

OFFICIAL MINUTES OF THE BOARD OF EDUCATION
SCHOOL DISTRICT 68, COOK COUNTY, ILLINOIS

Regular Board of Education Meeting –April 16, 2013

The Board of Education of School District 68, Cook County, Illinois, met on the 16th day of April, 2013, in regular session at the Educational Service Center, according to the rules of the Board.

The meeting was called to order at 7:30 p.m. by the president of the Board, David Beller, who presided. Members of the Board were present as follows:

Present: Amy Anson
Katrina Bell-Jordan
Richard Berk
David Beller
Una McGeough
Hank Schneider
Darius Zakeri

Absent: None

Administrative staff members were present as follows:

Frances McTague, Superintendent
Andy Carpenter, Old Orchard Junior High School Assistant Principal
Leslie Gordon, Highland School Principal
Robyn Hawley, Old Orchard Junior High School Principal
Laurie Heinz, Assistant Superintendent for Instruction
Jac McBride, Director of Special Services
Beth Millard, Assistant Superintendent for Business
Randy Needlman, Devonshire School Principal
Susan O’Neil, Jane Stenson School Principal
Irina Ziemann, Director of Technology

Absent: None

Visitors: Angelia Athanasopoulos Judy Kim
Erica Beall Norma Moreno
Ryan Berry Brett Morrow
Natalie Dandino Becky Novak
Carrie Guerard Cara Novy-Bennowitz
Michelle Harris Lisa Omori
Barb Hill Melissa Rothman
Diana Juarez Mark Thompson
Bryan Kelly Trish Vale
Mark Weil

1. INTRODUCTION OF BOARD MEMBERS AND VISITORS AND PUBLIC COMMENT

President Beller asked Board members and administrators at the head table to introduce themselves. He asked for comments from the audience regarding items not on the agenda. There were no comments. Superintendent McTague recognized the commitment and dedication of retiring Board members David Beller and Hank Schneider.

2. CONSENT AGENDA

It was moved by Member Schneider, seconded by Member McGeough, that the Board of Education approve the items on the Consent Agenda, which contained the following:

- a. Minutes
Regular Board of Education Meeting – March 19, 2013
Closed Board of Education Meeting – March 19, 2013
- b. Personnel: FMLA: K. Connelly; Retirement: S. Beller, B. Green; Appointment: D. Juarez as Director of ELL Parent Center, B. Kelly as Dean of Students
- c. Financial Reports
- d. Approval of Pay Orders and Expenditures
- e. Review of Closed Meeting Minutes: Transfer to Open: 2/16/10, 3/20/12, 4/17/12, 10/16/12, 11/20/12, 12/18/12; Retain as Closed Meeting Minutes: 2/20/07, 7/21/09, 11/17/09, 9/21/10; Destruction of Verbatim Record of Closed Meeting Minutes: 4/12/11, 5/17/11, 6/21/11, 7/19/11, 8/23/11, 9/20/11, 10/18/11, 11/15/11

Upon roll call, the members voted as follows:

AYE: Anson, Bell-Jordan, Beller, Berk, McGeough, Schneider, Zakeri

NAY: None.

Motion carried.

3. LOYOLA UNIVERSITY CHICAGOLAND PARTNERS FOR ENGLISH LANGUAGE LEARNERS (CPELL) – PARENT SURVEY REVIEW

Superintendent McTague reviewed highlights of the survey of parents of English Language Learners in the district. The results of the survey will be used to help frame future programs in the district in cooperation with the ELL Parent Center. There was discussion about the low response level of 20% and how that might impact the results. It was suggested that we look at whether there are specific groups that were under represented. President Beller thanked Dr. McTague for her report.

4. REVISION OF POLICIES AND NEW POLICIES 3327 and 3550

The Board discussed revisions to policies: 3210 Tax Levy; 3260 Fees for Books and Materials; 3265 Collection and Waiver of Student Fees; 3310 Purchases; 3339 Payment of Salaries; 3410 System of Accounts; 3432 Budget and Expense Report; 3434 Audit; 3460 Activity Fund; 3545 Pupil Transportation Fees; 3546 Food Service Program; 3547 Free Lunch Policy; and the addition of new policies: 3327 Use of Credit and Procurement Cards and 3550 Facility Management, as follows:

Tax Levy

3210

The Superintendent or designee shall make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act. The Superintendent or designee shall file a Certificate of Tax Levy with the County Clerk, on or before the last Tuesday in December which lists the amount of property tax money to be provided for the various funds in the budget.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in *The School Code* and Truth in Taxation Act.

Collections of the first installment billing of property taxes are to be recognized in the fiscal year ending June 30 on the year-end financial statements. Collections of the second installment are to be recognized in the subsequent fiscal year.

LEGAL REF.: 105 ILCS 5/17-11 and 35 ILCS 200/18-55

Policy adopted by the Board of Education on 4/26/05
Revised 5/21/13

Fees for Books and Materials

3260

An annual fee will be charged to students to recover a portion of the cost of regularly used books and materials. Old Orchard students will be charged an additional fee if they request Yearbooks ~~or are enrolled in courses where individual projects require specialized materials~~. The schedule of fees shall be set by the Board each year.

Legal Reference: 105 ILCS 5/10-22.5

Policy adopted by the Board of Education on 2/27/62
Revised 4/26/05; 5/21/13

Collection and Waiver of Student Fees

3265

Collection of student fees shall be accomplished primarily by the ~~D~~district business office. Invoices shall be sent to parents on an annual basis. A late fee shall be added to past due invoices after 30 days, unless extenuating circumstances exist. A charge sufficient to offset bank charges against non-sufficient fund checks will be added to student fee billings for each such check returned by the bank. Severely delinquent accounts may be turned over to a collection agency for recovery of funds owed to the district.

For junior high ~~fine and applied arts~~ courses where individual projects require specialized materials, fees may be charged or student purchases of materials required.

~~In accordance with State law, f~~Fees, which are a prerequisite for a student's participation in any curricular or extra-curricular program of the school, may be reduced or waived in instances where the payment of the prescribed fee may be a hardship to the parent. Such fees include the annual fee for books ~~rental~~ and materials, bus fees, field trips, and outdoor education. Yearbook fees, charges for

pictures, bus fees, and pre-kindergarten/child care fees are not reduced or waived. Charges for the loss, misuse, or destruction of school property, optional travel, and admissions to social events are not eligible for waiver. ~~Waiver of certain Summer School fees is governed by Policy 6172.~~

Parents shall be furnished with information on waivers annually including an application form for waiver or reduction of fees. Information requested **and income limits** shall follow the regulations established by the federal and state governments for the waiver or reduction of student **breakfast/lunch** fees. ~~Students eligible for free or reduced lunch shall be eligible for waiver or reduction of the specified school fees. Also eligible will be~~ **Special consideration may be extended** to students from families who have experienced significant loss of income due to severe illness or injury in the family, or unusual expenses such as fire, flood or storm damage, or other emergency situations such as job loss or family disruption.

The Assistant Superintendent for Business **or designee** shall evaluate and approve or disapprove all applications within 30 calendar days of receipt. The decision shall be given in writing and the parent(s) shall be informed of the right of appeal to the Superintendent within 30 days of mailing of the notice and of the right to reapply if the family's economic circumstances change. Appeals shall be decided within 30 days of their receipt. No waivable fee shall be collected while an application or appeal is pending. No discrimination or sanction shall be exercised against a student whose parents are unable to pay required fees.

Legal Reference: 105 ILCS 5/2-3.96
23 Illinois Administrative Code, Subtitle A, Section 1.245

Policy adopted by the Board of Education in January 1968
Revised 4/26/05; **5/21/13**

Purchases

3310

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services. Purchases of items not included in the budget require prior Board approval, except in an emergency.

All contracts for supplies, materials, or work involving an expenditure in excess of \$25,000 (\$50,000 for building maintenance or renovation) shall be made in accordance with the State law bidding procedure, unless specifically exempted. The contract will be awarded to the lowest responsible bidder, considering conformity with specifications, delivery terms, quality, and serviceability. The Superintendent or designee shall report the results of the bidding to the Board, together with a recommendation and supporting rationale. Contracts will be awarded by the Board at an official meeting. Bid deposits of 10 percent of the bid amount, assuring good faith in bidding, and performance bonds to the extent of 100 percent of the contract amount, may be required.

The Superintendent **or designee** shall develop procedures which will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality, and delivery promptness, and in compliance with State law. **Contracts in excess of \$25,000 shall be posted on the district website in accordance with state law.**

Legal Reference: 105 ILCS 5/10-20.21

Policy adopted by the Board of Education on 12/19/72
Revised 11/18/08; 5/21/13

Payment of Salaries

3339

An annual pay agreement shall be issued for each regular employee. Non-tenured, certificated staff will be paid based on a teacher's contract signed by the teacher, the Board secretary, and the Board president; tenured staff will be paid based on the current teacher's salary schedule. The initial pay agreement for classified employees will be based on a pay order signed by the department administrator and the chief business official; thereafter, classified employees will be paid based on annual worksheets signed **approved** by the department administrator within budget allocations. All contracts, pay orders, and pay agreements shall be in accordance with existing salary policy.

Pre-authorized additional work by regular employees shall be paid on a time sheet signed by the appropriate administrator. Temporary employees such as ~~substitute teachers, tutors,~~ summer custodians, ~~etc.~~ shall be paid based on a time sheet signed by the appropriate administrator.

Pay records, time sheets, orders, and contracts shall be open to inspection by the Board.

Salary payments shall be made on a biweekly basis, adjusted for school holidays. Ten-month employees **have the option to divide their annual pay into either 21 or 26 payments.** These employees shall receive ~~their second June check~~ **the final payment of their annualized salary** on the last day of school when all work obligations have been completed.

Policy adopted by the Board of Education on 2/27/62
Revised 4/26/05; **5/21/13**

System of Accounts

3410

District accounts shall be maintained in accordance with the principles set forth in the ~~Accounting Handbook~~ **Illinois Program Accounting Manual** as adopted by the State of Illinois. The following funds will be maintained complete and separate from one another except for temporary interfund loans.

1. Education Fund
2. Operations and Maintenance Fund
3. ~~Bond and Interest~~ **Debt Service** Fund
4. Transportation Fund
5. Municipal Retirement/Social Security Fund
6. Site and Construction Fund

- 7. Working Cash Fund
- 8. Tort Immunity Fund
- 89. Fire Prevention and Safety Fund

A Division of the above funds Education Fund to track for receipts and expenditures for liability insurance and related to the special education tax levy program shall be maintained.

Policy adopted by the Board of Education on 2/27/62
 Revised 4/26/05; 5/21/13

Budget and Expense Report **3432**

~~A monthly budget report will be presented to the Board detailing the budgeted amount of funds to be received compared to the amount received to date for each fund and revenue account. Expenditures will be reported in like manner; and the receipts, expenditures and balances on hand will be reconciled with the monthly Township Treasurer's Report.~~

Combined with 3434

~~Policy adopted by the Board of Education on 2/27/62
 Readopted 4/26/05~~

Accounting and Audit **3434**

~~The financial records of the District shall be audited periodically but at least once each year by a State licensed certified public accountant.~~

~~The duties of the independent auditor shall be as follows:~~

- ~~1. To examine the balance sheet of the District at the close of its fiscal year and the related statements of transactions in the various funds for the fiscal year then ended.~~
- ~~2. To conduct such examination in accordance with generally accepted government accounting and auditing standards and to include such tests of the accounting records and such other auditing procedures as are necessary in the circumstances.~~
- ~~3. To render an opinion on the financial statements prepared at the close of the fiscal year.~~
- ~~4. To make such recommendations to the Board concerning its accounting records, procedures, and related activities as may appear necessary or desirable.~~
- ~~5. To perform such other related services as may be requested by the Board.~~

~~The auditor shall submit a reports of their findings to the Board.~~

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 Assistant Superintendent for Business 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

At the close of each fiscal year, the Assistant Superintendent for Business 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. The audit shall include review of all federal and state entitlement programs and completion of required reports. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Assistant Superintendent for Business shall annually, on a timely basis, submit the audit to the North Cook Intermediate Service Center along with the Annual Financial Report using the form adopted by the Illinois State Board of Education.

Fixed Asset Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of capitalized equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost. Records will be kept of district equipment that is disposed of because it is no longer needed for school purposes.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the district's name or with the district's Federal Employer Identification Number. All checks issued by the School District must be signed by the Township School Treasurer except that checks from the Activity Fund and Imprest Fund may be signed by an authorized district office employee.

Internal Controls

The Assistant Superintendent for Business is responsible for establishing and implementing a system of internal controls for safeguarding the district's financial condition. The 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 or imprudent employee action.

Review of the district's financial and business operations for compliance with established internal controls shall be completed as part of the annual audit and any findings are to be included in the auditor's report to the the Board.

Policy adopted by the Board of Education on 2/27/62

Revised 4/26/05; 5/21/13

Activity Fund

3460

A District Activity Fund is established in accordance with law. It is the intent of this policy to safeguard student club and association and other funds for the educational, recreational, and cultural purposes they are designed to serve. It is the intent that student clubs and associations serve an educational or recreational need not met by regular district programs. As a convenience, employee social funds may also be accommodated under this policy.

The Assistant Superintendent for Business shall serve as Activity Fund Treasurer and shall be appropriately bonded or insured.

The Treasurer shall maintain liability accounts to show the ownership of cash in bank. Each group, activity, or club receiving money from whatever source must deposit the money so received with the Activity Fund Treasurer.

The Activity Fund Treasurer shall make all disbursements based on a check request signed by the staff member responsible for each group, activity, or club. Disbursements shall be made only by check **or using the Activity Fund credit card**, to be charged to the proper group, activity, or club.

Monthly, the Activity Fund Treasurer shall reconcile the cash in the bank with the total liability to groups, activities, or clubs.

The fiscal year for annual reports shall coincide with the school fiscal year as set by the Board and all accounts shall be audited annually by a licensed public accountant.

Monthly reports to the Board shall be prepared and shall include the Statement of Position of each account, and a Statement of Receipts and Disbursements.

Legal Reference: 105 ILCS 5/10-20.19(2)

Policy adopted by the Board of Education in December 1967
Revised 4/26/05; **5/21/13**

Pupil Transportation Fees

3545

School bus service shall be made available free of charge to all students residing a mile and one-half or more from their assigned school. Bus service without charge shall also be provided for students who reside in an area designated by the Superintendent as one with unavoidable, hazardous conditions on walking routes to school, such as being along heavily traveled roads without sidewalks. For students eligible for free or reduced ~~lunch~~ **student fees**, fees for bus transportation will be adjusted accordingly. For other students, bus service to the assigned school shall be available for an annual fee to be set by the Board each year.

Bus service shall be provided for approved field trips if vehicles and drivers are available.

Bus service may be provided to students participating in school-sponsored before-school and/or after-school programs.

No school employee may transport students in school or private vehicles unless authorized by the administration.

When recommended by the Superintendent, district bus service may be made available to non-profit organizations for recreational, cultural, educational, and public service programs operated by the organization for the benefit of its members. The charges for such use of school buses must cover applicable costs, including an allowance for insurance and bus depreciation.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver tests the two-way radio to verify that it is functioning properly before the bus is operated and walks to the rear of the bus at the end of each route to check the bus for children.

Legal reference: 105 ILCS 5/12-816(a), 5/13-109, 5/29-3.4 & 3.5

Policy adopted by the Board of Education on 2/27/62

Revised 4/26/05; 10/17/06; 5/21/13

Lunch Program Food Service

3546

~~A lunch program shall be operated in each school in the District under Child Nutrition Act guidelines.~~ Good nutrition shall be promoted in the district's meal programs and in other food and beverages that are sold to students during the school day. Food or beverage items sold to students as part of a reimbursable meal under the School Breakfast Program or the National School Lunch Program must consist of nutritious, well-balanced, and age-appropriate meals that reflect food and nutrition requirements specified by the U.S. Dept. of Agriculture. The type and amounts of food and beverages sold to students before, during and after the school day shall comply with any applicable mandates in the Illinois State Board of Education's School Food Service rule and the federal rules implementing the National School Lunch Act and Child Nutrition Act.

Student food service lunch fees shall be established with the goal of making the program self-supporting all applicable receipts for a fiscal year match the expenses as closely as possible. Any surplus funds derived may be returned to the program for the purpose of bettering student lunches and/or replacement of building equipment used in the food services program. Losses sustained shall be covered by the Education Fund.

Legal References: 105 ILCS 5/10-22.26
105 ILCS 125/1 and subsequent sections

Policy adopted by the Board of Education on 2/27/62

Revised 4/26/05; 5/21/13

Free and Reduced-Price Food Services Lunch Policy

3547

It is the policy of the District to serve a free or reduced price breakfast and lunch, without discrimination, to any student eligible based on the family-size income guidelines set annually by the U.S. Department of Agriculture and distributed of the Federal School Lunch Program as administered by the Illinois State Board of Education. Students whose families are experiencing temporary hardship and are referred by the school principal shall also be considered.

The Assistant Superintendent for Business or designee shall be the agent to determine which children are eligible to receive such a lunch. A family may appeal the district's decision to deny an application for free or reduced-price food services to the Superintendent and then to the Board. Families whose applications for free or reduced-price lunches have been rejected by the Assistant Superintendent for Business have the right to appeal to the Superintendent and then to the Board.

Legal Reference: 105 ILCS 125/1

Policy adopted by the Board of Education on 1/28/69

Revised 4/26/05; 5/21/13

Use of Credit and Procurement Cards

3327

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. 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.

The consequences for unauthorized purchases include, but are not limited to, reimbursing the district for the purchase amount, loss of cardholding privileges, and discipline up to and including termination of employment. The Superintendent shall implement a process whereby all purchases using a district credit or procurement card are reviewed and approved by a supervisor or administrator. Cardholders must submit the original, itemized receipt to document all purchases. 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 Reference: 105 ILCS 5/10-21

Policy adopted by the Board of Education 5/21/13

The Superintendent or designee shall manage the district's facilities and grounds as well as facility construction and renovation programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and review of plans and specifications for future construction or alterations of a school as requested. As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion.

All district buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

The Superintendent shall take all reasonable measures to protect the environmental quality of the district's buildings and grounds. Before pesticides are used on district premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act and the Lawn Care Products Application and Notice Act.

Legal reference: 225 ILCS 235; 415 ILCS 65/. 1

Policy adopted by the Board of Education 5/21/13

1 Different requirements pertain to the notices in the Structural Pest Control Act (225 ILCS 235/10.3, reenacted by P.A. 96-473) and the Lawn Care Products Application and Notice Act (415 ILCS 65/3(f)). Both require notice to parents/guardians. Notice to employees is only required by the Structural Pest Control Act. For the sake of simplicity, the sample policy requires notice to employees before pesticides are used. Notice at least 4 business days before application is required by Lawn Care Products Application and Notice Act; notice at least 2 business days is required by the Structural Pest Control Act.

If the following alternative is used, omit the policy's last sentence:

The Superintendent or designee shall maintain a registry of employees and parents/guardians of students requesting notification before the application of pesticide(s) and notify those people as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

Be sure the notice provisions in the policy and its implementing administrative procedure are consistent.

5. 2012-13 SALARY & STAFF INFORMATION

Assistant Superintendent Millard summarized the information in the 2012-13 salary and staff information chart. It was suggested that future reports include some historical comparisons. President Beller thanked Assistant Superintendent Millard for her report.

6. NILES TOWNSHIP DISTRICT #807 FOR SPECIAL EDUCATION

No report.

7. PERFORMANCE SCORECARD UPDATE

Superintendent McTague led a Board discussion about how to restructure the metrics related to Outcome Goal 3, including possible groupings of the *School Perceptions* survey responses. It was agreed that the data be organized into three categories and that a Board sub-group be formed this summer to structure the data.

8. 2013-14 STAFFING RECOMMENDATIONS

It was moved by Member Anson, and seconded by Member McGeough, to approve the addition of one part-time RtI Coach (60%) for the 2013-14 school year and to hire an additional technology support staff member in the spring of 2014.

Upon roll call, the members voted as follows:

AYE: Anson, Bell-Jordan, Beller, Berk, McGeough, Schneider, Zakeri

NAY: None.

Motion carried.

9. COMMUNICATIONS

The Board reviewed a communication item.

10. MOVE TO CLOSED SESSION

It was moved by Member Schneider, seconded by Member McGeough, to move the meeting to closed session at 8:45 p.m., to discuss personnel, as per 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057; and the lease of school property, per 5 ILCS 120/2(c)(6).

Upon roll call, the members voted as follows:

AYE: Anson, Bell-Jordan, Beller, Berk, McGeough, Schneider, Zakeri

NAY: None.

Motion carried.

11. RECONVENE MEETING

The meeting reconvened at 9:55 p.m.

There being no further business, the meeting adjourned at 9:56 p.m.

Beth Millard, Board Secretary

David Beller, President