

Inspire every child to



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

Regular Board Meeting Agenda
Monday, December 12, 2016
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

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

TIME

APPENDIX

6:00 p.m. **Meeting of the Board Convenes**

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

6:00 p.m. • **Board Recesses and Adjourns to Closed Session**

- The 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)]; 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)(11)].

6:45 p.m. • **Board Adjourns from Closed Session and Convenes to Public Hearing on 2016 Tax Levy**

7:00 p.m. • **Board Adjourns from Public Hearing on 2016 Tax Levy and Resumes Regular Meeting**

- **Musical Prelude**
-- Lincoln School Chamber Orchestra

- **Public Comments**

- **Adoption of Final 2016 Tax Levy**
-- Chief School Business Official

Action Item 16-12-1

A-1

- **Facility Update: Scope of Franklin Auditorium Project and Authorization to Bid Franklin Auditorium Project** A-2
 - Chief School Business Official/Director of Facility Management/
Representative(s) from Studio GC **Action Item 16-12-2**
- **Update on Carpenter HVAC** A-3
 - Chief School Business Official/Director of Facility Management
- **Authorization to Seek Food Service Bids** A-4
 - Chief School Business Official **Action Item 16-12-3**
- **Report and Acceptance of Annual Audit FY16** A-5
 - Assistant Business Manager **Action Item 16-12-4**
- **Present Tentative Calendar for 2017-18 School Year** A-6
 - Superintendent
- **First Reading of Policies from PRESS Issue 92 and 93** A-7
 - Superintendent
- **Discussion and Finalization of Superintendent 2016-17 Goals** A-8
 - Superintendent
- **Consent Agenda** **Action Item 16-12-5** A-9
 - Board President
 - Personnel Report
 - Bills, Payroll and Benefits
 - Approval of Financial Update for the Period Ending November 30, 2016
 - Resolution #1176 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 23, 2017 Regular Board of Education Meeting
 - Acceptance of Donation – Sprite Statue Donation in Memory of Kate Babich
 - Approval of Policies From PRESS Issue 93-2:125, 4:55, 5:60
 - Destruction Audio Closed Minutes (none)
- **Approval of Minutes** **Action Item 16-12-6** A-10
 - Board President
 - Closed Session Meeting November 28, 2016
 - Closed Session Meeting November 14, 2016
 - Regular Board Meeting November 14, 2016
- **Other Discussion and Items of Information** A-11
 - Superintendent
 - Upcoming Agenda
 - Freedom of Information Act Request (FOIA)
 - District Committee Update (none)
 - Memorandum of Information (none)
 - Minutes of Board Committees (Board Policy Committee)

- Other
 - Triple I Conference
 - Superintendent Community Relations Council
 - Hour of Code
 - ELF Grant Cycle

- **Adjournment**

Next Regular
Meeting:

Monday, January 23, 2017
Regular Board Meeting – 7:00 p.m.
Jefferson School – Multipurpose Room
8200 Greendale 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 December 8, 2016

January 23, 2017 – Jefferson School – Multipurpose Room

Regular Board Meeting – 7:00 p.m.

• Adoption of Resolution #1177 Directs the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2017-18 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105ILCS 5/17-1

- Ratification of PRTAA/Board Agreement
- District 64 Non-Residency Update and Changes in Residency Hearings
- Discussion on Student Fees
- Enrollment Projections for 2017-18 School Year and Discussion on Staffing 2017-18
- Update of Financial Projections
- Authorization to Seek Transportation Bids
- Architect of Record 2017-18 and Beyond
- Update on Carpenter HVAC
- Facility Update: Secure Vestibule Data
- Discussion of Core Plus Committee and Implementation Timeline
- Superintendent Mid-Year Update
- Discussion and Approval of Superintendent Compensation
- Present Tentative Calendar for 2018-19
- Adopt 2017-18 Tentative Calendar
- Approval of Policies from PRESS Issue 92 and 93
- Hold or Release of Closed Minutes
- Approval of Financial Update for the Period Ending December 31, 2016
- 2016 District 64 Employee Campaign for the Park Ridge Community Fund (Memo of Informaiton)

February 6, 2017 – Jefferson School – Multipurpose Room

Committee-of-the-Whole – 7:00 p.m.

February 21, 2017 – Jefferson School – Multipurpose Room

Regular Board Meeting – 7:00 p.m.

- Pledge of Allegiance and Welcome
- Approval of Student Fees
- Board Authorizes 2017 – 18 Staffing Plan
- Update on Current Facilities Projects
- Approval of Financial Update for the Period Ending January 31, 2017
- Adopt 2018-19 Tentative Calendar

March 13, 2017 – Franklin School – Gym

Regular Board Meeting – 7:00 p.m.

- Approval of E-rate Projects
- Update on Current Facilities Projects
- Resolutions for Reduction in Force, etc.
- Approval of Financial Update for the Period Ending February 28, 2017
- Board of Education Organizational Meeting on May 1, 2017 (memo of information)

April 10, 2017 – Jefferson School – Multipurpose Room

Committee-of-the-Whole – TBD p.m.

April 24, 2017 – Carpenter School – South Gym

Regular Board Meeting – 7:00 p.m.

- Report on 5 Essentials Survey
- Approval of Student/Parent Handbook
- Approval of Annual Technology Update
- Approval of Financial Update for the Period Ending March 31, 2017
- Update on Current Facilities Projects
- Recommendation of Food Service Contract
- Follow-up on Collection of Student Fees (memo of information)
- Update on Educational Ends

May 1, 2017 – Jefferson School – Multipurpose Room

Special Board Meeting – 6:30 p.m.

- Acceptance of Canvass of Votes for Election of Board Members for April 4, 2017

Organizational Meeting – 7:30 p.m.

- Election of Board President
- Election of Board Vice President
- Election of Board Secretary
- Approval of Board of Education Meetings for 2017-18
- Review of Board of Education Assignment (Board Policy Committee)

May 8, 2017 – Jefferson School – Multipurpose Room

Committee-of-the-Whole – TBD p.m.

Future Meeting Topics

- Approval of Transportation
- Continuing Discussion on Health Life Safety/Master Facility Plan
- Approval of Summer 2017 Bids Projects - Spring
- Approval of Financial Update for the Period Ending April 30, 2017 – May 2017
- Update on Current Facilities Projects – May 2017
- Approval of Financial Update for the Period Ending May 31, 2017 – June 2017
- Follow-up on Collection of Student Fees – June 26, 2017 (memo of information)
- Update on Current Facilities Projects – June 2017
- Approval of Health Life Safety Recommendations for a Five-year Plan
- Approval of Ten-Year Health Life Safety Survey
- Update on English Language Arts Curriculum Review
- Update from Maine Township School Treasurer
- Referendum: Research to Readiness

The above are subject to change.

2016 PROPERTY TAX LEVY

Attached is the proposed resolution for the levy of taxes for the year 2016. This is an estimate and the final levy will not be known until the summer of 2017. The proposed levy will be subject to the Property Tax Extension Limitation Law.

ACTION ITEM 16-12-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, adopt the attached Resolution #1173 Providing For A Levy Of Taxes For The Year 2016 and Resolution #1174 Instruct the County Clerk How to Apportion 2016 Tax Levy Extension Reductions and Resolution #1175 Authorizing Tax For Illinois Municipal Retirement Purposes. These resolutions and supporting documentation will be filed with the Cook County Clerk's office.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

December 12, 2016

Original:

XX

Amended:

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ILLINOIS STATE BOARD OF EDUCATION

School Business Services Division

217/785-8779

CERTIFICATE OF TAX LEVY

A copy of this Certificate of Tax Levy shall be filed with the County Clerk of each county in which the school district is located on or before the last Tuesday of December.

District Name	District Number	County
Community Consolidated School District 64 Park Ridge-Niles	05-016-0640-04	Cook

Amount of Levy

Educational	\$ 47,397,542	Fire Prevention & Safety *	\$
Operations & Maintenance	\$ 6,000,000	Tort Immunity	\$ 400,000
Transportation	\$ 3,500,000	Special Education	\$ 5,000,000
Working Cash	\$ 550,000	Leasing	\$
Municipal Retirement	\$ 875,000	Other	\$
Social Security	\$ 1,625,000	Other	\$
		Total Levy	\$ 65,347,542

* Includes Fire Prevention, Safety, Energy Conservation, Disabled Accessibility, School Security, and Specified Repair Purposes.

See explanation on reverse side.

Note: Any district proposing to adopt a levy must comply with the provisions set forth in the Truth in Taxation Law.

We hereby certify that we require:

the sum of 47,397,542 dollars to be levied as a special tax for educational purposes; and
the sum of 6,000,000 dollars to be levied as a special tax for operations and maintenance purposes; and
the sum of 3,500,000 dollars to be levied as a special tax for transportation purposes; and
the sum of 550,000 dollars to be levied as a special tax for a working cash fund; and
the sum of 875,000 dollars to be levied as a special tax for municipal retirement purposes; and
the sum of 1,625,000 dollars to be levied as a special tax for social security purposes; and
the sum of 0 dollars to be levied as a special tax for fire prevention, safety, energy conservation, disabled accessibility, school security and specified repair purposes; and
the sum of 400,000 dollars to be levied as a special tax for tort immunity purposes; and
the sum of 5,000,000 dollars to be levied as a special tax for special education purposes; and
the sum of 0 dollars to be levied as a special tax for leasing of educational facilities or computer technology or both, and temporary relocation expense purposes; and
the sum of 0 dollars to be levied as a special tax for _____; and
the sum of 0 dollars to be levied as a special tax for _____
on the taxable property of our school district for the year _____.

Signed this 12th day of December 20 16 . _____
(President)

(Clerk or Secretary of the School Board of Said School District)

When any school is authorized to issue bonds, the school board shall file a certified copy of the resolution in the office of the county clerk of each county in which the district is situated to provide for the issuance of the bonds and to levy a tax to pay for them. The county clerk shall extend the tax for bonds and interest as set forth in the certified copy of the resolution, each year during the life of the bond issue. Therefore to avoid a possible duplication of tax levies, the school board should not include a levy for bonds and interest in the district's annual tax levy.

Number of bond issues of said school district that have not been paid in full _____

(Detach and Return to School District)

This is to certify that the Certificate of Tax Levy for School District No. _____, _____ County, Illinois, on the equalized assessed value of all taxable property of said school district for the year _____, was filed in the office of the County Clerk of this County on _____.

In addition to an extension of taxes authorized by levies made by the Board of Education (Directors), an additional extension(s) will be made, as authorized by resolution(s) on file in this office, to provide funds to retire bonds and pay interest thereon.

The total levy, as provided in the original resolution(s), for said purposes for the year _____, is \$ _____.

(Signature of County Clerk)

(Date)

(County)

**RESOLUTION #1173 OF COMMUNITY CONSOLIDATED SCHOOL
DISTRICT 64
COOK COUNTY, ILLINOIS, PROVIDING FOR A
LEVY OF TAXES FOR THE YEAR 2016**

WHEREAS, it is necessary for the Board of Education of the District to ascertain how much money must be raised by a special tax for the 2016 year for educational purposes, for operations, building and maintenance purposes, for transportation purposes, for working cash purposes, for municipal retirement purposes, for social security purposes, for tort immunity purposes, for special education purposes and file a certificate as to such amount with the County Clerk of Cook County, Illinois.

NOW, THEREFORE, Be It Resolved by the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, that there be and there is levied on the equalized assessed valuation of the taxable property of said District for the year 2016 a special tax of \$47,397,542 for educational purposes; \$6,000,000 for operations and maintenance purposes; \$3,500,000 for transportation purposes; \$550,000 for working cash; \$875,000 for municipal retirement purposes; \$1,625,000 for social security purposes; \$400,000 for tort immunity purposes; \$5,000,000 for special education purposes.

Be It Further Resolved that the President and Secretary of the Board of Education be and they are hereby authorized and directed forthwith to execute and file with the County Clerk of Cook County, Illinois, a certificate of tax levy for the year 2016 for a levy in the amounts aforesaid.

ADOPTED this 12th day of December 2016

Anthony Borrelli, President, Board of Education,
Community Consolidated School District No. 64

Vicki Lee, Secretary, Board of Education, Community
Consolidated School District No. 64

**RESOLUTION #1174 TO INSTRUCT THE COUNTY CLERK HOW TO APPORTION
2016 TAX LEVY EXTENSION REDUCTIONS FOR COMMUNITY CONSOLIDATED
SCHOOL DISTRICT #64, PARK RIDGE-NILES, COOK COUNTY, ILLINOIS**

WHEREAS, 1-10 of the Property Tax Extension Limitation Law (“PTELL”) provides that the County Clerk shall extend a tax rate for the sum of a taxing district’s funds that is not greater than the limiting rate; and

WHEREAS, PTELL 1-10 further provides that if the County Clerk is required to reduce the aggregate extension of a taxing district, the clerk shall proportionally reduce the extension for each fund unless otherwise requested by the taxing district; and

WHEREAS, the Board of Education of Community Consolidated School District #64, County of Cook, State of Illinois, (hereinafter “the Board”) has adopted a levy for the year 2016 for taxes for the following purposes or funds of said district: Tort Immunity, Transportation, Educational, Operations and Maintenance, Social Security, Municipal Retirement, Bond and Interest, Working Cash fund, and Special Education; and

WHEREAS, the Board has determined that if the County Clerk must extend taxes in an amount that is less than the aggregate amount of the levy for 2016, such reduction shall not be proportionate in all funds but rather, shall be made as hereinafter specified;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Consolidated School District #64, County of Cook, State of Illinois, as follows:

Section 1. If the County Clerk of Cook County is prohibited by the Property Tax Extension Limitation Law from extending taxes for the full amount of the 2016 aggregate levy of School District #64, then in the event the levy for each of the District’s funds shall not be reduced proportionally.

Section 2: If the County Clerk of Cook County is prohibited by the Property Tax Extension Limitation Law from extending taxes for the full amount of the 2016 aggregate levy of School District #64, any necessary reduction of taxes shall be in the following order:

Fund	Percentage of Reduction
Education	100%

Section 3: This Resolution shall be in full force and effect forthwith upon its passage.

AYES: _____

NAYS: _____

ABSENT: _____

PRESENT: _____

Adopted this 12th day of December 2016.

BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT #64
COUNTY OF COOK
STATE OF ILLINOIS

By: _____
Anthony Borrelli, President

ATTEST: _____
Vicki Lee, Secretary, Board of Education

**CERTIFICATE OF COMPLIANCE
WITH THE TRUTH IN TAXATION LAW**

I, Anthony Borelli the duly qualified and presiding officer of the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, do hereby certify that the 2016 tax levy of Community Consolidated School District No. 64, attached hereto, was adopted in full compliance with the provisions of Sections 18-60 through 18-85 of the Illinois Truth in Taxation Law.

IN WITNESS THEREOF, I have placed my official signature this 12th day of December, 2016.

Anthony Borrelli, Board President
Board of Education
Community Consolidated School
District No. 64
Cook County, Illinois

ATTEST:

Vicki Lee, Board Secretary

STATE OF ILLINOIS)

) ss.

COUNTY OF COOK)

CERTIFICATE

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of Community Consolidated School District 64, County of Cook, State of Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the attached is a true and complete copy of a resolution entitled "Providing For A Levy Of Taxes For The Year 2016" which was passed by the Board of Education at a meeting held on the 12th day of December, 2016.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 12th day of December, 2016.

Vicki Lee, Secretary, Board of Education

**RESOLUTION #1175 AUTHORIZING TAX FOR ILLINOIS MUNICIPAL RETIREMENT
PURPOSES**

WHEREAS, Section 7-171 of the Illinois Pension Code (40 ILCS 5/7-171) authorizing levy of a special tax for Illinois Municipal Retirement Fund purposes in accordance with the provisions set forth in said section of the Pension Code; and

WHEREAS, this Board does hereby intend to authorize such tax,

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

SECTION 1. This Board by this proper resolution does hereby levy the sum of \$875,000 for the year 2016 as a special tax for Illinois Municipal Retirement Fund purposes in accordance with the provisions of Section 7-171 of The Illinois Pension Code and the County Clerk is directed to extend taxes for such purpose to meet the needs of the District.

SECTION 2. The President and Secretary are hereby directed to file a certified copy of this resolution with the County Clerk of each county within which this district has taxable property and to request extension of such taxes for the 2016 tax year.

MEMBER _____ moved that the foregoing resolution be adopted and

MEMBER _____ seconded the motion, upon the roll being called the members voted as follows:

AYES:

NAYS:

ABSENT:

PRESENT:

The President declared the motion had been duly adopted this 12th day of December, 2016.

President,
Board of Education

Secretary,
Board of Education

C E R T I F I C A T E

WE DO HEREBY CERTIFY that we are respectively the duly elected,
appointed and acting President and Secretary of the Board of Education of
School District No. 64, Cook County, Illinois.

WE DO FURTHER CERTIFY that attached hereto is a true, correct and
complete copy of a proper resolution adopted by the Board of Education of said
School District on December 12, 2016 levying the sum of \$875,000 as a special
tax for Illinois Municipal Retirement Fund purposes and \$1,625,000 for Social
Security purposes in accordance with the provisions of Section 7-171. of the
Illinois Pension Code (40 ILCS 5/7-171).

DATED: December 12, 2016

**President,
Board of Education**

**Secretary,
Board of Education**

NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64

- I. A public hearing to approve a proposed property tax levy increase for Community Consolidated School District No. 64, Cook County, Illinois, for 2016 will be held on December 12, 2016 at 6:45 p.m. at Jefferson School, 8200 Greendale, Niles, Illinois. Any person desiring to appear at the public hearing and present testimony to the taxing district may contact Luann Kolstad, Chief School Business Official, 164 S. Prospect Road, Park Ridge IL, (847) 318-4324.

- II. The corporate and special purpose property taxes extended or abated for 2015 were \$ 62,350,430.

The proposed corporate and special purpose property taxes to be levied for 2016 are \$ 65,347,542. This represents a 4.81% increase over the previous year.

- III. The property taxes extended for debt service and public building commission leases for 2015 were \$ 3,318,735.

The estimated property taxes to be levied for debt service and public building commission leases for 2016 are \$ 3,089,350. This represents a 6.91% decrease from the previous year.

- IV. The total property taxes extended or abated for 2015 were \$65,669,165.

The estimated total property taxes to be levied for 2016 are \$68,436,892. This represents a 4.21% increase over the previous year.

Facility Update: Scope of Franklin Auditorium Project and Authorization to Bid the Franklin School Auditorium Project

At the Board of Education meeting on November 28, 2016 administration discussed with the Board the option of moving forward with remodeling one of the elementary building auditoriums to create additional flexible learning/multi-purpose space. Franklin School is being recommended tonight for this project to be done in summer 2017. Franklin is one of the two elementary buildings with only one gymnasium. Franklin is experiencing a spike in its enrollment and has low utilization of their current multipurpose space. Renovation of the auditorium would provide much needed learning space that is flexible in nature to better meet a wider range of needs -- in other words, to utilize existing spaces in our schools to the greatest extent possible.

Studio GC has met with administration and key staff at Franklin School to understand the future needs for auditorium and library space in terms of 21st century/flexible learning spaces. Minor work will also be done in the current library (Learning Resource Center) to disassemble the existing computer lab and create a smaller, flexible learning environment for staff and students.

The creation of such future-ready learning environments that foster communication, collaboration, critical thinking, and creativity among students and staff is part of the 2020 Vision Strategic Plan, Strategic Objective Five: *Provide Safe and Secure Learning Spaces to Support 21st Century Learning*.

The total estimated cost of the auditorium remodel project will be available from Studio GC on Friday, December 9, 2016. As with other projects under consideration for summer 2017, if the Board chooses to not move forward with a project once bids are received, the plans and bid documents may be reissued at a later date.

ACTION ITEM 16-12-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize District 64 administration to bid the Franklin School Auditorium Project at an estimated cost of \$_____.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

12/12/16

Update on Carpenter HVAC

Chief School Business Official Luann Kolstad and Director of Facility Management Ron DeGeorge will report to the Board on the current status and ongoing areas of concern regarding the HVAC system at Carpenter School.

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Luann Kolstad, Chief School Business Official

Date: December 12, 2016

Subject: Authorization to Prepare Request for Proposal for Food Service

At the April 25, 2016 Board of Education meeting, the Board directed administration to go out to bid for both elementary and middle school food-service programs beginning in the 2017-18 school year. Since the District is not part of the National School Lunch Program (NSLP), we are able to issue a Request for Proposal (RFP) for our food services. An RFP will allow us to measure each company's proposal on a wide range of qualifications and capabilities, in addition to pricing. As a point of information, we already have four companies to date that have shown interest in being included in our search for a hot lunch provider.

At our last PTO/A Presidents' meeting, we asked for input from our PTO/As on the hot lunch program at our elementary buildings for the 2017-18 school year. We are also working with a representative from the Solid Waste Agency of Northern Cook County (SWANCC) to identify areas of our program in which we can forward our goal of becoming more "green" without substantially increasing the costs of our lunches for District 64 families.

Administration is planning to issue the RFP in late January/early February 2017, with a recommendation to be brought to the Board at the April 2017 meeting.

ACTION ITEM 16-12-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, authorize District 64 administration to prepare a request for proposal for food service.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Brian Imhoff, Assistant Chief School Business Official

Date: December 12, 2016

Subject: Report and Acceptance of Annual Audit FY16

The following documents are enclosed for Board review and acceptance:

- Audited Financial Statements for the year ended June 30, 2016
- ISBE Annual Financial Report for the year ended June 30, 2016
- Required Communication Letters

Klein Hall CPA's completed the annual audit for the year ending June 30, 2016. The audit process includes three primary objectives: 1) obtain an understanding of the District's financial processes and controls to identify risks and inefficiencies, 2) examine the District's financial records for possible errors in account balances, and 3) review federal grant programs for compliance with rules and regulations.

The auditors communicate the results of their work through their audit opinion (located on pages 1-2 of the audited financial statements) and the packet of Required Communication Letters. Klein Hall CPA's issued an unqualified audit opinion, which indicates the financial statements prepared by the District are free of material misstatement and fairly represent the District's financial condition. Also, the auditors did not propose any adjustments to the District's year-end balances.

The Required Communication Letters addressed to the Board of Education describe audit results in more detail. The first letter titled "Report in Internal Control over Financial Reporting and on Compliance and Other Matters" indicates there are no internal control weaknesses or deficiencies being reported to the State of Illinois.

The second letter titled "Management Letter" includes any minor recommendations from the auditors that are mentioned solely for the District's internal consideration. The auditors made one recommendation for 2015-16.

Auditor Recommendation: The auditors noted that the Treasurer's Bond for the District's student activity funds had expired. Illinois School Code requires the Treasurer to be bonded as a means of safeguarding these funds.

District Response: The District has submitted an application to its insurance cooperative to obtain the bonding required by Illinois School Code.

The third letter titled "Communication with Those Charged with Governance" is a report to the Board of Education of the auditor's responsibilities and any unusual matters encountered during the audit. The auditors did not highlight anything out of the ordinary.

Conclusion

The business office views the annual audit as an important tool to validate the accuracy of the financial information, which serves as the basis for many of the Board's decisions. The opinions of the independent auditor also add transparency regarding how the community's money is being spent. The District is always receptive to the auditor's requests for information and recommendations regarding procedural improvements.

ACTION ITEM 16-12-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, accept the annual audit report as presented for the fiscal year ending June 30, 2016.

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

December 12, 2016

To: Board of Education
 From: Laurie Heinz
 Date: December 12, 2016
 Re: Presentation of Recommended 2017-18 School Calendar

The District 64 Calendar Committee met on November 8 and November 17, 2016 to review the upcoming school calendars. Based on our discussion at those meetings, the committee is presenting an updated draft of the recommended 2017-18 school calendar to the Board for review. (Attachment 1)

Here are the key dates for the recommended 2017-18 calendar for District 64 compared to the District 207 calendar:

District 64	District 207
Institute Days – August 15 and 16, 2017	Institute Days – August 10 and 11, 2017
First Day for Students – Thursday, August 17, 2017	First Day for Students – Monday, August 14, 2017
Thanksgiving Recess – Begin November 20 – Return November 27, 2017	Thanksgiving Recess – Begin November 22 – Return November 27, 2017
Winter Recess – Begin December 25, 2017 – Return January 8, 2018	Winter Recess – Begin December 25, 2017 – Return January 8, 2018 (Institute Day)
Spring Recess – Begin March 26 – Return April 3, 2018	Spring Recess – Begin March 26 – Return April 3, 2018
Last Day – June 1, 2018	Last Day – May 25, 2018

Changes from Tentative Calendar

In keeping with past practice, the Board adopted a tentative calendar for 2017-18 at its meeting on April 25, 2016. The recommended calendar presented this evening reflects two changes from that tentative version:

- Due to a Gubernatorial Primary Election on March 20, 2018, the November Institute Day is being moved to March 20, 2018.
- District 64 is moving Spring Recess to the last week in March to remain in alignment with District 207.

Other Notes

- District 64 schedules 180 days of student attendance. This provides up to 4 emergency closing days for inclement weather, if needed, without extending the school year.
 - The fifth (or greater) inclement weather day would require an additional day of school to be added to the end of the year.
- A day in March and May could be designated as records/planning day (no student attendance), if sufficient emergency days remain.

**SCHOOL DISTRICT 64 PARK RIDGE-NILES
2017-18**

AUGUST

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	0
7	8	9	10	11	0
14	TI	TI	(17	18	2
21	22	23	24	25	5
28	29	30	31		4
			Total		11

(11)

SEPTEMBER

Mon	Tue	Wed	Thr	Fri	Total
				1	1
HOL	5	6	7	8	4
11	12	13	14	15	5
18	19	20	21	22	5
25	26	27	28	29	5
			Total		20

(31)

OCTOBER

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	5
HOL	10	11	12	13	4
16	17	18	19	20	5
23	24	25	26	27	5
30	31				2
			Total		21

(52)

NOVEMBER

Mon	Tue	Wed	Thr	Fri	Total
		1	2	3	3
6	7	8	9	10	5
13	14	15	16	17	5
FPT	NIA	NIA	HOL	NIA	0
27	28	29	30		4
			Total		17

(69)

DECEMBER

Mon	Tue	Wed	Thr	Fri	Total
				1	1
4	5	6	7	8	5
11	12	13	14	15	5
18	19	20	21	22	5
HOL	NIA	NIA	NIA	NIA	0
			Total		16

(85)

JANUARY

Mon	Tue	Wed	Thr	Fri	Total
HOL	NIA	NIA	NIA	NIA	0
8	9	10	11	12	5
HOL	16	17	18	19	4
22	23	24	25	26	5
29	30	31			3
			Total		17

(102)

FEBRUARY

Mon	Tue	Wed	Thr	Fri	Total
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
HOL	20	21	22	23	4
26	27	28			3
			Total		19

(121)

MARCH

Mon	Tue	Wed	Thr	Fri	Total
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
19	TI	21	22	23	4
NIA	NIA	NIA	NIA	HOL	0
			Total		16

(137)

APRIL

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

(157)

MAY

Mon	Tue	Wed	Thr	Fri	Total
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
21	22	23	24	25	5
HOL	29	30	31		3
			Total		22

(179)

JUNE

Mon	Tue	Wed	Thr	Fri	Total
				1)	1
XED	XED	XED	XED	XED	0
11	12	13	14	15	0
18	19	20	21	22	0
25	26	27	28	29	0
			Total		1

(180)

JULY

Mon	Tue	Wed	Thr	Fri	Total
2	3	4	5	6	0
9	10	11	12	13	0
16	17	18	19	20	0
23	24	25	26	27	0
30	31				0

School Begins for Students:	8/17/17
School Closes for Students:	6/1/18
Pupil Attendance Days:	180
Approved Institute Days:	3
Approved All Day Parent/Teacher:	2
Conference Days:	
TOTAL (185 days or more):	185
Proposed Emergency Days	5

UPCOMING ELECTIONS

Consolidated General Election	4/4/17
Gubernatorial Primary Election	3/20/18
Gubernatorial General Election	11/6/18

SCHOOL HOLIDAYS

Labor Day	9/4/17
Columbus Day	10/9/17
Veterans' Day	11/11/17
Thanksgiving Day	11/23/17
Christmas Day	12/25/17
New Year's Day	1/1/18
M.L. King Day	1/15/18
Presidents' Day	2/19/18
Good Friday	3/30/18
Memorial Day	5/28/18
8th Grade Promotion	5/31/18

CALENDAR LEGEND

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

First Reading of Policies From PRESS Issue 92 and 93

Policy	Issue	Title	District Policy Committee Change/No Change	Board Policy Committee Change/No Change	BOE Meeting 12/12/16 Change or No Change
1:10	92	School District Organization – School District Legal Status	N/C	N/C	
1:20	92	School District Organization – District Organization, Operations, and Cooperative Agreements	C	N/C	
1:30	92	School District Organization – School District Philosophy	N/C	C	
2:10	92	School Board – School District Governance	N/C	N/C	
2:130	92	School Board – Board-Superintendent Relationship	N/C	N/C	
3:10	92	General School Administration – Goals and Objectives	N/C	N/C	
3:30	92	General School Administration – Chain of Command	N/C	N/C	
4:80	92	Operational Services – Accounting and Audits	N/C	C Page 2	
5:150	92	General Personnel – Personnel Records	N/C	C Page 2	
6:100	92	Using Animals in the Educational Program	N/C	Added “parents and”	
6:255	92	Instruction – Assemblies and Ceremonies	N/C	C	
6:260	92	Instruction – Complaints About Curriculum Instructional Materials, and Programs	N/C	N/C	
7:10	92	Students – Equal Educational Opportunities	N/C	C Page 2	
7:280	92	Students – Communicable and Chronic Infectious Disease	N/C	N/C	
7:285	92	Students – Food Allergy Management Program	N/C	C	
7:340	92	Students – Student Records	C	C	
8:90	92	Community Relations – Parent Organizations and Booster Clubs	C	N/C	
8:110	92	Community Relations – Public Suggestions and Concerns	N/C	N/C	
2:125	93	School Board – Board Member Compensation; Expenses	C	N/C	
4:55	93	Operational Services – Use of Credit	C	N/C	

		Procurement Cards			
5:60	93	General Personnel – Expenses	C	N/C	

12/12/16

School District Organization

School District Legal Status ¹

The Illinois Constitution requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000. ²

The School Board constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.: Ill. Constitution, Art. X, Sec. 1.
105 ILCS 5/10-1 et seq.

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the School Board; Indemnification)

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 See f/n 2 of policy 2:10, School District Governance for a discussion of school districts having a population of less than 1,000 inhabitants.

School District Organization

District Organization, Operations, and Cooperative Agreements

Insert A

The District is organized and operates as follows:¹

[INSERT DISTRICT'S ORGANIZATION and OPERATIONS]

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community.² The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the School Board concerning these programs and agreements. The District participates in the following joint programs and intergovernmental agreements:³

[INSERT APPLICABLE JOINT PROGRAMS]

LEGAL REF.: Ill. Constitution, Art. VII, Sec. 10.
5 ILCS 220/1 et seq.

Insert B

The District is organized and operates as an Elementary District serving the needs of children in grades Kindergarten to 8 and others as required by the School Code.

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. Boards may use the following sentence as the first sentence, customizing it as appropriate: "The District is organized and operates as a Unit District serving the educational needs of children in grades Pre-K through 12 and others as required by the School Code."

² Ill. Constitution, Art. VII, Sec. 10; 5 ILCS 220/1 et seq.

³ In some districts, the joint educational programs and intergovernmental agreements in which they participate change frequently; boards in those districts should omit this sentence and should not list the joint educational programs and intergovernmental agreements. While ~~the intent of this listing is to list~~ may be limited to only educational programs, some boards may ~~also~~ choose to also list insurance co-ops or other similar joint agreements.

B

- 1.) Intergovernmental Agreement Between the governing Board of the Niles Township District for Special Education 807 and Park Ridge Consolidated Community School District 64 for the Provision of Certain Special Education Services
- 2.) Intergovernmental Agreement Regarding Student Records Between the Boards of Education of Community Consolidated School District 62, East Maine School District 63, Community Consolidated School District 64, units of local government (hereinafter referred to as "School District 62", "School District 63", and "School District 64") and the Board of Education of Maine Township High School District 207, Park Ridge, Illinois, a unit of local government (hereinafter referred to as "School District 207").
- 3.) Intergovernmental Agreement – Reciprocal Reporting of Criminal Offenses Committee by Students
- 4.) Intergovernmental Agreement for Shared Assistive Technology Services
- 5.) Intergovernmental Agreement Between the City of Park Ridge and School District 64
- 6.) Intergovernmental Agreement for Shared Vision/O & M Services
- 7.) Intergovernmental Agreement for Uptown Tax Increment Financing District

School District Organization

School District Philosophy ¹

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum², a knowledgeable and dedicated staff, and sound fiscal and management practices.

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

↓
sense of self worth

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

¹ Replace the text in this sample policy with the district's mission, vision, and/or belief statement, if any. A mission statement is a statement of purpose: why the district exists, what benefits it intends to deliver, and who will receive those benefits. See IASB's *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm.

² Alternatively, strike "visionary and innovative" and substitute: "comprehensive and challenging".

School Board

School District Governance ¹

The District is governed by a School Board consisting of ~~7~~^{seven} members. ² The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools. ³

Official action by the Board may only occur at a duly called and legally conducted meeting at which a quorum is physically present. ⁴

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual. ⁵

LEGAL REF.: 5 ILCS 120/1.02.
105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the School Board; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of School Board Meetings), 2:220 (School Board Meeting Procedure)

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. IASB sample policies are aligned with the IASB *Foundational Principles of Effective Governance*, www.iasb.com/principles_popup.cfm.

Sample policy 2:120, *Board Member Development*, ~~as amended in the fall 2011~~, contains the board member training requirements.

² School districts having a population between 1,000 and 500,000 inhabitants are governed by a ~~7~~^{seven}-member board of education (105 ILCS 5/10-10). ~~A school district~~ having a population of less than 1,000 ~~is~~^{are} governed by a ~~3~~^{three}-member board of school directors, unless it is governed by a special act, or is a consolidated district, or a district in which the membership was increased by the passage of a proposition (105 ILCS 5/10-1).

³ 105 ILCS 5/10-16.7 and 5/10-20.

⁴ 5 ILCS 120/2.01; see also 105 ILCS 5/10-12. The Open Meetings Act defines *meeting* as "any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business," (5 ILCS 120/1.02). A quorum must be physically present for all meetings (5 ILCS 120/2.01).

⁵ The oath is found in 105 ILCS 5/10-16.5. Specific board officers may have individual authority; for example, the president may call a special meeting (105 ILCS 5/10-16).

School Board

Board-Superintendent Relationship ¹

The School Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law. ²

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide general direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.: 105 ILCS 5/10-16.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

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. 105 ILCS 5/10-16.7 requires the board to make all employment decisions pertaining to the superintendent as well as "to direct, through policy, the superintendent in his or her charge of the administration of the school district, including without limitation considering the recommendations of the superintendent concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of employees, and the selection of textbooks, instructional material, and courses of study." It also requires the "board [to] evaluate the superintendent in his or her administration of board policies and his or her stewardship of the assets of the district."

The relationship between a board and superintendent can be improved through open and honest communication about expectations. The superintendent and board should periodically discuss, for example, the amount, type, and timing of information each expects to give and receive. Discussing each party's role and using a formal, written superintendent evaluation process will further clarify role expectations.

² Boards may want to incorporate additional governance concepts into the first sentence, e.g., by holding the superintendent responsible for progress toward district ends. See IASB's *Foundational Principles of Effective Governance*, www.iasb.com/principles_popup.cfm. The IASB guide titled *The Superintendent Evaluation Process* contains information on strengthening the board-superintendent relationship. It is available at:

www.iasb.com/training/superintendent-evaluation-process.pdf.

General School Administration

Goals and Objectives ¹

The Superintendent directs the administration in the management of the School District and to facilitate the implementation of a quality educational program in alignment with School Board policy 1:30, *School District Philosophy*. Specific goals and objectives are to:

1. Provide educational expertise.
2. Plan, organize, implement, and evaluate educational programs that will provide for students' mastery of the Illinois Learning Standards. ²
3. Meet or exceed student performance and academic improvement goals established by the Board. ³
4. Develop and maintain channels for communication between the school and community.
5. Develop an administrative procedures manual and handbooks for personnel and students that are in alignment with Board policy. ⁴
6. Manage the District's fiscal and business activities to ensure financial health, cost-effectiveness, and protection of the District's assets.
7. Provide for the proper use, reasonable care, and appropriate maintenance of the District's real and personal property, including buildings, equipment, and supplies.

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

¹ This policy provides an opportunity for a board to give the superintendent a big picture of its vision for the district by identifying some high-level goals. While sample policy 1:30, *School District Philosophy*, contains the district's mission statement (i.e., why the district exists), this policy contains progress expectations and desired results (i.e., goals). This policy is designed to contain goals for which the administration will be responsible, including goals concerning finances, instruction, property, connecting with the community, etc. The list of goals should be replaced with the board's goals and objectives for school administration, if any.

This policy is in alignment with State law. The superintendent and principal's general duties are listed in 105 ILCS 5/10-21.4 and 5/10-21.4a, respectively. See also 105 ILCS 5/10-16.7.

² See the State Goals for Learning, 23 Ill.Admin.Code §1, Appendix D.

³ School administrators may be employed under a multi-year contract only if it is performance-based and contains goals and indicators of student performance and academic improvement (105 ILCS 5/10-23.8 and 5/20-23.8a). Principal evaluations, ~~on or after 9-1-2012~~, must use data and indicators on student growth as a significant factor (105 ILCS 5/24A-15). Thus, a policy statement that administrative staff shall "meet or exceed student performance and academic improvement goals" is consistent with legal requirements.

⁴ Staff and student handbooks provide a means to distribute important information and are referenced in many sample policies and procedures. Members of the Ill. Principals Assoc. may subscribe to the IPA's Model Student Handbook Service. While this service is not a handbook *per se*, it provides principals with quick, user-friendly access to model student handbook provisions that are attorney drafted and fully aligned with IASB's policy services. For more information, see:

www.ilprincipals.org/resources/model-student-handbook.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-21.4, and 5/10-21.4a.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board Superintendent Relationship), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 6:10 (Educational Philosophy and Objectives)

General School Administration

Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

Operational Services

Accounting and Audits ¹

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

Annual Audit ²

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

Annual Financial Report ³

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

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

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

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

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

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

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

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

Inventories 4

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property 5

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

Taxable Fringe Benefits 6

value does not exceed the capital threshold of \$1,500.

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

Controls for Revolving Funds and Petty Cash 7

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

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

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

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

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

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

Control Requirements for Checks 8

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

Internal Controls 9

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

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

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

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

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

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

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

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

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

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

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

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

General Personnel

Personnel Records 1

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent. 2
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.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. This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. When a policy's subject matter is superseded by a bargaining agreement, the board policy can state, "Please refer to the ~~current [insert name of any applicable CB]~~ applicable collective bargaining agreement."

² An employee has the right to view his or her personnel file contents, with a few exceptions (Ill. Personnel Record Review Act, 820 ILCS 40/). Thus, personnel files should contain only factual and accurate job-related information. In addition, the Personnel Record Review Act identifies records that may not be kept; ~~that is,~~ a record of an employee's associations, political activities, publications, communications, or non-employment activities (820 ILCS 40/9) ~~as well as and~~ records identifying an employee as the subject of an investigation by DCFS if the investigation resulted in an unfounded report as specified in the Abused and Neglected Child Reporting Act (820 ILCS 40/13).

³ Unless a specific exemption is available, personnel file information is available to anyone making a FOIA request (5 ILCS 140/). Specific exemptions protect the following:

1. *Private information* meaning "unique identifiers, including a person's social security number, driver's license number, employee identification number, biometric identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal email addresses. Private information also includes home address and personal license plates, except as otherwise provided by law or when compiled without possibility of attribution to any person;" 5 ILCS 140/7(1)(b); 5 ILCS 140/2(c-5). ~~This exemption is subject to prior review by the Public Access Officer.~~
2. *Personal information* "the disclosure of which would constitute a clearly unwarranted invasion of personal privacy" (5 ILCS 140/7(1)(b) and (c).
3. ~~Information prohibited from being disclosed by the Personnel Record Review Act. 5 ILCS 140/7.5(q).~~ The Personnel Record Review Act prohibits the disclosure of a performance evaluation under FOIA (820 ILCS 40/11, ~~amended by P.A. 96-1483~~). The treatment of a request for a disciplinary report, letter of reprimand, or other disciplinary action depends on the age of the responsive record. If the responsive record is more than ~~four~~ years old, the request should be denied unless the disclosure is permitted by the Act (5 ILCS 140/7.5(q); 820 ILCS 40/8). If the responsive record is ~~four~~ years old or less, the district should provide the record and must notify the employee in written form or -through email, if available (820 ILCS 40/7, ~~amended by P.A. 96-1212~~).

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance.⁴ The Superintendent shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.⁵

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 745 ILCS 46/10.
820 ILCS 40/.
23 Ill.Admin.Code §1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 7:340 (Student Records)

The School Code prohibits the disclosure of school teacher, principal, and superintendent performance evaluations except as otherwise provided in the certified employee evaluation laws (105 ILCS 5/24A-7.1, added by P.A. 96-861).

The Health Insurance Portability and Accountability Act (HIPAA) created national standards to protect individuals' medical records and other personal health information. If a district is a *covered entity* (i.e., offers a self-insured group health plan or flexible spending account), it must establish clear procedures to protect the employee's health information (45 C.F.R. §164.502). Such districts should consult their attorneys and insurance provider for assistance.

⁴ The Employment Record Disclosure Act (745 ILCS 46/10) provides conditional immunity to employers responding to a reference request; it states: "Any employer or authorized employee or agent acting on behalf of an employer who, upon inquiry by a prospective employer, provides truthful written or verbal information, or information that it believes in good faith is truthful, about a current or former employee's job performance is presumed to be acting in good faith and is immune from civil liability for the disclosure and the consequences of the disclosure." This immunity statute does not, however, create an exemption to the requirements in the Personnel Record Review Act. The Review Act requires an employer to give an employee written notice before divulging a "disciplinary report, letter of reprimand, or other disciplinary action to a third party;" (820 ILCS 40/7). An employment application may contain a waiver of this notice (*Id.*).

⁵ 325 ILCS 5/4 requires a superintendent, upon being asked for a reference concerning an employee or former employee, to disclose to the requesting school district the fact that a district employee has made a report involving the conduct of the applicant or caused a report to be made to DCFS. For more information, see 5:150-AP, *Personnel Records*.

Instruction

Using Animals in the Educational Program ¹

Animals may be brought into school facilities for educational purposes according to procedures developed by the Superintendent assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.²

Animal Experiments

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible.³

Animal Dissection

The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with the School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place.⁴ No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Superintendent or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.⁵

→ parents and

LEGAL REF.: 105 ILCS 5/2-3.122, 5/27-14, and 112/.

CROSS REF.: 6:40 (Curriculum Development)

ADMIN. PROC.: 6:120-AP3 (Service Animal Access Requests), 6:120-AP3, E1 (Request for a Service Animal to Accompany a Student in School Facilities)

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 This paragraph is optional and is not controlled by State or federal statute or rule.

³ This sentence's first clause is required by 105 ILCS 5/27-14; the clause after the semi-colon is a reasonable interpretation that will allow the use of mouse-mazes.

⁴ State law prohibits schools from penalizing a student who refuses to perform, participate in, or observe dissection (105 ILCS 112/25).

⁵ ISBE's guidelines for helping schools give notice to students, parents, teachers, and administrators are available at www.isbe.net/ils/science/mandates.htm. State law does not require that objecting students receive an alternative project. Instead, it says that the student may be given an alternative project that provides the student, through means other than dissection, with knowledge similar to that expected to be gained during the dissection project.

Instruction

Assemblies and Ceremonies ¹

Assemblies must be approved by the Superintendent or designee and be consistent with the District's educational objectives.

Insert A

~~The District shall not endorse or otherwise promote invocations, benedictions, and group prayers at any school assembly, ceremony, or other school-sponsored activity.~~ ²

LEGAL REF.: Lee v. Weisman, 112 S.Ct. 2649 (1992).
Santa Fe Independent School District v. Doe, 120 S.Ct. 2266 (2000).
Jones v. Clear Creek Independent School District, 977 F.2d 963 (5th Cir., 1992),
reh'g denied, 983 F.2d 234 (5th Cir., 1992) and *cert. denied*, 113 S.Ct. 2950 (1993).

CROSS REF.: 6:70 (Teaching About Religion), 6:80 (Teaching About Controversial Issues)

A While led invocations, benedictions and group prayers are permissible, the District shall not endorse or promote them.

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 School-sponsored prayers or invocations at athletic events, graduation, and performances violate the First Amendment to the U.S. Constitution. Lee v. Weisman, 112 S.Ct. 2649 (1992). Even permitting students to deliver a "brief invocation and/or message" as part of pre-game ceremonies at football games is unconstitutional when the district retains control of the message's content. Santa Fe Independent School District v. Doe, 120 S.Ct. 2266 (2000), and Workman v. Greenwood Cmty. Sch. Corp., 2010 WL 1780043 (S.D.Ind., 2010). Using a student-led message to solemnize a school event is problematic, especially when the student-led message was historically a prayer or when the purpose is to solemnize an athletic event as opposed to an event like graduation. However, the Supreme Court denied review of the Fifth Circuit Court of Appeals decision affirming a school board's policy that allowed nonsectarian and nonproselytizing student-led prayer during graduation ceremonies. Jones v. Clear Creek Independent School District, 977 F.2d 963 (5th Cir., 1992), *cert. denied*. In that case, high school seniors were permitted to choose student volunteers to deliver nonsectarian, nonproselytizing invocation at graduation ceremonies. The following is the policy upheld in that case:

1. The use of an invocation and/or benediction at the high school graduation exercise shall rest within the discretion of the graduating senior class, with the advice and counsel of the senior class principal [class sponsor];
2. The invocation and benediction, if used, shall be given by a student volunteer; and
3. Consistent with the principle of equal liberty of conscience, the invocation and benediction shall be nonsectarian and nonproselytizing in nature.

A board should consult its attorney before adopting such a policy.

OK

Instruction

Complaints About Curriculum, Instructional Materials, and Programs

Persons with suggestions or complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and/or use the Uniform Grievance Procedure. A parent/guardian may request that his/her child be exempt from using a particular instructional material or program by completing a curriculum objection form.¹

CROSS REF.: 2:260 (Uniform Grievance Procedure), 8:110 (Public Suggestions and Concerns)

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

¹ A school district is not required to automatically accommodate a student's or his/her parents' religious beliefs by allowing the student to opt out of reading required materials or programs. A student is entitled to accommodation only if a district's requirement *burdens* his/her free exercise of religion and the requirement is not justified by a *compelling state interest*. Mozert v. Hawkins Co. Board of Educ., 827 F.2d 1058 (6th Cir., 1987). A student's free exercise right would unlikely be burdened by compelling the student to be exposed to ideas with which his/her religion disagrees. See Fleischfresser v. Directors of Sch. Dist. 200, 15 F.3d 680 (7th Cir., 1994). On the other hand, compelling a student to perform an act ~~which~~that violates the student's religious beliefs would burden his/her free exercise right, and the school district would need to justify the requirement with a compelling state interest in order to be able to enforce it.

Students

Equal Educational Opportunities ¹

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity,² status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy.³ Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, *Community Use of School Facilities*.⁴ Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.⁵

Sex Equity ⁶

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

¹ State or federal law requires this subject matter be covered by policy and controls this policy's content.

² Adopting separate policies or inserting policy statements about accommodations and inclusion of transgender students in the educational program are unsettled areas of the law. Some lawyers believe doing so may open boards to equal protection challenges for not creating separate policies for other protected statuses, e.g., race, nationality, religion, etc. Consult the board attorney if your board wishes to adopt a separate policy or insert policy statements about accommodations and inclusion of transgender students.

See 7:10-AP. Accommodating Transgender Students or Gender Non-Conforming Students for a case-by-case procedure that school officials may use when a student requests an accommodation based upon his or her gender identity.

For a list of policies that address the equal educational opportunities, health, safety, and general welfare of students within the District, see 7:10-E. Equal Educational Opportunities Within the School Community.

³ Many civil rights laws guarantee equal education opportunities; see citations in the Legal References.

In 23 Ill.Admin.Code §1.240, ISBE states that "no school system may deny access to its schools or programs to students who lack documentation of their immigration status or legal presence in the United States, and no school system may inquire about the immigration status of a student (*Plyler v. Doe*, 457 U.S. 202 (1982))."

The Ill. Human Rights Act and an ISBE rule prohibit schools from discriminating against students on the basis of sexual orientation and gender identity (775 ILCS 5/5-101(1); 23 Ill.Admin.Code §1.240). *Sexual orientation* is defined as the "actual or perceived heterosexuality, homosexuality, bisexuality, or gender related identity, whether or not traditionally associated with the person's designated sex at birth," (775 ILCS 5/1-103(O-1)). *Gender identity* is included in the definition of sexual orientation in the Act. The Act permits schools to maintain single-sex facilities that are distinctly private in nature, e.g., restrooms and locker rooms (775 ILCS 5/5-103). 775 ILCS 5/1-102(A) makes *order of protection status* a protected category.

The Ill. Human Rights Act's jurisdiction is specifically limited to: (1) failing to enroll an individual, (2) denying access to facilities, goods, or services, or (3) failing to take corrective action to stop severe or pervasive harassment of an individual (775 ILCS 5/5-102.2).

⁴ 23 Ill.Admin.Code §200.40(b) prohibits entering into agreements with entities that discriminate against students on the basis on sex. Section 200.80(a)(4) contains an exception for single sex youth organizations, e.g., Boy and Girl Scouts. Note that the U.S. Supreme Court refused to apply N.J.'s public accommodation law to the Boy Scouts because forcing the Scouts to accept a homosexual as a member would violate the Scouts' freedom of expressive association. *Boy Scouts of America v. Dale*, 120 S.Ct. 2446 (2002). When deciding whether to allow non-school groups to use its facilities, a public school district may not engage in viewpoint discrimination. *Good News Club v. Milford Central School*, 121 S.Ct. 2093 (2001).

⁵ Districts must have a grievance procedure (See Legal References following policy). Absent a specific statute or rule, there is no consensus on whether students have the right to appeal a board's decision to the Regional Superintendent and thereafter to the State Superintendent pursuant to 105 ILCS 5/2-3.8.

⁶ Every district must have a policy on sex equity (23 Ill.Admin.Code §200.40(b)). The Ill. Human Rights Act, Public Accommodation section, prohibits schools from: (1) failing to enroll an individual, (2) denying a individual access to its facilities, goods, or services, or (3) failing take corrective action to stop severe or pervasive harassment of an individual (775 ILCS 5-102.2), on the basis of the individual's sex or sexual orientation, among other classifications (775 ILCS 5/5-101).

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file ~~an~~sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8). ⁷

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. ⁸ The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure. ⁹

→ OR parent/guardian

Districts must periodically evaluate their policies and practices to identify and eliminate sex discrimination as well as evaluate course enrollment data to identify disproportionate enrollment based on sex. In-service training for all staff members is required (23 Ill.Admin.Code §1.420).

With some exceptions, Title IX guarantees that "[n]o person in the United States shall, on the basis of gender, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance...." (20 U.S.C. §§1681(a). Equal participation and equal opportunity in athletics is addressed in the U.S. Dept. of Education's implementing rules (34 C.F.R. §106.41). Generally, when a school district offers a team for one gender but not for the other, a member of the excluded gender is allowed to try out for the team unless the sport is a *contact sport*. Contact sports are boxing, wrestling, rugby, ice hockey, football, basketball, and other sports involving bodily contact. The rules also list the factors that determine whether equal opportunities are available to both genders. These include: whether the selection of athletics accommodates the interests and abilities of both genders; equipment and supplies; scheduling; opportunity to receive coaching and academic tutoring; locker rooms, practice facilities, and fields; and publicity.

⁷ Districts must have a grievance procedure and must tell students that they may appeal a board's resolution of a sex equity complaint to the Regional Superintendent and, thereafter, to the State Superintendent (23 Ill.Admin.Code §200.40).

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

⁸ Required by regulations implementing Title IX (34 C.F.R. Part 106.8).

⁹ Required by regulations implementing Title IX (34 C.F.R. Part 106; 23 Ill.Admin.Code §200.40). Comprehensive Faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Faculty handbooks may contain working conditions and be subject to mandatory collective bargaining.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney Homeless Assistance Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by
34 C.F.R. Part 106.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
775 ILCS 35/5, Religious Freedom Restoration Act.
Ill. Constitution, Art. I, §18.
Good News Club v. Milford Central School, 121 S.Ct. 2093 (2001).
105 ILCS 5/3.25b, 3.25d(b), 10-20.12, 10-22.5, and 27-1.
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:165 (Student Uniforms), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

Students

Communicable and Chronic Infectious Disease 1

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the School Board's policies.² The Superintendent will develop procedures to safeguard these rights while managing health and safety concerns.

LEGAL REF.: 105 ILCS 5/10-21.11.
 410 ILCS 315/2a.
 23 Ill.Admin.Code §§ 1.610 and 226.300.
 77 Ill.Admin.Code Part 690.
 Individuals With Disabilities Education Act, 20 U.S.C. §1400 et seq.
 Rehabilitation Act, Section 504, 29 U.S.C. §794(a).

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

¹ 105 ILCS 5/10-21.11 requires all districts to have a policy on the appropriate manner of managing children with chronic infectious diseases. State or federal law controls this policy's content. This policy concerns an area in which the law is unsettled in that competing interests (protecting the afflicted student's rights while protecting the health and safety of the student body) have not been completely resolved.

² A student with a contagious disease is probably a *handicapped individual* under Section 504 of the Rehabilitation Act (29 U.S.C. §794(a)). See School Board of Nassau Co. v. Arline, 107 S.Ct. 1123 (1987) (teacher with tuberculosis was handicapped under section 504); Thomas v. Atascadero Unified School District, 662 F.Supp. 376 (C.D. Cal., 1986) (a child with AIDS was a *handicapped person* under Section 504); District 27 Community School Board v. Board of Education of the City of New York, 502 N.Y.S.2d 325 (1986).

Students with contagious diseases may also qualify for special education under the Individuals With Disabilities Education Act (20 U.S.C. §1400 et seq.) Each school district, independently or in cooperation with other districts, must provide a comprehensive program of special education that meets the needs of children ages 3 to 21 with exceptional characteristics as identified in State law, specifically including physical or health impairments (105 ILCS 5/14).

Decisions to place a student in a class outside regular classes due to infectious disease must be based on medical evaluations indicating a need to protect the health and safety of others. Community High School District 155 v. Denz, 463 N.E.2d 998 (Ill.App.2, 1984).

Cases involving contagious diseases are highly fact-specific. Generally, the appropriate treatment of a student depends on the severity of the disease and the risk of infecting others, but in all cases, the board attorney should be consulted.

Students

Food Allergy Management Program ¹

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. ²

~~The Superintendent or designee shall develop and implement a Food Allergy Management Program that:~~ ³

1. Fully implements the following goals established in the School Code: (a) identifying students with food allergies, (b) preventing exposure to known allergens, (c) responding to allergic reactions with prompt recognition of symptoms and treatment, and (d) educating and training all staff about management of students with food allergies, including administration of medication with an auto-injector, and providing an in-service training program for staff who work with students that is conducted by a person with expertise in anaphylactic reactions and management.

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

¹ 105 ILCS 5/2-3.149 requires school boards to implement a policy ~~not later than January 1, 2011~~ that is based upon the joint State Board of Education (ISBE) and Ill. Dept. of Public Health (IDPH) publication titled *Guidelines for Managing Life-Threatening Food Allergies in Schools*, (ISBE/IDPH Guidelines). Administrative procedures referencing the *ISBE/IDPH Guidelines* must support this policy in order to comply with the law. See the discussion in f/n 3 below and 7:285-API, *Administrative Procedure-Implementing a Food Allergy Management Program* for a sample implementation procedure.

This legislation stems from data showing that the number of children being diagnosed with food allergies is increasing. Every food-allergic reaction can develop into a life-threatening reaction and, even with proper treatment, can be fatal. See the *ISBE/IDPH Guidelines*, pages 7 and 8, citing Sampson, H.A., *Food Allergy, from Biology Toward Therapy, Hospital Practice*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.

² This ends statement requires board work and should be discussed (what effect or impact will this district statement have on the students and the community?) and altered accordingly before board adoption. A food allergy management program should promote prevention and management of life-threatening allergic reactions (see 105 ILCS 5/2-3.149(b) and *ISBE/IDPH Guidelines*, on p. 7). For more information on ends statements and governance, see IASB's *Foundational Principles of Effective Governance* at: www.iasb.com/principles_popup.cfm.

The clause "using a cooperative effort among students' families, staff members, and students" is optional and can be removed. The purpose of the clause is to share responsibility for management among the district, staff, and food-allergic students and their families.

³ 105 ILCS 5/10-20. To balance the requirement to implement a policy based upon the *ISBE/IDPH Guidelines* (105 ILCS 5/2-3.149(b)) with the practicalities of managing a district, this paragraph delegates the board's implementation duty to the superintendent.

Number one outlines the goals that the legislature directed ISBE and IDPH to include in the *ISBE/IDPH Guidelines* (105 ILCS 5/2-3.149(a)-(c)). The in-service training program is required by 105 ILCS 5/10-22.39(e). Boards may add further expectations and include additional goals that reflect those expectations here.

Number two balances the requirements of the law with the practicalities of managing a district by referencing the *ISBE/IDPH Guidelines* (105 ILCS 5/2-3.149(b)). The publication is 78 pages and adopting the entire document as policy is not practical. Further, not every portion of the publication applies to every district's needs.

2. Follows and references the applicable best practices specific to the District's needs in the joint State Board of Education and Ill. Dept. of Public Health publication *Guidelines for Managing Life-Threatening Food Allergies in Schools*, available at: www.isbe.net/nutrition/pdf/food_allergy_guidelines.pdf.
3. Complies with State and federal law and is in alignment with Board policies.

LEGAL REF.: 105 ILCS 5/2-3.149 and 5/10-22.39.
Guidelines for Managing Life-Threatening Food Allergies in Schools (Guidelines), jointly published by the State Board of Education and Ill. Dept. of Public Health.

CROSS REF.: 4:110 (Transportation), 4:120 (Food Services), 4:170 (Safety), 5:100 (Staff Development Program), 6:120 (Education of Children with Disabilities), 6:240 (Field Trips), 7:250 (Student Support Services), 7:270 (Administering Medicines to Students), 8:100 (Relations with Other Organizations and Agencies)

Policy 7:285

Paragraph 1 - A

The Superintendent or designee shall develop a Food Allergy Management Program to aid the District in reducing risks to ?????? and providing accommodations and proper treatment for allergic reactions. The Food Allergy Management Program will be:

Students

Student Records ¹

Confidential Records

School student records are confidential. ~~Information from them~~ shall not be released other than as provided by law.² A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:³

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.

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

¹ State law requires school boards to adopt policy and procedures implementing the Illinois School Student Records Act (ISSRA) and specifying the content of school student records (23 Ill.Admin.Code §§375.100 and 226.740). Both State and federal law address school student records. See the federal Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and the School Student Records Act, 105 ILCS 10/, implemented by ISBE rules at 23 Ill.Admin.Code Part 375. In addition, the U.S. Dept. of Ed.'s Privacy Technical Assistance Center (PTAC), a *one-stop* resource for education stakeholders to learn about data privacy, confidentiality, and security practices related to student-level longitudinal data systems, has information available at: ptac.ed.gov/. Recently, PTAC published a guide for school officials titled *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices*, available at: tech.ed.gov/wp-content/uploads/2014/09/Student-Privacy-and-Online-Educational-Services-February-2014.pdf. School officials interested in cloud computing contracts should contact the board attorney.

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

² A plethora of statutory and decisional law protects student records. Aside from the laws identified in f/n 1, other laws protecting student records include:

1. Schools may not provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards (105 ILCS 5/10-20.37).
2. Schools may not sell personal information concerning a child under the age of 16, with a few exceptions, unless a parent has consented (Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/).
3. The release of confidential information given by a student to a therapist, e.g., school counselor or psychologist, is governed by the Mental Health and Developmental Disabilities Confidentiality Act (740 ILCS 110/).
4. Schools must keep a sex offender registration form received from law enforcement separately from school student records maintained on behalf of the juvenile sex offender (730 ILCS 152/121).
5. Schools may not provide a parent/guardian who is not allocated *parenting time* (formerly *visitation*) access to his or her child's school records, unless a court finds that it is in the child's best interests to provide those records to the parent (The Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/602.11, amended by P.A. 99-90).

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

³ 20 U.S.C. §1232g(a)(4)(A); 34 C.F.R. §99.3; 105 ILCS 10/2(d); 705 ILCS 405/1-7 and 5-905; 23 Ill.Admin.Code §375.10. Rather than listing the exceptions in the policy, a school board may choose to end the sentence after the proviso "except as provided in State or federal law."

3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses⁴) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, ~~either written or oral~~, *in any format, (written, oral, graphic)* received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.⁵

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.⁶ The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child.⁷ However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.⁸ Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

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

⁴ For an explanation, see footnotes in 7:220, *Bus Conduct*.

⁵ Many lawyers believe that once these records are received by a school, they are protected as *education records* under the federal Family Educational Rights and Privacy Act, 20 U.S.C. §1232g. Consult the board attorney for advice.

⁶ 23 Ill.Admin.Code §226.740.

⁷ This sentence is required if the board allows schools to release student directory information (20 U.S.C. §1232g; 23 Ill.Admin.Code §375.80; 34 C.F.R. §99.6(a)(4)). There is at least one instance in Illinois in which parents were upset that their school district released students' names and addresses pursuant to a Freedom of Information Act (FOIA) request. FOIA contains an exemption for home addresses. Many lawyers, however, say that a district must release student information pursuant to a FOIA request when each of the following has occurred: the FOIA request seeks information that is included in the district's definition of student directory information, the district notified parents that it releases directory information, and the parents did not opt out of allowing directory information to be released concerning their child. An opinion from the Ill. Public Access Counselor supports that a district may not rely on the FOIA exemption for home addresses (PAO 12-3).

The PRESS policy does not identify the components of *directory information*, leaving that task to implementing material. Boards may want to discuss this quagmire with the superintendent knowing that there are good reasons to release directory information (e.g., to allow the district to publish information about specific students) and good reasons to not release directory information (e.g., to avoid releasing names and addresses pursuant to a FOIA request).

23 Ill.Admin.Code 375.80(a)(1) includes *gender* as information which may be designated as directory information; however including *gender* within directory information may violate the federal Family Educational Rights and Privacy Act (FERPA). FERPA regulations provide that directory information "means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed" and it "includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended." 34 C.F.R. 99.3. Though FERPA regulations do not explicitly preclude the designation of *gender* as directory information, U.S. Department of Education (ED) guidance has consistently advised schools not to disclose a student's sex as directory information because it would be considered harmful or an invasion of privacy. See *Letter to Institutions of Postsecondary Education*, ED Family Policy Compliance Office (September 2009); *Dear Colleague Letter on Transgender Students*, ED and U.S. Department of Justice (May 13, 2016). Consult the board attorney about the practical implementation of this issue. Some attorneys, for example, believe photos of the "Girls Volleyball Team" may contradict ED guidance.

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

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.⁹

Student Biometric Information Collection 10

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

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility¹² or the student (if over the age of 18).¹³ Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information.¹⁴ Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

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⁹ Each school must have an *official records custodian* (105 ILCS 10/4(a)). Districts must notify students and parents/guardians of their rights concerning school student records (105 ILCS 10/3; 23 Ill.Admin.Code §375.30; 34 C.F.R. §99.7). Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. See exhibit 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, and administrative procedure 7:340-AP1, *School Student Records*.

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

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

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

¹² Several statutes define legal custody and when a court may grant it; the term requires statutory construction/interpretation and school boards should discuss this issue with their attorney prior to adopting a policy on collection of student biometric information.

105 ILCS 5/10-20.40(b)(1) states the definition of legal custody is the same as the definition of legal custody for purposes of residency, payment of tuition, hearings, and criminal penalties at 105 ILCS 5/10-20.12b(2)(i)-(v).

The Illinois Marriage and Dissolution of Marriage Act, 750 ILCS 5/, amended by P.A. 99-90, changed the terms *custody* and *visitation* to *parental responsibility* and *parenting time*, respectively. P.A. 99-90 also requires a *parenting plan* that allocates (1) significant decision-making responsibilities, and (2) each parent's right to access his or her child's school records. The new law does not amend ISSRA or the School Code. Consult the board attorney about whether the Illinois Marriage and Dissolution of Marriage Act's provisions change a noncustodial parent's ability to access a student's records.

¹³ Based upon 105 ILCS 5/10-20.40, written permission is not required annually; it is valid until a request for discontinuation of the use of biometric information is received or until the student reaches the age of 18. See 7:340-AP1, E5, *Biometric Information Collection Authorization*.

¹⁴ Districts must reissue 7:340-AP1, E5, *Biometric Information Collection Authorization* to students turning 18 years of age during the school year. This is because all rights and privileges accorded to a parent under the Ill. School Student Records Act become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first. 105 ILCS 10/2(g).

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

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

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

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).
Owasso I.S.D. No. I-011 v. Falvo, 122 S.Ct. 934 (2002).
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 C.F.R. Part 99.
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
105 ILCS 5/10-20.21b, 20.37, 20.40, 5/14-1.01 et seq., and 10/.
50 ILCS 205/7.
750 ILCS 5/602.11.
23 Ill.Admin.Code Parts 226 and 375.

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

ADMIN PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-AP1, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records), 7:340-AP1, E3 (Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 (Schedule for Destruction of School Student Records)

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¹⁵ State law contains two exceptions: (1) the individual who has legal custody/parental responsibility of the student or the student (if over the age of 18) consents to the disclosure, and (2) the disclosure is required by court order. 105 ILCS 10-20.40(b)(5); 750 ILCS 5/602.11, amended by P.A. 99-90.

¹⁶ 105 ILCS 5/10-20.40(d). No notification to or approval from the district's local records commission, pursuant to the Local Records Act, is required to destroy student biometric information. See *f/n* 12 for a discussion about the terms *custody* and *parental responsibility*.

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

Community Relations

Parent Organizations and ~~Booster Clubs~~

Parent organizations ~~and booster clubs~~ are invaluable resources to the District's schools. While parent organizations ~~and booster clubs~~ have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations ~~and booster clubs~~ are may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following: 1

1. The organization's ~~or club's~~ name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parent(s)/guardian(s) of students enrolled in the school, District staff, and community members. 2
5. A statement that the District is not, and will not be, responsible for the organization's ~~or club's~~ business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. ~~Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion.~~ The Board's legal obligation to comply with Title

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1 For boards that want to require all parent organizations and booster clubs to have 501(c)(3) status, use the following paragraph:

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club is a 501(c)(3) that has submitted proof of its status and has by-laws containing the following:

A 501(c)(3) organization is an organization that qualifies for exemption from federal income tax because it is organized and operated exclusively for one or more of the following purposes: religious; charitable; scientific; testing for public safety; literary; educational; fostering national or international amateur sports competition (but only if none of its activities involve providing athletic facilities or equipment); or the prevention of cruelty to children or animals. For more information, see www.irs.gov.

2 An alternative follows:

A statement that membership is restricted to parents/guardians of students enrolled in the school and District staff. An agreement not to engage in discrimination based on someone's innate characteristics or membership in a suspect classification.

IX by providing equal athletic opportunity for members of both genders will supersede an organization or club's recommendation.³

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative. At no time does the District accept responsibility for the actions of any parent organization or ~~booster club~~ regardless of whether it was recognized and/or permitted to use any of the above-mentioned names or logos.⁴ The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or ~~booster clubs~~. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

CROSS REF.: 8:80 (Gifts to the District)

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³ Booster clubs are understandably selective in their support. However, by accepting booster club assistance that creates vast gender differences, a board may face claims that it has violated Title IX. Title IX's focus is on equal funding opportunities, equal facility availability, similar travel and transportation treatment, comparable coaching, and comparable publicity (34 C.F.R. Part 106).

⁴ Booster clubs present potential liabilities to a school district beyond loss of funds because they seldom are properly organized (they generally are not incorporated or otherwise legally recognized), carry no insurance, raise and handle large sums, and club members hold themselves out as agents of the school (after all, no funds could be raised but for the school connection). A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its attorney, to minimize liability, such as adding a requirement to item 6 above that the club: (1) operate under the school's authority (activity accounts); or (2) be properly organized and demonstrate fiscal responsibility by being a 501(c)(3) organization, obtaining a bond, and/or arranging regular audits. Ultimately, the best way to minimize liability is to be sure that the district's errors and omissions insurance covers parent organizations and booster clubs.

Community Relations

Public Suggestions and Concerns

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at any District or School office. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied ~~after following the channels of authority,~~ may file a grievance under ~~the~~ Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* creates an independent right to a hearing before the Board.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

RENAMED & REWRITTEN

October 2016

2:125

Comment [KAS1]: The policy implements the Local Government Travel Expense Control Act, 5 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

School Board

Board Member Compensation; Expenses ¹

Board Member Compensation Prohibited ²

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Comment [KAS2]: The intent of this introduction is to provide information to the community that board members are public servants, and they do not receive perks or compensation.

Roll Call Vote ³

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Frequently misunderstandings occur that board members receive compensation for their service like other public officials.

Regulation of School District Expenses ⁴

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution.⁵ No later than approval of the annual budget and when necessary,⁶ the Superintendent will

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¹ State law controls this policy's content (105 ILCS 5/10-9, 5/10-10 and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter, see the third paragraph of f/n 3, below.

² The legal limit for board secretary compensation is \$500 (105 ILCS 5/10-14).

³ 50 ILCS 150/15, added by P.A. 99-604, eff. 1-1-17. 105 ILCS 5/10-7 also states, "[o]n all questions involving the expenditure of money, the yeas and nays shall be taken and entered on the records of the proceedings of the board," i.e., a roll call vote.

Although the School Code has always required a roll call vote on public expenditures, on and after 60 days after the effective date of the ECA, a roll call vote will also be required for any:

1. Officer or employee of the board that exceeds the *maximum allowable reimbursement amount (MARA)* set by the board in its resolution to regulate expenses, and
2. Board member (50 ILCS 150/15, added by P.A. 99-604, eff. 1-1-17).

A majority of school law firms agree that the "on or after 60 days" date discussed in the paragraph above is 3-2-17. Some school law firms will use the date 3-1-17. There is also a policy-component deadline "[o]n and after 180 days after the effective date of [the ECA]." That date is 6-30-17. Many school law firms opine that, as a practical matter, boards should complete both the MARA and policy requirements of the ECA by late Feb. 2017 and no later than 3-1-17. Consult the board attorney about these dates. See f/n 13, below for more discussion about amending or adopting another resolution when expenses exceed the MARA required by the ECA.

⁴ 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 requires boards to regulate the reimbursement of expenses by resolution or ordinance. Unlike like the powers granted by the Ill. General Assembly to municipalities to pass ordinances, school boards govern by rules referred to as *policies* (105 ILCS 5/10-20.5). Further, school boards may only exercise powers given to them that are consistent with the School Code that may be requisite or proper for the maintenance, operation, and development of any school or schools under the jurisdiction of the board (105 ILCS 5/10-20). Therefore, to effectuate the intent of the ECA's requirement to *regulate* expenses with an ordinance or resolution and stay within the confines of the School Code and best practice (minimize liability while aligning with the IASB "Foundational Principles of Effective Governance"), the language in this subhead:

1. Retains with the board its duty to *regulate* expenses through policy with a reference to a resolution that will define and set the types of allowable expenses in the district through the adoption of board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses* (105 ILCS 5/10-20)(see f/n 5, below);
2. Delegates to the superintendent the duty to recommend an appropriate MARA to the board for adoption in its resolution to *regulate expenses* (see f/n 7, below).

⁵ Id. For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*. Consult the board attorney about how often the board should adopt or revisit its resolution (see f/n 6 and 8, below). For discussion about setting an annual time of year to adopt the resolution, see f/n 6, below.

2:125

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recommend a maximum allowable reimbursement amount for expenses to be included in the resolution.⁷ The recommended amount should be based upon the District's budget and other financial considerations.⁸

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member,⁹ (2) anyone's personal expenses,¹⁰ or (3) entertainment expenses.¹¹ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.¹²

⁶ 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 allows boards to determine this timeline locally.

While the ECA does not require boards to adopt an *annual* resolution to regulate expenses, an annual review provides a way for the board to monitor this policy's implementation and its duties under the ECA and policy 2:240, *Board Policy Development*.

This sample policy uses "No later than approval of the annual budget" to align with 105 ILCS 5/17-1 (annual budget adoption within the first quarter of each fiscal year). The words *and when necessary* allow for flexibility in situations discussed in f/n 13, below (*emergency and/or an extraordinary circumstance*).

* Consider consulting the board's auditors to assist with this decision. Other options for the timing of when boards should set the MARA include:

1. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each fiscal year"
2. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each school year"
3. Deleting ~~No later than approval of the annual budget~~ and replacing it with "At the start of each calendar year" or
4. Deleting "~~No later than approval of the annual budget~~" and replacing it with "When presenting the proposed budget".

⁷ For practical purposes, this duty is delegated to the superintendent because:

1. The School Code:
 - a. Allows the board to delegate duties to the superintendent (105 ILCS 5/10-16.7), and
 - b. Assigns to the superintendent the duty to make recommendations to the board concerning the budget (105 ILCS 5/10-21.4); and
2. The MARA should be based upon a district's financial resources and other considerations important to the local district.

⁸ The ECA does not define MARA or how to determine it (see the first sentence of f/n 6, above). The board and superintendent should have a conversation that addresses at minimum the following topics:

1. Should the superintendent use and refer to line items from the current budget?
2. Would the board set per diems or set a very large number for the board and/or all of the district employees – both have their advantages and disadvantages.
3. Should the board categorize MARA by activity?
4. Will it be categorized by individual responsibilities to the district or job titles/classes?
5. Should there be an amount category for each type of travel: airfare, train, automobile, taxi, etc.?
6. Will there be a special category for recurring and/or required training opportunities for teachers and board members?

These choices will depend upon many factors, including the budget, perhaps an auditor's recommendation, the community's preferences, and advice from the board attorney.

Amend the language throughout this subhead and in the fourth WHEREAS paragraph in 2:125-E3, *Resolution to Regulate Expense Reimbursements* to reflect local preferences. Consider that inserting the actual MARA into the policy would likely require more formal continual policy updates as opposed to amending the resolution if a board needs to increase its MARA for any reason. For example, see the discussion in f/n 13, below.

⁹ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses from being advanced or reimbursed to any person other than a board member or employee of the district.

¹⁰ Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

¹¹ 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

¹² Id.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for ~~expense advancements~~, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting. ¹³

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:¹⁴

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;¹⁵
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used.¹⁶ ~~If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance~~ ←

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¹³ 50 ILCS 150/10 and 15, added by P.A. 99-604, eff. 1-1-17. A board may need to revisit its resolution to regulate expenses more often than annually if (a) an expense reimbursement amount exceeds the MARA set in the board's resolution, and (b) an *emergency* or an *extraordinary circumstance* does not exist. Consult the board attorney in these circumstances to determine whether the board may need to revisit and amend its resolution to increase the MARA before approving the expenses exceeding it.

Emergency or an extraordinary circumstance is not defined by the ECA, but these terms are meant to allow boards flexibility when expenses exceed the MARA. Yet approving expense reimbursement requests that exceed the MARA as *emergencies* or *extraordinary circumstances* when the board or superintendent "did not plan well" or "an organization's conference fees went up more than expected this year after the board adopted its resolution," may open the board to public relations and other legal challenges. See *Laukhuf v. Board of Education*, 2003 WL 23936148 (Ill. Cir. 2003) (addressing what constitutes an *emergency* in the context of the Open Meetings Act, which similar to the ECA, also does not define the term, and holding an emergency meeting to cure a situation that a school board created itself is not an emergency within the confines of OMA).

While the ECA does not provide for specific legal penalties for the wrongful approval of expenses, it is not clear whether a court may find in circumstances of poor MARA planning, that an *emergency* or *extraordinary circumstance* under the ECA did not exist and grant relief requested by a challenger as allowed under State law.

¹⁴ 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This advancement language pre-dates the ECA and is narrower than the ECA. A reasonable interpretation is that the MARA required in the ECA would apply to any advancement amount. This policy seeks to reconcile and highlight the differences between the School Code and the ECA requirements by separating School Code advancements into a separate subhead from ECA reimbursements (estimated and actual). For more distinctions between these laws and further discussion, see f/n 20, below.

¹⁵ Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center." The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.

¹⁶ 105 ILCS 5/10-22.32 requires the return of excess advancements that are issued.

with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below).¹⁷ ~~Expense advancements and vouchers shall be presented to the Board in its regular bill process.~~

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses¹⁸ by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards ¹⁹

Credit and procurement cards shall not be issued to Board members.

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

¹⁷ Boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties. A board may expand this provision's scope by amending and adding to the sentence as follows:

"~~and other~~ professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list."

See also f/n 8 in policy 2:120, *Board Member Development* for an example of a board member professional development opportunity that is encouraged by the School Code.

¹⁸ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an estimate if expenses have not been incurred ..." or "a receipt ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and a board member who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district's specific pre-approval requirements. For an example of a standardized *estimated expense* form that could be used as a form of pre-approval, see 2:125-E2, *Board Member Estimated Expense Approval Form*. The form provides three methods for board members to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

¹⁹ Optional. Consult the board attorney about issuing credit and procurement cards to board members. See f/n 1 of policy 4:55, *Use of Credit and Procurement Cards*.

If in consultation with the board attorney credit and procurement cards will be issued to board members, delete "~~Credit and procurement cards shall not be issued to Board members~~" and insert "Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*."

Standardized Expense Form(s) Required 20

All requests for ~~expense advancement~~, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the ~~estimated~~ actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting ~~the expense advancement or~~ reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants. 21
3. The date(s) of the official business on which ~~the expense advancement or~~ reimbursement will be or was expended.
4. The nature of the official business conducted when ~~the expense advancement or~~ reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. ~~First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required.~~ Copies of airline tickets must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement

Reimbursement for use of personal automobiles in determining actual mileage will follow IRS guidelines.

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

20 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32). The PRESS materials on expenses marry the School Code's advancement voucher requirement into the ECA's requirement for a standardized estimated expense form. For an example, see 2:125-E2, *Board Member Estimated Expense Approval Form* and 5:60-E2, *Employee Estimated Expense Approval Form*. These forms provide three methods for board members or district employees to submit anticipated/estimated expenses:

1. Providing estimated expenses under 50 ILCS 150/.
2. Requesting expense advancements for the activities listed under 105 ILCS 5/10-22.32, or
3. Obtaining a purchase order (highly unlikely for anticipated board member expenses but possible).

21 Id. at (2) and (3).

amount set by the Board.²² Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

All meal expenses will follow annual IPS Guidelines.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

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

²² Alternatively, a board could set a daily limit on meal costs, such as:

Board members will be reimbursed for meal costs and tips up to \$_____ per day consistent with the maximum allowable reimbursement amount(s) set by the Board.

But see also f/n 8, above and ensure this amount is consistent with the MARA set by the board resolution.

2:125

Page 6 of 6

Operational Services

Use of Credit and Procurement Cards ¹

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf.² Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions: ³

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund. ⁴
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.

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

¹ If district employees or board members are issued credit and/or procurement cards, an ISBE rule requires this subject matter to be covered in policy and specifies its content (23 Ill.Admin.Code §100.70(d)). Add the following optional new paragraph if the district issues credit cards to board members:

The District may from time-to-time issue and/or authorize Board members to use District credit cards to simplify the payment of actual and necessary expenses as authorized in Board policy 2:125, *Board Member Compensation; Expenses*. The Board will determine whether a Board member's use of a District credit card is appropriate through the expense approval process and the annual audit. All other components of this policy apply to a Board Member's use of a District credit card.

See fn 19 in policy 2:125, Board Member Compensation; Expenses and ensure both policies are consistent in their treatment of this issue.

² *The Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) requires districts to regulate the reimbursement of all travel, meal and lodging expenses of board members and employees (50 ILCS 150/10). Consult the board attorney about how the Act affects the use of credit and procurement cards.*

³ The policy's restrictions, numbered 1-10, correspond to the items that ISBE requires to be covered. Each item may be customized as long as the following items are covered as per 23 Ill.Admin.Code §100.70(d):

1. Identifies the allowable types of purchases;
2. Provides for the issuing bank to block the cards' use at unapproved merchants;
3. Limits the amount a cardholder can charge in a single purchase or within a given month;
4. Provides specific guidelines on purchases via telephone, fax, and the Internet;
5. Indicates the consequences for unauthorized purchases;
6. Requires cardholders to sign a statement affirming that they are familiar with the board's credit card policy;
7. Requires review and approval of purchases by someone other than the cardholder or user;
8. Requires submission of original receipts to document purchases; and
9. Forbids the use of a card to make purchases in a manner contrary to the requirements of Section 10-20.21 of the School Code [105 ILCS 5/10-20.21].
10. Indicates how financial or material rewards or rebates are to be accounted for and treated.

⁴ This limitation is from the introductory sentence in 23 Ill.Admin.Code §100.70(d).

- charging limit is set by the CSBO. Prior authorization is required to exceed this amount by the CSBO*
3. Each cardholder, ~~other than the Superintendent, may charge no more than \$500 in a single purchase and no more than \$1000 within a given month without prior authorization from the Superintendent.~~⁵
 4. ~~The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.~~
 5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
 6. All cardholders must sign a statement affirming that they are familiar with this policy.⁶
 7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
 8. Cardholders must submit the original, itemized receipt to document all purchases.
 9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
 10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Activity Funds), 5:60 (Expenses)

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

⁵ The dollar caps are at the local board's discretion. An alternative follows: "The Superintendent shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations."

⁶ See exhibit 4:55-E, *Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards*.

General Personnel

Expenses¹

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.² Money shall not be ~~advanced or~~ reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,³ (2) anyone's personal expenses,⁴ or (3) entertainment expenses.⁵ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.⁶ Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for ~~expense advancements~~, reimbursements, or purchase orders that show the following:⁷

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting ~~the expense advancement or reimbursement~~. Receipts from group functions must include the names, offices, and job titles of all participants.⁸

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

¹ State law controls this policy's content (105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17 (regulation of travel expenses)). The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter due to other requirements in the law, the implementation deadline will be 3-2-17; see the third paragraph in f/n 3 of policy 2:125, *Board Member Compensation; Expenses*.

105 ILCS 5/10-22.32 states that "[t]he school board may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings that are related to that employee's duties and will contribute to the professional development of that employee." This policy expands beyond those two categories (105 ILCS 5/10-20) of employees, and the limited purpose of attending meetings, to reimburse all employees for approved expenses necessary for the employee to perform his or her duties.

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. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

² 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. See f/n 4 through 8 in policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

For a sample resolution, see 2:125-E3, *Resolution to Regulate Expense Reimbursements*.

³ 105 ILCS 5/10-22.32. The final paragraph of this law prohibits money for expenses to be advanced or reimbursed to any person other than a board member or employee of the district.

⁴ Optional. *Personal expenses* are not defined in 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17 or 105 ILCS 5/10-22.32. Consult the board attorney about this term and delete it only at the direction of the board attorney. Excluding personal expenses from advancements, reimbursements, and purchase orders is a generally-accepted best practice. The practice also aligns well with the State's widely-accepted transparency movement. Reimbursing personal expenses is also a magnet for the media.

⁵ 50 ILCS 150/25, added by P.A. 99-604, eff. 1-1-17.

⁶ *Id.*

⁷ 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form* and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See f/n 11 below, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

⁸ *Id.* at (2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

3. The date(s) of the official business on which the ~~expense advancement~~, reimbursement, or purchase order will be or was expended.⁹
4. The nature of the official business conducted when the ~~expense advancement~~, reimbursement, or purchase order will be or was expended.¹⁰

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development,¹¹ provided they fall below the maximum allowed in the Board's expense regulations.¹²

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts.¹³ Any portion of an expense advancement not used must be returned to the District.¹⁴ Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Superintendent or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, ~~when possible~~, employees should seek pre-approval of expenses¹⁵ by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, ~~except in situations when the expense is diminutive~~. When pre-approval is not sought, employees must seek reimbursement on the

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

⁹ *Id.* at (4).

¹⁰ *Id.*

¹¹ 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See f/n 7 above, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

¹² 50 ILCS 150/10 and 20, added by P.A. 99-604, eff. 1-1-17. This phrase recognizes that while advancements are allowed in these situations, they should remain below the MARA set by the board.

¹³ 50 ILCS 150/20, added by P.A. 99-604, eff. 1-1-17.

¹⁴ This paragraph's provisions are required by 105 ILCS 5/10-22.32.

¹⁵ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense pre-approvals. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." or "a *receipt* ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

Consult the board attorney to determine whether a pre-approval process is appropriate for the district. If it is required, ensure that 2:125-E3, *Resolution to Regulate Expense Reimbursements* reflects the district's specific pre-approval requirements. For an example of a standardized *estimated* expense form that could be used as a form of pre-approval, see 5:60-E2, *Employee Estimated Expense Approval Form*. The form provides three methods for employees to submit estimated expenses: providing estimated expenses (50 ILCS 150/), expense advancements for the specific activities (105 ILCS 5/10-22.32), or a purchase order.

District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

Credit and procurement card usage is governed by policy 4:55, *Use of Credit and Procurement Cards*.

Exceeding the Maximum Allowable Expense Amount(s) 16

All requests for ~~expense advancements~~, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.¹⁷

Registration 18

When possible, registration fees will be paid by the District in advance, *through a purchase order process.*

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

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

*NEW SENTENCE
Reimbursement for
use of personal
automobile in
determining actual
mileage will follow
IRS guidelines*

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

¹⁶ 50 ILCS 150/ does not define *maximum allowable reimbursement amount* (MARA). Consult the board attorney to assist with a conversation about how much authority the board wishes to delegate to the superintendent for purposes of setting the MARA. Topics for these conversations are listed in f/n 8 of policy 2:125, *Board Member Compensation; Expenses*.

¹⁷ 50 ILCS 150/10 and 15. See f/n 13 in policy 2:125, *Board Member Compensation; Expenses* for more discussion.

¹⁸ Amend the language in subheads **Registration, Travel, Meals, Lodging, and Miscellaneous Expenses** to align with the MARA defined in the board's expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements* for a sample resolution.

See f/n 4 in policy 2:125, *Board Member Compensation; Expenses*, for further discussion about the board's power to set the expense regulations by policy (105 ILCS 5/10-20) and f/n 8 for considerations and unanswered questions surrounding its statutorily-imposed duty to set a MARA (50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17).

All meal expenses
will follow
annual IRS
guide lines.

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.¹⁹ Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

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

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

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

¹⁹ Alternatively, a board could set a daily limit on meal costs, such as:

Employees will be reimbursed for meal costs and tips up to \$_____ per day consistent with the maximum reimbursement amount(s) set by the Board.

But see also f/n 8 of policy 2:125, *Board Member Compensation; Expenses* and ensure this amount is consistent with the MARA set by the board resolution.

Discussion and Finalization of Superintendent 2016-17 Goals

Superintendent Laurie Heinz will engage the Board in a discussion regarding any additional areas of focus, beyond the 2020 Vision Strategic Plan, they feel should be included within the evidence area of her evaluation instrument for 2016-17.

Consent Agenda

ACTION ITEM 16-12-5

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of December 12, 2016 which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending November 30, 2016; Resolution #1176 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the January 23, 2017 Regular Board of Education Meeting; Acceptance of Donation – Sprite Statue Donation in Memory of Kate Babich; Approval of Policies from PRESS Issue 93 – 2:125, 4:55, 5:60; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

12/12/16

Personnel Report
December 12, 2016

Lisa Lavorata-Byrne	Employ as Assistant at Emerson School effective November 28, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Laurel Phillips	Employ as Lunch Program at Carpenter School effective November 28, 2016 – \$14.00 hr.
Alan Shabbou	Employ as Extended Day Assistant at Jefferson School effective December 7, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Amy Walker	Employ as Level V Secretary for Student Services at ESC effective December 5, 2016 – \$22.00 hr.
Nicole Leavitt	Change in Assignment/FTE from (.50) Health Assistant at Roosevelt School to Fulltime Health Assistant at Roosevelt School effective December 7, 2016.
Elizabeth Meyer	Change in Assignment/FTE from (.80) District Occupational Therapist at Franklin/Jefferson School to Fulltime District Occupational Therapist effective November 28, 2016 – \$52,146.61.
Denise Tully	Change in Assignment from (.50) Health Assistant at Roosevelt School to Exempt Nurse 6.5 hours per day at Washington School effective December 7, 2016 – \$30.00 hr.
Genevieve Chesney	Leave of Absence Request, Maternity/FMLA – Social Worker at Lincoln School effective March 21, 2017 – June 2, 2017.
Max Hellerman	Leave of Absence Request, Paternity/FMLA – Instrumental Music Teacher at Lincoln School effective March 4, 2017 – March 31, 2017 (tentative).
Michele Jones	Leave of Absence Request, Maternity/FMLA – Math Teacher at Emerson School effective March 18, 2017 – June 2, 2017 (tentative).
Samantha Meza	Leave of Absence Request, Maternity/FMLA – Part-time Physical Education teacher at Field School effective April 11, 2017 – June 2, 2017 (tentative).
Linda Nissan Mirza	Leave of Absence Request, Maternity/FMLA – Social Worker at Roosevelt School effective March 12, 2017 – June 2, 2017 (tentative).

Personnel Report
December 12, 2016

Sara Slimak	Leave of Absence Request, Maternity/FMLA – Intervention Teacher at Washington School effective April 14, 2017 – May 26, 2017 (tentative).
Christopher Speilburg	Leave of Absence Request, Paternity/FMLA – Math/Science Teacher at Emerson School effective January 17, 2017 – February 3, 2017 (tentative).
Jeanne Doheny	Retire as Literacy Teacher at Roosevelt School effective June 2017.
Susan Glines	Retire as LA/Social Studies Teacher at Emerson School effective June 2018.
Mark Stefanik	Retire as LA/Social Studies Teacher at Emerson School effective June 2017.

APPROVAL OF BILLS AND PAYROLL

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

Bills

10 - Education Fund -----	\$ 1,014,414.67
20 - Operations and Maintenance Fund -----	\$ 168,252.97
30 - Debt Services -----	\$ 6,117.48
40 - Transportation Fund -----	\$ 552,708.07
50- Retirement (IMRF/SS/MEDICARE)-----	\$ -
60 - Capital Projects -----	\$ 1,750.00
80 - Tort Immunity Fund -----	\$ 3,788.77
90 - Fire Prevention and Safety Fund -----	\$ -

Checks Numbered: 126193 - 126194, 126201 - 126402

Total: \$ 1,747,031.96

Payroll and Benefits for Month of November, 2016

10 - Education Fund -----	\$ 4,441,884.15
20 - Operations and Maintenance Fund -----	\$ 231,403.03
40 - Transportation Fund -----	\$ 979.10
50 - IMRF/FICA Fund -----	\$ 83,247.94
51 - SS/Medicare -----	\$ 97,349.88
80 - Tort Immunity Fund -----	\$ -

Checks Numbered: 12792 - 12862

Direct Deposit: 900104881 - 900106538

Total: \$ 4,854,864.10

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

<http://www.d64.org/business/financial-data-current.cfm>

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Brian Imhoff, Assistant Chief School Business Official

Date: December 12, 2016

Subject: Financial Update for the Period Ending November 30, 2016

Attached for your review:

- Fund Balance Report as of November 30, 2016
- Revenue Summary Report as of November 30, 2016
- Expenditure Summary Report as of November 30, 2016

Fund balance in the Operating Funds declined \$5.2 million in November. Some late property tax collections were received during the month, but otherwise, revenues were very limited. Tax revenue is generally insignificant until late February when the first installment of the 2016 levy becomes due for taxpayers.

The State of Illinois has fallen behind again on its quarterly categorical payments for special education and transportation. The District has not received any of these payments yet for 2016-17 and is still owed \$769,000 from 2015-16.

Meanwhile, expenditures continue to be incurred with the majority coming through payroll. Expenditures are currently tracking as projected in the budget with no major anomalies. The District has expended 33% of its overall budget by the end of November. Adequate fund balance reserves are very important for school districts during the fall and early winter months, and District 64 has positioned itself accordingly with a fund balance of \$57.3 million in the Operating Funds on November 30th.

If you have any questions about the Financial Report, please contact Dr. Heinz or myself.

Park Ridge - Niles School District 64
Fund Balance Report for the Period Ending November 30, 2016

Fund	Audited Fund Balance June 30, 2016	2016-17 FYTD Revenues	2016-17 FYTD Expenditures	Excess / (Deficiency) of Revenues Over Expenditures	Inter-Fund Transfers	Unaudited Fund Balance November 30, 2016
Education	\$27,557,327	\$25,628,435	\$18,254,521	\$7,373,914	\$0	\$34,931,241
Tort Immunity	988,020	329,794	647,729	-317,935	0	\$670,085
Operations & Maintenance	6,755,172	3,285,620	2,005,597	1,280,023	0	\$8,035,195
Transportation	2,210,267	976,238	746,400	229,838	0	\$2,440,105
Retirement (IMRF)	695,453	641,239	355,116	286,123	0	\$981,576
Retirement (Social Security)	140,654	398,516	367,803	30,713	0	\$171,367
Working Cash	9,764,873	268,817	0	268,817	0	\$10,033,690
Total Operating Funds	\$48,111,766	\$31,528,659	\$22,377,166	\$9,151,493	\$0	\$57,263,259
Capital Projects	5,399,314	18,180	3,639,206	-3,621,026	0	\$1,778,288
Debt Service	3,989,615	1,513,161	3,247,554	-1,734,393	0	\$2,255,222
Total Non-Operating Funds	\$9,388,929	\$1,531,341	\$6,886,760	(\$5,355,419)	\$0	\$4,033,510
Total All Funds	\$57,500,695	\$33,060,000	\$29,263,926	\$3,796,074	\$0	\$61,296,769

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

<http://www.d64.org/business/financial-data-current.cfm>

**ADOPTION OF RESOLUTION #1176 REGARDING THE SCHOOL DISTRICT
TO PAY CERTAIN INVOICES PRIOR TO BOARD APPROVAL OF THE
JANUARY 23, 2017 BOARD OF EDUCATION MEETING**

A special resolution is required to pay invoices prior to the January 23, 2017 Board of Education meeting.

Invoices that may require payment prior to the January 23, 2017 Board Meeting include but are not limited to: insurance payments, construction payments, repair invoices, supplies and materials that have a due date of up to and including January 11, 2017.

**RESOLUTION #1176 REGARDING THE SCHOOL DISTRICT TO PAY CERTAIN
INVOICES PRIOR TO BOARD APPROVAL OF THE JANUARY 23, 2017 BOARD OF
EDUCATION MEETING**

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

WHEREAS, a special resolution is required to pay invoices prior to the January 23, 2017, Board of Education meeting,

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Consolidated School District 64 that upon certification of the invoices by the superintendent or his designee, the school treasurer is hereby directed to sign payments for approved expenditures that are due and payable by January 11, 2017. Check registers will be provided at the January 23, 2017 Board of Education Meeting.

BE IT FURTHER RESOLVED that this resolution will terminate effective January 11, 2017.

Adopted this 12th day of December, 2016 by the following vote:

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

Secretary

Acceptance of Donation

District 64 gratefully accepts the donation of five small replicas of Alfonso Iannelli's "sprite" sculpture in honor of Kate Babich, our Field School first grade student whose unexpected passing in June greatly affected the Field and greater Park Ridge community. Kate was particularly fond of the Art Deco "sprite" by this renowned local artist; the original design once stood in the Hyde Park neighborhood at Frank Lloyd Wright's Midway Gardens indoor/outdoor entertainment facility.

The Field School PTO raised funds toward the cost of a statue to be installed in the reading garden at Field School for the continuing enjoyment of students, staff and the community. The Babich Family is graciously contributing to the installation cost at Field, and is further extending its generosity by providing statues to the other four District 64 elementary schools. The statues at the other schools will similarly be placed in their reading gardens or other appropriate location, to be installed as weather permits.

The value of the donation (statute, plaque, installation) is approximately \$750 per sculpture, and is being coordinated through the Kalo Foundation of Park Ridge.

Approval of Policies 2:125, 4:55 and 5:60

Policy	Issue	Title	District Policy Committee Change/No Change	Board Policy Committee Change/No Change	BOE Meeting 12/12/16 Change or No Change
2:125	93	School Board – Board Member Compensation; Expenses	C	N/C	
4:55	93	Operational Services – Use of Credit Procurement Cards	C	N/C	
5:60	93	General Personnel – Expenses	C	N/C	

12/12/16

Approval of Minutes

ACTION ITEM 16-12-6

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session meeting on November 28 and November 14, 2016; and Regular Board meeting on November 14, 2016.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

12/12/16

**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:00 p.m.
November 14, 2016
Field Elementary School - South Gym
707 N. Wisner Avenue
Park Ridge, IL 60068**

Board President Anthony Borrelli called the meeting to order at 6:18 p.m. Other Board members in attendance were Tom Sotos, Dathan Paterno, Scott Zimmerman, Vicki Lee, Bob Johnson, and Mark Eggemann. Also present were Superintendent Laurie Heinz, Chief School Business Official Luann Kolstad, Assistant Superintendent Joel Martin, Director of Student Services Jane Boyd, 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>.

BOARD RECESSES AND ADJOURNS TO CLOSED SESSION

Board Recesses
and Adjourns to
Closed Session

At 6:19 p.m., it was moved by Board President Borrelli and seconded by Board member Zimmerman to adjourn to closed session to discuss the 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: Eggemann, Johnson, Lee, Borrelli, Zimmerman, Paterno

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

The Board adjourned from closed session at 7:04 p.m. and took a short recess before convening the public hearing.

PUBLIC HEARING ON ADMINISTRATIVE COST CAP

Public Hearing on
Administrative
Cost Cap

At 7:09 p.m., Board President Borrelli convened a public hearing on the administrative cost cap. In addition to those mentioned above, also in attendance were Assistant Superintendent Lori Lopez, Director of Facility Management Ron DeGeorge, Director of Innovation and Instructional Technology Mary Jane Warden, and approximately 120 members of the public.

Chief School Business Official Kolstad provided a brief overview of the changes in the Special Education Department supervision model, which resulted in the reduction of two facilitator positions and their replacement with two administrator positions. She pointed out that since the salaries were moved into an administrative classification, administration expenditures within this specific department had increased by more than 5% and would need a one-year waiver under Illinois School Code accounting rules. The action tonight would submit a waiver request for approval to the State Board.

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

- Park Ridge Education Association (PREA) President Erin Breen reminded the Board that PREA had provided its detailed comments against the elimination of the two certified staff positions several months ago when the Board authorized the transition to the new model.

At 7:13 p.m., Board President Borrelli adjourned the public hearing and immediately resumed the regular meeting.

PLEDGE OF ALLEGIANCE & WELCOME

Principal Katie Kelly welcomed the Board to the school and introduced the 4th and 5th grade chorus to lead the Pledge of Allegiance and sing the national anthem. A presentation by Principal Kelly and teachers focused on the many projects of the school's Diversity Committee ongoing work in helping all students celebrate their uniqueness and to foster understanding of the school's linguistic and cultural diversity. A group of fourth grade students and their teacher Caroline Schaab then described how they use time within an "x" block each day to meet their unique learning needs. Dr. Heinz and Board President Borrelli thanked Principal Kelly for the warm welcome and presentations.

Pledge of
Allegiance and
Welcome

SCHOOL BOARD MEMBERS APPRECIATION DAY

Dr. Heinz reported that District 64 is joining with other school districts to thank the seven members of the Board for their partnership, vision, dedication and volunteerism in the important work they do on behalf of the entire District 64 community. Dr. Heinz noted that this year's statewide theme, *Leadership Starts Here*, emphasizes the unique role that Board members play in making the crucial decisions that guide our schools. Mrs. Schaab's fourth grade students then presented certificates of appreciation to Board members on behalf of the community.

School Board
Members
Appreciation Day

PUBLIC COMMENTS

Board President Borrelli invited public comments on items not on the agenda, which were received as follows:

- Elizabeth Ryles, representing Go Green Park Ridge, urged the District to continue efforts to learn more about and adopt natural lawn care and pesticide elimination practices.

Public
Comments

RESOLUTION #1171 APPROVING APPLICATION FOR WAIVER OF ADMINISTRATIVE COST CAP

Resolution #1171
Approving Application for
Waiver of Administrative
Cost Cap

CSBO Kolstad affirmed that the District's transition from the use of a peer-to-peer facilitator model to one using administrators was cost neutral, but because the accounting line items are different for these job types, the District must seek a waiver for 2016-17.

ACTION ITEM 16-11-1

Action Item
16-11-1

It was moved by Board member Zimmerman and seconded by Board member Johnson that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Resolution #1171 Approving Application for Waiver of Administrative Cost Cap for the 2016-17 School Year.

The votes were cast as follows:

AYES: Paterno, Zimmerman, Borrelli, Lee, Johnson, Eggemann

NAYS: Sotos

PRESENT: None.

ABSENT: None.

The motion carried.

RECOGNITION OF FIELD SCHOOL ALUMNA HILLARY RODHAM CLINTON

Recognition of Field
School Alumna
Hillary Rodham
Clinton

Dr. Heinz announced that it is the District's intention to rename the Learning Resource Center in honor of Field alumna Hillary Clinton, as provided for in Board Policy 4:150. Dr. Heinz expressed the District's pride in having educated Secretary Clinton from her entry as a kindergartner in 1952 through her graduation from 8th grade in 1961. Dr. Heinz stated that her historic candidacy for the office of President of the United States and years of public service will serve as an example to all District 64 students today and tomorrow of the boundless opportunities offered to them as graduates of America's public schools. Dr. Heinz recalled Secretary Clinton's previous visit to the school as First Lady in 1997, and noted the specially inscribed 6th grade photos that now are displayed on the school's memory wall. Dr. Heinz then introduced two classmates of Secretary Clinton, Ernie Ricketts and Betsy Ebeling, who reminisced about their years at Field along with Secretary Clinton and the quality of education they received. They expressed their pride as fellow alumni of Field and District 64, and affirmed that designating the Learning Resource Center in Secretary Clinton's honor is a particularly appropriate way to acknowledge her life-long love of learning that can equally serve to inspire students alongside her achievements in the law and in public service. Dr. Heinz announced that a permanent sign would be prepared and placed in the LRC to announce this designation.

Board members then agreed by consensus to adjust the order of the agenda.

**Continuation of Health Life Safety/Master Facility Plan
Discussion and Carpenter Roof and Lincoln Windows
Construction Update**

Continuation of Health
Life Safety/Master
Facility Plan
Discussion and
Carpenter Roof and
Lincoln Windows
Construction Update

CSBO Kolstad reported on the additional analysis completed since the previous meeting by administration working with Studio GC consulting architects to re-verify and re-estimate items in the Health Life Safety (HLS) survey and Master Facilities Plan (MFP). She introduced Studio GC architects Pat Callahan and Rick Petricek to review an updated long-range projection, which includes estimated expenditures to meet Health Life Safety survey requirements and additional expenditures for recommended critical infrastructure work. CSBO Kolstad then introduced a draft list of projects that the team is recommending for completion in summer 2017. Maintaining the District's focus on providing "safe, warm and dry" learning environments, Dr. Heinz pointed out the projects are focused on the District's three oldest schools dating to 1928 – Field, Roosevelt and Lincoln, which have many remaining challenges to be addressed. CSBO Kolstad noted that the identified projects include: roof areas at Roosevelt; window replacement at Field; roof work, renovation of the Learning Resource Center, and creation of a secure vestibule at Lincoln; and roof work at Franklin School. She estimated the cost including fees would be approximately \$6 million, but that these projections are still being updated. CSBO Kolstad provided more detailed information about the fee percentages for architectural services and for construction management for this work. Discussion focused on: the balance of scheduling priority work in a way that would group several projects of differing urgency at a school together in a single year with the goal of not disturbing improvements that had already been completed if the projects were scheduled across several years solely based on the priority level; the administration's recommendation to continue scheduling secure vestibule projects at all schools in coming years; and funding options for the work. Dr. Heinz and CSBO Kolstad noted that the summer priority projects list would continue to be adjusted as estimates are further refined and a final review of priority projects is completed. CSBO Kolstad noted that Elizabeth Hennessy of William Blair would be providing the Board with updated options to fund 2017 summer projects specifically and for financing future facility work at an upcoming meeting, and that the Board would be asked ideally at the November 28 special meeting to approve moving forward to obtain construction bids for summer 2017 projects. The Board consensus was to request that the summer proposal be divided into several packages for Board approval. Board members also requested additional information on experience thus far with the new Washington School vestibule and an update to the long-term financial projections of expenditures for facility work in summer 2017.

DISCUSSION AND APPROVAL OF REORGANIZATION OF SCHOOL HEALTH SERVICES FOR 2017-18 SCHOOL YEAR

Student Services Director Boyd summarized the recommendation proposed initially at the August 22 meeting and revisited at several other meetings during the fall to modify the District's health service model to provide more immediate, timely support to meet the expanded and more complex health needs of student and staff. She noted that the change is in alignment with the service model offered by the vast majority of districts in the north suburban area and focuses on replacing the health assistants at each school with a more highly trained health care provider. She reviewed three options to achieve this goal by utilizing individuals

Discussion and
Approval of
Reorganization of
School Health
Services for 2017-18
School Year

with a mix of designations, ranging from Certified School Nurse, Registered Nurse, and Licensed Practical Nurse. She also reviewed the recommendation of how the transition would be accomplished for 2017-18, and the commitment that was made with the Park Ridge Teachers Assistant Association to make sure that any displaced health assistant, should they desire to make an employment shift within District 64, would have a position covered by PRTAA in 2017-18. During a period of Board discussion, Director Boyd, Assistant Superintendent Martin and CSBO Kolstad provided additional information on increased costs depending on the option selected; the ability to attract RNs to District 64 for positions in 2017-18; the preference for using RNs when available instead of LPNs; the continued potential need for additional RNs whenever required by the individual care plan for a student; the ability of RNs to assess and develop care plans and administer medication; and the transition plan for current health staff to other PRTAA positions in 2017-18.

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

- Joan Sandrik, a Park Ridge resident, urged the Board to fund RNs at all schools.
- Terry Dieschbourg, Lincoln Middle School health assistant, expressed concerns about how the proposal process has been handled with the current health staff.
- Karen Nicolopoulos, Franklin School part-time health assistant, also expressed concerns about how the proposal was handled with current staff.

In response to comments made, Director Boyd affirmed that the District would organize health staff under the new model to continue providing all required vision and hearing screening services to students and to monitor all needed health documentation.

ACTION ITEM 16-11-4

Action Item
16-11-4

It was moved by Board member Johnson and seconded by Board member Paterno that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the reorganization of the District's Health Services Model Option B as reflected effective for the 2017-18 school year.

The votes were cast as follows:

AYES: Eggemann, Johnson, Borrelli, Zimmerman, Paterno

NAYS: Lee, Sotos

PRESENT: None.

ABSENT: None.

The motion carried.

Board President Borrelli permitted an additional comment from the public, which was received as follows:

- Debbie Scheitel, recently retired Washington health assistant, thanked the Board for her long employment in the District.

**REVIEW OF 2016 PROPOSED TAX LEVY AND RESOLUTION
#1172 TO APPROVE 2016 PROPOSED TENTATIVE TAX LEVY
AND ESTABLISHMENT OF PUBLIC HEARING**

Review of 2016 Proposed
Tax Levy and Resolution
#1172 to Approve 2016
Proposed Tentative Tax
Levy and Establishment of
Public Hearing

CSBO Kolstad reported that the prior year Consumer Price Index, Urban (CPI-U) was 0.7%, which means that no matter how large the levy request is for 2016, District 64 will only receive a 0.7% increase plus the taxes associated with new construction as allowed by the Property Tax Extension Limitation Law (PTELL). She reviewed the levy percentage increases requested by the Board over the past decade alongside the actual levy increase that was received and the CPI used in PTELL, and noted that past Boards had always approved a levy request sufficiently high enough to capture all new property Equalized Assessed Valuation (EAV). For 2016, CSBO Kolstad recommended that the Board adopt a 4.21% levy request, based upon the increase in the CPI-U of 0.7% and the projected increase in new property EAV. She then reviewed the specific levy amount recommended for each fund based on the financial need of the fund and keeping in mind rate caps on several of the funds. Overall, she noted that the recommended 4.21% levy request would total \$68.4 million for all funds, including bond and interest, and again noted that PTELL would ultimately adjust this request to what is allowed by law. Board members and CSBO Kolstad continued the discussion of levy calculation assumptions and five-year financial projections, which rest on the District seeking all property tax revenues that are statutorily available in order to meet the District's financial commitments, invest in facilities, and to meet the Board's goal of extending the referendum commitment for up to four years by maintaining a strong operating fund balance.

ACTION ITEM 16-11-2

Action Item
16-11-2

It was moved by Board Member Zimmerman and seconded by Board member Paterno that the Board of Education of Community Consolidated School District No. 64 approve the 2016 Tax Levy Estimate, establishment of the Date and Time of the Truth-in-Taxation hearing for December 12, 2016 at 6:45 p.m., and Publication of Notice of Truth-in-Taxation hearing.

The votes were cast as follows:

AYES: Sotos, Paterno, Zimmerman, Borrelli, Lee, Johnson, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: None.

The motion carried.

Board President Borrelli called a brief recess; the meeting resumed at 9:54 p.m.

REPORT ON NOVEMBER INSTITUTE DAY

Dr. Lopez reported on the Institute Day conducted on November 8 for all staff. She noted that the Departments for Student Learning, Human Resources,

Report on
November
Institute Day

Technology, and Student Services had collaborated to plan professional development activities for 39 teams aligned with the objectives of the 2020 Vision Strategic Plan. She noted that a major target of the day was curriculum mapping and common assessment design, and described the activities of each major staff category. Dr. Lopez noted that following each Institute Day, the District's Staff Development Committee administers a survey to all staff to evaluate the effectiveness of the professional development and make recommendations for future activities. Dr. Heinz thanked Dr. Lopez and all involved in designing rich and varied offerings that are fundamental in advancing the objectives of the Strategic Plan in improving instruction for all students.

FALL MAP UPDATE AND PRESENTATION OF ILLINOIS SCHOOL REPORT CARD

Fall Map Update and
Presentation of Illinois
School Report Card

Dr. Lopez provided comparative data of students' Measures of Academic Progress (MAP) scores from spring to fall 2016, and noted that the administration of the assessment is done very early in the school year as it provides a launchpad for learning. She reported that the information is used to understand learning needs by class and identify students for intervention and enrichment. She also pointed out that fall MAP data helps isolate the greatest area of need, is used to create a school SMART goal, guides the selection of high impact instructional strategies to support improvement, develop action plans, and to analyze and refocus efforts. Dr. Lopez shared various detailed reports that teachers receive from the MAP for these purposes. She also pointed out how common formative assessments provide interim "check-ins" to measure progress and plan for instruction all through the year in between fall, winter and spring MAP benchmarks. Turning to the State Report Card, Dr. Lopez reviewed the online format (www.illinoisreportcard.com) of the annual card, which was released by the Illinois State Board of Education at the end of October. She discussed the wide range of data available for the District as a whole and each school individually, including academic progress, the District environment, and data about students, teachers and administrators.

SUMMER INTERIM SESSION 2016 REPORT AND PRESENTATION AND APPROVAL OF SUMMER INTERIM SESSION 2017

Summer Interim
Session 2016 Report
and Presentation and
Approval of Summer
Interim Session 2017

Dr. Lopez reported that the 2016 Worlds of Wonder summer program had provided a valuable learning experience for just over 900 students, and that 75% of the enrollment had been in enrichment classes with about 20% in remedial as typically seen. She stated that the program was designed to be self-sustaining, and that a deficit of about \$300 was reported for 2016. Looking ahead, she recommended that the 2017 program be conducted in two, 13-day sessions in June and July, but that the locations for the grades K-3 and grades 4-7 programs be selected after decisions are made about which buildings would be scheduled for facility projects. She further recommended that tuition remain the same as in 2016, and reviewed the proposed leadership, refund policy, and projected budget.

ACTION ITEM 16-11-3

Action Item
16-11-3

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, approve the recommendations of dates and fees for the 2017 Summer Interim Session.

The votes were cast as follows:

AYES: Eggemann, Lee, Borrelli, Zimmerman, Paterno, Sotos

NAYS: None.

PRESENT: None.

ABSENT: Johnson

The motion carried.

CONSENT AGENDA

Consent
Agenda

A. PERSONNEL REPORT

Mary Jo Adam	Employ as Lunch Program Supervisor at Franklin School effective October 31, 2016 – \$14.00 hr.
Karen Hyman	Employ as Exempt Nurse 6.5 hours per day at Washington School effective October 25, 2016 – \$32.50 hr.
Beth Gelfand	Employ/Rehire as Special Needs Assistant at Roosevelt School effective August 15, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Jessica Johnston	Employ as Guidance Counselor at Lincoln School effective November 28, 2016 – Lane MA24, Step 1, (prorated 116 days) \$39,031.77.
Heidi Majerczak	Employ as Part-time (.50) Assistant at Roosevelt School effective November 9, 2016 – \$15.78 hr. <i>“Salary amount is subject to change according to the outcome of bargaining with PRTAA”.</i>
Izabela Parrillo	Employ as Lunch Program Supervisor at Carpenter School effective October 31, 2016 – \$14.00 hr.
Amy Pukal	Employ as 12-Month, Level IV Technology Secretary at Jefferson School effective November 1, 2016 - \$18.65 hr.
Gretchen Buhrke	Change in hours and pay to 7 hours a day at \$21.15 hr. as 12-Month Building Technologist at Roosevelt School effective July 25, 2016.
Michelle Raclaw	Change in FTE from (.50) C of C Teacher at Franklin School to (.58) C of C Teacher at Franklin School effective August 15, 2016 – Lane MA, Step 3, \$33,976.98.
Patricia Helton	Resign as Lunch Program Supervisor at Field School effective September 23, 2016.
Rudy Kleiner	Resign as Assistant at Lincoln School effective November 11, 2016.

Karen Hyman	Resign as Exempt Nurse 6.5 hours per day at Washington School effective October 28, 2016.
Barclay Marcell	Retire as (.50) Literacy Teacher at Roosevelt School effective June 2, 2017.
Minh Thu Thi Nguyen	Revision of Location from August 8, 2016 Personnel Report - Employ/rehire as 8th Grade Assistant at Emerson School effective August 15, 2016.
Joseph Piech	Terminate as Lunch Program Supervisor at Carpenter School effective October 11, 2016.

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

B. BILLS, PAYROLL AND BENEFITS

Bills

10 - Education Fund-----	\$1,364,857.84
20 - Operations and Maintenance Fund -----	185,904.73
30 - Debt Services-----	6,117.48
40 - Transportation Fund -----	148,196.06
50 - Retirement (IMRF/SS/MEDICARE)-----	-
60 - Capital Projects -----	1,622.00
80 - Tort Immunity Fund -----	-
90 - Fire Prevention and Safety Fund -----	_____

Checks Numbered: 126027 - 126188 Total: \$1,706,698.11

Payroll and Benefits for Month of October, 2016

10 - Education Fund-----	\$ 4,038,952.49
20 - Operations and Maintenance Fund -----	229,411.44
40 - Transportation Fund -----	979.10
50 - Retirement (IMRF/SS/Medicare)-----	82,706.43
51 - SS/Medicare-----	91,945.65
80 - Tort Immunity Fund -----	_____

Checks Numbered: 12721 - 12791

Direct Deposit: 900103236 – 900104880 Total: \$ 4,443,995.11

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

C. APPROVAL OF FINANCIAL UPDATE FOR THE PERIOD ENDING OCTOBER 31, 2016

Financial reports can be viewed on the District 64 website www.d64.org > Departments > Business Services.

D. DESTRUCTION OF AUDIO CLOSED MINUTES (NONE)

ACTION ITEM 16-11-5

Action Item
16-11-5

It was moved by Board member Zimmerman and seconded by Board member Eggemann that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda of November 14, 2016 which includes the Personnel Report; Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending October 31, 2016; and Destruction of Audio Closed Minutes (none).

The votes were cast as follows:

AYES: Sotos, Paterno, Zimmerman, Borrelli, Lee, Eggemann

NAYS: None.

PRESENT: None.

ABSENT: Johnson

The motion carried.

APPROVAL OF MINUTES

Approval of
Minutes

ACTION ITEM 16-11-6

Action Item
16-11-6

It was moved by Board member Paterno and seconded by Board member Lee that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Session meeting on October 24, 2016; Regular Board meeting on October 24, 2016; Special Board Meeting on October 11, 2016; Committee-of-the-Whole: Facilities on October 11, 2016 and Committee-of-the-Whole: 21st Century/Future Ready Learning Classrooms on October 24, 2016.

The votes were cast as follows:

AYES: Eggemann, Lee, Borrelli, Zimmerman, Paterno, Sotos

NAYS: None.

PRESENT: None.

ABSENT: Johnson

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Other Discussion
and Items of
Information

Dr. Heinz and the Board discussed the upcoming schedule and agendas for November 28 and December 12. She reported on recent FOIA requests and the recent meeting of the Board Policy Committee to review the latest PRESS revisions.

ADJOURNMENT

Adjournment

At 10:31 p.m., it was moved by Board member Paterno and seconded by Board member Zimmerman to adjourn, which was approved by voice vote.

President

Secretary

DRAFT

Inspire every child to



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

Regular Board Meeting Agenda
Monday, January 23, 2017
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

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

TIME

APPENDIX

7:00 p.m.

Meeting of the Board Convenes

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

• Public Comments

- **Adoption of Resolution #1177 Directs the Chief School Business Official Under the Direct Supervision of the Superintendent to Begin Preparation of a Tentative Budget for the 2017-18 Fiscal Year in Accordance with Board Policy 4:10 Fiscal and Business Management and the Illinois School Code 105ILCS 5/17-1** A-1

-- Chief School Business Official Action Item 17-01-1

- **Ratification of PRTAA/Board Agreement** A-2

-- Board President Action Item 17-01-2

- **District 64 Non-Residency Update and Changes in Residency Hearings** A-3

--Superintendent

- **Update of Financial Projections** A-4

-- Chief School Business Official

- **Update on Carpenter /HVAC** A-5

-- Chief School Business Official/Director of Facility Management

- **Facility Update: Secure Vestibule Data** A-6

-- Chief School Business Official/Director of Facility Management

- **Authorization to Seek Transportation Bids** A-7

-- Chief School Business Official Action Item 17-01-3

<ul style="list-style-type: none"> • Enrollment Projections for 2017-18 School Year and Discussion on Staffing 2017-18 -- Chief School Business Official/Assistant Superintendent for Human Resources 	A-8
<ul style="list-style-type: none"> • Superintendent Mid-Year Update -- Superintendent 	A-9
<ul style="list-style-type: none"> • Discussion and Approval of Superintendent Compensation -- Board President 	A-10
	Action Item 17-01-4
<ul style="list-style-type: none"> • Architect of Record 2017-18 and Beyond -- Superintendent/Chief School Business Official 	A-11
<ul style="list-style-type: none"> • Discussion on 2017 Student Fees -- Superintendent/Chief School Business Official 	A-12
<ul style="list-style-type: none"> • Present Tentative Calendar for 2018-19 School Year -- Superintendent 	A-13
<ul style="list-style-type: none"> • Discussion of Core Plus Committee and Implementation Timeline -- Assistant Superintendent of Student Learning/Director of Pupil Services/ Assistant Director of Pupil Services 	A-14
<ul style="list-style-type: none"> • Consent Agenda -- Board President <ul style="list-style-type: none"> • Personnel Report • Bills, Payroll and Benefits • Approval of Financial Update for the Period Ending December 31, 2016 • Adopt 2017-18 Tentative Calendar • Approval of Policies from PRESS Issue 92 and 93 • Review of Closed Session Minutes for Release • Destruction Audio Closed Minutes 	A-15
	Action Item 17-01-5
<ul style="list-style-type: none"> • Approval of Minutes -- Board President <ul style="list-style-type: none"> • Regular Board Meeting -----December 12, 2016 • Closed Session Meeting -----December 12, 2016 • Special Board Meeting -----November 28, 2016 	A-16
	Action Item 17-01-6
<ul style="list-style-type: none"> • Other Discussion and Items of Information -- Superintendent <ul style="list-style-type: none"> • Upcoming Agenda • District Committee Update (Elementary Learning Foundation) • Memorandum of Information -- 2016 District 64 Employee Campaign for the Park Ridge Community Fund • Minutes of Board Committees • Other -- Discipline Data Report 	A-17

• **Adjournment**

Next Meeting: **Monday, February 6, 2017**
Committee-of-the-Whole - TBD
Jefferson School
8200 Greendale Avenue
Niles, IL 60714

Next Regular Meeting: **Monday, February 21, 2017**
Regular Board Meeting – 7:00 p.m.
Jefferson School
8200 Greendale 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.



**Freedom of Information Act
2016-26**

Madelyn Wsol <mwsol@d64.org>

Fwd: FOIA Request for Records

1 message

Laurie Heinz <lhein@d64.org>

Thu, Dec 1, 2016 at 10:28 AM

To: Madelyn Wsol <mwsol@d64.org>, Bernadette Tramm <btramm@d64.org>

----- Forwarded message -----

From: **Illinois Retired Teachers Association** <nmihelich@irtaonline.org>

Date: Thu, Dec 1, 2016 at 10:10 AM

Subject: FOIA Request for Records

To: lhein@d64.org

Dear District Official / FOIA Officer:

This is a request under the Illinois Freedom of Information Act. Today's date is December 1, 2016.

RECORDS REQUESTED: Please provide the name, title and email address of any teachers or administrators who are retiring in 2017.

Please provide the requested records electronically. Please email to nmihelich@irtaonline.org.

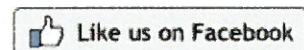
This is a request by the Illinois Retired Teachers Association, a 501c4 Illinois organization.

Thank you,

Nathan Mihelich
IRTA

ILLINOIS RETIRED TEACHERS ASSOCIATION
1.800.728.4782
828 S. 2nd St.
Springfield, IL 62704

Stay In Touch



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Illinois Retired Teachers Association, 828 S Second St FL 4, Springfield, IL 62704

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Sent by nmihelich@irtaonline.org in collaboration with



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Dr. Laurie Heinz
Superintendent of Schools
Park Ridge-Niles School District 64

Park Ridge-Niles School District 64
Board of Education Policy Committee
December 1, 2016

Committee Members:

Dr. Laurie Heinz, Superintendent
Dr. Dathan Paterno, Board Member
Mark Eggemann, Board Member

In late fall, the District received PRESS Issue 93 from the Illinois Association of School Boards. Three of the policies within this set are required to be *adopted* by January 1, 2017. Due to the timing required for the adoption, the policies were emailed to the committee for their review, and their comments, if any, were sent to Dr. Heinz.

The policies are:

2:125 School Board - Board Member Compensation Expenses
4:55 Operational Services – Use of Credit and Procurement Cards
5:60 General Personnel – Expenses

These three policies will be presented for First Reading and Approval at the December 12, 2016 Board of Education meeting. Dr. Heinz and Board Policy Committee members will note any recommended changes prior to Board action at the meeting.

12/12/16