5/22-15) in the legal references.

Operational Services

Facility Management and Building Programs ¹

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district. ²

Standards for Managing Buildings and Grounds ³

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$12,500, including the cost equivalent of staff time. ⁴ This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

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

¹ Each district with a school having 50 or more students must have a green school cleaning policy (Green Cleaning School Act, 105 ILCS 140/). IASB sample policy 4:160, *Environmental Quality of Buildings and Grounds*, fulfills the requirement to have a procedure on compliance with the Chemical Safety Act (105 ILCS 5/10-20.49). Many other State and federal laws control facility management and building programs. Good subjects for administrative procedures include management of custodial services, security, green cleaning, among others.

The Prevailing Wage Act is generally applicable to all construction projects (820 ILCS 130/). It requires, among other things, that: (1) all workers on a public works project be paid no less than the prevailing hourly rate, (2) the district specify in all public works contracts that the prevailing rate must be paid, and (3) all contractors must submit certain employment records to the district and the district must keep these records ~~for not less than 3 years as required by law~~ (820 ILCS 130/5, ~~amended by P.A.s 98-328 and 98-482 both eff. 1-1-14~~).

² 105 ILCS 5/3-14.20 and 5/3-14.21.

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

³ An appropriate and safe physical environment is impacted by 28 C.F.R. Parts 35 and 36. They contain the updated rules implementing the American with Disabilities Act (ADA) prohibiting discrimination on the basis of disability in services and facilities; 28 C.F.R. Part 36, App. B contains the 2010 ADA Standards for Accessible Design. This, along with numerous publications, is available on the ADA homepage, www.ada.gov/. Consult the board attorney about how these standards will apply for alterations and new construction between Sept. 15, 2010 and March 15, 2012 and whether or not renovations, permanent alterations, and/or new construction are subject to any *safe harbor* provisions.

⁴ This provision is optional and the amount may be changed. The \$12,500 spending limit is one-half of the bidding threshold for purchases or contracts (105 ILCS 5/10-20.21, ~~currently reflecting amendments by P.A. 95-990 which increased the bidding threshold from \$10,000 to \$25,000 or a lower amount as required by policy~~). This provision's intent is to ensure that the board is kept informed about significant renovations and permanent alterations. A board should discuss this provision with its superintendent before including it in the policy.

Standards for Green Cleaning 5

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs 6

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

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

5 Required by the Green Cleaning School Act (105 ILCS 140/) and Green Cleaning for Elementary and Secondary Schools (23 Ill.Admin.Code Part 2800). The *Guidelines and Specifications*, established by the Ill. Green Government Coordinating Council, state: "[a]ll schools may continue to use their current cleaning supplies, equipment and policies until ... such time as the supplies and equipment on hand as of May 9, 2008 are exhausted." See:

www.standingupforillinois.org/green/school_cleaning.php

www.standingupforillinois.org/uploads/20080122GCSAGuidelines.pdf.

6 The Health/Life Safety Code for public schools is found in 23 Ill.Admin.Code Part 180. The Ill. Environmental Barriers Act (410 ILCS 25/) and the Ill. Accessibility Code (71 Ill.Admin.Code Part 400) ensure that "all applicable buildings are designed, constructed, and/or altered to assure the safety and welfare of all members of society and to be readily accessible to, and usable by, environmentally limited persons," (71 Ill.Admin.Code §400.110). Press boxes constructed on school property before July 1, 2009 do not have to comply with the Accessibility Code (105 ILCS 5/10-20.46).

A building intended for classroom or instructional use may be constructed only after voter approval at a referendum unless the building is: (1) leased by the district, or (2) purchased with funds from the sale or disposition of other buildings or structures, or with funds received as a grant under the School Construction Law or as a gift, provided that no funds (other than lease payments) are derived from the district's bonded indebtedness or its tax levy (105 ILCS 5/10-22.36).

A district may levy a tax for "fire prevention, safety, energy conservation, disabled accessibility, school security, specified repair purposes," (105 ILCS 5/17-2.11, amended by P.A. 98-26). An expedited process may be available in emergency situations (*Id.*). A board may, subject to certain notice requirements, transfer surplus life safety taxes and interest earnings on them to the Operations and Maintenance Fund for building repair work until June 30, ~~2013~~ 2016 (*Id.*).

The Green Buildings Act requires all new State-funded building construction and major renovation projects to meet specified environmental requirements (20 ILCS 3130/). Waivers may be granted by the Capital Development Board in certain situations (*Id.*). For environmental impact laws, see policy 4:160, *Environmental Quality of Buildings and Grounds*.

The inclusion and identification of the facility goals listed in the second paragraph are at the board's discretion.

Naming Buildings and Facilities ⁷

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. ⁸ When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/10-20.49, 5/10-22.36, 5/17-2.11, 140/, and 230/.
410 ILCS 25/, Environmental Barriers Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

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

⁷ This section is optional and its contents are at the board's discretion.

⁸ The board may want to include criteria for the committee, in which case the following is an option:

1. The committee will encourage input from the community, staff members, and students.
2. Consideration will be given to names of local communities, neighborhoods, streets, landmarks, historical considerations, and individuals who have made a contribution to the District, community, State, or nation.
3. The name will not duplicate or cause confusion with the names of existing facilities in the District.

General Personnel

Drug- and Alcohol-Free Workplace; Tobacco Prohibition ¹

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

1. Unlawful manufacture, dispensing, distribution, possession, ~~or use~~ ^{or being under the influence of a an illegal or controlled substance,} ~~or possession of paraphernalia for use as legal or controlled substance.~~ ² ~~or possession of paraphernalia for~~
2. Distribution, consumption, use, possession, or being under the influence of ~~alcohol an~~ ^{alcoholic beverage.} ³
- 2-3. ~~Possession or use of medical cannabis.~~ ⁴

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

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

As a condition of employment, each employee shall: ⁵

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
- 4. Tobacco products and e-cigarettes.
5. following page

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

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

The federal Drug-Free Workplace Act applies only to the specific programs receiving federal funds (41 U.S.C. §7018101 et seq.). This policy, however, makes its requirements applicable to all employees in order to avoid confusion during implementation and to avoid complications when obtaining federal funds.

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

² These actions are prohibited by both federal and State Workplace Acts. See fn 6.

³ Optional; alcohol is not addressed in either the federal or State Drug-Free Workplace Acts.

⁴ To legally use medical cannabis, an individual must first become a registered qualifying patient. The use of cannabis by a registered qualifying patient is permitted only in accordance with the Compassionate Use of Medical Cannabis Pilot Program (Medical Cannabis Act) (410 ILCS 130/, added by P.A. 98-122, eff. 1-1-14). There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis, including in a school bus or on the grounds of any preschool, or primary or secondary school (410 ILCS 130/30(a)(2) & (3). An employer may prohibit an employee from working while under the influence of cannabis "when doing so would constitute negligence, professional malpractice, or professional misconduct." (410 ILCS 130/30(a)(1). An employer is permitted to enforce a drug-free workplace policy, provided it is applied in a nondiscriminatory manner. An employer may discipline any employee, including one who is a registered qualifying patient, for violating a drug-free workplace policy (410 ILCS 130/50). Contact the board attorney for advice concerning the Medical Cannabis Act.

⁵ Required by the State and federal Drug-Free Workplace Acts.

Exert

5.

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.

2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction. *not sold or distributed*

~~Unless otherwise prohibited by this policy:~~ *Prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.* ⁶

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following: ⁷

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted. ⁸
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations. ⁹
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees. ¹⁰
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

Tobacco Prohibition ¹⁰

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

District Action Upon Violation of Policy

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

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

⁶ This optional paragraph is not addressed in State or federal drug-free workplace acts. An employer should generally not ask an employee about his or her use of medication. See rules implementing the Americans with Disabilities Act. 29 C.F.R. §1630.14. Consult the board attorney if an employee is suspected of working while impaired.

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

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

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

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

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

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

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.
| Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.
| Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.
| Drug-Free Workplace Act of 1988, 41 U.S.C. §~~701~~8101 et seq.
Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.
Drug-Free Workplace Act, 30 ILCS 580/.
105 ILCS 5/10-20.5b.

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

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

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

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

¹³ Id.

General Personnel

Ethics and Conduct ¹

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. ² In addition, the Code of Ethics for Illinois Educators, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. ³ Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal. ⁴

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act: ⁵

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee responsible for negotiating contracts, including collective bargaining agreement, in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and

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

¹ The State Officials and Employees Ethics Act (5 ILCS 430/), requires a policy on a subject-matter covered in this sample policy; State and federal law controls its content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

² 105 ILCS 5/10-22.39 requires each board to conduct in-service training on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel. These expectations will be most effective when the in-service curriculum reflects local conditions and circumstances. While the School Code only requires the in-service, the requirement presents an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district staff to maintain boundaries and act appropriately, professionally, and ethically with students. See discussion in third option of f/n 3, 5:100, *Staff Development Program*. After its discussion of these issues, the board may have further expectations and may choose to reflect those expectations here.

³ 23 Ill.Admin.Code Part 22. Boards are not required to include ISBE's Code of Ethics for Illinois Educators in a board policy. Incorporating it by reference into a policy demonstrates a board's commitment to the Code's principles and may allow a board to enforce the Code independently from any action taken by the State Superintendent.

Use this optional sentence to establish a requirement that the board can monitor: "The Superintendent or designee shall identify appropriate employee conduct standards and provide them to staff members." Sample conduct standards are contained in administrative procedure 5:120-AP2, *Employee Conduct Standards*. Consult the board attorney for advice on whether the board must offer to negotiate employee conduct standards with the applicable exclusive bargaining representative before establishing them.

⁴ This sentence is optional. The Ill. Human Rights Act makes it a civil rights violation to fail to take remedial action, or to fail to take appropriate disciplinary action, against any employee when the district knows that the employee committed or engaged in sexual harassment of a student (775 ILCS 5/5A-102). Sexual harassment of a student is also prohibited by 7:20, *Harassment of Students Prohibited*, and of an employee by 5:20, *Workplace Harassment Prohibited*.

⁵ 5 ILCS 420/4A-101. Any county clerk may use a mandatory system of Internet-based filing of economic interest statements; if done, the clerk must post the statements, without the addresses, of the filers, on a publicly accessible website (5 ILCS 420/4A-108).

7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

School Board policy 2:105, *Ethics and Gift Ban*, applies to all District employees. ⁶ Students shall not be used in any manner for promoting a political candidate or issue.

Outside Employment and Conflict of Interest

No District employee shall be directly or indirectly interested in any contract, work, or business of the District, or in the sale of any article by or to the District, except when the employee is the author or developer of instructional materials listed with the State Board of Education and adopted for use by the School Board. ⁷ An employee having an interest in instructional materials must file an annual statement with the Board Secretary. ⁸

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District.

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Incorporated

by reference: 5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
5 ILCS 420/4A-101 and 430/.
50 ILCS 135/.
105 ILCS 5/10-22.39, 5/22-5, and 5/24-22.
775 ILCS 5/5A-102.
23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:100 (Staff Development Program)

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

⁶ The State Officials and Employees Ethics Act prohibits State employees from engaging in certain political activities and accepting certain gifts (5 ILCS 430/). The Act requires all school districts to adopt an *ordinance or resolution* "in a manner no less restrictive" than the Act's provisions. See policy 2:105, *Ethics and Gift Ban*.

Districts may not inhibit or prohibit employees from petitioning, making public speeches, campaigning for or against political candidates, speaking out on public policy questions, distributing political literature, making campaign contributions, and seeking public office (50 ILCS 135/1). An employee may not use his/her position of employment to coerce or inhibit others in the free exercise of their political rights or engage in political activities at work (*Id.*).

⁷ State law prohibits teachers from having an interest in the sale of any book, apparatus, or furniture used in any school in which the teacher is employed with the limited exception as provided in this policy (105 ILCS 5/22-5 and 5/24-22).

⁸ *Id.*

Professional Personnel

Terms and Conditions of Employment and Dismissal ¹

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

School Year and Day

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

Teachers are required to work the school day adopted by the Board **in accordance with the collective bargaining agreement**. ⁵ Teachers employed for at least 4 hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer (**see the collective bargaining agreement**). ⁶

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

Salary

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

¹ State or federal law controls this policy's content. This policy contains items on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. The local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the current. [insert name of CBA or use a generic reference, e.g., 'agreement between the bargaining representative and the School Board']".

Evaluation, tenure and dismissals will change significantly from now until 2016 as P.A.s 96-861, 97-8, and 98-513 (eff. 1-1-14) are implemented. These public acts are frequently referred to as *Education Reform* or *Education Reform Acts*.

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

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

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

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

⁶ 105 ILCS 5/24-9.

⁷ 740 ILCS 137/; 820 ILCS 260/1. Ill. law requires more of employers than federal law. Consult the board attorney to ensure the district is properly accommodating nursing mothers. See 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

Assignments and Transfers

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

In making assignments, the superintendent will

Dismissal

The District will follow State law **and the collective bargaining agreement** when dismissing a teacher. ¹¹

⁸ 105 ILCS 5/10-20.7, 5/10-21.1, 5/24-1, and 5/24-8 (minimum salary). Salaries are a mandatory subject of collective bargaining (115 ILCS 5/10). Annually, by Oct. 1, each district must: (1) during an open school board meeting, report salary and benefits information for the superintendent, administrators, and teachers, (2) publish that information on the district's website, if any, and (3) provide this information to ISBE (105 ILCS 5/10-20.47). According to a Public Access Counselor's *Informal Mediation* letter interpreting Sec. 7.3 of the Open Meetings Act, an IMRF employer must post on its website the names of employees having a total compensation package that exceeds \$75,000 per year (2012 PAC 19808).

⁹ 105 ILCS 5/24-21.

¹⁰ Districts are required to have a policy on the distribution of the listed assignments (23 Ill.Admin.Code §1.420(d)).

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

¹¹ All dismissal laws in the chart below were amended by P.A.s 96-861, 96-1423, 97-8 and/or 98-513 (eff. 1-1-2014).

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

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

Evaluation

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

On an annual basis, the ~~Assistant~~ ^{Designee} Superintendent ~~for Human Resources~~ will provide the Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 105 ILCS 5/10-19, 5/18-8, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/1 et seq.

23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).

Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487(1985).

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

Teacher RIF procedures were changed in 2011 and 2013 (105 ILCS 5/24-12, amended by P.A.s 97-8 and 98-513). See *PERA Overview for School Board Members*, question 14, "How has the process for selecting teachers for a reduction in force/layoff (RIF) changed?," at iasb.com/law/pera.cfm.

According to a binding opinion from the Ill. Public Access Counselor, a board must identify an employee by name in a motion to dismiss him or her (2013 PAO 13-16). As this may be a significant change in practice with possible other legal consequences, a board should consult with the board attorney on this issue before dismissing employee.

¹² Teacher evaluation plans are covered in *PERA Overview for School Board Members*, iasb.com/law/pera.cfm.

Instruction

Community Resource Persons and Volunteers ¹

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment, (2) provide enrichment experiences for students, (3) increase the effective utilization of staff time and skills, (4) give more individual attention to students, and (5) promote greater community involvement.

Resource persons and volunteers may be used: ²

1. For non-teaching duties not requiring instructional judgment or evaluation of students; ³
2. For ~~supervising~~ study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities; ⁴
3. To assist with academic programs under a certificated teacher's immediate supervision; ⁵
4. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or ⁶
5. As ~~supervisors~~, chaperones, or sponsors for non-academic school activities. ⁷

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. ⁸ All volunteer

A assisting (not in a supervising capacity)

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

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

² How volunteers are used should be determined locally.

³ 105 ILCS 5/10-22.34(a)(1).

⁴ 105 ILCS 5/10-22.34(a)(2).

⁵ 105 ILCS 5/10-22.34(b).

⁶ 105 ILCS 5/10-22.34b, last paragraph.

⁷ 105 ILCS 5/10-22.34a.

⁸ Sex Offender Registration Act, 730 ILCS 150/; Child Murderer and Violent Offender Against Youth Registration Act, 730 ILCS 154/.

This paragraph exceeds the requirements in State law. There is no statutory screening requirement and the only legal restriction is the statute prohibiting 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 specifically permitted by statute (720 ILCS 5/11-9.3). However, two databases provide an easy way for schools to screen for sex offenders and violent offenders against youth, i.e.: the Illinois Sex Offender Registry, www.isp.state.il.us/sor and the Violent Offenders Against Youth Database maintained by the State Police, www.isp.state.il.us/cmvol/. See Child Murder and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75 - 105; Sex Offender Community Notification Law, 730 ILCS 152/101 et seq. The sample administrative procedures 4:170-API, Safety, and 6:250-AP, *Securing and Screening Resource Persons and Volunteers*, fulfill the requirement for the superintendent to develop a screening process. This alternative paragraph goes further by forbidding the use of any convicted felon:

The Superintendent shall establish procedures for securing and screening resource persons and volunteers. A person who is a "sex offender," as defined by the Sex Offender Registration Act, or a "violent offender against youth," as defined in the Child Murderer and Violent Offender Against Youth Registration Act, or has otherwise been convicted of a felony, is prohibited from being a resource person or volunteer.

The following alternative paragraph reflects the minimum requirement of State law:

coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*. 9

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

720 ILCS 5/12C-50.1.

730 ILCS 152/101 et seq. and 154/75-105.

CROSS REF.: 4:170 (Safety), 5:90 (*Abused and Neglected Child Reporting*), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

A person who is a "child sex offender," as defined by the Criminal Code, is prohibited from being a resource person or volunteer.

9 720 ILCS 5/12C-50.1, added by P.A. 98-393.

Students

Teen Dating Violence Prohibited ¹

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. ² For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. ³

→ a real or perceived

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that: ⁴

1. Fully implements and enforces each of the following Board policies: ⁵
 - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

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

¹ All school boards ~~with students enrolled in grades 7 through 12~~ must have a policy on teen dating violence (105 ILCS 110/3.10, added by P.A. 98-190). This sample policy is designed to align with a district's already-existing procedures for reporting bullying and school violence. See f/n 7. The curriculum components for teen dating violence education, which apply to districts with students enrolled in grades 7 through 12, are listed in administrative procedure 6:60-AP, *Comprehensive Health Education Program*.

² 105 ILCS 110/3.10(b), added by P.A. 98-190. School officials must proceed carefully before disciplining a student for out-of-school conduct. A school's authority over off-campus conduct is much more limited than incidents that occur on school grounds. However, school officials may generally: (1) remove a student from extracurricular activities when the conduct code for participation requires students to conduct themselves at all times as good citizens and exemplars of the school (see 7:240, *Conduct Code for Participants in Extracurricular Activities*); and (2) suspend or expel a student from school attendance when the student's expression causes substantial disruption to school operations.

³ 105 ILCS 110/3.10(a), added by P.A. 98-190. For districts that wish to broaden the ages (e.g., perhaps include 11-12 year olds in a middle school setting), delete the following phrase from the first sentence: "~~who is 13 to 19 years of age~~". The law defines *dating* or *dating relationship* as an "ongoing social relationship of a romantic or intimate nature between two persons." The terms do not include "a casual relationship or ordinary fraternization between two persons in a business or social context."

⁴ Required by 105 ILCS 110/3.10(b)(3), added by P.A. 98-190.

⁵ Be sure the referenced board policies, as adopted locally, contain the language paraphrased in this policy. If not, either substitute similar language from the locally adopted board policies on the same topics, or just insert the titles from relevant locally adopted policies.

The statutory content requirements for a teen dating policy include "establish[ing] procedures for the manner in which employees of a school are to respond to incidents of teen dating violence." This policy fulfills this requirement by incorporating by reference the following administrative procedure: 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying and School Violence*. This means that 7:180-AP1 should be considered to be part of this policy.

2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals: ⁶
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence. ⁷
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*. ⁸
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*. ⁹
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. ¹⁰
5. Notifies students and parents/guardians of this policy. ¹¹

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

⁶ 105 ILCS 110/3.10(b)(4), added by P.A. 98-190, requires the policy to identify by job title which school officials are responsible for receiving reports related to teen dating violence.

⁷ *Id.* at f/ns 5 & 6. Sexual violence is one listed component of teen dating violence (105 ILCS 110/3.10 (a), added by P.A. 98-190). Sexual violence has also been found by the Ill. Gen. Assembly to be a component of bullying and school violence (105 ILCS 5/27-23.7). Thus, identifying *any school staff member* is consistent with 7:180-API, *Prevention, Identification, Investigation, and Response to Bullying and School Violence*, which uses the student-friendly reporting system outlined in 7:180-API, E2, *Be a Hero by Reporting Bullying and School Violence*.

⁸ *Id.* Under any reporting system, a report involving bullying and school violence that is based upon a protected status (often teen dating violence will involve conduct based upon the target's sex) must be referred to the district's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager (7:20, *Harassment of Students Prohibited*). Customize this list to reflect local conditions. These individuals may also take reports directly from students.

⁹ Required by 105 ILCS 110/3.10(b)(2). The curriculum-specific components for teen dating violence education are listed in administrative procedure 6:60-AP, *Comprehensive Health Education Program*.

¹⁰ *Id.* For boards that add the optional paragraphs in policy 5:100, *Staff Development*, add the phrase "and policy 5:100, *Staff Development*."

¹¹ Required by 105 ILCS 110/3.10(b)(5). Boards must communicate this policy to students and their parents/guardians. This may be accomplished, in part, by (1) sending 7:185-E, *Memo to Parents/Guardians Regarding Teen Dating Violence*, and (2) amending the district's anti-bullying campaign statement(s), such as the following, in the student handbook and school website:

Bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment.

Incorporated
by Reference: 7:180-API, (Prevention, Identification, Investigation, and Response to Bullying
and School Violence)

LEGAL REF.: 105 ILCS 110/3.10.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development), 5:230
(Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student
Social and Emotional Development), 7:20 (Harassment of Students Prohibited),
7:180 (Preventing Bullying, Intimidation, and Harassment), 7:190 (Student
Discipline), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with
Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities)

Students

Student Discipline

The mission of the District as it pertains to **civil behavior** is to create an environment that is emotionally safe and supportive, **in which** 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 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
4. Demonstrate a strong work ethic and self-discipline
5. Demonstrate sportsmanlike behavior
6. Be free of drugs, alcohol, and weapons

In all cases, individuals who 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.

Definitions: For purposes of this policy, "uncivil conduct" includes the following: vulgar, obscene, or profane gestures or unwelcome 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; 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 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, or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).

Deleted: ,

- b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's 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. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- 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 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

Formatted: Strikethrough

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 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.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

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 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 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, sexual 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. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*, is prohibited.
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 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,

Deleted: ly

Comment [13:194] (XIII) NOT HAVE A POLICY YET BUT WOULD ASSESS THE
new requirement

Formatted: Font:italic

backpack, or automobile; (c) in a 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, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Only 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, 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. Notifying juvenile authorities or other law enforcement.
11. 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 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, 5/10-20.35, 5/10-21.7,
5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12,
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),

ADOPTED: October 27, 1997

REVISED: August 24, 1998
REVISED: April 12, 1999
REVISED: December 13, 1999
REVISED: October 23, 2000
REVISED: June 11, 2001
REVISED: January 14, 2002
REVISED: September 9, 2002
REVISED: May 24, 2004
REVISED: June 25, 2007
REVISED: September 24, 2007
REVISED: January 28, 2008
REVISED: May 11, 2009
REVISED: December 14, 2009
REVISED: November 15, 2010
REVISED: June 11, 2012
REVISED: January 14, 2002
REVISED: September 9, 2002
REVISED: May 24, 2004
REVISED: June 25, 2007
REVISED: September 24, 2007
REVISED: January 28, 2008

REVISED: May 11, 2009
REVISED: December 14, 2009
REVISED: November 15, 2010
REVISED: June 11, 2012
REVISED: June 24, 2013

Students

Extracurricular Athletics ¹

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

1. The student must meet the academic criteria set forth in the School Board policy on school sponsored extracurricular activities. ²
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation. ³
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent(s)/guardian(s) written statement that the student is covered under a family insurance plan. ⁴
5. The student and his or her parent(s)/guardian(s) must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program. ⁵

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

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

² A comprehensive Student Handbook can provide notice to parents and students of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The building principal usually develops the Handbook, subject to review and approval by the superintendent and board.

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

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

³ Students participating in interscholastic athletics must have an annual physical exam (23 Ill.Admin.Code §1.530(b). The Illinois High School Association, by-law 2.140, requires schools to have on file for each student participating in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician's assistant, or nurse practitioner.

⁴ Item #4 ensures that students are covered by insurance for medical expenses up to \$50,000 (before the district's catastrophic accident insurance kicks-in) and that students who are not covered by the district's catastrophic insurance are otherwise covered by insurance.

105 ILCS 5/22-15, amended by P.A. 98-166, requires (with limited exceptions) each school district having grades 9-12 to maintain catastrophic insurance coverage for student athletes who sustain an accidental injury while participating in interscholastic athletic events sanctioned by IHSA that results in medical expenses in excess of \$50,000. A district maintaining grades K-8 may, but is not required to, provide accident and/or health insurance on a group or individual basis for students injured while participating in any school-sponsored athletic activity. For more information, see 4:100, Insurance Management.

⁵ Optional, but must be consistent with policy 7:240, *Conduct Code for Participants in Extracurricular Activities*. The Seventh Circuit upheld the constitutionality of a high school's random drug testing program for students involved in extracurricular activities in *Todd v. Rush County Schools*, 133 F.3d 984 (7th Cir. 1998).

6. The student and his or her parent(s)/guardian(s) must complete forms required by the Illinois High School Association (IHSA) concerning its performance-enhancing substance testing program, implemented in accordance with State law, before the student may participate in an athletic competition sponsored or sanctioned by IHSA. 6

The Superintendent or designee shall maintain the necessary records to ensure student compliance with this policy.

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

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records)

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

6 105 ILCS 25/2. See IHSA policy #24, *Performance Enhancing Drug Testing Policy* for its requirements, www.ihsa.org/org/policy/2009-10/policies.pdf.

State law requires the Illinois High School Association (IHSA) to: (1) prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed not to use any performance-enhancing substances on IHSA's current banned drug list, and (2) require that the student's parent/guardian, if the student is in high school, sign a statement acknowledging that the student may be subject to performance-enhancing substance testing, that State law regulates the use of such substances, and that a violation of State law is a crime. IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school students participating in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence of performance-enhancing substances on the IHSA's most current banned drug list in the students' bodies.

Important student records note: Several State and federal statutes prohibit schools from releasing student information without appropriately issued consents to disclosures; consult the board attorney about these issues.

Community Relations

Visitors to and Conduct on School Property ¹

The following definitions apply to this policy:

School property - ~~District and~~ school buildings ~~and~~, grounds, ~~all District buildings and grounds, parking areas;~~ vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution. ²

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee. ³

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

¹ State or federal law controls this policy's content. Boards may make and enforce reasonable rules of conduct and sportsmanship for school events and deny future admission to school events to violators for up to one year provided a notice and hearing are given (105 ILCS 5/24-24). 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 paragraph is up to the local board's discretion. Many public school buildings were built before school security was the concern it is now. A first step in creating a secure environment is to manage access to school buildings. Along with limiting the entrances that may be used, school officials should post signs with instructions for visitors and a warning to trespassers. Signs may be as simple as "Visitors Must Report to Office" and "No Trespassing - Violators will be Prosecuted." Applicable criminal trespass laws include: 720 ILCS 5/21-1 (criminal damage to property); 5/21-1.2 (institutional vandalism); 5/21-3 (criminal trespass to real property); 5/21-5 (criminal trespass to State supported land); 5/21-5.5 (criminal trespass to a safe school zone); 5/21-9 (criminal trespass to a place of public amusement); 5/21-11 (distributing or delivering written or printed solicitation on school property). This sample policy identifies board members as visitors.

The following optional provisions must be modified according to local conditions:

- Option 1: The Superintendent or designee may post certain school facilities for the community's use on non-school days when they are not being used for school purposes.
- Option 2: The Superintendent or designee shall manage a program to allow community use of the following facilities on non-school days, during the daylight, provided they are not being used for school purposes: tennis courts, playground, and track.

³ 105 ILCS 5/14-8.02(g-5). See administrative procedure 6:120-AP2, *Access to Classrooms and Personnel*, and exhibit 6:120-AP2, E1, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person⁴
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language⁵
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device⁵
4. Damage or threaten to damage another's property⁶
5. Damage or deface school property⁷
6. Violate any Illinois law, ⁸ or town or county ordinance⁸
7. Smoke or otherwise use tobacco products⁹
8. Consume, possess, distribute, or be under the influence of an alcoholic beverages beverage or illegal drugs; drug. ¹⁰
- 8-9. Use or possess medical cannabis. ¹¹
- 9-10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner); ¹²
- 10-11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board; ¹²

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

⁴ See e.g., 720 ILCS 5/12-2 (assaulting a sports official or coach or school employee); 5/12-9 (threats to public officials); 5/24-1.2 (crimes against school employees).

⁵ With one exception, a license to carry a firearm does not permit an individual to carry a concealed firearm on or into any building, real property, and or parking area under the control of an elementary or secondary school, or any bus paid for in whole or part with public funds (430 ILCS 66/65(a), added by P.A. 98-630). That exception is contained in the following optional provision which is a restatement of 430 ILCS 66/65(b), added by P.A. 98-630:

; however, an individual licensed to carry a concealed firearm under the Illinois Firearm Concealed Carry Act is permitted to carry a concealed firearm within a vehicle into a parking area controlled by a school or District and may store a firearm or ammunition concealed in a case within a locked vehicle or locked container out of plain view within the vehicle in the parking area.

Other relevant weapons laws include 705 ILCS 405/5-407, 720 ILCS 5/24-9; 725 ILCS 5/110-4, 5/110-10 (firearms in schools); 720 ILCS 5/24-1.2, 5/24-3 (discharge of firearm near school); 705 ILCS 405/5-130, 405/5-805 (minor 15 years or older who commits aggravated battery with a firearm at school is tried as an adult).

⁶ See e.g., 720 ILCS 5/2-19.5, 5/16-1, 5/18-1, 5/19-1, 21-1, and 5/21-1.3 (property damage penalties).

⁷ See e.g., 720 ILCS 5/21-1.01, 21-1.3.

⁸ See e.g., 720 ILCS 5/11-9.3 (presence within school zone by child sex offenders prohibited), 5/11-14, 5/11-15, and 5/11-18; 720 ILCS 5/21-11 (soliciting students to commit illegal act).

⁹ Required by 105 ILCS 5/10-20.5b and 410 ILCS 82/1 et seq. Federal law prohibits smoking inside schools (20 U.S.C. §6081); districts failing to comply with the federal no-smoking ban risk a civil penalty of up to \$1000 per violation per day.

¹⁰ See e.g., 720 ILCS 570/407 (delivery of controlled substance on or within 1000 feet of a school).

¹¹ To legally use medical cannabis, an individual must first become a registered qualifying patient. The use of cannabis by a registered qualifying patient is permitted only in accordance with the Compassionate Use of Medical Cannabis Pilot Program (Medical Cannabis Act) (410 ILCS 130/, added by P.A. 98-122 (eff. 1-1-14). There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age (410 ILCS 130/30(a)(2), (3), & (4), added by P.A. 98-122 (eff. 1-1-14).

¹² See e.g., 720 ILCS 5/21.2-1 et seq. (interference with a public institution of education).

- ~~41.12.~~ Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive; **13**
- ~~42.13.~~ Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; **14**
- ~~43.14.~~ Violate other District policies or regulations, or a directive from an authorized security officer or District employee; ~~or~~.
- ~~44.15.~~ Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender 15

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 is:

1. 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 at the school 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. Has permission to be present from the 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.

Exclusive Bargaining Representative Agent 16

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. **17** The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

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

13 See e.g., 625 ILCS 5/11-605 (speed limit) and 625 ILCS 5/11-1414 (passing a stopped school bus on school property). 625 ILCS 5/12-610.1(c), prohibits wireless telephone use while operating a motor vehicle on a roadway in a school speed zone except for emergency purposes.

14 The pivotal question in a negligence case is whether the defendant acted reasonably. A ban on roller-blading demonstrates that the district took reasonable steps to reduce the risk of injury.

15 720 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 the Sex Offender Community Notification Law (730 ILCS 152/101 *et seq.*); Child Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105); policy 4:170, *Safety*; and administrative procedure 4:170-AP2, *Criminal Offender Notification Laws*.

16 105 ILCS 5/24-25. Omit this section if it is covered in a collective bargaining agreement.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year. ¹⁸

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain: ¹⁹

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing. ²⁰

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).
Pro-Children Act of 1994, 20 U.S.C. §7181 et seq.
105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline), 8:20 (Community Use of School Facilities)

¹⁷ 105 ILCS 5/24-25.

¹⁸ See Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000)(board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting); Jordan ex rel. Edwards v. O'Fallon Tp. High School Dist., 706 N.E.2d 137 (Ill.App.5, 1999)(105 ILCS 5/24-24 did not give a high school athlete the right, under the due process clause, to a notice and hearing before he could be suspended from participating in interscholastic athletics; the statute expands the schools' authority to ban people from attending school events for breaching conduct and sportsmanship code).

¹⁹ Id. If a violator is a student, the hearing should be held in a closed meeting (5 ILCS 120/2). If, however, the violator is not a student, the hearing must be held in an open session.

²⁰ The hearing requirement is for the violator's benefit and, consequently, the violator should be able to waive it.

Consent Agenda

ACTION ITEM 14-04-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of April 28, 2014, which includes the Personnel Report; Bills, Payroll, and Benefits; Approval of Financial Update for the Period Ending March 31, 2014; Approval of Application for Membership in the Consortium for Educational Change, Approval of Board Policy 7:100, Acceptance of Donation and Destruction of Audio Closed Minutes.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Personnel Report
April 28, 2014

Genevieve Chesney	Request Maternity/FMLA as a Social Worker effective 8/27/14 – 8/20/14 (tentative) - Lincoln School.
Elizabeth Cichy	Revision from March 24, 2014 Personnel Report, Maternity/FMLA start date is 5/19/2014.
Amanda Walsh	Resign as Technology Coach Teacher at Lincoln School effective June 13, 2014.

APPROVAL OF BILLS AND PAYROLL

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

Bills

10 - Education Fund -----	\$ 185,415.57
20 - Operations and Maintenance Fund -----	\$ 87,248.81
30 - Debt Services -----	\$ -
40 - Transportation Fund -----	\$ 138,552.01
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 10,166.19
80 - Tort Immunity Fund -----	\$ 1,339.19
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 117083 - 117262

Total: \$ 422,721.77

Payroll and Benefits for Month of March, 2014

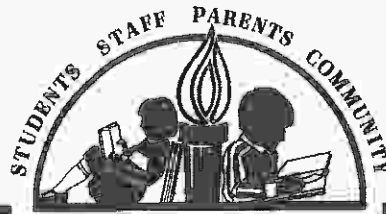
10 - Education Fund -----	\$ 3,880,205.19
20 - Operations and Maintenance Fund -----	\$ 232,711.84
40 - Transportation Fund -----	\$ -
50 - IMRF/FICA Fund -----	\$ 90,830.02
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 10068 - 10188

Direct Deposit: 900050929 - 900052634

Total: \$ 4,203,747.05

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



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

April 15, 2014

Ms. Mary Jane Morris
Executive Director
Consortium for Educational Change
530 E. 22nd Street
Lombard, IL 60148

Dear Ms. Morris:

Please accept this letter as our application for membership in the Consortium for Educational Change. This action was approved at the District Board of Education meeting on April 28, 2014. We are enclosing our check for the \$1,500.00 membership fee.

We look forward to working with you.

Sincerely,

Dr. Philip Bender, Superintendent
847-318-4300
pbender@d64.org
164 S. Prospect
Park Ridge, IL 60068

Dr. Anthony Borrelli
President, District 64 Board of Education
aborrelli@d64board.org

Andy Duerkop
President, Park Ridge Education Association
aduerkop@d64.org

Approval of Board Policy 7:100

Policy 7:100	First Reading March 24, 2014	Students – Health, Eye, and Dental Examinations; and Exclusion of Students
--------------	---------------------------------	--

4/28/14

Acceptance of Donation

School District 64 has received a \$500.00 donation from the reunion committee of the last class to graduate from Maine East High School. The committee has requested the donation be used to benefit Lincoln Middle School. We want to thank the committee for their contribution to our school community.

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

September 24, 2012
October 22, 2012

Background

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

Approval of Minutes

ACTION ITEM 14-04-8

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Special Board Meetings on April 14 and March 18, 2014, Regular Board Meeting on March 24, 2014 and the Closed Session on April 14, March 24, and March 18, 2014.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 6:30 p.m.
April 14, 2014
Field Elementary School – North Gym
707 N. Wisner Avenue
Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:06 p.m. Other Board members in attendance were Dan Collins, Dathan Paterno, Scott Zimmerman, John Heyde, Vicki Lee and Terry Cameron. Also present were Superintendent Philip Bender, Assistant Superintendent Joel T. Martin, Director of Special Education/Pupil Services Jim Even, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, Director of Facility Management Scott Mackall, and one member of the public.

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

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

BOARD ADJOURNS TO CLOSED SESSION

At 6:11 p.m., it was moved by Board President Borrelli and seconded by Board member Heyde to adjourn to closed session to discuss: discipline or performance of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity [5 ILCS 120/2 (c)(1)]; collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)]; and, litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes. [5 ILCS 120/2(c)(1)].

Board
Adjourns to
Closed Session

The votes were cast as follows:

AYES: Collins, Paterno, Zimmerman, Borrelli, Cameron, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The Board adjourned from closed session at 8:03 p.m. and resumed the special Board meeting. In addition to those mentioned previously, also present were 6 additional members of the public.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comments; none were received.

PUBLIC HEARING ON PROPOSED HONORABLE DISMISSALS OF TEACHERS FOR ECONOMIC NECESSITY

Public Hearing on
Proposed Honorable
Dismissals of
Teachers for
Economic Necessity

Assistant Superintendent for Human Resources Martin reported that the hearing is required to address a number of reduction in force (RIF) dismissals due to staffing for projected enrollment in the 2014-15 school year, and that the Board would also be reducing staff due to the transition of the before and after school care program to the Park Ridge Park District, and teacher assistants to match up with the contractual work year.

Board President Borrelli invited any public comments; none were received. He then asked for any further Board comments; none were received.

Board President Borrelli concluded the public hearing at 8:11 p.m.

CONSENT AGENDA

Consent Agenda

- A. PERSONNEL REPORT, including
 Resolution # 1115 Non-Reemployment of Part-Time Educational Support Personnel Employees
 Resolution #1117 Honorable Dismissal of Teachers
 Resolution #1118 Honorable Dismissal and Reduction of Teachers
 Resolution # 1119 Reduction of Full-Time Educational Support Personnel Employees
 Resolution # 1120 Dismissal of Probationary Educational Support Personnel Employees

Maria Cullotta	Employ as Lunchroom Supervisor effective April 7, 2014 - \$12.00.
Tom Fuller	Employ as Part-time Substitute Custodian effective March 24, 2014 - \$12.00.
Melissa Walters	Request Maternity/FMLA as C of C-Math/LA Teacher effective 5/30/14 – 6/13/14 (tentative) - Lincoln School.
Jessica Hutchison	Resign as Principal at Washington School effective June 30, 2014.
Holly Handler	Resign as 3rd Grade Teacher at Roosevelt School effective June 13, 2014.
Ashley Wasserman	Resign as Special Needs Teacher at Roosevelt School effective June 13, 2014.
Firdous Afreen	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Saima Akram	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.

Special Board of Education Meeting Minutes
April 14, 2014

Jane Berg	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Cathleen Blachut	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Lynn Bohahoom	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Kathy Carney-Pierucci	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Cheryl Carr	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Mary Chaput	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Tim Ciprian	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Ingrid Czech	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Stephanie Debon	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Roberta Dietz	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Elina Eramia	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Patrice Faulkner	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Elizabeth Hattan	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Jean Hoffman	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Pierce Hoffman	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Patricia Janas	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.

Patricia Keady	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Debra Keehn	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Claire Kirchner	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Sandra Koljovic	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Maria Kroschel	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Lawrence Sanetra	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
James Lawson	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Ana Lazanyi	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Roxann Lewis	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Jim McMahon	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Jill Michalski	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Doris Mos	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Carm Mueller	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Terry Musynski	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Anthony Pierucci	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Peter Pierucci	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.

Special Board of Education Meeting Minutes
April 14, 2014

Panagiota Radaios	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Mira Radosavljevic	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Mary Roach	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Michelle Romanek	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Maria Sewinski	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Eileen Spina	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Rosanna Stacey	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Nancy Stummer	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Lucia Tinaglia	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Joyce VanDerKloot	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Louise Wacker	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Margaret Walsh	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Andrea Weihs	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Susan Zwirek	Approval of Formal Resolution Authorizing Non-Reemployment of Part-Time Educational Support Personnel Employees.
Lidys Aguirrie	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Ashley Arsenault	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Andrew Bielenda	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.

Special Board of Education Meeting Minutes
April 14, 2014

Jen Buti	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Ashley Edge	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Keith Engeriser	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Kelsey Engle	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Cara Filipiak	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Joan Hoffman	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Chris Hylton	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Norita Kramer	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Shelli Mata	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Jackie Mayer	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Brandi Medal	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Jacqueline Phillips	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Cassandra Prejzner	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Patti Radaios	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Laura Rousakis	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Roberta Stavridis	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Julie Vukmarkaj	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
Dana Wessel	Approval of Formal Resolution Authorizing Honorable Dismissal of Teachers.
William Connor	Approval of Formal Resolution Authorizing Honorable Dismissal and Reduction of Teachers.
Erin Liebman	Approval of Formal Resolution Authorizing Honorable Dismissal and Reduction of Teachers.
Patti McLean	Approval of Formal Resolution Authorizing Honorable Dismissal and Reduction of Teachers.
Mary Satchwell	Approval of Formal Resolution Authorizing Honorable Dismissal and Reduction of Teachers.
Patrick Swanson	Approval of Formal Resolution Authorizing Honorable Dismissal and Reduction of Teachers.

Special Board of Education Meeting Minutes
April 14, 2014

Paula Levin	Approval of Formal Resolution Authorizing Reduction in Position of Full-Time Educational Support Personnel Employees.
Linda Adamowski	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Angela Baker	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Tyler Cempre	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
John Crowl	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Olivia Elkins	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Caitlin Eskew	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Mary Hallerduff	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Eliza Hamer	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Suzanne Jobski	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Pamela Johnson	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Elizabeth Kim	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Megan Magnuson	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Sara Malecki	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Alexis Migon	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Pauline Ronan	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.

Lisa Szydlowski	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.
Kathie Walsh	Approval of Formal Resolution Authorizing Dismissal of Probationary Educational Support Personnel Employees.

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

B. BILLS

10 – Education Fund -----	\$760,038.99
20 – Operations and Maintenance Fund -----	104,660.01
30 – Debt Services -----	1,785.00
40 – Transportation Fund -----	41,751.79
50 – Retirement (IMRF/SS/Medicare) -----	-
60 – Capital Projects -----	-
80 – Tort Immunity Fund -----	-
90 – Fire Prevention and Safety Fund -----	-

Checks Numbered: 116935 – 117059

Total: \$908,237.79

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

C. APPROVAL OF INTERGOVERNMENTAL AGREEMENT FOR SHARED VISION/O&M SERVICES

ACTION ITEM 14-04-1(a)

It was moved by Board member Heyde and seconded by Board member Cameron that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of April 14, 2014, which includes the Personnel Report, including Resolution #1115 Non-Reemployment of Part-Time Educational Support Personnel Employees, Resolution #1117 Honorable Dismissal of Teachers, Resolution #1119 Reduction in Position of Full-Time Educational Support Personnel Employees, Resolution #1120 Dismissal of Probationary Educational Support Personnel Employees; Bills; and Approval of Intergovernmental Agreement for Shared Vision/ O&M Services.

Action Item
14-04-1(a)

The votes were cast as follows:

AYES: Lee, Heyde, Cameron, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

ACTION ITEM 14-04-1 (b)

Action Item
14-04-1(b)

It was moved by Board member Heyde and seconded by Board member Cameron that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Resolution #1118 with the exception that William Connor is deleted from the list of teachers to be dismissed.

The votes were cast as follows:

AYES: Collins, Cameron, Heyde

NAYS: Paterno, Zimmerman, Borrelli, Lee

PRESENT: None.

ABSENT: None.

The motion failed.

ACTION ITEM 14-04-1 (c)

Action Item
14-04-1(c)

It was moved by Board member Zimmerman and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve resolution #1118 Honorable Dismissal and Reduction of Teachers.

The votes were cast as follows:

AYES: Lee, Heyde, Cameron, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

DISCUSSION ON SPECIAL EDUCATION

Discussion on
Special
Education

Director of Special Education/Pupil Services Even presented an in-depth overview of special education in District 64, and responded to Board member questions throughout the presentation. He began with the legal

framework manifested from federal law to state law and then Board policy and administrative procedures. He pointed out that District 64 has about 700 children of approximately 4,300 enrolled, accounting for about 13-14% who have an Individualized Education Program (IEP), and another approximately 200 who have a 504 plan. Mr. Even noted that about one in five students, therefore, have some type of legal oversight for their education. He observed that although this percentage is higher than in other districts, it is actually diminishing through effective implementation of the Response to Intervention (RTI) process, and that District 64's higher level is not unusual among other affluent communities where more parents advocate for their children.

Mr. Even noted that District 64 had transitioned from the Maine Township Special Education Program (MTSEP), which dissolved a year ago, to become a stand-alone district in 2013-14. He described the free, appropriate public education (FAPE) continuum of appropriate alternative placements available to meet the needs of children for special education and related services. He pointed out that in recent years, District 64 has made changes so that a variety of supports are provided to students at their home schools, rather than being congregated in specialized programs at specific schools. He also described District 64's obligations under Child Find to actively seek out and identify children from birth through age 14 within District 64 who may be eligible for special education and related services. Mr. Even then reviewed the list of 14 disabilities and impairments that are used to evaluate and determine if a student is eligible for services. He also related that when discrepancies are noted in student performance, a problem-solving process is conducted at each school with interventions developed as part of a grade-level review or through problem-solving teams focused on individual students.

Mr. Even further described the IEP, which includes both a statement of the child's present level of academic achievement and functional performance, and a statement of measurable annual goals that reflect consideration of the State goals for learning and the Illinois Learning Standards/CCSS, as well as benchmarks or short-term objectives, developed in accordance with the child's present levels of educational performance. He noted that the goal is to close the gap in the child's deficit areas, and reviewed the important components that must be included in every IEP. He also discussed the least restrictive environment requirement for students with disabilities to participate to the maximum extent appropriate with nondisabled children in nonacademic and extracurricular activities. Mr. Even then reviewed the additional requirements District 64 must follow to provide extended school year services as needed; transitioning of children at age 3; and serving students who attend non-public schools or who are home-schooled. Mr. Even also detailed the procedural safeguards followed as well as behavior intervention and discipline guidelines, and placement in private/public day therapeutic programs. Ms. Allard responded to a Board member question about special education transportation costs and reimbursements from the State. Mr. Even also responded to further Board member questions about costs of providing special education services. He concluded by noting that RTI has changed the mindset and culture for educators to focus on giving students the services they need without labeling them, so that educators as a group can plan

how to meet student needs without compartmentalizing them into special education or general education.

Board President Borrelli thanked Mr. Even for his thorough background on special education and the depth and breadth of services District 64 provides to children who need them.

OTHER DISCUSSION

Other
Discussion

Board President Borrelli brought forward two items related to communication at Lincoln Middle School regarding the Illinois Youth Survey (IYS) and an anti-bullying program. In response to Board member questions, Dr. Bender and Mr. Even provided further background about the IYS, the notification procedure to parents, and how the data is used by the Maine Community Youth Assistance Foundation (MCYAF) to support its efforts to address teen alcohol and drug use. Dr. Bender and Mr. Even also provided further information about how school administration had handled a recent request from a small number of students who chose to participate in an annual Day of Silence sponsored by a national organization that is focused on raising awareness of bullying and harassment of LGBT students.

ADJOURNMENT

Adjournment

At 9:57 p.m., it was moved by Board member Zimmerman and seconded by Board member Lee to adjourn, which was passed by voice vote.

President

Secretary

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board Meeting held at 7:30 p.m.
March 24, 2014
Lincoln Middle School – Gym
200 S. Lincoln Avenue
Park Ridge, IL 60068**

Board President Borrelli called the meeting to order at 6:31 p.m. Other Board members present were Dathan Paterno, Scott Zimmerman, John Heyde, Vicki Lee, and Terry Cameron. Board member Dan Collins attended by telephone and joined at 6:32 p.m. Also present were Superintendent Philip Bender, Assistant Superintendent Joel T. Martin, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, and one member of the public.

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

At 6:32 p.m. it was moved by Board President Borrelli and seconded by Board member Zimmerman to adjourn to closed session for the purpose of discussing collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees [5 ILCS 120/2(c)(2)], placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2(c)(10)], and appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the district to determine its validity [5 ILCS 120/2(c)(1)].

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Cameron, Heyde, Lee, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The Board adjourned from closed session at 7:15 p.m. and following a brief recess, resumed the regular Board meeting at 7:33 p.m. In addition to those mentioned previously, also present at the regular meeting were Assistant Superintendent Lori Hinton, Director of Technology Terri Bresnahan, Director of Facility Management Scott Mackall, Director of Special Education/Pupil Services James Even, and 50 additional members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME

Pledge of
Allegiance and
Welcome

Principal Tony Murray welcomed the Board to Lincoln and introduced a group of grade 8 WEB student leaders to lead the Pledge. Dr. Murray noted that March is middle level educators' month and distributed a publication summarizing the distinctive features of the educational program aimed to this specific age student. He then introduced a live student news broadcast from the school's new WLMS studio, which was created through a grant from the Elementary Learning Foundation (ELF). Board President Borrelli thanked Dr. Murray and Lincoln teachers and students for the informative program.

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comments, which were received as follows:

- Terry Broeker, District 64 general music teacher at Emerson and curriculum specialist, shared examples of how iPads are being used for instruction in her department.
- Sonja Dziedzic, District 64 teacher, art curriculum specialist and parent, described her efforts to develop an electronic portfolio for student art work, the various apps available for elementary and middle school use, and the importance of an easy to use and creative tool for student use in creating visual images.

DECISION ON APPEAL # 2013-14(1) UNDER BOARD POLICY 2:260, "UNIFORM GRIEVANCE POLICY"

Decision on Appeal
#2013-14(1) Under Board
Policy 2:260, "Uniform
Grievance Policy"

ACTION ITEM 14-03-1

Action Item
14-03-1

It was moved by Board member Paterno and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge - Niles, Illinois, affirm, the Superintendent's decision on Appeal #2013-14(1) under Board Policy 2:260 "Uniform Grievance Policy."

The votes were cast as follows:

AYES: Lee, Heyde, Cameron, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

PRESENTATION OF BOARD GOAL/STUDENT LEARNING #2 – 21ST CENTURY LEARNING PLAN

Presentation of
Board
Goal/Student
Learning #2-
21st Century
Learning Plan

Director of Technology Bresnahan and Assistant Superintendent Lori Hinton presented a comprehensive report on 21st century learning. Dr. Bresnahan provided background about the four-year timeline developed from the District's Strategic Plan in 2010-11, leading through the pilot of the instructional technology coaches and subsequent full implementation of the coaching model, the creation of the Board Advanced Technology Committee (BATC) and the current pilot of 1:1 Chromebooks. She pointed out that student learning with technology is an integrated approach and that the biggest goal is focusing on instruction to help students meet standards. Dr. Bresnahan noted that the Board in January had received an in-depth review of student learning presented by Dr. Hinton. Dr. Bresnahan noted that the current proposal is unified with that goal and also supports how technology is used to formatively and summatively assess student growth, how it can support differentiation of instruction, and how technology can contribute to high impact instruction through motivation and engagement. She noted that currently District 64 provides 1:4 iPads in grades K-2, with grades 3-8 participating in the Chromebook pilot so that all students experienced 1:1 over a multi-week period. She reported that survey data from teachers and students at the end of their rotations was obtained and noted that action research also was conducted. Based on this data, the BATC is recommending expanding iPads for grades K-2 and fully implementing 1:1 learning with Chromebooks for grades 3-8.

Dr. Bresnahan then presented funding options based on parent feedback obtained through a parent education outreach campaign called Tech Talk Week. The week culminated in a survey, which elicited more than 550 responses. Dr. Bresnahan reported that about 75% of respondents supported some form of cost-sharing or parent purchase of a device for 1:1 learning. Based on this feedback, Dr. Bresnahan related that BATC had developed four funding scenarios including: 100% District-funded, 100% District-funded with annual parent fee, 100% parent-funded, and shared funding based on grade level bands. She explained the three-year costs to the District for each scenario. She also reviewed six other key considerations that also must be factored into the decision. Finally, she acknowledged and thanked the members of BATC for their work on developing this 1:1 learning proposal and the financing options.

Dr. Bresnahan then responded to Board members requesting clarifying information, including the cost of the current Chromebook model; how District 207 is handling the purchase of the device by families; longitudinal data on student performance in 1:1 learning; multi-year phased approach; how testing limits the availability of tech devices at the schools during assessment periods and how 1:1 would change that; and the growth in the readiness of staff to support 1:1 learning over the past year's pilot. Dr. Hinton also responded to Board member questions, and highlighted the District's professional development framework, the upcoming transition to professional evaluation that integrates goals about student growth, and the exemplary experiences for learning identified through the pilot year that can be expanded for all to use within a grade level, for example. Dr. Bresnahan noted that expectations for use of technology are going to grow, change and develop when teachers have 1:1 available all through the year. Dr. Bresnahan also responded to Board member questions about how to value the impact on student learning through this investment. Board members then reaffirmed their support for 1:1 learning and

offered their opinions about the relative timing for younger and older students in providing devices.

Board President Borrelli stated there may be further discussion about the selection of which device to be used, and invited James Dombro, Maine South student, to share a comparison of iPads vs. the Chromebook including his current experience using the Chromebook as the required device in District 207. Dr. Bresnahan reaffirmed the data used in the BATC report came directly from Maine South administration, and also reviewed the extensive work BATC had done to review data and developing its recommendations; she further noted the District would continue to invest in iPads as the device of choice for grades K-2 and to make classroom sets available for use in all grades as part of the District's mix of devices provided for learning. She also reported on the survey data from the pilot this year, which included both identifying the best learning experience teachers were able to provide using 1:1 and also the projects they were unable to do, and that this data had been considered in BATC's recommendation so that teachers and students are driving the initiative. In response to further discussion about device selection by other District 207 feeders, Dr. Bender noted that Districts 62 and 63 have both adopted Chromebooks.

Board President Borrelli invited comments from the public, which were received as follows:

- Jon Dombro, parent of earlier speaker, supported his son's comments regarding the Chromebook and suggested delaying the decision until a new Director of Technology and Superintendent are appointed.
- Joe Lee, parent of prospective District 64 students and an Apple educational consultant, suggested delaying the device selection to learn more about how iPad could meet testing and learning needs.
- Janice Oliva, District 64 parent and BATC member, reiterated BATC's support for 1:1 learning and selection of two devices for the grade level bands, and urged the Board's approval. In response to a Board member question, she noted her personal choice would be for the parent purchase option.
- Jon Dombro inquired about whether leasing had been explored.

Board President Borrelli stated that discussion of the recommendations would continue.

UPDATE ON BOARD GOAL/COMMUNICATIONS - #1 WEBSITE/#6 ELECTRONIC BOARD PACKET

Dr. Bresnahan gave a progress report on the transition to the new website. She described the efforts to develop the design and features recommended through the American Eagle study completed earlier in the year; the new site is on track to be launched in June. Dr. Bresnahan noted the current provider would cease operation on June 30. Ms. Tramm affirmed that the research is driving the development of the new site's key features.

Update on Board
Goal/Communications - #1
Website/#6
Electronic Board
Packet

In response to the Board goal in this area, Ms. Tramm presented information on options for services to provide electronic Board packets and the features offered by

the recommended supplier, BoardDocs. Ms. Tramm and Dr. Bresnahan responded to Board member questions exploring the various features, cost savings, searchability, and alternative approaches.

DISCUSSION ON FULL-DAY KINDERGARTEN INTEREST SURVEY

Discussion on Full-Day Kindergarten Interest Survey

Assistant Superintendent Hinton reported that the survey had received more than 1,600 responses, with heavy participation by parents of preschool students. She reviewed the highlights of the responses to the four questions, pointing out that almost 80% of respondents would be interested in a free, full-day kindergarten at their neighborhood school, however that number drops to 41% if it was based at one early childhood center. When tuition for the half-day is considered, the number in favor drops to 32% yes for the neighborhood school and 19% for the early childhood center. Dr. Hinton noted that this preliminary survey information may be useful when considering whether to pursue a further study of how a full-day kindergarten could be implemented in the future, and suggested possible next steps to gather additional information. Board members offered initial thoughts in response to the survey data, and noted that a decision on whether to move forward with an in-depth study would need to be considered in concert with the Board's other goals and priorities that it will be revisiting this summer during its goal-setting retreat.

DISCUSSION OF EDUCATIONAL ADEQUACY STUDY

Discussion of Educational Adequacy Study

Business Manager Allard noted that the proposal for this study builds upon the presentation heard in October, which focused on school security and related building configurations. She reported that this study would look at implementing the secured access to buildings, assess the space available to potentially offer all-day kindergarten, and review the impact of residential developments planned in the Field School area. Responding to Board member questions, Charli Johnsos from architects Fanning Howey provided more information about how the study is organized and a potential timeline. Director of Facility Management Mackall also responded to Board member questions about how this type of study would fit into the existing facility maintenance plan and the additional information that it would provide the District about facility needs in coming years. He was requested to provide a sample of a completed educational adequacy study as additional background to the Board. It was noted that the Board would be receiving a proposal specifically addressing security enhancements at the schools at an upcoming meeting, and the discussion at that time would provide an additional opportunity to evaluate whether to conduct an educational adequacy study.

RESOLUTION #1114 ABATING THE WORKING CASH FUND OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT NUMBER 64, COOK COUNTY, ILLINOIS

Resolution #1114 Abating the Working Cash Fund of Community Consolidated School District Number 64, Cook County, Illinois

Business Manager Allard reported that the action is required to move the proceeds of the sale of \$8.6 million in working cash bonds issued on February 25, 2014 to the Operations &

Maintenance Fund and then to the Capital Projects Fund, in accordance with various regulations. The bond proceeds are intended to fund various capital improvements within the District, including security, technology, mechanical and roof enhancements.

ACTION ITEM 14-03-2

Action Item
14-03-2

It was moved by Board member Paterno and seconded by Board member Zimmerman that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the attached Resolution #1114, approving the abatement of \$8,600,000 of Working Cash Funds and authorizes the School Treasurer of the District to permanently transfer the abatement amount to the Operations and Maintenance Fund, the fund of the District most in need of the abatement amount. The School Treasurer is further authorized, in accordance with the rules and regulations of the Illinois State Board of Education and specifically Section 100.50(d)(2) of Title 23 of the Illinois Administrative Code, the abatement amount shall be transferred to the District Capital Projects fund to use as provided in said rules and regulations.

The votes were cast as follows:

AYES: Lee, Heyde, Cameron, Borrelli, Zimmerman, Paterno

NAYS: Collins

PRESENT: None.

ABSENT: None.

The motion carried.

DISCUSSION AND APPROVAL OF 2014-15 STUDENT FEES

Discussion and
Approval of 2014-
15 Student Fees

Business Manager Allard reported that student fees would remain unchanged with the exception of small incremental increases for the Jefferson before school and extended day kindergarten programs. In response to Board member questions, Ms. Allard affirmed that she would create pie charts indicating the broad categories of expenses that student fees cover when the 2014-15 fee bills are provided to parents. She also anticipates repeating the fee analysis she completed this fall using updated data.

ACTION ITEM 14-03-3

Action Item
14-03-3

It was moved by Board member Cameron and seconded by Board member Paterno that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles Illinois, approve the 2014-15 student fees presented in the attached worksheet.

The votes were cast as follows:

AYES: Collins, Paterno, Zimmerman, Borrelli, Cameron, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

APPROVAL OF 2014-15 STAFFING REPORT

Approval of
2014-15 Staffing
Report

Business Manager Allard and Assistant Superintendent Martin explained the various components in the 2014-15 staffing report which include changes in teaching staff due to enrollment projections and requests for other new positions due to administrative changes, student learning support, and technology. To address enrollment changes, the request is for 4 FTE teachers estimated at \$220,000, while the other changes result in a projected increase of \$59,000 when offsets have been applied. Board members then discussed the enrollment-based changes, noting that the report applies the current class size guidelines to the projected enrollment and that unless the guidelines are changed, the report reflects the required personnel to implement the guidelines for next year. Regarding the other requests, the Board discussed the offsets found for all positions with the exception of a request for a .5 FTE webmaster / .5 FTE District technologist. Board members discussed the upcoming decision the Board will make regarding implementation of the 1:1 technology initiative and also the roll-out of the District's new website, and determined that by detaching that position the requests for new positions not related to enrollment changes would be budget-neutral.

ACTION ITEM 14-03-4

Action Item
14-03-4

It was moved by Board member Paterno and seconded by Board member Heyde that the Board of Education of Community Consolidated School District #64, Park Ridge-Niles Illinois, approve the 2014-15 staffing report with the exception of the .5 FTE webmaster / .5 FTE District technologist, which will be considered at a later date.

The votes were cast as follows:

AYES: Lee, Heyde, Cameron, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

FIRST READING OF BOARD POLICY 7:100

First Reading
of Board Policy
7:100

Dr. Bender noted the Board policy committee had reviewed the policy; Board member Heyde provided background on the proposed changes.

CONSENT AGENDA

Consent
Agenda

A. PERSONNEL REPORT

Tyler Cempre	Employ as Teacher Assistant at Roosevelt School effective March 21, 2014 - \$5,324.67.
Jeremy Palcan	Employ as Substitute Lunchroom Supervisor at Roosevelt School effective March 17, 2014 - \$12.00.
Panagiota Radaios	Employ as 2nd Grade Teacher at Field School effective March 3, 2014 – June 13, 2014 - \$23,019.72.
Keith Shrake	Employ as Part-time Substitute Custodian effective March 19, 2014 - \$12.00.
Kathie Walsh	Employ as Teacher Assistant at Emerson School effective March 10, 2014 - \$6,371.40.
Elizabeth Cichy	Request Maternity / FMLA as Social Studies Teacher effective 5/22/14 – 6/13/14 (tentative) - Lincoln School.
Kellie Sultan	Request Leave of Absence Extension for the 2014-15 School Year.
Stephanie Gray	Resign as Instructional Resource Assistant at Roosevelt School effective March 20, 2014.
Suzanne Jobski	Resign as Special Needs Assistant at Field School effective May 16, 2014.
Theresa Moore	Resign as Special Needs Assistant at Lincoln School effective June 13, 2014.
Megan Pogge	Resign as Kindergarten Teacher at Franklin School effective June 13, 2014.
Katie Ryan	Resign as Speech Language Pathologist at Jefferson School effective June 13, 2014.

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

B. BILLS, PAYROLL, AND BENEFITS

Bills

10 - Education Fund-----	\$ 992,085.56
20 - Operations and Maintenance Fund -----	196,104.47
30 - Debt Services-----	2,750.00
40 - Transportation Fund -----	119,132.40
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	12,256.85
80 - Tort Immunity Fund -----	-
90 - Fire Prevention and Safety Fund -----	-

Checks Numbered: 116622 - 116886 Total: \$1,322,329.28

Payroll and Benefits for Month of February 2014

10 - Education Fund -----	\$3,744,842.79
20 - Operations and Maintenance Fund -----	244,454.13
40 - Transportation Fund -----	-
50 - IMRF/FICA Fund -----	183,031.72
80 - Tort Immunity -----	-

Checks Numbered: 9963 – 10067

Direct Deposit: 900049314- 900050928

Total: \$4,172,328.64

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

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING
FEBRUARY 28, 2014

Monthly financial reports can be viewed on the District 64 website www.d64.org >
Departments > Business Services > Financial Data – Current.

D. APPROVAL – MIDDLE SCHOOL FOOD SERVICES CONTRACT EXTENSION
FOR ARBOR MANAGEMENT

E. APPROVAL – EXTENSION OF SEPTRAN CONTRACT FOR SPECIAL
EDUCATION TRANSPORTATION

F. APPROVAL OF WINDSTREAM CONTRACT EXTENSION FOR WIDE AREA
NETWORK SERVICES

G. RELEASE OF CLOSED MINUTES

H. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 14-03-5

Action Item
14-03-5

It was moved by Board member Heyde and seconded by Board member Cameron that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of March 24, 2014, which includes the Personnel Report; Bills, Payroll, and Benefits; Approval of Financial Update for the Period Ending February 28, 2014; Approval – Middle School Food Services Contract Extension for Arbor Management; Approval – Extension of SEPTRAN Contract for Special Education Transportation; Approval of Windstream Contract Extension for Wide Area Network Services; Release of Closed Minutes, and Destruction of Audio Closed Minutes (none).

Business Manager Allard responded to questions about the monthly financial report.

The votes were cast as follows:

AYES: Collins, Paterno, Zimmerman, Borrelli, Cameron, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 14-03-6

Action Item
14-03-6

It was moved by Board member Lee and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Regular Board Meeting on February 24, 2014 and the Closed Session Minutes on February 24, 2014.

The votes were cast as follows:

AYES: Lee, Heyde, Cameron, Borrelli, Zimmerman, Paterno, Collins

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

BOARD MEMBER LIAISON REPORT

Board Member
Liaison Report

Board members reported on current activities of the Insurance

Committee and the employee benefits fair it recently sponsored, and the Board Advanced Technology Committee (BATC).

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Bender reported on FOIA requests received, the collection of current year's student fees, and the District's outstanding annual financial profile ranking from the Illinois State Board of Education.

ADJOURNMENT

Adjournment

At 11:40 p.m. it was moved by Board member Zimmerman and seconded by Board member Heyde to adjourn the regular Board meeting, which was approved by voice vote.

President

Secretary

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 6:30 p.m.
March 18, 2014
Hendee Educational Service Center
164 S. Prospect Avenue
Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:34 p.m. Other Board members in attendance were Dan Collins (attended by telephone), Dathan Paterno, Scott Zimmerman (attended by telephone), John Heyde, Vicki Lee, and Terry Cameron. Also present were Assistant Superintendents Lori Hinton and Joel T. Martin, Director of Special Education/Pupil Services James Even, Business Manager Becky Allard, Public Information Coordinator Bernadette Tramm, and six members of the public.

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

PUBLIC COMMENTS

Public
Comments

Board President Borrelli invited public comments; none were received.

UPDATE ON SUSTAINABILITY COMMITTEE

Update on
Sustainability
Committee

Board President Borrelli invited teacher Andy Duerkop to present a brief overview of the recent first meeting of the District's Sustainability Committee. Mr. Duerkop, a founding member of the District's original Green Team, reported that representatives from all schools had attended the session, which was chaired by Dr. Hinton, and that schools began by sharing their current projects before moving to brainstorming where the committee should focus its efforts going forward. Mary Allen from the Solid Waste Agency of Northern Cook County (SWANCC) will present background on sustainability issues at the committee's next meeting. Board President Borrelli noted he looks forward to supporting the committee's efforts by further embedding sustainability in District policy and in the curriculum.

DISCUSSION ON CITY OF PARK RIDGE TIF AGREEMENT

Discussion on
City of Park
Ridge TIF
Agreement

Board President Borrelli introduced attorney Dean Krone, who provided background information on the communication in recent months between City of Park Ridge and District 64 regarding the payments due to District 64 under the 2003 TIF agreement. He pointed out that the two components of the required payments for new property and for new students, had not been made yet for 2013. He stated that the City has related that it is in the process of reviewing the way in which the payments have been calculated in the past and the data that has been used, and that they will be getting in touch with District 64

in the very near future. Board President Borrelli then recounted his recent meeting with Alderman Dan Knight regarding the City administration's review of the TIF agreement and payments with its new, special legal counsel and the expected delay in making payments for two weeks while this review was being undertaken. Business Manager Allard then responded to Board member questions about student enrollment data in the TIF area provided to the City. She pointed out that no one has yet heard what the City's particular concerns are with the calculations used for either payment. Mr. Krone referred to a 2013 report made by a consultant hired by the City that raises questions about how the new property payments have been calculated over the past 10 years. Board members also pointed out that although the payments were due in December, the City appeared to be reviewing the matter actively at this time. The Board's consensus was to let the City continue its review and carefully monitor progress on the matter during this time period before considering whether to take further action.

ADJOURNMENT TO CLOSED SESSION

Adjournment to
Closed Session

At 7:00 p.m., it was moved by Board President Borrelli and seconded by Board member Cameron to adjourn to closed session to discuss: collective negotiating matters between the District and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. [5 ILCS 120/2(c)(2)]; Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the District finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes [5 ILCS 120/ 2(c)(11)]; and placement of individual students in special education programs and other matters relating to individual students [5 ILCS 120/2 (c)(10)].

The votes were cast as follows:

AYES: Zimmerman, Collins, Paterno, Borrelli, Cameron, Heyde, Lee

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The closed session was adjourned at 10:55 p.m.

President

Secretary

Board Member Liaison Report

- Sustainability Committee
- PTO/ A Presidents Meeting
- Elementary Learning Foundation

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.

APPENDIX

Meeting of the Board Convenes

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

- **Pledge of Allegiance and Welcome**
-- Emerson School Principal/Students/PTO

- **Recognition of Student Awards**
- Assistant Superintendent for Student Learning

- **Recognition of Tenured Teachers**
- Assistant Superintendent for Human Resources/
PREA President

- **ELF Grant Awards**
- Superintendent/
Elementary Learning Foundation (ELF) Representative

- **Public Comments**

- **Background and Approval of Merit Award Program 2013-14**
-- Superintendent **Action Item 14-05-1**

- **Discussion and Approval of Merit-Based Compensation for Building Administrators**
 -- Superintendent Action Item 14-05-2

- **Discussion and Approval of Merit-Based Compensation for District Administrators**
 -- Superintendent Action Item 14-05-3

- **Approval of Salary Increases for Secretarial Staff Effective July 1, 2014**
-- Superintendent Action Item 14-05-4

- **Approval of Salary Increases for Custodial/Maintenance Staff Effective July 1, 2014** A-8
 -- Superintendent Action Item 14-05-5
- **Approval of Salary Increases for Exempt Staff Effective July 1, 2014** A-9
 -- Superintendent Action Item 14-05-6
- **Approval of Salary Increases for Technology Staff Effective July 1, 2014** A-10
 -- Superintendent Action Item 14-05-7
- **Approval of Salary Increases for Technologist Staff Effective July 1, 2014** A-11
 -- Superintendent Action Item 14-05-8
- **Approval of Salary Increases for Hourly Employees Effective July 1, 2014** A-12
 -- Superintendent Action Item 14-05-9
- **Consent Agenda -** Action Item 14-05-10 A-13
 -- Board President
 - Personnel Report
 - Bills, Payroll, and Benefits
 - Approval of Financial Update for the Period Ending April 30, 2014
 - Approval of Bid for Copier Paper
 - Approval of Technology Purchase
 - Approval of Bid for Steam Trap Replacement
 - Approval of Bid for Custodial Supplies
 - Approval of Final Calendar for 2013-14
 - Approval of Policies from PFESS Issues 83 and 84
 - Destruction of Audio Closed Minutes (none)
- **Approval of Minutes** Action Item 14-05-11 A-14
 -- Board President
 - Regular Board Meeting MinutesApril 28, 2014
 - Closed Session MinutesApril 28, 2014
 - Committee-of-the-Whole: Finance.....May 5, 2014
- **Board Member Liaison Report** A-15
 --Board of Education
 - Traffic Safety Meeting
 - PTO/ A Presidents Meeting
- **Other Discussion and Items of Information** A-16
 -- Superintendent
 - Upcoming Agenda
 - Memoranda of Information
 - Follow-up on Collection of Student Fees
 - Update on Board Goal/Student Learning #4-Instructional Technology
 - Minutes of Board Committees
 - Wellness Committee Minutes of May 13, 2014

- Traffic Safety Minutes of May 6, 2014
- Other

- **Adjournment**

Next Meeting: Monday, June 9, 2014 – 6:30 p.m.
Committee-of-the-Whole: Finance
Field School – north gym
707 N. Wisner Avenue
Park Ridge, IL 60068

Next Regular Board Meeting: Monday, June 23, 2014
Raymond Hendee Educational Service Center
164 S. Prospect Avenue
Park Ridge, IL 60068

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.



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64 Park Ridge-Niles

164 S. Prospect Avenue

Park Ridge, IL 60068-4079

(847) 318-4300

FAX: (847) 318-4351

BOARD MEETINGS – 2014 -2015

JULY	14 (Jefferson)
AUGUST	25 (Jefferson)
SEPTEMBER	22 (Roosevelt)
OCTOBER	27 (Field)
NOVEMBER	17 (Franklin)
DECEMBER	15 (Jefferson)
JANUARY	26 (Jefferson)
FEBRUARY	23 (Washington)
MARCH	23 (Lincoln)
APRIL	27 (Carpenter)
MAY	18 (Emerson)
JUNE	22 (Jefferson)

Board of Education meetings are scheduled at 7:30 p.m. on the fourth Monday of each month with the following exceptions: July, November, December, and May.

REV.: 2/20/14


PB:mw

MEMORANDUM OF INFORMATION

#022

2013-2014

To: Board of Education

From: Brian Imhoff, Assistant Business Manager 

Date: April 28, 2014

Subject: Follow-up on Collection of Student Fees

Current School Year (2013-14)

The table in Attachment 1 shows the monthly history of the District's unpaid student fees for 2013-14. The numbers reported do not include students who qualify for fee waivers. Unpaid fee reminder letters were sent to parents by District 64 on September 30, October 30, and December 4. The December 4th letter specifically stated that failure to pay would result in the account being turned over to a collection agency in January.

All unpaid fees were submitted to the collection agency on January 21st unless the parent had set up a formal installment payment plan with the District. As noted in the table, the District has collected approximately \$32,000 of unpaid fees related to the 2013-14 school year since the collection agency began its efforts.

Previous Two School Years (2011-12 and 2012-13)

As requested by the Board of Education, the District sent a final collection letter on January 21, requesting payment within 30 days from any family that owed student fees from the 2011-12 or 2012-13 school year. On February 24th, all remaining unpaid fees were submitted to the collection agency. A history of the unpaid fee totals for 2011-12 and 2012-13 since submitting to the collection agency is shown below:

Date	Unpaid Fee Balance
February 24, 2014	\$ 77,067
March 18, 2014	\$ 75,942
April 22, 2014	\$ 73,083

Review of Unpaid Student Fees 2013-14

Building	April 22, 2014		March 18, 2014		February 19, 2014		January 20, 2014		December 10, 2013	
	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue
Carpenter	15	\$ 2,073	17	\$ 2,709	19	\$ 3,642	22	\$ 4,147	30	\$ 5,904
Field	11	\$ 2,347	14	\$ 3,047	20	\$ 4,330	23	\$ 4,740	37	\$ 7,422
Franklin	22	\$ 4,765	24	\$ 5,023	29	\$ 6,150	38	\$ 7,891	45	\$ 9,295
Roosevelt	23	\$ 4,833	27	\$ 5,129	32	\$ 6,454	44	\$ 8,708	55	\$ 11,216
Washington	15	\$ 2,470	19	\$ 3,227	26	\$ 4,713	29	\$ 5,277	37	\$ 6,714
Jefferson	1	\$ 37	1	\$ 56	3	\$ 133	2	\$ 117	2	\$ 138
Emerson	46	\$ 13,217	52	\$ 14,820	65	\$ 18,396	79	\$ 23,180	90	\$ 26,566
Lincoln	41	\$ 11,930	44	\$ 12,521	57	\$ 15,244	70	\$ 19,407	76	\$ 21,863
Total	174	\$ 41,672	198	\$ 46,532	251	\$ 59,062	307	\$ 73,467	372	\$ 89,118

Building	November 12, 2013		October 17, 2013		September 10, 2013	
	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue	Number of Unpaid Students	Lost Revenue
Carpenter	38	\$ 7,430	42	\$ 7,865	90	\$ 14,588
Field	42	\$ 8,084	55	\$ 10,396	101	\$ 14,372
Franklin	55	\$ 11,082	62	\$ 12,055	107	\$ 15,936
Roosevelt	67	\$ 13,092	74	\$ 14,287	123	\$ 23,116
Washington	43	\$ 8,196	61	\$ 11,475	98	\$ 16,335
Jefferson	2	\$ 138	3	\$ 252	18	\$ 1,764
Emerson	101	\$ 28,984	119	\$ 33,158	190	\$ 41,396
Lincoln	90	\$ 26,046	109	\$ 31,549	167	\$ 40,834
Total	438	\$ 103,052	525	\$ 121,037	894	\$ 168,341

Change since Sept 10
\$ 12,515
\$ 12,025
\$ 11,171
\$ 18,283
\$ 13,865
\$ 1,727
\$ 28,179
\$ 28,904
\$ 126,669

Note: Of the unpaid total at April 22nd, the District has \$1,464 committed to be paid through installment plans.

To: Board of Education

From: Philip Bender, Superintendent

Date: April 28, 2014

Re: Illinois State Board of Education (ISBE) Certificate of Recognition
"Fully Recognized"

District 64 and its schools have earned the designation of "fully recognized" as given by the Illinois State Board of Education (ISBE) for 2013-14. This means that each school has fulfilled a wide range of specific requirements covering all aspects of the school's operations. Included are: the school's accountability framework and governance rules; school district administration rules; instructional program rules; support services rules; and, certification requirements and qualifications for staff.

Please note that due to a recent modification to 23 Illinois Administrative Code 1.20 (b), ISBE is no longer issuing paper certificates of recognition to districts and schools. Rather, all recognition assignments are now posted on ISBE's Public School Recognition Division website at:

http://www.isbe.net/recognition/html/recog_status.htm

MEMORANDUM OF INFORMATION

#024

2013-14

To: Board of Education
Philip Bender, Superintendent

From: Rebecca J. Allard, Business Manager



Date: April 28, 2014

Subject: Health Insurance Renewal

District 64 is a member of a thirty school district health insurance cooperative, Northern Illinois Health Insurance Plan (NIHIP). Blue Cross Blue Shield is the carrier of all NIHIP health insurance plans with a plan year from September 1 – August 31. District 64 has been a member of NIHIP since the 2012-13 plan year and is obligated to remain in the cooperative, at least, until the end of the plan year August 31, 2016.

District 64 cost shares health insurance with eligible staff in accordance with the PREA contract. The PREA contract states rates will be increased by the lesser of (1) the total rate increase for premiums as calculated by the insurance provider, or (2) ten percent (10%). The attached worksheet compares the 2013-14 rates for the employer and the employee with the rates for 2014-15. The PPO plans are increasing by 5.4% and the HMO plan is increasing by 4.7%.

The District's dental insurance carrier, Guardian, is not increasing rates from 2013-14. The monthly rate for single dental is \$30.98 and provided to each eligible employee at no cost. The employee pays the additional premium for employee plus one (\$30.98) and family (\$65.00).



The Gallagher Centre
Two Pierce Place
Itasca, IL 60143
P: 630.773.3800
F: 630.285.4000
www.ajg.com

04/18/2014

Rebecca Allard
Park Ridge-Niles CCSD #64
164 S. Prospect Avenue
Park Ridge, IL 60068

RE: **Park Ridge-Niles CCSD #64 2014/2015- Renewal Rates**

Dear Becky,

Below are the District's renewal rates for your current plan offerings. These rates are effective on September 1, 2014.

PPO 350		PPO 1200		HDHP 1250	
Single	\$796.90	Single	\$585.58	Single	\$707.27
Single+1	\$1,573.04	Single+1	\$1,155.88	Single+1	\$1,396.14
Family	\$2,252.85	Family	\$1,655.40	Family	\$1,999.50

HMO Illinois		Guardian Dental		VSP Vision	
Single	\$490.04	Single	\$30.98	Single	\$6.28
Single + 1	\$967.36	Single+1	\$59.76	Family	\$17.68
Family	\$1,385.37	Family	\$95.98		

Please contact me with any questions.

Sincerely,

Kimberly Patterson
Senior Account Manager



Park Ridge Niles Community Consolidated School District 64
Final NIHIP Rate Renewal
September 1, 2014 - August 31, 2015

PPD - 350					
Rate Tier	Employees	2013-14 Employee Rates	2014-15 Employee Rates	2015-16 Employee Rates	2016-17 Employee Rates
Single	235	\$677.66	\$716.97	\$75.55	\$79.93
Single +1	52	\$988.43	\$1,045.75	\$498.38	\$527.29
Family	87	\$1,292.72	\$1,367.70	\$836.63	\$885.15
Total Monthly	374	\$323,115.10	\$341,856.85	\$116,456.82	\$123,210.68
Percent Change			5.80%		5.80%

PPD - HDHP					
Rate Tier	Employees	2013-14 Employee Rates	2014-15 Employee Rates	2015-16 Employee Rates	2016-17 Employee Rates
Single	5	\$647.71	\$685.27	\$20.79	\$22.00
Single +1	0	\$946.29	\$1,001.18	\$373.31	\$394.96
Family	1	\$1,260.93	\$1,334.07	\$628.95	\$665.43
Total Monthly	6	\$4,499.48	\$4,760.42	\$732.90	\$775.43
Percent Change			5.80%		5.80%

PPD - 1200					
Rate Tier	Employees	2013-14 Employee Rates	2014-15 Employee Rates	2015-16 Employee Rates	2016-17 Employee Rates
Single	6	\$536.26	\$567.36	\$17.22	\$18.22
Single +1	7	\$934.53	\$988.74	\$157.98	\$167.14
Family	15	\$1,228.10	\$1,299.33	\$336.55	\$356.07
Total Monthly	28	\$28,180.77	\$29,815.29	\$6,257.43	\$6,620.35
Percent Change			5.80%		5.80%

FMO					
Rate Tier	Employees	2013-14 Employee Rates	2014-15 Employee Rates	2015-16 Employee Rates	2016-17 Employee Rates
Single	9	\$448.57	\$469.65	\$19.47	\$20.39
Single +1	28	\$627.90	\$657.42	\$296.03	\$309.94
Family	29	\$836.78	\$876.11	\$486.40	\$509.26
Total Monthly	66	\$45,884.95	\$48,041.80	\$22,569.67	\$23,630.37
Percent Change			4.70%		4.70%

Total PPD and FMO					
	Employees	2013-14 Employee Rates	2014-15 Employee Rates	2015-16 Employee Rates	2016-17 Employee Rates
Total Monthly	474	\$401,680	\$424,474	\$146,017	\$154,237
Total Annual		\$4,820,164	\$5,093,692	\$1,752,202	\$1,850,842
Percentage Change			5.67%		5.63%

To: Board of Education
Philip Bender, Superintendent

From: Bernadette Tramm, Public Information Coordinator

Date: April 28, 2014

Re: Update on Board Goal/Communications – #6 Electronic Board Packet

At the March 24, 2014 meeting, the Board discussed a report regarding Consensus Goal/Communications - #6, which states: *Administration will research and present alternatives to provide Board report packets electronically for consideration by the Board in the first quarter of 2014.* This goal stems from the District 64 Strategic Plan Technology strategy to accelerate the use of advanced technology and is one of the steps in Action Plan 5 (*Utilize technology to inform and communicate with the community*).

As reported at that time, a review team including Public Information Coordinator (Bernadette Tramm), Administrative Assistant to the Superintendent (Madelyn Wsol) and the District Webmaster (Allison Blum) identified a cloud-based option, provided by Board Docs, so that all meeting documents – along with related video – could be accessible from the Internet to Board members, administrators and the public. Board members would use a District-provided computer to view and annotate their Board packet.

At the meeting, the Board consensus was to evaluate a “lower-tech,” no cost option that might provide an intermediate step toward a paperless packet.

The recommendation at this time, therefore, is to take advantage of the upcoming transition to the new District 64 website in June for a fresh look at how Board meeting agendas, reports, videos and minutes are presented. The new website will offer an opportunity to re-cast the individual Board meeting page in a way that:

- would integrate all related materials;
- could help move toward a paperless environment (except for confidential materials); and,
- might offer some limited ways to improve searchability.

Working with the new website is not a complete solution for the Board’s goal of a more sustainable, paperless meeting environment, and it omits many features offered through the Board Docs service. It also will require further investment of staff time to create and develop the revised Board page features on the new website.

However, it is a lower-tech option that will become available to explore beginning in June and can be a useful intermediate step. A progress update on this work will be provided to the Board this summer.

TO: Board of Education Members
Superintendent Philip Bender

FROM: Bernadette Tramm, Public Information Coordinator

DATE: April 28, 2014

RE: Grade 5 Transition "Surviving Middle School" Booklet

Each spring as part of the transition and orientation to middle school, Principals Dr. Jim Morrison and Dr. Tony Murray travel to their sender schools for informal sessions with grade 5 students. The principals introduce the middle school experience and help prepare students for some of the changes they will encounter in 6th grade.

At their meetings, the principals leave behind a short booklet – "Surviving Middle School" – that targets some of the students' top questions by providing "straight talk to get you headed in the right direction." It's written to appeal to young adolescents through teen-friendly language and graphics linked to their cell phone and Web-driven culture. Student tips are delivered by "avatars" – computer representations of "veteran" middle schoolers.

The original version of the booklet, called the "Compass," was published in 1998 with initial funding provided by the District 64 Elementary Learning Foundation and additional financial support from the seven school Parent-Teacher organizations. The booklet has had several major redesigns in its 17 years, and is always edited every spring to add fresh tips and updates.

Our middle school principals report that the 5th grade students like receiving the booklet and that parents who see it at home find it useful, too.

The booklet is also available on the District 64 website, and is given to transfer students during the year as part of their welcome packets.



DISTRICT 64 WELLNESS COUNCIL

March 4, 2014

- Whole Foods Fundraiser

WC was approached by Whole Food, to participate in a fund raiser to benefit students. Proceeds will be used for wellness promotion/education for all district 64 students. Date: March 17th, 2014, during regular store hours. WC to receive 5% of all sales for that day. Working with Nancy LaBrecht, the community liaison for Whole Foods. WC members, as well as staff from all schools are encouraged to attend after the school day ends, to provide information to the community about WC goals, activities, etc.

- Flag Program

A member of the Park Ridge Health Commission approached Tony Clishem, Science Curriculum Specialist and also a PRHC member, about implementing a School Flag Program in the district. This program alerts schools to the local air quality forecast. Each day the school raises a flag that corresponds to how clean or polluted the air is. The color of the flag matches EPA's Air Quality Index. WC members felt that the implementation process for all buildings could be complicated. In addition, schools currently use temperature guides to determine outside physical activity

restrictions, and it was felt that temperature and air quality are closely related, esp during warm months. It was felt that gathering and disseminating AQI information was not a project that would be undertaken at this point in time.

- Pedometer Challenge

The Challenge has been successfully coordinated by Tim Gleason. It has been completed at Lincoln and Washington, and is headed to Roosevelt. Participating staff members can use the WC pedometers, or their own. Members log their steps on Google Docs. Each building can choose how to recognize winners.

- Toilet Talk: Just for the Health of It

Second installment is nearing completion, and will be emailed to Council members, for posting in schools and ESC (staff areas only). Comments have been positive!

- Benefits Fair-March 18, 2014

WC plans to have a table at the Fair on March 18th. Will have a display illustrating our goals, various activities, etc.

- Healthy Cooking Demonstration

A guest speaker from Whole Foods will give a healthy cooking demonstration for staff on April 30, on Self-directed Wednesday. Location at Emerson Middle School. Will advertise event at the Benefits Fair.

- Next Meeting

Tuesday, April 22, 2014, 4pm at ESC

Park Ridge-Niles School District 64 Sustainability Committee
Minutes of Meeting on April 10, 2014 at 4:00 p.m.
District 64 Educational Service Center
164 S. Prospect Ave., Park Ridge, IL 60068

Attendance:

Dr. Lori Hinton, Assistant Superintendent for Student Learning
Vicki Lee, Board of Education Liaison
Scott Mackall, Director of Facility Management
Bernadette Tramm, Public Information Coordinator
Brett Balduf, Carpenter School Principal
Kathy Jozwiak, Carpenter School
Kristen Graack, Emerson Middle School
Cathy Murgas, Emerson Middle School
Andy Duerkop, Lincoln Middle School
Lauren Maloney, Lincoln Middle School
Sia Albans, Roosevelt School Assistant Principal
Andrew Bielenda, Roosevelt School
Linda Thomas, Roosevelt School
Ashley Wasserman, Roosevelt School

Guest Speaker - Mary Allen (SWANCC)

Ms. Tramm called the meeting to order and introduced guest speaker Mary Allen, Education and Recycling Director for the Solid Waste Agency of Northern Cook County (SWANCC). Ms. Allen's talk was very informative and provided many ideas for next steps related to environmental conservation and preservation. Her presentation was videotaped, and is available on the committee's Google folder and also publicly on the District 64 website:
<http://www.d64.org/subsite/dist/page/green-team-committee-797>.

Following her talk, committee members had an opportunity to question Ms. Allen about her knowledge of recycling practices in other districts; various types of composting; and the new Next Generation Science Standards curriculum. She provided a variety of materials for committee members to take and use, and pointed out information on where to get other free items and educational materials. She also loaned supplemental curriculum resource books on the new science standards to Dr. Hinton for the Department of Student Learning to review, and also provided additional materials to Mr. Mackall.

Action Steps

Dr. Hinton then led the committee in a discussion about how short term and longer term goals can be set. From the Google docs worksheets, it appears that environmental issues are a primary focus, especially activities that impact the behavior of our students, such as waste free lunches, or education about environmental issues. Committee members discussed the need for a unified, "all in" effort, with a "buy-in" from all involved, including administrators, school custodians, lunch supervisors, the District's food service provider, PTO/A, parents and students, and community members. Committee members noted that the culture of "what's the norm" has to be changed to get an effective program running across all grades, not just elementary or middle schools.

Regarding recycling, practices are in place but are not uniform across the District. Mr. Mackall reported that since the last meeting, paper recycling bins have been added at all schools and

more have been ordered in support of making current practices more efficient and to help grow this effort. Ms. Allen noted that \$200 SWANCC grants are available annually to all schools to support these programs, and that an additional, \$2,500 grant is available for buildings although only four will be awarded in the SWANCC service region.

The consensus was that a clear focus across the District on both these areas would be helpful for the coming year, while the committee also considers a broader “umbrella” of goals that would be useful for the longer term.

It was agreed that the committee would divide up into three teams to focus on: developing a mission statement; and planning how to accomplish two crisp, short-term goals in 2014-15 to establish a world class recycling program and implement waste-free lunches District-wide. Planning documents will be provided in the committee’s shared Google docs folder.

Next Meeting

The committee will meet again on Thursday, May 8 at 4 p.m. at the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge.

The meeting was adjourned at 5:40 p.m.

Minutes submitted by Bernadette Tramm



April 23, 2014

Dr. Phillip V. Bender, Superintendent
Park Ridge-Niles CCSD 64
164 South Prospect Avenue
Park Ridge, IL 60068

Re: Carpenter Elementary School Mechanical Upgrades
Park Ridge-Niles CCSD 64
Park Ridge, IL
Project No. 211143.01

Dear Dr. Bender:

Fanning Howey continues to work on the Carpenter Elementary School with the installing Contractors of the new HVAC system. We are providing the following update.

1. The damaged relay panel: Lochinvar was on site April 21, 2014, to install the new panel.
2. Bad pump at Boiler #2: F.E. Moran Service investigated the pump breakdown. There was water in the electrical housing from the pipe leak. Pump was replaced on April 16, 2014.
3. Corrections/Punch List: Architectural Corrections/Punch List is complete and ready to review – this is the majority of the Corrections/Punch List. We will find days to come into the school to review the list with Fanning Howey. Mechanical items are still being completed, re-insulating the attic ducts.
4. Cooling Tower: We plan to fill this system when the nighttime temperatures are 45 degrees or above. There is no freeze protection on this system and we are trying to avoid a rogue cold night, and another cracked valve. This will most likely be in the next week. We will also give training to the building staff on filling the system.
5. Balance Report: See attached final Balance Report for record.
6. We continue to work with Scott and Vince on-site to take care of issues as soon as they arise.
7. Fanning Howey has designed the additional heating required in corridors, vestibules, and Classroom Nos. 100 and 102. We are in process of completing the documentation required to send out for Proposals. We should have the final information by the end of the month.

ARCHITECTURE | ENGINEERING

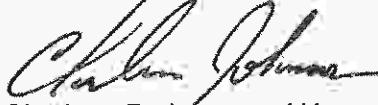
32 Main Street | Suite C | Park Ridge, IL 60068
847.292.1039 | fax 847.292.1021 | www.fhai.com

Dr. Phillip V. Bender, Superintendent
Carpenter Elementary School Mechanical Upgrades
Park Ridge-Niles CCSD 64
Park Ridge, IL
Project No. 211143.01
April 23, 2014
Page 2

All parties will remain engaged with the result of addressing every concern the Board, administration, and staff with regard to the effective operation of the heating and cooling system at Carpenter Elementary School.

Sincerely,

FANNING HOWEY

A handwritten signature in black ink, appearing to read "Charlene D. Johnson".

Charlene D. Johnson, AIA
Project Executive

cdj/mm

attachment