

Inspire every child to



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

Regular Board Meeting Agenda
Thursday, June 20, 2019
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714

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

7:00 p.m. Meeting of the Board Convenes

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

Pledge of Allegiance

Public Comments

Approval of Meeting Agenda

--Board President

Action Item 19-06-5

A-1

Judith L. Snow Awards

--Superintendent and ELF Representatives

A-2

Review FY20 Tentative Budget Draft

--Chief School Business Official

A-3

2020 Vision Strategic Plan Year 4 Update

--Superintendent

A-4

First Reading of PRESS 100 and Review of Policies 7:20 and 7:180

--Superintendent

A-5

**Approval to Award Contract for Infill of Washington Auditorium Floor
Not to Exceed \$300K**

--Board President

Action Item 19-06-6

A-6

Approval of Recommended Personnel Report

--Board President

Action Item 19-06-7

A-7

Consent Agenda

A-8

--Board President

Action Item 19-06-8

- Bills, Payroll and Benefits
- Approval of Financial Update for the Period Ending May 31, 2019
- Resolution #1227 Approval of Safety Hazards (Transportation)
- Resolution #1228 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the August 19, 2019 Regular Board Meeting
- Resolution #1229 Authorizing and Directing the Permanent Transfer of Money from the Education Fund to the Debt Service Fund for VOIP and Copier Leases
- Resolution #1230 Abating Working Cash Fund
- Resolution #1231 Authorizing and Directing the Permanent Transfer of Money from the Operations & Maintenance Fund to the Debt Service Fund for Debt Certificates
- Approval of the Consolidated District Plan
- Approval of District 64 FOIA Officers
- Approval of Maine Township School Treasurer Depositories
- Destruction of Audio Closed Recordings (none)

Approval of Minutes

A-9

--Board President

Action Item 19-06-9

- Special Meeting.....May 6, 2019
- Regular Meeting.....May 20, 2019
- Closed SessionMay 20, 2019

Other Discussion and Items of Information

A-10

--Superintendent

- Upcoming Agenda
- FOIA requests
- District Committee Updates (None)
- Memorandum of Information (None)
- Minutes of Board Committees (None)
- Discipline Data Report
- Enrollment Update
- Washington Space Utilization Committee June 18, 2019 Meeting Update

New Business

A-11

Adjournment

Next Meeting: **Monday, July 15, 2019**

6:45 p.m. - Public Hearing on Resolution to Authorize a Permanent Interfund Transfer

7:00 p.m. - Regular Meeting

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.

Approval of Meeting Agenda

The Board reserves the right to review the agenda at the beginning of each meeting and request additions, amendments, or deletions prior to approval.

ACTION ITEM 19-06-5

I move that the Board of Education of Community Consolidated School District 64 Park Ridge-Niles, Illinois approve the agenda for the June 20, 2019 meeting, as reviewed and possibly amended.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:



Judith L. Snow Ethical Leadership Awards 2019

All of the students chosen for this award are exemplary ethical leaders. Each student knows her core values and has the courage to live them in all parts of her life in service to the common good. Each student is a principled ethical leader who leads with integrity, selflessness, dependability, caring, and fairness.

These four students are all outstanding examples of ethical leaders in our middle schools. It is our great pleasure to present to the Board of Education these four students as the 2019 Judith L. Snow Ethical Leadership Award winners.

Respectfully yours,

Lea Smucker

Chandra Kearney

Judith L. Snow Ethical Leadership Award Committee

Emerson Middle School

Claudia Domusiewicz

Claudia Domusiewicz stated: *“important things about being an ethical leader is having integrity, and being a selfless and caring person.”* Claudia is committed to ethical leadership at school, at home, and in the community. In fact, one of her teachers stated *“One of her greatest talents is one that can’t be taught, but comes from within – kindness”*. Claudia has generously donated her time to the Park Ridge Public Library for over 3 years and is well known at the library for being *“polite, respectful, dependable, and passionate”*. Claudia’s commitment to excellence was best stated in her thoughtful essay when she wrote, *“Integrity is another trait that I find essential in my day-to-day viability. To me it does not matter whether or not there is an adult or other important figure in the same space as me. I will be acting as the same ethical leader that I am, regardless if someone is there to praise my actions”*.

Jenna Pravecsek

Jenna Pravecsek stated in her essay: "*Ethical leadership is all about having integrity, being selfless, caring about others, being a friend everyone can depend on, and handling everything fairly even when no one is watching.*" Jenna has exhibited ethical leadership within many areas of her daily life. She is described by her teacher as having "*a strong moral compass as well as having the courage to stand up for those convictions. She has a heart for others, especially for those who are left out or in need*". Jenna contributes to her school as a Soaring Eagle and has participated in the Emerson Musical Productions for three years. She summarized her essay well writing "*I try to be an ethical leader in my community and an overall good soul.*"

Lincoln Middle School

Noah Collins

Noah Collins wrote in his essay, "*I strive to show leadership skills that demonstrate to my classmates and teachers that we can have fun but always show empathy and respect to others*". Noah has exhibited ethical leadership both in his school and community. His teacher writes "*he is always trying to learn and get better. He is a role model to his peers and always tries to do what is right*". Noah has given back to the community extensively by starting the "Noah and Carter Collins Blood Drive" and because of his great efforts, the Red Cross was able to collect over their goal and help many people in need. Noah's passion for ethical leadership was summarized well in his essay when he wrote, "*I believe that I can be a leader that can make a positive difference*".

Colleen Compton

Colleen Compton wrote in her essay, "*An ethical leader works to improve their community and does this with their important values, like kindness and respect, in mind*". Colleen gives back to her school by being a WEB leader. Her teacher writes, "*she has been thoughtful, ethical, and an upstanding student from the moment she entered Lincoln*". Colleen gives back to the community by volunteering at Vacation Bible school and is described as "*communicating well with adults and her peers, takes initiative on her own and is a good example of a responsible and kind teenager*." She summarized her essay by writing, "*Being a volunteer makes me empathetic, and that makes me care about how other people are doing and makes me want to talk to others. Though the places where I am a leader may not happen every day, the attitude that I bring to those experiences I take with me wherever I go.*"

To: Board of Education
 Dr. Laurie Heinz, Superintendent
 From: Luann Kolstad, Chief School Business Official
 Date: June 20, 2019
 Re: Review FY20 Tentative Budget Draft

At the June 20, 2019 Board meeting, administration will continue the review of the first draft of the 2019-20 budget with the Board of Education initiated at the June 10, 2019 meeting. Administration has divided the content this year to offer ample time for new as well as returning Board members to gain an in-depth understanding of the tentative budget in each fund for the coming year.

The June 20 meeting will be a walk-through of expenditures within four funds of the budget and the budget for Other Financing Sources & Uses:

- Operations & Maintenance - Fund 20
 - The Operations & Maintenance Fund is required if a tax is levied for the purposes of operations and maintenance. All expenditures related to the care and upkeep of our facilities are recorded in this fund.
- Municipal Retirement [Illinois Municipal Retirement Fund (IMRF)] - Fund 50
 - The Municipal Retirement Fund is required if a tax is levied to pay for contributions to municipal retirement systems. Only non-certified staff are in IMRF. IMRF is typically between 10% and 13% of an IMRF employee's wages with the rate changing every January.
- Social Security - Fund 51
 - The Social Security Fund is required if a tax is levied to pay for contributions to Social Security and Medicare. The District pays social security on non-certified staff only. Medicare is paid on all staff members.
- Capital Projects - Fund 60
 - This Capital Projects fund is required to account for proceeds resulting from each bond issue for capital projects, receipts from other long term financial agreements (including Impact Fee agreements), or construction or maintenance grants used to finance a capital project, capital lease, lease-purchase agreement, or if it is a tax levied in accordance with Illinois State Statute. The District's practice has been to charge all Capital Projects to Fund 60 for reasons listed above and to delineate between O&M and Capital Work that is depreciated.
- Other Financing Sources & Uses (OFSU)
 - This budget is comprised of all transfers that occur between funds for the purposes of debt certificates, leasing agreements and transfer of fund balances. Per Illinois State Statute, debt certificates and leasing agreements are levied in the appropriate fund (Fund 10 & 20) and then transferred via resolution to the Debt Service Fund where the invoices are then paid. The payment of Working Cash Bonds occurs through the tax levy process and is set by Cook County. Proceeds from this levy are deposited into the Debt Service Fund bypassing OFSU procedures.

The document you are receiving tonight is our “first pass” at establishing a final budget to be adopted on September 23, 2019. (Attachment 1) Work continues on these four funds as expenditures are solidified for the 2019-20 fiscal year. We continue to deliver to the Board and community a zero-based budget so that expectations in terms of revenue and expenditures are realistic.

Expenditures

During the spring, administration scheduled meetings with all departments that contribute to the budget. The meetings were intended not only to talk about each department’s 2019-20 budget requests but also to discuss areas of the budget that needed to be modified -- either increased or decreased.

The main difference between the budgets discussed at the June 10, 2019 special Board meeting and the budgets presented tonight are the level of staffing in these budgets. The O&M Fund is the only budget presented that includes salaries for the custodial and maintenance staff. In addition to the salaries in the O&M budget, all expenditures for the care and upkeep of our buildings are in this fund. The remaining budgets being discussed are capital expenditures in the Capital Projects Fund and benefits in the IMRF and Social Security Budgets. In the Working Cash Fund, which is part of the Other Financing Sources & Uses, a \$10M transfer of working cash to the Capital Projects fund is budgeted for summer 2020 work.

At the District level, budgets are set based on the needs of each department in terms of meeting their strategic objectives for the next year. **A zero-based budgeting approach is taken with all budgets.** In addition to information developed through these in-depth sessions, the first draft of the budget is based on other sources of information that are typically used. These include:

Salary Information (Object 100):

- Negotiated Salary and Stipend Increases in the labor contract
- Projected 3.1% - 3.38% increase in all other salaries

Benefit Information (Object 200):

- Insurance rate adjustments received from Northern Illinois Health Insurance Program (NIHIP) for life, health, and dental rates
- Confirmation of rates for Illinois Municipal Retirement Fund (IMRF), Social Security and Medicare

Professional Services Information (Object 300):

The Illinois Program Accounting Manual (IPAM) defines Professional Services as personal services rendered by personnel who are not on the district’s payroll, and other services the district may purchase. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided in order to obtain the desired results. Within the O&M Budget, there are many 300 Objects; here is a sample of items charged here:

- Garbage/Recycling/Pest Services/Junk Removal
- Repair and Maintenance Services - tuckpointing, boiler repair, water testing, preventative maintenance, etc.
- Bi-annual Asbestos Inspections

- Rental Equipment/Land - rental of parking at AANA for the ESC building and rental of equipment we do not own nor would it make financial sense for us to own
- Travel/Mileage Expenses
- Telephone Expenses
- Water/Sewer
- Professional Services - Fire alarm monitoring, security monitoring, building mechanical control systems

Materials and Supplies (Object 400):

This area encompasses all physical goods the District purchases up to \$500 per item such as classroom supplies, custodial supplies, etc.

Fixed Assets (Object 500):

Any physical items purchased that cost over \$1,500 per item are charged to this area. All of the costs of construction are in this code, along with equipment purchases. Based on conversations with departments, fixed assets that had exceeded their useful life are in the budget for replacement as needed. Most capital projects expenditures are recorded as Fixed Assets. Any items charged to this object code are added to the District’s fixed asset inventory and are depreciated over their estimated useful life.

Other Objects (Object 600):

Dues and fees for professional organizations are listed in this object.

Equipment \$500 - \$1,500 (Object 700):

This object was added by the Illinois State Board of Education (ISBE) within the last decade as a location for real items where the individual total cost is between \$500 and the District’s Fixed Asset threshold, which is \$1,500 in District 64.

Revenues

At the regular Board meeting on July 15, 2019, we will review revenue and put the pieces of the budget together to form an Operating Fund Budget (Education, O&M, Transportation, IMRF, Social Security, Working Cash, and Tort Funds) and the resulting estimated fund balances for the 2019-20 fiscal year.

Preliminary Financial Projections

A *preliminary* look at the long-range fund balance projections will be provided following approval of the tentative 2019-20 budget scheduled for July 15, 2019. As you know, the 2018-19 figures will be unaudited until approximately October. The projections will be updated again when the final 2019-20 budget is adopted on September 23, 2019, and the audit has been completed this fall.

Next Steps

The information presented on June 10, June 20 and July 15 comprises the District’s “working budget.” The Board will adopt this as the District’s tentative budget and will schedule a public hearing on August 19, 2019 in advance of the regular meeting. This tentative budget will continue to be revised and refined until it is ultimately approved in its final form by the Board at the September 23, 2019 regular meeting. Administration will provide updates over the summer as additional information becomes known, such as final hiring based on enrollment, benefit changes and changes in any major expenditures.

Park Ridge Niles School District 64
2019-20 Tentative Operations and Maintenance Budget

| FUND 20 OPERATIONS & MAINTENANCE | | | |
|---|---|-------------------------|-------------------|
| | | 2019-20 | 2018-19 |
| Account Number | Account Description | Tentative Budget | Budget |
| 20E201 2533 5300 00 201812 | Building Improvements | \$ - | |
| 20E--- 2533 5---- | Capital Expenditures >\$1,500 | \$ - | \$ - |
| 20E--- 2533 ---- | *Construction Services | \$ - | \$ - |
| 20E220 2536 5300 00 000000 | Jefferson EDK Remodel | \$ - | \$ 80,000 |
| 20E--- 2536 5---- | Capital Expenditures >\$1,500 | \$ - | \$ 80,000 |
| 20E--- 2536 ---- | *Facility Improvements | \$ - | \$ 80,000 |
| 20E101 2541 1040 00 000000 | Exempt Staff Salaries | \$ 152,830 | \$ 148,300 |
| 20E101 2541 1080 00 000000 | Admin. Support Salaries | \$ 30,000 | \$ 30,000 |
| 20E101 2541 1320 00 000000 | Overtime Salaries | \$ - | \$ 250 |
| 20E--- 2541 1--- | *Salaries | \$ 182,830 | \$ 178,550 |
| 20E101 2541 2210 00 000000 | Life Insurance | \$ 100 | \$ 100 |
| 20E101 2541 2220 00 000000 | Health Insurance | \$ 14,768 | \$ 14,200 |
| 20E101 2541 2230 00 000000 | Dental Insurance | \$ 510 | \$ 500 |
| 20E101 2541 2240 00 000000 | Long Term Disability | \$ 250 | \$ 250 |
| 20E--- 2541 2--- | *Employee Benefits | \$ 15,628 | \$ 15,050 |
| 20E000 2541 3120 00 000000 | Professional Development | \$ 3,500 | \$ 4,500 |
| 20E--- 2541 3--- | *Purchased Services | \$ 3,500 | \$ 4,500 |
| 20E101 2541 4100 00 000000 | General Supplies | \$ 16,000 | \$ 16,000 |
| 20E201 2541 4100 00 000000 | General Supplies | \$ - | \$ - |
| 20E203 2541 4100 00 000000 | General Supplies | \$ - | \$ - |
| 20E205 2541 4100 00 000000 | General Supplies | \$ - | \$ - |
| 20E207 2541 4100 00 000000 | General Supplies | \$ - | \$ - |
| 20E301 2541 4100 00 000000 | General Supplies | \$ - | \$ - |
| 20E303 2541 4100 00 000000 | General Supplies | \$ - | \$ - |
| 20E--- 2541 4--- | *Supplies <\$500 | \$ 16,000 | \$ 16,000 |
| 20E--- 2541 ---- | *O&M Service Area Direction | \$ 217,958 | \$ 214,100 |
| 20E000 2542 1010 00 000000 | Summer Workers | \$ 35,000 | \$ 35,000 |
| 20E000 2542 1020 00 000000 | Custodial Salaries | \$ 73,042 | \$ 70,900 |
| 20E101 2542 1020 00 000000 | Custodial Salaries | \$ 21,000 | \$ 20,400 |
| 20E201 2542 1020 00 000000 | Custodial Salaries | \$ 194,968 | \$ 189,200 |
| 20E203 2542 1020 00 000000 | Custodial Salaries | \$ 206,224 | \$ 200,100 |
| 20E205 2542 1020 00 000000 | Custodial Salaries | \$ 186,906 | \$ 181,300 |
| 20E207 2542 1020 00 000000 | Custodial Salaries | \$ 214,515 | \$ 208,100 |
| 20E209 2542 1020 00 000000 | Custodial Salaries | \$ 125,095 | \$ 154,700 |
| 20E220 2542 1020 00 000000 | Custodial Salaries | \$ 113,224 | \$ 114,000 |
| 20E301 2542 1020 00 000000 | Custodial Salaries | \$ 305,261 | \$ 361,000 |
| 20E303 2542 1020 00 000000 | Custodial Salaries | \$ 390,160 | \$ 347,000 |
| 20E000 2542 1030 00 000000 | Maintenance Salaries | \$ 377,688 | \$ 366,500 |
| 20E000 2542 1250 00 000000 | Custodial Substitutes | \$ 15,000 | \$ 15,000 |
| 20E000 2542 1320 00 000000 | Overtime Salaries | \$ 50,000 | \$ 15,000 |
| 20E000 2542 1320 00 172900 | Overtime Salaries | \$ 400 | \$ 500 |
| 20E000 2542 1320 00 191000 | Overtime Salaries | \$ 50,000 | \$ 50,000 |
| 20E000 2542 1320 00 191100 | Overtime Salaries | \$ 3,500 | \$ 5,000 |
| 20E220 2542 1600 00 000000 | Attendance Incentive | \$ 400 | \$ - |
| 20E301 2542 1600 00 000000 | Attendance Incentive | \$ 400 | \$ - |

Park Ridge Niles School District 64
2019-20 Tentative Operations and Maintenance Budget

| FUND 20 OPERATIONS & MAINTENANCE | | | |
|---|--|-------------------------|---------------------|
| | | 2019-20 | 2018-19 |
| Account Number | Account Description | Tentative Budget | Budget |
| 20E--- 2542 1--- -- ----- | *Salaries | \$ 2,362,783 | \$ 2,333,700 |
| 20E000 2542 2210 00 000000 | Life Insurance | \$ 1,800 | \$ 1,800 |
| 20E000 2542 2220 00 000000 | Health Insurance | \$ 416,000 | \$ 400,000 |
| 20E000 2542 2230 00 000000 | Dental Insurance | \$ 17,850 | \$ 17,500 |
| 20E--- 2542 2--- -- ----- | *Employee Benefits | \$ 435,650 | \$ 419,300 |
| 20E000 2542 3120 00 000000 | Professional Development | \$ 2,000 | \$ 2,000 |
| 20E000 2542 3160 00 000000 | Web Based Programs/Renewals | \$ 7,500 | \$ 7,500 |
| 20E000 2542 3190 00 000000 | Professional Services | \$ 442,000 | \$ 300,000 |
| 20E201 2542 3190 00 000000 | Professional Services | \$ 14,750 | \$ - |
| 20E301 2542 3190 00 000000 | Professional Services | \$ 14,500 | \$ - |
| 20E000 2542 3210 00 000000 | Garbage/Recycling/Pest Serv. | \$ 65,000 | \$ 60,000 |
| 20E000 2542 3230 00 000000 | Repair & Maintenance Services | \$ 300,000 | \$ 300,000 |
| 20E000 2542 3230 00 800000 | Repair & Maintenance Services | \$ 50,000 | \$ 10,000 |
| 20E303 2542 3230 00 000000 | Repair & Maintenance | \$ 70,000 | \$ - |
| 20E000 2542 3250 00 000000 | Rental Equipment/Land | \$ 15,000 | \$ 10,000 |
| 20E201 2542 3250 00 800000 | Rental Equipment/Land | \$ - | \$ - |
| 20E000 2542 3320 00 000000 | Travel/Mileage Expenses | \$ 1,000 | \$ 1,000 |
| 20E000 2542 3410 00 000000 | Telephone Expense | \$ 4,620 | \$ 2,640 |
| 20E000 2542 3700 00 000000 | Water/Sewer Fees | \$ 112,000 | \$ 112,000 |
| 20E--- 2542 3--- -- ----- | *Purchased Services | \$ 1,098,370 | \$ 805,140 |
| 20E000 2542 4100 00 000000 | General Supplies | \$ 200,000 | \$ 300,000 |
| 20E000 2542 4100 25 000000 | General Supplies - School Specific | \$ 100,000 | \$ - |
| 20E000 2542 4100 00 192100 | General Supplies | \$ - | \$ - |
| 20E000 2542 4650 00 000000 | Natural Gas | \$ 175,000 | \$ 175,000 |
| 20E000 2542 4660 00 000000 | Electricity | \$ 550,000 | \$ 600,000 |
| 20E000 2542 4810 00 000000 | Painting Supplies | \$ 15,000 | \$ 15,000 |
| 20E000 2542 4840 00 000000 | Plumbing Supplies | \$ 30,000 | \$ 20,000 |
| 20E000 2542 4850 00 000000 | Custodial Supplies | \$ 105,000 | \$ 100,000 |
| 20E000 2542 4860 00 000000 | Electrical Supplies | \$ 20,000 | \$ 20,000 |
| 20E000 2542 4870 00 000000 | Maintenance Supplies | \$ 35,000 | \$ 35,000 |
| 20E--- 2542 4--- -- ----- | *Supplies <\$500 | \$ 1,230,000 | \$ 1,265,000 |
| 20E000 2542 5530 00 000000 | Capital Equipment >\$1,500 | \$ 65,000 | \$ 100,000 |
| 20E201 2542 5530 00 800000 | Capital Equipment >\$1,500 | \$ 50,000 | \$ - |
| 20E209 2542 5530 00 192100 | Capital Equipment >\$1,500 | \$ - | \$ - |
| 20E--- 2542 5--- -- ----- | *Capital Expenditures >\$1,500 | \$ 115,000 | \$ 100,000 |
| 20E000 2542 7000 00 000000 | Equipment \$500 - \$1,500 | \$ 40,000 | \$ - |
| 20E000 2542 7000 00 192100 | Equipment \$500 - \$1,500 | \$ - | \$ 40,000 |
| 20E--- 2542 7--- -- ----- | *Equipment \$500 - \$1,500 | \$ 40,000 | \$ 40,000 |
| 20E--- 2542 ----- -- ----- | *Care & Upkeep of Buildings | \$ 5,281,803 | \$ 4,963,140 |

Park Ridge Niles School District 64
2019-20 Tentative Operations and Maintenance Budget

| FUND 20 OPERATIONS & MAINTENANCE | | | |
|---|--|-------------------------|-------------------|
| | | 2019-20 | 2018-19 |
| Account Number | Account Description | Tentative Budget | Budget |
| 20E000 2543 1010 00 000000 | Summer Workers | \$ 12,000 | \$ 12,000 |
| 20E000 2543 1030 00 000000 | Maintenance Salaries | \$ 115,889 | \$ 112,500 |
| 20E000 2543 1320 00 000000 | Overtime Salaries | \$ 10,000 | \$ 10,000 |
| 20E--- 2543 1--- -- ----- | *Salaries | \$ 137,889 | \$ 134,500 |
| 20E000 2543 2210 00 000000 | Life Insurance | \$ 100 | \$ 100 |
| 20E000 2543 2220 00 000000 | Health Insurance | \$ 19,760 | \$ 19,000 |
| 20E000 2543 2230 00 000000 | Dental Insurance | \$ 1,020 | \$ 1,000 |
| 20E--- 2543 2--- -- ----- | *Employee Benefits | \$ 20,880 | \$ 20,100 |
| 20E000 2543 3190 00 000000 | Professional Services | \$ 30,000 | \$ 30,000 |
| 20E000 2543 3190 00 192100 | Professional Services | \$ - | \$ - |
| 20E000 2543 3230 00 000000 | Repair & Maintenance Services | \$ 17,500 | \$ 17,500 |
| 20E000 2543 3260 00 000000 | Equipment Leasing | \$ 12,000 | \$ 12,000 |
| 20E000 2543 3410 00 000000 | Telephone Expense | \$ 1,320 | \$ 660 |
| 20E--- 2543 3--- -- ----- | *Purchased Services | \$ 60,820 | \$ 60,160 |
| 20E000 2543 4100 00 000000 | General Supplies | \$ 75,000 | \$ 50,000 |
| 20E--- 2543 4--- -- ----- | *Supplies <\$500 | \$ 75,000 | \$ 50,000 |
| 20E000 2543 5530 00 000000 | Capital Equipment >\$1,500 | \$ 197,000 | \$ 125,000 |
| 20E000 2543 5530 00 192100 | Capital Equipment >\$1,500 | \$ - | \$ - |
| 20E--- 2543 5--- -- ----- | *Capital Expenditures >\$1,500 | \$ 197,000 | \$ 125,000 |
| 20E000 2543 7000 00 000000 | Equipment \$500 - \$1,500 | \$ - | \$ - |
| 20E--- 2543 7--- -- ----- | *Equipment \$500 - \$1,500 | \$ - | \$ - |
| 20E--- 2543 ----- | *Care & Upkeep of Grounds | \$ 491,589 | \$ 389,760 |
| 20E000 2545 3230 00 000000 | Repair & Maintenance Services | \$ 8,500 | \$ 8,500 |
| 20E--- 2545 3--- -- ----- | *Purchased Services | \$ 8,500 | \$ 8,500 |
| 20E000 2545 4100 00 000000 | General Supplies | \$ 5,000 | \$ 2,000 |
| 20E000 2545 4640 00 000000 | Gasoline/Diesel Fuel | \$ 10,000 | \$ 10,000 |

Park Ridge Niles School District 64
2019-20 Tentative Operations and Maintenance Budget

| FUND 20 OPERATIONS & MAINTENANCE | | | |
|---|---|-------------------------|---------------------|
| | | 2019-20 | 2018-19 |
| Account Number | Account Description | Tentative Budget | Budget |
| 20E--- 2545 4--- -- ----- | *Supplies <\$500 | \$ 15,000 | \$ 12,000 |
| 20E000 2545 7000 00 000000 | Equipment \$500 - \$1,500 | \$ 2,500 | \$ - |
| 20E--- 2545 7--- -- ----- | *Equipment \$500 - \$1,500 | \$ 2,500 | \$ - |
| 20E--- 2545 ---- -- ----- | *Care & Upkeep of Vehicles | \$ 26,000 | \$ 20,500 |
| 20E000 2546 3120 00 000000 | Professional Development | \$ - | \$ 5,000 |
| 20E000 2546 3160 00 000000 | Web Based Programs/Renewals | \$ 12,000 | \$ 12,000 |
| 20E000 2546 3190 00 000000 | Professional Services | \$ 70,000 | \$ 68,000 |
| 20E000 2546 3230 00 000000 | Repair & Maintenance Services | \$ 7,000 | \$ 7,000 |
| 20E--- 2546 3--- -- ----- | *Purchased Services | \$ 89,000 | \$ 92,000 |
| 20E000 2546 4100 00 000000 | General Supplies | \$ 15,000 | \$ 15,000 |
| 20E--- 2546 4--- -- ----- | *Supplies <\$500 | \$ 15,000 | \$ 15,000 |
| 20E000 2546 5530 00 000000 | Capital Equipment >\$1,500 | \$ 50,000 | \$ 150,000 |
| 20E--- 2546 5--- -- ----- | *Capital Expenditures >\$1,500 | \$ 50,000 | \$ 150,000 |
| 20E--- 2546 ---- -- ----- | *Security Services | \$ 154,000 | \$ 257,000 |
| 20E000 2547 1020 00 000000 | Custodial Salaries | \$ 43,469 | \$ 42,200 |
| 20E--- 2547 1--- -- ----- | *Salaries | \$ 43,469 | \$ 42,200 |
| 20E000 2547 2210 00 000000 | Life Insurance | \$ 50 | \$ 50 |
| 20E000 2547 2220 00 000000 | Health Insurance | \$ 19,136 | \$ 18,400 |
| 20E000 2547 2230 00 000000 | Dental Insurance | \$ 485 | \$ 475 |
| 20E--- 2547 2--- -- ----- | *Employee Benefits | \$ 19,671 | \$ 18,925 |
| 20E--- 2547 ---- -- ----- | *Warehouse Services | \$ 63,140 | \$ 61,125 |
| 20E000 4190 3190 00 000000 | Professional Services | \$ 3,600 | \$ 3,520 |
| 20E--- 4190 3--- -- ----- | *Purchased Services | \$ 3,600 | \$ 3,520 |
| 20E--- 4190 ---- -- ----- | *Payments In-State Governments | \$ 3,600 | \$ 3,520 |
| 20----- -- -- -- -- | *Operations & Maintenance Fund | \$ 6,238,090 | \$ 5,989,145 |
| Increase/(Decrease) in Budget | | \$ 248,945 | 4.16% |
| PTO Purchases | | | \$ 221,602 |
| Insurance Claims | | | \$ 36,782 |
| Reimbursements | | | \$ 42,424 |

Park Ridge Niles School District 64
2019-20 Tentative Capital Projects Budget

| FUND 60 CAPITAL PROJECTS | | | | |
|----------------------------------|--|--|-------------------|-------------------|
| | | | 2019-20 | 2018-19 |
| Account Number | Account Description | | Tentative Budget | Budget |
| 60E000 2533 3110 00 201800 | 2018 Architect Fees | | \$ - | \$ 120,000 |
| 60E000 2533 3110 00 201900 | 2019 Architect Fees | | \$ 200,000 | \$ 525,000 |
| | 2020 Architect Fees | | \$ 562,500 | \$ - |
| 60E000 2533 3190 00 201700 | 2017 Professional Services | | \$ - | \$ - |
| 60E000 2533 3190 00 201800 | 2018 Professional Services | | \$ - | \$ 40,000 |
| 60E000 2533 3190 00 201900 | 2019 Professional Services | | \$ 60,000 | \$ - |
| 60E201 2533 3190 00 201900 | 2019 Carpenter Professional Services | | \$ - | \$ - |
| 60E301 2533 3190 00 201812 | 2018 Emerson FF&E | | \$ 5,000 | \$ - |
| 60E000 2533 3250 00 201800 | 2018 Rental Equipment/Land | | \$ 10,000 | \$ 10,000 |
| 60E--- 2533 3--- -- ----- | *Purchased Services | | \$ 837,500 | \$ 695,000 |
| 60E207 2533 4100 00 201812 | 2018 Roosevelt FF&E | | \$ - | \$ - |
| 60E209 2533 4100 00 201909 | 2019 Washington FF&E | | \$ - | \$ - |
| 60E301 2533 4100 00 201812 | 2018 Emerson FF&E | | \$ - | \$ - |
| 60E--- 2533 4--- -- ----- | *Supplies <\$500 | | \$ - | \$ - |
| 60E201 2533 5300 00 201812 | 2018 Carpenter FF&E | | \$ - | \$ 105,000 |
| 60E207 2533 5300 00 201804 | 2018 Roosevelt Renovations | | \$ - | \$ - |
| 60E207 2533 5300 00 201812 | 2018 Roosevelt FF&E | | \$ - | \$ 120,000 |
| 60E301 2533 5300 00 201812 | 2018 Emerson FF&E | | \$ - | \$ 38,000 |
| 60E201 2533 5530 00 201812 | 2018 Carpenter FF&E | | \$ - | \$ - |
| 60E207 2533 5530 00 201812 | 2018 Roosevelt FF&E | | \$ - | \$ - |
| 60E301 2533 5530 00 201812 | 2018 Emerson FF&E | | \$ - | \$ - |
| 60E209 2533 5530 00 2019XX | 2019 Washington FF&E | | \$ 120,000 | \$ - |
| 60E--- 2533 5--- -- ----- | *Capital Expenditures >\$1,500 | | \$ 120,000 | \$ 263,000 |
| 60E207 2533 7000 00 201812 | 2018 Roosevelt FF&E | | \$ - | \$ - |
| 60E301 2533 7000 00 201812 | 2018 Emerson FF&E | | \$ - | \$ - |
| 60E--- 2533 7--- -- ----- | *Equipment \$500 - \$1,500 | | \$ - | \$ - |
| 60E--- 2533 ----- | *Construction Services | | \$ 957,500 | \$ 958,000 |
| 60E000 2535 3111 00 201800 | 2018 Construction Manager | | \$ - | \$ 151,816 |
| 60E000 2535 3111 00 201900 | 2019 Construction Manager | | \$ 192,042 | \$ - |
| 60E--- 2535 3--- -- ----- | *Purchased Services | | \$ - | \$ 151,816 |
| 60E--- 2535 ----- | *Construction Manager | | \$ 192,042 | \$ 151,816 |
| 60E000 2536 5300 00 201802 | Linc. & Franklin Tuckpointing | | \$ - | \$ 175,000 |
| 60E000 2536 5300 00 201803 | Emerson & Franklin Roofs | | \$ - | \$ 1,698,000 |
| 60E000 2536 5300 00 201805 | Emerson & Jefferson 2018 Paving | | \$ 296,057 | \$ - |
| 60E201 2536 5300 00 201809 | Carpenter HVAC & Flooring | | \$ - | \$ 346,128 |
| 60E207 2536 5300 00 201807 | Roosevelt Flooring | | \$ - | \$ 402,500 |
| 60E301 2536 5300 00 201810 | Emerson LRC & Additional Lockers | | \$ - | \$ 301,223 |
| 60E303 2536 5300 00 201806 | Lincoln Mechanical Piping | | \$ - | \$ 168,000 |
| 60E301 2536 5300 00 201901 | Emerson Sprinkler Head Replacement | | \$ 84,407 | \$ - |
| 60E000 2536 5300 00 201902 | 2019 Asbestos Abatement | | \$ 30,000 | \$ - |
| 60E201 2536 5300 00 201902 | 2019 Carpenter Asbestos Abatement | | \$ 65,000 | \$ - |
| 60E203 2536 5300 00 201902 | 2019 Field Asbestos Abatement | | \$ 136,463 | \$ - |
| 60E205 2536 5300 00 201902 | 2019 Franklin Asbestos Abatement | | \$ 37,500 | \$ - |
| 60E209 2536 5300 00 201902 | 2019 Washington Asbestos Abatement | | \$ 35,000 | \$ - |
| 60E201 2536 5300 00 2019xx | Carpenter Secure Vest. & Office Reno | | \$ 792,723 | |
| 60E203 2536 5300 00 2019xx | Field Secure Vest & Office Reno, MPR | | \$ 2,960,000 | |
| 60E205 2536 5300 00 2019xx | Franklin Secure Vest. & Office Reno | | \$ 1,341,723 | |

Park Ridge Niles School District 64
2019-20 Tentative Capital Projects Budget

| FUND 60 CAPITAL PROJECTS | | | | |
|-----------------------------------|--|--|-------------------------|---------------------|
| | | | 2019-20 | 2018-19 |
| Account Number | Account Description | | Tentative Budget | Budget |
| 60E000 2536 5300 00 2019xx | Carpenter & Franklin Corridor Flooring | | \$ 349,650 | |
| 60E201 2536 5300 00 2019xx | Carpenter Plumbing Piping Replacement | | \$ 408,830 | |
| 60E303 2536 5300 00 2019xx | Lincoln HVAC LRC & Cafeteria | | \$ 450,500 | |
| 60E203 2536 5300 00 2019xx | Field Flooring | | \$ 346,350 | |
| 60E303 2536 5300 00 2019xx | Lincoln HLS, ADA, Intercom | | \$ 521,326 | |
| 60E000 2536 5300 00 2019xx | District Wide Door Project | | \$ 1,446,575 | |
| 60E209 2536 5300 00 2019xx | Washington Auditorium Floor | | \$ 300,000 | |
| | | | | |
| | | | | |
| 60E--- 2536 5--- - - - - - | *Capital Expenditures >\$1,500 | | \$ 9,602,104 | \$ 3,090,851 |
| | | | | |
| 60E--- 2536 ---- - - - - - | *Facility Improvements | | \$ 9,602,104 | \$ 3,090,851 |
| | | | | |
| 60----- - - - - - | *Capital Projects Fund | | \$ 10,751,646 | \$ 4,200,667 |

Park Ridge Niles School District 64
2019-20 Tentative Municipal Retirement Budget

| FUND 50 MUNICIPAL RETIREMENT FUND | | | |
|-----------------------------------|----------------------------|------------------|------------|
| | | 2019-20 | 2018-19 |
| Account Number | Account Description | Tentative Budget | Budget |
| 50----- | *Municipal Retirement Fund | \$ 970,000 | \$ 970,000 |
| Increase/(Decrease) in Budget | | | \$ - |
| | | | |

Park Ridge Niles School District 64
2019-20 Tentative Social Security/Medicare Budget

| FUND 51 SOCIAL SECURITY/MEDICARE FUND | | | |
|--|----------------------------|-------------------------|---------------------|
| | | 2019-20 | 2018-19 |
| Account Number | Account Description | Tentative Budget | Budget |
| 51EXXX XXX 2130 | Social Security | \$ 575,000 | \$ 575,000 |
| 51EXXX XXX 2140 | Medicare | \$ 727,000 | \$ 727,000 |
| 51----- *Social Security/Medicare | | \$ 1,302,000 | \$ 1,302,000 |
| Increase/(Decrease) in Budget | | | \$ - |

Park Ridge Niles School District 64
2019-20 Tentative Other Financing Sources and Uses Budget

| OTHER FINANCING SOURCES & USES BUDGET - ALL FUNDS | | | |
|--|---|---------------------|---------------------|
| | | 2019-20 | 2018-19 |
| Account Number | Account Description | Budget | Budget |
| EDUCATION FUND | | | |
| 10R000 7130 0000 00 000000 | Permanent Transfer of Funds | \$ 2,000,000 | \$ 2,000,000 |
| 10R--- 71-- ---- -- ----- | *Permanent Transfers | \$ 2,000,000 | \$ 2,000,000 |
| | | | |
| 10R--- 7--- ---- -- ----- | *Other Sources of Funds | \$ 2,000,000 | \$ 2,000,000 |
| | | | |
| 10E000 8430 6600 00 000000 | Transfers | -\$ 160,477 | -\$ 229,854 |
| 10E--- 8430 6--- -- ----- | *Other Objects | -\$ 160,477 | -\$ 229,854 |
| | | | |
| 10E--- 8430 ---- -- ----- | *Transfer Cap Lease Principal | -\$ 160,477 | -\$ 229,854 |
| | | | |
| 10E000 8530 6600 00 000000 | Transfers | -\$ 7,103 | -\$ 16,648 |
| 10E--- 8530 6--- -- ----- | *Other Objects | -\$ 7,103 | -\$ 16,648 |
| | | | |
| 10E--- 8530 ---- -- ----- | *Transfer Cap Lease Interest | -\$ 7,103 | -\$ 16,648 |
| | | | |
| 10E--- 8--- ---- -- ----- | *Other Uses of Funds | -\$ 167,580 | -\$ 246,502 |
| | | | |
| 10----- ---- -- ----- | *Education Fund | \$ 1,832,420 | \$ 1,753,498 |
| OPERATIONS & MAINTENANCE FUND | | | |
| 20E000 8640 6600 00 000000 | Transfers | -\$ 485,000 | -\$ 465,000 |
| 20E--- 8640 6--- -- ----- | *Other Objects | -\$ 485,000 | -\$ 465,000 |
| | | | |
| 20E--- 8640 ---- -- ----- | *Fd Bal Transf-Debt Cert Princp | -\$ 485,000 | -\$ 465,000 |
| | | | |
| 20E000 8740 6600 00 000000 | Transfers | -\$ 303,326 | -\$ 321,925 |
| 20E--- 8740 6--- -- ----- | *Other Objects | -\$ 303,326 | -\$ 321,925 |
| | | | |
| 20E--- 8740 ---- -- ----- | *Fd Bal Transf-Debt Cert Int | -\$ 303,326 | -\$ 321,925 |
| | | | |
| 20E--- 8--- ---- -- ----- | *Other Uses of Funds | -\$ 788,326 | -\$ 786,925 |
| | | | |
| 20----- ---- -- ----- | *Operations & Maintenance Fund | -\$ 788,326 | -\$ 786,925 |

Park Ridge Niles School District 64
2019-20 Tentative Other Financing Sources and Uses Budget

| OTHER FINANCING SOURCES & USES BUDGET - ALL FUNDS | | | |
|---|---------------------------------------|----------------------|----------------------|
| Account Number | Account Description | 2019-20 Budget | 2018-19 Budget |
| DEBT SERVICES FUND | | | |
| 30R000 7210 0000 00 000000 | Principal on Bonds Sold | \$ - | \$ 200,000 |
| 30R--- 72-- ----- | *Debt-Related Proceeds | \$ - | \$ 200,000 |
| 30R000 7430 0000 00 000000 | Transfer Cap Lease Principal | \$ 160,477 | \$ 229,854 |
| 30R--- 74-- ----- | *Transfer Cap Lease Principal | \$ 160,477 | \$ 229,854 |
| 30R000 7530 0000 00 000000 | Transfer Cap Lease Interest | \$ 7,103 | \$ 16,648 |
| 30R--- 75-- ----- | *Transfer Cap Lease Interest | \$ 7,103 | \$ 16,648 |
| 30R000 7640 0000 00 000000 | Transfer for Debt Certs Princp | \$ 485,000 | \$ 465,000 |
| 30R--- 76-- ----- | *Transfer Debt Certs Principal | \$ 485,000 | \$ 465,000 |
| 30R000 7740 0000 00 000000 | Transfer for Debt Certs Int | \$ 303,326 | \$ 321,925 |
| 30R--- 77-- ----- | *Transfer Debt Certs Interest | \$ 303,326 | \$ 321,925 |
| 30R--- 7--- ----- | *Other Sources of Funds | \$ 955,906 | \$ 1,233,427 |
| 30----- | *Debt Services Fund | \$ 955,906 | \$ 1,233,427 |
| TRANSPORTATION FUND | | | |
| 40E000 8130 6600 00 000000 | Transfers | -\$ 2,000,000 | -\$ 2,000,000 |
| 40E--- 8130 6--- ----- | *Other Objects | -\$ 2,000,000 | -\$ 2,000,000 |
| 40E--- 8130 ----- | *Permanent Transfer | -\$ 2,000,000 | -\$ 2,000,000 |
| 40E--- 8--- ----- | *Other Uses of Funds | -\$ 2,000,000 | -\$ 2,000,000 |
| 40----- | *Transportation Fund | -\$ 2,000,000 | -\$ 2,000,000 |

Park Ridge Niles School District 64
2019-20 Tentative Other Financing Sources and Uses Budget

| OTHER FINANCING SOURCES & USES BUDGET - ALL FUNDS | | | |
|---|-------------------------|-------------------|---------------------|
| Account Number | Account Description | 2019-20 Budget | 2018-19 Budget |
| CAPITAL PROJECTS FUND | | | |
| 60R000 7110 0000 00 000000 | Working Cash Abatement | \$ 10,000,000 | \$ 9,500,000 |
| 60R--- 71-- ----- | *Permanent Transfers | \$ 10,000,000 | \$ 9,500,000 |
| 60R--- 7--- ----- | *Other Sources of Funds | \$ 10,000,000 | \$ 9,500,000 |
| 60----- | *Capital Projects Fund | \$ 10,000,000 | \$ 9,500,000 |
| WORKING CASH FUND | | | |
| 70R000 7210 0000 00 000000 | Principal on Bonds Sold | \$ - | \$ 8,900,000 |
| 70R000 7220 0000 00 000000 | Premium on Bonds Sold | \$ - | \$ 600,000 |
| 70R--- 72-- ----- | *Debt-Related Proceeds | \$ - | \$ 9,500,000 |
| 70R--- 7--- ----- | *Other Sources of Funds | \$ - | \$ 9,500,000 |
| 70E000 8110 6600 00 000000 | Transfers | -\$ 10,000,000 | -\$ 9,500,000 |
| 70E--- 81-- ----- | *Working Cash Abatement | -\$ 10,000,000 | -\$ 9,500,000 |
| 70E--- 8--- ----- | *Other Uses of Funds | -\$ 10,000,000 | -\$ 9,500,000 |
| 70----- | *Working Cash Fund | -\$ 10,000,000 | \$ - |
| GRAND TOTAL | | \$ 0 | \$ 9,700,000 |

2019-20 Tentative Budget

June 20, 2019

Luann Kolstad, CSBO
Park Ridge-Niles School District 64

Review of Tentative Expenditure Budget

FY 20 District Materials & Services

- **Operations & Maintenance:**
 - \$500K for annual maintenance projects
 - HVAC and Control Repair/Replacement
 - Franklin Fire - Insurance Reimburses
 - Masonry Work at Lincoln
 - Classroom furniture needs
 - Additional grounds equipment

FY 20 District Materials & Services

- **Capital Projects**
 - **Summer 2019 construction projects**
 - **Using Working Cash (District Savings Account) to pay for \$11M in Summer 2019.**
 - **Work has begun on Summer 2020**
 - **Washington space issues are being addressed.**
 - **Architecture fee budget for Summer 2020 construction.**

Operations & Maintenance Fund

2018-19 Budget: \$6.0M

2019-20 Budget: \$6.2M

Overall Increase in Tentative Budget: 4.16%

Retirement Funds

Fund 50 - Illinois Municipal Retirement Fund

Fund 51 - Social Security/Medicare

Tentative Other Financing Sources and Uses Budget

Other Financing Sources and Uses

- **Interfund transfers**
 - **Move bond issuance proceeds to Capital Projects**
 - **Capital lease & debt certificate payments**
 - **Operating Funds to Capital Projects**
- **Bond Issuance for Construction???** Expires 2/2020

Tentative Budget Summary

Park Ridge - Niles School District 64

Tentative Budget Summary 2018-19

| Fund | 2018-19 Tentative Budget Revenues | 2018-19 Tentative Budget Expenditures | Excess / (Deficiency) of Revenues Over Expenditures | 2018-19 Tentative Budget Other Financing Sources/Uses | 2018-19 Tentative Change in Fund Balance |
|--|--|--|--|--|---|
| (10) Education | \$ 63,395,698 | \$ 64,626,702 | \$ (1,231,004) | \$ 1,753,498 | \$ 522,494 |
| (20) Operations & Maintenance | \$ 5,973,036 | \$ 6,347,793 | \$ (374,757) | \$ (786,925) | \$ (1,161,682) |
| (40) Transportation | \$ 4,084,036 | \$ 3,377,191 | \$ 706,845 | \$ (2,000,000) | \$ (1,293,155) |
| (50) Retirement (IMRF) | \$ 964,749 | \$ 980,000 | \$ (15,251) | \$ - | \$ (15,251) |
| (51) Retirement (Social Security) | \$ 1,190,643 | \$ 1,335,000 | \$ (144,357) | \$ - | \$ (144,357) |
| (70) Working Cash | \$ 630,700 | \$ - | \$ 630,700 | \$ - | \$ 630,700 |
| (80) Tort Immunity | \$ 446,966 | \$ 554,650 | \$ (107,684) | \$ - | \$ (107,684) |
| Total Operating Funds | \$ 76,685,828 | \$ 77,221,336 | \$ (535,508) | \$ (1,033,427) | \$ (1,568,935) |
| (60) Capital Projects | \$ 30,000 | \$ 3,329,539 | \$ (3,299,539) | \$ 9,500,000 | \$ 6,200,461 |
| (61) Capital Projects - 2017 Debt Certificates | \$ 23,000 | \$ 4,814,561 | \$ (4,791,561) | \$ - | \$ (4,791,561) |
| (30) Debt Service | \$ 2,034,536 | \$ 3,264,627 | \$ (1,230,091) | \$ 1,233,427 | \$ 3,336 |
| Total Non-Operating Funds | \$ 2,087,536 | \$ 11,408,727 | \$ (9,321,191) | \$ 10,733,427 | \$ 1,412,236 |
| Total All Funds | \$ 78,773,364 | \$ 88,630,063 | \$ (9,856,699) | \$ 9,700,000 | \$ (156,699) |

Questions?

To: Board of Education
From: Dr. Laurie Heinz, Superintendent
Date: June 20, 2019
Re: *2020 Vision* Strategic Plan Year 4 Update

Overview & Commitment to Strategic Planning

Four years ago this month, the D64 Board approved the *2020 Vision* Strategic Plan as an opportunity to continue improving our District in a systematic way by realigning our initiatives around the outcomes we want to achieve as expressed in our mission and vision.

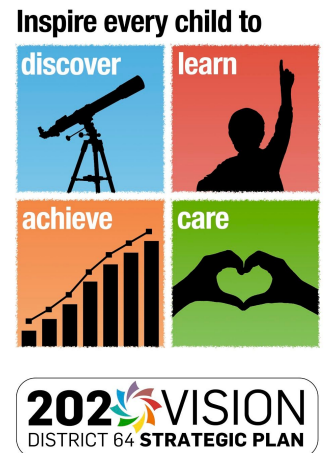
The plan embraces a mission that resonates with all stakeholders: ***“Inspire every child to discover, learn, achieve, and care.”*** These powerful words create a clear understanding of our purpose as a District.

The *2020 Vision* Strategic Plan is committed to continuous improvement as our guiding philosophy. District 64 engaged the Consortium for Educational Change (CEC) to conduct an audit in February 2015. This District-level process -- called a [“System Overview Assessment”](#) -- allowed us to benchmark our District against effective practices of other "high performing" districts around three key indicators: learning, collaboration, and results.

The CEC utilizes a continuous improvement framework built around the Malcolm Baldrige Performance Excellence Program and also embraces the Professional Learning Community model. D64’s Strategic Plan was designed to look at our District through a lens of continuous improvement and carries forward a growth mindset as a way in which to approach improvement.

The *2020 Vision* plan was created through a robust, community-informed strategic planning process from February - June 2015.

- A diverse [Strategic Plan Steering Committee](#) of volunteers was assembled from our schools and community to offer a wide representation, working with experienced consultant Mr. Robert Ewy. As part of its work, the committee conducted a SWOT analysis by identifying the District’s Strengths, Weaknesses, Opportunities and Threats.
- In addition, more than 800+ community members completed a survey about priorities for education in District 64.
- Committee members visited with many community and civic organizations to share information about the strategic planning process and invited residents to contribute ideas to the plan’s areas of focus.



- The committee sponsored two community preview sessions of the "working draft" of the six strategic objectives and their rationales.
- The previous five-year strategic plan, *Journey of Excellence 2010-15*, also was fully reviewed to determine what areas were completed, what goals were still to be achieved, what areas were worthwhile to consider bringing forward, and what "lessons learned" would be valuable to consider as a new plan was formulated.

A scorecard also was designed to help track progress in each goal area.

Six Strategic Objectives

The challenges identified through the Steering Committee's work and research were used as a springboard to develop these six strategic objectives. The objectives reflect the importance of focusing on academics, creating communities of practice where our professional educators can support one another as they themselves continuously learn and grow, and ensure the District is financially strong and our facilities are safe and secure.

As the drawing below illustrates, to achieve our mission and vision, the plan begins with a strong "foundation." The two objectives in green related to our learning environment and finances provide the sturdy base that is vital if we are to educate our students. In turn, a professional learning and growth objective (shown in yellow) identifies what we must do to support teachers in their work. Finally, three educational objectives (in shades of orange) are supported by these efforts and lead us ultimately to fulfill our mission and vision.



Annual Review

Each year, we have reconvened the Steering Committee to review the strategies being used to reach our objectives and recommend any needed adjustments. In this way, we have been able to help the plan remain fresh and focused each year as we move toward 2020. Most recently, the committee met on May 29, 2019.

Tonight, the Board will receive an update on Year 4 of the plan, what remains left to do in the fifth and final year (2019-2020), and what might still need to be tackled in 2020-21 to fully implement the *2020 Vision*.

Strategic Plan Year 4 Review

June 20, 2019

Board of Education Regular Meeting

202  **VISION**
DISTRICT 64 **STRATEGIC PLAN**

Our Mission

Inspire every child to

discover



learn



achieve



care



Student Learning



Master 4C's

Strategic Objective 1



Rigorous Curriculum

Strategic Objective 2



Differentiation & SEL

Strategic Objective 3

Prof Dev



Professional Learning & Growth

Strategic Objective 4

Facilities & Finances



Physical Environment

Strategic Objective 5



Financial

Strategic Objective 6



Objective 1

Develop Students Who Master the 4C's



Program Reviews

A. Engaging, Motivating, and Challenging Educational Program



Designing Inquiry in Classrooms

B. Inquiry-Based Learning



Photo Credit

PowerSchool Assessments

C. Technology Integration



Performance Matters

C. Technology Integration



Objective 2

Provide a Rigorous Education for All Students



Curriculum Reviews

A. Aligned, Articulated Curriculum



Social-Emotional Learning

B. High Impact Instruction



Common Assessments

C. Standards-Based Reporting



Objective 3

Differentiate to Meet the Academic & Social/Emotional Health Needs of All Students



Interventions

A. High Quality Tier 2 and 3 Instruction



MTSS Process

B. Data Informed Decision Making



Objective 4

**Foster Effective Communities of Practice
through Professional Development and Staff
Support**



SMART Goal Planning

A. Collaboration and Teaming for Continuous Improvement

I'll Jump First

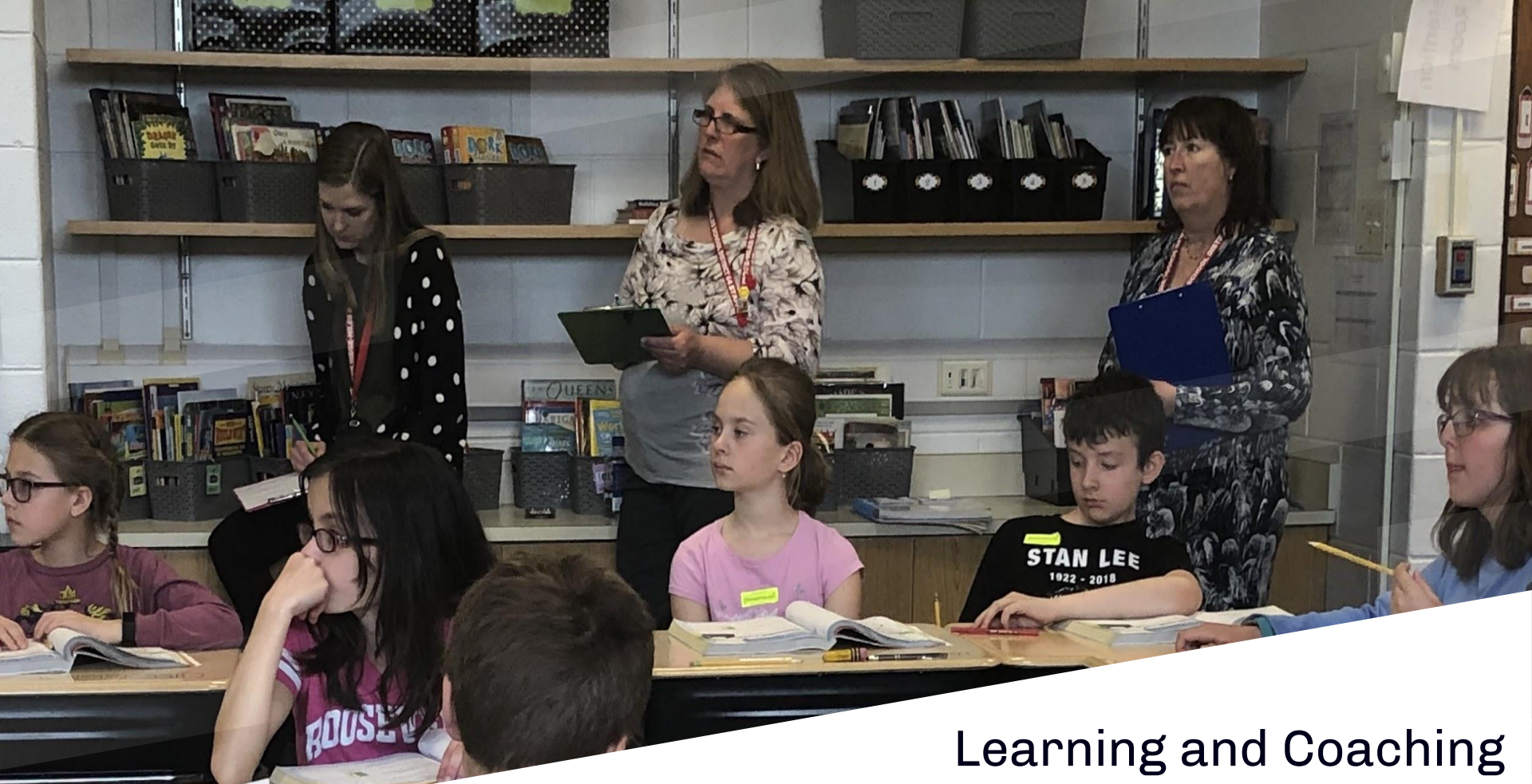
BROUGHT TO YOU BY THE EDUCATORS OF:



**Park Ridge-Niles
School District**

Professional Learning with Podcasts

B. Professional Communities of Practice



Learning and Coaching

C. Differentiated Professional Development



Objective 5

Provide Safe & Secure Learning Spaces to Support 21st Century Learners



Safe, Warm & Dry

A. Life Safety and Capital Improvement Projects



Phase 2 Plan

B. Master Facilities Plan



Comfort & Safety
C. Environmental Health



Objective 6

Maintain Fiscal Responsibility that Reflects a Commitment to Student Learning & a Rich Variety of Programs and Services



Proactively Manage Finances

A. Financial Stewardship



Financial Framework

B. Finance Priority Projects



Photo Credit

27

Sufficient cash on hand
C. Fund Balance Policy



Investing in Student Learning

D. Finance Priority Programs



Enrollment Trends

E. Plan for Future Challenges



Outreach on Key Initiatives
F. Parent and Community Engagement

QUESTIONS?



First Reading of PRESS Issue 100 & Review of Policies 7:20 & 7:180

| Policy | Issue | Title | District Policy Committee 04/08/2019 Change/No Change | Board Policy Committee 05/14/2019 Change/No Change | Board Meeting 06/20/2019 Change/No Change |
|---------------|--------------|--|--|---|--|
| 2:20 | 100 | Power & Duties of the School Board; Indemnification | N/C | N/C | |
| 2:40 | 100 | Board Member Qualification | N/C | N/C | |
| 2:50 | 100 | Board Member Term of Office | N/C | N/C | |
| 2:60 | 100 | Board Member Removal from Office | N/C | N/C | |
| 2:250 | 100 | Access to District Public Records | (B) | N/C | |
| 4:30 | 100 | Revenue & Investments | N/C | N/C | |
| 4:100 | 100 | Insurance Management | N/C | N/C | |
| 4:110 | 100 | Transportation | Revised and approved at the 4/22/19 BOE meeting | | |
| 4:150 | 100 | Facility Management and Building Programs | \$12,500 to \$25,000 | N/C | |
| 4:160 | 100 | Environmental Quality of Buildings and Grounds | N/C | N/C | |
| 4:190 | 100 | NEW - Target School Violence Program "Prevention" | See changes Under construction | See changes Under construction | |
| 5:10 | 100 | Equal Employment Opportunity and Minority Recruitment | N/C | N/C | |
| 5:250 | 100 | Leaves of Absence | N/C | N/C | |

| | | | | | |
|-------|-----|--|------------------------|-----|-----|
| 5:330 | 100 | Sick Days, Vacation, Holidays and Leaves | Joel to match with CBA | N/C | |
| 6:15 | 100 | School Accountability | N/C | N/C | |
| 6:65 | 100 | Student Social and Emotional Development | #1 see a minor change | N/C | |
| 6:185 | 100 | Remote Educational Program (only for Districts that have a program in place) | N/A | N/A | N/A |
| 7:185 | 100 | Teen Dating Violence Prohibited - Middle School health curriculum | GCN Module N/C | N/C | |
| 8:95 | 100 | Parental Involvement | N/C | N/C | |

Periodic Review of Policies:

| | | | | | |
|-------|--|--|-----|-----|--|
| 7:20 | | Harassment, bullying & intimidation | N/A | N/A | |
| 7:180 | | Prevention of and Response to Bullying, Intimidation, and Harassment | N/A | N/A | |

School Board

Powers and Duties of the School Board; Indemnification

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

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law. ¹
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. ²
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, and establishing an equal employment opportunity policy that prohibits unlawful discrimination. ³
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration. ⁴
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law. ⁵
6. Entering contracts using the public bidding procedure when required. ⁶
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy. ⁷

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

¹ State law controls this policy's content. School board powers listed in the School Code are not exclusive, meaning that a board may exercise "all other powers not inconsistent with this Act 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). This policy's intent is to list the *major* statutory powers and duties – not all of them. See also 105 ILCS 5/10-20.5 and 5/10-21.

For power/duty #1, see 105 ILCS 5/10-16 and 5/10-16.5; and policies 2:80, *Board Member Oath and Conduct*, and 2:210, *Organizational School Board Meeting*. Boards that elect officers for ~~four~~ one-year terms and/or hold organizational meetings yearly, ~~should use the following~~ replace the default text in number 1 with the following rather than the default text:

Annually organizing the Board by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with Board policy and State and federal law.

² 105 ILCS 5/10-20.5 and policy 2:240, *Board Policy Development*; ~~105 ILCS 5/10-21~~; and 115 ILCS 5/4 ~~et seq.~~ (Illinois Educational Labor Relations Act).

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

⁴ 105 ILCS 5/10-16.7.

⁵ 105 ILCS 5/10-20.19 and 5/17-1 et seq. See policies in the **PRESS** Policy Reference Manual Section 4, Operational Services.

⁶ 105 ILCS 5/10-20.21. See policy 4:60, *Purchases and Contracts*.

⁷ For the first clause, see 105 ILCS 5/10-20.6, 5/10-20.12, 5/10-22.10, 5/10-22.35A, and 5/10-22.36; and policy 4:150, *Facility Management and Building Programs*. For the second clause, see 105 ILCS 5/10-22.35. For the third clause, see 105 ILCS 5/10-20.19c; and policy 4:70, *Resource Conservation*.

8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination. ⁸
9. Approving the curriculum, textbooks, and educational services. ⁹
10. Evaluating the educational program and approving School Improvement and District Improvement Plans. ¹⁰
11. Presenting the District report card and School report card(s) to parent(s)/guardian(s) and the community; these documents report District, School, and student performance. ¹¹
12. Establishing and supporting student [behaviordiscipline](#) policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it. ¹²
13. Establishing attendance units within the District and assigning students to the schools.¹³
14. Establishing the school year. ¹⁴
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11. ¹⁵
16. Providing student transportation services pursuant to State law. ¹⁶
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities. ¹⁷
18. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse. ¹⁸
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters. ¹⁹

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

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

⁹ 105 ILCS 5/10-20.8. See policies in the [PRESS Policy Reference Manual](#) Section 6, Instruction.

¹⁰ 105 ILCS 5/2-3.25d, which addressed school and district improvement plans, was repealed by P.A. 100-1046, [105 ILCS 5/2-3.25f](#), and 105 ILCS 5/27-1. For more specific information about school and district improvement plans, see policies 6:10, *Educational Philosophy and Objectives*; and [§ 6 in policy 6:15, School Accountability](#).

¹¹ 105 ILCS 5/10-17a, amended by P.A.s 100-364, 100-465, 100-807, and 100-863. This statute details the requirements for presenting the district report card and school report card(s), including presenting them at a regular school board meeting and posting them on the district's website.

¹² 105 ILCS 5/10-22.6, amended by P.A.s 100-105, 100-810, and 100-1035. See policies 7:190, *Student BehaviorDiscipline*; 7:200, *Suspension Procedures*; and 7:210, *Expulsion Procedures*.

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

¹⁴ 105 ILCS 5/10-19, amended by P.A. 100-465, and 23 Ill.Admin.Code §1.420, amended at 42 Ill. Reg. 11512. See policy 6:20, *School Year Calendar and Day*.

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

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

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

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

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

Indemnification 20

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.: 105 ILCS ~~5/2-3.25d~~, 5/10, 5/17-1, and 5/27-1.
115 ILCS 5/. Illinois. Educational Labor Relations Act.
325 ILCS 5/4. Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

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

20 105 ILCS 5/10-20.20 (duty to indemnify) and 5/10-22.3 (duty to insure against loss or liability). These statutes identify the same individuals for protection except that the indemnification statute includes mentors of certified staff members. See [fn 3 in policy 4:100, Insurance Management](#).

Public officials or employees who are sued or incur loss because of the performance of their duties imposed or authorized by law on behalf of the public entity are entitled to indemnification. [McQuillan on Municipal Corporations](#) §12.137 (3rd ed. 1973). Public employees who must defend themselves in actions based upon the performance of official duties are entitled to indemnification. [Wayne Twsp. Bd. of Auditors v. Ludwig](#), 154 Ill.App.3d 899507 N.E.2d 499 (2nd Dist. Ill. App. 2d, 1987). The public's interest is served by indemnifying public officials and employees in the performance of their official duties in order to recruit and retain qualified public employees and officials.

School Board

Board Member Qualifications ¹

A School Board member must be, on the date of election or appointment, a United States citizen, at least 18 years of age, a resident of Illinois and the District for at least one year immediately preceding the election, and a registered voter.

Reasons making an individual ineligible for Board membership include holding an incompatible office and certain types of State or federal employment.² A child sex offender, as defined in State law, is ineligible for School Board membership.³

LEGAL REF.: Ill. Constitution, Art. II, §1; Art. IV, §2(e); Art. VI, §13(b).
105 ILCS 5/10-3 and 5/10-10.

CROSS REF.: 2:30 (School Board Elections), 2:70 (Vacancies on the School Board - Filling Vacancies)

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. Election qualifications are found in 105 ILCS 5/10-3 and 5/10-10. Except for possible residency requirements, there are no general eligibility qualifications for appointment to a board; this sample policy, however, applies the election qualifications to appointments. This is possible because the board controls the appointment process. See policy 2:70, *Vacancies on the School Board - Filling Vacancies*. Boards may describe additional residency requirements, if any, in the following optional sentence:

"On the date of election or appointment, Board members must also meet the following residential requirement: [insert]."

105 ILCS 5/10-10 allows a board to appoint a student to the board to serve in an advisory capacity for a term the board determines. The student may not vote or attend any closed board meeting. A board that desires to appoint a student member may include this paragraph at the end of this policy, adding the manner the student member is selected as appropriate:

The Board will annually appoint a student member to serve in an advisory capacity. The student member will not have any voting privileges and may not attend executive sessions of the Board.

² Prohibitions on simultaneously holding more than one public office, known as the doctrine of incompatibility of offices, arise from the constitutional concept of separation of offices. Appellate decisions have held that incompatibility arises if the duties of one office would necessarily prevent the office holder from faithfully performing all the duties of the other office. Express statutory prohibitions involving a school board member and another office are rare but do exist. For example, a school trustee may not also be a board member (105 ILCS 5/10-3 and 5/10-10). Dual office holding is discussed in the Ill. Council of School Attorneys' publications, *Answers to FAQs, Conflict of Interest and Incompatible Offices*, www.iasb.com/law/conflict.cfm, www.iasb.com/law/COI_FAQ.pdf, and *Answers to FAQs, Vacancies on the Board of Education*, www.iasb.com/law/vacancies.cfm.

³ 105 ILCS 5/10-3 and 5/10-10. The definition of child sex offender is found in 720 ILCS 5/11-9.3 and is contained in administrative procedure 8:30-AP, *Definition of Child Sex Offender*. But see *People v. Kochevar*, 2018 WL 3968383 (3rd Dist. 2018) (finding that Ill. statutory sex offender scheme, as applied to Kochevar, violated his rights under the [E]ighth [A]mendment to the United States Constitution and the proportionate penalties clause of the Ill. Constitution (he was convicted of criminal sexual abuse with a 16-year-old with whom he, at 18, had a relationship) when nothing in the record suggested that he had targeted children, targeted underage girls, or even targeted the victim).

School Board

Board Member Term of Office 1

The term of office for a School Board member begins immediately after both of the following occur:

1. The election authority canvasses the votes and declares the winner(s); this occurs within 21 days after the consolidated election held on the first Tuesday in April in odd-numbered years.
2. The successful candidate takes the oath of office as provided in Board policy 2:80, *Board Member Oath and Conduct*. 2

The term ends 4 years later when the successor assumes office. 3

LEGAL REF.: 10 ILCS 5/2A-1.1, 5/22-17, and 5/22-18.
105 ILCS 5/10-10, 5/10-16, and 5/10-16.5.

CROSS REF.: 2:30 (School District Elections), 2:80 (Board Member Oath and Conduct), 2:210 (Organizational School Board Meeting)

DRAFT

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 The oath requirement is mandated by 105 ILCS 5/10-16.5, amended by P.A. 100-1055.

3 All local canvassing boards were abolished in 2006. The appropriate *election authority* (county clerk or election commission, if one was established under Article 6A of the Election Code) canvasses the vote for school district elections. (10 ILCS 5/1-8). The election authority is responsible for school board member elections. (10 ILCS 5/1-3(8)). Any provision in the School Code to the contrary is superseded and ineffective.

The election authority must canvass the vote within 21 days after the election. (See 10 ILCS 5/22-17 and 5/22-18). Within 28 days after the consolidated election, boards must hold an organizational meeting to elect electing officers and fix a time and place for the regular meetings. (105 ILCS 5/10-16).

The board, by resolution, may submit to the district's voters the question of increasing the term from four to six years to the district's voters. (105 ILCS 5/9-5). If the board has increased the term, edit the text of the policy to reflect it.

School Board

Board Member Removal from Office 1

If a majority of the School Board determines that a Board member has willfully failed to perform his or her official duties, it may request the Regional Superintendent to remove such member from office. ²

LEGAL REF.: 105 ILCS 5/3-15.5.

CROSS REF.: 2:70 (Vacancies on the School Board - Filling Vacancies)

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 Neither the voters nor the board has the authority to recall or remove a board member from office. The Regional Superintendent has the power to remove any board member from office for willful failure to perform official duties. (105 ILCS 5/3-15.5). The "majority of the board" requirement in this policy has no legal significance other than being standard operating procedure. The Regional Superintendent may act on his or her initiative.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" 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.

A *quo warranto* action is a rarely used method to remove a board member from office. This type of lawsuit is generally used to remove someone who holds office unlawfully, among other things. (735 ILCS 5/18-101). These actions are generally brought by the Ill. Atty. Gen. (AG) or the appropriate State's Attorney. If neither of them brings the suit, it may be brought by a plaintiff after (1) he or she requests the AG and State's Attorney to bring a *quo warranto* lawsuit, (2) they fail to do it, and (3) the circuit court with jurisdiction grants permission for the plaintiff to file the lawsuit (see the Niekamp case below). After receiving a court's permission to bring the suit, a plaintiff must post a bond when filing the proceeding. If the lawsuit is unsuccessful, the plaintiff must pay the defendant's attorney fees and costs. Depending upon the violation, the law allows the court to impose a \$25,000 fine or remove the board member from office. Notable cases involving *quo warranto* actions against school board members in Illinois include:

1. Ballard v. Niekamp, 961 N.E.2d 288 (Ill. App. 4, 2011) (affirming the ousting of a school board member for holding an incompatible office; the fellow school board members brought a *quo warranto* action asking the court to remove him from the school board).
2. Parker v. Lyons, et al., 2012 WL 7005827 (Ill.App.3, 2012) (Ill. App (3d) 110140-U (potential school board candidate had two felony convictions; the trial court allowed the State's *quo warranto* action barring him from running for the school board); People ex rel. Lyons v. Parker, 940 F.Supp.2d 832 (Ill. 2012) (petition for leave to appeal denied); Parker v. Illinois, 569 U.S. 933433 S.Ct. 1828 (2013) (petition for writ of certiorari to the U.S. Supreme Court of Illinois, Third District, denied).

School Board

Access to District Public Records 1

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Superintendent or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response. 2

Freedom of Information Officer 3

The Superintendent shall serve as the District's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated.

Definition 4

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

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

1 The Illinois Freedom of Information Act (FOIA) governs the subject matter in this policy. (5 ILCS 140/). School districts are required to make public records available to any person for inspection or copying, unless they fall within an exception. (5 ILCS 140/3(a)). The f/ns only discuss sections of FOIA that are relevant to school districts. State law does not explicitly require boards to adopt a policy on access to their records. However, a board policy is the logical instrument to memorialize the actions that are required to implement FOIA. The laws limiting the disclosure of employee evaluations are discussed in f/n 7.

Any person denied access to a public record may request a review by the Ill. Public Access Counselor (PAC) established in the office of the Ill. Attorney General. (5 ILCS 140/9.5). As a result of the review, the PAC may issue an opinion binding on the requester and public body. IASB reports on the opinions relevant to school districts on its website at: www.iasb.com/law/decisions.cfm?SubjectArea=Freedom%20of%20Information%20Act%20-%20FOIA.

2 This sentence allows a board to monitor the district's compliance with FOIA. This is an important duty as illustrated by FOIA's provision stating: "It is a fundamental obligation of government to operate openly and provide public records as expeditiously and efficiently as possible." The School Code requires the FOIA report described in #2 (105 ILCS 5/10-16); it is optional, however, for districts governed by a board of school directors.

3 Each board must designate one or more official(s) or employee(s) to act as its freedom of information officer(s). (5 ILCS 140/3.5)(referred to in the f/ns as **FOIA Officer**). A board may replace *Superintendent* in this paragraph with another job title, or may replace the paragraph with one of the alternatives below:

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

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

4 The definition is quoted from 5 ILCS 140/2(c). Substitute the following alternative for this paragraph if desired: =

The definition of *public records*, for purposes of this policy, is the definition contained in Section 2(c) of FOIA without amendment. =

Requesting Records 5

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

Responding to Requests

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

1. The requested material does not exist; ⁶
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; ⁷ or
3. Complying with the request would be unduly burdensome. ⁸

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA.⁹ The Freedom of Information Officer may extend the time for a

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⁵ This section restates 5 ILCS 140/3(c). Districts may, but are not required to, accept oral requests. Compliance with an oral request may stave off the formal written request and permit more flexibility in the response. ~~Add this option if the district wants to accept oral requests, delete must be made in writing and from the first sentence and add the following:~~

~~Oral requests may be accepted provided personnel are available to handle them, but otherwise must be made in writing.~~

The response to an oral request should be documented. Districts may provide a request form for convenience but may not require its use. See 2:250-E1, *Written Request for District Public Records*.

⁶ FOIA does not require a public body to create a record. (5 ILCS 140/1). However, compiling information already in the public body's possession into a different format in order to respond to a FOIA request does not constitute the creation of a new record (PAO 15-10). See also *Hites v. Waubensee Community College*, 56 N.E.3d 1049 (Ill App. 2, 2016)-2016 WL 150836 (Ill.App.Ct. June 6, 2016) (holding that databases which that house aggregations of data and do not merely store documents are subject to FOIA).

⁷ 5 ILCS 140/7 and 140/7.5 describe numerous explicit exceptions to the presumption that all public records are available for public inspection. Each record is "presumed to be open to inspection or copying" and the district will have "the burden of proving by clear and convincing evidence that it is exempt." (5 ILCS 140/1.2 and 140/11(f)). A person who prevails in a court proceeding to enforce FOIA will be awarded attorney's fees; the public body may incur a civil penalty of between \$2,500 and \$5,000 for each occurrence of a willful or intentional violation of FOIA or other action in bad faith; and courts may impose additional penalties of up to \$1,000 for each day the violation continues if (1) the board fails to comply with the court's order after 30 days, (2) the court's order is not on appeal or stayed, and (3) the court does not grant the public body additional time to comply with the court's order to disclose public records. (5 ILCS 140/11(i) and (j)), amended by P.A. 99-586, eff. 1-1-17. School officials should seek the board attorney's advice concerning the denial of a record request.

Two State laws limit the disclosure of employee personnel evaluations:

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

⁸ 5 ILCS 140/3(g).

⁹ 5 ILCS 140/3(d). Reasons for extensions are addressed at 5 ILCS 140/3(e). Public bodies must respond to FOIA requests. (PAOs 16-05, 16-04, 16-04, and 16-03, and 16-01). Public bodies must also conduct a reasonable search for public records responsive to a FOIA request, which includes searching public employees' communications on personal devices or accounts for records pertaining to the transaction of public business. (PAO 16-06).

response for up to five business days from the original due date.¹⁰ If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period. ¹¹

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA. ¹²

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request. ¹³

Fees ¹⁴

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or

10¢ white
15¢ color
after
50

- FOIA Log -

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

¹⁰ 5 ILCS 140/3(e).

¹¹ 5 ILCS 140/3(f). A board may replace the default paragraph with the following alternative: "

The Freedom of Information Officer shall respond to record requests according to the time periods described in Section 3 of FOIA."

¹² The timelines are extended to respond to a: (1) *recurrent requester* (defined in ~~See 5 ILCS 140/-2(g)~~); (2) request with a *commercial purpose* (defined in ~~See 5 ILCS 140/2(c-10)~~); and (3) *voluminous request* (defined in ~~See 5 ILCS 140/2(h)~~). To use the extended timelines, a district must follow the requirements in ~~See 5 ILCS 140/-3.2~~ for responding to a *recurrent requester*; ~~See 5 ILCS 140/-3.1~~ for responding to a request with a *commercial purpose*; and ~~See 5 ILCS 140/3.6~~ (added by P.A. 98-1129) for responding to a *voluminous request*. See the administrative procedure, 2:250-API, *Access to and Copying of District Public Records*, for additional information.

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

¹⁴ 5 ILCS 140/6, ~~amended by P.A. 98-1129~~. The first paragraph's intent is to be efficient and avoid paraphrasing a complex law. ~~The procedure See 2:250-API, Access to and Copying of District Public Records, contains for~~ a fee schedule identifying the maximum fees permitted.

~~Section 5 ILCS 140/6(a)~~ states: "If a request is *not* a request for a *commercial purpose* or a *voluminous request*, a public body *may not* charge the requester for the costs of any search for and review of the records or other personnel costs associated with reproducing the records." (Emphasis added.) This implies that a search and review fee may be charged when responding to a request for a *commercial purpose* or a *voluminous request*. However, ~~5 ILCS 140/See 6(b)~~ states that the search and review fee described in ~~5 ILCS 140/See 6(f)~~ may be charged *only to* someone making a *commercial request*. ~~5 ILCS 140/See 6(f)~~ contains the maximum amounts that may be charged for search and review but does not explain when they may be charged. The FOIA Officer will need to consult the board attorney concerning fees.

legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it. 15

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer. 16

Many public records are immediately available from the District's website including, but not limited to, the process for requesting a public record.17 The Freedom of Information Officer shall direct a requester to the District's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the District shall make the requested record available for inspection and copying as otherwise provided in this policy. 18

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request.19 Unless its

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15 5 ILCS 140/6(c) makes it mandatory to furnish records "without charge or at a reduced charge" if the request is in the public interest as defined by FOIA. If a board wants to indicate when a reduction is available by paraphrasing the statute, it may substitute the following alternative for the default paragraph:

A fee reduction is available if the person requesting the record states a specific purpose for the request and indicates that a fee reduction is in the public interest by having as its principal purpose the preservation of the general public's health, safety, welfare, or legal rights and is not for the principal purpose of personal or commercial benefit. The Freedom of Information Officer shall set the amount of the reduction, taking into consideration the amount of material requested and the cost of copying it.

16 Public bodies may adopt rules for the times and places where records will be made available. (5 ILCS 140/3(h)). A board may amend this sentence to reflect other times and/or places where records will be made available.

17 5 ILCS 140/4. A district may reduce FOIA requests by posting records on its website. Many records are required to be web-posted, see 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. If the district does not have a website, change this paragraph as follows: "

Some public records are available for immediate access including a description of the process for requesting a public record, and a list of all types or categories of records under its control."

For a list of required web-postings, see exhibit 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Using the district's website is also a convenient way to comply with FOIA's requirement to identify documents that are immediately available. (5 ILCS 140/3.5(a)). Although not required to be web-posted, a list of all types or categories of records under its control must be prepared and made available. (5 ILCS 140/5); See 2:250-API, *Access to and Copying of District Public Records*.

18 5 ILCS 140/8.5, added by P.A. 98-1129.

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

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records

retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission. 20

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

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

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

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

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

The Prevailing Wage Act (820 ILCS 130/5, amended by P.A. 100-1177, eff. 6-1-19) requires contractors, while participating in public works, to keep certified payroll records of all laborers, mechanics, and other workers employed by them on the project and to submit this record no later than the 15th of the month to the public body, until the Ill. Dept. of Labor (IDOL) activates an electronic database for certified payrolls no later than 4-1-20, at which time contractors will submit certified payrolls only to that database. Id. The public body in charge of the project must keep the records submitted before 1-1-14 for a period of not less than three years. Records submitted on or after 1-1-14 must be kept for a period of five years or until the IDOL activates the electronic database for certified payrolls, whichever is less. Id. Records may be retained in paper or electronic format. These records are considered public records, except for contractors' employees' addresses, telephone numbers, social security numbers, race, ethnicity, and gender, and they must be made available in accordance with FOIA except that contractors' employees' addresses, telephone numbers, and social security numbers must be redacted before disclosure (5 ILCS 140/2.10). Id. Note: 820 ILCS 130/5, amended by P.A. 100-1177, eff. 6-1-19, requires contractors to maintain records of the race, ethnicity, gender, and veteran status of workers on a public works project. FOIA, however, was not similarly amended to require public bodies to redact the workers' race, ethnicity, and gender from certified payroll records before disclosure. See 5 ILCS 140/2.10. The Ill. Atty. Gen. has previously issued at least one non-binding opinion finding that disclosure of a person's gender is not an unwarranted invasion of personal privacy under 5 ILCS 140/7(1)(c). Districts should consult with their board attorneys regarding what categories of information may be properly redacted in response to a FOIA request for certified payroll records.

20 50 ILCS 205/. Preservation and destruction of documents is covered in 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. See also the Ill. Secretary of State's website for information on preserving and destroying records, www.cyberdriveillinois.com/departments/archives/records_management/.

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DRAFT

Operational Services

Revenue and Investments 1

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one.² The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.³

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.⁴

Investment Objectives 5

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

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¹ Each district must have an investment policy ~~(30 ILCS 235/2.5)~~; its detail and complexity must be appropriate to the nature of the funds, the funds' purpose, and the amount of the public funds within the investment portfolio. [30 ILCS 235/2.5\(a\)](#).

² 30 ILCS 235/2.5(a)(7). Districts having a chief business official may use this alternative: "The Chief Business Official shall serve as the District's Chief Investment Officer." If a Township Treasurer manages the district funds, substitute this sentence: "

The Township Treasurer shall serve as the Chief Investment Officer."²

³ Township and school treasurers are authorized by 105 ILCS 5/8-7 to enter into agreements regarding the deposit, investment, and withdrawal of district funds.

⁴ The policy must include a standard of care. ~~30 ILCS 235/2.5(a)(2)~~.

⁵ The policy must address safety, liquidity, return (30 ILCS 235/2.5(a)), as well as diversification (30 ILCS 235/2.5(a)(4)). These objectives also serve as investment guidelines. ~~30 ILCS 235/2.5(a)(3)~~. How these are addressed is at the board's discretion.

Authorized Investments ⁶

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term “agencies of the United States of America” includes: ~~(a)~~ the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, ~~(b)~~ the federal home loan banks and the federal home loan mortgage corporation, and ~~(c)~~ any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. ~~Short term~~ Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: ~~(a)~~ such obligations are rated at the time of purchase at one of the ~~three~~³ highest classifications established by at least ~~two~~² standard rating services and that mature not later than ~~270-three years~~^{days} from the date of purchase, ~~(b)~~ such purchases do not exceed 10% of the corporation’s outstanding obligations, and ~~(c)~~ no more than one-third of the District’s funds may be invested in short term obligations of corporations.
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
6. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the ~~four~~⁴ highest general classifications

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⁶ The policy must contain a “listing of authorized investments.” ~~(30 ILCS 235/2.5(a)(1). 30 ILCS 235/2(a-1) amended by P.A. 98-297, now~~ allows school districts to invest public funds in interest-bearing bonds of any local government (see paragraph 6). Investments from which a board may choose are ~~all~~ listed in this policy. ~~(See 30 ILCS 235/2, amended by P.A. 100-752).~~ Alternatively, a board may refer to that law by stating: “

The Chief Investment Officer may invest any District funds in any investment as authorized in 30 ILCS 235/2, and Acts amendatory thereto.”

~~Some attorneys are of the opinion that the Investment of Municipal Funds Act (IMFA) (50 ILCS 340/) authorizes school districts to invest funds in certain tax anticipation warrants. The IMFA applies to counties, park districts, sanitary districts, and other municipal corporations. Id. at 340/1. Municipal corporation is not specifically defined in the IMFA. Consult with the board attorney and/or bond counsel regarding the authority for such investments and the inclusion of the IMFA in this policy.~~

As part of its mission to protect public entities, the Municipal Securities Rulemaking Board (MSRB) has ~~the following~~ resources available that school officials may find helpful:

~~A State and Local Government Toolkit at: www.msrb.org/EducationCenter/Issuers/Issuing.aspx www.msrb.org/MSRB-For/Issuers/Issuer-Toolkit.aspx. It provides information about bond issuance and required disclosures, and working with municipal advisors.~~

~~Resources about issuing bonds at: www.msrb.org/MSRB-For/Issuers.aspx.~~

established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

7. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
8. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
9. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
10. The Illinois School District Liquid Asset Fund Plus. ⁷
11. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving

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⁷ The Illinois School District Liquid Asset Fund Plus is an Illinois trust organized to permit Illinois school districts, community colleges, and educational service regions to pool their investment funds to obtain the highest possible investment yield consistent with maintaining liquidity and preserving capital, and to engage in cooperative cash management activities resulting in more efficient financial resource utilization. The program was developed in cooperation with the Illinois Association of School Boards, the Illinois Association of School Business Officials, and the Illinois Association of School Administrators. To receive marketing information and the name of the marketing representative, contact: PMA Financial Network, Inc., Illinois School District Liquid Asset Fund Plus, www.isdlafplus.com, 27545 Diehl Road 2135 City Gate Lane, 7th Floor, Warrenville/Naperville, Illinois 6056355; or call 1-866-747-4477.

the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.

- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
 - d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
 - e. The security interest must be perfected.
 - f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
 - g. Agreements shall be for periods of 330 days or less.
 - h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
 - i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.
 - j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
 - k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.
12. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer. ⁸

Selection of Depositories, Investment Managers, Dealers, and Brokers ⁹

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last ~~two~~² sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency.¹⁰ Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and

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⁸ 30 ILCS 235/2, amended by P.A. 100-752.

⁹ The policy must address these topics, (30 ILCS 235/2.5(a)(11).

¹⁰ 30 ILCS 235/6.

liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency. ¹¹

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government. ¹²

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including: ¹³

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements ¹⁴

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements ¹⁵

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3, Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

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¹¹ Id.

¹² 30 ILCS 235/6.5.

¹³ This paragraph is optional, but is authorized by 30 ILCS 235/8.

¹⁴ Collateral requirements are permissive; if used, guidelines regarding their use must be included in the policy. (30 ILCS 235/2.5(a)(5)). The requirements for collateral agreements are in 30 ILCS 235/6(d). The sample policy contains one guideline, that is, that the board be kept informed of collateral agreements. An optional guideline follows: ²²

In addition, the financial institution must provide the Board with a copy of its board of directors' meeting minutes evidencing that the board of directors approved the collateral agreement. ²²

¹⁵ The policy must address safekeeping and custody arrangements. (30 ILCS 235/2.5(a)(5)). Registration requirements are in 30 ILCS 235/3.

Controls and Report 16

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type. ¹⁷

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted. ¹⁸

Ethics and Conflicts of Interest 19

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

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¹⁶ The policy must provide for internal controls, periodic review, and at least quarterly written investment reports. (30 ILCS 235/2.5(a)(6), (9), and (10). The operational procedures to prevent losses are best addressed by each district in consultation with its auditor and legal counsel. See [policy 4:80, Accounting and Audits](#); ~~and 4:80-AP1, Checklist for Internal Controls~~; and [4:80-AP2, Fraud, Waste, and Abuse Awareness Program](#).

¹⁷ The policy must include performance measures. (30 ILCS 235/2.5(8).

¹⁸ 105 ILCS 5/10-22.44. "Chief Business Official" may replace "Superintendent." Interest income earned on any funds for IMRF, Tort Immunity Act, Fire Prevention, Safety and Environmental Energy, and Capital Improvement Act are restricted to the respective fund. Id.

¹⁹ The policy must address these topics. (30 ILCS 235/2.5(a)(12). The conflict of interest prohibition is in 30 ILCS 235/2.

Operational Services

Insurance Management ¹

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

The insurance program shall include each of the following: ²

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers. ³
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the [Illinois Ill.](#) High School Association that results in medical expenses in excess of \$50,000. ⁴

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

² Other types of district-purchased insurance should also be listed here, such as, insurance programs for employees and their dependents (authorized by 105 ILCS 5/10-22.3a). Note that: (1) any employee or retired employee insurance program is a mandatory subject of bargaining, and (2) State law provides persons entering into a civil union with the obligations, responsibilities, protections, and benefits afforded or recognized by Ill. law to spouses (750 ILCS 75/).

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

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

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

Student Insurance ⁵

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parent(s)/guardian(s) and the company.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, ~~Pub. L. 99-272, § 1001~~ § 10001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.
105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, and 5/22-15.
215 ILCS 5/. [Ill. Insurance Code](#).
750 ILCS 75/. [Ill. Religious Freedom Protection and Civil Union Act](#).
820 ILCS 305/. [Workers' Compensation Act](#).

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Delete item #2 if the district: (1) does not maintain grades 9-12, or (2) qualifies for an exemption from the mandatory coverage (contact IHSA or the board attorney for information about claiming an exemption). A district maintaining grades K-8 may, but is not required to, provide accident and/or health insurance on a group or individual basis for students injured while participating in any school-sponsored athletic activity. If so, the following may be *added to* item #2 (for unit districts) or may *replace* item #2 (for elementary districts): "Accident and/or health insurance on a group or individual basis for students in grades kindergarten through 8 participating in any school-sponsored athletic activity." If item #2 is deleted and the option is not used, the board should omit the citation to catastrophic accident insurance ([105 ILCS 5/22-15](#)) in the legal references.

⁵ Optional. Until May 2014, this paragraph was included in sample policy 4:170, *Safety*.

Operational Services

Transportation 1

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available,² or (2) if adequate public transportation is not available, within one and one-half miles from his or her assigned school where walking to or from school or to or from a pick-up point or bus stop would constitute a *serious safety hazard* due to either (a) vehicular traffic or rail crossing, and adequate public transportation is not available, or (b) a course or pattern of criminal activity, as defined in the Ill. Streetgang Terrorism Omnibus Prevention Act, 740 ILCS 147/.³ A student's parent(s)/guardian(s) may

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¹ State law controls this policy's content. 105 ILCS 5/29-1 et seq. and 23 Ill.Admin.Code Part 120. **Important: The board of a district that does not provide transportation must amend this policy.** F/n 2 discusses when districts must provide free transportation. Please contact an IASB Policy Consultant for *gratis* help customizing this policy. You may also need to consult the board attorney.

A district that chooses to consider locations other than individual students' residences as pick-up and drop-off locations must adopt a policy establishing this practice to receive State reimbursement. 23 Ill.Admin.Code §120.30(a)(1)(B).

Each district must have a pre-trip and post-trip inspection policy. 625 ILCS 5/12-816(a). An ISBE rule requires boards to "institute policies and practices that promote the safety and well-being of school bus passengers." 23 Ill.Admin.Code §1.510(g). To comply with these requirements, this policy lists relevant administrative procedures at the end.

The policy does not address an *automatic traffic enforcement* system which may be enacted by a municipality or county. An *automatic traffic law enforcement system* is a device that senses and records a motor vehicle that illegally fails to stop for a school bus. 625 ILCS 5/11-208.9. Each school board within that municipality or county's jurisdiction may approve the system's implementation. The board is then required to enter into an intergovernmental agreement with the municipality or county and contract with vendors for the system's installation, maintenance, and operation. Each applicable school bus must be posted with a sign indicating that it is being monitored by an automated traffic law enforcement system. The proceeds from a school district's automated traffic law enforcement system's fines shall be divided equally between the school district and the municipality or county administering the automated traffic law enforcement system.

² Only the following districts must provide free transportation as described in the sample policy: community consolidated districts, community unit districts, consolidated districts, consolidated high school districts, and combined school districts if the combined district includes any district that was previously required to provide transportation. 105 ILCS 5/29-3, amended by P.A. 100-1142, and 23 Ill.Admin.Code §1.510(a). Districts that are not required to provide free transportation may do so. Id. To qualify for State reimbursement, districts electing to provide transportation when they are not required to do so must afford the same service to all students in that same situation. 23 Ill.Admin.Code §1.510(b). Districts may provide transportation within one and one-half miles and may charge for such transportation. 105 ILCS 5/29-2.

Optional provision: (105 ILCS 5/29-3.1)

The District may provide transportation to and from school-sponsored activities and may charge for such transportation.

³ 105 ILCS 5/29-3, amended by P.A. 100-1142 and 23 Ill.Admin.Code §1.510. The determination as to what constitutes a *serious safety hazard* regarding vehicular traffic or rail crossings is made by the board, in accordance with guidelines issued by the Ill. Dept. of Transportation, in consultation with the State Superintendent of Education. The Ill. Streetgang Terrorism Omnibus Prevention Act defines course or pattern of criminal activity as two or more gang-related criminal offenses committed in whole or in part within Illinois when: (1) one or more of the offenses was committed after 1-1-93, (2) both offenses were committed within five years of each other; and (3) at least one offense involved a felony or forcible felony under the Ill. Criminal Code of 1961 or 2012, 740 ILCS 147/10. It also includes criminal defacement of property that includes a streetgang sign or symbol. Id. The determination as to what constitutes a *serious safety hazard* due to a *course or pattern of criminal activity* under 105 ILCS 5/29-3 is made by the board, in accordance with guidelines determined by local law enforcement, in consultation with the State Superintendent of Education.

file a petition with the Board requesting transportation due to the existence of a serious safety hazard.⁴ Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program.⁵ Non-public school students shall be transported in accordance with State law.⁶ Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.⁷ Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act. ⁸

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes. ⁹

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⁴ Required by 105 ILCS 5/29-3, amended by P.A. 100-1142. Another statute provides a process for *qualifying students* to seek reimbursement from ISBE for *qualified transportation expenses*. 105 ILCS 5/29-5.2; 23 Ill.Admin.Code §120.240. 23 Ill.Admin.Code §120.230 requires, among other things, that each attendance center designate a representative to assist parents/guardians with this process. This process does not need to be in board policy and is not covered herein.

⁵ 34 C.F.R. §300.34 and 23 Ill.Admin.Code §226.750.

⁶ 105 ILCS 5/29-3.2 and 5/29-4.

⁷ 105 ILCS 45/. State law implements the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*

P.A. 100-332 amended the School Code and the Education for Homeless Children Act to permit school districts to use their State transportation funds to provide financial assistance to children that are defined as homeless or *at risk of becoming homeless*, provided certain criteria are satisfied. 105 ILCS 5/29-5; 105 ILCS 45/1-17. Financial assistance may include: (1) mortgage or rental assistance that will allow a child to remain permanently in his/her living situation or obtain a new living situation; and/or (2) assistance with unpaid bills, loans, or other financial debts that result in housing being inadequate. 105 ILCS 45/1-17(a). For further detail, see 6:140-AP, *Education of Homeless Children*.

⁸ Required if the district receives Title I funds. 20 U.S.C. §6312(c)(5)(B). The Elementary and Secondary Education Act (ESEA) requires the district to collaborate with the State or local child welfare agency to develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin (when in their best interest) will be provided, arranged, and funded for the duration of their time in foster care. ISBE guidance on transportation procedures for students in foster care is available at: www.isbe.net/Pages/Foster-Care.aspx www.isbe.net/Pages/Funding-and-Disbursements-Transportation-Programs.aspx. The U.S. Depts. of Education and Health and Human Services, in *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care* (6-23-16) at: www2.ed.gov/policy/elsec/leg/essa/edhhsfostercarenonregulatorguide.pdf, opine that ESEA requirements apply to students who meet the definition of *foster care* set forth at 45 C.F.R. §1355.20(a):

Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the title IV-E agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, Tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

ESEA foster care transportation requirements also apply to students *awaiting* foster care placement.

105 ILCS 5/10-20.58,59 added by P.A. 99-781, permits school boards to appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Department of Children and Family Services (DCFS) when enrolling in or changing schools. Liaison responsibilities may include, among other things, working with DCFS to help students maintain their school placement, if appropriate.

⁹ This paragraph should be deleted if a district will not seek State reimbursement for transportation to and from locations other than individual students' residences. As a condition for receiving State reimbursement, an ISBE rule requires boards to have a policy with the provisions in this paragraph. 23 Ill.Admin.Code §120.30(a)(1)(B). This rule also contains the non-discrimination language.

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible. **10**

No school employee may transport students in school or private vehicles unless authorized by the administration. **11**

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.¹² The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.¹³ The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving. **14**

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers. **15**

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10 The paragraph is optional. As an alternative, a board may state that pick-up and discharge points "should be as safe and convenient as possible."

11 Optional. This presents an opportunity for each board to discuss this issue with the superintendent and direct the superintendent to include it in the curriculum for the required in-service on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel. 105 ILCS 5/10-22.39. See 5:100, *Staff Development Program* (f/n 3), and 5:120, *Employee Ethics; Conduct; and Conflict of Interest* (f/n 2), for more detailed discussions. Include policies 5:100, *Staff Development Program* and 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, in the Cross References when this sentence is used.

12 625 ILCS 5/13-109. The vehicle and other requirements for transporting students to and from interscholastic or school-sponsored activities, including curriculum-related activities, are found in 105 ILCS 5/29-6.3 and 625 ILCS 5/11-1414.1. These statutes also contain requirements for the use of multi-function school activity buses (defined at 625 ILCS 5/1-148.3a-5). The legislature frequently amends these statutes, along with many transportation laws; they should be double-checked before relying on them.

13 625 ILCS 5/12-815. The statute, like the policy, identifies the conditions in which illuminating the strobe light is permissible instead of mandating when they must be illuminated.

14 625 ILCS 5/12-821(b) requires districts that own school buses and multifunction school activity buses to establish procedures for accepting comment calls and responding to them. In accordance with good governance principles, this duty is delegated to the superintendent. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*.

15 105 ILCS 5/10-20.21a, requires all contracts for providing charter bus services to transport students to or from interscholastic athletic or interscholastic or school sponsored activities to contain clause (A) except that a contract with an out-of-state company may contain clause (B) or clause (A). The clause must be set forth in the contract's body in at least 12-point typeface and all upper case letters:

(A) "ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINT CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

(B) "NOT ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

Pre-Trip and Post-Trip Vehicle Inspection 16

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

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(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE ~~FINGERPRINTS~~ FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE ~~FINGERPRINTING~~ FINGERPRINTING CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY.”

16 625 ILCS 5/12-816(a) requires school districts to have a school bus pre- and post-trip inspection policy with the components as contained in this policy. See also 23 Ill.Admin.Code §1.510(i)(3) and 92 Ill.Admin.Code §458.1030. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*. School districts that contract with a private sector school bus company must require the company to have a pre- and post-trip inspection policy that is equivalent to this section of the policy. 625 ILCS 5/12-816(b).

Each school bus must contain an operating two-way radio or cellular radio telecommunication device while the school bus driver is in possession of a school bus. 625 ILCS 5/12-813.1(e). “Cellular radio telecommunication device” means a device capable of sending or receiving telephone communications without an access line for service and which requires the operator to dial numbers manually; it does not include citizens band radios or citizens band radio hybrids. 625 ILCS 5/12-813.1(a). The two-way radio or cellular radio telecommunication device must be turned on and adjusted in a manner that would alert the driver of an incoming communication request. 625 ILCS 5/12-813.1(e). A school bus driver may not operate a school bus while using a cellular radio telecommunication device except in the following situations: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician’s office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a “mechanical breakdown or other mechanical problem;” (3) to communicate with school authorities about bus operation or the safety of a passenger on the bus; and (4) when the bus is parked. 625 ILCS 5/12-813.1(c). However under no circumstances may the cellular radio telecommunication device be used for anything else including personal use. 625 ILCS 5/12-813.1(c)(2).

- LEGAL REF.: 20 U.S.C. §6312(c)(5)(B), Elementary and Secondary Education Act, ~~20 U.S.C. §6312(c)(5)(B)~~;
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act, ~~42 U.S.C. §11431 et seq.~~;
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 and /1-17.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, ~~5/12-813~~, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §Part 440-3.
- CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)
- ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules), 4:110-E (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)

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Operational Services

Facility Management and Building Programs ¹

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable School Board policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, ~~and~~ (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, ~~and~~ (3) compliance with the 10-year safety survey process required by the School Code. ²

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed ~~\$12,500~~, including the cost

\$25,000

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

The federal rules implementing the Americans with Disabilities Act of 1990 (ADA, 42 U.S.C. §12101 et seq.) prohibit discrimination on the basis of disability in services and facilities. 28 C.F.R. Parts 35 and 36. The 2010 ADA Standards for Accessible Design (28 C.F.R. Part 36, Appendix) are available from a link on the ADA home page, www.ada.gov/. Consult the board attorney about how these standards apply to alterations and new construction.

The Prevailing Wage Act is generally applicable to all construction projects. 820 ILCS 130/ ~~amended by P.A. 100-1177, eff. 6-1-19.~~ It requires, among other things, that: (1) all workers on a public works project be paid no less than the prevailing hourly rate (820 ILCS 130/1); (2) the district specify in all public works contracts that the prevailing rate must be paid (820 ILCS 130/4 ~~(a-1), amended by P.A. 100-1177, eff. 6-1-19,~~ and (3) ~~until such time as the Ill. Dept. of Labor activates an electronic database for certified payrolls,~~ all contractors must submit certain employment records to the district, and the district must keep these records as required by law (820 ILCS 130/5 ~~amended by P.A. 100-1177, eff. 6-1-19).~~

105 ILCS 5/10-20.60 ~~(final citation pending)~~ ⁶³, added by P.A. 100-163 ~~eff. 1-1-18,~~ requires school districts to make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12. **Note:** The statute does not delineate between types of bathrooms (student, staff, girls, boys, unisex, etc.). Consult with the board attorney about implementing this law.

² ~~105 ILCS 5/2-3.12, 105 ILCS 5/3-14.20, and 5/3-14.21.~~

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

~~105 ILCS 5/2-3.12 and 23 Ill. Admin Code Part 180 contain the school building code and Health/Life and Safety Code for Public Schools (HLS Code), respectively. The board must hire a licensed architect or engineer to conduct a decennial inspection of its school buildings and produce a ten-year safety survey report, which is submitted to the Regional Superintendent (ROE) or Intermediate Service Center (ISC) and the State Superintendent for approval. The board must also report to the ROE or ISC annually on its completion of the report recommendations to comply with the HLS Code. See the Health Life Safety Handbook at www.isbe.net/Pages/Health-and-Life-Safety.aspx for more information about the safety survey process.~~

equivalent of staff time.³ This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning 4

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

Standards for Facility Construction and Building Programs 5

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

Commented [DJ1]: The first deleted sentence in f/n 5 has been moved to f/n 2.

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~~³This provision is optional and the amount may be changed. The \$12,500 spending limit is one-half of the bidding threshold for purchases or contracts. 105 ILCS 5/10-20.21. This provision's intent is to ensure that the board is kept informed about significant renovations and permanent alterations. A board should discuss this provision with its superintendent before including it in the policy.~~

~~⁴ Required by the Green Cleaning School Act (105 ILCS 140/) and Green Cleaning for Elementary and Secondary Schools (23 Ill.Admin.Code Part 2800). The Ill. Green Government Coordinating Council established *Guidelines and Specifications* which state: "While not mandatory, schools should implement the practices set forth in the Recommendations section of these guidelines where applicable and appropriate." See *Guidelines and Specifications* at www.illinois.gov/green/Document/Illinois%20Green%20Cleaning%20Guidelines%20and%20Specifications.pdf— See *Guidelines and Specifications* at: <https://www2.illinois.gov/sites/green/Pages/GreenCleaning.aspx>.~~

~~⁵ The inclusion and identification of the facility goals listed in the second paragraph are at the board's discretion. 105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the School building code and Health Life and Safety Code for Public Schools, respectively. Among their mandates are the decennial safety survey report. 105 ILCS 5/2-3.12(b); 23 Ill.Admin.Code §180.310. After 1-1-15, all "new school building construction" must include a storm shelter that meets or exceeds the ICC/NSSA Standard for the Design and Construction of Storm Shelters (ICC-500) published jointly by the International Code Council and the National Storm Shelter Association. 105 ILCS 5/2-3.12(e-5); 23 Ill.Admin.Code §180.60(b)(3). Any facility project for which the design contract is executed after 7-1-16 must meet standards of the 2015 International Building Code and its subcodes. 23 Ill.Admin.Code 180.60(a).~~

~~The Ill. Environmental Barriers Act (IEBA) (410 ILCS 25/) and the Ill. Accessibility Code (IAC) (71 Ill.Admin.Code Part 400) ensure that "all applicable buildings and facilities the built environment in the State of Illinois is so designed, constructed, and/or altered to assure the safety and welfare of all members of society and altered to be readily accessible to, and usable by environmentally limited persons," all including individuals with disabilities." 71 Ill.Admin.Code §400.110(a). Note: The Ill. Environmental Barriers Act, as amended by P.A. 99-582, deleted the term *environmentally limited person*, which until then had been defined in 410 ILCS 25.3 as "a person with a disability or condition who is restricted in the use of the built environment." Note: Press boxes constructed on school property do not have to comply with the Accessibility Code IAC if the press boxes are in bleachers that have points of entry at only one level, and the aggregate area of the press box is no more than 500 square feet. 105 ILCS 5/10-20.51, 23 Ill.Admin.Code 180.60(b)(4).~~

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

~~A district may levy a tax for "fire prevention, safety, energy conservation, disabled accessibility, school security, and specified repair purposes." 105 ILCS 5/17-2.11. An expedited process may be available in emergency situations. Id. A board may, subject to certain notice requirements, transfer surplus life safety taxes and interest earnings on them to the Operations and Maintenance Fund for building repair work until June 30, 2019/2020. Id., amended by P.A. 99-743/100-165.~~

~~The Green Buildings Act requires all new State-funded building construction and major renovation projects to meet specified environmental requirements. 20 ILCS 3130/. Waivers may be granted by the Capital Development Board in certain situations. 20 ILCS 3130/15(e). For environmental impact laws, see policy 4:160, *Environmental Quality of Buildings and Grounds*.~~

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

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

Naming Buildings and Facilities ⁶

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board.⁷ When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.6360 (P.A. 100-163, final citation pending), and 5/17-2.11.
105 ILCS 140/, Green Cleaning Schools Act.
105 ILCS 230/, School Construction Law.
410 ILCS 25/, Environmental Barriers Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

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

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⁶ This section is optional and its contents are at the board's discretion.

⁷ The board may want to include criteria for the committee, in which case the following is an option:

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

Operational Services

Environmental Quality of Buildings and Grounds 1

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds.² Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as

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¹ State and/or federal law control this policy's content and require districts to:

1. Have a procedure to comply with the Structural Pest Control Act (225 ILCS 235/) and the Lawn Care Products Application and Notice Act (405 ILCS 540-20-4-65/). See 4:160-AP, ~~Administrative Procedure - Environmental Quality of Buildings and Grounds.~~
2. Designate a staff person to be responsible for district compliance with the safety acts listed in #1 above. This policy designates the superintendent or designee.

Many State and federal laws regulate the environmental quality of schools. For example:

1. Several federal laws regulate asbestos as a hazardous substance, the most significant for schools being the Asbestos Hazard Emergency Response Act of 1986. 15 U.S.C. § 2641 et seq. The Asbestos Abatement Act, 105 ILCS 105/, requires schools to perform a variety of functions regarding asbestos.
2. The Indoor Air Quality Act, 410 ILCS 87/. The Ill. Dept. of Public Health Guidelines for Indoor Air Quality are advisory, i.e., not enforceable.
www.idph.state.il.us/envhealth/factsheets/indoorairqualityguide_fs.htm
3. The Smoke-Free Illinois Act, 410 ILCS 82/, bans tobacco smoking inside schools.
4. The Structural Pest Control Act, 225 ILCS 235/ requires the Ill. Dept. of Public Health to establish guidelines for an integrated pest management program for schools. See: www.idph.state.il.us/envhealth/ipm/index.htm, or www.idph.state.il.us/envhealth/entpestfshs.htm.
5. Notices to employees and parents/guardians before pesticide applications are required by the Structural Pest Control Act (225 ILCS 235/10.3). The Lawn Care Products Application and Notice Act requires similar notices but only to parents/guardians (415 ILCS 65/3).
6. The Green Cleaning School Act, 105 ILCS 140/, and Green Cleaning for Elementary and Secondary Schools, 23 Ill. Admin. Code Part 2800, contain guidelines for green cleaning. See policy 4:150, *Facility Management and Building Program Programs*.
7. The Green Buildings Act requires all new State-funded building construction and major renovation projects to meet specified environmental requirements (20 ILCS 3130/). Waivers may be granted by the Capital Development Board in certain situations (Id.).
8. The Ill. legislature recommended that each occupied school building be tested every 5 five years for radon and provided a process for the screening in 105 ILCS 5/10-20.48.

Employers must provide all employees with an education and training program with respect to all toxic substances to which an employee is routinely exposed while working (820 ILCS 255/16.; 23 Ill. Admin. Code §1.330). However, this section and most of the Toxic Substances Disclosure to Employees Act (820 ILCS 255/) are inoperative; its implementing rules (56 Ill. Admin. Code Part 205) were repealed. Instead, the Ill. Dept. of Labor enforces the federal Occupational Safety and Health Administration Hazard Communication Standards at 29 C.F.R. §1910.1200 (820 ILCS 255/1.5). Thus, school districts must follow the federal disclosure and training requirements.

² A board persuaded by #8 in the above footnote may add the following option:

If economically feasible, the Superintendent or designee shall manage the testing of each occupied school building for radon pursuant to Section 10-20.48 of the School Code.

A board may want to add the following option if it is concerned that employees who are eligible for district-paid hepatitis B vaccination are unaware of their eligibility:

The Superintendent or designee shall notify all employees who must be offered, according to State or federal law, District-paid hepatitis B vaccine and vaccination.

required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/. 3

LEGAL REF.: 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.~~300(e)-700(b)~~.
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/10-20.17a; 5/10-20.48-~~135/~~; and 105 ILCS 135/, Toxic Art Supplies in Schools Act.
105 ILCS 140/, Green Cleaning School Act.
225 ILCS 235/, Structural Pest Control Act.
415 ILCS 65/, Lawn Care Products Application and Notice Act.
820 ILCS 255/, Toxic Substances Disclosure to Employees Act. (*inoperative*)
23 Ill.Admin.Code §1.330, ~~Toxic Materials Training.~~

Commented [DJ1]: Prior citation was repealed and renumbered

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

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³ Different requirements pertain to the notices in the Structural Pest Control Act (225 ILCS 235/10.3) and the Lawn Care Products Application and Notice Act (415 ILCS 65/3(f)-~~j~~). 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 ~~four~~ two business days before application is required by Lawn Care Products Application and Notice Act; notice at least ~~two~~ two business days is required by the Structural Pest Control Act.

If a registry is maintained, replace the following alternative is used, omit the policy's last sentence with this alternative:

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.

Operational Services

Targeted School Violence Prevention Program ¹

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure District environment is an important Board goal. While it is not possible for the District to completely eliminate threats in its environment, a Targeted School Violence Prevention Program (Program) using the collective efforts of local school officials, staff, students, families, and the community helps the District reduce these risks to its environment.

The Superintendent or designee shall develop and implement the Program.² The Program oversees the maintenance of a District environment that is conducive to learning and working by identifying, assessing, classifying, responding to, and managing threats and acts of targeted school violence. The Program shall be part of the District's Comprehensive Safety and Security Plan, required by Board policy 4:170, *Safety*, and shall:

1. Establish a District-level School Violence Prevention Team to: (a) develop a District-level Targeted School Violence Prevention Plan, and (b) oversee the District's Building-level Threat Assessment Team(s). ³

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¹ This policy is optional. It contains items from *Threat Assessment in Virginia Public Schools: Model Policies, Procedures, and Guidelines*, Second Edition (August 2016), Virginia Center for School and Campus Safety, Virginia Dept. of Criminal Justice Services, at: www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/law-enforcement/threat-assessment-model-policies-procedures-and-guidelinespdf.pdf. *Threat Assessment in Virginia Public Schools* is based upon a synthesis of established research and recognized standards of practice regarding threat assessment and management in school and workplace settings, including *Threat Assessment in Schools: A Guide to Managing Threatening Situations and to Creating Safe School Climates*, a 2002 publication of the U.S. Secret Service and the U.S. Dept. of Education, at: www.secretservice.gov/data/protection/ntac/ssi_guide.pdf. The July 2018 update of this document was renamed *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*, published by the U.S. Secret Service, at: www.dhs.gov/sites/default/files/publications/18_0711_USSS_NTAC-Enhancing-School-Safety-Guide.pdf.

Boards are authorized to adopt a policy on targeted school violence prevention programs even though State and federal law provide little guidance. State law grants boards broad authority to formulate, adopt, and modify school board policies, at the board's sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. 105 ILCS 5/10-20.5 and 115 ILCS 5/1 *et seq.* See policies 2:20, *Powers and Duties of the School Board; Indemnification*, and 2:240, *Board Policy Development*.

Adopting a policy that addresses targeted school violence prevention provides (a) a way for boards to monitor that it is being done, and (b) an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Before adoption of this policy, each board may want to have a conversation with the superintendent to determine whether local conditions and resources and current practices will support full implementation of this policy and its accompanying administrative procedures. Its goals and program will be most effective when they reflect local conditions and circumstances.

² Ensuring school safety begins with establishing a comprehensive targeted school violence prevention program, which "includes forming a multidisciplinary threat assessment team, establishing central reporting mechanisms, identifying behaviors of concern, defining the threshold for law enforcement intervention, identifying risk management strategies, promoting safe school climates, and providing training to stakeholders." *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*, published by the U.S. Secret Service, at: www.dhs.gov/sites/default/files/publications/18_0711_USSS_NTAC-Enhancing-School-Safety-Guide.pdf.

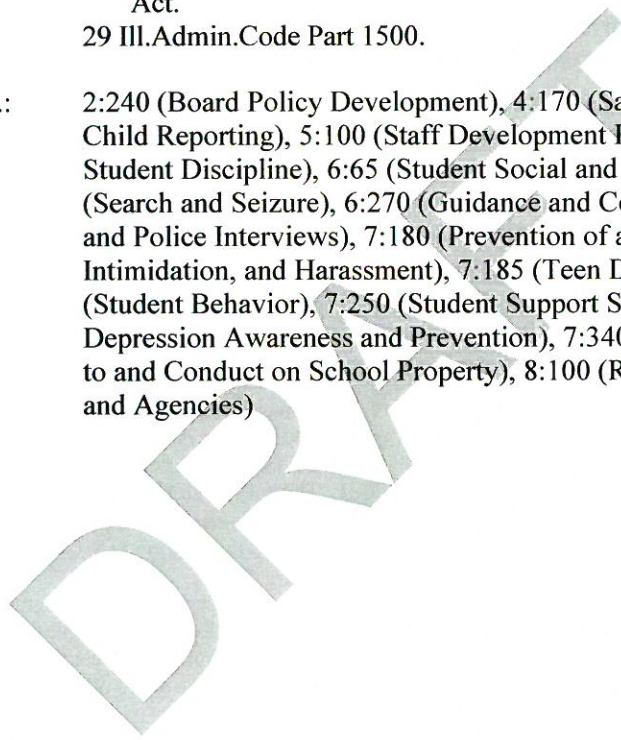
³ The establishment of threat assessment teams in K-12 public schools is Recommendation #1 of the *Recommendations of the Illinois Terrorism Task Force School Safety Working Group*, presented to the Office of the Governor on 4-5-18, at: www.iasb.com/safety/. Illinois higher education institutions have required threat assessment teams since the passage of the Campus Security Enhancement Act of 2008 (110 ILCS 12/20(b)(2), eff. 1-1-09) in response to the shootings that took place at Virginia Polytechnic Institute and State University on 4-16-07 and Northern Illinois University on 2-14-08.

2. Establish Building-level Threat Assessment Team(s) to assess and intervene with individuals whose behavior may pose a threat to safety. This team may serve one or more schools.
3. Comply with State and federal law and align with Board policies.

The Local Governmental and Governmental Employees Tort Immunity Act protects the District from liability. The Program does not: (1) replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in violence prevention, assessments and counseling services, (2) extend beyond available resources within the District, (3) extend beyond the school day and/or school-sponsored events, or (4) guarantee or ensure the safety of students, District staff, or visitors. ⁴

LEGAL REF.: 105 ILCS 5/10-20.14, 5/10-21.7, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/27-23.7.
 105 ILCS 128/, School Safety Drill Act.
 745 ILCS 10/, Local Governmental and Governmental Employees Tort Immunity Act.
 29 Ill.Admin.Code Part 1500.

CROSS REF.: 2:240 (Board Policy Development), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:230 (Maintaining Student Discipline), 6:65 (Student Social and Emotional Development), 7:140 (Search and Seizure), 6:270 (Guidance and Counseling Program), 7:150 (Agency and Police Interviews), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:250 (Student Support Services), 7:290 (Suicide and Depression Awareness and Prevention), 7:340 (Student Records), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)



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⁴ Consult the board attorney for guidance concerning liability in this area. Except for cases of willful and wanton conduct, the Local Governmental and Governmental Employees Tort Immunity Act (TIA) likely protects districts from liability for failure to properly identify and/or respond to a student’s behavior that results in injury or suicide. See 745 ILCS 10/3-108 and Grant v. Board of Trustees of Valley View School Dist. No. 365-U, 286 Ill.App.3d 642 (3rd Dist. 1997). Every situation is fact specific, and the issues require careful evaluation. A disclaimer, such as the one presented here, may not be sufficient. A district may take several actions, after discussion with its board attorney, to minimize liability, such as adding limiting phrases and ensuring other policies are followed.

In addition to the TIA, school officials and districts may also be entitled to qualified immunity in civil rights lawsuits that seek to hold them liable for a suicide. For further discussion, see f/n 13 in policy 7:290, *Suicide and Depression Awareness and Prevention*.

General Personnel

Equal Employment Opportunity and Minority Recruitment 1

The School District shall provide equal employment opportunities² to all persons regardless of their race; color; creed; religion;³ national origin; sex;⁴ sexual orientation;⁵ age;⁶ ancestry; marital

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¹ Federal and State law (see the policy's Legal References) require that all districts have a policy on equal employment opportunities and control this policy's content. **This is a complex, confusing, and highly litigated area of the law; consult the board attorney for advice on the application of these laws to specific fact situations.**

² *Equal employment opportunities* apply to virtually all terms and conditions of employment, e.g., discharge, hire, promotion, pay, demotion, and benefits (see [the policy's Legal References](#)). The ~~Illinois~~-Ill. Constitution protects the following categories from discrimination in employment: race, color, creed, national ancestry, sex, and handicap. Art. I, §§17, 18, and 19. The Ill. Human Rights Act (IHRA) protects the following categories from discrimination in employment: race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, order of protection status, sexual orientation, pregnancy, unfavorable discharge from military service, and citizenship status. 775 ILCS 5/1-102 and 5/1-103.

The Equal Employment Opportunities Act (EEOA, ~~a.k.a.~~ Title VII of the Civil Rights Act of 1964) prohibits discrimination because of an individual's race, color, religion, sex, or national origin. 42 U.S.C. §2000e et seq., amended by The Lilly Ledbetter Fair Pay Act of 2009 (LLFPA), Pub.L. 111-2.

The LLFPA clarifies that a discriminatory compensation decision or other practice occurs each time an employee is paid or receives a last benefits check pursuant to the discriminatory compensation decision as opposed to only from the time when the discriminatory compensation decision or other practice occurred. The Act has no legislative history available to define what the phrase *or other practice* might mean beyond a discriminatory compensation decision.

~~The Ill. Equal Pay Act of 2003 (EPA) offers additional protection by prohibiting the payment of wages to one sex less than the opposite sex or to an African-American less than a non-African-American for the same or substantially similar work. 820 ILCS 112/, amended by P.A. 100-1140. The Ill. Dept. of Labor (IDOL) enforces the EPA.~~

While not exhaustive, other laws protecting these and additional classifications are named in subsequent footnotes.

³ ~~Section 775 ILCS 5/2-102~~ of the IHRA, amended by P.A. 100-100, contains a new *religious discrimination* subsection. It expressly prohibits employers from requiring a person to violate a sincerely held religious belief to obtain or retain employment unless, after engaging in a bona fide effort, the employer demonstrates that it is unable to reasonably accommodate the employee's or prospective employee's sincerely held religious belief, practice, or observance without undue hardship on the conduct of the employer's business. Religious beliefs include, but are not limited to: the wearing of any attire, clothing, or facial hair in accordance with the requirements of his/her religion. 775 ILCS 5/2-102(E-5). Employers may, however, enact a dress code or grooming policy that restricts attire, clothing, or facial hair to maintain workplace safety or food sanitation. Id.

In addition to the IHRA and the federal EEOA (discussed in f/n 2), see 775 ILCS 35/, Religious Freedom Restoration Act.

⁴ In addition to the IHRA and the federal EEOA (discussed in f/n 2), see Title IX of the Education Amendments of 1972. 20 U.S.C. §1681 et seq. The federal Equal Pay Act prohibits an employer from paying persons of one ~~gender~~sex less than the wage paid to persons of the opposite ~~gender~~sex for equal work. 29 U.S.C. §206(d). ~~The State Equal Pay Act of 2003 offers greater protection by prohibiting the payment of wages to one gender less than another gender for the same or substantially similar work. 820 ILCS 112/. See f/n 2 above for more information on State equal pay protections, including on the basis of sex.~~ The LLFPA defines *date of underpayment* as each time wages are underpaid. Employees have one year from the time they become aware of the underpayment to file a complaint with the ~~Ill. Dept. of Labor (IDOL)~~IDOL. 820 ILCS 112/15(b).

⁵ ~~IHRA~~-*Sexual orientation* means actual or perceived heterosexuality, homosexuality, bisexuality, or gender-related identity; it does not include a physical or sexual attraction to a minor by an adult. 775 ILCS 5/1-103(O-1).

⁶ Age Discrimination in Employment Act (ADEA) (29 U.S.C. §621 et seq.), amended by LLFPA (see f/n 2). 29 C.F.R. Part 1625, amended the U.S. Equal Employment Opportunity Commission (EEOC) regulations under ADEA to reflect the U.S. Supreme Court's decision in General Dynamic Systems, Inc. v. Cline, 540 U.S. 581 (2004), holding the ADEA to permit employers to favor older workers because of age. Thus, favoring an older person over a younger person is not unlawful discrimination, even when the younger person is at least 40 years old.

status;⁷ arrest record;⁸ military status; order of protection status;⁹ unfavorable military discharge;¹⁰ citizenship status provided the individual is authorized to work in the United States;¹¹ use of lawful products while not at work;¹² being a victim of domestic or sexual violence;¹³ genetic information;¹⁴ physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation;¹⁵ pregnancy, childbirth, or related medical conditions;¹⁶ credit

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⁷ 105 ILCS 5/10-22.4 and 775 ILCS 5/1-103(Q). The term *marital status* means an individual's legal status of being married, single, separated, divorced, or widowed. 775 ILCS 5/1-103(J). This statutory definition does not encompass the identity of one's spouse. Thus, school districts may adopt no-spouse policies. *Boaden v. Dept. of Law Enforcement*, 171 Ill.2d 230 (Ill. 1996).

⁸ Districts may not make employment decisions on the basis of arrest history, but may use job-disqualifying criminal convictions. 775 ILCS 5/2-103. The Job Opportunities for Qualified Applicants Act prohibits an employer from asking about a criminal record until the employer determines that the applicant is qualified for the position; however, this does not apply when employers are required to exclude applicants with certain criminal convictions from employment. School employers should limit their requests for criminal convictions to *job-disqualifying* convictions. 820 ILCS 75/15. See also the EEOC's guidance, *Consideration of Arrest and Conviction Records in Employment Decisions*, at: www.eeoc.gov/laws/guidance/arrest_conviction.cfm.

⁹ 775 ILCS 5/1-103(Q). The term *order of protection status* means a person protected under an order of protection issued pursuant to the Illinois Domestic Violence Act of 1986 or an order of protection issued by a court of another state. 775 ILCS 5/1-103(K-5).

¹⁰ *Military status* means a person's status on active duty or in status as a veteran in the U.S. Armed Forces, veteran of any reserve component of U.S. Armed Forces, or current member or veteran of the Illinois Army National Guard or Illinois Air National Guard. 775 ILCS 5/1-103(J-1). *Unfavorable military discharge* does not include those characterized as RE-4 or *dishonorable*. 775 ILCS 5/1-103(P). The Uniformed Services Employment and Reemployment Rights Act of 1994 prohibits employers from discriminating or retaliating against any person for reasons related to past, present, or future service in a *uniformed service*. 38 U.S.C. §§4301 *et seq.*

¹¹ 775 ILCS 5/1-102(C). According to the Immigration Reform and Control Act of 1986, all employers must verify that employees are either U.S. citizens or authorized to work in the U.S. 8 U.S.C. §§1324(a) *et seq.*

¹² The Right to Privacy in the Workplace Act prohibits discrimination based on use of lawful products, e.g., alcohol and tobacco, off premises during non-working hours. 820 ILCS 55/5.

¹³ 820 ILCS 180/30, Victims' Economic Security and Safety Act. An employer is prohibited from discriminating against any individual (e.g. an applicant for employment) because he or she "is an employee whose employer is subject to Section 21 of the Workplace Violence Prevention Act." The Workplace Violence Prevention Act allows an employer to seek a *workplace protection restraining order* when there is a credible threat of violence at the workplace. 820 ILCS 275/. Section 21 requires the employer seeking a *workplace protection restraining order* to notify the employee who is a victim of unlawful violence. 820 ILCS 275/21.

¹⁴ Illinois' Genetic Information Protection Act (GIPA) (410 ILCS 513/25) and Title II of Genetic Information Nondiscrimination Act (GINA) (42 U.S.C. §2000ff *et seq.*). Both laws protect job applicants and current and former employees from discrimination based on their genetic information. Note that GIPA provides greater protections to Illinois employees than Title II of GINA. GIPA, amended by P.A. 100-396, prohibits employers from penalizing employees who do not disclose genetic information or do not choose to participate in a program requiring disclosure of the employee's genetic information. See f/n 12 in 2:260, *Uniform Grievance Procedure* for the definition of genetic information and a detailed description of both statutes, including of Title I of GINA affecting the use of genetic information in health insurance. In 2011, the EEOC published an informative guidance letter, *ADA & GINA: Incentives for Workplace Wellness Program* at: www.eeoc.gov/eeoc/foia/letters/2011/ada_gina_incentives.html. Consult the board attorney for guidance regarding specific application of these laws and how they integrate with other related laws, e.g., the Family Medical Leave Act, the Americans with Disabilities Act, and other State laws governing time off for sickness and workers' compensation.

¹⁵ Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§12101 *et seq.*), amended by the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) (Pub. L. 110-325) and modified by the LLFPA; Rehabilitation Act of 1973 (29 U.S.C. §791 *et seq.*).

¹⁶ 775 ILCS 5/2-102(I). Employers must provide reasonable accommodations to employees with conditions related to pregnancy, childbirth, or related conditions. 775 ILCS 5/2-102(J). Employers are required to post a notice summarizing the right to be free from unlawful discrimination and the right to certain reasonable accommodations. 775 ILCS 5/2-102(K). The IDOL is required to prepare such a notice, retrievable from its website, which employers may use.

We target
minority
universities
(from 207)

history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position;¹⁷ or other legally protected categories.^{18 19 20 21} No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/. ²²

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the

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Federal law also prohibits employers from discriminating against employees and applicants on the basis of pregnancy, childbirth, or related medical conditions. 42 U.S.C. §2000e(k). Pregnant workers with pregnancy-related impairments may have disabilities for which they may be entitled to reasonable accommodation under the ADA. Guidance from the EEOC (7-14-14) is available at: www.eeoc.gov/laws/guidance/pregnancy_qa.cfm.

¹⁷ 820 ILCS 70/, Employee Credit Privacy Act. Unless a satisfactory credit history is an *established bona fide occupational requirement* of a particular position, an employer may not: (1) refuse to hire, discharge, or otherwise discriminate against an individual with respect to employment because of the individual's credit history or credit report; (2) inquire about an applicant's or employee's credit history; or (3) order or obtain an applicant's or employee's credit report from a consumer reporting agency. The Act identifies circumstances that permit a satisfactory credit history to be a job requirement, such as, the position's duties include custody of or unsupervised access to cash or marketable assets valued at \$2,500 or more.

¹⁸ [Insert the following](#) Optional sentence (775 ILCS 5/1-103(a) and 29 U.S.C. §631):

Age, as used in this policy, means the age of a person who is at least 40 years old.

¹⁹ [Insert the following](#) Optional provision (29 U.S.C. §§705(10)(A)-(B), (20)(C)(v), (20)(D) and 42 U.S.C. §12114):

Handicap and disability, as used in this policy, excludes persons:

1. Currently using illegal drugs;
2. Having a currently contagious disease or infection and who, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or who, by reason of the currently contagious disease or infection, are unable to perform the duties of the job; or
3. Whose current alcohol use prevents them from performing the job's duties or constitutes a direct threat to the property or safety of others.

Persons who have successfully completed or are participating in a drug rehabilitation program are considered *disabled*.

²⁰ Districts may not make residency in the district a condition of employment for teachers or educational support personnel. 105 ILCS 5/24-4.1, 5/10-23.5. This ban on residency requirements for teachers applies only to instructional personnel, and not, for example, to assistant principals. *Owen v. Kankakee Sch. Dist.*, 261 Ill.App.3d 298 (3rd Dist. 1994). Districts also may not ask an applicant, or the applicant's previous employer, whether the applicant ever received, or filed a claim for, benefits under the Workers' Compensation Act or Workers' Occupational Diseases Act. 820 ILCS 55/10(a). Districts are also prohibited from requiring, requesting, or coercing an employee or potential employee to provide a user name and password or any password or other related account information to gain or demand access to his or her personal online account. 820 ILCS 55/10(b), amended by P.A. 99-610. While the law does not prohibit employers from viewing public information, consult the board attorney before engaging in this practice.

²¹ School districts must accommodate mothers who choose to continue breastfeeding after returning to work. See 740 ILCS 137/, Right to Breastfeed Act; 820 ILCS 260/, amended by P.A. 100-1003, Nursing Mothers in the Workplace Act; and 29 U.S.C. §207(r), Fair Labor Standards Act. See sample language for a personnel handbook in 5:10-AP, *Workplace Accommodations for Nursing Mothers*.

²² 410 ILCS 130/40; 77 Ill.Admin.Code Part 946. To legally use medical cannabis, an individual must first become a *registered qualifying patient*. Their use of cannabis (e.g. permissible locations) is governed by the Compassionate Use of Medical Cannabis Pilot Program Act. 410 ILCS 130/, amended by P.A. 100-660. There are many situations in which no one, even a registered qualifying patient, may possess or use cannabis except as provided under *Ashley's Law* (105 ILCS 5/22-33, added by P.A. 100-660), including in a school bus or on the grounds of any preschool, or primary or secondary school. 410 ILCS 130/30(a)(2)(3), amended by P.A. 100-660. See [policy](#) 5:50, *Drug- and Alcohol-Free Workplace; Tobacco Prohibition*.

employee or applicant did not make a knowingly false accusation nor provide knowingly false information. ²³

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. ²⁴

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²³ 775 ILCS 5/6-101. Discrimination on the basis of a request for or use of a reasonable accommodation is a civil rights violation under the IHRA. *Id.* Most discrimination laws prohibit retaliation against employees who oppose practices made unlawful by those laws, including, for example, the EEOA, Title IX, ADA, ADEA, Victims' Economic Security and Safety Act, the ~~Ill. Equal Pay Act~~^{EPA}, and the Ill. Whistleblower Act.

The Ill. Whistleblower Act (IWA) specifically prohibits employers from retaliating against employees for: (1) disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation (740 ILCS 174/15(b)); (2) disclosing information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding where the employee has reasonable cause to believe that the information reveals a violation of a State or federal law, rule or regulation (740 ILCS 174/15(a)); (3) refusing to participate in an activity that would result in a violation of a State or federal law, rule, or regulation, including, but not limited to, violations of the Freedom of Information Act (740 ILCS 174/20); and (4) disclosing or attempting to disclose public corruption or wrongdoing (740 ILCS 174/20.1). The definition of retaliation is expanded to include *other retaliation* and *threatening retaliation*. 740 ILCS 174/20.1, 20.2.

The Ill. False Claims Act defines *State* to include school districts. 740 ILCS 175/2(a). Thus, boards may seek a penalty from a person for making a false claim for money or property. 740 ILCS 175/4. For information regarding the IWA and the tort of retaliatory discharge. See *Thomas v. Guardsmark*, 487 F.3d 531 (7th Cir. 2007)(discussing the elements of retaliatory discharge and IWA); *Sherman v. Kraft General Foods, Inc.*, 272 Ill.App.3d 833 (4th Dist. 1995)(finding employee who reported asbestos hazard had a cause of action for retaliatory discharge).

²⁴ Title IX regulations require districts to identify the name, address, and telephone number of the person who is responsible for coordinating the district's compliance efforts. The U.S. Dept. of Education's Office for Civil Rights prefers that school districts make Title IX information and coordinators visible to the community, and it has provided materials designed to remind schools of their obligation to designate a Title IX coordinator. These materials include: (a) a *Dear Colleague Letter on Title IX Coordinators*; (b) a *Letter to Title IX Coordinators* that provides them with more information about their role; and (c) a *Title IX Resource Guide* that includes an overview of Title IX's requirements with respect to several key issues. See www2.ed.gov/policy/rights/guid/ocr/title-ix-coordinators.html.

While the names and contact information are required by law to be listed, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored.

Nondiscrimination Coordinator 25:

_____ Name

_____ Address

_____ Email

_____ Telephone

Complaint Managers:

_____ Name

_____ Name

_____ Address

_____ Address

_____ Email

_____ Email

_____ Telephone

_____ Telephone

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks. 26

Minority Recruitment 27

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however,

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25 Sample policy 2:260, *Uniform Grievance Procedure*, states that a district’s Nondiscrimination Coordinator also serves as its Title IX Coordinator. Best practice is that throughout the district’s board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs.

26 In addition to notifying employees of the Uniform Grievance Procedure, a district must notify them of the person(s) designated to coordinate the district’s compliance with Title IX and the Rehabilitation Act of 1973. 34 C.F.R. §§106.8(a), 104.8(a). The Nondiscrimination Coordinator may be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as a Complaint Manager for policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information, to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and school board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

27 All districts must have a policy on minority recruitment. 105 ILCS 5/10-20.7a. Unlike minority recruitment efforts, affirmative action plans are subject to significant scrutiny because of the potential for reverse discrimination. The U.S. Constitution’s guarantee of equal protection prohibits school districts from using racial hiring quotas without evidence of past discrimination. See 29 C.F.R. §1608.1 *et seq.* (EEOC’s guidelines for affirmative action plans); *Wygant v. Jackson Bd. of Ed.*, 476 U.S. 267 (1986) (The goal of remedying societal discrimination does not justify race-based layoffs.); *City of Richmond v. J.A. Croson Co.*, 488 U.S. 469 (1989) (Minority contractor quota struck; quotas must be narrowly tailored to remedy past discrimination and the city failed to identify the need for remedial action and whether race-neutral alternatives existed.).

The IHRA states that it shall not be construed as requiring any employer to give preferential treatment or special rights based on sexual orientation or to implement affirmative action policies or programs based on sexual orientation. 775 ILCS 5/1-101.1.

does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.: 8 U.S.C. §1324a et seq., Immigration Reform and Control Act.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.
29 U.S.C. §206(d), Equal Pay Act.
29 U.S.C. §621 et seq., Age Discrimination in Employment Act.
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.
38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).
42 U.S.C. §1981 et seq., Civil Rights Act of 1991.
42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.
42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.
42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.
42 U.S.C. §2000e(k), Pregnancy Discrimination Act.
42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.
410 ILCS 513/25, Genetic Information Protection Act.
740 ILCS 174/, Ill. Whistleblower Act.
775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.
775 ILCS 35/5, Religious Freedom Restoration Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
820 ILCS 70/, Employee Credit Privacy Act.
820 ILCS 75/, Job Opportunities for Qualified Applicants Act.
820 ILCS 112/, Ill. Equal Pay Act of 2003.
820 ILCS 180/30, Victims' Economic Security and Safety Act.
820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300, (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Professional Personnel

Leaves of Absence 1

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave 2

Each full-time professional staff member is granted 10 days sick leave each school year at full pay. Unused days are allowed to accumulate to 180 days. Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice registered nurse who has a written collaborative agreement

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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. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. It also provides policy coverage for those professional personnel who are not included in a bargaining unit or have employment contracts with conflicting provisions. Alternatively, if the policy's subject matter is superseded by a bargaining agreement, the board policy may state, "Please refer to the applicable collective bargaining agreement."

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA), (29 U.S.C. §2612), amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (Pub.L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; (3) the serious health condition of an employee's spouse, parent, or child; (4) the employee's own serious health condition; (5) the existence of any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is on *covered active duty*; and (6) to care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee's FMLA entitlement. 29 C.F.R. §825.207. See policy 5:185, *Family and Medical Leave*.

A plethora of State laws grant leaves to employees of the State and municipalities but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

² The provisions in this section are required by 105 ILCS 5/24-6, amended by P.A. 100-513. Each specified number of days in this section is the statutory minimum. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements.

Consult the board attorney about the Employee Sick Leave Act, 820 ILCS 191/, added by P.A. 99-841, ~~eff. 1-1-17~~. It prohibits employers from limiting the use of sick time to an employee's own illnesses and allows employees to use employer-provided sick leave to care for an ill or injured *family member* or to attend a medical appointment with a family member. The law defines family members as a child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. *Id.* at 191/10(b). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury.

with a collaborating physician that authorizes the advanced practice [registered](#) nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway. ³

Child Bereavement Leave ⁴

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 ~~et seq.~~et seq.) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Sabbatical Leave ⁵

Sabbatical leave may be granted in accordance with the School Code.

Personal Leave ⁶

Professional staff members are granted one personal leave day per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

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³ 105 ILCS 5/24-6.

⁴ Child Bereavement Leave Act, 820 ILCS 154/, added by P.A. 99-703. These paragraphs discuss child bereavement leave. 820 ILCS 154/5, added by P.A. 99-703, defines an *eligible employee* under the same terms as an employee under FMLA (29 U.S.C. 2601 ~~et seq.~~et seq.). See *f/n 1* above.

The Act also provides that the leave must be completed within 60 days of the employee learning of the death of his or her *child*, as defined by 820 ILCS 154/, added by P.A. 99-703. However, that 60 day limitation does not apply where more than one child dies in a 12-month period. There may be times where an employer may want to grant more than 10 unpaid work days, e.g., when a deceased child lived in a foreign country, etc. Consult the board attorney to resolve the complexities of determining whether an employee is an eligible employee under the FMLA that would trigger this Act.

⁵ State law provides guidelines for sabbatical leaves but does not require boards to offer them. 105 ILCS 5/24-6.1.

⁶ State law does not address personal leave. It is not uncommon for professional staff to be granted more than one day of personal leave a year.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal three days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last five days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

Leave of Absence Without Pay 7

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Leave to Serve as an Election Judge 8

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Child-Rearing Leave 9

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave

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⁷ State law does not address leaves of absence without pay other than stating that a mutually agreed leave will not affect a teacher's contractual continued service. 105 ILCS 5/24-13.

⁸ This paragraph restates 10 ILCS 5/13-2.5. The statute does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *calendar* days is found in 10 ILCS 5/1-6; support for it being *business* days is found in 10 ILCS 5/1-3.

Rather than duplicate the statute's requirements in separate policies, ~~board~~-policy 5:330, *Educational Support Personnel—Sick Days, Vacation, Holidays, and Leaves*, grants the leave to support personnel on the terms applicable to professional staff.

⁹ The School Code does not address child-rearing. FMLA grants eligible employees a combined total of 12 weeks each year, with exceptions for teachers at the end of the school year, for, among other things, a child's: (1) birth and first-year care, and (2) adoption or foster placement (see policy 5:185, *Family and Medical Leave*). Districts not covered by the FMLA must treat a request for child-care leave to care for an adopted infant on terms comparable to those given biological mothers. McWright v. Alexander, 982 F.2d 222 (7th Cir. 1992³).

exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy. **10**

A teacher must request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date.¹¹ The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess. **12**

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military **13**

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly Leave **14**

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense **15**

The Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

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10 Districts offering a child-rearing or maternity leave must be very careful not to violate anti-discrimination laws. Districts can prohibit pregnant teachers from combining paid disability leave with an unpaid maternity leave, provided that non-pregnant teachers are likewise prohibited from combining a paid disability leave with an unpaid general leave of absence. *Maganuco v. Leyden Comm. High Sch. Dist.* 212, 939 F.2d 440 (7th Cir., 1991); *U.S. v. Consol. High Sch. Dist. 230*, 983 F.2d 790 (7th Cir. 1993); *E.E.O.C. v. Elgin Teachers' Ass'n.*, 780 F.Supp. 1195 (N.D.Ill. 1991). A sick leave bank exclusion of maternity benefits violates Title VII. *U.S. v. Consol. High Sch. Dist. 230*, *supra*.

11 The length of the notice - here 90 days - is *not* covered by State or federal law. If an employee fails to provide this notice, the employee still has the right to request a family and medical leave which has a much shorter notice requirement (see policy 5:185, *Family and Medical Leave*), and could be followed by a child-rearing leave.

12 For a high school, omit "the first day of school after winter recess" and insert "at the semester break." Alternatively, the board may want to be more flexible by stating:

Every effort shall be made to have the leave minimally interrupt instructional continuity by ending . . .

13 Required by: the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 5/24-13.1); the [Service Member Employment and Reemployment Rights Act \(330 ILCS 61/\)](#), [Military Leave of Absence Act \(5 ILCS 325/\)](#), [added by P.A. 100-1101, streamlining several job-related protection laws into one statute, mandating added mandatory leave for active service, "other training or duty required by the United States Armed Forces"](#) and [requiring](#) the public employer to make up the difference between military pay and regular compensation); [Service Member's Employment Tenure Act \(330 ILCS 60/4\)](#); [Public Employee Armed Services Rights Act \(5 ILCS 330/4\)](#); [National Guard Employment Rights \(20 ILCS 1805/30.20\)](#); and [the Uniformed Services Employment and Reemployment Rights Act \(38 U.S.C. §4301 et seq.\)](#).

14 Required by 105 ILCS 5/24-13.

15 State law provides guidelines for Dept. of Defense leaves but does not require boards to offer them. 105 ILCS 5/24-13.1.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours.¹⁶ Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave. ¹⁷

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act. ¹⁸

Leaves for Victims of Domestic or Sexual Violence ¹⁹

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, or (2) has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period.²⁰ Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.). ²¹

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¹⁶ 820 ILCS 147/15.

¹⁷ *Id.* The school visitation leave entitlement applies to both professional and educational support personnel. Rather than duplicate its requirements in separate policies, board-policy 5:330, *Educational Support Personnel—Sick Days, Vacation, Holidays, and Leaves*, grants the leave on the same terms applicable to professional staff.

¹⁸ 820 ILCS 147/.

¹⁹ Required by the Victims' Economic Security and Safety Act, (VESSA): (820 ILCS 180/ and 56 Ill.Admin.Code §280). While the law applies to all school districts (820 ILCS 180/10(10), amended by P.A. 99-765), the number of employees determines the number of total workweeks of leave available during any 12-month period (820 ILCS 180/20(a)(2)), amended by P.A. 99-765-~~eff. 1-1-17~~. The term *employee* includes part-time workers. The Ill. Dept. of Labor must furnish to all employers a notice summarizing the law's requirements (*Your Rights Under Illinois Employment Laws* at: www.illinois.gov/idol/Employers/Documents/flsposter.pdf). All districts must post this notice in a conspicuous place where notices to employees are customarily posted.

²⁰ If the district employs fewer than 50 employees, it may substitute the following sentence: "Accordingly, if the District employs at least 15 but not more than 49 employees, an employee is entitled to a total of eight work weeks of unpaid leave during any 12-month period." 820 ILCS 180/20(a)(2).

If the district employs at least one but not more than 14 employees, it may substitute the following sentence: "Accordingly, if the District employs at least one but not more than 14 employees, an employee is entitled to a total four (4) work weeks of leave during any 12-month period." 820 ILCS 180/20(a)(2), amended by P.A. 99-765-~~eff. 1-1-17~~.

²¹ VESSA states that an employee does not have a right to take unpaid leave that exceeds the unpaid leave time allowed under the FMLA. 820 ILCS 180/20(a)(2). Section 25 creates an ambiguity by stating, "[t]he employer may not require the employee to substitute available paid or unpaid leave for [leave available to victims of domestic or sexual violence]." 820 ILCS 180/25. Contact the board attorney for advice resolving this ambiguity.

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations,²² (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3,²³ and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2. ²⁴

LEGAL REF.: 10 ILCS 5/13-2.5
20 ILCS 1805/30.1 *et seq.*
105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
820 ILCS 147/, School Visitation Rights Act.
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (~~Educational Support Personnel—Sick Days, Vacation, Holidays, and Leaves~~)

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²² Required by 105 ILCS 5/24-13.

²³ Required by 105 ILCS 5/24-6.3. See [policy 5:330](#), ~~*Educational Support Personnel—Sick Days, Vacation, Holidays, and Leaves*~~, for the leave for an elected trustee for the Ill. Municipal Retirement Fund.

²⁴ Required by 105 ILCS 5/24-6.2.

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves 1

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave 2

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular

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This policy is consistent with the minimum requirements of State law. The local collective bargaining agreement may contain provisions that exceed these requirements. The introductory paragraph recognizes that an applicable collective bargaining agreement or individual employment contract will supersede a conflicting provision of the policy. Alternatively, if the policy’s subject matter is superseded by a bargaining agreement, the board policy may state, “Please refer to the applicable collective bargaining agreement.”

Districts must coordinate leaves provided by State law and the local bargaining agreement with the leave granted by the Family and Medical Leave Act (FMLA), (29 U.S.C. §2612), amended by Sec. 565 of the National Defense Authorization Act for Fiscal Year 2010 (Pub.L. 111-84). The FMLA grants eligible employees 12 weeks unpaid leave each year for: (1) the birth and first-year care of a child; (2) the adoption or foster placement of a child; (3) the serious health condition of an employee’s spouse, parent, or child; (4) the employee’s own serious health condition; (5) the existence of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is on (or has been notified of an impending call to) *covered active duty* in the Armed Forces; and (6) to care for the employee’s spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness. The definition of *covered servicemember* includes a veteran “who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness” if the veteran was a member of the Armed Forces “at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.” Districts are permitted to count paid leave (granted by State law or board policy) taken for an FMLA purpose against an employee’s FMLA entitlement. 29 C.F.R. §825.207. See [policy 5:185, Family and Medical Leave](#).

A plethora of State laws grant leaves to employees of the State and municipalities, but are not applicable to school districts, including the Employee Blood Donation Leave Act (820 ILCS 149/), Local Government Disaster Service Volunteer Act (50 ILCS 122/), Organ Donor Leave Act (5 ILCS 327/), and Civil Air Patrol Leave Act (820 ILCS 148/).

² This section contains the minimum benefits provided by 105 ILCS 5/24-6. Each specified number of days in this section is the statutory minimum. The School Code does not address whether an employee’s 10 paid sick leave days are available upon employment, accrued over months, or after working for a certain period of time, e.g., one year. Also be aware that the Employee Sick Leave Act (820 ILCS 191/, added by P.A. 99-841) allows employees to use employer-provided sick leave to care for an ill or injured *family* member or to attend a medical appointment with a family member. The law defines family members as a child, stepchild, spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent, or stepparent. *Id.* at 191/10(b). Leave may be taken under the same terms for which the employee would be permitted to take leave for his or her own illness or injury. Before adopting this policy or applying its provisions, the district should examine any applicable bargaining agreements. Strict accounting of unused sick days is important to avoid:

1. Employees accumulating sick time on a full-time basis when they are truly working part-time hours;
2. Inconsistent treatment; and
3. Inaccurate reporting to IMRF (credit is given for full day unused sick days upon retirement). 40 ILCS 5/7-139(a)(8).

workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. ³

Sick leave is defined in State law as personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway. ⁴

Vacation 5

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

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³ As this policy is consistent with the minimum requirements of State law, this provision on the maximum number of sick days that may be accumulated is based on the minimum number required as stated in 105 ILCS 5/24-6. The number may be increased to meet or exceed the number IMRF will recognize for retirement credit purposes. The following alternative does this: "Unused sick leave shall accumulate to the maximum number of days that IMRF will recognize for retirement credit purposes."

The following optional provisions apply to boards that want to address the IMRF's requirement that public bodies must have a written plan allowing eligible employees to convert their eligible accumulated sick leave to service credit upon their retirement. See 40 ILCS 5/7-139(a)(8). See also IMRF General Memorandum #555 at:

www.imrf.org/en/publications-and-archive/general-memos/2007-general-memos/general-memo-555).

Option 1: No collective bargaining agreement applies and the board wants to publicize its written plan. Insert the following sentence: This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

Option 2: A local collective bargaining agreement contains the written plan and the board wants to publicize it. Insert the following sentence: Please refer to the applicable collective bargaining agreement(s) for the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon an employee's retirement under the Illinois Municipal Retirement Fund.

Option 3: A district maintains two separate sick leave plans, one for employees under a collective bargaining agreement, and one for non-unionized employees. Insert the text for both Option 1 and Option 2.

Note: If Options 1, 2, or 3 are chosen, add 40 ILCS 5/7-139 to the Legal References. If the board does not have a written sick leave plan for purposes of IMRF sick leave to service credit conversion or does not wish to include it in the policy, do not include any of the options above or add the citation to the Legal Reference.

⁴ 105 ILCS 5/24-6, amended by P.A. 100-513.

⁵ State law does not require districts to give employees vacations.

| <u>Length of Employment</u> | | <u>Monthly Accumulation</u> | <u>Maximum Vacation Leave Earned Per Year</u> |
|-----------------------------|----------------|-----------------------------|---|
| <u>From:</u> | <u>To:</u> | | |
| Beginning of year 2 | End of year 5 | 0.83 Days | 10 Days per year |
| Beginning of year 6 | End of year 15 | 1.25 Days | 15 Days per year |
| Beginning of year 16 | End of year | 1.67 Days | 20 Days per year |

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation. ⁶

Holidays ⁷

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, District employees will not be required to work on:

| | |
|-----------------------------------|------------------|
| New Year's Day | Labor Day |
| Martin Luther King Jr.'s Birthday | Columbus Day |
| Abraham Lincoln's Birthday | Veteran's Day |
| Casimir Pulaski's Birthday | Thanksgiving Day |
| Memorial Day | Christmas Day |
| Independence Day | |

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave ⁸

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal three days before the requested date.

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⁶ Required by 820 ILCS 115/5 and 56 Ill.Admin.Code §300.520 (Earned Vacations).

⁷ Holidays are listed in 105 ILCS 5/24-2. For information on the waiver process, see 2:20-E, *Waiver and Modification Request Resource Guide*. Holidays not specified in the statute may be added to the policy; however, boards adding additional holidays should monitor and review to ensure the list remains current.

A State-mandated school holiday on *Good Friday* is unconstitutional according to *Metzl v. Leininger*, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may be permissible for those districts able to demonstrate that remaining open would be a waste of educational resources because of widespread absenteeism. Also, districts may be able to close school on Good Friday by adopting a *spring holiday* rationale or ensuring that it falls within spring break. School districts should discuss their options, including the collective bargaining implications, with their board attorney.

⁸ State law does not address personal leave. It is not uncommon for boards to grant educational support personnel the same number of personal leave days as are granted to professional staff.

2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last five days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3. ⁹

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly. ¹⁰
2. School Visitation Leave. ¹¹
3. Leaves for Victims of Domestic or Sexual Violence. ¹²
4. Child Bereavement Leave. ¹³
5. Leave to serve as an election judge. ¹⁴

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⁹ Required by 105 ILCS 5/24-6.3. A similar leave exists for an elected trustee for the Ill. Teachers' Retirement System. See 5:250, *Professional Personnel—Leaves of Absence*.

¹⁰ Military leave is governed by: ~~the School Code (105 ILCS 5/10-20.7b, 5/24-13, and 13.1); the Service Member Employment and Reemployment Rights Act (330 ILCS 61/), Military Leave of Absence Act (5 ILCS 325/), added by P.A. 100-1101, streamlining several job-related protection laws into one statute, mandating added mandatory leave for active service "other training or duty required by the United States Armed Forces" and to requireing the public employer to make-up the difference between military pay and regular compensation); Service Member's Employment Tenure Act (330 ILCS 60/4); Public Employee Armed Services Rights Act (5 ILCS 330/4); National Guard Employment Rights (20 ILCS 1805/30.20); and the Uniformed Services Employment and Reemployment Rights Act (38 U.S.C. §4301 et seq.).~~

Granting General Assembly leave to ESPs is optional.

¹¹ 820 ILCS 147/. See policy 5:250, *Professional Personnel—Leaves of Absence*, and 5:250-AP, *School Visitation Leave*.

¹² Required by Victims' Economic Security and Safety Act (820 ILCS 180/, amended by P.A. 99-765) and 56 Ill.Admin.Code §280. Important information about this leave is discussed in f/ns 19 and 20 of 5:250, *Professional Personnel—Leaves of Absence*.

¹³ 820 ILCS 154/, added by P.A. 99-703. Important information about this leave is discussed in f/n 4 of 5:250, *Professional Personnel—Leaves of Absence*.

¹⁴ 10 ILCS 5/13-2.5.

LEGAL REF.: 20 ILCS 1805/30.1 et seq.
105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
820 ILCS 147, School Visitation Rights Act.
~~and 180/.~~
820 ILCS 154/, Child Bereavement Leave Act.
820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); Elder v. Sch. Dist.
No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (~~Professional Personnel—Leaves of Absence~~)

DRAFT

Instruction

School Accountability 1

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work.² To fulfill that purpose, the Illinois State Board of Education (ISBE) prepared *State Goals for Learning* with accompanying *Illinois Learning Standards*.³

The School Board gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and Illinois State Board of Education (ISBE) rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.⁴
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's *Multiple Measure Index* and corresponding *Annual Measurable Objective* provided by ISBE.⁵

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

² 105 ILCS 5/27-1.

³ 23 Ill.Admin.Code §1, Appendix D.

⁴ 105 ILCS 5/2-3.25 - 2-3.25b, amended by P.A. 100-1046; 23 Ill.Admin.Code §§1.10(a) and 1.20.

⁵ 105 ILCS 5/2-3.25a, amended by P.A.s 99-193, and P.A. 99-657, and 100-1046; 5/2-3.25d, amended by P.A. 99-193; 5/2-3.64a-5, amended by P.A. 100-1046; 105 ILCS 5/2-3.25a, amended by P.A. 99-193 significantly revised the system of standards for school districts and schools, and 105 ILCS 5/2-3.25a, amended by P.A. 99-657, then delayed certain implementation dates by one school year, and 105 ILCS 5/2-3.25a, amended by P.A. 100-1046, further revised the system of standards for school districts and schools. ISBE must establish recognition standards for student performance and school improvement for all districts and their individual schools. The recognition standard must be an outcome based, balanced accountability measure. Subject to funding, the balanced accountability measure must focus on student performance and, beginning in the 2017-18 school year for some districts and for all districts by the 2022-23 school year, professional practice. The student performance component must focus on student outcomes and closing the achievement gaps using a Multiple Measure Index and Annual Measurable Objectives. ISBE must establish a Multiple Measure Index and Annual Measurable Objectives for each school that address the school's overall performance in terms of both academic success and equity (105 ILCS 5/2-3.25d(a), amended by P.A. 99-193). A process for assistance, remediation, and intervention exists for low-performing districts known as priority and focus districts, as those terms are defined by 105 ILCS 5/2-3.25d-5, added by P.A. 99-193 (105 ILCS 5/2-3.25e-5 and 5/2-3.25f, amended by P.A. 99-193). ISBE must outline accountability measures in its State plan that it submits to the U.S. Dept. of Education under the Every Student Succeeds Act (ESSA) (Pub. L. 114-95). If ESSA ceases to require a state plan, then ISBE must develop a written plan in consultation with the Ill. Balanced Accountability Measure (IBAM) Committee. 105 ILCS 5/2-3.25a, amended by P.A.s 99-193, 99-657, and 100-1046.

3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation. ⁶
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law. ⁷
5. In accordance with ~~See 105 ILCS 5/2-3.153 of the School Code~~, annually administer ~~at least biennially~~ a climate survey ~~of learning conditions~~ on the instructional environment within the school to, at minimum, students in grades ~~64~~ through 12 and teachers. ⁸

5E

LEGAL REF.: 105 ILCS 5/2-3.25, 5/2-3.25a, 5/2-3.25b, 5/2-3.25c, ~~5/2-3.25d~~, 5/2-3.25d-5, 5/2-3.25e-5, 5/2-3.25f, 5/2-3.25f-5, 5/2-3.63, 5/2-3.64a-5, 5/2-3.153, 5/10-21.3a, and 5/27-1.
23 Ill.Admin.Code Part 1, Subpart A: Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

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⁶ The requirements around district and school improvement plans are unknown until ISBE revises its rules following P.A.s 99-193 and 100-1046. This Public Act P.A. 99-193 deleted the requirements concerning improvement plans as well as the sanctions for failing to make adequate yearly progress ~~(contained in 105 ILCS 5/2-3.25d amended by P.A. 99-193), but then P.A. 100-1046 repealed 105 ILCS 5/2-3.25d in its entirety.~~ 105 ILCS 5/2-3.25f continues to state that ISBE “shall provide technical assistance to assist with the development and implementation of School and District Improvement Plans” and that schools or districts “that fail to make reasonable efforts to implement an approved Improvement Plan may suffer loss of State funds by school district, attendance center, or program as the State Board of Education deems appropriate.”

⁷ 105 ILCS 5/10-17a, amended by P.A.s 99-193, 100-807, and 100-1121. Districts must present the report card at a regular board meeting, post it on the district’s website, make it available to newspapers of general circulation in the district, notify parents/guardians of its availability on the district’s website, provide it to parents/guardians on request, submit it to the regional superintendent or appropriate Intermediate Service Center, and otherwise disseminate it as required by State law. See 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records.

⁸ Required by 105 ILCS 5/2-3.153, ~~amended by P.A. 100-1046,~~ and 23 Ill.Admin.Code §1.97. The State Superintendent must publicly report on ~~selected~~ the survey indicators of learning conditions resulting from the administration of the instrument at the individual school, district, and State levels. A district may use an alternate learning instrument approved by the State Superintendent at its own cost. These survey instruments are authorized by July 1 each year and posted at: www.isbe.net/Pages/5Essentials-Survey.aspx. (23 Ill.Admin.Code §1.97(g)(1)-(2)). To use an alternate survey instrument, the district must submit a form developed for this purpose and posted at www.isbe.net/Pages/5Essentials-Survey.aspx to the State Superintendent ~~on or before a date established by August 1~~ the State Superintendent each year. ~~(Id.)~~

Insert the following sentence for districts that administer an alternate survey of learning conditions at their own cost: “The District has elected to use an alternate climate survey of learning conditions instrument.”

Instruction

Student Social and Emotional Development 1

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions. ²

The Superintendent shall incorporate SEL into the District's curriculum and other educational programs consistent with the District's mission and the goals and benchmarks of the Ill. Learning Standards.³ The Ill. Learning Standards include three goals for students: ⁴

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The incorporation of SEL objectives into the District's curriculum and other educational programs may include but is not limited to: ⁵

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based,

application of...

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¹ State law requires this subject matter be covered by policy (405 ILCS 49/15(b)), and; it required districts to submit it to ~~the Ill. State Board of Education (-ISBE) once~~ by 8/31/04.

² This text paraphrases See the definition in the Ill. Children's Mental Health Partnership's *Strategic Plan for Building a Comprehensive Children's Mental Health System in Illinois*, pg. 73, Appendix C, starting at pg. 69 at website: http://icmhp.org/wordpress/wp-content/uploads/2015/12/ICMHP_CMH-Strategic_Plan.pdf
www.icmhp.org/initiatives/SocialandEmotionalStandards.htm.

³ Required by the Children's Mental Health Act of 2003, 405 ILCS 49/. ISBE incorporated social and emotional development standards into the Ill. Learning Standards. For more information see: www.isbe.net/pages/social-emotional-learning-standards.aspx
www.isbe.net/ils/social_emotional/standards.htm. School social workers may implement a continuum of social and emotional education programs and services in accordance with students' needs, (405 ILCS 49/15(b), amended by P.A. 98-338).

⁴ 105 ILCS 5/2-3.147, added by P.A. 95-558 and repealed by P.A. 99-302, created the Ensuring Success in School Task Force. Supervised by ISBE, this task force developed policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence; the goal is to encourage these students to stay in school, stay safe while in school, and successfully complete their education. School boards and superintendents may want to create their own study group to prepare for implementing of the task force's policies, procedures, and protocols. A report of the task force's findings was made to the General Assembly and is available here:

<http://povertylaw.org/advocacy/women/pubs/essa-task-force-report>
[povertylaw.org/sites/default/files/webfiles/final_essa_task_force_report_with_appendix%20\(1\).pdf](http://povertylaw.org/sites/default/files/webfiles/final_essa_task_force_report_with_appendix%20(1).pdf).

⁵ The goals, along with their benchmarks, performance descriptors and indicators are available at [the link in f/n 3, above](#);

www.isbe.net/ils/social_emotional/pdf/SEL_goal1.pdfThe specific listing of indicators is listed at www.isbe.net/learningsupports/html/conditions.htm. The Ill. Children's Mental Health Partnership provides a more visual listing of the SEL Learning Standards in its links to Goals 31, 32 & 33 at: www.icmhp.org/initiatives/SocialandEmotionalStandards.htm

⁵ The objectives are a matter of local school board discretion. A board may replace the sample objectives with its own local objectives. This sample policy lists the ~~ISBE's SEL goals found on ISBE's website cited in f/n 3, above~~suggested core components of a comprehensive social and emotional development policy, available on ISBE's website at: www.isbe.net/spee-ed/pdfs/cmh_core_components.pdf.

age-and-culturally appropriate classroom instruction, District-wide, and school-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.

2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it. ⁶
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it. ⁷
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and early intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning. ⁸
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance. ⁹

*
Fastbridge
(AIMS +
SEL screener
component)

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⁶ See SEL resources to support instruction of the Ill. Learning Standards at: ~~trainers for each region in Ill. are listed here:~~

www.ilclassroomsinaction.org/. www.icmhp.org/initiatives/SELTrainingandSupport.htm.

⁷ The Ill. Children's Mental Health Partnership provides [family resources](#) ~~SEL Parent Newsletters~~ at:

<http://icmhp.org/icmhp-help-guide/family-resources/>

www.icmhp.org/initiatives/SELresources.html.

⁸ The Ill. Children's Mental Health Partnership provides information about Early Childhood Mental Health Consultation at: <http://icmhp.org/icmhp-in-action/projects/early-childhood-mental-health-consultation-project-tier/>.

www.icmhp.org/initiatives/earlychildeconsult.html

⁹ For information on this objective, see ISBE's Comprehensive System of Learning Supports at:

www.isbe.net/Pages/Learning-Supports.aspx

www.isbe.net/learningsupports/.

Information about school climate is available from ISBE at: www.isbe.net/Pages/School-Climate.aspx.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/.

CROSS REF.: 1:30, (School District Philosophy), 6:10 (Educational Philosophy and Objectives), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

DRAFT

Instruction

Remote Educational Program 1

The Superintendent shall develop, maintain, and supervise a remote educational program consistent with ~~105 ILCS 5/Section 10-29 of the School Code~~. The remote educational program shall provide an opportunity for qualifying students to participate in an educational program delivered by the District in a location outside of a school.

The remote educational program shall: 2

1. Align its curriculum with the Illinois ~~State~~ Learning Standards and Board policies 6:10, *Educational Philosophy and Objectives* and 6:15, *School Accountability*.
2. Offer instruction and educational experiences consistent with those given to students at the same grade level in the District through compliance with Board policies 6:30, *Organization of Instruction* and 6:300, *Graduation Requirements*.
3. Provide instructors that meet the teacher qualifications in Board policy 5:190, *Teacher Qualifications*. Instructors are responsible for the following elements of the program: 3
 - a. Planning instruction,
 - b. Diagnosing learning needs,
 - c. Prescribing content delivery through class activities,
 - d. Assessing learning,
 - e. Reporting outcomes to administrators and parents/guardians, and
 - f. Evaluating the effects of instruction.

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¹ This policy is optional, but school boards that wish to implement a remote educational program must adopt a policy with statutorily-prescribed content. 105 ILCS 5/10-29, *amended by P.A. 100-1046*. Before adopting this policy school officials should consider how a remote educational program fits into the district's mission statement for instruction. School officials should consult the board attorney and a representative from the Ill. State Board of Education (ISBE) for advice when implementing this program. A remote educational program will be subject to ISBE rules ~~if and whenever~~ ISBE promulgates and adopts them.

The Illinois Virtual School (IVS) qualifies as an educational program delivered by the district in a location outside of a school because, as stated on ISBE's website, "[A]ll students enroll in the Illinois Virtual School (IVS) through their regular school. The student's school (public or private) must first agree to participate in IVS." See the IVS website at www.ilvirtual.org/partner-schools www.ilvirtual.org/schools/index.cfm.

Homes or other locations outside of a school building for remote educational programs are not "public school facilities." 105 ILCS 5/10-29(e).

² Item #1 in the following list is a statutory remote educational program requirement. 105 ILCS 5/10-29(a)(2). The Illinois Ill. State Learning Standards may be found at: www.isbe.net/Pages/Learning-Standards.aspx and 23 Ill.Admin.Code §1, App. D. See also, 105 ILCS ~~5/2-3.25d~~ and 5/27-1.

Item #2 in the following list is also a statutory remote educational program requirement. 105 ILCS 5/10-29(a)(2).

³ Statutory remote educational program requirement. 105 ILCS 5/10-29(a)(3). Consult the board attorney for advice because the listed statutory responsibilities for instructors of remote educational programs may impact wages, hours, and terms and conditions of employment. In addition, 105 ILCS 5/10-29(d) requires these responsibilities to be subject to local collective bargaining agreements. When the district has an applicable collective bargaining agreement, replace item # 3 in the policy with the following sentence for those covered employees:

Provide instructors that meet the teacher qualifications in Board policy 5:190, *Teacher Qualifications*. Instructors are responsible for the elements of the program consistent with the applicable collective bargaining agreement.

For employees not covered by a collective bargaining agreement, the law controls and the policy should reflect the board's additional local remote education requirements, if any.

4. Provide a remote educational program anytime during the period of time from and including the opening date to the closing date of the District's regular school term. It may operate on any calendar day, notwithstanding whether it is a student attendance day or institute day on the ~~School~~ District's calendar or any other provision of law restricting instruction on that day. The District's regular school term is established by Board policies 2:20, *Powers and Duties of the School Board; Indemnification*, and 6:20, *School Year Calendar and Day*. The remote educational program may be offered outside of the regular school term as part of any authorized summer school program. ⁴
5. ~~Calculate the~~ Establish a system to determine student participation number of clock hours a student participates in instruction in alignment with Board policy 6:20, *School Year Calendar and Day*. ⁵
6. Limit participation to students who are juniors or seniors or demonstrate individual educational need(s). Approval of students in the program will be on a space-available basis. ⁶
7. Authorize the Superintendent or designee to approve students for participation in the program when the student shows evidence of: ⁷
 - a. Enrollment in the District pursuant to Board policies 7:60, *Residence* and 7:30, *Student Assignment and Intra-District Transfer*.
 - b. Prior approval from their individualized educational program (IEP) team, if applicable.
 - c. How the remote educational program best serves the student's individual learning needs.

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

⁴ Statutory remote educational program requirement. 105 ILCS 5/10-29(a)(4) and 5/10-19. Delete the last sentence if the district will not offer the remote educational programs during summer. If the district holds year-round classes in some buildings, it must classify each student's participation in the remote educational program as either on a year-round or a non-year-round schedule for purposes of claiming general State aid evidence-based funding.

⁵ Statutory remote educational program requirement that must be covered in policy: 105 ILCS 5/10-29(a)(1)(E), amended by P.A. 100-1046. Student participation in the Clock hours of instruction by students in through a remote educational program meeting the requirements of 105 ILCS 5/10-29 may be claimed for evidence-based funding purposes for instruction under 105 ILCS 5/18-8.15 on any calendar day general State aid purposes in accordance with and subject to the limitations of Section 18.8.05 of the School Code. 105 ILCS 5/10-29(ae)(4). Alternatively, a remote educational program may also be used for instruction delivered to a student in the home or other location outside of a school building that is not claimed for general State aid evidence-based funding purposes. 105 ILCS 5/10-29(f), amended by P.A. 100-1046.

⁶ Must be covered in policy if any limitations on participation are imposed. 105 ILCS 5/10-29(a)(1)(B). This language is a suggestion for limitation on participation. Replace this sentence with the district's specific limitations regarding the number of students or grade levels that may participate in a remote educational program. If a district has no limitations this sentence may be deleted.

⁷ The introductory phrase must be covered in policy. 105 ILCS 5/10-29(a)(1)(C). If a district has its own description of the process it will use to approve participation in the remote educational program, replace this sentence with the district's language.

^{7a} is a statutory remote educational program requirement. 105 ILCS 5/10-29(a)(6).

^{7b} is a statutory remote educational program requirement that must be covered in policy. 105 ILCS 5/10-29(a)(1)(C). The district must ensure that the student receives all programming and related services required in his or her IEP. 23 Ill.Admin.Code §226.360. The law is silent whether a student who has a plan under Section 504 of the federal Rehabilitation Act of 1973 (504 plan) needs prior approval, but the student's remote educational plan must deliver content in a manner consistent with the student's 504 plan.

^{7c} is a statutory remote educational program requirement that must be covered in policy. 105 ILCS 5/10-29(a)(1)(A). A student and his or her parent/guardian will need to inform the district of how a remote educational program will best serve the student's individual learning needs.

^{7d} must be covered in policy. 105 ILCS 5/10-29(a)(1)(A). It may be customized, but the language must address, at a minimum, consideration of a student's prior attendance, disciplinary record, and academic history. The board may want to require the same minimum GPA standards that it requires for eligibility to participate in interscholastic activities. See also 6:270, *Guidance and Counseling Program*.

- d. A consistent, appropriate attendance record, no disciplinary record, and a 2.5 minimum grade point average.
8. Include a process for developing and approving a written remote educational plan for each student participating in the program. ⁸
9. Require students to complete their participation in the program within 12 months, unless the student's participation is extended by the District. ⁹
10. Require students to participate in all assessments administered by the District pursuant to State and federal law and Board policy 6:340, *Student Testing and Assessment Program*. ¹⁰
11. Align with the requirements of Board policy 7:340, *Student Records*. ¹¹
12. Comply with other State and federal laws and align with all applicable Board policies. This includes the Superintendent submitting a copy of this policy to the Illinois State Board of Education along with any amendments to it and any data on student participation. ¹²
13. Be monitored by the Board pursuant to Board policy 2:240, *Board Policy Development*, and included as a topic for discussion in the annual report required by Board policy 6:10, *Educational Philosophy and Objectives*. It shall include a discussion of the process for renewal of the program when applicable. ¹³

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

⁸ Statutory remote educational program requirement that must be covered in policy. 105 ILCS 5/10-29(a)(1)(D). A written remote educational plan must meet the requirements of 105 ILCS 5/10-29(a)(5). It must be approved by the school district and a person authorized to enroll the student under 105 ILCS 5/10-20.12b. Any amendments to a student's written remote educational plan must also be approved in the same manner. See f/n ⁹ and ¹³ for a discussion of the length of a written remote educational plan.

⁹ Statutory remote educational program requirement. 105 ILCS 5/10-29(a)(7). A district may extend participation longer than 12 months when it: (1) evaluates the student's progress in the program, (2) determines that the student's continuation in the program will serve the student's individual learning needs, and (3) amends the student's remote educational plan, addressing any changes for the upcoming term of the program.

¹⁰ Statutory remote educational program requirement. *Id.* at 10-29(a)(6).

¹¹ Remote educational programs present specific student records and privacy issues that should be examined with the board attorney. Both federal (Family Educational Rights and Privacy Act, 20 U.S.C. §1232g) and State (Illinois Ill. School Student Records Act, 105 ILCS 10/) laws govern student school records and these laws differ in many respects.

¹² The first sentence is a statutory remote educational program requirement that must be covered in policy. 105 ILCS 5/10-29(a)(1)(G). Consult the board attorney to discuss other issues that may pertain to the district's specific circumstances. The second sentence is a statutory remote educational program requirement. 105 ILCS 5/10-29(g). The law provides no guidance how to accomplish this requirement other than granting ISBE rulemaking authority. 105 ILCS 5/10-29(h).

¹³ Must be covered in policy. 105 ILCS 5/10-29(a)(1)(F). A description of the process for renewing a remote educational program at the expiration of its *term* is required. Dual uses of the word *term* occur in this law. Depending upon the type of remote educational program, *term* suggests the district's entire remote educational program may need renewal from time to time. The Act provides little guidance other than that the district must describe the process in its policy. The annual report required by Board policy 6:10, *Educational Philosophy and Objectives*, is one option to describe the process. Replace this sentence with the district's language if a different process is developed.

105 ILCS 5/10-29(a)(7) also references *term*. There, *term* requires that a student's "written remote educational plan" not extend the student's participation in the remote educational program longer than 12 months, unless the district extends participation. See f/n ⁹ for further discussion.

LEGAL REF.: 105 ILCS 5/10-29.
23 Ill.Admin.Code §226.360.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 2:240 (Board Policy Development), 5:190 (Teacher Qualifications), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:30 (Organization of Instruction), 6:300 (Graduation Requirements), 6:340 (Student Testing and Assessment Program), 7:30 (Student Assignment and Intra-District Transfer), 7:60 (Residence), 7:340 (Student Records)

DRAFT

Students

Teen Dating Violence Prohibited ¹

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

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

1. Fully implements and enforces each of the following Board policies: ⁵
 - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals: ⁶

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

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

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

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

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

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

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

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

GCN
module
does
some

next step--
train staff

- 7:20

- 7:180

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

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

⁷ *Id.* at f/ns 5 & 6. Sexual violence is one listed component of teen dating violence. (105 ILCS 110/3.10 (a) ~~added by P.A. 98-190~~). Sexual violence has also been found by the Ill. Gen. Assembly to be a component of bullying and school violence. (105 ILCS 5/27-23.7). Thus, identifying *any school staff member* is consistent with 7:180-AP1, *Prevention, Identification, Investigation, and Response to Bullying*, which uses the student-friendly reporting system outlined in 7:180-AP1, E2, *Be a Hero by Reporting Bullying*.

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

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

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

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

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

Incorporated
by Reference: 7:180-AP1, (Prevention, Identification, Investigation, and Response to Bullying)

LEGAL REF.: 105 ILCS 110/3.10.

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

DRAFT

Community Relations

Parental Involvement ¹

In order to assure collaborative relationships between students' families and the District, and to enable parents/guardians to become active partners in their children's education, the Superintendent² shall:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the District.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the School Board on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)

ADMIN. PROC.: 6:170-~~AP1~~, E1 (District-Level Parent and Family Engagement Compact), 6:170-~~AP1~~, E2 (School-Level Parent and Family Engagement Compact)

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

¹ A board may allow the district to participate and implement a *Bring Your Parents to School Day* the first Monday in October of each year, (105 ILCS 5/10-20.55, ~~added by P.A. 98-304~~). Its purpose is to promote parental involvement and student success. Consult the board attorney for advice before implementing this law. It may be an item upon which collective bargaining may be required. Any policy that impacts wages, hours, or 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. Boards may also want to consider the impact *Bring Your Parents to School Day* may have upon students' instructional time how the implementation of this day will impact school safety and security. See policy 4:170, *Safety* and its implementing procedures.

If a board chooses to implement this day, insert the following optional subhead as the second paragraph and add the Legal Reference before the Cross Reference may be inserted:

Bring Your Parents to School Day

On the first Monday in October of each year, students' parents/guardians are invited to attend class with their children and meet with teachers and administrators during the school day.

The following Legal Reference must also be inserted into the policy: "105 ILCS 5/10-20.55."

² The default text of this policy does not use "or designee" because it is important and the board likely wants to monitor it.

Students

7:20 Harassment, Bullying, and Intimidation

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following;

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he/she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. - Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are limited to, rape, sexual assault, sexual batter, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Jane Boyd
164 S. Prospect, Park Ridge, IL

Email - jboyd@d64.org

847-318-4332

Complaint Managers:

Vasiliki Frake

164 S. Prospect Avenue, Park Ridge, IL

Email - vfrake@d64.org

847-318-8122

Joel Martin

164 S. Prospect Avenue, Park Ridge, IL

Email - jmartin@d64.org

847-318-4305

The Superintendent shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Educational Amendments.

[34 C.F.R. Part 106.](#)

[105 ILCS 5/10-20.12](#), [10-22.5](#), [5/27-1](#), and [5/27-23.7](#).

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Board of Education](#), 119 S.Ct. 1661 (1999).

[Franklin v. Gwinnett Co. Public Schools](#), 112 S.Ct. 1028 (1992).

[Gebser v. Lago Vista Independent School District](#), 118 S.Ct. 1989 (1998).

West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir., 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Sexual Harassment), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Discipline), 7:240 (Conduct Code for Participants in Extracurricular Activities)

ADOPTED: October 27, 1997

REVISED: April 12, 1999, September 14, 1999, October 23, 2000, July 8, 2003, January 28, 2008, June 30, 2008, March 9, 2009, February 22, 2010, November 15, 2010, June 12, 2012, November 17, 2014, March 18, 2016

Students

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from Section 27-23.7 of the School Code ([105 ILCS 5/27-23.7](#))

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in [105 ILCS 5/27-23.7\(b\)](#) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the [First Amendment to the U.S. Constitution](#) or under [Section 3 of Article I of the Illinois Constitution](#).
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Complaint Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Dr. Joel T. Martin

164 S. Prospect Avenue, Park Ridge, IL 60068

jmartin@d64.org

847-318-4305

Complaint Managers:

Dr. Lori Lopez

164 S. Prospect Avenue, Park Ridge, IL 60068

llopez@d64.org

847-318-4303

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial

actions.

8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel, (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.:

[405 ILCS 49/](#) Children's Mental Health Act.

[105 ILCS 5/10-20.14](#), [5/24-24](#), and [5/27-23.7](#).

[23 Ill.Admin.Code §§1.240](#) and [§1.280](#).

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools)

DATED: January 28, 2008

REVISED: February 22, 2010, November 15, 2010, November 18, 2013, August 25, 2014, March 25, 2015, December 11,

2017

Park Ridge-Niles School District 64

To: Board of Education
Dr. Laurie Heinz, Superintendent
From: Luann Kolstad, Chief School Business Official
Date: June 20, 2019
Re: Approval to Award Contract for Infill of Washington Auditorium Floor Not to Exceed \$300K

Based on a recommendation from the Washington Space Committee, the Board authorized administration to seek bids to infill the Washington Auditorium Floor as a first step in addressing the overcrowding issues at Washington School. Due to the change in date of the June regular Board of Education meeting, the bids will not be available until after the bid opening on Friday, June 21, 2019.

In order for this project to be completed prior to school beginning in August, it is important that the bid is awarded in a timely manner to the lowest responsible bidder. Since time is of the essence, the administration is asking that CSBO Luann Kolstad be allowed to accept the lowest responsible bid with a cost not to exceed \$300K. The bid would then be brought to the Board at the July 15, 2019 meeting for ratification of the award.

ACTION ITEM 19-06-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the awarding of the contract to the lowest responsible bidder for the Infill of Washington Auditorium Floor at a cost not to exceed \$300K.

The votes were cast as follows:

Moved by: _____ Seconded by: _____

AYES:

NAYS:

PRESENT:

ABSENT:

6/20/2019

Approval of Recommended Personnel Report

ACTION ITEM 19-06-7

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

06/20/19

June 20, 2019
Personnel Report
Revised

| | |
|-------------------|---|
| Kathryn Bachusz | Employ as District Speech Language Pathologist effective August 22, 2019 - MA+24, Step 1 - \$65,863. |
| Alyssa Hirsch | Employ as District Speech Language Pathologist effective August 22, 2019 - MA+24, Step 1 - \$65,863. |
| Ilona Hutter | Employ as .7 Instrumental Music Teacher effective August 22, 2019 - MA, Step 1 - \$42,007.70. |
| Monica Jaworowski | Employ as Extended Day Kindergarten Teacher at Jefferson School effective August 22, 2019 - BA, Step 1 - \$52,175. |
| Angela Phillips | Employ as Assistant Director of Student Services effective July 1, 2019 - \$102,000. |
| Meghan Schassler | Employ as District Speech Language Pathologist effective August 22, 2019 - MA+24, Step 1 - \$65,863. |
| Melissa Wos | Employ as Special Education Resource Teacher at Field School effective August 22, 2019 - BA, Step 1 - \$52,175. |
| Elizabeth Davis | Rehire as Elementary Teacher at Franklin School effective August 22, 2019 - MA, Step 1 - \$60,011. |
| Karolina Lucki | Rehire as .8 EL Teacher at Field School effective August 22, 2019 - BA, Step 2 - \$44,079.20. |
| Diane Mandell | Rehire as Elementary Teacher at Washington School effective August 22, 2019 - BA+24, Step 2 - \$57,080. |
| Nellie Konkel | Leave of absence request, personal unpaid - Teacher Assistant at Roosevelt School effective August 22, 2019 - December 6, 2019. |

Consent Agenda

ACTION ITEM 19-06-8

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda for June 20, 2019 which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending May 31, 2019; Resolution #1227 Approval of Safety Hazards (Transportation); Resolution #1228 Regarding the School District to Pay Certain Invoices Prior to Board Approval at the August 19, 2019 Regular Board Meeting; Resolution #1229 Authorizing and Directing the Permanent Transfer of Money from the Education Fund to the Debt Service Fund for VOIP and Copier Leases; Resolution #1230 Abating Working Cash Fund; Resolution #1231 Authorizing and Directing the Permanent Transfer of Money from the Operations & Maintenance Fund to the Debt Service Fund for Debt Certificates; Approval of Consolidated District Plan; Approval of District 64 FOIA Officers; Approval of Maine Township School Treasurer Depositories; and the Destruction of Audio Closed Recordings (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

APPROVAL OF BILLS AND PAYROLL

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

Bills

| | |
|--|-----------------|
| 10 - Education Fund ----- | \$ 1,150,968.64 |
| 20 - Operations and Maintenance Fund ----- | \$ 126,020.89 |
| 30 - Debt Services ----- | \$ 1,741.10 |
| 40 - Transportation Fund ----- | \$ 7,698.76 |
| 50 - Retirement (IMRF/SS/MEDICARE)----- | \$ - |
| 60 - Capital Projects ----- | \$ 518,037.01 |
| 61 - Capital Projects - 2017 Debt Certificates ----- | \$ - |
| 80 - Tort Immunity Fund ----- | \$ 95.00 |
| 90 - Fire Prevention and Safety Fund ----- | \$ - |

Checks Numbered: 131012 - 131082
ACH's Numbered: 181901361 - 181901511

Total: \$ 1,804,561.40

Payroll and Benefits for Month of May, 2019

| | |
|--|-----------------|
| 10 - Education Fund ----- | \$ 6,506,747.92 |
| 20 - Operations and Maintenance Fund ----- | \$ 352,311.73 |
| 40 - Transportation Fund ----- | \$ - |
| 50 - IMRF/FICA Fund ----- | \$ 102,445.09 |
| 51 - SS/Medicare ----- | \$ 145,102.83 |
| 80 - Tort Immunity Fund ----- | \$ - |

Checks Numbered: 14851 - 14958
Direct Deposit: 900155670 - 900158176

Total: \$ 7,106,607.57

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[Financial Data Current](#)

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Valerie Varhalla, Director of Business Services

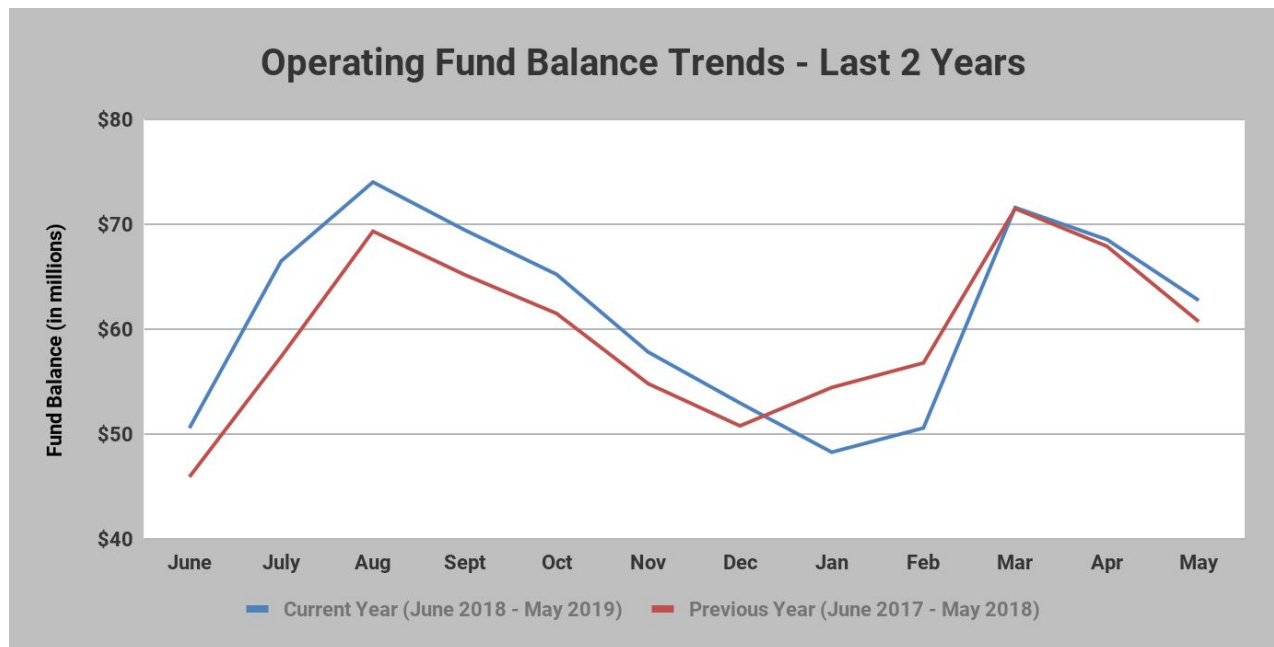
Date: June 20, 2019

Subject: Financial Update for the Period Ending May 31, 2019

Attached for your review are the following reports as of May 31, 2019:

- Fund Balance Report
- Revenue Summary Report
- Expenditure Summary Report
- Other Financing Sources/Uses Summary Report

Fund balance in the Operating Funds decreased \$5.8 million in May to \$62.7 million. The graph below shows a comparison of monthly fund balances over the last two years. The spikes in fund balance during July/August and January/February/March represent the District's property tax collections, which make up approximately 85% of the District's total annual revenues. It's very important for school districts to maintain fund balance reserves that are sufficient to cover operations in between those months, particularly during the fall/winter when revenues are typically scarce.



The most recent 12-month period followed a similar trend as the preceding year. Some notable exceptions are:

- January, February, and March – The District’s fund balance typically decreases each year in January. The fund balance in January 2018 (red line) increased because of a timing variance involving the District’s tax revenues. When the new federal tax law was approved, homeowners were encouraged to prepay their 2018 spring property taxes in calendar year 2017. As a result, the District received \$7.9 million (23%) of its spring tax revenue installment in January 2018, which was 1-2 months earlier than normal. This year the District’s property tax revenues are adhering to the more traditional trend of collection in February and March. Therefore, fund balance at the end of January 2019 (blue line) was \$6.2 million lower than at the end of January 2018 but only \$3.9 million lower at the end of February 2019 compared to February 2018. March 2019 fund balance is nearly identical to March 2018.

From a macro-level perspective, the District is in a strong financial position heading into the final month of the fiscal year. Fund balance is \$2 million higher than at this point last year. June is a busy month for payroll expenditures, but the District feels confident that spending will still end within our means.

Revenue Summary - May

Total revenue for the District was 100% of budgeted revenues as of May 31. This is slightly behind last year’s pace (101%).

Most of May’s revenue was generated by local sources. The following line items had notable activity during the month:

- Property taxes – The District received \$355,000 of property taxes in May. Total tax collections for the year are now at 99% of the amount budgeted.
- Corporate Personal Property Replacement Taxes (CPPRT) – The final 2018-19 installment of CPPRT was received in May. Actual revenues exceeded budget by \$109,000 this year. Budget amounts are determined based on estimates provided by the State of Illinois at the start of each year.
- Student registration fees – In May, the District started receiving student registration fees for the 2019-20 school year. This is the second time, parents were given the option of either paying their student fees as part of registration or deferring payment until September. Approximately \$587,000 was collected in May. Additional fee collections are expected in June.

State and federal revenue was in alignment. The District received the standard two installments of Evidence Based Funding from the State (\$306,000). The District also received \$323,000 for transportation encompassing both special and regular education.

Expenditure Summary - May

After eleven months of activity (or 92% of the fiscal year), the District has expended 87% of its overall budget. It is customary for spending to run about a month behind the average

monthly budget pace until June because the first payroll for ten-month employees (teachers, teacher assistants, etc.) does not occur until late August. In addition, many of these employees elect to receive their salary spread over twelve months. The District expenses all of their summer payrolls in June so that expenses are accounted for in the correct budget year.

Table 1 below shows the year-to-date percentage of the payroll budget (salaries and benefits) that has been spent after each month as compared to last year. Total payroll expenditures are trending as projected in the budget with no major anomalies.

Table 1: Payroll Expenditures

| Month | YTD Percent of Budget Spent | |
|----------|-----------------------------|---------|
| | 2018-19 | 2017-18 |
| May | 83% | 83% |
| February | 56% | 56% |
| November | 33% | 33% |
| August | 6% | 7% |

Table 2 displays the cumulative percentage of the accounts payable budget (purchased services, supplies, equipment, etc.) that has been spent at the end of each two-month interval versus last year.

Table 2: Accounts Payable Expenditures

| Month | YTD Percent of Budget Spent | |
|----------|-----------------------------|---------|
| | 2018-19 | 2017-18 |
| May | 94% | 90% |
| February | 76% | 71% |
| November | 61% | 54% |
| August | 26% | 25% |

Accounts payable spending is running ahead of last year’s budget pace due to capital improvement spending. The District has spent nearly \$8.6million from its Capital Projects funds to date as compared to \$4.9 million at this point last year. Since a majority of the work occurs in the summer, a larger percentage of the accounts payable budget is expended during the fiscal year. Therefore, the larger Capital Projects budget and the front loaded spending for this particular budget results in an accelerated pace for overall spending.

Expenses which occurred during May include \$449,000 for Lincoln mechanical and remodel, Roosevelt and Washington classroom renovations, and Carpenter HVAC work.

Other Financing Sources/Uses Summary - May

Other Financing Sources/Uses consist primarily of transfers made between funds. All interfund transfers require Board approval. There has been no activity in the other financing sources/uses accounts so far this year.

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 May 31, 2019

| Fund | Audited Balance June 30, 2018 | 18-19 Fiscal Year to Date Revenues | 2018-19 Fiscal Year to Date Expenditures | Excess / (Deficiency) of Revenues Over Expenditures | 2018-19 Other Financing Sources/Uses | Unaudited Fund Balance May 31, 2019 |
|--|-------------------------------------|--|---|---|---|---|
| (10) Education | \$ 29,260,719 | \$ 63,089,479 | \$ 52,971,021 | \$ 10,118,458 | \$ - | \$ 39,379,177 |
| (20) Operations & Maintenance | \$ 8,474,083 | \$ 6,015,715 | \$ 5,923,143 | \$ 92,572 | \$ - | \$ 8,566,655 |
| (40) Transportation | \$ 3,648,924 | \$ 4,036,518 | \$ 2,999,575 | \$ 1,036,942 | \$ - | \$ 4,685,866 |
| (50) Retirement (IMRF) | \$ 885,959 | \$ 991,427 | \$ 837,520 | \$ 153,907 | \$ - | \$ 1,039,866 |
| (51) Retirement (Social Security) | \$ 824,244 | \$ 1,231,886 | \$ 1,062,620 | \$ 169,266 | \$ - | \$ 993,510 |
| (70) Working Cash | \$ 6,577,446 | \$ 657,880 | | \$ 657,880 | \$ - | \$ 7,235,326 |
| (80) Tort Immunity | \$ 867,284 | \$ 477,245 | \$ 540,930 | \$ (63,685) | \$ - | \$ 803,599 |
| Total Operating Funds | \$ 50,538,659 | \$ 76,500,150 | \$ 64,334,809 | \$ 12,165,340 | \$ - | \$ 62,703,999 |
| (60) Capital Projects | \$ 3,534,715 | \$ 16,169 | \$ 4,059,868 | \$ (4,043,699) | \$ - | \$ (508,984) |
| (61) Capital Projects - 2017 Debt Certificates | \$ 4,681,434 | \$ 19,298 | \$ 4,543,581 | \$ (4,524,283) | \$ - | \$ 157,151 |
| (30) Debt Service | \$ 3,672,438 | \$ 2,072,363 | \$ 3,059,895 | \$ (987,531) | \$ - | \$ 2,684,907 |
| Total Non-Operating Funds | \$ 11,888,587 | \$ 2,107,830 | \$ 11,663,343 | \$ (9,555,513) | \$ - | \$ 2,333,074 |
| Total All Funds | \$ 62,427,246 | \$ 78,607,980 | \$ 75,998,153 | \$ 2,609,827 | \$ - | \$ 65,037,073 |

This Report Can be Viewed on the

[Financial Data Current](#)

**RESOLUTION #1227, PROVIDING FOR THE FREE TRANSPORTATION FOR
THE IDENTIFIED POPULATION APPROVED BY THE ILLINOIS
DEPARTMENT OF TRANSPORTATION UNDER PUBLIC ACT 81-762
ENACTED INTO LAW IN 1979.
(Hazardous Road)**

WHEREAS, pursuant to the authority of the provisions of Chapter 122, paragraph 29-3 of the Illinois Revised Statutes, and all laws amendatory thereof and supplementary thereto, Community Consolidated School District 64, Cook County, Illinois, at a legally convened meeting held on the 20th day of June 2019, did adopt a resolution providing for Illinois Department of Transportation approved status of hazardous routes.

WHEREAS, pursuant to the Statute above referred to, this Board of Education has reviewed the conditions approved and certifies that the conditions remain unchanged. The conditions approved and remain unchanged are as follows:

CARPENTER SCHOOL

1. 64-06-07 K-5: Dee Road @ Sibley-Type III

FIELD SCHOOL

1. 64-06-03 K-5: Oakton @ Prospect-Type III
2. 64-06-04 K-5: Oakton @ Milwaukee-Type III
3. 64-06-05 K-5: Touhy @ Washington-Type III

FRANKLIN SCHOOL

1. 64-06-06 K-5: Oakton @ Northwest Highway-Type III

EMERSON MIDDLE SCHOOL

1. 64-12-01 6-8: Touhy @ Meacham, West of Canfield-Type III
2. 64-12-02 6-8: Oakton @ Prospect-Type III

3. 64-12-03 6-8: Oakton @ Milwaukee-Type III
4. 64-12-04 6-8: Oakton @ Northwest Highway-Type III
5. 64-14-01 6-8: Greenwood @ North Terrace-Type III

LINCOLN

1. 64-12-02 6-8: Talcott @ Western-Type III
2. 64-12-05 6-8: Prospect @ Devon-Type III

ROOSEVELT

1. 64-06-02 K-5: Devon @ Prospect-Type III

WASHINGTON

1. 64-06-01 K-5: Devon @ Western-Type III
2. 64-12-1 K-5: Talcott @ Western-Type III

The Board of Community Consolidated School District 64, Cook County, Illinois requests free transportation for the identified population listed above. That all prior proceedings in conflict with this resolution be and the same are hereby repealed and this resolution shall be in full force and effect forthwith upon its passage.

Adopted this 20th day of June 2019.

President, Board of Education
Community Consolidated
School District 64
Cook County, Illinois

Secretary

**RESOLUTION #1228 REGARDING THE SCHOOL DISTRICT TO PAY CERTAIN
INVOICES PRIOR TO BOARD APPROVAL AT THE AUGUST 19, 2019 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 August 19, 2019 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 her designee, the school treasurer is hereby directed to sign payments for approved expenditures that are due and payable by August 19, 2019. Check registers will be provided at the August 19, 2019 Board of Education Meeting.

BE IT FURTHER RESOLVED that this resolution will terminate effective August 19, 2019.

Adopted this 20th day of June, 2019 by the following vote:

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

Carolina Y. Sales, Secretary

**RESOLUTION #1229 AUTHORIZING AND
DIRECTING THE PERMANENT TRANSFER OF MONEY
FROM THE EDUCATION FUND TO THE DEBT SERVICE FUND
FOR VOIP AND COPIER LEASES**

WHEREAS, the Board of Education of Park Ridge-Niles School District No. 64, Cook County, Illinois, has previously pledged a certain sum of money that the District received pursuant to the Education Fund levy to be used for the payment of certain long-term debt; and

WHEREAS, Section 100.50 of the Illinois State Board of Education rules, 23 Ill.Admin.Code 100.50, provides that when revenue is pledged to pay debt service on any long-term debt, the pledged money shall be transferred into the Debt Service Fund and the debt paid from that Fund.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Park Ridge-Niles School District No. 64, Cook County, Illinois, as follows:

Section 1. The Board of Education hereby finds that all of the recitals contained in the preambles to this Resolution are true, correct, and complete and does hereby incorporate them into this Resolution by reference.

Section 2. The Board of Education hereby authorizes and directs that \$246,500.71, previously having been pledged for the payment of long-term debt, be transferred from the District's Education Fund to the Debt Service Fund for the 2018-2019 Fiscal Year.

Section 3. The money transferred from the Education Fund shall be used to pay the long-term debt for which it was previously pledged.

Section 4. The School Treasurer for the District is hereby authorized and directed to make any and all necessary entries on the District's books and records to evidence the transfer of said pledged money.

Section 5. All resolutions or parts thereof in conflict with this Resolution are hereby repealed and this Resolution shall be in full force and effect upon its adoption.

ADOPTED this **20th** day of **June 2019**.

AYES:

NAYS:

ABSTAIN:

ABSENT:

**BOARD OF EDUCATION OF
PARK RIDGE-NILES SCHOOL DISTRICT NO. 64,
COOK COUNTY, ILLINOIS**

By: _____
President, Board of Education

ATTEST:

Secretary

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Education of Park Ridge-Niles School District 64, Cook County, 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 foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION #1229 AUTHORIZING AND
DIRECTING THE PERMANENT TRANSFER OF MONEY
FROM THE EDUCATION FUND TO THE DEBT SERVICE FUND
FOR VOIP AND COPIER LEASES**

as adopted by the Board at its meeting held on the **20th** day of **June 2019**.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this **20th** day of **June 2019**.

Secretary, Board of Education

RESOLUTION #1230 ABATING WORKING CASH FUND

WHEREAS, the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois ("Board of Education") has created, maintained and administered a fund known as a "Working Cash Fund" in the manner prescribed in Article 20 of the School Code (105 ILCS 5/20-1 et seq.) for the purpose of enabling Community Consolidated School District No. 64, Cook County, Illinois (the "School District") to have in its treasury at all times sufficient money to meet demands thereon for ordinary and necessary expenditures for corporate purposes; and

WHEREAS, the Board of Education may abate the Working Cash Fund upon adoption of a resolution so providing and directing the transfer of the amount abated in such Fund to the fund or funds of the School District most in need, pursuant to Section 20-10 of the School Code (105 ILCS 5/20-10); and

WHEREAS, the Board of Education finds that it is both financially prudent and necessary to abate the Working Cash Fund in the total amount of \$11,000,000, and that the amount to the credit of the Working Cash Fund after such transfer, including taxes levied pursuant to Section 20-3 and not yet collected and amounts transferred pursuant to Section 20-4 and to be reimbursed to the Working Cash Fund, equals 0.05% or more of the current value, as equalized or assessed by the Department of Revenue, of the taxable property in the School District; and

WHEREAS, the Board of Education finds that the fund most in need of such abated monies is the Capital Projects Fund.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Community Consolidated School District No. 64, Cook County, Illinois, as follows:

Section 1: The Working Cash Fund of the School District is hereby abated in the following amount:

| | | |
|-------------------------------|---|---|
| <u>Amount</u> \$11,000,000 | <u>Transfer From</u> Working Cash Fund | <u>Transfer To</u> Capital Projects Fund |
|-------------------------------|---|---|

Section 2. The Treasurer of the School District is hereby directed to:

- (a) permanently transfer the amounts as set forth in Section 1 above; and
- (b) if necessary to effectuate such abatement, pay to the Receiving Fund any outstanding Working Cash loans to any other fund of the School District;

and

(c) if necessary to effectuate such abatement, pay to the Receiving Fund any outstanding taxes of the School District levied pursuant to Section 20-3 of the School Code (105 ILCS 5/20-3).

Section 3. All resolutions or parts thereof in conflict with this Resolution shall be repealed and this Resolution shall be in full force and effect immediately upon its passage.

Adopted this 20th day of June, 2019, by the following roll call vote:

AYES:

NAY:

ABSENT:

President, Board of Education

ATTEST:

Secretary, Board of Education

**RESOLUTION #1231 AUTHORIZING AND
DIRECTING THE PERMANENT TRANSFER OF MONEY
FROM THE OPERATIONS & MAINTENANCE FUND
TO THE DEBT SERVICE FUND
FOR DEBT CERTIFICATES**

WHEREAS, the Board of Education of Park Ridge-Niles School District No. 64, Cook County, Illinois, has previously pledged a certain sum of money that the District received pursuant to the Operations & Maintenance Fund levy to be used for the payment of certain long-term debt; and

WHEREAS, Section 100.50 of the Illinois State Board of Education rules, 23 Ill.Admin.Code 100.50, provides that when revenue is pledged to pay debt service on any long-term debt, the pledged money shall be transferred into the Debt Service Fund and the debt paid from that Fund.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Park Ridge-Niles School District No. 64, Cook County, Illinois, as follows:

Section 1. The Board of Education hereby finds that all of the recitals contained in the preamble to this Resolution are true, correct, and complete and does hereby incorporate them into this Resolution by reference.

Section 2. The Board of Education hereby authorizes and directs that \$786,925.00, previously having been pledged for the payment of long-term debt, be transferred from the District's Operations & Maintenance Fund to the Debt Service Fund for the 2018-2019 Fiscal Year.

Section 3. The money transferred from the Operations & Maintenance Fund shall be used to pay the long-term debt for which it was previously pledged.

Section 4. The School Treasurer for the District is hereby authorized and directed to make any and all necessary entries on the District's books and records to evidence the transfer of said pledged money.

Section 5. All resolutions or parts thereof in conflict with this Resolution are hereby repealed and this Resolution shall be in full force and effect upon its adoption.

ADOPTED this **20th** day of **June 2019**.

AYES:

NAYS:

ABSTAIN:

ABSENT:

**BOARD OF EDUCATION OF
PARK RIDGE-NILES SCHOOL DISTRICT NO. 64,
COOK COUNTY, ILLINOIS**

By:
President, Board of Education

ATTEST:

Secretary

STATE OF ILLINOIS)
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COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Education of Park Ridge-Niles School District 64, Cook County, 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 foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION #1231 AUTHORIZING AND
DIRECTING THE PERMANENT TRANSFER OF MONEY
FROM THE OPERATIONS & MAINTENANCE FUND
TO THE DEBT SERVICE FUND
FOR DEBT CERTIFICATES**

as adopted by the Board at its meeting held on the **20th** day of **June 2019**.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I here hereunto affix my official signature, this **20th** day of **June 2019**.

Secretary, Board of Education

To: District 64 Board of Education
Dr. Laurie Heinz, Superintendent

From: Dr. Lori Lopez, Assistant Superintendent for Student Learning
Dr. Lea Anne Frost, Director of Student Services

Date: June 20, 2019

Re: Approval of Consolidated District Plan for Grant Funding

This year, the Illinois State Board of Education (ISBE) redesigned the application process for grant funding to include a “Consolidated District Plan.” The Consolidated District Plan is intended to streamline the process by allowing grantees to answer a single set of planning questions to meet the requirements of all federal formula grants, rather than supplying it repeatedly on multiple applications.

District 64 applies for these federal grants:

- Title I, Part A – Improving Basic Programs
- Title II, Part A – Preparing, Training, and Recruiting High-Quality Teachers, Principals, and Other School Leaders
- Title IV, Part A – Student Support and Academic Enrichment
- IDEA, Part B Flow-Through
- IDEA, Part B Preschool

At the June 20, 2019 Board meeting, we are seeking Board approval of the District 64 Consolidated District Plan as required by ISBE. Once the plan is approved, we will seek funding for the grants above to support District activities and staffing.

To: Board of Education
From: Dr. Laurie Heinz, Superintendent
Date: June 20, 2019
Re: Approval of District 64 FOIA Officers

In compliance with the Illinois Freedom of Information Act, the Board of Education in November 2018 re-appointed Public Information Coordinator Bernadette Tramm and appointed Chief School Business Official Luann Kolstad and Director of Student Services Lea Anne Frost to serve as the District's FOIA Officers. Due to the upcoming departure of Mrs. Tramm, District 64 will need to update its FOIA Officers, who are listed on the District 64 FOIA Requests webpage: <http://www.d64.org/about/foia-requests>.

Administration is recommending the re-appointment of CSBO Kolstad and Dr. Frost, and the additional appointment of Natasha Nedeljkovic, Administrative Assistant to the Superintendent, to serve as School District 64's FOIA Officers effective July 1, 2019.

To: Board of Education
Dr. Laurie Heinz, Superintendent

From: Valerie Varhalla, Director of Business Services

Date: June 20, 2019

Subject: Approval of Maine Township School Treasurer Depositories

The Board of Education's Operational Services Policy 4:30 (Revenue and Investments) requires an annual review and approval of the list of depositories, investment managers, and dealers and brokers used by the Maine Township School Treasurer. A list of these institutions is attached.

Maine Township School Treasurer Depositories

Banks:

Associated Bank
Bank of America
Citibank
Fifth Third Bank
First Midwest Bank
Glenview State Bank
Harris Bank
Huntington Bank
JP Morgan Chase Bank
MB Financial Bank NA
Northern Trust Bank
PNC Bank
US Bank
Wells Fargo Bank
Wintrust

Investment Pools/Funds:

Illinois School District Liquid Asset Fund (ISDLAF)
Illinois School District Liquid Asset Fund Max (ISDMAX)
Illinois Funds – Office of the Illinois State Treasurer

Brokerage Firms:

RBC Dain Rauscher Incorporated
JP Morgan Chase
Fifth Third Securities, Inc.
First Tennessee
First Trust
Huntington Investment Company
Mizuho USA
Pierpont Securities
Vining Sparks
Wells Fargo

Updated June 30, 2018

Approval of Minutes

ACTION ITEM 19-06-9

I move that the Board of Education of Community Consolidated School District 64 Park Ridge-Niles, Illinois approve the minutes from the Special Meeting on May 6, 2019; the Regular Meeting on May 20, 2019; and the Closed Session on May 20, 2019.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

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**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Board of Education Special Meeting held at 6:00 p.m.
May 6, 2019
Franklin School - LRC
2401 Manor Lane, Park Ridge, IL 60068**

Board President Rick Biagi called the meeting to order at 6:01 p.m. Other Board members present were: Dr. Denise Pearl, Larry Ryles, Carol Sales, Fred Sanchez, and Tom Sotos. Board member Rebecca Little arrived at approximately 6:07 p.m. Also present were: Superintendent Laurie Heinz; Public Information Coordinator Bernadette Tramm; and two members of the public. Incoming Superintendent Eric Olson was also present.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at <http://www.d64.org>. The agenda and reports for this meeting are also available on the website or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge, IL 60068.

IASB BOARD MEMBERS WORKSHOP

Dr. Heinz introduced IASB Field Services Director Dee Molinare to lead the workshop. Director Molinare asked the Board members to introduce themselves and what contributions they hope to make by serving on the Board. She noted that this is a relatively young Board, explaining that it takes about two years to become a seasoned member. She noted that the expectation tonight would be for the Board to learn what to expect of their new Superintendent and in turn, what he should expect of the Board. Dr. Olson then took a moment to introduce himself and noted the importance of working as a team with the Board.

BOARD PRESIDENT OPENING REMARKS

Noting that this was Teacher Appreciation Week, Board President Biagi took a moment to recognize the impact of teachers on students' lives and encouraged Board members to take this opportunity to thank teachers who do such a wonderful job for the District.

PLEDGE OF ALLEGIANCE

Board member Ryles led the Pledge.

PUBLIC COMMENTS

Board president Biagi invited comments from the public; none were received.

IASB WORKSHOP RESUMES

Director Molinare noted this workshop usually runs about three hours and is an opportunity for the Board members to ask any questions they might have, stating that the discussion needed to happen openly and freely and she would invite everyone to participate without monopolizing the conversation. She first talked

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about the community and its view of the Board and invited the members to brainstorm about what they would like their legacy to be. Following a short session and each member stating their choice, she noticed some commonalities: working together, collaborating, and cohesiveness as a team. Director Molinare clarified that although dissension can happen, it is important to respect each other and prevent any discord to permeate further throughout the District. She stated the importance of dialogue over debate and clarified that the Board is not a legislative body, but a governing body which works as a team for the District as a whole. She noted it is best practice for the Board to have unanimous votes in two important instances: when hiring a new Superintendent and when going out for a referendum. She stressed the importance of abiding by the rule of the majority, which is part of the Board member’s Oath of Office.

Consideration of the Six Foundational Principles

Director Molinare noted the role of the IASB is to support quality education through Board work. She asked the Board what the District’s vision is. She talked about the six foundational principles, based on John Carver’s Policy Governance model, which parallels the Iowa Association of School Board’s longitudinal studies of effective governance. She talked about the importance for the Board to have a vision which represents the community. It is also important to be transparent and build trust within the different groups that comprise the community. The Board then had a dialogue about closed session and how it fits within the idea of transparency. Director Molinare stated that citing the reasons for going into closed is one way to be transparent. Dr. Heinz stressed that most of the Board work is done in open, closed session happens only when absolutely necessary typically for student or personnel issues. She noted that she provides the Board with information prior to the meeting, allowing for members to decide whether the discussion should happen in closed.

Director Molinare stated the work of the Board happens at the table while following the mission and the vision. The Superintendent handles the managing of the District, with the Board’s direction. He brings recommendations to the Board and then implements the Board’s decisions. Everything should be built upon communication and trust. Director Molinare clarified that a member should not get involved in individual conversations with community members, but should point them to the Superintendent or through the Board President, as the spokesperson for the Board. Board members discussed on how to handle communication with the community when members reach out to them personally. Dr. Heinz also stressed that best practice is for communication to flow through the Superintendent’s office, as opposed to Board members reaching out to every member of the administrative team. The Board agreed to reach out to the Superintendent with any questions.

Goal Alignment

Director Molinare resumed and talked about the importance of goal alignment at every level. The discussion moved to the handling of social media and use of Facebook. Following discussion, Board members agreed that they should refrain from social media presence with regards to any Board-related business. District communication should flow through the Superintendent’s office and the Public Information Coordinator. The Board stressed the need to be notified promptly, however, especially in cases of emergencies at schools.

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They explored the need for a communication philosophy. Dr. Olson added that all communities are dealing with this issue, some more than others. He noted the need for a plan going forward to address misinformation appearing on social media, without potentially having a staff member monitoring social sites constantly. He suggested that one means would be to request a meeting with an individual who is persistently posting erroneous information. Public Information Coordinator Tramm reported that she and her professional colleagues would not recommend posting directly to social media sites controlled by others, but would provide clarifying information by posting on the District's own social media channels.

The Board Employs a Superintendent

Director Molinare noted that the Board employs the Superintendent and commented that the District and the Board had done an excellent job in how they proceeded in their search for Dr. Olson to include community input. She then talked about the "balcony perspective," reminding the members that they need to delegate authority to the Superintendent. The Board is accountable to the community, but they communicate their decisions and direction to the Superintendent who then implements the decisions by also delegating to his cabinet. She stressed the importance of referring to Board policies in place when making decisions, and the need to frequently review those policies. The Board also monitors budget and money, student performance, and themselves as a Board. She confirmed that it is not the Board's role to tell the Superintendent how to do their job, only to monitor the results.

Board Monitors Themselves

Director Molinare pointed out that part of good governance is for members to monitor themselves and hold themselves responsible for their decisions, and noted that Board members should not let the community direct them on how to conduct themselves. Director Molinare stated the Board has more information than the public and its decisions are informed on objective facts that community members may not have reviewed as thoroughly. She stressed the importance of having established operating principles which provide a foundation for how to work together, in addition to the oath of office and the code of conduct. The Board then discussed how to request more information from the administration prior to a Board meeting if they need it, and how to address last-minute issues. Director Molinare emphasized the need to avoid surprises at the meeting by allowing staff time to research questions, which will in turn make the meeting more efficient for all.

Communication Expectations

Director Molinare stressed the importance of respect, before moving on to communication expectations between the Board and the Superintendent. She noted this was a starting point and the Board could add to the provided resource materials. The Board then discussed how communication occurred between the Superintendent and the Board members. Dr. Heinz mentioned she shares a memo every Friday with the Board to update them on administrative as well as student issues. Dr. Olson stated that he would follow past practice and continue this memo, with modifications if necessary. The Board noted they would like to continue receiving FOIA request information. The discussion moved to the need to inform the Board of discipline issues. Dr. Heinz stressed that it is a fine line due to the need to protect student privacy, as well as

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preserve the neutrality of the Board in case of expulsion hearings. The Board expressed a desire to be informed of any event that disrupts the students' day significantly. Director Molinare noted it would not be standard practice for the Board to have a high level of detailed communication of the daily District operations. She moved on to the Board report, received on the Thursday prior to a Board meeting, and confirmed it will remain the same. She reiterated that all communication should flow through the Superintendent's office. She also stressed that all Board members should receive the same information. She stated that all parties should treat each other with respect. Dr. Olson emphasized the importance of having all Board member requests for information flow through his office, so that he may stay informed and determine the best staff member to provide that information in a timely manner.

Director Molinare then asked how the Board and this Superintendent would like to handle additions to the agenda. She explained that standard practice if a Board member wants to add an item to the agenda, is for the request to go through the Board President no less than 48 hours prior to the agenda being posted. The Board noted they would like the opportunity to change or move items on the agenda during a meeting, and wanted a line item added to every agenda to allow for it. Director Molinare noted that not every Board member should weigh in on the agenda items or order, but rather just the Board President. Agreement was reached that requests for additions to the agenda would be routed to the Board President no less than 72 hours before posting time. The discussion then moved into Robert's Rules of Order with regards to votes on calling the question. Director Molinare clarified that a Board does not have to follow Robert's Rules. Board President Biagi said he would like to allow for public comments before a vote on an agenda item. Director Molinare advised that she never had a Board invite public comment in the middle of an agenda item, only at the beginning or end of a meeting during a formal public comment period. The Board discussed the need to run more efficient meetings by not allowing for public comments outside of the allotted time. Director Molinare then moved to the next item which is for the Superintendent to receive direction from the Board only when the majority agrees at the Board meeting table. The discussion moved to the order and the process of voting. Following discussion, the Board agreed to use a randomized voting system. The Board then touched briefly on confidentiality and the need to keep shared information in closed session absolutely confidential. The timing of the closed session was also discussed and the current practice of having closed session before the meeting, due to the presence of legal counsel or additional individuals and the need to allow them to leave in a timely manner. Board members noted that decisions made in closed session typically are best served with a fresh mind at the beginning of the meeting. They agreed by consensus to keep the closed session at the beginning of the meeting.

Director Molinare stressed the importance of implementing the changes discussed tonight and the need to streamline the meetings to shorten the time. She distributed resources to the Board members, including the operating principles which she noted the Board can work on at another time. The members agreed to review the resources and assess at a later time how they have progressed with their goals.

Director Molinare thanked everyone for attending. President Biagi informed everyone of the next regular meeting on May 20.

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ADJOURNMENT

At 10:49 p.m., it was moved by Board member Sotos and seconded by Board member Sanchez to adjourn, which was approved unanimously by voice vote.

Signed Date: June 20, 2019

President

Secretary

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**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 5:30 p.m.
May 20, 2019
Emerson School - Multipurpose Room
8101 N. Cumberland Ave., Niles, IL 60714**

Board President Rick Biagi called the meeting to order at 5:40 p.m. Other Board members in attendance were: Rebecca Little, Larry Ryles, Carol Sales, Fred Sanchez, and Tom Sotos. Board member Denise Pearl was absent. Also present were: Superintendent Laurie Heinz; Chief School Business Official Luann Kolstad; Assistant Superintendent Joel T. Martin; 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>. The agenda and reports for this meeting are also available on the website or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge, IL 60068.

BOARD RECESSES AND ADJOURNS TO CLOSED SESSION

At 5:41 p.m., it was moved by Board President Biagi and seconded by Board member Sanchez to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act [5 ILCS 120/2(c)(1)].

The votes were cast as follows:

AYES: Sales, Little, Ryles, Sanchez, Biagi, Sotos

NAYS: None

PRESENT: None

ABSENT: Pearl

The motion carried.

BOARD ADJOURNS FROM CLOSED SESSION AND RECESSES TO STUDENT TECHNOLOGY SHOWCASE AND NEW SUPERINTENDENT MEET AND GREET (5:30-7:00 PM)

The Board adjourned from closed session at approximately 6:10 p.m., so that Board members could participate in the two events.

BOARD RESUMES REGULAR MEETING

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At approximately 7:05 p.m., the Board resumed the regular meeting. In addition to those listed above, also present were: Assistant Superintendent for Student Learning Lori Lopez; Director of Innovation and Instructional Technology Mary Jane Warden; Director of Student Services Lea Anne Frost; Director of Facility Management Ron DeGeorge; Board legal counsel Tony Loizzi; and approximately 100 members of the public.

PLEDGE OF ALLEGIANCE AND WELCOME TO EMERSON SCHOOL

Emerson Associate Principal Samantha Alaimo welcomed the Board and community to Emerson, and delivered apologies on behalf of Principal Jim Morrison, who was unexpectedly unable to be present for the meeting, and expressed his appreciation for having the honor to serve as principal for the past eight years. Mrs. Alaimo and Assistant Principal Tim Benka led the Pledge and highlighted the projects sponsored by the school's Quality Improvement Team (QIT) this year focused on building community both within and outside of the school walls. Events planned in the #WeAreEmerson effort to build relationships included the first-ever family outdoor movie night in September and the first family STEAM night in April; joining with Lincoln Middle School for the first time in a St. Baldrick's pediatric cancer research fundraiser; and an all-school family Feed My Starving Children day to pack food supplies for African children, among the wide-ranging activities successfully launched this year. They also recognized students, staff members and especially Quality Improvement Team (QIT) staff in attendance for their outstanding efforts this year.

STUDENT/STAFF RECOGNITION

Dr. Heinz reported that preceding the Board meeting the Board had enjoyed visiting with the almost 50 students selected from all D64 schools to present 18 projects chosen from across the grade levels to demonstrate their future-ready skills in the 4C's (communication, collaboration, critical thinking, and creativity) at the fourth annual D64 Innovates! 21st Century Student Learning Showcase.

Other student recognition included:

- Young Authors - D64 ELA Curriculum Specialist Meghan Keefer introduced the District-level winners in grades K-8 of the annual creative writing competition, and noted that 375 budding writers had participated this year.
- Special Olympics Team - The coaches and students who participated in the first-ever District-wide Team were introduced and congratulated for their participation at the Track and Field Spring Games on May 5.
- Eagle Scouts - Roosevelt School Principal Kevin Dwyer honored two former Roosevelt students who recently completed their Eagle Scout rank through service projects at the schools: Jonathan Spychalski -- Roosevelt School 90th birthday history project; and Aidan Bushmann -- Reading Garden Renovation.
- Interscholastic sports - Continuing its presentation of D64 middle school interscholastic sports teams, this month boys volleyball athletes and coaches from both Emerson and Lincoln were introduced to the Board.

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- Choral Performances - Music Curriculum Specialist Terry Broecker described the wide range of choral performances grades 4-8 students delivered in the 2018-19 school year. She noted that D64's middle school singers shared the limelight with our musicians as winners of the highest honor, the Esprit de Corps award for spirit and professionalism -- at the recent Music in the Parks festival.

APPROVAL OF MEETING AGENDA

Board President Biagi noted that the Board reserves the right to review the agenda at the beginning of each meeting and request additions, amendments, or deletions prior to approval.

No formal changes were made to the agenda, however Board President Biagi invited Dr. Heinz to provide a short update about Franklin School. Dr. Heinz reported that the school had been closed today due to an incident that occurred Sunday afternoon at the school when smoke was found emanating from an electrical service room at the back of the gym. She noted that Franklin families and staff have been notified that the school has now been cleaned and cleared for school to resume tomorrow, but that the gymnasium will still be undergoing clean up the rest of this week and will not be unable for lunch, PE classes, or Beyond the Bell. Board President Biagi thanked Dr. Heinz, staff members and first responders for the swift response.

BOARD PRESIDENT REMARKS

Board President Biagi summarized the Illinois Association of School Boards (IASB) Starting Right workshop on Board governance conducted at the previous meeting on May 6, which afforded an opportunity for the newly seated board to talk about expectations for their roles going forward. He described the Board's robust discussion, which included dialogue on the Board's participation on social media; communications to and from the Board and community; and how public comment would be received at Board meetings. Following further discussion, the Board reached consensus to continue receiving comments from the community at the start of the agenda and before voting on Action Items, however presenters will be asked to limit comments to three minutes which can be extended by the President if circumstances warrant.

PUBLIC COMMENTS

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

- Joan Sandrik, D64 resident, addressed the Board in support of the public comment procedure.
- Rob Schoenstedt, Lincoln parent, addressed the Board about the transition to Integrated Math at the high school level and its impact on D64's middle school math curriculum.
- Mr. Bart, an Emerson neighbor, addressed the Board with concerns about grounds maintenance near the property line.

APPOINTMENT OF MIDDLE SCHOOL PRINCIPALS

Dr. Heinz noted that the appointment of new principals at both Emerson and Lincoln is an exciting time for a renewed focus on D64's middle schools. She announced that Emerson's current Associate Principal Samantha Alaimo has been selected to become its next principal, while David Szwed has been named as

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Lincoln's new principal, effective July 1. Dr. Heinz reported that Mrs. Alaimo was the first to fill the new position of Emerson's Associate Principal created for the 2018-19 school year when a third administrator was added at Emerson, which is D64's largest building. As Associate Principal, Dr. Heinz noted that Mrs. Alaimo worked alongside Dr. Morrison and Mr. Benka in providing oversight for close to 900 students and 100 staff members. Dr. Heinz shared comments from incoming Superintendent Eric Olson about the selection of Mrs. Alaimo, and also reviewed her accomplishments and educational background. She noted that the search for a new Associate Principal for Emerson will begin shortly. Turning to Lincoln, Dr. Heinz noted that Mr. Szwed comes to District 64 from Schaumburg District 54, where he has served for three years as principal of Margaret Mead Junior High and previously for five years as Assistant Principal at Jane Addams Junior High. She similarly shared comments from incoming Superintendent Eric Olson about the selection of Mr. Szwed, and reviewed his accomplishments in education and his background. Dr. Heinz noted that D64 had conducted the search for the Emerson and Lincoln principals simultaneously, selecting both candidates following an intensive review process from an initial pool of 54 applicants. She confirmed that for both schools, paper and phone screenings yielded six semi-finalists, who were interviewed twice by an administrative committee of both central office and building administrators, and were interviewed by school committees of staff members, parents, administrators, and Board members before Dr. Olson selected Mrs. Alaimo and Mr. Szwed. Dr. Heinz reported that opportunities for D64 and their school communities to congratulate Mrs. Alaimo and welcome Mr. Szwed are being planned prior to the opening of the 2019-20 school year.

ACTION ITEM 19-05-2

It was moved by Board member Sotos and seconded by Board member Ryles that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the appointment of Samantha Alaimo as Emerson Middle School Principal effective July 1, 2019 at a salary of \$109,000, based on the recommendation of the Superintendent and not upon the Board's direct knowledge regarding the individual selected for appointment.

The votes were cast as follows:

AYES: Sanchez, Ryles, Little, Sotos, Sales, Biagi

NAYS:

PRESENT:

ABSENT: Pearl

The motion carried.

ACTION ITEM 19-05-3

It was moved by Board member Ryles and seconded by Board member Little that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the appointment of David Szwed as Lincoln Middle School Principal effective July 1, 2019 at a salary of \$113,000, based on the recommendation of the Superintendent and not upon the Board's direct knowledge regarding the individual selected for appointment.

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The votes were cast as follows:

AYES: Ryles, Sotos, Sanchez, Sales, Biagi, Little

NAYS: None

PRESENT: None

ABSENT: Pearl

The motion carried.

APPOINTMENT OF ELEMENTARY SCHOOL PRINCIPALS

Dr. Heinz similarly noted that District 64 was pleased to welcome two experienced administrators: Dr. Marybeth Whitney-DeLaMar as the new principal of Franklin Elementary School and Mrs. Angela Brito as principal of Washington Elementary School. Dr. Heinz noted that Dr. DeLaMar comes to Franklin School with eight years of principal experience at the elementary school level, most recently at Wayne Elementary in Elgin’s School District U-46 and previously for schools in Millburn District 24 in Wadsworth. Dr. Heinz reported that Dr. DeLaMar began her administrative career at Salt Creek Elementary School in Arlington Heights Community Consolidated School District 59, where she served as assistant principal for four years. Dr. Heinz shared comments from Dr. Olson about the selection of Dr. DeLaMar, and also reviewed her accomplishments and educational background. Turning to Washington School, Dr. Heinz noted that Mrs. Brito comes to D64 from the Chicago Public Schools, bringing five years of experience as principal or assistant principal of James G. Blaine Elementary School in Chicago’s Wrigleyville/Lakeview neighborhood. Dr. Heinz noted that previously, Mrs. Brito served for four years as academic director and teacher at Bethune School of Excellence also in CPS. She similarly shared comments from Dr. Olson about the selection of Mrs. Brito, and reviewed her accomplishments and educational background.

Dr. Heinz noted that D64 had also conducted the search for the Franklin and Washington principals simultaneously, selecting both principals following an intensive review process from an initial pool of 57 applicants. She confirmed that for both schools, paper and phone screenings yielded 10 semi-finalists, who were interviewed twice by an administrative committee of central office and building administrators, and that five candidates then met with a joint committee of Franklin and Washington staff members, parents from both schools, an elementary building principal and central office administrators before Dr. Olson selected Dr. DeLaMar and Mrs. Brito for their respective schools. Dr. Heinz announced that opportunities are being planned to introduce the new principals to their school communities and welcome them to D64 prior to the opening of the 2019-20 school year.

ACTION ITEM 19-05-4

It was moved by Board member Sanchez and seconded by Board member Little that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the appointment of Marybeth Whitney- DeLaMar as Franklin Elementary School Principal effective July 1, 2019 at a salary of \$118,000, based on the recommendation of the Superintendent and not upon the Board’s direct knowledge

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regarding the individual selected for appointment.

The votes were cast as follows:

AYES: Little, Sanchez, Biagi, Ryles, Sotos, Sales

NAYS: None.

PRESENT: None.

ABSENT: Pearl

The motion carried.

ACTION ITEM 19-05-5

It was moved by Board member Sotos and seconded by Board member Little that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the appointment of Angela Brito as Washington Elementary School Principal effective July 1, 2019 at a salary of \$ 134,000, based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding the individual selected for appointment.

Public comment

The votes were cast as follows:

AYES: Sales, Little, Sanchez, Ryles, Sotos, Biagi

NAYS: None

PRESENT: None

ABSENT: Pearl

The motion carried.

RECOGNITION OF TENURED TEACHERS

Assistant Superintendent Martin reviewed the rigorous process that teachers undergo during a four-year probationary period including extensive evaluations. He was joined by PREA President Jerry Mulvihill in congratulating these 10 teachers on achieving a major career milestone to join the ranks of District 64's professional educators. The teachers were individually greeted by Board members and Dr. Heinz.

ELEMENTARY LEARNING FOUNDATION (ELF) GRANT AWARDS

ELF Board Chairman Kim Urso announced that the foundation this year was able to award five grants totaling more than \$21,500, which will focus on D64’s younger learners for 2019-20. She noted that this year's grants will advance ELF’s total direct grants to over \$814,500 since 1994, when ELF began supporting innovative educational programs by awarding grants to teachers and staff who are committed to excellence in education. Ms. Urso reported that this year, ELF is partnering with PTOs at two schools on innovative projects. She noted that at Carpenter School, ELF is partnering with the school PTO on a three-year program to enhance the science curriculum by bringing a year-round hands-on gardening

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experience into all second grade classrooms. Ms. Urso pointed out that at Field School, ELF also is partnering with the school PTO to provide one book that all families will read together over the summer, setting the stage for the school's 2019-20 theme: Everyone is Welcome Here. Ms. Urso noted that coding and hands-on STEAM experiences beginning with D64's pre-school learners at Jefferson School through all five elementary schools will be enhanced by two grants that offer hands on opportunities for beginner through advanced challenges. She announced that a final innovation grant will introduce a movement pathway using the floors and hallways to create a multi-sensory approach to the learning environment, starting with Field School. The grant award winners were warmly congratulated by Ms. Urso, Dr. Heinz and the Board.

PRESENTATION OF TEMPORARY WASHINGTON SPACE SOLUTION AND RECOMMENDATION FOR SUMMER 2019 CONSTRUCTION

Board President Biagi outlined the meetings of the Temporary Washington Space Solution Committee of teachers, parents, school and District administrators, and two Board representatives, who had met on April 29, 2019 and May 13, 2019 to review information about enrollment and scenarios to address potential overcrowding.

The committee then reviewed the information considered by the committee and presented a recommendation for a short-term, least disruptive solution to deal with potential overcrowding for the 2019-20 school year in grades K, 1 and 4. During the presentation, Dr. Heinz, Principal Stephanie Daly, architect Rick Petricek from Studio GC and other committee members provided clarifying information about its proposal detailed in a written report to move the instructional special education class from a current full-size classroom to the classroom space within the Learning Resource Center (LRC) in order to accommodate an additional section of first grade, and to utilize TAs in grade 4 if needed due to higher enrollment. The Board engaged in a lengthy discussion of all aspects of the committee's proposal, and also probed the timeline for completion of a longer range solution of potentially adding classroom space or a multipurpose room.

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

- Elizabeth Jackson, D64 resident, expressed concern about the ability of the audience to hear the Board's conversation, and inquired about the timing of the decision.
- Vanessa Hill, Washington parent, addressed the Board about concerns of adding a TA to a fourth grade section, if needed.
- Tom Fisher, Washington parent, addressed the Board about adding teachers rather than TAs, if needed, and dimensions and set-up of a possible alternate space for a special education classroom.
- Joseph Lee, Washington parent, addressed the Board about a full-day kindergarten plan.
- Susan Farquhar, Washington parent; Robert Kula, Washington parent; Miki Tesija, D64 parent; and Stephanie Thillens, Washington parent, all addressed the Board about concerns regarding a possible alternate space for a special education classroom.

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Following further Board discussion, the Board came to consensus to add TAs to grades 1 or 4 if enrollment increases beyond the class size guideline, rather than moving the instructional special education class to the LRC classroom space, which the committee had recommended.

Focusing on a second proposal from the committee, the Board further discussed the proposal to level out the auditorium floor during summer 2019, which would create a useable, larger space with no partitions and no permanent seating. It was noted this leveling would be to the stage height, and would be Phase I for future work.

Public comments were received as follows:

- Nancy Ciemins, fourth grade parent, urged the Board to continue working on a long-range plan for Washington.

Board President Biagi noted that the Washington Space Committee would be meeting again soon and was tasked with providing a recommendation on a long range solution for Washington to the Board for discussion, keeping in mind the time constraints that would be required for construction in time for the 2020-21 school year.

ACTION ITEM 19-05-6

It was moved by Board member Ryles and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64 Park Ridge-Niles, Illinois approve the preparation of bid documents to level the auditorium floor and accompanying construction necessary on stage at Washington School.

The votes were cast as follows:

AYES: Sales, Little, Sanchez, Ryles, Biagi

NAYS: Sotos

PRESENT: None

ABSENT: Pearl

The motion carried.

At 10:32 p.m., Board President Biagi called for a brief break; the meeting resumed in approximately five minutes.

Following discussion, due to the lateness of the hour, the Board agreed to reschedule agenda items Appendix 8 Special Education Update April to May and Appendix 9 Discussion Regarding Dissolution of Special Education Board Committee to the June 24 regular meeting, and Appendix 10 Approval of Administrative and Exempt Salaries Increases to the June 10 meeting, which will become a Special Meeting instead of a Committee-of-the-Whole as scheduled.

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Board members then continued a discussion about the continuation of the Special Education Board Committee which had been initiated at the April 29 organizational meeting of the new Board. It was noted that having members of the committee and members of the PT3 group attend the meeting at which the status of this committee would be discussed would be informative and helpful to the Board.

Board President Biagi invited public comments, which were received from Lara Liss and Miki Tesija, who was speaking on behalf of another special education parent, about the importance of continuing the Special Education Board Committee.

APPROVAL OF RECOMMENDED PERSONNEL REPORT

Board President Biagi noted that a revised report had been distributed as a result of the closed session earlier in the evening. It was noted that the Board is relying upon the recommendation of the Superintendent and administration in their professional judgment as to the hiring of these individuals per Policy 2:130.

ACTION ITEM 19-05-9

It was moved by Board member Sanchez and seconded by Board member Little that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

AYES: Biagi, Ryles, Sotos, Little, Sales, Sanchez

NAYS: None

PRESENT: None

ABSENT: Pearl

The motion carried.

Samantha Alaimo - Employ as Principal at Emerson School effective July 1, 2019 - \$109,000

Angela Brito - Employ as Principal at Washington School effective July 1, 2019 - \$134,000

Emma Cashman - Employ as Special Education Instructional Teacher at Franklin Elementary School effective August 22, 2019 - BA, Step 1 - \$52,175

Kate Glassgow - Employ as Special Education Resource Teacher at Roosevelt Elementary School effective August 22, 2019 - BA, Step 1 - \$52,175

Dina Greenberg - Employ as Special Education Resource Teacher at Field Elementary School effective August 22, 2019 - BA, Step 1 - \$52,175

Sarah Kwak - Employ as Special Education Resource Teacher at Franklin Elementary School effective August 22, 2019 - BA+12, Step 1 - \$54,122

Joan Layton - Employ as Special Education Resource Teacher at Franklin Elementary School effective August 22, 2019 - MA, Step 1 - \$60,011

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|--|------------------|---------------------|
| 20 - Operations and Maintenance Fund ----- | \$ | 239,105.33 |
| 40 - Transportation Fund ----- | \$ | 744.45 |
| 50 - IMRF/FICA Fund ----- | \$ | 68,925.29 |
| 51 - SS/Medicare ----- | \$ | 94,322.62 |
| 80 - Tort Immunity Fund ----- | \$ | - |
| | <u>Total: \$</u> | <u>4,646,495.41</u> |

Checks Numbered: 14796 - 14850

Direct Deposit: 900154042 - 900155669

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

B. Approval of Financial Update for the Period Ending April 30, 2018

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

C. Second Reading and Approval of PRESS Issue 99

D. Approval of Final Calendar for 2018-19

E. Destruction of Audio Closed Recordings (none)

ACTION ITEM 19-05-10

It was moved by Board member Little and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda for May 20, 2019 which includes: Bills, Payroll and Benefits; Approval of Financial Update for the Period Ending April 30, 2018; Second Reading and Approval of PRESS Issue 99; Approval of Final Calendar for 2018-19; and Destruction of Audio Closed Recordings (None).

The votes were cast as follows:

AYES: Little, Sotos, Biagi, Ryles, Sales, Sanchez

NAYS: None.

PRESENT: None.

ABSENT: Pearl

The motion carried.

APPROVAL OF MINUTES

The Board reached consensus to divided approval of the minutes into two motions to reflect the transition of the Board’s membership that had occurred between the two meetings.

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ACTION ITEM 19-05-11

It was moved by Board member Sotos and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Special Meeting on April 29, 2019.

Public comments

The votes were cast as follows:

AYES: Biagi, Sanchez, Ryles, Sotos

NAYS: None

PRESENT: Little, Sales

ABSENT: Pearl

The motion carried.

ACTION ITEM 19-05-11(a)

It was moved by Board member Sotos and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Organizational Meeting on April 29, 2019.

The votes were cast as follows:

AYES: Sanchez, Little, Sales, Ryles, Biagi, Sotos

NAYS: None.

PRESENT: None

ABSENT: Pearl

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Dr. Heinz reviewed the upcoming meeting agendas for the June 10 and June 24 meetings, noting the changes that will be made based on direction from the Board this evening. She reported on recent FOIA requests and noted the minutes from the recent Board Policy Committee were included in the packet. She updated the Board on recent District committee meetings, including the Traffic Safety Committee meeting and PTO/A Presidents' meeting. Dr. Heinz confirmed that Board members were invited to attend upcoming eighth grade promotion ceremonies on June 4 to present the certificate to their graduating student.

Board President Biagi suggested that New Business be added to the end of every agenda to accommodate further Board member discussion.

ADJOURNMENT

At 11:13 p.m., it was moved by Board Ryles and seconded by Board member Sanchez to adjourn, which was approved unanimously by voice vote.

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Date: June 20, 2019.

President

Secretary

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Inspire every child to



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

**Regular Board Meeting Agenda
Monday, July 15, 2019
Jefferson School – Multipurpose Room
8200 Greendale Avenue
Niles, IL 60714**

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

6:45 p.m. Meeting of the Board Convenes

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

Board Adjourns from the Regular Meeting and Convenes to a Public Hearing on Resolution to Authorize a Permanent Interfund Transfer

7:00 p.m. Board Adjourns from Public Hearing on Resolution to Authorize a Permanent Interfund Transfer and Resumes Regular Board Meeting

Pledge of Allegiance

Public Comments

Approval of Meeting Agenda

--Board President

Action Item 19-07-1

A-1

Superintendent Goal Development and Evaluation Template

--Superintendent

A-2

Resolution #1232 Approval of Tentative Budget and Establishment of Public Hearing Date

--Chief School Business Official

Action Item 19-07-2

A-3

Year-End Review of Special Education

--Director of Student Services/Assistant Director of Student Services

A-4

Discussion of Future of Special Education Board Committee

--Board Committee Co-Chairs

Action Item 19-07-3

A-5

Update on Summer Construction Projects

--Chief School Business Official

A-6

Approval of Recommended Personnel Report A-7
--Board President **Action Item 19-07-4**

Consent Agenda A-8
--Board President **Action Item 19-07-5**

- Bills, Payroll and Benefits
- Resolution #1233 to Transfer Funds from the Transportation Fund to the Education Fund
- Second Reading and Approval of PRESS 100 and Policies 7:20 and 7:180

Approval of Minutes A-9
--Board President **Action Item 19-07-6**

- Special Meeting.....June 10, 2019
- Regular Meeting.....June 20, 2019

Other Discussion and Items of Information A-10
--Superintendent

- Upcoming Agenda
- FOIA requests
- District Committee Updates (None)
- Memorandum of Information
- Minutes of Board Committees (None)
- Enrollment Update

New Business A-11

Adjournment

Next Regular Meeting:

Monday, August 19, 2019
Regular 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.

PARK RIDGE-NILES SCHOOL DISTRICT 64
164 S. PROSPECT AVENUE
PARK RIDGE, IL 60068

**Note to Requester: Retain a copy of this request for your files. If you eventually need to file a Request for Review with the Public Access Counselor, you will need to submit a copy of your FOIA request.

Date Requested: 5/18/2019

Request Submitted By: E-mail U.S. Mail Fax In Person

Name of Requester: Ginger Pennington

Street Address: [REDACTED]

City/State/County Zip (required): [REDACTED]

Telephone (Optional): [REDACTED] E-mail [REDACTED]

Fax (Optional): _____

Records Requested: *Provide as much specific detail as possible so the public body can identify the information that you are seeking. You may attach additional pages, if necessary.

I would like a copy of the full Illinois Youth Survey reports for 2018 (the District wide report, as well as the separate reports for Emerson and Lincoln Middle Schools.

Do you want copies of the documents? Yes -- via email please, no hard copies necessary

--Do you want electronic copies or paper copies? electronic

--If you want electronic copies, in what format? pdf, via email

Is this request for a Commercial Purpose? NO

(It is a violation of the Freedom of Information Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body. 5 ILCS 140.3.1(c)).

Are you requesting a fee waiver? NO

If you are requesting that the public body waive any fees for copying the documents, you must attach a statement of the purpose of the request, and whether the principal purpose of the request is to access or disseminate information regarding the health, safety, and welfare or legal rights of the general public. 5 ILCS 140/6(c)).

Office Use Only 2010-

Date Requested _____

Date Due _____



SmartProcure FOIA Request to Park Ridge-Niles Community Consolidated School District No. 64 for PO/Vendor Information

1 message

Bethany Simpson [REDACTED]
To: btramm@d64.org

Wed, Jun 5, 2019 at 2:27 PM

Good afternoon,

SmartProcure is submitting a commercial FOIA request to the Park Ridge-Niles Community Consolidated School District No. 64 for any and all purchasing records from 12-10-2018 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

If you would like to let me know what type of financial software you use, I may have report samples that help to determine how, or if, you are able to respond.

Please email the information or use the following web link. There is no file size limitation:

[REDACTED]

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at the phone number below in my signature.

Regards,

Bethany Simpson
Data Acquisition Specialist
SmartProcure

[REDACTED]