



OAK PARK ELEMENTARY SCHOOL DISTRICT 97
260 MADISON STREET, OAK PARK, ILLINOIS
BOARD MEETING
April 30, 2019, 7:00 PM

BOARD NORMS	
•	Equity of voice
•	Brevity
•	Disciplined thought
•	Preparation
•	Authentic, genuine conversations
•	Respectful tone and intent
•	Listen
•	Assume positive intent

District 97 Vision and Goals

Create a positive learning environment for all students that is equitable, inclusive and focused on the whole child.

1. Inclusivity

The collective responsibility to provide equitable opportunities for access and promote active participation of all stakeholders in an accepting and supporting environment.

2. Positive Learning Environment

A place where all members of the school community are engaged in hands-on, real-world experiences and feel safe, empowered, supported and valued.

3. Equity

The practice of beliefs and creation of systems that provide access and opportunities, fair treatment, and full inclusion of all students. This applies across race, ethnicity, socioeconomic status, gender identity and expression, disability and different learning needs, sexual orientation, language, immigrant status, religion, and other characteristics in order to realize equitable opportunities and outcomes for everyone.

4. Whole-Child-Focused

Supporting, measuring and celebrating all aspects of a student's development (social/emotional, academic, physical, artistic) through caring and respectful relationships.

We will ensure that every D97 student witnesses, achieves or begins experiencing what it means to be:
A known, nurtured and celebrated LEARNER.
An empowered and passionate SCHOLAR.
A confident and persistent ACHIEVER.
A creative CRITICAL THINKER AND GLOBAL CITIZEN

1. 7:00 PM - PUBLIC

1. Public Comment (Topics pertaining to the outgoing board)

2. 7:15 PM - ACTION ITEMS

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The Oak Park School District 97 does not discriminate on the basis of disabilities in the admission or access to its programs or activities. We invite individuals requiring reasonable accommodation to contact the ADA Coordinator (524-3030) at least 48 hours before the scheduled meeting time. This agenda can also be made available on audiotape.

**Official Minutes of the
Oak Park Board of Education District 97,
970 Madison Street, Oak Park, Cook County, Illinois
Meeting April 9, 2019**

President Spurlock called the meeting to order at 6:15 p.m.

Present: Spurlock, O'Connor (arrived at 6:17 p.m.), Datta (arrived at 6:16 p.m.), Breymaier, Broy, and Liebl
Absent: Spatz
Also Present: Superintendent Dr. Carol Kelley, Assistant Superintendent for Finance and Operations Paul Starck-King, Senior Director of HR Laurie Campbell, Senior Director of Special Services Ebony Lofton, Senior Director of Policy, Procedures and Communication Chris Jasculca, Director of Technology Michael Arensdorff, Senior Director of Equity Carrie Kamm, and Acting Recording Secretary Lou Anne Johannesson

ROLL CALL

EXECUTIVE SESSION

EXECUTIVE SESSION

The Board moved into Executive Session at 6:15 p.m. to discuss (Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees or Legal Counsel for the District 5 ILCS 120/2(c)(1))

OPEN SESSION

O'Connor moved, that the Board of Education move into Open Session at 7:00 p.m. The motion was seconded and all members of the Board in attendance were in agreement. The meeting reconvened at 7:00 p.m.

PUBLIC HEARING - CALENDAR

PUBLIC HEARINGS

A public hearing was held regarding the district calendar. Those in attendance were invited to speak on the topic and no one expressed interest in doing so.

PUBLIC HEARING - FUND TRANSFER

A public hearing was held regarding the proposed transfer of funds in the amount of \$6,500,000 from the District's Education Fund and \$4,000,000 from its Transportation Fund to the District's Operations and Maintenance Fund. Those in attendance were invited to speak on the topic and no one expressed interest in doing so.

RECOGNITION OF HILARY WINKELHAKE

STAFF RECOGNITION

The Board recognized Whittier School Nurse Hilary Winkelhake. Winkelhake used her skills to save the life of a fellow employee in March, 2019. Winkelhake received a standing ovation.

PUBLIC COMMENT

PUBLIC COMMENT

Rachel H., an Oak Park resident, addressed the Board regarding the multi-age classrooms at Lincoln School.

REPORTS

REPORTS

PRESENTATION FROM PARTNERSHIPS

BRAVO, CAST, Hephzibah, Oak Park Education Foundation and PING! shared brief updates on what each organization is doing and how their efforts support the District's vision.

MATH SIXTH GRADE PILOT PRESENTATION

The Board was updated on the Math sixth grade pilot program and asked to consider approval of the program on April 30, 2019.

SEXUAL HARASSMENT POLICY UPDATE

The Board discussed the draft Sexual Harassment policy and recommended changes. This item will return to the Board for further discussion on April 30, 2019.

ACTION ITEMS

ACTION

2.2 APPROVAL OF THE CONSENT AGENDA

Breymaier moved, seconded by Datta, that the Board of Education, District 97, approve the consent agenda as presented.

5.2.1 Approval of Bill List

5.2.2 Personnel Action

Ayes: Breymaier, Datta, Broy O’Connor, Liebl, and Spurlock

Nays: None

Absent: Spatz

Motion passed.

5.3.1 APPROVAL OF TRANSFER RESOLUTIONS

Spurlock moved, seconded by Breymaier, that the Board of Education of Oak Park District 97, approve the attached resolution to transfer \$829,566 from the Education Fund to the Debt Service Fund to support the payment of lease obligations.

Ayes: Spurlock, Breymaier, O’Connor, Broy, Liebl and Datta

Nays: None

Absent: Spatz

Motion passed.

5.3.2 APPROVAL OF LINCOLN / LONGFELLOW CONSTRUCTION BID PACKAGE - LANDSCAPING AND ASPHALT

Spurlock moved, seconded by Breymaier, that the Board of Education of Oak Park District 97, approve the recommended bids and associated costs of Lincoln/Longfellow Landscaping and Asphalt.

Ayes: Spurlock, Breymaier, Datta, O’Connor, Broy, and Liebl

Nays: None

Absent: Spatz

Motion passed.

5.3.3 APPROVAL OF ERATE

Liebl moved, seconded by Breymaier, that the Board of Education of Oak Park District 97, award the following contracts as presented to the Board on February 26, 2019, and provided in a weekly report to the Board.

The following contracts will be awarded to Comcast:

- 36-month agreement to provide Dedicated Internet services located at Brooks, at a monthly cost of \$1,400, plus taxes and fees
- 36-month agreement to provide Dedicated Internet services located at the District Office, at a monthly cost of \$2,100 plus taxes and fees
- A 12-month agreement to provide a Wide Area Network (WAN-fiber services) to all district facilities at a monthly cost of \$11,400 plus taxes and fees

The following contracts will be awarded to CDWG:

- Wireless access point contract in the amount of \$134,997.30
- Firewall contract in the amount of \$34,498.56 as presented at the February 26 meeting and provided in weekly Board updates

Ayes: Liebl, Breymaier, Spurlock, O’Connor, Datta, and Broy

Nays: None

Absent: Spatz

Motion passed.

5.3.4 APPROVAL OF THE DRAFT 2020-2021 CALENDAR

Spurlock moved, seconded by Breymaier, that the Board of Education of Oak Park District 97, approve the Draft 2020-2021 Calendar as presented.

Ayes: Spurlock, Breymaier, Datta, O'Connor, Broy, and Liebl
Nays: None
Absent: Spatz
Motion passed.

5.3.5 APPROVAL OF THE 2019-2023 COLLECTIVE BARGAINING AGREEMENT WITH THE OAK PARK EDUCATIONAL SUPPORT PROFESSIONALS ASSOCIATION

Spurlock moved, seconded by Breymaier, that the Board of Education of Oak Park District 97, approve the terms of a new four year collective bargaining agreement with the Oak Park Educational Support Professionals Association.

Ayes: Spurlock, Breymaier, Datta, O'Connor, Broy, and Liebl
Nays: None
Absent: Spatz
Motion passed.

5.3.6 APPROVAL OF THE 2019-2023 COLLECTIVE BARGAINING AGREEMENT WITH THE OAK PARK TEACHERS' ASSISTANTS ASSOCIATION

Breymaier moved, seconded by Datta, that the Board of Education of Oak Park District 97, approve the terms of a new four year collective bargaining agreement with the Oak Park Teachers' Assistants Association.

Ayes: Breymaier, Datta, Spurlock, O'Connor, Broy, and Liebl
Nays: None
Absent: Spatz
Motion passed.

5.3.7 APPROVAL OF MULTI-CULTURAL FESTIVAL BUDGET

Breymaier moved, seconded by Spurlock, that the Board of Education of Oak Park District 97, approve the Multi-Cultural Festival Budget as presented.

Ayes: Breymaier, Spurlock, Datta, O'Connor, Broy, and Liebl
Nays: None
Absent: Spatz
Motion passed.

5.4.1.1 APPOINTMENT OF ADMINISTRATOR - HERMANN

O'Connor moved that the Board of Education of Oak Park District 97, appoint Gina Herrmann as the Senior Director of Human Resources at a salary of \$130,000 effective July 1, 2019, for the 2019-2020 school year. The motion was seconded and carried.

Ayes: O'Connor, Datta, Spurlock, Breymaier, Broy, and Liebl
Nays: None
Absent: Spatz
Motion passed.

5.4.1.2 APPOINTMENT OF ADMINISTRATOR - KING

Breymaier moved, seconded by Datta, that the Board of Education of Oak Park District 97, appoint Patrick King as the Director of Finance at an annual salary of \$108,041, effective June 1, 2019.

Ayes: Breymaier, Datta, Spurlock, O'Connor, Broy, and Liebl
Nays: None
Absent: Spatz
Motion passed.

5.4.1.3 APPOINTMENT OF ADMINISTRATOR - TANNER

Datta moved that the Board of Education of Oak Park District 97, appoint Michael Tanner as the Interim Chief School Business Official at a daily rate of \$561.65 effective April 11, 2019.

Ayes: Datta, Spurlock, Breymaier, O’Connor, Broy, and Liebl
Nays: None
Absent: Spatz
Motion passed.

5.4.1.4 APPOINTMENT OF ADMINISTRATOR - MIDDLETON

Spurlock moved, seconded by Breymaier that the Board of Education of Oak Park District 97, appoint Donna Middleton as the Senior Director of Special Education at an annual salary of \$126,405, effective July 1, 2019, for the 2019-2020 school year.

Ayes: Spurlock, Breymaier, Datta, O’Connor, Broy, and Liebl
Nays: None
Absent: Spatz
Motion passed.

5.4.2 APPROVAL OF DISTRICT TREASURER

Spurlock moved, seconded by Breymaier, that the Board of Education of Oak Park District 97, appoint Mr. Michael Tanner as its District Treasurer for the period of time April 13, 2019 through June 30, 2019 per the recommendation of the Superintendent of Schools.

Ayes: Spurlock, Breymaier, Datta, O’Connor, Broy, and Liebl
Nays: None
Absent: Spatz
Motion passed.

ADMINISTRATIVE ITEMS

ADMINISTRATIVE
ITEMS

The following items were shared with the Board and will return for action on April 30, 2019.

- Technology Plan Update
- Amended Budget Update
- Field Maintenance Intergovernmental Agreement
- Disposal of Property
- Dental and LTD
- Policy Review
- Approval of AV Bids for Lincoln and Longfellow

The Administration also shared a review of the 5-Year Forecast and Revisions to the Julian Parking Agreement with the Village.

BOARD ASSIGNMENTS

BOARD
ASSIGNMENTS

STANDING BOARD COMMITTEE LIAISON REPORT FOLLOW UP

FACILITIES ADVISORY COMMITTEE

The FAC committee has been discussing sustainability.

FINANCE OVERSIGHT AND REVIEW COMMITTEE

The FORC committee is working on the transparency policy and the need for communication if the policy is delayed.

EQUITY POLICY IMPLEMENTATION

It was reported that the implementation plan is being considered.

CONCLUDING ITEMS

CONCLUDING
ITEMS

AGENDA MAINTENANCE

The draft agenda for the April 30, 2019 Board meeting was reviewed and modifications were recommended.

BOARD REMARKS

Concern was expressed about students staying on task when using technology. Michael Arensdorff responded to his concern.

Interest was expressed in knowing more about the cross references within policies.

The process for the new Board member orientation was discussed.

It was noted that the recent band concert was wonderful and the music department was commended.

ADJOURNMENT

There being no further business to conduct, President Spurlock declared the meeting adjourned at 10:13 p.m.

ADJOURNMENT

Board President

Board Secretary

**Official Minutes of the
Oak Park Board of Education District 97,
970 Madison Street, Oak Park, Cook County, Illinois
Special Meeting April 23, 2019**

President Spurlock called the meeting to order at 8:00 a.m.

Present: Spurlock, O'Connor, Datta, and Spatz
Absent: Breymaier, Broy and Liebl
Also Present: Superintendent Dr. Carol Kelley, Senior Director of HR Laurie Campbell

ROLL CALL

EXECUTIVE SESSION

EXECUTIVE
SESSION

Spatz moved, seconded by Datta, that the Board of Education move into Executive Session at 8:00 a.m. to discuss (Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees or Legal Counsel for the District 5 ILCS 120/2(c)(1), Roll call vote.

Ayes: Spatz, Datta, Spurlock, O'Connor
Nays: None
Absent: Breymaier, Broy and Liebl
Motion passed.

OPEN SESSION

OPEN SESSION

A motion was made that the Board of Education move into Open Session at 8:00 a.m. All members of the Board in attendance were in agreement. The meeting reconvened at 8:02 a.m.

PUBLIC COMMENT

PUBLIC
COMMENT

None

ACTION ITEMS

ACTION ITEMS

2.1.1 APPROVAL OF PERSONNEL REPORT

Spurlock moved, seconded by Datta, that the Board of Education of Oak Park District 97, approve the Personnel Report as presented. Roll call vote.

Ayes: Spurlock, Datta, O'Connor, and Spatz
Nays: None
Absent: Breymaier, Broy and Liebl
Motion passed.

2.1.2 APPOINTMENT OF DISTRICT TREASURER

Spurlock moved, seconded by Spatz, that the Board of Education of Oak Park District 97, appoint Dr. Carol Kelley as the District's Treasurer. Roll call vote.

Ayes: Spurlock, Spatz, O'Connor, and Datta
Nays: None
Absent: Breymaier, Broy and Liebl
Motion passed.

ADJOURNMENT

ADJOURNMENT

There being no further business to conduct, President Spurlock declared the meeting adjourned at 8:05 a.m.

Board President

Board Secretary

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

CHECK REGISTER DATE: 04/30/19

Report Date: 4/24/19

Check Key	Check Date	Invoice No	Batch No	Vendor Name	Payment Amount	Description
A200853088	04/30/19	MARCH	000770	A T & T	\$35.07	CORP ID #1954920 INV BAN:854322414
A200853089	04/30/19	01-202471-04	000770	AA RENTAL CENTER	\$1,325.50	LIFT RENTAL - MANN
A200853090	04/30/19	C11902371	000779	ABLENET TECH SUPPORT	\$44.00	Universal Mounting Plate #90000015
A200853090	04/30/19	C11903352	000779	ABLENET TECH SUPPORT	\$297.00	Hover w/ Super Clamp #10000012
A200853091	04/30/19	27388	000772	ACTION FENCE CONTRACTORS, INC.	\$21,165.00	BUILDING IMPROVEMENTS
A200853091	04/30/19	27388	000772	ACTION FENCE CONTRACTORS, INC.	\$1,195.00	NON CAP EQUIP
A200853092	04/30/19	REIMBURSEMENT	000770	ADVANI SHILPA	\$34.00	CPR ONLINE COURSE - SPED
A200853093	04/30/19	S133241	000770	AFFILIATED CUSTOMER SERVICE, INC.	\$734.00	LABOR - IRVING
A200853093	04/30/19	S133440	000770	AFFILIATED CUSTOMER SERVICE, INC.	\$365.00	LABOR - IRVING
A200853093	04/30/19	S135822	000772	AFFILIATED CUSTOMER SERVICE, INC.	\$320.00	SERVICE
A200853093	04/30/19	S135824	000772	AFFILIATED CUSTOMER SERVICE, INC.	\$480.00	SERVICE
A200853093	04/30/19	S135828	000772	AFFILIATED CUSTOMER SERVICE, INC.	\$916.25	SERVICE
A200853093	04/30/19	S135829	000772	AFFILIATED CUSTOMER SERVICE, INC.	\$1,629.50	SERVICE
A200853093	04/30/19	S135854	000772	AFFILIATED CUSTOMER SERVICE, INC.	\$320.00	SERVICE
A200853093	04/30/19	S137978	000770	AFFILIATED CUSTOMER SERVICE, INC.	\$507.50	SERVICE - JULIAN
A200853093	04/30/19	S138244	000770	AFFILIATED CUSTOMER SERVICE, INC.	\$525.00	SERVICE - LINCOLN
A200853094	04/30/19	1640	000770	AH TECHNOLOGY, INC.	\$359.00	DIGITIZER REPLACEMENT
A200853094	04/30/19	1643	000770	AH TECHNOLOGY, INC.	\$200.00	DIGITIZER REPLACEMENT
A200853094	04/30/19	1656	000770	AH TECHNOLOGY, INC.	\$198.00	DIGITIZER REPLACEMENT
A200853094	04/30/19	1658	000770	AH TECHNOLOGY, INC.	\$140.00	DIGITIZER REPLACEMENT
A200853094	04/30/19	1662	000770	AH TECHNOLOGY, INC.	\$408.00	DIGITIZER REPLACEMENT
A200853094	04/30/19	1666	000770	AH TECHNOLOGY, INC.	\$539.00	DIGITIZER REPLACEMENT
A200853095	04/30/19	W394898	000770	AIR PRODUCTS EQUIPMENT COMPANY	\$548.00	PARTS - B&G
A200853096	04/30/19	53200-1075	000772	ALARM DETECTION SYSTEMS INC.	\$6,244.83	INTRUSION/FIRE ALARM
A200853097	04/30/19	106193937	000770	ALEXIAN BROTHERS BEHAVIORAL HOSP	\$440.00	EDUCATIONAL INSTRUCTION - SPED
A200853098	04/30/19	1171	000770	ALMA ADVISORY GROUP, LLC	\$1,312.50	EXECUTIVE COACHING SUPPORT - BC
A200853099	04/30/19	5126262	000772	ANDERSON PEST CONTROL	\$674.18	EXTERMINATOR SERVICE
A200853099	04/30/19	5157450	000770	ANDERSON PEST CONTROL	\$300.00	TREATMENT - JULIAN
A200853099	04/30/19	5158325	000770	ANDERSON PEST CONTROL	\$50.00	TREATMENT - JULIAN
A200853099	04/30/19	5158533	000770	ANDERSON PEST CONTROL	\$25.34	TREATMENT - LONGFELLOW
A200853099	04/30/19	5158825	000770	ANDERSON PEST CONTROL	\$221.00	TREATMENT - JULIAN
A200853100	04/30/19	MARCH	000770	ANN/ROBERT H. LURIE CHILDREN'S HOSPITAL	\$60.00	EDUCATIONAL INSTRUCTION - SPED
A200853101	04/30/19	14770	000770	ARLINGTON GLASS & MIRROR	\$480.00	LABOR - B&G
A200853102	04/30/19	OP3519	000770	AUSTIN MUSIC CENTER	\$257.00	REPAIRS & SUPPLIES
A200853103	04/30/19	11195	000770	B & F CONSTRUCTION CODE SERVICES, INC.	\$1,891.41	PROJECT - LINCOLN
A200853103	04/30/19	11196	000770	B & F CONSTRUCTION CODE SERVICES, INC.	\$1,795.68	PROJECT - LONGFELLOW
A200853103	04/30/19	11202	000770	B & F CONSTRUCTION CODE SERVICES, INC.	\$200.00	PROJECT - MANN
A200853104	04/30/19	APRIL	000770	BAILEY CHELSEA	\$480.00	STIPEND PAYMENT - SPED
A200853105	04/30/19	P12521712	000772	BATTERIES PLUS, LLC	\$845.00	LIGHTING SUPPLIES
A200853105	04/30/19	P12521791	000772	BATTERIES PLUS, LLC	\$76.89	LIGHTING SUPPLIES
A200853105	04/30/19	P12860393	000772	BATTERIES PLUS, LLC	\$93.00	ELECTRICAL PARTS
A200853105	04/30/19	P13209894	000772	BATTERIES PLUS, LLC	\$67.90	ELECTRICAL PARTS
A200853105	04/30/19	P13290276	000772	BATTERIES PLUS, LLC	\$45.98	ELECTRICAL PARTS
A200853105	04/30/19	P13419045	000772	BATTERIES PLUS, LLC	\$47.85	ELECTRICAL PARTS
A200853105	04/30/19	P9659373	000772	BATTERIES PLUS, LLC	\$41.37	ELECTRICAL PARTS
A200853106	04/30/19	REFEREE	000770	BECKMAN BRUCE	\$38.50	JULIAN VS ROOSEVELT
A200853107	04/30/19	MILEAGE	000770	BENNETT LINDSEY	\$40.88	REIMBURSEMENT JAN-MAR - HR
A200853107	04/30/19	TUITION	000770	BENNETT LINDSEY	\$1,932.00	REIMBURSEMENT - HR
A200853108	04/30/19	APRIL	000770	BENSON SAMANTHA	\$480.00	STIPEND PAYMENT - SPED

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

CHECK REGISTER DATE: 04/30/19

Report Date: 4/24/19

Check Key	Check Date	Invoice No	Batch No	Vendor Name	Payment Amount	Description
A200853109	04/30/19	1284797	000772	BLICK ART MATERIALS	\$1,607.80	ART SUPPLIES
A200853109	04/30/19	1282696	000772	BLICK ART MATERIALS	\$390.06	ART SUPPLIES
A200853110	04/30/19	39644	000770	BLUE CAB	\$152.00	18/19 REG TRANSPORTATION - SPED
A200853111	04/30/19	APRIL	000770	BLUE CROSS BLUE SHIELD OF IL	\$10,136.15	DENTAL HMO - HR
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$730.47	MILK & JUICE - BEYE
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,104.76	MILK & JUICE - BROOKS
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$853.51	MILK & JUICE - HATCH
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,156.99	MILK & JUICE - HOLMES
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,003.37	MILK & JUICE - IRVING
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,075.59	MILK & JUICE - JULIAN
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,228.27	MILK & JUICE - LINCOLN
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,146.40	MILK & JUICE - LONGFELLOW
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$813.75	MILK & JUICE - MANN
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$563.91	MILK & JUICE - WHITTIER
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$26.82	WHITE MILK PKP
A200853113	04/30/19	4/4/19	000770	BONACCORSI JAMES	\$95.00	REIMBURSEMENT FOR DR'S VISIT - AC
A200853114	04/30/19	2808	000772	BRIGHT MORNING CONSULTING, INC.	\$700.00	STAFF DEVELOPMENT
A200853115	04/30/19	14487	000770	BRITTEN SCHOOL	\$22,653.54	18/19 REG TUITION - SPED
A200853116	04/30/19	201900199	000770	BULLEY & ANDREWS	\$634,236.80	ADDITIONS & RENOVATIONS - LINCOLN
A200853116	04/30/19	201900200	000770	BULLEY & ANDREWS	\$716,636.55	ADDITIONS & RENOVATIONS - LONGFI
A200853117	04/30/19	4880369	000772	BUREAU OF EDUCATION AND RESEARCH, I	\$269.00	STAFF DEVELOPMENT
A200853117	04/30/19	4886875	000772	BUREAU OF EDUCATION AND RESEARCH, I	\$1,090.00	STAFF DEVELOPMENT
A200853117	04/30/19	4886902	000779	BUREAU OF EDUCATION AND RESEARCH, I	\$4,360.00	Registration for C. Downs,J.Dunn,K.Fox,
A200853117	04/30/19	4890835	000772	BUREAU OF EDUCATION AND RESEARCH, I	\$269.00	STAFF DEVELOPMENT
A200853118	04/30/19	0053271	000770	BUSINESSSOLVER.COM, INC.	\$2,383.70	ANCILLARY PLAN SRVC - HR
A200853119	04/30/19	GOOGLE	000770	CAHILL MAGGIE	\$29.00	PREMIUM UPGRADE - LONGFELLOW
A200853120	04/30/19	1283021	000770	CAMELOT EDUCATION-MT. PROSPECT	\$2,898.24	18/19 REG TUITION - SPED
A200853121	04/30/19	4028759300	000772	CANON BUSINESS SOLUTIONS, INC.	\$6,300.00	CANON MAINTENANCE/SUPPLIES
A200853121	04/30/19	4028771605	000772	CANON BUSINESS SOLUTIONS, INC.	\$12,204.00	CANON MAINTENANCE/SUPPLIES
A200853122	04/30/19	TUITION	000770	CASSELLE RAHWA	\$2,000.00	REIMBURSEMENT - HR
A200853123	04/30/19	RJX3048	000770	CDW CORPORATION	\$511.50	ACER ADAPTER - TECH DEPT
A200853124	04/30/19	66172522	000772	CENGAGE LEARNING, INC.	\$797.55	LIBRARY BOOKS
A200853125	04/30/19	11889	000772	CENTERING ON CHILDREN, INC	\$441.60	GENERAL SUPPLIES
A200853126	04/30/19	3/19-4/10/19	000770	CHERYL HARDING	\$3,052.50	18/19 SPEECH PATHOLOGIST - SPED
A200853127	04/30/19	533	000770	CHILD'S VOICE SCHOOL	\$5,190.40	18/19 APR REG TUITION - SPED
A200853128	04/30/19	MILEAGE	000770	CIOSEK ANNE	\$38.28	REIMBURSEMENT - SPED
A200853129	04/30/19	SUPPLIES	000770	COLMENERO ELVIRA	\$131.25	SUPPLIES REIMBURSEMENT - BEYE
A200853130	04/30/19	79163998	000770	COMCAST BUSINESS	\$17,986.75	ACCT #930010780 - MARCH
A200853131	04/30/19	1054	000770	COMPREHENSIVE CONSTRUCTION SOLUTIONS	\$975.00	REPAIRS - HATCH
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$5,845.74	ACCT #1907480000 - MANN
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$11,146.20	ACCT #224480000 - WHITTIER
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$8,446.04	ACCT #234740000 - JULIAN
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$5,723.54	ACCT #4065480000 - BEYE
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$5,093.90	ACCT #482480000 - LONGFELLOW
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$5,896.73	ACCT #4919480000 - HATCH
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$4,546.54	ACCT #7697380000 - IRVING
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$3,347.21	ACCT #9146480000 - HOLMES
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$182.96	ACCT #9221686058 - ADMN BLDG
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$4,682.44	ACCT #9399380000 - LINCOLN
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$1,237.92	ACCT #9672480000 - SHOP
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$5,802.88	ACCT #9813740000 - BROOKS

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A200853133	04/30/19	TUITION	000770	COOPER DEBBIE	\$1,134.00	REIMBURSEMENT - HR
A200853134	04/30/19	SD97-0319	000770	COVE SCHOOL	\$12,588.48	18/19 REG TUITION - SPED
A200853135	04/30/19	CUS0175793	000770	CRISIS PREVENTION INSTITUTE	\$3,249.00	INSTRUCTOR CERTIFICATION - SPED
A200853135	04/30/19	CUSR048752	000770	CRISIS PREVENTION INSTITUTE	(\$3,049.00)	INSTRUCTOR CERTIFICATION - SPED
A200853136	04/30/19	36052	000770	CROW COMMUNICATIONS, INC.	\$782.00	SERVICE AT LONGFELLOW & HATCH
A200853137	04/30/19	35707	000770	CROWN TROPHY	\$897.00	CUSTON RIBBONS - BEYE
A200853138	04/30/19	007644	000772	D.J. SWEENEY ELECTRICAL CONTRACTORS, INC	\$3,250.00	ELECTRIC
A200853138	04/30/19	007661	000772	D.J. SWEENEY ELECTRICAL CONTRACTORS, INC	\$1,500.00	NON CAP EQUIP
A200853139	04/30/19	36	000770	DAHL RACHEL	\$6,500.00	COACHING & SUPPORT
A200853140	04/30/19	TRAVEL	000770	DAVID FREGO	\$877.81	TRAVEL REIMBURSEMENT - MUSIC
A200853141	04/30/19	REIMBURSEMENT	000770	DEBRA TAYLOR	\$55.00	BANK FEES - HR
A200853142	04/30/19	202501648847	000772	DELTA EDUCATION INC	\$20.88	FOSS SCIENCE SUPPLIES
A200853143	04/30/19	6571734	000772	DEMCO, INC.	\$701.99	LIBRARY SUPPLIES
A200853144	04/30/19	4/15/19	000770	DESHON NEWMAN	\$350.00	MULTI CULTURAL FEST PERFORMANC
A200853145	04/30/19	D52000780102	000772	DISCOUNT SCHOOL SUPPLY	\$358.72	GENERAL SUUPPLIES
A200853146	04/30/19	RELAYS	000770	DISTRICT 15 OF PALATINE	\$50.00	CARL SANDBURG RELAYS - JULIAN
A200853147	04/30/19	719085	000772	DOMINOS	\$587.50	CAST REGULAR
A200853148	04/30/19	201903OAKPARK	000770	CLARE DONOVAN SCANE	\$5,200.00	READING WORKSHOPS - T&L
A200853149	04/30/19	1115979	000770	DREISILKER ELECTRIC MOTORS INC	\$525.54	PARTS - IRVING
A200853149	04/30/19	1116336	000770	DREISILKER ELECTRIC MOTORS INC	\$34.88	PARTS - B&G
A200853149	04/30/19	1116513	000770	DREISILKER ELECTRIC MOTORS INC	\$1,189.67	PARTS - BROOKS
A200853149	04/30/19	1116860	000770	DREISILKER ELECTRIC MOTORS INC	\$349.17	PARTS - JULIAN
A200853149	04/30/19	1117640	000770	DREISILKER ELECTRIC MOTORS INC	\$112.36	PARTS - JULIAN
A200853149	04/30/19	1117996	000770	DREISILKER ELECTRIC MOTORS INC	\$72.38	PARTS - LONGFELLOW
A200853150	04/30/19	TUITION	000770	PAUL DUDA	\$100.00	REIMBURSEMENT - HR
A200853151	04/30/19	45505	000770	EARTHWISE ENVIRONMENTAL, INC.	\$504.00	SUPPLIES - BROOKS
A200853151	04/30/19	45506	000770	EARTHWISE ENVIRONMENTAL, INC.	\$504.00	SUPPLIES - HOLMES
A200853151	04/30/19	45507	000770	EARTHWISE ENVIRONMENTAL, INC.	\$364.00	SUPPLIES - JULIAN
A200853151	04/30/19	45508	000770	EARTHWISE ENVIRONMENTAL, INC.	\$364.00	SUPPLIES - IRVING
A200853151	04/30/19	45586	000770	EARTHWISE ENVIRONMENTAL, INC.	\$5,691.00	SUPPLIES - LINCOLN
A200853151	04/30/19	45587	000770	EARTHWISE ENVIRONMENTAL, INC.	\$5,691.00	SUPPLIES - LONGFELLOW
A200853151	04/30/19	45589	000770	EARTHWISE ENVIRONMENTAL, INC.	\$4,849.00	SUPPLIES - WHITTIER
A200853151	04/30/19	45590	000770	EARTHWISE ENVIRONMENTAL, INC.	\$4,291.00	SUPPLIES - BEYE
A200853151	04/30/19	45591	000770	EARTHWISE ENVIRONMENTAL, INC.	\$4,291.00	SUPPLIES - HATCH
A200853152	04/30/19	21322	000770	EASTER SEALS METROPOLITAN CHICAGO, INC.	\$5,906.88	18/19 REG TUITION - SPED
A200853153	04/30/19	MARCH 8	000772	EDUCATION RESOURCES, INC.	\$435.00	STAFF DEVELOPMENT
A200853154	04/30/19	577976	000772	ELENCO ELECTRONICS, INC.	\$1,231.48	PROJECT LEAD THE WAY SUPPLIES
A200853155	04/30/19	REIMBURSEMENT	000770	EMILY WOODS	\$50.00	LICENSE RENEWAL - HR
A200853156	04/30/19	001-109374005	000770	F.E. MORAN, INC.	\$3,099.76	PLUMBING SRVS - JULIAN
A200853156	04/30/19	001-109374005	000770	F.E. MORAN, INC.	\$2,526.77	PLUMBING SRVS - LINCOLN
A200853156	04/30/19	001-109374005	000770	F.E. MORAN, INC.	\$734.02	PLUMBING SRVS - WHITTIER
A200853156	04/30/19	001-109374007	000770	F.E. MORAN, INC.	\$2,047.76	PLUMBING PARTS - B&G
A200853156	04/30/19	001-301901107	000772	F.E. MORAN, INC.	\$2,769.00	BUILDING IMPROVEMENTS
A200853156	04/30/19	001-301901108	000772	F.E. MORAN, INC.	\$2,711.00	BUILDING IMPROVEMENTS
A200853156	04/30/19	001-301901109	000772	F.E. MORAN, INC.	\$180.00	PLUMBING PARTS
A200853157	04/30/19	11561592	000770	FIRST STUDENT, INC	\$7,714.00	18/19 FEB REG TRANSPORTATION - SF
A200853157	04/30/19	11565953	000770	FIRST STUDENT, INC	\$6,090.00	18/19 MARCH REG TRANSPORTATION
A200853158	04/30/19	2358457A	000772	FOLLETT SCHOOL SOLUTIONS, INC.	\$1,675.40	INSTRUCTIONAL SUPPLIES
A200853158	04/30/19	421652A	000772	FOLLETT SCHOOL SOLUTIONS, INC.	\$608.22	LIBRARY BOOKS
A200853159	04/30/19	SEMINAR	000770	FRONTLINE TECHNOLOGIES GROUP,LLC	\$395.00	RECRUITING & HIRING WORKSHOP - F
A200853160	04/30/19	51326	000770	GARAVENTA USA, INC.	\$546.25	SRVC CALL - HATCH

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A200853161	04/30/19	6050753	000770	GENERAL PARTS LLC	\$465.03	NEW PARTS FOR DISHWASHER - HATTI
A200853162	04/30/19	2019030100	000770	GEOCON PROFESSIONAL SERVICES, LLC	\$2,303.00	LABOR - LONGFELLOW
A200853162	04/30/19	201904025	000770	GEOCON PROFESSIONAL SERVICES, LLC	\$6,115.25	PROJECT - LINCOLN
A200853162	04/30/19	201904027	000770	GEOCON PROFESSIONAL SERVICES, LLC	\$3,253.76	PROJECT - LONGFELLOW
A200853163	04/30/19	2019	000770	GERALD ALFRED	\$300.00	MULTI CULTURAL FEST PERFORMANC
A200853164	04/30/19	TDS-N9283	000770	GLENOAKS THERAPUTIC DAY SCHOOL	\$5,501.40	18/19 REG TUITION - SPED
A200853165	04/30/19	9116786196	000772	GRAINGER	\$10.32	HVAC PARTS
A200853165	04/30/19	9119866359	000772	GRAINGER	\$1,421.72	ELECTRICAL PARTS
A200853165	04/30/19	9120649075	000772	GRAINGER	\$528.86	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9120649083	000772	GRAINGER	\$65.56	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9120649091	000772	GRAINGER	\$38.80	HVAC PARTS
A200853165	04/30/19	9122511828	000772	GRAINGER	\$11.28	HVAC PARTS
A200853165	04/30/19	9125681438	000772	GRAINGER	\$284.75	HVAC PARTS
A200853165	04/30/19	9125681446	000772	GRAINGER	\$138.09	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9126041939	000772	GRAINGER	\$174.42	HVAC PARTS
A200853165	04/30/19	9126041947	000772	GRAINGER	\$58.14	HVAC PARTS
A200853165	04/30/19	9126756940	000772	GRAINGER	\$62.21	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9129606183	000772	GRAINGER	\$116.28	HVAC PARTS
A200853165	04/30/19	9129606191	000772	GRAINGER	\$34.91	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9134044941	000772	GRAINGER	(\$10.32)	HVAC PARTS
A200853165	04/30/19	9134579664	000772	GRAINGER	(\$3.20)	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9135947860	000772	GRAINGER	\$64.92	ELECTRICAL PARTS
A200853165	04/30/19	9136086726	000772	GRAINGER	\$92.82	HVAC PARTS
A200853165	04/30/19	9137365038	000772	GRAINGER	\$518.40	HVAC PARTS
A200853165	04/30/19	9137365046	000772	GRAINGER	\$97.36	HVAC PARTS
A200853165	04/30/19	9140285389	000772	GRAINGER	\$367.26	ELECTRICAL PARTS
A200853165	04/30/19	9141983347	000772	GRAINGER	\$52.56	ELECTRICAL PARTS
A200853165	04/30/19	9142614412	000772	GRAINGER	\$63.86	HVAC PARTS
A200853165	04/30/19	9143031806	000772	GRAINGER	(\$176.22)	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9144407526	000772	GRAINGER	\$34.54	HVAC PARTS
A200853166	04/30/19	TRACK	000770	GRAYS LAKE CENTRAL HIGH SCHOOL	\$225.00	ROSS GANTT INVITATIONAL - JULIAN
A200853167	04/30/19	APRIL 19	000770	GUARDIAN	\$626.96	GROUP ID: 00 378960
A200853168	04/30/19	1134	000772	GYMNASIUM MATTERS, LLC	\$950.00	CONTRACT SERVICES
A200853168	04/30/19	1135	000772	GYMNASIUM MATTERS, LLC	\$950.00	CONTRACT SERVICES
A200853169	04/30/19	REFEREE	000770	HARLAN DAVID	\$19.25	JV SEMIFINALS VS NOTHLAKE
A200853170	04/30/19	9605	000770	HELPING HAND CENTER	\$5,789.92	18/19 REG TUITION - SPED
A200853171	04/30/19	16086273 031719	000770	HINCKLEY SPRINGS WATER CO	\$170.07	ACCT #161307416086273
A200853172	04/30/19	1101454	000770	HOME DEPOT CREDIT SERVICES	\$63.58	SUPPLIES - LONGFELLOW
A200853172	04/30/19	1101455	000770	HOME DEPOT CREDIT SERVICES	\$33.04	SUPPLIES - HOLMES
A200853172	04/30/19	2024054	000770	HOME DEPOT CREDIT SERVICES	\$109.92	SUPPLIES - IRVING
A200853172	04/30/19	2091739	000770	HOME DEPOT CREDIT SERVICES	\$57.24	SUPPLIES - JULIAN
A200853172	04/30/19	3072619	000770	HOME DEPOT CREDIT SERVICES	\$75.04	SUPPLIES - JULIAN
A200853172	04/30/19	3520020	000770	HOME DEPOT CREDIT SERVICES	\$9.94	SUPPLIES - BROOKS
A200853172	04/30/19	4023964	000770	HOME DEPOT CREDIT SERVICES	\$86.90	SUPPLIES - B&G
A200853172	04/30/19	4052989	000770	HOME DEPOT CREDIT SERVICES	\$34.94	SUPPLIES - SHOP
A200853172	04/30/19	4062966	000770	HOME DEPOT CREDIT SERVICES	\$62.43	SUPPLIES - JULIAN
A200853172	04/30/19	4130038	000770	HOME DEPOT CREDIT SERVICES	(\$7.90)	SUPPLIES - B&G
A200853172	04/30/19	4524930	000770	HOME DEPOT CREDIT SERVICES	\$87.58	SUPPLIES - LINCOLN
A200853172	04/30/19	5062225	000770	HOME DEPOT CREDIT SERVICES	\$32.97	SUPPLIES - LINCOLN
A200853172	04/30/19	5180005	000770	HOME DEPOT CREDIT SERVICES	\$194.89	SUPPLIES - IRVING
A200853172	04/30/19	6520718	000770	HOME DEPOT CREDIT SERVICES	\$26.47	SUPPLIES - BEYE

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A200853172	04/30/19	7123168	000770	HOME DEPOT CREDIT SERVICES	\$40.94	SUPPLIES - SHOP
A200853172	04/30/19	8081800	000770	HOME DEPOT CREDIT SERVICES	\$61.41	SUPPLIES - HOLMES
A200853172	04/30/19	8143258	000770	HOME DEPOT CREDIT SERVICES	(\$32.97)	SUPPLIES - LINCOLN
A200853172	04/30/19	8610232	000770	HOME DEPOT CREDIT SERVICES	\$11.95	SUPPLIES - ADMN BLDG
A200853172	04/30/19	9070670	000770	HOME DEPOT CREDIT SERVICES	\$313.97	SUPPLIES - SHOP
A200853172	04/30/19	9511120	000770	HOME DEPOT CREDIT SERVICES	\$48.95	SUPPLIES - HOLMES
A200853173	04/30/19	954241099	000772	HOUGHTON MIFFLIN CO	\$5,579.28	GIFTED TESTING
A200853173	04/30/19	954256509	000772	HOUGHTON MIFFLIN CO	\$598.40	GIFTED TESTING
A200853174	04/30/19	3989TM	000770	HUFF COMPANY	\$7,503.00	SUPPLIES - HOLMES
A200853175	04/30/19	4905884	000772	IBM CORPORATION	\$666.46	CONTRACT SERVICE
A200853176	04/30/19	27346	000770	ILL ELEMENTARY SCHOOL ASSOC	\$475.00	TRACK & CROSS COUNTRY REG - BRC
A200853176	04/30/19	REGISTRATION	000770	ILL ELEMENTARY SCHOOL ASSOC	\$475.00	19/20 MEMBER DUES - JULIAN
A200853177	04/30/19	277-027	000770	INSTITUTE FOR THERAPY THROUGH THE ARTS	\$810.00	MUSIC THERAPY - SPED
A200853178	04/30/19	79916	000770	INTERPRENET, LTD.	\$110.00	PARENT-TEACHER CONF INTERPRETI
A200853178	04/30/19	79919	000770	INTERPRENET, LTD.	\$244.36	PARENT-TEACHER CONF INTERPRETI
A200853178	04/30/19	79920	000770	INTERPRENET, LTD.	\$231.60	PARENT-TEACHER CONF INTERPRETI
A200853178	04/30/19	79921	000770	INTERPRENET, LTD.	\$165.00	PARENT-TEACHER CONF INTERPRETI
A200853179	04/30/19	11E42942	000770	JW PEPPER MUSIC	\$35.94	CD - LONGFELLOW
A200853180	04/30/19	PERCUSSIONIST	000770	PAUL JACOBSON	\$335.00	CHORAL FESTIVAL - MUSIC
A200853181	04/30/19	001045	000770	JESSE WHITE TUMBLERS	\$650.00	MULTI CULTURAL FEST PERFORMANC
A200853182	04/30/19	EXPENSE	000770	JONES KIMBERLY	\$49.13	SUPPLIES REIMBURSEMENT - HOLME
A200853183	04/30/19	1665079	000770	JONES SCHOOL SUPPLY	\$160.72	CHORUS AWARDS - LONGFELLOW
A200853184	04/30/19	097-0419	000770	JOSEPH ACADEMY MELROSE PARK	\$5,635.38	18/19 REG TUITION - SPED
A200853185	04/30/19	97-0319	000770	KEYSTONE EDUCATIONAL MANAGEMENT SERVIC	\$3,600.00	18/19 REG TUITION - SPED
A200853185	04/30/19	KT0319	000770	KEYSTONE EDUCATIONAL MANAGEMENT SERVIC	\$3,392.00	18/19 REG TRANSPORTATION - SPED
A200853186	04/30/19	MILEAGE	000770	SARAH KIOLBASA	\$64.35	REIMBURSEMENT - SPED
A200853187	04/30/19	MILEAGE	000770	KOSTOFF CHRISTOPHER	\$71.82	REIMBURSEMENT - HR
A200853188	04/30/19	1604580319	000772	LAKESHORE CURRICULUM MATERIALS	\$103.49	SPECIAL ED SUPPLIES
A200853189	04/30/19	1259445	000770	LAKEVIEW BUS LINE	\$108,425.73	18/19 REG TRANSPORTATION - SPED
A200853189	04/30/19	1259446	000770	LAKEVIEW BUS LINE	\$132,402.71	18/19 REG TRANSPORTATION - SPED
A200853189	04/30/19	1259481	000770	LAKEVIEW BUS LINE	\$324.00	PRACTICE CHORAL FEST - 3/14/19
A200853189	04/30/19	1259487	000770	LAKEVIEW BUS LINE	\$149.60	JULIAN CHOIR FEST TO EISENHOWER
A200853189	04/30/19	1259488	000770	LAKEVIEW BUS LINE	\$556.20	SPED OLYMPICS TO ISU - 3/16/19
A200853189	04/30/19	1259502	000770	LAKEVIEW BUS LINE	\$144.00	BROOKS GVB TO UNITY - 3/14/19
A200853189	04/30/19	1259507	000770	LAKEVIEW BUS LINE	\$108.00	BROOKS GVB TO IRVING - 3/18/19
A200853189	04/30/19	1259522	000770	LAKEVIEW BUS LINE	\$324.00	WHITTIER TO LUND 3/19/19 - SPED
A200853189	04/30/19	1259525	000770	LAKEVIEW BUS LINE	\$144.00	JULIAN VB TO STEVENSON - 3/18/19
A200853189	04/30/19	1259538	000770	LAKEVIEW BUS LINE	\$126.00	BROOKS GVB TO STEVENSON - 3/21/19
A200853189	04/30/19	1259580	000770	LAKEVIEW BUS LINE	\$3,880.00	18/19 MAR TRANSPORTATION - SPED
A200853189	04/30/19	1259640	000770	LAKEVIEW BUS LINE	\$132,402.71	18/19 MAR REG TRANSPORTATION - S
A200853189	04/30/19	1259684	000770	LAKEVIEW BUS LINE	\$720.00	BAND & ORCHESTRA TO OPRF - 4/4/19
A200853189	04/30/19	1259687	000770	LAKEVIEW BUS LINE	\$180.00	MASON KING TO HOLOCAUST - 4/5/19
A200853189	04/30/19	1259692	000770	LAKEVIEW BUS LINE	\$216.00	IRVING BUS EVAC - 4/5/19
A200853189	04/30/19	1259694	000770	LAKEVIEW BUS LINE	\$648.00	18/19 FIELD TRIPS - SPED
A200853189	04/30/19	1259706	000770	LAKEVIEW BUS LINE	\$1,494.00	CHORAL FEST - 4/8/19
A200853189	04/30/19	1259707	000770	LAKEVIEW BUS LINE	\$108.00	JULIAN VB TO HERITAGE - 4/8/19
A200853189	04/30/19	1259719	000770	LAKEVIEW BUS LINE	\$108.00	JULIAN VB TO LINCOLN - 4/9/19
A200853189	04/30/19	1259732	000770	LAKEVIEW BUS LINE	\$382.40	JULIAN TRACK TO JANE ADAMS - 4/11/19
A200853189	04/30/19	1259734	000770	LAKEVIEW BUS LINE	\$144.00	JULIAN VB TO IRVING - 4/11/19
A200853189	04/30/19	1259757	000770	LAKEVIEW BUS LINE	\$1,070.00	JULIAN TO GRAYSLAKE 4/13/19
A200853190	04/30/19	REFEREE	000770	LATWIS RON	\$77.00	VBALL GAME VS MACARTHUR - JULIAN

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A200853190	04/30/19	REFEREE	000770	LATWIS RON	\$77.00	VBALL GAME VS STEVENSON - JULIAN
A200853191	04/30/19	LDS62195	000770	LAUREATE DAY SCHOOL	\$10,148.46	18/19 REG TUITION - SPED
A200853191	04/30/19	LDS62989	000770	LAUREATE DAY SCHOOL	\$4,879.84	18/19 FEB REG TUITION - SPED
A200853192	04/30/19	24366	000772	LEARNING TECHNIQUES, INC.	\$1,030.00	STAFF DEVELOPMENT
A200853193	04/30/19	CONSULTING	000770	LEWIS AMANDA	\$2,000.00	CLASS PLACEMENT PROCEDURE REV
A200853194	04/30/19	SUPPLIES	000770	JENNIFER LOGAN	\$22.48	SUPPLIES REIMBURSEMENT - BEYE
A200853195	04/30/19	909244	000770	LOWE'S	\$32.41	SUPPLIES - B&G
A200853196	04/30/19	19062	000772	MAHONEY'S GRADUATION SERVICES	\$644.95	PRINTED RIBBONS
A200853197	04/30/19	TUITION	000770	MARCINOWSKI KAROL	\$100.00	REIMBURSEMENT - HR
A200853198	04/30/19	4/3/19	000770	MARINELARENA LIZA	\$15.24	REIMBURSEMENT - LONGFELLOW
A200853199	04/30/19	EXPENSE	000770	MARINIER SHERYL	\$121.04	REIMBURSEMENT - BOE
A200853200	04/30/19	REIMBURSEMENT	000770	MARY GRABER	\$50.00	LICENSE RENEWAL - HR
A200853201	04/30/19	3/18-4/12/19	000770	MELISSA MASON	\$5,032.50	18/19 SPEECH PATHOLOGIST - SPED
A200853202	04/30/19	PIANIST	000770	MATT SALVO	\$725.00	REHEARSALS & PERFORMANCE - MUJ
A200853203	04/30/19	4/12/19	000770	MATTHEW DANIEL	\$98.92	CLASSROOM SUPPLIES - LONGFELLO
A200853204	04/30/19	6366170366	000770	MAXIM STAFFING SOLUTIONS	\$6,760.00	18/19 NURSING SRVS - SPED
A200853204	04/30/19	6382870366	000770	MAXIM STAFFING SOLUTIONS	\$4,992.00	18/19 NURSING SRVS - SPED
A200853204	04/30/19	6399280366	000770	MAXIM STAFFING SOLUTIONS	\$6,864.00	18/19 NURSING SERVICES - SPED
A200853204	04/30/19	6412820366	000770	MAXIM STAFFING SOLUTIONS	\$8,606.00	18/19 NURSE SERVICES - SPED
A200853205	04/30/19	90469063	000772	MC MASTER-CARR	\$123.61	GEN. MAINTENANCE SUPPLIES
A200853205	04/30/19	91595524	000772	MC MASTER-CARR	\$316.81	GEN MAINTENENCE SUPPLIES
A200853206	04/30/19	095373	000772	MECAR METAL INC	\$3,239.04	HVAC PARTS
A200853206	04/30/19	095521	000772	MECAR METAL INC	\$4,678.58	HVAC PARTS
A200853207	04/30/19	SUPPLIES	000770	MEGLAN CHRISTOPHER	\$158.23	REIMBURSEMENT - SPED
A200853208	04/30/19	10939	000770	MENARDS	\$68.99	SUPPLIES - BROOKS
A200853208	04/30/19	1310	000770	MENARDS	\$13.05	SUPPLIES - B&G
A200853208	04/30/19	29239	000770	MENARDS	\$98.46	SUPPLIES - IRVING
A200853208	04/30/19	29345	000770	MENARDS	\$22.42	SUPPLIES - IRVING
A200853208	04/30/19	29359	000770	MENARDS	\$16.94	SUPPLIES - B&G
A200853208	04/30/19	29403	000770	MENARDS	\$15.97	SUPPLIES - HATCH
A200853208	04/30/19	29661	000770	MENARDS	\$15.08	SUPPLIES - B&G
A200853208	04/30/19	29765	000770	MENARDS	\$27.19	SUPPLIES - B&G
A200853208	04/30/19	29978	000770	MENARDS	\$68.32	SUPPLIES - B&G
A200853208	04/30/19	30097	000770	MENARDS	\$179.98	SUPPLIES - B&G
A200853208	04/30/19	30210	000770	MENARDS	\$35.43	SUPPLIES - HOLMES
A200853208	04/30/19	30328	000770	MENARDS	\$17.98	SUPPLIES - B&G
A200853208	04/30/19	30400	000770	MENARDS	\$17.94	SUPPLIES - B&G
A200853208	04/30/19	30414	000770	MENARDS	\$135.69	SUPPLIES - B&G
A200853208	04/30/19	30675	000770	MENARDS	\$7.99	SUPPLIES - LONGFELLOW
A200853209	04/30/19	SESINV-006564	000770	MENTA ACADEMY - OAK PARK	\$6,131.84	18/19 MARCH REG TUITION - SPED
A200853210	04/30/19	SESINV-006563	000770	MENTA ACADEMY HILLSIDE	\$15,844.80	18/19 REG TUITION - SPED
A200853211	04/30/19	MP62164	000770	METROPOLITAN PREPATORY SCHOOLS	\$23,420.25	18/19 REG TUITION - SPED
A200853211	04/30/19	MP62954	000770	METROPOLITAN PREPATORY SCHOOLS	\$11,430.90	18/19 MARCH REG TUITION - SPED
A200853212	04/30/19	90759	000770	MICHAELS UNIFORM COMPANY	\$605.75	UNIFORMS - B&G
A200853213	04/30/19	9440829	000770	MID AMERICAN ENERGY	\$2,852.22	ACCT #231534 - BEYE
A200853213	04/30/19	9440831	000770	MID AMERICAN ENERGY	\$3,680.12	ACCT #231769 - HOLMES
A200853213	04/30/19	9440833	000770	MID AMERICAN ENERGY	\$3,485.06	ACCT #231956 - MANN
A200853213	04/30/19	9440837	000770	MID AMERICAN ENERGY	\$13,668.75	ACCT #233095 - BROOKS
A200853213	04/30/19	9440838	000770	MID AMERICAN ENERGY	\$4,235.08	ACCT #233096 - LINCOLN
A200853213	04/30/19	9440839	000770	MID AMERICAN ENERGY	\$3,943.46	ACCT #233097 - WHITTIER
A200853213	04/30/19	9441412	000770	MID AMERICAN ENERGY	\$5,352.82	ACCT #243574 - IRVING

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A200853213	04/30/19	9441413	000770	MID AMERICAN ENERGY	\$14,470.26	ACCT #243575 - JULIAN
A200853213	04/30/19	9441424	000770	MID AMERICAN ENERGY	\$505.79	ACCT #248540 - SHOP
A200853213	04/30/19	9441425	000770	MID AMERICAN ENERGY	\$2,615.86	ACCT #248541 - HATCH
A200853213	04/30/19	9441869	000770	MID AMERICAN ENERGY	\$2,773.42	ACCT #340304 - ADMIN BLDG
A200853214	04/30/19	214084	000772	MURNANE PAPER CO	\$232.00	DISTRICT PAPER
A200853215	04/30/19	APRIL	000770	MURRAY ERIN	\$480.00	STIPEND PAYMENT - SPED
A200853216	04/30/19	INV016265682	000770	MUSIC & ARTS	\$165.55	INSTRUMENT REPAIR - BROOKS
A200853216	04/30/19	INV016266330	000770	MUSIC & ARTS	\$50.00	INSTRUMENT REPAIR - JULIAN
A200853217	04/30/19	266207	000770	MUSIC IS ELEMENTARY	\$230.94	MUSIC BOOKS - LONGFELLOW
A200853218	04/30/19	REFEREE	000770	NAGLE JOE	\$77.00	VOLLEYBALL - 4/1/19 - BROOKS
A200853219	04/30/19	245	000770	NEW HORIZON CENTER	\$15,075.20	18/19 REG TUITION - SPED
A200853220	04/30/19	4/8/19	000770	NEW ROSE CATERING	\$350.00	PARENT VOLUNTEER BREAKFAST - W
A200853221	04/30/19	SUPPLIES	000770	NOONAN KATIE	\$355.63	REIMBURSEMENT - IRVING
A200853222	04/30/19	48793	000770	NUTOYS LEISURE PRODUCTS	\$1,275.00	SUPPLIES - B&G
A200853223	04/30/19	10/23/18	000770	OAK PARK & RIVER FOREST TOWNSHIP	\$7,374.97	1ST QUARTER JULY-SEPT 2018
A200853223	04/30/19	1/15/19	000770	OAK PARK & RIVER FOREST TOWNSHIP	\$6,516.20	2ND QUARTER OCT-DEC 2018
A200853223	04/30/19	4/17/19	000770	OAK PARK & RIVER FOREST TOWNSHIP	\$4,351.67	3RD QUARTER JAN-MAR 2019
A200853224	04/30/19	244009	000770	OAK PARK ELEMENTARY SCHOOL DISTRICT 97	\$6,915.97	4/2019
A200853225	04/30/19	286791835001	000772	OFFICE DEPOT 1105	\$179.13	OFFICE SUPPLIES
A200853225	04/30/19	290529398001	000772	OFFICE DEPOT 1105	\$97.28	OFFICE SUPPLIES
A200853225	04/30/19	290529399001	000772	OFFICE DEPOT 1105	\$17.64	OFFICE SUPPLIES
A200853226	04/30/19	19000757	000770	OLSSON ROOFING CO., INC.	\$492.00	LABOR - IRVING
A200853226	04/30/19	19000928	000770	OLSSON ROOFING CO., INC.	\$2,301.00	LABOR - B&G
A200853226	04/30/19	19000958	000770	OLSSON ROOFING CO., INC.	\$1,290.50	LABOR - BROOKS
A200853227	04/30/19	8079	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$180.60	PKP SNACKS - LONGFELLOW
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$270.00	BREAKFAST - BEYE
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$195.00	BREAKFAST - BROOKS
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$414.00	BREAKFAST - HATCH
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$835.00	BREAKFAST - HOLMES
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$625.00	BREAKFAST - IRVING
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$644.00	BREAKFAST - JULIAN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$375.00	BREAKFAST - LONGFELLOW
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$322.00	BREAKFAST - MANN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$450.00	BREAKFAST - WHITTIER
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$150.00	EXTRA SUPPLIES - JULIAN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$105.00	EXTRA SUPPLIES - LONGFELLOW
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$25.00	EXTRA SUPPLIES - MANN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$2.75	FACULTY LUNCHES - BROOKS
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$2.75	FACULTY LUNCHES - HATCH
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$2.75	FACULTY LUNCH - HOLMES
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$2.75	FACULTY LUNCH - JULIAN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$19.25	FACULTY LUNCH - LONGFELLOW
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$2.75	FACULTY LUNCH - MANN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$5.50	FACULTY LUNCH - WHITTIER
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$4,693.50	LUNCHES - BEYE
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$7,550.16	LUNCHES - BROOKS
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$4,740.75	LUNCHES - HATCH
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$8,368.25	LUNCH - HOLMES
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$5,598.25	LUNCH - IRVING
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$8,795.01	LUNCH - JULIAN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$6,676.25	LUNCH - LINCOLN

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A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$7,211.75	LUNCH - LONGFELLOW
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$4,240.25	LUNCH - MANN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$4,350.50	LUNCH - WHITTIER
A200853228	04/30/19	1118	000770	ORMISTON MEGHAN dba TECH TEACHERS	\$3,600.00	PROF DEVELOPMENT 2/21/19,3/12/19,3
A200853228	04/30/19	1119	000770	ORMISTON MEGHAN dba TECH TEACHERS	\$2,400.00	PROF DEVELOPMENT 3/11/19,4/8/19
A200853229	04/30/19	312543-00	000772	PALOS SPORTS INC	\$531.87	P.E. SUPPLIES
A200853229	04/30/19	312543-01	000772	PALOS SPORTS INC	\$201.99	P.E. SUPPLIES
A200853230	04/30/19	20190009	000770	PARK DISTRICT OF OAK PARK	\$32,351.50	FIELD MAINT - B&G
A200853231	04/30/19	1504	000770	PARKLAND PREPARATORY ACADEMY SOUTH, IN	\$6,620.48	18/19 REG TUITION - SPED
A200853231	04/30/19	2881	000770	PARKLAND PREPARATORY ACADEMY SOUTH, IN	\$9,120.00	18/19 REG TUITION - SPED
A200853232	04/30/19	3/19-4/11/19	000770	MISTI PEPPLER	\$4,599.00	18/19 OCCUPATIONAL THERAPIST - SF
A200853233	04/30/19	1357	000770	PERFORMANCE FACT, INC.	\$5,771.00	PROFESSIONAL SERVICES - T&L
A200853234	04/30/19	06238057	000772	POSITIVE PROMOTIONS	\$278.02	INSTRUCTIONAL SUPPLIES
A200853235	04/30/19	8279	000770	POWER MECHANICAL SERVICES, INC.	\$607.50	LABOR - WHITTIER
A200853235	04/30/19	8364	000770	POWER MECHANICAL SERVICES, INC.	\$910.00	LABOR - LINCOLN
A200853235	04/30/19	8369	000770	POWER MECHANICAL SERVICES, INC.	\$725.00	LABOR - MANN
A200853235	04/30/19	8370	000770	POWER MECHANICAL SERVICES, INC.	\$9,218.64	LABOR - JULIAN
A200853235	04/30/19	8371	000770	POWER MECHANICAL SERVICES, INC.	\$945.00	LABOR - LONGFELLOW
A200853235	04/30/19	8373	000770	POWER MECHANICAL SERVICES, INC.	\$1,112.50	LABOR - BROOKS
A200853235	04/30/19	8374	000770	POWER MECHANICAL SERVICES, INC.	\$202.50	LABOR - MANN
A200853235	04/30/19	8376	000770	POWER MECHANICAL SERVICES, INC.	\$1,602.50	LABOR - BROOKS
A200853235	04/30/19	8382	000770	POWER MECHANICAL SERVICES, INC.	\$5,600.00	LABOR - JULIAN
A200853235	04/30/19	8383	000770	POWER MECHANICAL SERVICES, INC.	\$2,780.00	LABOR - B&G
A200853235	04/30/19	8384	000770	POWER MECHANICAL SERVICES, INC.	\$2,260.00	LABOR - BROOKS
A200853235	04/30/19	8385	000770	POWER MECHANICAL SERVICES, INC.	\$810.00	LABOR - IRVING
A200853235	04/30/19	8402	000770	POWER MECHANICAL SERVICES, INC.	\$405.00	LABOR - MANN
A200853235	04/30/19	8425	000770	POWER MECHANICAL SERVICES, INC.	\$2,260.00	LABOR - MANN
A200853235	04/30/19	8426	000770	POWER MECHANICAL SERVICES, INC.	\$2,260.00	LABOR - LINCOLN
A200853236	04/30/19	3/11-3/22/19	000770	POWERS MAUREEN	\$1,750.00	NURSING SERVICES - SPED
A200853237	04/30/19	SV26529	000770	PRECISION CONTROL SYSTEMS INC.	\$1,518.50	LABOR - HATCH
A200853237	04/30/19	SV26607	000770	PRECISION CONTROL SYSTEMS INC.	\$522.00	LABOR - HOLMES
A200853237	04/30/19	SV26745	000770	PRECISION CONTROL SYSTEMS INC.	\$2,242.00	LABOR - JULIAN
A200853237	04/30/19	SV26950	000770	PRECISION CONTROL SYSTEMS INC.	\$1,023.60	LABOR - JULIAN
A200853238	04/30/19	1248178	000772	PRENTKE ROMICH COMPANY	\$720.00	ON-LINE LICENSES/SUPPLIES
A200853239	04/30/19	13783	000772	PRESTIGE DISTRIBUTION, INC	\$1,800.00	NON CAP EQUIP
A200853239	04/30/19	13784	000772	PRESTIGE DISTRIBUTION, INC	\$2,400.00	NON CAP EQUIP
A200853240	04/30/19	INV01728049	000770	QUENCH USA, INC.	\$164.60	WATER FILTER - BROOKS
A200853241	04/30/19	5783308	000772	QUILL CORP	\$84.58	INSTRUCTIONAL SUPPLIES
A200853241	04/30/19	5794469	000772	QUILL CORP	\$1,056.63	INSTRUSTIONAL SUPPLIES
A200853241	04/30/19	5893733	000770	QUILL CORP	\$119.96	BATTERIES FOR CPR - SPED
A200853241	04/30/19	6005369	000770	QUILL CORP	\$241.99	BROOKS FILE CABINET - SPED
A200853241	04/30/19	6037804	000770	QUILL CORP	\$42.38	NAME TAGS/BOE - SPED
A200853241	04/30/19	6137579	000770	QUILL CORP	\$53.99	INSTITUTE DAY SUPPLIES - SPED
A200853241	04/30/19	6147624	000770	QUILL CORP	\$57.14	INSTITUTE DAY SUPPLIES - SPED
A200853242	04/30/19	657609	000772	R.S.R. ELECTRONICS, INC. ELECTRONIX EXPR	\$36.10	PROJECT LEAD THE WAY SUPPLIES
A200853243	04/30/19	TUITION	000770	REEVES LAURA	\$1,175.00	REIMBURSEMENT - HR
A200853244	04/30/19	19163FEB2	000770	RESEARCH FOR BETTER TEACHING	\$83.88	TRAVEL EXPENSE LAURA COOPER - T
A200853244	04/30/19	19163MAR	000770	RESEARCH FOR BETTER TEACHING	\$127.60	TRAVEL EXPENSE LAURA COOPER - T
A200853245	04/30/19	287389	000770	ROBBINS SCHWARTZ, NICHOLAS LIFTON & TA	\$18,107.50	LEGAL SERVICES MARCH
A200853246	04/30/19	OP-3	000770	ROSITA LOPEZ	\$1,173.58	PRINCIPAL COACHING - T&L
A200853247	04/30/19	S1453211.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$119.10	PLUMBING PARTS

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A200853247	04/30/19	S1453248.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$48.09	PLUMBING PARTS
A200853247	04/30/19	S1453537.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$96.09	PLUMBING PARTS
A200853247	04/30/19	S1453590.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$163.68	PLUMBING PARTS
A200853247	04/30/19	S1453748.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$109.10	PLUMBING PARTS
A200853247	04/30/19	S1453929.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$96.18	PLUMBING PARTS
A200853247	04/30/19	S1454023.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$19.74	PLUMBING PARTS
A200853247	04/30/19	S1454131.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$100.59	PLUMBING PARTS
A200853247	04/30/19	S1454298.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$43.60	PLUMBING PARTS
A200853247	04/30/19	S1454470.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$193.44	PLUMBING PARTS
A200853248	04/30/19	2019443	000770	RUSH NEUROBEHAVIORAL CENTER	\$3,250.00	WORKSHOP - SPED
A200853249	04/30/19	5682937	000770	RUSSO'S POWER EQUIPMENT, INC.	\$6,615.00	SUPPLIES - B&G
A200853249	04/30/19	5671538	000770	RUSSO'S POWER EQUIPMENT, INC.	\$123.14	SUPPLIES - B&G
A200853249	04/30/19	5673324	000770	RUSSO'S POWER EQUIPMENT, INC.	\$189.14	SUPPLIES - B&G
A200853249	04/30/19	5683870	000770	RUSSO'S POWER EQUIPMENT, INC.	\$88.00	SUPPLIES - B&G
A200853249	04/30/19	5748348	000770	RUSSO'S POWER EQUIPMENT, INC.	\$32.80	SUPPLIES - B&G
A200853250	04/30/19	79161457	000770	SAFETY-KLEEN SYSTEMS, INC.	\$200.00	WASHER SOLVENT - B&G
A200853251	04/30/19	379651	000770	SCHAUER'S HARDWARE	\$24.11	SUPPLIES - B&G
A200853251	04/30/19	384472	000770	SCHAUER'S HARDWARE	\$41.79	SUPPLIES - B&G
A200853251	04/30/19	385009	000770	SCHAUER'S HARDWARE	\$5.83	SUPPLIES - B&G
A200853251	04/30/19	385449	000770	SCHAUER'S HARDWARE	\$6.10	SUPPLIES - B&G
A200853251	04/30/19	387997	000770	SCHAUER'S HARDWARE	\$3.51	SUPPLIES - B&G
A200853252	04/30/19	1515903-00	000770	SCHOOL HEALTH SUPPLY CO	\$307.90	AUDIOMETERS CALIBRATION - SPED
A200853252	04/30/19	3573379-00	000770	SCHOOL HEALTH SUPPLY CO	\$229.33	LINCOLN NURSE SUPPLIES - SPED
A200853252	04/30/19	3573379-01	000770	SCHOOL HEALTH SUPPLY CO	\$37.52	LINCOLN NURSE SUPPLIES
A200853252	04/30/19	3576502-00	000770	SCHOOL HEALTH SUPPLY CO	\$196.07	HOLMES NURSE SUPPLIES - SPED
A200853253	04/30/19	208122626432	000772	SCHOOL SPECIALTY	\$75.26	ART SUPPLIES
A200853253	04/30/19	208122626439	000772	SCHOOL SPECIALTY	\$1,285.04	ART SUPPLIES
A200853254	04/30/19	8282	000770	SEAL OF ILLINOIS	\$10,982.88	18/19 REG TUITION - SPED
A200853255	04/30/19	143385	000770	SEAWAY SUPPLY	\$88.16	SUPPLIES - JULIAN
A200853256	04/30/19	REFEREE	000770	SHURE ALLEN	\$77.00	VOLLEYBALL GAME 4/3/19 - BROOKS
A200853257	04/30/19	20190337	000770	SONIA SHANKMAN ORTHOGENIC SCHOOL	\$11,663.34	18/19 REG TUITION - SPED
A200853258	04/30/19	S100537591.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$258.50	PARTS - IRVING
A200853258	04/30/19	S100538362.004	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$507.63	PARTS - BROOKS
A200853258	04/30/19	S100538448.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$1,766.50	PARTS - IRVING
A200853258	04/30/19	S100538448.003	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$636.66	PARTS - IRVING
A200853258	04/30/19	S100540212.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$18.63	PARTS - IRVING
A200853258	04/30/19	S100540648.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$51.72	PARTS - B&G
A200853258	04/30/19	S100540648.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$63.68	PARTS - JULIAN
A200853258	04/30/19	S100541803.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$460.92	PARTS - LONGFELLOW
A200853259	04/30/19	SYSINV-003061	000770	SPECIAL EDUCATION SYSTEMS, INC	\$3,977.28	18/19 MARCH REG TRANSPORTATION
A200853259	04/30/19	SYSINV-003062	000770	SPECIAL EDUCATION SYSTEMS, INC	\$1,151.68	18/19 REG TRANSPORTATION - SPED
A200853260	04/30/19	10287	000770	STREAMWOOD BEHAVIORAL HEALTH SYSTE	\$140.00	EDUCATIONAL INSTRUCTION - SPED
A200853261	04/30/19	167512	000772	SUCCESS BY DESIGN	\$811.85	INSTRUCTIONAL SUPPLIES
A200853262	04/30/19	64025	000770	TAYLOE GLASS COMPANY	\$565.00	SRVC CALL - JULIAN
A200853262	04/30/19	64028	000770	TAYLOE GLASS COMPANY	\$292.00	SRVC CALL - HATCH
A200853263	04/30/19	APRIL	000770	TEACHERS RETIREMENT SYSTEM	\$13,915.54	4/2019 - HR
A200853264	04/30/19	4/15/19	000770	THAI CLASSICAL MUSIC @ WAT DHAMMARAM	\$300.00	MULTI CULTURAL FEST PERFORMANC
A200853265	04/30/19	000243-1	000770	THE BOOK TABLE	\$438.73	VARIOUS BOOK TITLES - BEYE
A200853266	04/30/19	5799	000770	THE CLM GROUP, INC.	\$4,938.00	mPOWER ANNUAL SUBSCRIPTION - BI
A200853267	04/30/19	21190	000770	THE CONSERVATION CENTER, INC	\$350.00	MURALS - MANN
A200853268	04/30/19	0070679	000770	THERMOSYSTEMS, INC.	\$197.70	PARTS - B&G

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A200853289	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - ADMN
A200853289	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - BROOKS
A200853289	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - HATCH
A200853289	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - HOLMES
A200853289	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$200.00	ELEVATOR INSPECTION - IRVING
A200853289	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - JULIAN
A200853289	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - LINCOLN
A200853289	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - MANN
A200853289	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - WHITTIER
A200853270	04/30/19	840016658	000770	THOMSON REUTERS	\$282.80	ACCT #1003938662 - MARCH
A200853271	04/30/19	3004490777	000772	THYSSENKRUPP ELEVATOR CORP.	\$573.20	ELEVATOR REPAIRS
A200853271	04/30/19	3004491356	000772	THYSSENKRUPP ELEVATOR CORP.	\$251.13	ELEVATOR REPAIRS
A200853271	04/30/19	3004492103	000772	THYSSENKRUPP ELEVATOR CORP.	\$1,316.01	ELEVATOR REPAIRS
A200853271	04/30/19	3004492104	000772	THYSSENKRUPP ELEVATOR CORP.	\$1,316.01	ELEVATOR REPAIRS
A200853271	04/30/19	3004493570	000772	THYSSENKRUPP ELEVATOR CORP.	\$1,211.81	ELEVATOR REPAIRS
A200853272	04/30/19	AS01354192	000770	TOP ECHELON CONTRACTING , LLC	\$1,662.50	SUB SPEECH THERAPIST - SPED
A200853272	04/30/19	AS01362547	000770	TOP ECHELON CONTRACTING , LLC	\$1,557.50	SPEED THERAPIST - SPED
A200853272	04/30/19	AS01384023	000770	TOP ECHELON CONTRACTING , LLC	\$1,032.50	SPEECH THERAPIST - SPED
A200853273	04/30/19	5898583	000772	TRANE	\$62.30	HVAC PARTS
A200853273	04/30/19	5941726	000772	TRANE	\$23.04	HVAC PARTS
A200853273	04/30/19	5984693	000772	TRANE	\$206.11	HVAC PARTS
A200853273	04/30/19	6006065	000772	TRANE	\$56.80	HVAC PARTS
A200853273	04/30/19	6023611	000772	TRANE	\$398.40	HVAC PARTS
A200853274	04/30/19	36598	000772	TSA CONSULTING GROUP, INC.	\$550.74	DUES & FEES
A200853275	04/30/19	109019629-1	000770	UNITED RADIO COMMUNICATIONS	\$49.75	SUPPLIES - B&G
A200853275	04/30/19	109019631-1	000770	UNITED RADIO COMMUNICATIONS	\$64.70	SUPPLIES - B&G
A200853276	04/30/19	APRIL	000770	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$4,607.52	DISABILITY - HR
A200853276	04/30/19	APRIL	000770	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$1,089.27	LONG TERM DISABILITY - HR
A200853276	04/30/19	APRIL	000770	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$768.35	VOLUNTARY TERM LIFE - HR
A200853277	04/30/19	REFEREE	000770	VASQUEZ ROBERT	\$77.00	VAR & JV VBALL VS FREEDOM
A200853278	04/30/19	9827696220	000770	VERIZON WIRELESS	\$935.09	ACCT #885694373-00001 - MAR
A200853279	04/30/19	19-0002178	000772	VILLAGE OF OAK PARK	\$1,173.81	GASOLINE
A200853280	04/30/19	TUITION	000770	JENNA VOLLMER	\$2,000.00	REIMBURSEMENT - HR
A200853281	04/30/19	EXPENSE	000770	WAMPLER JEANNIE	\$39.52	SUPPLIES REIMBURSEMENT - JULIAN
A200853282	04/30/19	4179635-0	000772	WAREHOUSE DIRECT	\$1,263.81	INSTRUCTIONAL SUPPLIES
A200853282	04/30/19	4179635-0	000772	WAREHOUSE DIRECT	\$575.82	NON CAP EQUIP
A200853282	04/30/19	4183521-0	000772	WAREHOUSE DIRECT	\$240.24	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4183524-0	000772	WAREHOUSE DIRECT	\$171.89	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4202536-0	000772	WAREHOUSE DIRECT	\$848.96	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4210005-0	000772	WAREHOUSE DIRECT	\$12.69	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4217961-0	000772	WAREHOUSE DIRECT	\$26.89	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4231506-0	000772	WAREHOUSE DIRECT	\$472.06	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4231634-0	000772	WAREHOUSE DIRECT	\$12.69	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4234829-0	000772	WAREHOUSE DIRECT	\$160.40	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4234929-0	000772	WAREHOUSE DIRECT	\$253.32	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4235339-0	000772	WAREHOUSE DIRECT	\$128.32	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4235339-1	000772	WAREHOUSE DIRECT	\$11.50	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4239465-0	000772	WAREHOUSE DIRECT	\$1,726.12	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4239843-0	000772	WAREHOUSE DIRECT	\$12.69	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4240385-0	000772	WAREHOUSE DIRECT	\$1,160.10	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4240887-0	000772	WAREHOUSE DIRECT	\$898.53	GEN CUSTODIAL SUPPLIES

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A200853282	04/30/19	4242290-0	000772	WAREHOUSE DIRECT	\$436.02	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4242299-0	000772	WAREHOUSE DIRECT	\$76.56	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4242307-0	000772	WAREHOUSE DIRECT	\$53.78	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4246814-0	000772	WAREHOUSE DIRECT	\$3,409.00	CAPITAL EQUIPMENT
A200853282	04/30/19	4246964-0	000772	WAREHOUSE DIRECT	\$96.24	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4246969-0	000772	WAREHOUSE DIRECT	\$25.38	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4246974-0	000772	WAREHOUSE DIRECT	\$526.24	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4246980-0	000772	WAREHOUSE DIRECT	\$107.56	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4246986-0	000772	WAREHOUSE DIRECT	\$50.76	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4249984-0	000772	WAREHOUSE DIRECT	\$1,193.04	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4250041-0	000772	WAREHOUSE DIRECT	\$206.72	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4250937-0	000772	WAREHOUSE DIRECT	\$147.80	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4252070-0	000770	WAREHOUSE DIRECT	\$664.90	SUPPLIES - B&G
A200853282	04/30/19	4252269-0	000772	WAREHOUSE DIRECT	\$3.42	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4254745-0	000770	WAREHOUSE DIRECT	\$1,460.00	SUPPLIES - B&G
A200853282	04/30/19	4255509-0	000772	WAREHOUSE DIRECT	\$411.19	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4259085-0	000772	WAREHOUSE DIRECT	\$20.98	GEN CUSTODIAL SUPPLIES
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$105.20	ADM BLDG
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$376.65	BEYE
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$735.16	BROOKS
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$6.50	FEE
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$361.53	HATCH
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$423.10	HOLMES
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$430.41	IRVING
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$677.09	JULIAN
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$653.66	LINCOLN
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$564.39	LONGFELLOW
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$327.60	MANN
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$94.43	SHOP
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$415.61	WHITTIER
A200853284	04/30/19	REIMBURSEMENT	000770	WATKINS TANESHA	\$102.00	BANK FEES - HR
A200853285	04/30/19	17178-R	000770	WEDNESDAY JOURNAL	\$161.00	LEGAL NOTICE - BUS OFF
A200853285	04/30/19	17179-R	000770	WEDNESDAY JOURNAL	\$105.00	LEGAL NOTICE - BUS OFF
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$409.00	202163 STUDIO 49 SERIES 1600 SOPRANO
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$28.00	253916 AMERICAN DRUM RED MALLE
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$84.00	256850 AMERICAN DRUM YELLOW MA
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$76.30	256851 AMERICAN DRUM BLUE MALLE
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$35.00	354171 SOPRANO UKE STRINGS
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$17.99	867385 MUDDY BOOK
A200853286	04/30/19	SI1718016	000779	WEST MUSIC COMPANY	\$574.00	202164 STUDIO 49 SERIES 1600 ALTO
A200853286	04/30/19	SI1718575	000779	WEST MUSIC COMPANY	\$14.00	354174 CONCERT UKE STRINGS
A200853286	04/30/19	SI1719548	000779	WEST MUSIC COMPANY	\$21.00	354174 CONCERT UKE STRINGS
A200853286	04/30/19	SI1720389	000779	WEST MUSIC COMPANY	\$49.00	354174 CONCERT UKE STRINGS
A200853287	04/30/19	S1925208.001	000770	WILLOW ELECTRICAL SUPPLY CO. INC	\$207.20	SUPPLIES - B&G
A200853287	04/30/19	S1929838.001	000770	WILLOW ELECTRICAL SUPPLY CO. INC	\$19.50	SUPPLIES - B&G
A200853288	04/30/19	145720	000770	WORLDPOINT ECC, INC	\$328.17	BOOKS & SUPPLIES - SPED
A200853289	04/30/19	WPS-254130	000779	WPS	\$110.00	CASL-2 Comprehension Form #w-685a
A200853290	04/30/19	3061426	000772	WT COX	\$129.01	MAGAZINES/PERIODICALS
A200853290	04/30/19	3062083	000772	WT COX	\$539.72	MAGAZINES/PERIODICALS
A200853291	04/30/19	782-475846-3	000770	YRC FREIGHT	\$94.99	MATERIAL - MANN
A200853292	04/30/19	514134	000770	ZIEGLER FORD OF NORTH RIVERSIDE	\$40.00	REPAIRS - B&G

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A200853292	04/30/19	514172	000770	ZIEGLER FORD OF NORTH RIVERSIDE	\$9.79	SUPPLIES - B&G
Sum:					\$2,654,900.32	

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

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SA00107234	04/30/19	WICKED	000771	CECILIA AGUIRRE	\$1,200.00	STAGE MANAGER - BRAVO
SA00107235	04/30/19	WICKED	000771	AKILAH TERRY	\$400.00	MAKEUP DESIGNER - BRAVO
SA00107236	04/30/19	3/4-4/27/19	000771	BOOTH MICHAEL	\$1,000.00	COSTUMER - CAST
SA00107236	04/30/19	EXPENSE	000771	BOOTH MICHAEL	\$43.09	PROPS REIMBURSEMENT - CAST
SA00107237	04/30/19	WICKED	000771	CAMERON BURGESS	\$1,100.00	MUSICAL DIRECTOR FOR WICKED - BF
SA00107238	04/30/19	WICKED	000771	CARON RACHEL	\$800.00	CHOREOGRAPHER - BRAVO
SA00107239	04/30/19	2019-083	000771	CHICAGO CHILDRENS THEATRE	\$1,622.00	FIELD TRIP - JULIAN
SA00107240	04/30/19	WICKED	000771	CHRIST JOSHUA	\$1,500.00	SCENIC/SET DESIGNER - BRAVO
SA00107241	04/30/19	WICKED	000771	CRANE EVELYN	\$250.00	ASSISTANT TO DIRECTOR - BRAVO
SA00107242	04/30/19	INSTRUCTOR	000771	DIXON SHALYN	\$75.00	DANCE STUDIO 3/20,4/3,4/10 - BRAVO
SA00107243	04/30/19	67332	000771	DONE DEAL PROMOTIONS LLC	\$224.44	P.E. UNIFORMS - JULIAN
SA00107244	04/30/19	51014	000771	FESTIVAL OF MUSIC, INC.	\$6,586.00	CHORUS TRIP - MANN
SA00107245	04/30/19	4/25/19	000771	FRANK LLOYD WRIGHT TRUST	\$250.00	4TH GRADE FIELD TRIP - LINCOLN
SA00107246	04/30/19	029806	000771	GARLAND FLOWERS	\$171.80	FLOWERS FOR STUDIO SHOWS - CAS
SA00107247	04/30/19	WICKED	000771	LISA GREEN	\$600.00	HAIR DESIGN/COORDINATION - BRAVO
SA00107248	04/30/19	WICKED	000771	HESLA JAMES	\$378.75	CARPENTER 3/4-4/6/19 - BRAVO
SA00107249	04/30/19	1259482	000771	LAKEVIEW BUS LINE	\$540.00	HOLMES TO CHGO CHILDRENS MUSEI
SA00107249	04/30/19	1259485	000771	LAKEVIEW BUS LINE	\$450.00	JULIAN TO NAVY PIER 3/15/19
SA00107249	04/30/19	1259486	000771	LAKEVIEW BUS LINE	\$729.00	BROOKS TO HOLOCAUST 3/15/19
SA00107249	04/30/19	1259508	000771	LAKEVIEW BUS LINE	\$198.00	WHITTIER TO PLANETARIUM 3/18/19
SA00107249	04/30/19	1259513	000771	LAKEVIEW BUS LINE	\$324.00	IRVING TO LUND AUDITORIUM 3/19/19
SA00107249	04/30/19	1259534	000771	LAKEVIEW BUS LINE	\$1,521.30	JULIAN TO STARVED ROCK 3/20/19
SA00107249	04/30/19	1259535	000771	LAKEVIEW BUS LINE	\$404.10	WHITTIER TO MUSEUM OF S&I 3/20/19
SA00107249	04/30/19	1259539	000771	LAKEVIEW BUS LINE	\$288.00	JULIAN TO TOMMY GUNS GARAGE 3/2
SA00107249	04/30/19	1259558	000771	LAKEVIEW BUS LINE	\$185.60	WHITTIER TO DUPAGE MUSEUM 3/22/
SA00107249	04/30/19	1259691	000771	LAKEVIEW BUS LINE	\$2,057.20	MANN TO LORADO TAFT 4/5/19
SA00107249	04/30/19	1259693	000771	LAKEVIEW BUS LINE	\$648.00	BROOKS TO HOLOCAUST 4/5/19
SA00107249	04/30/19	1259705	000771	LAKEVIEW BUS LINE	\$216.00	HOLMES TO CHILDREN'S THEATER 4/5
SA00107249	04/30/19	1259733	000771	LAKEVIEW BUS LINE	\$487.70	IRVING TO HEMMENS CULTURAL CNTI
SA00107249	04/30/19	1259758	000771	LAKEVIEW BUS LINE	\$886.30	BROOKS TO GRAYSLAKE 4/13/19
SA00107249	04/30/19	1259759	000771	LAKEVIEW BUS LINE	\$378.00	IRVING TO MUSEUM OF S&I 4/12/19
SA00107249	04/30/19	1259760	000771	LAKEVIEW BUS LINE	\$396.00	LONGFELLOW TO SHEDD AQUARIUM
SA00107249	04/30/19	1259774	000771	LAKEVIEW BUS LINE	\$72.00	LINCOLN TO FRANK LLOYD 4/15/19
SA00107250	04/30/19	1022	000771	MCCONNELL SCOTT	\$150.00	LIVE SOUND:SPRING JAZZ CONCERT
SA00107251	04/30/19	DESIGNER	000771	MCSHANE MICHAEL	\$750.00	LIGHTING DESIGNER FOR WICKED - B
SA00107252	04/30/19	2461	000771	MECK PRINT	\$1,099.05	WICKED TSHIRTS - BRAVO
SA00107253	04/30/19	MANAGER	000771	MARY KATHERINE MILAZZO	\$1,144.00	PRODUCTION MANAGER - BRAVO
SA00107254	04/30/19	INV013398989	000771	MUSIC & ARTS	\$65.04	CHROMATIC TUNER - BROOKS
SA00107254	04/30/19	INV013655173	000771	MUSIC & ARTS	\$72.60	CONTACT MICROPHONE - BROOKS
SA00107254	04/30/19	INV014337648	000771	MUSIC & ARTS	\$16.99	POWER ADAPTER - BROOKS
SA00107254	04/30/19	INV014341579	000771	MUSIC & ARTS	\$76.59	OAK BANGAS - JULIAN
SA00107254	04/30/19	INV014443459	000771	MUSIC & ARTS	\$288.04	ASPIRE CONGA SET - JULIAN
SA00107254	04/30/19	INV015194179	000771	MUSIC & ARTS	\$46.48	MUSIC STAND - BROOKS
SA00107254	04/30/19	INV015370844	000771	MUSIC & ARTS	\$46.48	MUSIC STAND - BROOKS
SA00107254	04/30/19	INV016237143	000771	MUSIC & ARTS	\$552.14	MUSIC EQUIPMENT - JULIAN
SA00107254	04/30/19	INV016279452	000771	MUSIC & ARTS	\$66.42	CONTACT MICROPHONE- BROOKS
SA00107254	04/30/19	INV016385966	000771	MUSIC & ARTS	\$65.04	CHROMATIC TUNER - BROOKS
SA00107255	04/30/19	PAINTER	000771	QUINCIE NEALE	\$500.00	SCENIC PAINTER FOR WICKED - BRAV
SA00107255	04/30/19	SUPPLIES	000771	QUINCIE NEALE	\$51.88	PROP SUPPLIES - BRAVO

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

CHECK REGISTER DATE: 04/30/19

Report Date: 4/24/19

Check Key	Check Date	Invoice No	Batch No	Vendor Name	Payment Amount	Description
SA00107256	04/30/19	3/11/19	000771	NEW ROSE CATERING	\$320.00	LINCOLN RED CARPET BAND CONCEP
SA00107256	04/30/19	3/11/19	000771	NEW ROSE CATERING	\$320.00	LONGFELLOW RED CARPET BAND CO
SA00107257	04/30/19	2789899	000771	ODYSSEY CRUISES, INC.	\$5,811.06	5TH GRADE CEREMONY - MANN
SA00107258	04/30/19	3/18-4/15/19	000771	PERRY TY	\$504.00	COSTUME ORGANIZATION - CAST
SA00107259	04/30/19	EXPENSE	000771	ORYANA S. QUINTERO	\$24.41	PROPS REIMBURSEMENT - CAST
SA00107260	04/30/19	2019476	000771	ROBERT CROWN CENTER	\$1,120.00	5TH GRADE COED PRESENTATION - LI
SA00107261	04/30/19	100	000771	RYAN KATZ	\$2,000.00	SCHOOL MURALS - MANN
SA00107262	04/30/19	284571	000771	SHORELINE SIGHTSEEING - GROUP SALES	\$2,111.00	3RD GRADE FIELD TRIP - LINCOLN
SA00107263	04/30/19	BEYE	000771	THE LEUKEMIA & LYMPHOMA SOCIETY	\$1,929.08	DONATION - BEYE
SA00107264	04/30/19	WICKED	000771	VIRGINIA VARLAND	\$1,100.00	COSTUMER FOR WICKED - BRAVO
Sum:					\$45,812.58	

FOR ACTION: APRIL 30, 2019

AGENDA: 2.2.1

SUBJECT: BILL LISTS AND RELATED REPORTS

MOTION: That the Payroll for District 97 for April 2019 be approved and filed in the Supplemental Minute Book.

04/26/2019 Voucher 22 \$2,624,651.05

MOTION: That the Check Registers for April 30, 2019 be ratified for payment and filed in the Supplemental Minute Book.

04/30/2019
CHECK #853088-853292
\$2,654,900.32

04/30/2019
CHECK #107234-107264
\$45,812.58

State of Illinois

Oak Park Public Schools 22

District #97

County of Cook

Oak Park, Illinois

To the Treasurer of Oak Park Elementary School District 97

Payroll Summaries for the Period Ending: April 26, 2019

FUND 101 - \$2,426,212.37

FUND 102 - \$151,583.09

FUND 104 - \$219.85

FUND 105 - \$46,425.74

FUND 111 - \$210.00

Pay to the Order of _____ \$ 2,624,651.05

The Sum of

TWO MILLION SIX HUNDRED TWENTY FOUR THOUSAND SIX HUNDRED FIFTY ONE AND 05/100 Dollars

For Purposes as Indicated
By Order of the Board of Education

Present to the Treasurer of Oak Park D97

Oak Park School District 97
260 Madison
Oak Park, Illinois 60302



President



Board Secretary

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

CHECK REGISTER DATE: 04/30/19

Report Date: 4/24/19

Check Key	Check Date	Invoice No	Batch No	Vendor Name	Payment Amount	Description
A200853088	04/30/19	MARCH	000770	A T & T	\$35.07	CORP ID #1954920 INV BAN:854322414
A200853089	04/30/19	01-202471-04	000770	AA RENTAL CENTER	\$1,325.50	LIFT RENTAL - MANN
A200853090	04/30/19	C11902371	000779	ABLENET TECH SUPPORT	\$44.00	Unversal Mounting Plate #80000015
A200853090	04/30/19	C11903352	000779	ABLENET TECH SUPPORT	\$297.00	Hover w/ Super Clamp #10000012
A200853091	04/30/19	27388	000772	ACTION FENCE CONTRACTORS, INC.	\$21,165.00	BUILDING IMPROVEMENTS
A200853091	04/30/19	27388	000772	ACTION FENCE CONTRACTORS, INC.	\$1,195.00	NON CAP EQUIP
A200853092	04/30/19	REIMBURSEMENT	000770	ADVANI SHILPA	\$34.00	CPR ONLINE COURSE - SPED
A200853093	04/30/19	S133241	000770	AFFILIATED CUSTOMER SERVICE, INC.	\$734.00	LABOR - IRVING
A200853093	04/30/19	S133440	000770	AFFILIATED CUSTOMER SERVICE, INC.	\$365.00	LABOR - IRVING
A200853093	04/30/19	S135822	000772	AFFILIATED CUSTOMER SERVICE, INC.	\$320.00	SERVICE
A200853093	04/30/19	S135824	000772	AFFILIATED CUSTOMER SERVICE, INC.	\$480.00	SERVICE
A200853093	04/30/19	S135828	000772	AFFILIATED CUSTOMER SERVICE, INC.	\$916.25	SERVICE
A200853093	04/30/19	S135829	000772	AFFILIATED CUSTOMER SERVICE, INC.	\$1,629.50	SERVICE
A200853093	04/30/19	S135854	000772	AFFILIATED CUSTOMER SERVICE, INC.	\$320.00	SERVICE
A200853093	04/30/19	S137978	000770	AFFILIATED CUSTOMER SERVICE, INC.	\$507.50	SERVICE - JULIAN
A200853093	04/30/19	S138244	000770	AFFILIATED CUSTOMER SERVICE, INC.	\$525.00	SERVICE - LINCOLN
A200853094	04/30/19	1640	000770	AH TECHNOLOGY, INC.	\$359.00	DIGITIZER REPLACEMENT
A200853094	04/30/19	1643	000770	AH TECHNOLOGY, INC.	\$200.00	DIGITIZER REPLACEMENT
A200853094	04/30/19	1656	000770	AH TECHNOLOGY, INC.	\$198.00	DIGITIZER REPLACEMENT
A200853094	04/30/19	1658	000770	AH TECHNOLOGY, INC.	\$140.00	DIGITIZER REPLACEMENT
A200853094	04/30/19	1662	000770	AH TECHNOLOGY, INC.	\$408.00	DIGITIZER REPLACEMENT
A200853094	04/30/19	1666	000770	AH TECHNOLOGY, INC.	\$539.00	DIGITIZER REPLACEMENT
A200853095	04/30/19	W394898	000770	AIR PRODUCTS EQUIPMENT COMPANY	\$548.00	PARTS - B&G
A200853096	04/30/19	53200-1075	000772	ALARM DETECTION SYSTEMS INC.	\$6,244.83	INTRUSION/FIRE ALARM
A200853097	04/30/19	106193937	000770	ALEXIAN BROTHERS BEHAVIORAL HOSP	\$440.00	EDUCATIONAL INSTRUCTION - SPED
A200853098	04/30/19	1171	000770	ALMA ADVISORY GROUP, LLC	\$1,312.50	EXECUTIVE COACHING SUPPORT - BC
A200853099	04/30/19	5126262	000772	ANDERSON PEST CONTROL	\$674.18	EXTERMINATOR SERVICE
A200853099	04/30/19	5157450	000770	ANDERSON PEST CONTROL	\$300.00	TREATMENT - JULIAN
A200853099	04/30/19	5158325	000770	ANDERSON PEST CONTROL	\$50.00	TREATMENT - JULIAN
A200853099	04/30/19	5158533	000770	ANDERSON PEST CONTROL	\$25.34	TREATMENT - LONGFELLOW
A200853099	04/30/19	5158825	000770	ANDERSON PEST CONTROL	\$221.00	TREATMENT - JULIAN
A200853100	04/30/19	MARCH	000770	ANN/ROBERT H. LURIE CHILDREN'S HOSPITAL	\$60.00	EDUCATIONAL INSTRUCTION - SPED
A200853101	04/30/19	14770	000770	ARLINGTON GLASS & MIRROR	\$480.00	LABOR - B&G
A200853102	04/30/19	OP3519	000770	AUSTIN MUSIC CENTER	\$257.00	REPAIRS & SUPPLIES
A200853103	04/30/19	11195	000770	B & F CONSTRUCTION CODE SERVICES, INC.	\$1,891.41	PROJECT - LINCOLN
A200853103	04/30/19	11196	000770	B & F CONSTRUCTION CODE SERVICES, INC.	\$1,795.68	PROJECT - LONGFELLOW
A200853103	04/30/19	11202	000770	B & F CONSTRUCTION CODE SERVICES, INC.	\$200.00	PROJECT - MANN
A200853104	04/30/19	APRIL	000770	BAILEY CHELSEA	\$480.00	STIPEND PAYMENT - SPED
A200853105	04/30/19	P12521712	000772	BATTERIES PLUS, LLC	\$845.00	LIGHTING SUPPLIES
A200853105	04/30/19	P12521791	000772	BATTERIES PLUS, LLC	\$76.89	LIGHTING SUPPLIES
A200853105	04/30/19	P12860393	000772	BATTERIES PLUS, LLC	\$93.00	ELECTRICAL PARTS
A200853105	04/30/19	P13209894	000772	BATTERIES PLUS, LLC	\$67.90	ELECTRICAL PARTS
A200853105	04/30/19	P13290276	000772	BATTERIES PLUS, LLC	\$45.98	ELECTRICAL PARTS
A200853105	04/30/19	P13419045	000772	BATTERIES PLUS, LLC	\$47.85	ELECTRICAL PARTS
A200853105	04/30/19	P9659373	000772	BATTERIES PLUS, LLC	\$41.37	ELECTRICAL PARTS
A200853106	04/30/19	REFEREE	000770	BECKMAN BRUCE	\$38.50	JULIAN VS ROOSEVELT
A200853107	04/30/19	MILEAGE	000770	BENNETT LINDSEY	\$40.88	REIMBURSEMENT JAN-MAR - HR
A200853107	04/30/19	TUITION	000770	BENNETT LINDSEY	\$1,932.00	REIMBURSEMENT - HR
A200853108	04/30/19	APRIL	000770	BENSON SAMANTHA	\$480.00	STIPEND PAYMENT - SPED

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

CHECK REGISTER DATE: 04/30/19

Report Date: 4/24/19

Check Key	Check Date	Invoice No	Batch No	Vendor Name	Payment Amount	Description
A200853109	04/30/19	1264797	000772	BLICK ART MATERIALS	\$1,607.80	ART SUPPLIES
A200853109	04/30/19	1282696	000772	BLICK ART MATERIALS	\$390.06	ART SUPPLIES
A200853110	04/30/19	39644	000770	BLUE CAB	\$152.00	18/19 REG TRANSPORTATION - SPED
A200853111	04/30/19	APRIL	000770	BLUE CROSS BLUE SHIELD OF IL	\$10,136.15	DENTAL HMO - HR
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$730.47	MILK & JUICE - BEYE
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,104.76	MILK & JUICE - BROOKS
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$853.51	MILK & JUICE - HATCH
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,156.99	MILK & JUICE - HOLMES
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,003.37	MILK & JUICE - IRVING
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,075.59	MILK & JUICE - JULIAN
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,228.27	MILK & JUICE - LINCOLN
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$1,146.40	MILK & JUICE - LONGFELLOW
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$813.75	MILK & JUICE - MANN
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$563.91	MILK & JUICE - WHITTIER
A200853112	04/30/19	MARCH	000770	BOB'S DAIRY SERVICE	\$26.82	WHITE MILK PKP
A200853113	04/30/19	4/4/19	000770	BONACCORSI JAMES	\$95.00	REIMBURSEMENT FOR DR'S VISIT - AC
A200853114	04/30/19	2808	000772	BRIGHT MORNING CONSULTING, INC.	\$700.00	STAFF DEVELOPMENT
A200853115	04/30/19	14487	000770	BRITTEN SCHOOL	\$22,653.54	18/19 REG TUITION - SPED
A200853116	04/30/19	201900199	000770	BULLEY & ANDREWS	\$634,236.80	ADDITIONS & RENOVATIONS - LINCOLN
A200853116	04/30/19	201900200	000770	BULLEY & ANDREWS	\$716,636.55	ADDITIONS & RENOVATIONS - LONGFI
A200853117	04/30/19	4880369	000772	BUREAU OF EDUCATION AND RESEARCH, I	\$269.00	STAFF DEVELOPMENT
A200853117	04/30/19	4886875	000772	BUREAU OF EDUCATION AND RESEARCH, I	\$1,090.00	STAFF DEVELOPMENT
A200853117	04/30/19	4886902	000779	BUREAU OF EDUCATION AND RESEARCH, I	\$4,360.00	Registration for C. Downs, J. Dunn, K. Fox,
A200853117	04/30/19	4890835	000772	BUREAU OF EDUCATION AND RESEARCH, I	\$269.00	STAFF DEVELOPMENT
A200853118	04/30/19	0053271	000770	BUSINESSSOLVER.COM, INC.	\$2,383.70	ANCILLARY PLAN SRVC - HR
A200853119	04/30/19	GOOGLE	000770	CAHILL MAGGIE	\$29.00	PREMIUM UPGRADE - LONGFELLOW
A200853120	04/30/19	1283021	000770	CAMELOT EDUCATION-MT. PROSPECT	\$2,898.24	18/19 REG TUITION - SPED
A200853121	04/30/19	4028759300	000772	CANON BUSINESS SOLUTIONS, INC.	\$6,300.00	CANON MAINTENANCE/SUPPLIES
A200853121	04/30/19	4028771605	000772	CANON BUSINESS SOLUTIONS, INC.	\$12,204.00	CANON MAINTENANCE/SUPPLIES
A200853122	04/30/19	TUITION	000770	CASSELLE RAHWA	\$2,000.00	REIMBURSEMENT - HR
A200853123	04/30/19	RJX3048	000770	CDW CORPORATION	\$511.50	ACER ADAPTER - TECH DEPT
A200853124	04/30/19	66172522	000772	CENGAGE LEARNING, INC.	\$797.55	LIBRARY BOOKS
A200853125	04/30/19	11889	000772	CENTERING ON CHILDREN, INC	\$441.60	GENERAL SUPPLIES
A200853126	04/30/19	3/19-4/10/19	000770	CHERYL HARDING	\$3,052.50	18/19 SPEECH PATHOLOGIST - SPED
A200853127	04/30/19	533	000770	CHILD'S VOICE SCHOOL	\$5,190.40	18/19 APR REG TUITION - SPED
A200853128	04/30/19	MILEAGE	000770	CIOSEK ANNE	\$38.28	REIMBURSEMENT - SPED
A200853129	04/30/19	SUPPLIES	000770	COLMENERO ELVIRA	\$131.25	SUPPLIES REIMBURSEMENT - BEYE
A200853130	04/30/19	79163998	000770	COMCAST BUSINESS	\$17,986.75	ACCT #930010780 - MARCH
A200853131	04/30/19	1054	000770	COMPREHENSIVE CONSTRUCTION SOLUTIONS	\$975.00	REPAIRS - HATCH
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$5,845.74	ACCT #1907480000 - MANN
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$11,146.20	ACCT #224480000 - WHITTIER
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$8,446.04	ACCT #234740000 - JULIAN
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$5,723.54	ACCT #4065480000 - BEYE
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$5,093.90	ACCT #482480000 - LONGFELLOW
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$5,896.73	ACCT #4919480000 - HATCH
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$4,546.54	ACCT #7697380000 - IRVING
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$3,347.21	ACCT #9146480000 - HOLMES
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$182.96	ACCT #9221688058 - ADMN BLDG
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$4,682.44	ACCT #9399380000 - LINCOLN
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$1,237.92	ACCT #9672480000 - SHOP
A200853132	04/30/19	2566079	000770	CONSTELLATION NEW ENERGY GAS DIVISION	\$5,802.88	ACCT #9813740000 - BROOKS

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

CHECK REGISTER DATE: 04/30/19

Report Date: 4/24/19

Check Key	Check Date	Invoice No	Batch No	Vendor Name	Payment Amount	Description
A200853133	04/30/19	TUITION	000770	COOPER DEBBIE	\$1,134.00	REIMBURSEMENT - HR
A200853134	04/30/19	SD97-0319	000770	COVE SCHOOL	\$12,588.48	18/19 REG TUITION - SPED
A200853135	04/30/19	CUS0175793	000770	CRISIS PREVENTION INSTITUTE	\$3,249.00	INSTRUCTOR CERTIFICATION - SPED
A200853135	04/30/19	CUSR048752	000770	CRISIS PREVENTION INSTITUTE	(\$3,049.00)	INSTRUCTOR CERTIFICATION - SPED
A200853136	04/30/19	36052	000770	CROW COMMUNICATIONS, INC.	\$782.00	SERVICE AT LONGFELLOW & HATCH
A200853137	04/30/19	35707	000770	CROWN TROPHY	\$897.00	CUSTON RIBBONS - BEYE
A200853138	04/30/19	007644	000772	D.J. SWEENEY ELECTRICAL CONTRACTORS, INC	\$3,250.00	ELECTRIC
A200853138	04/30/19	007661	000772	D.J. SWEENEY ELECTRICAL CONTRACTORS, INC	\$1,500.00	NON CAP EQUIP
A200853139	04/30/19	36	000770	DAHL RACHEL	\$6,500.00	COACHING & SUPPORT
A200853140	04/30/19	TRAVEL	000770	DAVID FREGO	\$877.81	TRAVEL REIMBURSEMENT - MUSIC
A200853141	04/30/19	REIMBURSEMENT	000770	DEBRA TAYLOR	\$55.00	BANK FEES - HR
A200853142	04/30/19	202501648847	000772	DELTA EDUCATION INC	\$20.88	FOSS SCIENCE SUPPLIES
A200853143	04/30/19	6571734	000772	DEMCO, INC.	\$701.99	LIBRARY SUPPLIES
A200853144	04/30/19	4/15/19	000770	DESHON NEWMAN	\$350.00	MULTI CULTURAL FEST PERFORMANC
A200853145	04/30/19	D52000780102	000772	DISCOUNT SCHOOL SUPPLY	\$358.72	GENERAL SUUPPLIES
A200853146	04/30/19	RELAYS	000770	DISTRICT 15 OF PALATINE	\$50.00	CARL SANDBURG RELAYS - JULIAN
A200853147	04/30/19	719085	000772	DOMINOS	\$587.50	CAST REGULAR
A200853148	04/30/19	201903OAKPARK	000770	CLARE DONOVAN SCANE	\$5,200.00	READING WORKSHOPS - T&L
A200853149	04/30/19	I115979	000770	DREISILKER ELECTRIC MOTORS INC	\$525.54	PARTS - IRVING
A200853149	04/30/19	I116336	000770	DREISILKER ELECTRIC MOTORS INC	\$34.88	PARTS - B&G
A200853149	04/30/19	I116513	000770	DREISILKER ELECTRIC MOTORS INC	\$1,189.67	PARTS - BROOKS
A200853149	04/30/19	I116860	000770	DREISILKER ELECTRIC MOTORS INC	\$349.17	PARTS - JULIAN
A200853149	04/30/19	I117640	000770	DREISILKER ELECTRIC MOTORS INC	\$112.36	PARTS - JULIAN
A200853149	04/30/19	I117996	000770	DREISILKER ELECTRIC MOTORS INC	\$72.38	PARTS - LONGFELLOW
A200853150	04/30/19	TUITION	000770	PAUL DUDA	\$100.00	REIMBURSEMENT - HR
A200853151	04/30/19	45505	000770	EARTHWISE ENVIRONMENTAL, INC.	\$504.00	SUPPLIES - BROOKS
A200853151	04/30/19	45506	000770	EARTHWISE ENVIRONMENTAL, INC.	\$504.00	SUPPLIES - HOLMES
A200853151	04/30/19	45507	000770	EARTHWISE ENVIRONMENTAL, INC.	\$364.00	SUPPLIES - JULIAN
A200853151	04/30/19	45508	000770	EARTHWISE ENVIRONMENTAL, INC.	\$364.00	SUPPLIES - IRVING
A200853151	04/30/19	45586	000770	EARTHWISE ENVIRONMENTAL, INC.	\$5,691.00	SUPPLIES - LINCOLN
A200853151	04/30/19	45587	000770	EARTHWISE ENVIRONMENTAL, INC.	\$5,691.00	SUPPLIES - LONGFELLOW
A200853151	04/30/19	45589	000770	EARTHWISE ENVIRONMENTAL, INC.	\$4,849.00	SUPPLIES - WHITTIER
A200853151	04/30/19	45590	000770	EARTHWISE ENVIRONMENTAL, INC.	\$4,291.00	SUPPLIES - BEYE
A200853151	04/30/19	45591	000770	EARTHWISE ENVIRONMENTAL, INC.	\$4,291.00	SUPPLIES - HATCH
A200853152	04/30/19	21322	000770	EASTER SEALS METROPOLITAN CHICAGO, INC.	\$5,906.88	18/19 REG TUITION - SPED
A200853153	04/30/19	MARCH 8	000772	EDUCATION RESOURCES, INC.	\$435.00	STAFF DEVELOPMENT
A200853154	04/30/19	577976	000772	ELENCO ELECTRONICS, INC.	\$1,231.48	PROJECT LEAD THE WAY SUPPLIES
A200853155	04/30/19	REIMBURSEMENT	000770	EMILY WOODS	\$50.00	LICENSE RENEWAL - HR
A200853156	04/30/19	001-109374005	000770	F.E. MORAN, INC.	\$3,099.76	PLUMBING SRVS - JULIAN
A200853156	04/30/19	001-109374005	000770	F.E. MORAN, INC.	\$2,526.77	PLUMBING SRVS - LINCOLN
A200853156	04/30/19	001-109374005	000770	F.E. MORAN, INC.	\$734.02	PLUMBING SRVS - WHITTIER
A200853156	04/30/19	001-109374007	000770	F.E. MORAN, INC.	\$2,047.76	PLUMBING PARTS - B&G
A200853156	04/30/19	001-301901107	000772	F.E. MORAN, INC.	\$2,769.00	BUILDING IMPROVEMENTS
A200853156	04/30/19	001-301901108	000772	F.E. MORAN, INC.	\$2,711.00	BUILDING IMPROVEMENTS
A200853156	04/30/19	001-301901109	000772	F.E. MORAN, INC.	\$180.00	PLUMBING PARTS
A200853157	04/30/19	11561592	000770	FIRST STUDENT, INC	\$7,714.00	18/19 FEB REG TRANSPORTATION - SI
A200853157	04/30/19	11565953	000770	FIRST STUDENT, INC	\$6,090.00	18/19 MARCH REG TRANSPORTATION
A200853158	04/30/19	2358457A	000772	FOLLETT SCHOOL SOLUTIONS, INC.	\$1,675.40	INSTRUCTIONAL SUPPLIES
A200853158	04/30/19	421652A	000772	FOLLETT SCHOOL SOLUTIONS, INC.	\$608.22	LIBRARY BOOKS
A200853159	04/30/19	SEMINAR	000770	FRONTLINE TECHNOLOGIES GROUP,LLC	\$395.00	RECRUITING & HIRING WORKSHOP - F
A200853160	04/30/19	51326	000770	GARAVENTA USA, INC.	\$546.25	SRVC CALL - HATCH

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A200853161	04/30/19	6050753	000770	GENERAL PARTS LLC	\$465.03	NEW PARTS FOR DISHWASHER - HATI
A200853162	04/30/19	2019030100	000770	GEOCON PROFESSIONAL SERVICES, LLC	\$2,303.00	LABOR - LONGFELLOW
A200853162	04/30/19	201904025	000770	GEOCON PROFESSIONAL SERVICES, LLC	\$6,115.25	PROJECT - LINCOLN
A200853162	04/30/19	201904027	000770	GEOCON PROFESSIONAL SERVICES, LLC	\$3,253.76	PROJECT - LONGFELLOW
A200853163	04/30/19	2019	000770	GERALD ALFRED	\$300.00	MULTI CULTURAL FEST PERFORMANC
A200853164	04/30/19	TDS-N9283	000770	GLENOAKS THERAPUTIC DAY SCHOOL	\$5,501.40	18/19 REG TUITION - SPED
A200853165	04/30/19	9116786196	000772	GRAINGER	\$10.32	HVAC PARTS
A200853165	04/30/19	9119866359	000772	GRAINGER	\$1,421.72	ELECTRICAL PARTS
A200853165	04/30/19	9120649075	000772	GRAINGER	\$528.66	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9120649083	000772	GRAINGER	\$65.56	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9120649091	000772	GRAINGER	\$38.80	HVAC PARTS
A200853165	04/30/19	9122511828	000772	GRAINGER	\$11.28	HVAC PARTS
A200853165	04/30/19	9125681438	000772	GRAINGER	\$284.75	HVAC PARTS
A200853165	04/30/19	9125681446	000772	GRAINGER	\$138.09	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9126041939	000772	GRAINGER	\$174.42	HVAC PARTS
A200853165	04/30/19	9126041947	000772	GRAINGER	\$58.14	HVAC PARTS
A200853165	04/30/19	9126756940	000772	GRAINGER	\$62.21	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9129606183	000772	GRAINGER	\$116.28	HVAC PARTS
A200853165	04/30/19	9129606191	000772	GRAINGER	\$34.91	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9134044941	000772	GRAINGER	(\$10.32)	HVAC PARTS
A200853165	04/30/19	9134579664	000772	GRAINGER	(\$3.20)	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9135947860	000772	GRAINGER	\$64.92	ELECTRICAL PARTS
A200853165	04/30/19	9136086726	000772	GRAINGER	\$92.82	HVAC PARTS
A200853165	04/30/19	9137365038	000772	GRAINGER	\$518.40	HVAC PARTS
A200853165	04/30/19	9137365046	000772	GRAINGER	\$97.36	HVAC PARTS
A200853165	04/30/19	9140265389	000772	GRAINGER	\$367.26	ELECTRICAL PARTS
A200853165	04/30/19	9141983347	000772	GRAINGER	\$52.56	ELECTRICAL PARTS
A200853165	04/30/19	9142614412	000772	GRAINGER	\$63.86	HVAC PARTS
A200853165	04/30/19	9143031806	000772	GRAINGER	(\$176.22)	GEN. MAINTENANCE SUPPLIES
A200853165	04/30/19	9144407526	000772	GRAINGER	\$34.54	HVAC PARTS
A200853166	04/30/19	TRACK	000770	GRAYS LAKE CENTRAL HIGH SCHOOL	\$225.00	ROSS GANTT INVITATIONAL - JULIAN
A200853167	04/30/19	APRIL 19	000770	GUARDIAN	\$626.96	GROUP ID: 00 378960
A200853168	04/30/19	1134	000772	GYMNASIUM MATTERS, LLC	\$950.00	CONTRACT SERVICES
A200853168	04/30/19	1135	000772	GYMNASIUM MATTERS, LLC	\$950.00	CONTRACT SERVICES
A200853169	04/30/19	REFEREE	000770	HARLAN DAVID	\$19.25	JV SEMIFINALS VS NOTHLAKE
A200853170	04/30/19	9605	000770	HELPING HAND CENTER	\$5,789.92	18/19 REG TUITION - SPED
A200853171	04/30/19	16086273 031719	000770	HINCKLEY SPRINGS WATER CO	\$170.07	ACCT #161307416086273
A200853172	04/30/19	1101454	000770	HOME DEPOT CREDIT SERVICES	\$63.58	SUPPLIES - LONGFELLOW
A200853172	04/30/19	1101455	000770	HOME DEPOT CREDIT SERVICES	\$33.04	SUPPLIES - HOLMES
A200853172	04/30/19	2024054	000770	HOME DEPOT CREDIT SERVICES	\$109.92	SUPPLIES - IRVING
A200853172	04/30/19	2091739	000770	HOME DEPOT CREDIT SERVICES	\$57.24	SUPPLIES - JULIAN
A200853172	04/30/19	3072619	000770	HOME DEPOT CREDIT SERVICES	\$75.04	SUPPLIES - JULIAN
A200853172	04/30/19	3520020	000770	HOME DEPOT CREDIT SERVICES	\$9.94	SUPPLIES - BROOKS
A200853172	04/30/19	4023964	000770	HOME DEPOT CREDIT SERVICES	\$86.90	SUPPLIES - B&G
A200853172	04/30/19	4052989	000770	HOME DEPOT CREDIT SERVICES	\$34.94	SUPPLIES - SHOP
A200853172	04/30/19	4062966	000770	HOME DEPOT CREDIT SERVICES	\$62.43	SUPPLIES - JULIAN
A200853172	04/30/19	4130038	000770	HOME DEPOT CREDIT SERVICES	(\$7.90)	SUPPLIES - B&G
A200853172	04/30/19	4524930	000770	HOME DEPOT CREDIT SERVICES	\$87.58	SUPPLIES - LINCOLN
A200853172	04/30/19	5062225	000770	HOME DEPOT CREDIT SERVICES	\$32.97	SUPPLIES - LINCOLN
A200853172	04/30/19	5180005	000770	HOME DEPOT CREDIT SERVICES	\$194.89	SUPPLIES - IRVING
A200853172	04/30/19	6520718	000770	HOME DEPOT CREDIT SERVICES	\$26.47	SUPPLIES - BEYE

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A200853172	04/30/19	7123188	000770	HOME DEPOT CREDIT SERVICES	\$40.94	SUPPLIES - SHOP
A200853172	04/30/19	8081800	000770	HOME DEPOT CREDIT SERVICES	\$61.41	SUPPLIES - HOLMES
A200853172	04/30/19	8143258	000770	HOME DEPOT CREDIT SERVICES	(\$32.97)	SUPPLIES - LINCOLN
A200853172	04/30/19	8610232	000770	HOME DEPOT CREDIT SERVICES	\$11.95	SUPPLIES - ADMN BLDG
A200853172	04/30/19	9070670	000770	HOME DEPOT CREDIT SERVICES	\$313.97	SUPPLIES - SHOP
A200853172	04/30/19	9511120	000770	HOME DEPOT CREDIT SERVICES	\$48.95	SUPPLIES - HOLMES
A200853173	04/30/19	954241099	000772	HOUGHTON MIFFLIN CO	\$5,579.28	GIFTED TESTING
A200853173	04/30/19	954256509	000772	HOUGHTON MIFFLIN CO	\$598.40	GIFTED TESTING
A200853174	04/30/19	3989TM	000770	HUFF COMPANY	\$7,503.00	SUPPLIES - HOLMES
A200853175	04/30/19	4905884	000772	IBM CORPORATION	\$666.46	CONTRACT SERVICE
A200853176	04/30/19	27346	000770	ILL ELEMENTARY SCHOOL ASSOC	\$475.00	TRACK & CROSS COUNTRY REG - BRC
A200853176	04/30/19	REGISTRATION	000770	ILL ELEMENTARY SCHOOL ASSOC	\$475.00	19/20 MEMBER DUES - JULIAN
A200853177	04/30/19	277-027	000770	INSTITUTE FOR THERAPY THROUGH THE ARTS	\$810.00	MUSIC THERAPY - SPED
A200853178	04/30/19	79916	000770	INTERPRENET, LTD.	\$110.00	PARENT-TEACHER CONF INTERPRETI
A200853178	04/30/19	79919	000770	INTERPRENET, LTD.	\$244.36	PARENT-TEACHER CONF INTERPRETI
A200853178	04/30/19	79920	000770	INTERPRENET, LTD.	\$231.60	PARENT-TEACHER CONF INTERPRETI
A200853178	04/30/19	79921	000770	INTERPRENET, LTD.	\$165.00	PARENT-TEACHER CONF INTERPRETI
A200853179	04/30/19	11E42942	000770	JW PEPPER MUSIC	\$35.94	CD - LONGFELLOW
A200853180	04/30/19	PERCUSSIONIST	000770	PAUL JACOBSON	\$335.00	CHORAL FESTIVAL - MUSIC
A200853181	04/30/19	001045	000770	JESSE WHITE TUMBLERS	\$650.00	MULTI CULTURAL FEST PERFORMANC
A200853182	04/30/19	EXPENSE	000770	JONES KIMBERLY	\$49.13	SUPPLIES REIMBURSEMENT - HOLME
A200853183	04/30/19	1665079	000770	JONES SCHOOL SUPPLY	\$160.72	CHORUS AWARDS - LONGFELLOW
A200853184	04/30/19	097-0419	000770	JOSEPH ACADEMY MELROSE PARK	\$5,635.38	18/19 REG TUITION - SPED
A200853185	04/30/19	97-0319	000770	KEYSTONE EDUCATIONAL MANAGEMENT SERVIK	\$3,600.00	18/19 REG TUITION - SPED
A200853185	04/30/19	KT0319	000770	KEYSTONE EDUCATIONAL MANAGEMENT SERVIK	\$3,392.00	18/19 REG TRANSPORTATION - SPED
A200853186	04/30/19	MILEAGE	000770	SARAH KIOLBASA	\$64.35	REIMBURSEMENT - SPED
A200853187	04/30/19	MILEAGE	000770	KOSTOFF CHRISTOPHER	\$71.82	REIMBURSEMENT - HR
A200853188	04/30/19	1604580319	000772	LAKESHORE CURRICULUM MATERIALS	\$103.49	SPECIAL ED SUPPLIES
A200853189	04/30/19	1259445	000770	LAKEVIEW BUS LINE	\$108,425.73	18/19 REG TRANSPORTATION - SPED
A200853189	04/30/19	1259446	000770	LAKEVIEW BUS LINE	\$132,402.71	18/19 REG TRANSPORTATION - SPED
A200853189	04/30/19	1259481	000770	LAKEVIEW BUS LINE	\$324.00	PRACTICE CHORAL FEST - 3/14/19
A200853189	04/30/19	1259487	000770	LAKEVIEW BUS LINE	\$149.60	JULIAN CHOIR FEST TO EISENHOWER
A200853189	04/30/19	1259488	000770	LAKEVIEW BUS LINE	\$556.20	SPED OLYMPICS TO ISU - 3/16/19
A200853189	04/30/19	1259502	000770	LAKEVIEW BUS LINE	\$144.00	BROOKS GVB TO UNITY - 3/14/19
A200853189	04/30/19	1259507	000770	LAKEVIEW BUS LINE	\$108.00	BROOKS GVB TO IRVING - 3/18/19
A200853189	04/30/19	1259522	000770	LAKEVIEW BUS LINE	\$324.00	WHITTIER TO LUND 3/19/19 - SPED
A200853189	04/30/19	1259525	000770	LAKEVIEW BUS LINE	\$144.00	JULIAN VB TO STEVENSON - 3/18/19
A200853189	04/30/19	1259538	000770	LAKEVIEW BUS LINE	\$126.00	BROOKS GVB TO STEVENSON - 3/21/1
A200853189	04/30/19	1259580	000770	LAKEVIEW BUS LINE	\$3,680.00	18/19 MAR TRANSPORTATION - SPED
A200853189	04/30/19	1259640	000770	LAKEVIEW BUS LINE	\$132,402.71	18/19 MAR REG TRANSPORTATION - S
A200853189	04/30/19	1259684	000770	LAKEVIEW BUS LINE	\$720.00	BAND & ORCHESTRA TO OPRF - 4/4/19
A200853189	04/30/19	1259687	000770	LAKEVIEW BUS LINE	\$180.00	MASON KING TO HOLOCAUST - 4/5/19
A200853189	04/30/19	1259692	000770	LAKEVIEW BUS LINE	\$216.00	IRVING BUS EVAC - 4/5/19
A200853189	04/30/19	1259694	000770	LAKEVIEW BUS LINE	\$648.00	18/19 FIELD TRIPS - SPED
A200853189	04/30/19	1259706	000770	LAKEVIEW BUS LINE	\$1,494.00	CHORAL FEST - 4/8/19
A200853189	04/30/19	1259707	000770	LAKEVIEW BUS LINE	\$108.00	JULIAN VB TO HERITAGE - 4/8/19
A200853189	04/30/19	1259719	000770	LAKEVIEW BUS LINE	\$108.00	JULIAN VB TO LINCOLN - 4/9/19
A200853189	04/30/19	1259732	000770	LAKEVIEW BUS LINE	\$382.40	JULIAN TRACK TO JANE ADAMS - 4/11/
A200853189	04/30/19	1259734	000770	LAKEVIEW BUS LINE	\$144.00	JULIAN VB TO IRVING - 4/11/19
A200853189	04/30/19	1259757	000770	LAKEVIEW BUS LINE	\$1,070.00	JULIAN TO GRAYSLAKE 4/13/19
A200853190	04/30/19	REFEREE	000770	LATWIS RON	\$77.00	VBALL GAME VS MACARTHUR - JULIAI

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A200853190	04/30/19	REFEREE	000770	LATWIS RON	\$77.00	VBALL GAME VS STEVENSON - JULIAN
A200853191	04/30/19	LDS62195	000770	LAUREATE DAY SCHOOL	\$10,148.46	18/19 REG TUITION - SPED
A200853191	04/30/19	LDS62989	000770	LAUREATE DAY SCHOOL	\$4,879.84	18/19 FEB REG TUITION - SPED
A200853192	04/30/19	24366	000772	LEARNING TECHNIQUES, INC.	\$1,030.00	STAFF DEVELOPMENT
A200853193	04/30/19	CONSULTING	000770	LEWIS AMANDA	\$2,000.00	CLASS PLACEMENT PROCEDURE REV
A200853194	04/30/19	SUPPLIES	000770	JENNIFER LOGAN	\$22.48	SUPPLIES REIMBURSEMENT - BEYE
A200853195	04/30/19	909244	000770	LOWE'S	\$32.41	SUPPLIES - B&G
A200853196	04/30/19	19062	000772	MAHONEY'S GRADUATION SERVICES	\$644.95	PRINTED RIBBONS
A200853197	04/30/19	TUITION	000770	MARCINOWSKI KAROL	\$100.00	REIMBURSEMENT - HR
A200853198	04/30/19	4/3/19	000770	MARINELARENA LIZA	\$15.24	REIMBURSEMENT - LONGFELLOW
A200853199	04/30/19	EXPENSE	000770	MARINIER SHERYL	\$121.04	REIMBURSEMENT - BOE
A200853200	04/30/19	REIMBURSEMENT	000770	MARY GRABER	\$50.00	LICENSE RENEWAL - HR
A200853201	04/30/19	3/18-4/12/19	000770	MELISSA MASON	\$5,032.50	18/19 SPEECH PATHOLOGIST - SPED
A200853202	04/30/19	PIANIST	000770	MATT SALVO	\$725.00	REHEARSALS & PERFORMANCE - MUSIC
A200853203	04/30/19	4/12/19	000770	MATTHEW DANIEL	\$98.92	CLASSROOM SUPPLIES - LONGFELLO
A200853204	04/30/19	6366170366	000770	MAXIM STAFFING SOLUTIONS	\$6,760.00	18/19 NURSING SRVS - SPED
A200853204	04/30/19	6382870366	000770	MAXIM STAFFING SOLUTIONS	\$4,992.00	18/19 NURSING SRVS - SPED
A200853204	04/30/19	6399280366	000770	MAXIM STAFFING SOLUTIONS	\$6,864.00	18/19 NURSING SERVICES - SPED
A200853204	04/30/19	6412820366	000770	MAXIM STAFFING SOLUTIONS	\$8,606.00	18/19 NURSE SERVICES - SPED
A200853205	04/30/19	90469063	000772	MC MASTER-CARR	\$123.61	GEN. MAINTENANCE SUPPLIES
A200853205	04/30/19	91595524	000772	MC MASTER-CARR	\$316.81	GEN MAINTENANCE SUPPLIES
A200853206	04/30/19	095373	000772	MECAR METAL INC	\$3,239.04	HVAC PARTS
A200853206	04/30/19	095521	000772	MECAR METAL INC	\$4,678.58	HVAC PARTS
A200853207	04/30/19	SUPPLIES	000770	MEGLAN CHRISTOPHER	\$158.23	REIMBURSEMENT - SPED
A200853208	04/30/19	10939	000770	MENARDS	\$66.99	SUPPLIES - BROOKS
A200853208	04/30/19	1310	000770	MENARDS	\$13.05	SUPPLIES - B&G
A200853208	04/30/19	29239	000770	MENARDS	\$98.46	SUPPLIES - IRVING
A200853208	04/30/19	29345	000770	MENARDS	\$22.42	SUPPLIES - IRVING
A200853208	04/30/19	29359	000770	MENARDS	\$16.94	SUPPLIES - B&G
A200853208	04/30/19	29403	000770	MENARDS	\$15.97	SUPPLIES - HATCH
A200853208	04/30/19	29661	000770	MENARDS	\$15.08	SUPPLIES - B&G
A200853208	04/30/19	29765	000770	MENARDS	\$27.19	SUPPLIES - B&G
A200853208	04/30/19	29978	000770	MENARDS	\$68.32	SUPPLIES - B&G
A200853208	04/30/19	30097	000770	MENARDS	\$179.98	SUPPLIES - B&G
A200853208	04/30/19	30210	000770	MENARDS	\$35.43	SUPPLIES - HOLMES
A200853208	04/30/19	30328	000770	MENARDS	\$17.98	SUPPLIES - B&G
A200853208	04/30/19	30400	000770	MENARDS	\$17.94	SUPPLIES - B&G
A200853208	04/30/19	30414	000770	MENARDS	\$135.69	SUPPLIES - B&G
A200853208	04/30/19	30675	000770	MENARDS	\$7.99	SUPPLIES - LONGFELLOW
A200853209	04/30/19	SESINV-006564	000770	MENTA ACADEMY - OAK PARK	\$6,131.84	18/19 MARCH REG TUITION - SPED
A200853210	04/30/19	SESINV-006563	000770	MENTA ACADEMY HILLSIDE	\$15,844.80	18/19 REG TUITION - SPED
A200853211	04/30/19	MP62164	000770	METROPOLITAN PREPATORY SCHOOLS	\$23,420.25	18/19 REG TUITION - SPED
A200853211	04/30/19	MP62954	000770	METROPOLITAN PREPATORY SCHOOLS	\$11,430.90	18/19 MARCH REG TUITION - SPED
A200853212	04/30/19	90759	000770	MICHAELS UNIFORM COMPANY	\$605.75	UNIFORMS - B&G
A200853213	04/30/19	9440829	000770	MID AMERICAN ENERGY	\$2,852.22	ACCT #231534 - BEYE
A200853213	04/30/19	9440831	000770	MID AMERICAN ENERGY	\$3,680.12	ACCT #231769 - HOLMES
A200853213	04/30/19	9440833	000770	MID AMERICAN ENERGY	\$3,485.08	ACCT #231956 - MANN
A200853213	04/30/19	9440837	000770	MID AMERICAN ENERGY	\$13,668.75	ACCT #233095 - BROOKS
A200853213	04/30/19	9440838	000770	MID AMERICAN ENERGY	\$4,235.08	ACCT #233096 - LINCOLN
A200853213	04/30/19	9440839	000770	MID AMERICAN ENERGY	\$3,943.46	ACCT #233097 - WHITTIER
A200853213	04/30/19	9441412	000770	MID AMERICAN ENERGY	\$5,352.82	ACCT #243574 - IRVING

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A200853213	04/30/19	9441413	000770	MID AMERICAN ENERGY	\$14,470.26	ACCT #243575 - JULIAN
A200853213	04/30/19	9441424	000770	MID AMERICAN ENERGY	\$505.79	ACCT #248540 - SHOP
A200853213	04/30/19	9441425	000770	MID AMERICAN ENERGY	\$2,615.66	ACCT #248541 - HATCH
A200853213	04/30/19	9441869	000770	MID AMERICAN ENERGY	\$2,773.42	ACCT #340304 - ADMN BLDG
A200853214	04/30/19	214084	000772	MURNANE PAPER CO	\$232.00	DISTRICT PAPER
A200853215	04/30/19	APRIL	000770	MURRAY ERIN	\$480.00	STIPEND PAYMENT - SPED
A200853216	04/30/19	INV016265682	000770	MUSIC & ARTS	\$165.55	INSTRUMENT REPAIR - BROOKS
A200853216	04/30/19	INV016266330	000770	MUSIC & ARTS	\$50.00	INSTRUMENT REPAIR - JULIAN
A200853217	04/30/19	266207	000770	MUSIC IS ELEMENTARY	\$230.94	MUSIC BOOKS - LONGFELLOW
A200853218	04/30/19	REFEREE	000770	NAGLE JOE	\$77.00	VOLLEYBALL - 4/1/19 - BROOKS
A200853219	04/30/19	245	000770	NEW HORIZON CENTER	\$15,075.20	18/19 REG TUITION - SPED
A200853220	04/30/19	4/8/19	000770	NEW ROSE CATERING	\$350.00	PARENT VOLUNTEER BREAKFAST - W
A200853221	04/30/19	SUPPLIES	000770	NOONAN KATIE	\$355.63	REIMBURSEMENT - IRVING
A200853222	04/30/19	48793	000770	NUTOYS LEISURE PRODUCTS	\$1,275.00	SUPPLIES - B&G
A200853223	04/30/19	10/23/18	000770	OAK PARK & RIVER FOREST TOWNSHIP	\$7,374.97	1ST QUARTER JULY-SEPT 2018
A200853223	04/30/19	1/15/19	000770	OAK PARK & RIVER FOREST TOWNSHIP	\$6,516.20	2ND QUARTER OCT-DEC 2018
A200853223	04/30/19	4/17/19	000770	OAK PARK & RIVER FOREST TOWNSHIP	\$4,351.67	3RD QUARTER JAN-MAR 2019
A200853224	04/30/19	244009	000770	OAK PARK ELEMENTARY SCHOOL DISTRICT 97	\$6,915.97	4/2019
A200853225	04/30/19	286791835001	000772	OFFICE DEPOT 1105	\$179.13	OFFICE SUPPLIES
A200853225	04/30/19	290529398001	000772	OFFICE DEPOT 1105	\$97.28	OFFICE SUPPLIES
A200853225	04/30/19	290529399001	000772	OFFICE DEPOT 1105	\$17.84	OFFICE SUPPLIES
A200853226	04/30/19	19000757	000770	OLSSON ROOFING CO., INC.	\$492.00	LABOR - IRVING
A200853226	04/30/19	19000928	000770	OLSSON ROOFING CO., INC.	\$2,301.00	LABOR - B&G
A200853226	04/30/19	19000958	000770	OLSSON ROOFING CO., INC.	\$1,290.50	LABOR - BROOKS
A200853227	04/30/19	8079	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$180.60	PKP SNACKS - LONGFELLOW
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$270.00	BREAKFAST - BEYE
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$195.00	BREAKFAST - BROOKS
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$414.00	BREAKFAST - HATCH
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$835.00	BREAKFAST - HOLMES
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$625.00	BREAKFAST - IRVING
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$644.00	BREAKFAST - JULIAN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$375.00	BREAKFAST - LONGFELLOW
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$322.00	BREAKFAST - MANN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$450.00	BREAKFAST - WHITTIER
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$150.00	EXTRA SUPPLIES - JULIAN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$105.00	EXTRA SUPPLIES - LONGFELLOW
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$25.00	EXTRA SUPPLIES - MANN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$2.75	FACULTY LUNCHES - BROOKS
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$2.75	FACULTY LUNCHES - HATCH
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$2.75	FACULTY LUNCH - HOLMES
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$2.75	FACULTY LUNCH - JULIAN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$19.25	FACULTY LUNCH - LONGFELLOW
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$2.75	FACULTY LUNCH - MANN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$5.50	FACULTY LUNCH - WHITTIER
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$4,693.50	LUNCHES - BEYE
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$7,550.16	LUNCHES - BROOKS
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$4,740.75	LUNCHES - HATCH
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$6,368.25	LUNCH - HOLMES
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$5,598.25	LUNCH - IRVING
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$8,795.01	LUNCH - JULIAN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$6,676.25	LUNCH - LINCOLN

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A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$7,211.75	LUNCH - LONGFELLOW
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$4,240.25	LUNCH - MANN
A200853227	04/30/19	MARCH 2019	000770	OPRF HIGH SCHOOL FOOD SERVICE	\$4,350.50	LUNCH - WHITTIER
A200853228	04/30/19	1118	000770	ORMISTON MEGHAN dba TECH TEACHERS	\$3,800.00	PROF DEVELOPMENT 2/21/19,3/12/19,3
A200853228	04/30/19	1119	000770	ORMISTON MEGHAN dba TECH TEACHERS	\$2,400.00	PROF DEVELOPMENT 3/11/19,4/8/19
A200853229	04/30/19	312543-00	000772	PALOS SPORTS INC	\$531.87	P.E. SUPPLIES
A200853229	04/30/19	312543-01	000772	PALOS SPORTS INC	\$201.99	P.E. SUPPLIES
A200853230	04/30/19	20190009	000770	PARK DISTRICT OF OAK PARK	\$32,351.50	FIELD MAINT - B&G
A200853231	04/30/19	1504	000770	PARKLAND PREPARATORY ACADEMY SOUTH, IN	\$6,820.48	18/19 REG TUITION - SPED
A200853231	04/30/19	2881	000770	PARKLAND PREPARATORY ACADEMY SOUTH, IN	\$9,120.00	18/19 REG TUITION - SPED
A200853232	04/30/19	3/19-4/11/19	000770	MISTI PEPPLER	\$4,599.00	18/19 OCCUPATIONAL THERAPIST - SF
A200853233	04/30/19	1357	000770	PERFORMANCE FACT, INC.	\$5,771.00	PROFESSIONAL SERVICES - T&L
A200853234	04/30/19	06238057	000772	POSITIVE PROMOTIONS	\$278.02	INSTRUCTIONAL SUPPLIES
A200853235	04/30/19	8279	000770	POWER MECHANICAL SERVICES, INC.	\$607.50	LABOR - WHITTIER
A200853235	04/30/19	8364	000770	POWER MECHANICAL SERVICES, INC.	\$910.00	LABOR - LINCOLN
A200853235	04/30/19	8369	000770	POWER MECHANICAL SERVICES, INC.	\$725.00	LABOR - MANN
A200853235	04/30/19	8370	000770	POWER MECHANICAL SERVICES, INC.	\$9,218.64	LABOR - JULIAN
A200853235	04/30/19	8371	000770	POWER MECHANICAL SERVICES, INC.	\$945.00	LABOR - LONGFELLOW
A200853235	04/30/19	8373	000770	POWER MECHANICAL SERVICES, INC.	\$1,112.50	LABOR - BROOKS
A200853235	04/30/19	8374	000770	POWER MECHANICAL SERVICES, INC.	\$202.50	LABOR - MANN
A200853235	04/30/19	8376	000770	POWER MECHANICAL SERVICES, INC.	\$1,802.50	LABOR - BROOKS
A200853235	04/30/19	8382	000770	POWER MECHANICAL SERVICES, INC.	\$5,600.00	LABOR - JULIAN
A200853235	04/30/19	8383	000770	POWER MECHANICAL SERVICES, INC.	\$2,780.00	LABOR - B&G
A200853235	04/30/19	8384	000770	POWER MECHANICAL SERVICES, INC.	\$2,260.00	LABOR - BROOKS
A200853235	04/30/19	8385	000770	POWER MECHANICAL SERVICES, INC.	\$810.00	LABOR - IRVING
A200853235	04/30/19	8402	000770	POWER MECHANICAL SERVICES, INC.	\$405.00	LABOR - MANN
A200853235	04/30/19	8425	000770	POWER MECHANICAL SERVICES, INC.	\$2,260.00	LABOR - MANN
A200853235	04/30/19	8426	000770	POWER MECHANICAL SERVICES, INC.	\$2,260.00	LABOR - LINCOLN
A200853236	04/30/19	3/11-3/22/19	000770	POWERS MAUREEN	\$1,750.00	NURSING SERVICES - SPED
A200853237	04/30/19	SV28529	000770	PRECISION CONTROL SYSTEMS INC.	\$1,518.50	LABOR - HATCH
A200853237	04/30/19	SV28607	000770	PRECISION CONTROL SYSTEMS INC.	\$522.00	LABOR - HOLMES
A200853237	04/30/19	SV28745	000770	PRECISION CONTROL SYSTEMS INC.	\$2,242.00	LABOR - JULIAN
A200853237	04/30/19	SV28950	000770	PRECISION CONTROL SYSTEMS INC.	\$1,023.60	LABOR - JULIAN
A200853238	04/30/19	1248178	000772	PRENTKE ROMICH COMPANY	\$720.00	ON-LINE LICENSES/SUPPLIES
A200853239	04/30/19	13783	000772	PRESTIGE DISTRIBUTION, INC	\$1,800.00	NON CAP EQUIP
A200853239	04/30/19	13784	000772	PRESTIGE DISTRIBUTION, INC	\$2,400.00	NON CAP EQUIP
A200853240	04/30/19	INV01728049	000770	QUENCH USA, INC.	\$164.60	WATER FILTER - BROOKS
A200853241	04/30/19	5783308	000772	QUILL CORP	\$84.58	INSTRUCTIONAL SUPPLIES
A200853241	04/30/19	5794469	000772	QUILL CORP	\$1,056.63	INSTRUCTIONAL SUPPLIES
A200853241	04/30/19	5893733	000770	QUILL CORP	\$119.96	BATTERIES FOR CPR - SPED
A200853241	04/30/19	6005369	000770	QUILL CORP	\$241.99	BROOKS FILE CABINET - SPED
A200853241	04/30/19	6037804	000770	QUILL CORP	\$42.38	NAME TAGS/BOE - SPED
A200853241	04/30/19	6137579	000770	QUILL CORP	\$53.99	INSTITUTE DAY SUPPLIES - SPED
A200853241	04/30/19	6147624	000770	QUILL CORP	\$57.14	INSTITUTE DAY SUPPLIES - SPED
A200853242	04/30/19	657609	000772	R.S.R. ELECTRONICS, INC. ELECTRONIX EXPR	\$36.10	PROJECT LEAD THE WAY SUPPLIES
A200853243	04/30/19	TUITION	000770	REEVES LAURA	\$1,175.00	REIMBURSEMENT - HR
A200853244	04/30/19	19163FEB2	000770	RESEARCH FOR BETTER TEACHING	\$83.88	TRAVEL EXPENSE LAURA COOPER - T
A200853244	04/30/19	19163MAR	000770	RESEARCH FOR BETTER TEACHING	\$127.60	TRAVEL EXPENSE LAURA COOPER - T
A200853245	04/30/19	287389	000770	ROBBINS SCHWARTZ, NICHOLAS LIFTON & TA	\$18,107.50	LEGAL SERVICES MARCH
A200853246	04/30/19	OP-3	000770	ROSITA LOPEZ	\$1,173.58	PRINCIPAL COACHING - T&L
A200853247	04/30/19	S1453211.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$119.10	PLUMBING PARTS

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A200853247	04/30/19	S1453248.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$48.09	PLUMBING PARTS
A200853247	04/30/19	S1453537.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$96.09	PLUMBING PARTS
A200853247	04/30/19	S1453590.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$163.66	PLUMBING PARTS
A200853247	04/30/19	S1453748.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$109.10	PLUMBING PARTS
A200853247	04/30/19	S1453929.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$96.18	PLUMBING PARTS
A200853247	04/30/19	S1454023.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$19.74	PLUMBING PARTS
A200853247	04/30/19	S1454131.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$100.59	PLUMBING PARTS
A200853247	04/30/19	S1454298.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$43.60	PLUMBING PARTS
A200853247	04/30/19	S1454470.001	000772	ROYAL PIPE & SUPPLY COMPANY	\$193.44	PLUMBING PARTS
A200853248	04/30/19	2019443	000770	RUSH NEUROBEHAVIORAL CENTER	\$3,250.00	WORKSHOP - SPED
A200853249	04/30/19	5682937	000770	RUSSO'S POWER EQUIPMENT, INC.	\$6,615.00	SUPPLIES - B&G
A200853249	04/30/19	5671538	000770	RUSSO'S POWER EQUIPMENT, INC.	\$123.14	SUPPLIES - B&G
A200853249	04/30/19	5673324	000770	RUSSO'S POWER EQUIPMENT, INC.	\$189.14	SUPPLIES - B&G
A200853249	04/30/19	5683670	000770	RUSSO'S POWER EQUIPMENT, INC.	\$88.00	SUPPLIES - B&G
A200853249	04/30/19	5748348	000770	RUSSO'S POWER EQUIPMENT, INC.	\$32.80	SUPPLIES - B&G
A200853250	04/30/19	79161457	000770	SAFETY-KLEEN SYSTEMS, INC.	\$200.00	WASHER SOLVENT - B&G
A200853251	04/30/19	379651	000770	SCHAUER'S HARDWARE	\$24.11	SUPPLIES - B&G
A200853251	04/30/19	384472	000770	SCHAUER'S HARDWARE	\$41.79	SUPPLIES - B&G
A200853251	04/30/19	385009	000770	SCHAUER'S HARDWARE	\$5.83	SUPPLIES - B&G
A200853251	04/30/19	385449	000770	SCHAUER'S HARDWARE	\$6.10	SUPPLIES - B&G
A200853251	04/30/19	387997	000770	SCHAUER'S HARDWARE	\$3.51	SUPPLIES - B&G
A200853252	04/30/19	1515903-00	000770	SCHOOL HEALTH SUPPLY CO	\$307.90	AUDIOMETERS CALIBRATION - SPED
A200853252	04/30/19	3573379-00	000770	SCHOOL HEALTH SUPPLY CO	\$229.33	LINCOLN NURSE SUPPLIES - SPED
A200853252	04/30/19	3573379-01	000770	SCHOOL HEALTH SUPPLY CO	\$37.52	LINCOLN NURSE SUPPLIES
A200853252	04/30/19	3576502-00	000770	SCHOOL HEALTH SUPPLY CO	\$196.07	HOLMES NURSE SUPPLIES - SPED
A200853253	04/30/19	208122626432	000772	SCHOOL SPECIALTY	\$75.26	ART SUPPLIES
A200853253	04/30/19	208122626439	000772	SCHOOL SPECIALTY	\$1,285.04	ART SUPPLIES
A200853254	04/30/19	8282	000770	SEAL OF ILLINOIS	\$10,982.88	18/19 REG TUITION - SPED
A200853255	04/30/19	143385	000770	SEAWAY SUPPLY	\$88.16	SUPPLIES - JULIAN
A200853256	04/30/19	REFEREE	000770	SHURE ALLEN	\$77.00	VOLLEYBALL GAME 4/3/19 - BROOKS
A200853257	04/30/19	20190337	000770	SONIA SHANKMAN ORTHOGENIC SCHOOL	\$11,683.34	18/19 REG TUITION - SPED
A200853258	04/30/19	S100537591.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$258.50	PARTS - IRVING
A200853258	04/30/19	S100538362.004	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$507.63	PARTS - BROOKS
A200853258	04/30/19	S100538448.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$1,766.50	PARTS - IRVING
A200853258	04/30/19	S100538448.003	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$636.66	PARTS - IRVING
A200853258	04/30/19	S100540212.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$18.63	PARTS - IRVING
A200853258	04/30/19	S100540646.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$51.72	PARTS - B&G
A200853258	04/30/19	S100540648.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$63.68	PARTS - JULIAN
A200853258	04/30/19	S100541803.001	000770	SOUTH SIDE CONTROL SUPPLY CO.	\$460.92	PARTS - LONGFELLOW
A200853259	04/30/19	SYSINV-003061	000770	SPECIAL EDUCATION SYSTEMS, INC	\$3,977.28	18/19 MARCH REG TRANSPORTATION
A200853259	04/30/19	SYSINV-003062	000770	SPECIAL EDUCATION SYSTEMS, INC	\$1,151.68	18/19 REG TRANSPORTATION - SPED
A200853260	04/30/19	10287	000770	STREAMWOOD BEHAVIORAL HEALTH	\$140.00	EDUCATIONAL INSTRUCTION - SPED
A200853261	04/30/19	167512	000772	SUCCESS BY DESIGN	\$811.85	INSTRUCTIONAL SUPPLIES
A200853262	04/30/19	64025	000770	TAYLOE GLASS COMPANY	\$565.00	SRVC CALL - JULIAN
A200853262	04/30/19	64028	000770	TAYLOE GLASS COMPANY	\$292.00	SRVC CALL - HATCH
A200853263	04/30/19	APRIL	000770	TEACHERS RETIREMENT SYSTEM	\$13,915.54	4/2019 - HR
A200853264	04/30/19	4/15/19	000770	THAI CLASSICAL MUSIC @ WAT DHAMMARAM	\$300.00	MULTI CULTURAL FEST PERFORMANC
A200853265	04/30/19	000243-1	000770	THE BOOK TABLE	\$438.73	VARIOUS BOOK TITLES - BEYE
A200853266	04/30/19	5799	000770	THE CLM GROUP, INC.	\$4,938.00	mPOWER ANNUAL SUBSCRIPTION - BI
A200853267	04/30/19	21190	000770	THE CONSERVATION CENTER, INC	\$350.00	MURALS - MANN
A200853268	04/30/19	0070679	000770	THERMOSYSTEMS, INC	\$197.70	PARTS - B&G

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A200853269	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - ADMN
A200853269	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - BROOKS
A200853269	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - HATCH
A200853269	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - HOLMES
A200853269	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$200.00	ELEVATOR INSPECTION - IRVING
A200853269	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - JULIAN
A200853269	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - LINCOLN
A200853269	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - MANN
A200853269	04/30/19	19-1190	000770	THOMPSON ELEVATOR INSPECTION SERVICE	\$100.00	ELEVATOR INSPECTION - WHITTIER
A200853270	04/30/19	840016658	000770	THOMSON REUTERS	\$262.80	ACCT #1003938662 - MARCH
A200853271	04/30/19	3004490777	000772	THYSSENKRUPP ELEVATOR CORP.	\$573.20	ELEVATOR REPAIRS
A200853271	04/30/19	3004491356	000772	THYSSENKRUPP ELEVATOR CORP.	\$251.13	ELEVATOR REPAIRS
A200853271	04/30/19	3004492103	000772	THYSSENKRUPP ELEVATOR CORP.	\$1,316.01	ELEVATOR REPAIRS
A200853271	04/30/19	3004492104	000772	THYSSENKRUPP ELEVATOR CORP.	\$1,316.01	ELEVATOR REPAIRS
A200853271	04/30/19	3004493570	000772	THYSSENKRUPP ELEVATOR CORP.	\$1,211.81	ELEVATOR REPAIRS
A200853272	04/30/19	AS01354192	000770	TOP ECHELON CONTRACTING , LLC	\$1,662.50	SUB SPEECH THERAPIST - SPED
A200853272	04/30/19	AS01362547	000770	TOP ECHELON CONTRACTING , LLC	\$1,557.50	SPEED THERAPIST - SPED
A200853272	04/30/19	AS01384023	000770	TOP ECHELON CONTRACTING , LLC	\$1,032.50	SPEECH THERAPIST - SPED
A200853273	04/30/19	5898583	000772	TRANE	\$62.30	HVAC PARTS
A200853273	04/30/19	5941726	000772	TRANE	\$23.04	HVAC PARTS
A200853273	04/30/19	5984693	000772	TRANE	\$206.11	HVAC PARTS
A200853273	04/30/19	6006065	000772	TRANE	\$56.60	HVAC PARTS
A200853273	04/30/19	6023611	000772	TRANE	\$398.40	HVAC PARTS
A200853274	04/30/19	36598	000772	TSA CONSULTING GROUP, INC.	\$550.74	DUES & FEES
A200853275	04/30/19	109019629-1	000770	UNITED RADIO COMMUNICATIONS	\$49.75	SUPPLIES - B&G
A200853275	04/30/19	109019631-1	000770	UNITED RADIO COMMUNICATIONS	\$64.70	SUPPLIES - B&G
A200853276	04/30/19	APRIL	000770	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$4,607.52	DISABILITY - HR
A200853276	04/30/19	APRIL	000770	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$1,089.27	LONG TERM DISABILITY - HR
A200853276	04/30/19	APRIL	000770	UNUM LIFE INSURANCE COMPANY OF AMERICA	\$768.35	VOLUNTARY TERM LIFE - HR
A200853277	04/30/19	REFEREE	000770	VASQUEZ ROBERT	\$77.00	VAR & JV VBALL VS FREEDOM
A200853278	04/30/19	9827696220	000770	VERIZON WIRELESS	\$935.09	ACCT #85694373-00001 - MAR
A200853279	04/30/19	19-0002178	000772	VILLAGE OF OAK PARK	\$1,173.81	GASOLINE
A200853280	04/30/19	TUITION	000770	JENNA VOLLMER	\$2,000.00	REIMBURSEMENT - HR
A200853281	04/30/19	EXPENSE	000770	WAMPLER JEANNIE	\$39.52	SUPPLIES REIMBURSEMENT - JULIAN
A200853282	04/30/19	4179635-0	000772	WAREHOUSE DIRECT	\$1,263.81	INSTRUCTIONAL SUPPLIES
A200853282	04/30/19	4179635-0	000772	WAREHOUSE DIRECT	\$575.82	NON CAP EQUIP
A200853282	04/30/19	4183521-0	000772	WAREHOUSE DIRECT	\$240.24	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4183524-0	000772	WAREHOUSE DIRECT	\$171.89	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4202536-0	000772	WAREHOUSE DIRECT	\$848.96	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4210005-0	000772	WAREHOUSE DIRECT	\$12.69	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4217961-0	000772	WAREHOUSE DIRECT	\$26.89	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4231506-0	000772	WAREHOUSE DIRECT	\$472.06	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4231634-0	000772	WAREHOUSE DIRECT	\$12.69	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4234829-0	000772	WAREHOUSE DIRECT	\$160.40	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4234929-0	000772	WAREHOUSE DIRECT	\$253.32	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4235339-0	000772	WAREHOUSE DIRECT	\$128.32	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4235339-1	000772	WAREHOUSE DIRECT	\$11.50	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4239465-0	000772	WAREHOUSE DIRECT	\$1,726.12	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4239843-0	000772	WAREHOUSE DIRECT	\$12.69	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4240385-0	000772	WAREHOUSE DIRECT	\$1,160.10	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4240887-0	000772	WAREHOUSE DIRECT	\$898.53	GEN CUSTODIAL SUPPLIES

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A200853282	04/30/19	4242290-0	000772	WAREHOUSE DIRECT	\$436.02	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4242299-0	000772	WAREHOUSE DIRECT	\$76.56	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4242307-0	000772	WAREHOUSE DIRECT	\$53.78	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4246814-0	000772	WAREHOUSE DIRECT	\$3,409.00	CAPITAL EQUIPMENT
A200853282	04/30/19	4246964-0	000772	WAREHOUSE DIRECT	\$96.24	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4246969-0	000772	WAREHOUSE DIRECT	\$25.38	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4246974-0	000772	WAREHOUSE DIRECT	\$526.24	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4246980-0	000772	WAREHOUSE DIRECT	\$107.56	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4246986-0	000772	WAREHOUSE DIRECT	\$50.76	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4249984-0	000772	WAREHOUSE DIRECT	\$1,193.04	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4250041-0	000772	WAREHOUSE DIRECT	\$206.72	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4250937-0	000772	WAREHOUSE DIRECT	\$147.60	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4252070-0	000770	WAREHOUSE DIRECT	\$664.90	SUPPLIES - B&G
A200853282	04/30/19	4252269-0	000772	WAREHOUSE DIRECT	\$3.42	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4254745-0	000770	WAREHOUSE DIRECT	\$1,460.00	SUPPLIES - B&G
A200853282	04/30/19	4255509-0	000772	WAREHOUSE DIRECT	\$411.19	GEN CUSTODIAL SUPPLIES
A200853282	04/30/19	4259085-0	000772	WAREHOUSE DIRECT	\$20.98	GEN CUSTODIAL SUPPLIES
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$105.20	ADM BLDG
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$376.65	BEYE
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$735.16	BROOKS
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$6.50	FEE
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$361.53	HATCH
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$423.10	HOLMES
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$430.41	IRVING
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$677.09	JULIAN
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$653.66	LINCOLN
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$564.39	LONGFELLOW
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$327.60	MANN
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$94.43	SHOP
A200853283	04/30/19	3078646-2009-0	000770	WASTE MANAGEMENT	\$415.61	WHITTIER
A200853284	04/30/19	REIMBURSEMENT	000770	WATKINS TANESHA	\$102.00	BANK FEES - HR
A200853285	04/30/19	17178-R	000770	WEDNESDAY JOURNAL	\$161.00	LEGAL NOTICE - BUS OFF
A200853285	04/30/19	17179-R	000770	WEDNESDAY JOURNAL	\$105.00	LEGAL NOTICE - BUS OFF
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$409.00	202163 STUDIO 49 SERIES 1600 SOPR
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$28.00	253916 AMERICAN DRUM RED MALLE
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$84.00	256850 AMERICAN DRUM YELLOW MA
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$76.30	256851 AMERICAN DRUM BLUE MALLE
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$35.00	354171 SOPRANO UKE STRINGS
A200853286	04/30/19	SI1714276	000779	WEST MUSIC COMPANY	\$17.99	867385 MUDDY BOOK
A200853286	04/30/19	SI1718016	000779	WEST MUSIC COMPANY	\$574.00	202164 STUDIO 49 SERIES 1600 ALTO
A200853286	04/30/19	SI1718575	000779	WEST MUSIC COMPANY	\$14.00	354174 CONCERT UKE STRINGS
A200853286	04/30/19	SI1719548	000779	WEST MUSIC COMPANY	\$21.00	354174 CONCERT UKE STRINGS
A200853286	04/30/19	SI1720389	000779	WEST MUSIC COMPANY	\$49.00	354174 CONCERT UKE STRINGS
A200853287	04/30/19	S1925208.001	000770	WILLOW ELECTRICAL SUPPLY CO. INC	\$207.20	SUPPLIES - B&G
A200853287	04/30/19	S1929838.001	000770	WILLOW ELECTRICAL SUPPLY CO. INC	\$19.50	SUPPLIES - B&G
A200853288	04/30/19	145720	000770	WORLDPOINT ECC, INC	\$328.17	BOOKS & SUPPLIES - SPED
A200853289	04/30/19	WPS-254130	000779	WPS	\$110.00	CASL-2 Comprehension Form #w-685a
A200853290	04/30/19	3061426	000772	WT COX	\$129.01	MAGAZINES/PERIODICALS
A200853290	04/30/19	3062083	000772	WT COX	\$539.72	MAGAZINES/PERIODICALS
A200853291	04/30/19	782-475846-3	000770	YRC FREIGHT	\$94.99	MATERIAL - MANN
A200853292	04/30/19	514134	000770	ZIEGLER FORD OF NORTH RIVERSIDE	\$40.00	REPAIRS - B&G

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A200853292	04/30/19	514172	000770	ZIEGLER FORD OF NORTH RIVERSIDE	\$9.79	SUPPLIES - B&G
Sum:					\$2,654,900.32	

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

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Check Key	Check Date	Invoice No	Batch No	Vendor Name	Payment Amount	Description
SA00107234	04/30/19	WICKED	000771	CECILIA AGUIRRE	\$1,200.00	STAGE MANAGER - BRAVO
SA00107235	04/30/19	WICKED	000771	AKILAH TERRY	\$400.00	MAKEUP DESIGNER - BRAVO
SA00107236	04/30/19	3/4-4/27/19	000771	BOOTH MICHAEL	\$1,000.00	COSTUMER - CAST
SA00107236	04/30/19	EXPENSE	000771	BOOTH MICHAEL	\$43.09	PROPS REIMBURSEMENT - CAST
SA00107237	04/30/19	WICKED	000771	CAMERON BURGESS	\$1,100.00	MUSICAL DIRECTOR FOR WICKED - BF
SA00107238	04/30/19	WICKED	000771	CARON RACHEL	\$600.00	CHOREOGRAPHER - BRAVO
SA00107239	04/30/19	2019-063	000771	CHICAGO CHILDRENS THEATRE	\$1,822.00	FIELD TRIP - JULIAN
SA00107240	04/30/19	WICKED	000771	CHRIST JOSHUA	\$1,500.00	SCENIC/SET DESIGNER - BRAVO
SA00107241	04/30/19	WICKED	000771	CRANE EVELYN	\$250.00	ASSISTANT TO DIRECTOR - BRAVO
SA00107242	04/30/19	INSTRUCTOR	000771	DIXON SHALYN	\$75.00	DANCE STUDIO 3/20,4/3,4/10 - BRAVO
SA00107243	04/30/19	67332	000771	DONE DEAL PROMOTIONS LLC	\$224.44	P.E. UNIFORMS - JULIAN
SA00107244	04/30/19	51014	000771	FESTIVAL OF MUSIC, INC.	\$6,586.00	CHORUS TRIP - MANN
SA00107245	04/30/19	4/25/19	000771	FRANK LLOYD WRIGHT TRUST	\$250.00	4TH GRADE FIELD TRIP - LINCOLN
SA00107246	04/30/19	029806	000771	GARLAND FLOWERS	\$171.80	FLOWERS FOR STUDIO SHOWS - CAS
SA00107247	04/30/19	WICKED	000771	LISA GREEN	\$600.00	HAIR DESIGN/COORDINATION - BRAV
SA00107248	04/30/19	WICKED	000771	HESLA JAMES	\$378.75	CARPENTER 3/4-4/6/19 - BRAVO
SA00107249	04/30/19	1259482	000771	LAKEVIEW BUS LINE	\$540.00	HOLMES TO CHGO CHILDRENS MUSEI
SA00107249	04/30/19	1259485	000771	LAKEVIEW BUS LINE	\$450.00	JULIAN TO NAVY PIER 3/15/19
SA00107249	04/30/19	1259486	000771	LAKEVIEW BUS LINE	\$729.00	BROOKS TO HOLOCAUST 3/15/19
SA00107249	04/30/19	1259508	000771	LAKEVIEW BUS LINE	\$198.00	WHITTIER TO PLANETARIUM 3/18/19
SA00107249	04/30/19	1259513	000771	LAKEVIEW BUS LINE	\$324.00	IRVING TO LUND AUDITORIUM 3/19/19
SA00107249	04/30/19	1259534	000771	LAKEVIEW BUS LINE	\$1,521.30	JULIAN TO STARVED ROCK 3/20/19
SA00107249	04/30/19	1259535	000771	LAKEVIEW BUS LINE	\$404.10	WHITTIER TO MUSEUM OF S&I 3/20/19
SA00107249	04/30/19	1259539	000771	LAKEVIEW BUS LINE	\$288.00	JULIAN TO TOMMY GUNS GARAGE 3/2
SA00107249	04/30/19	1259558	000771	LAKEVIEW BUS LINE	\$185.60	WHITTIER TO DUPAGE MUSEUM 3/22/
SA00107249	04/30/19	1259691	000771	LAKEVIEW BUS LINE	\$2,057.20	MANN TO LORADO TAFT 4/5/19
SA00107249	04/30/19	1259693	000771	LAKEVIEW BUS LINE	\$648.00	BROOKS TO HOLOCAUST 4/5/19
SA00107249	04/30/19	1259705	000771	LAKEVIEW BUS LINE	\$218.00	HOLMES TO CHILDREN'S THEATER 4/5
SA00107249	04/30/19	1259733	000771	LAKEVIEW BUS LINE	\$487.70	IRVING TO HEMMENS CULTURAL CNTI
SA00107249	04/30/19	1259758	000771	LAKEVIEW BUS LINE	\$886.30	BROOKS TO GRAYSLAKE 4/13/19
SA00107249	04/30/19	1259759	000771	LAKEVIEW BUS LINE	\$378.00	IRVING TO MUSEUM OF S&I 4/12/19
SA00107249	04/30/19	1259760	000771	LAKEVIEW BUS LINE	\$396.00	LONGFELLOW TO SHEDD AQUARIUM
SA00107249	04/30/19	1259774	000771	LAKEVIEW BUS LINE	\$72.00	LINCOLN TO FRANK LLOYD 4/15/19
SA00107250	04/30/19	1022	000771	MCCONNELL SCOTT	\$150.00	LIVE SOUND:SPRING JAZZ CONCERT -
SA00107251	04/30/19	DESIGNER	000771	MCSHANE MICHAEL	\$750.00	LIGHTING DESIGNER FOR WICKED - B
SA00107252	04/30/19	2461	000771	MECK PRINT	\$1,099.05	WICKED TSHIRTS - BRAVO
SA00107253	04/30/19	MANAGER	000771	MARY KATHERINE MILAZZO	\$1,144.00	PRODUCTION MANAGER - BRAVO
SA00107254	04/30/19	INV013398989	000771	MUSIC & ARTS	\$65.04	CHROMATIC TUNER - BROOKS
SA00107254	04/30/19	INV013655173	000771	MUSIC & ARTS	\$72.60	CONTACT MICROPHONE - BROOKS
SA00107254	04/30/19	INV014337648	000771	MUSIC & ARTS	\$16.99	POWER ADAPTER - BROOKS
SA00107254	04/30/19	INV014341579	000771	MUSIC & ARTS	\$76.59	OAK BANGAS - JULIAN
SA00107254	04/30/19	INV014443459	000771	MUSIC & ARTS	\$288.04	ASPIRE CONGA SET - JULIAN
SA00107254	04/30/19	INV015194179	000771	MUSIC & ARTS	\$46.48	MUSIC STAND - BROOKS
SA00107254	04/30/19	INV015370844	000771	MUSIC & ARTS	\$46.48	MUSIC STAND - BROOKS
SA00107254	04/30/19	INV016237143	000771	MUSIC & ARTS	\$552.14	MUSIC EQUIPMENT - JULIAN
SA00107254	04/30/19	INV016279452	000771	MUSIC & ARTS	\$66.42	CONTACT MICROPHONE- BROOKS
SA00107254	04/30/19	INV016385966	000771	MUSIC & ARTS	\$65.04	CHROMATIC TUNER - BROOKS
SA00107255	04/30/19	PAINTER	000771	QUINCIE NEALE	\$500.00	SCENIC PAINTER FOR WICKED - BRAV
SA00107255	04/30/19	SUPPLIES	000771	QUINCIE NEALE	\$51.88	PROP SUPPLIES - BRAVO

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

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SA00107256	04/30/19	3/11/19	000771	NEW ROSE CATERING	\$320.00	LINCOLN RED CARPET BAND CONFER
SA00107256	04/30/19	3/11/19	000771	NEW ROSE CATERING	\$320.00	LONGFELLOW RED CARPET BAND CO
SA00107257	04/30/19	2789899	000771	ODYSSEY CRUISES, INC.	\$5,811.06	5TH GRADE CEREMONY - MANN
SA00107258	04/30/19	3/18-4/15/19	000771	PERRY TY	\$504.00	COSTUME ORGANIZATION - CAST
SA00107259	04/30/19	EXPENSE	000771	ORYANA S. QUINTERO	\$24.41	PROPS REIMBURSEMENT - CAST
SA00107260	04/30/19	2019476	000771	ROBERT CROWN CENTER	\$1,120.00	5TH GRADE COED PRESENTATION - LI
SA00107261	04/30/19	100	000771	RYAN KATZ	\$2,000.00	SCHOOL MURALS - MANN
SA00107262	04/30/19	284571	000771	SHORELINE SIGHTSEEING - GROUP SALES	\$2,111.00	3RD GRADE FIELD TRIP - LINCOLN
SA00107263	04/30/19	BEYE	000771	THE LEUKEMIA & LYMPHOMA SOCIETY	\$1,929.08	DONATION - BEYE
SA00107264	04/30/19	WICKED	000771	VIRGINIA VARLAND	\$1,100.00	COSTUMER FOR WICKED - BRAVO
Sum:					\$45,812.58	

Personnel Action Report April 30, 2019

New Hire - Certified

Name	Position	Location	Date
Patrick Deaton	Music Teacher	Irving	8/26/2019

Resignation - Certified

Name	Position	Location	Date
Katherine Klette	2 nd Grade Teacher	Lincoln	6/11/2019
Meejin Lee	18-19 LOA	Holmes	6/11/2019

New Hire - Non Certified

Name	Position	Location	Date
Carol Webster	Teacher Assistant	Lincoln	4/8/2019
Marwin Timms	Teacher Assistant	Longfellow	4/16/2019
Diane VanDerhei	Teacher Assistant	Irving	4/17/2019

Resignation - Non Certified

Name	Position	Location	Date
Bernice Townsend	Lunchroom Server	Mann	4/4/2019
Tiffini Washington	Planning Sub	Beye & Whittier	4/9/2019

MOTION: That the Board of Education approves the Personnel Action Report as presented.

FOR ACTION:

AGENDA ITEM: 3.2.3.

April 30, 2019

SUBJECT: POLICY ADOPTION

MOTION: That the Board of Education, District 97, adopt the changes to the following policies as presented on April 9, 2019.

- Policy 2:20 (Powers and Duties of the School Board; Indemnification)
- Policy 2:80 (Board Member Oath and Conduct)
- Policy 2:120 (Board Member Development)
- Exhibit for policy 3:40 (Checklist for the Superintendent Employment Contract Negotiation Process)
- Policy 3:50 (Administrative Personnel Other Than the Superintendent)
- Policy 4:30 (Revenue and Investments)
- Policy 4:45 (Insufficient Fund Checks and Debt Recovery)
- Policy 4:60 (Purchases and Contracts)
- Policy 4:100 (Insurance Management)
- Policy 4:130 (Free and Reduced-Price Food Services)
- Exhibit for policy 4:130 (Free and Reduced-Price Food Services; Meal Charge Notifications)
- Policy 4:150 (Facility Management and Building Programs)
- Policy 4:160 (Environmental Quality of Buildings and Grounds)
- Policy 4:170 (Safety)
- Policy 4:190 (Targeted School Violence Protection Program)
- Policy 5:30 (Hiring Process and Criteria)
- Policy 5:60 (Expenses)
- Policy 5:100 (Staff Development Program)
- Policy 5:220 (Substitute Teachers)
- Policy 5:250 (Leaves of Absence)
- Policy 5:330 (Sick Days, Vacation, Holidays, and Leaves)
- Policy 6:15 (School Accountability)
- Policy 6:20 (School Year Calendar and Day)
- Policy 6:50 (Wellness)
- Policy 6:60 (Curriculum Content)
- Policy 7:70 (Attendance and Truancy)
- Policy 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)
- Policy 7:190 (Student Behavior)
- Policy 7:250 (Student Support Service)
- Policy 7:260 (Exemption from Physical Education)
- Policy 7:270 (Administering Medicines to Students)
- Policy 7:290 (Suicide and Depression Awareness and Prevention)
- Policy 7:305 (Student Athlete Concussions and Head Injuries)
- Policy 8:20 (Community Use of School Facilities)



Oak Park Elementary School District 97

260 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

**TO: Members, Board of Education
Dr. Carol Kelley, Superintendent**

FROM: District 97 Policy Review Team

RE: Policy Adoption

DATE: April 30, 2019

The District 97 Board of Education conducted a first reading of proposed revisions to the following policies during its meeting on April 9, 2019:

- Policy 2:20 (Powers and Duties of the School Board; Indemnification)
- Policy 2:80 (Board Member Oath and Conduct)
- Policy 2:120 (Board Member Development)
- Exhibit for policy 3:40 (Checklist for the Superintendent Employment Contract Negotiation Process)
- Policy 3:50 (Administrative Personnel Other Than the Superintendent)
- Policy 4:30 (Revenue and Investments)
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- Policy 4:160 (Environmental Quality of Buildings and Grounds)
- Policy 4:170 (Safety)
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- Policy 5:30 (Hiring Process and Criteria)
- Policy 5:60 (Expenses)
- Policy 5:100 (Staff Development Program)
- Policy 5:220 (Substitute Teachers)
- Policy 5:250 (Leaves of Absence)
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- Policy 6:20 (School Year Calendar and Day)
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- Policy 7:70 (Attendance and Truancy)
- Policy 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)
- Policy 7:190 (Student Behavior)
- Policy 7:250 (Student Support Service)
- Policy 7:260 (Exemption from Physical Education)
- Policy 7:270 (Administering Medicines to Students)
- Policy 7:290 (Suicide and Depression Awareness and Prevention)

- Policy 7:305 (Student Athlete Concussions and Head Injuries)
- Policy 8:20 (Community Use of School Facilities)

Additional information about the review and discussion that took place on April 9 can be accessed by visiting <https://v3.boardbook.org/Public/PublicAgenda.aspx?ak=1000357&mk=50323605>.

The recommended changes to these policies are being presented to the board tonight for approval/adoption.

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 ~~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 f/n 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 199 \(2nd Dist. Ill. App. 2d, 1987\)](#). 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 Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office: 1

I, (name), do solemnly swear (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education² ~~(or Board of School Directors, as the case may be)~~ of (name of School District), in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; ~~and~~

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for (name of School District);

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for (name of School District); and

Commented [BZ1]: "School District" is stated here as it is earlier in order to match the statute.

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

¹ Although the policy is not required by State or federal law, each board member, before taking his or her seat on the board, must take an oath in substantially the form given in the statute as reprinted in this sample policy, §105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19). Districts often ask whether this applies only to newly elected board members or to all members elected and/or re-elected. To assure compliance, those members that are newly elected or appointed and returning by re-appointment and/or re-election should take the oath as the board determines it should be administered, i.e., examine the board's policy or its current practice for administering the oath of office.

This policy contains the verbatim oath because many of its provisions have policy implications. However, if a board prefers to remove the oath from the policy, it should replace the first sentence with this alternative:

Each Board member, before taking his or her seat on the Board, shall take the oath of office as prescribed in Section 10-16.5 of the School Code.

² Replace "Board of Education" with "Board of School Directors" throughout, when applicable.

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. -If neither is available, the Board member with the longest service on the Board will administer the oath. ³

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards*.⁴ A copy of the *Code* shall be displayed in the regular Board meeting room.

LEGAL REF.: 105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational School Board Meeting)

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

³ Optional - State law allows the board to determine how the oath is administered, ~~105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19~~. Use the following alternative if a board does not want anyone to administer the oath:

Each Board member who is taking office shall read the oath during an open meeting and swear or affirm to follow it as indicated in the oath.

⁴ Although national and state associations have developed codes of conduct, each board may find it helpful, as part of its self-evaluation process, to consider what behavior members expect from each other. The resulting ethics statement may serve as an important step in new member orientation. For IASB resources, see: www.iasb.com/training/sch_bd_resources.cfm and www.iasb.com/training/schoolboardgovernancebooklet.pdf.

School Board

Board Member Development ¹

The School Board desires that its individual members learn, understand, and practice effective governance principles.² The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training ³

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term. ⁴
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once. ⁵
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date. ⁶

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

¹ State law governs the mandatory board member training provisions in this sample policy.

² The IASB *Foundational Principles of Effective Governance* is available online at: www.iasb.com/principles.cfm.

³ A board may omit the description of mandatory training requirements by deleting "~~that are described below~~" and deleting the numbered list.

⁴ 105 ILCS 5/10-16a.

⁵ 5 ILCS 120/1.05(b) and (c). IASB is an authorized provider of this training.

⁶ 105 ILCS 5/24-16.5. This mandatory training requirement was phased-in as districts implemented evaluations that incorporate student growth as a significant factor, otherwise known as Performance Evaluation Reform Act (PERA) evaluations. The implementation timeline for PERA evaluations varied from district to district but all districts must ~~now~~ implement PERA evaluations. After the implementation of PERA evaluations, a district may use an optional alternative evaluative dismissal process using the PERA evaluation. Before voting on a dismissal based upon an optional alternative evaluative dismissal process, a board member must complete a training program on PERA evaluations. IASB is an authorized provider of this training. For more information about PERA, see *PERA Overview for School Board Members*, iasb.com/law/pera.cfm.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training. ⁷

Professional Development; Adverse Consequences of School Exclusion; Student Behavior ⁸

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement. ⁹

New Board Member Orientation ¹⁰

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member. ¹¹
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

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

⁷ 105 ILCS 5/10-16a requires each school district to post on its website, if any, the names of all board members who have completed the minimum of ~~4~~four hours of training described in #1. Recognizing that a board may want to highlight all training and development achievements, the sample policy extends this reporting requirement to all training and development activities. For a website reporting template, see 2:120-E2, *Website Listing of Development and Training Completed by Board Members*.

A board may choose to strictly follow the statute by using the following alternative: "The Superintendent or designee shall post on the District website the names of all Board members who have completed the professional development leadership training described in number 1, above."

⁸ Optional. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19. Information about professional development opportunities is available through IASB's Online Learning Center (OLC). Inquire at: onlinelearning@iasb.com.

⁹ Boards are not required to conduct self-evaluations, but may hold a closed meeting with representatives of a State association authorized under Article 23 of the School Code for the purpose of discussing self-evaluation practices and procedures, or professional ethics, ~~(5 ILCS 120/2(B)(6))~~.

¹⁰ New board member orientation is a critical step in helping new board members become effective and in promoting a smooth functioning *new team*. The first paragraph should be customized to add references to the IASB policy services that the district receives—e.g., **PRESS**, **PRESS Online**, **School Board Policies Online**, and **PRESS Plus**.

¹¹ See 2:120-E1, *Guidelines for Serving as a Mentor to a New School Board Member*.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 and 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of School Board Meetings)

DRAFT

General School Administration

Exhibit - Checklist for the Superintendent Employment Contract Negotiation Process ¹

The School Board hires and employs the Superintendent. The Superintendent shall be in charge of the administration of the schools under the direction of the Board, through its policies. See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7. As an effective employer, the Board must develop and maintain a productive relationship with the Superintendent. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at:

www.iasb.com/pdf/found_prin.pdf.

The foundation for a productive employment relationship begins when the Board identifies the most qualified superintendent candidate (*successful superintendent candidate*) after an established interview process. The Board then extends an offer of employment to the successful superintendent candidate. The employment search process and resulting relationship should consist of mutual respect and a clear understanding of respective roles, responsibilities, and expectations. This relationship should begin with the Board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See *Principles* at:

www.iasb.com/pdf/found_prin.pdf.

Below, the *Checklist for the Superintendent Employment Contract Negotiation Process (Checklist)* provides a column entitled **Superintendent Contract Term Considerations for the Board**. It lists common superintendent employment contract terms and points of consideration for boards to prepare for during the contract formation process. Another column entitled **Explanation, Special Considerations, and Resources** provides extra information about these common superintendent employment contract terms.

The *Checklist* is intended to serve as a resource to educate and guide the Board through the employment contract negotiation process with its successful superintendent candidate. Board members who are educated about the content within the *Checklist* are crucial to successful negotiation processes. An educated contract formation and negotiation process, along with a well-written contract and job description for the Superintendent, all set the foundation for mutual respect and a clear understanding of the Board and Superintendent's respective roles, responsibilities, and expectations.

Important: This Checklist is a resource for contract formation; it is not a list of *must have* items for a superintendent's employment contract or a basis for a board to re-open contracts currently in effect.

Prior to providing the successful superintendent candidate an offer for employment and contract for review, consideration, and negotiation, consult the Board Attorney about the *Checklist* and the scope of the terms the Board wishes to offer the successful superintendent candidate. The Board and the successful superintendent candidate should expect and encourage the other to seek the advice of their respective attorneys during the employment contract formation process.

Many attorneys agree and best practices suggest that boards and successful superintendent candidates work with their own separate attorneys in an amicable and cooperative manner to complete the employment contract negotiation process.

The footnotes should be removed before the material is used.

¹ The General Counsels of the Ill. Association of School Administrators (IASA) and Ill. Association of School Boards (IASB) collaborated on the content of this document.

- Board Attorney.** Prior to providing any successful superintendent candidate with an offer for employment and a contract for review, consideration, and negotiation, best practices suggest consulting the Board Attorney about the *Checklist*. **Note:** Boards should view a successful superintendent candidate retraining his or her own attorney as a best practice (as opposed to a warning sign). Each party is beginning the employment relationship in a cooperative manner to set an appropriate foundation to the future working relationship.

Power and Duties of the Superintendent

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duties	<p>Does the Board enumerate the duties of the Superintendent in the employment contract?</p> <ol style="list-style-type: none"> 1. Are the statutory duties of the Superintendent listed? 2. Has the Board incorporated policy references to the other duties related to the Superintendent's employment? <p>See 105 ILCS 5/10-21.4 and 105 ILCS 5/10-16.7.</p>
Full-time, Attention and Energy Clause	<p>How will the Board address outside activities of the Superintendent?</p> <ol style="list-style-type: none"> 1. How will the Board define <i>outside activities</i>? 2. Will the Board restrict the Superintendent from engaging in outside activities during the term of the employment contract? 3. Will the Board require approval/notification before the Superintendent engages in outside activities?

Employment and Compensation

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Duration of Contract	<p>A superintendent's employment contract may not exceed five years. If its duration is two to five years, the contract must reference goals and suspension of tenure.</p> <p>No performance-based contract shall be extended or rolled over prior to its scheduled expiration unless all the performance and improvement goals contained in the contract have been met. See 105 ILCS 5/10-23.8.</p> <p>If the duration is one year or less, then the contract need not reference goals or suspension of tenure.</p>
Salary	<p>Special Considerations for the Board may include:</p> <ol style="list-style-type: none"> 1. What is the estimated Board contribution to the Teachers' Retirement System (TRS) for any raises

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>above six percent (<u>prior to 7-1-18 (40 ILCS 5/15-155(g), amended by P.A. 100-587)) or three percent (40 ILCS 5/15-155 (g-1), amended by P.A. 100-587)</u> prior to retirement?</p> <p>2. What is the <i>cost shift</i> implication for the District if the Board offers or later agrees to a salary that is equal to or greater than the governor’s statutory salary of \$177,412 (P.A. 100-23 now makes school districts responsible for paying the actuarial cost of the pension benefits earned on the portion of a TRS member’s salary that exceeds \$177,412)?</p> <p>3. Do any administrative cost cap triggers exist (105 ILCS 5/17-1.5)?</p> <p>Items the Board may see the successful superintendent candidate request of it:</p> <ol style="list-style-type: none"> 1. A fixed salary for each year of the contract. 2. A guaranteed minimum salary. 3. Compensation increases.
<u>Severance Agreements</u>	<p><u>The Government Severance Pay Act (GSPA), 5 ILCS 415/10, added by P.A. 100-895, eff. 1-1-19, requires the following contract provisions:</u></p> <ol style="list-style-type: none"> <u>1. A restriction to an amount not exceeding 20 weeks of compensation; and</u> <u>2. A prohibition for any severance if the Superintendent is fired for misconduct by the Board. See the Severance Pay row under the Changes to the Superintendent’s Employment Contract subhead below for a definition of what misconduct means in the context of this law.</u>
Teachers Retirement System (TRS) & Teacher Health Insurance (THIS)	<p>How does the Board want to address:</p> <ol style="list-style-type: none"> 1. Pension contributions (TRS-THIS)? 2. Inclusion of salary and other compensation in the payment of TRS and THIS? Or, will TRS and THIS be in addition to salary and other compensation? 3. Unforeseen pension reform issues?

Conditions of Employment

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
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Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Administrative License	Does the Board want to require the successful superintendent candidate to guarantee that as the future Superintendent of the District, he or she has and will maintain the appropriate licensure throughout the employment contract?
Criminal Background Check Law	105 ILCS 5/10-21.9. See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i> and the subhead entitled Fingerprint-based Criminal History Records Information Check in administrative procedure 5:30-AP2, <i>Investigations</i> .
Other Background Check Laws	<p>Does the Board want to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9 and discussed above? If yes, consult the Board Attorney and consider the following laws:</p> <p>15 U.S.C. § 1681 <i>et seq.</i>, Federal Fair Credit Reporting Act (FCRA), is a federal law that regulates the gathering and use of information about consumers by third party <i>consumer reporting agencies</i>, including credit information, criminal background, driving record, personal characteristics/reputation, etc. The law requires consumer reporting agencies to comply with certain procedural notice requirements when gathering information from a consumer.</p> <p>820 ILCS 75/, Ill. Job Opportunities for Qualified Applicants Act, prohibits employers from inquiring about an applicant’s criminal history until the application has been determined qualified and notified that he/she has been selected for an interview (a/k/a <i>ban the box</i> law).</p> <p>820 ILCS 55/, Ill. Right to Privacy in the Workplace Act, prohibits employers from:</p> <ol style="list-style-type: none"> 1. Requesting, coercing, or requiring any employee or prospective employee to provide a user name and password for any personal online account; 2. Requesting, coercing, or requiring an employee or applicant to invite the employer to have access to that individual’s personal online account; and 3. Taking an adverse employment action against an individual (including refusal to hire) based on that individual’s use of a lawful product off

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>District property during nonworking hours, i.e., tobacco or alcohol.</p> <p>820 ILCS 70/, Ill. Employee Credit Privacy Act, prohibits employers from inquiring into an individual's credit history or taking action against an employee based such history unless a satisfactory credit history is a <i>bona fide occupational requirement</i>, which is further defined in the statute. The job descriptions of superintendents generally meet this standard because they: (1) describe a managerial position that involves direction of school districts; (2) include signatory power over more than \$100; and (3) involve having access to confidential and financial information. Note: Any one of these grounds alone is sufficient.</p>
Medical Examination	<p>105 ILCS 5/24-5 requires new employees to submit evidence of physical fitness to perform assigned duties and freedom from communicable diseases.</p> <p>The <u>Americans With Disabilities Act ADA</u> allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. 42 U.S.C. §12112(d)(4). Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. 42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r).</p> <p>See also PRESS sample policy 5:30, <i>Hiring Process and Criteria</i>, specifically f/ns <u>16-18</u> and <u>1719</u>.</p>
Tenure	<p><u>Suspension of Tenure</u></p> <p>With multi-year contracts and multi-year extensions, superintendents waive their rights to tenure in a school district, but no previously acquired tenure may be lost.</p> <p><u>Continued Tenure</u></p> <p>Superintendents serving multiple one year contracts may still accrue service toward and acquire tenure.</p> <p>See 105 ILCS 5/10-23.8 and the <i>Duration of Contract</i> row in the Employment and Compensation checkbox, above.</p>

Evaluations and Goals

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
<p>Board Goals and Indicators of Student Performance and Academic Achievement for the Superintendent</p>	<p>105 ILCS 5/10-23.8 requires each performance-based contract to include the goals and indicators of student performance and academic improvement determined and used by the Board to measure the performance and effectiveness of the Superintendent and other information as the Board may determine.</p> <p>Regarding its goals and indicators, has the Board:</p> <ol style="list-style-type: none"> 1. At minimum, addressed student performance and academic achievement (105 ILCS 5/10-23.8 states “and other information as the Board may determine”)? 2. Included them in the body of the employment contract? Or as an exhibit to it? 3. Set them to be: <ol style="list-style-type: none"> a. Measurable and achievable, i.e., are they within the Superintendent’s control? b. Objective, subjective or a combination of both? 4. Set a timeline for achievement, and if so is it on an: <ol style="list-style-type: none"> a. Annual basis? b. Prior to completion of the employment contract? 5. Set them as procedural, substantive, or a combination of both? <p>For more information about setting goals and indicators for superintendents regarding student performance and academic achievement, see:</p> <p>IASB’s <i>Field Services Catalog</i> at: www.iasb.com/pdf/fieldservicecatalog.pdf.</p> <p>Contact a Field Services Director regarding the following IASB workshops and/or offerings that may set the stage for school boards to hold their superintendents accountable for district performance, including academic achievement:</p> <p><i>Setting District Goals and Direction</i> (leads a board and superintendent to develop their own district-language for specific measurable, and attainable goals and indicators)</p> <p><i>The Superintendent Evaluation Process</i> (describes an effective method of holding the superintendent accountable)</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<i>The Board and its Superintendent</i> (workshop assisting a board in developing an effective relationship with its superintendent).
Superintendent Evaluation	<p>Once the Board has developed its goals and indicators (as discussed immediately above), 105 ILCS 5/10-20, 5/10-23, and 5/10-23.8 require the Board to:</p> <ol style="list-style-type: none"> 1. “Direct, through policy, its superintendent in his or her charge of the administration of the school district;” and 2. Evaluate the superintendent in his or her “administration of school board policies and his or her stewardship of the assets of the district.” <p>How will the Board evaluate the successful superintendent candidate upon its outlined goals and indicators?</p> <p>Does the Board state when it will evaluate the successful superintendent candidate upon the goals and indicators that it set? Note: Some districts do not consider the superintendent evaluation to be a <i>one-time event</i> and put an on-going process into place. Contrast other districts, which depending upon their preferences, generally find the best time of year to evaluate is in the winter or early springtime.</p> <p>Is the Board or the successful superintendent candidate responsible to trigger the components of the Superintendent’s evaluation process?</p> <p>What evaluation instrument will be used? How will the evaluation be documented?</p> <p>Will an evaluation instrument be outlined by the Board in its employment contract with the successful superintendent candidate?</p> <p>Is the evaluation instrument the Board will use tied to its goals and indicators of student performance and academic improvement and other information as the Board may determine?</p> <p>For more information about best practices when planning for and evaluating the Superintendent, see: <i>The Superintendent Evaluation Process</i> at: www.iasb.com/training/superintendent-evaluation-process.pdf;</p> <p><i>IASB’s Foundational Principles of Effective</i></p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p><i>Governance, Principle 3. The board employs a superintendent, at: www.iasb.com/principles.cfm; stating “the board employs and evaluates one person — the superintendent — and holds that person accountable for district performance and compliance with written board policy”.</i></p>

Expenses and Benefits

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Expenses	<p>How will the Board address expenses in its employment contract negotiations with the successful superintendent candidate?</p> <p><u>Business</u></p> <ol style="list-style-type: none"> 1. What standard will the Board use, e.g., reasonable, itemized, etc.? 2. Will the Board designate the Board President or another individual to review and/or approve the Superintendent’s expenses? <p><u>Transportation</u></p> <p>Will the Board reimburse travel? If yes, what types of travel will the board reimburse? Some transportation topics that successful superintendent candidates request discussion about include:</p> <ol style="list-style-type: none"> 1. Vehicle insurance reimbursement(s) 2. Vehicle repair reimbursement(s) 3. A travel allowance only at either a set amount or the District’s per mile rate 4. A vehicle 5. Out-of-district travel
Insurance	<p>Will the Board address insurance in its employment contract negotiations with the successful superintendent candidate?</p> <p>Some items successful superintendent candidates request include:</p> <ol style="list-style-type: none"> 1. Insurance contributions as part of a Cafeteria Plan, or in the alternative, the Board paying the premiums. 2. Specific insurance coverages from the Board, such

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	as health, dental, vision, life, disability, etc.
Vacation	<p>Will the Board address vacation days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many days? 2. Will vacation days accumulate? And, if so, how? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking a vacation? If yes, describe the process. 4. Will the Board address reimbursement for unused days?
Sick Leave/Days	<p>Will the Board address sick days in its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. Will sick leave be limited to annual sick leave days in the District's teachers' contract? 2. How will sick day accumulation be addressed? 3. Will the Board designate itself, the Board President, or a Board officer to approve or receive notification from the Superintendent prior to taking or upon returning from a sick day? If yes, describe the process.
Professional Activities and Organizations Memberships in Community Organizations	<p>Will the Board address memberships in professional activities/organizations and/or community organizations its employment contract negotiations with the successful superintendent candidate? If yes, then:</p> <ol style="list-style-type: none"> 1. How many organizations will the Board allow the Superintendent to join? 2. Which organizations will be allowed? 3. What is the Board's limit for the cost of dues to professional organizations?
Retirement	<p>Will the Board address any type of payment(s) upon the Superintendent's retirement? If yes, then:</p> <ol style="list-style-type: none"> 1. Has the Board thoroughly examined and addressed: <ol style="list-style-type: none"> a. Any consequences or other penalties to it? b. The impact of any prior salary increases? c. Potential pension reform issues?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	2. Often, a successful superintendent candidate's attorney has interest in the following issues: <ol style="list-style-type: none"> a. Available post-retirement options available, e.g., payments for sick/vacation days, post-retirement insurance, longevity annuity payment, etc. b. Whether a potential retirement payment will be properly creditable for TRS purposes. Note: Ultimately, only TRS has the authority to determine creditability.
Annuities and Other Deferred Compensation	Will the Board address any type of annuities and other deferred compensation issues? If yes, then: <ol style="list-style-type: none"> 1. Will it offer such compensation in addition to the Superintendent's agreed-upon salary? 2. Will it contribute creditable earnings for TRS purposes?

Changes to the Superintendent's Employment Contract

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Non-Renewal at End of Contract	How will the Board and successful superintendent candidate agree to address orderly end to the employment contract when the Board chooses not to renew it? <ol style="list-style-type: none"> 1. Will there be a non-renewal notification date? Do both parties' attorneys find it reasonable? 2. Will the Board require the Superintendent to remind it of the non-renewal date? 3. Will there be any agreement to a clause for an automatic one-year renewal if the Board fails to provide end-of-contract non-renewal notification? 4. Will the Board agree to language in the employment contract that would provide the Superintendent with a hearing upon non-renewal?
Renewal at End of Contract	Will the Board agree to a procedure for renewing the employment contract at its end? If yes, then: <ol style="list-style-type: none"> 1. What date would be the earliest that the Board could renew its employment contract with the Superintendent? 2. What criteria will the Board base its renewal upon? For example, some boards base renewal upon

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	superintendents achieving their stated goals and indicators of student performance and academic improvement and other information they required.
Contract Extensions	<p>Will the Board agree to allow for an extension of its employment contract during its term? If yes, then:</p> <ol style="list-style-type: none"> 1. Will the Board agree to extend it during its term if the Board determines that the Superintendent successfully met all of the Board's stated goals and indicators of student performance and academic improvement and other information it required? 2. Will the Board agree to extend a one-year contract when the Superintendent is not required to meet any goals? <p>See 105 ILCS 5/10-23.8.</p>
Terminations	<p>If the successful superintendent candidate accepts employment with the Board and becomes the Superintendent, how will the Board outline the grounds and procedures for terminating the Superintendent's employment during the contract's term?</p> <ol style="list-style-type: none"> 1. Will the Board and the successful superintendent candidate agree to terminate it upon mutual agreement? 2. Will the Board allow retirement to be an appropriate reason for terminating its employment contract with the Superintendent? And if so, will the Board require reasonable notice from its Superintendent? 3. Could either the Board or Superintendent terminate the employment contract without cause by providing notice to the other? 4. Will the Board terminate the employment contract for permanent disability of the Superintendent? <ol style="list-style-type: none"> a. How will the Board define permanent disability in the contract? b. Will the Board require the Superintendent to obtain a permanent disability determination through physician certification, and/or c. Will the Board consider duration of absence; e.g., 90-days or exhaustion of sick leave, whichever is greater? <p>See PRESS sample policy 5:180, <i>Temporary Illness or Temporary Incapacity</i>.</p>

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>5. What standard will the Board use to terminate the employment contract for cause? Items to consider include:</p> <ul style="list-style-type: none"> a. Any conduct detrimental/prejudicial to the District;* b. Just cause; c. Sufficient to dismiss a tenured teacher; d. Material breach of contract; or e. Not arbitrary and capricious. <p><u>*50 ILCS 205/3c, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements that it enters into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964. See Severance Pay row directly below.</u></p> <p>6. Will the Board agree to provisions for hearing and due process for the Superintendent?</p> <p>7. How will the Board address death of its Superintendent during the duration of the employment contract?</p>
<u>Severance Pay</u>	<p><u>Any renewal or renegotiation that adds a condition of severance pay must include the following provisions of GSPA, 5 ILCS 415/10(a)(1), added by P.A. 100-895, eff. 1-1-19:</u></p> <ul style="list-style-type: none"> <u>1. A restriction to an amount not exceeding 20 weeks of compensation; and</u> <u>1.2. A prohibition for any severance if the Superintendent is fired for <i>misconduct</i> by the Board. This law defines misconduct to include sexual harassment and/or discrimination. But 50 ILCS 205/3c, amended by P.A. 100-1040 limits sexual harassment or discrimination to instances when an employee is “found to have engaged in sexual harassment or sexual discrimination, as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.” For more discussion about these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.</u>
Liquidated Damages	Will the Board agree to liquidate damages with its Superintendent if one or the other terminates the

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
	<p>employment contract?</p> <ol style="list-style-type: none"> 1. Have both the Board and the successful superintendent candidate discussed the practical consequences of a liquidated damages clause with their respective attorneys? 2. If the Board terminates the contract, has it discussed with the Board Attorney how it can avoid litigation with its former Superintendent?
Amendments	How will the Board and Superintendent agree to allow for amendments to the employment contract?

What technical clauses need to be in the Superintendent's employment contract?

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Technical clauses (common in contracts)	<p>If the employment contract contains any of the following technical provisions, have the Board Attorney and Superintendent's attorney reviewed them?</p> <ol style="list-style-type: none"> 1. Notice 2. Applicable law 3. Headings and numbers 4. Complete understanding, i.e., do the Board members and Superintendent share the same understanding of the various provisions written in the employment contract? 5. Counterparts 6. Effect of Policy Amendments 7. Severability 8. Advice of Counsel

Miscellaneous Issues

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Board Obligations Under the Employment Contract	<p>Do all members of the Board understand the District's obligations under the employment contract and what not complying with them will mean to the District?</p> <p>Specifically, are Board members aware of the Board's specific obligations regarding:</p> <ol style="list-style-type: none"> 1. The Superintendent Evaluation 2. Goal setting 3. Required notifications/actions by each party prior to termination of the employment contract
Ongoing Monitoring of Each Party's	Are the Board and Superintendent actually complying

Superintendent Contract Term Considerations for the Board	Explanation, Special Considerations, and Resources
Compliance with the Contract	with the terms of the employment contract? Has the Board Attorney explained how the Board should monitor compliance with the employment contract?
Legislative Issues	How might pending pension reform legislation or other trending legislation affect the employment contract?

DRAFT

General School Administration

3:50 Administrative Personnel Other Than the Superintendent

Duties and Authority

The School Board establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations shall be presented

to the Board in a timely fashion so that it will have ample opportunity to consider contract renewal and nonrenewal issues.

~~Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.~~

LEGAL REF:

[23 Ill.Admin.Code §§1.310, 1.705, 50.300](#); and [Parts 25](#) and [29](#).

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED: April 26, 2016

Oak Park Elementary School District 97

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: ²²

The Township Treasurer shall serve as the Chief Investment Officer.²²

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~~ highest classifications established by at least ~~two~~ 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~~ 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-III~~ Association of School Business Officials, and the ~~Illinois-III~~ 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 605~~6355~~; 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~~ 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: ¹⁴

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)

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

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

Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks 1

The Superintendent or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery 2

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law. 3

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) in the future. -To participate in it, an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer a

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

1 State law controls this policy's content. 810 ILCS 5/3-806 authorizes a \$25.00 collection fee whenever a check is not honored upon presentation because the individual does not have an account with the bank, the individual does not have sufficient funds in his or her account, or the individual does not have sufficient credit with the bank.

This fee may be considered punitive considering several banks rarely charge this amount for an insufficient funds check. To allow more flexibility for the superintendent and his or her designees to charge the full collection fee of \$25.00, a portion thereof, or none of it, the first sentence states "up to the maximum fee." Boards choosing to allow this flexibility should discuss equal protection issues with the board attorney. As a general rule, any flexibility should be applied with uniform rules to all individuals and/or groups to avoid triggering the Constitution's Equal Protection Clause.

Boards that wish to charge the maximum fee in all circumstances should delete the words *up to* in the first sentence: "The Superintendent or designee is responsible for collecting ~~up to~~ the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason."

2 This section is optional but because the policy's title refers to debt recovery, at least the first sentence should be retained.

The Ill. Office of the Comptroller (IOC) operates an Offset System for collecting debt owed to the State, political subdivisions of the State, and school districts by persons receiving payments from the State. Seeking debt recovery through an offset of a future payment the State makes to a debtor is optional. The requirements in this policy for obtaining an offset are either in statute or the IOC's intergovernmental agreement (IGA). ~~15 ILCS 405/10.05 and 10.05d~~. The first step to participate is to enter into the IGA with the IOC's office. Contact a Local Debt Recovery Program (LDRP) manager with the IOC to join. Program managers work one-on-one with districts. The LDRP's general number is ~~312/814-2488855/881-2301~~ and email is ~~ldrp@mail.ioe.state.il.us~~. LDRPhelpdesk@illinoiscomptroller.gov. Contact the board attorney for advice and assistance.

While this paragraph is not a prerequisite to participation in the ~~Offset ProgramLDRP~~, it will help the board's monitoring function by identifying the Program's important components. Moreover, it serves as an element of due process by informing the public and the district's debtors that the district will collect debt through the ~~Offset ProgramLDRP~~.

The Hunger-Free Students' Bill of Rights Act (HFSBRA) (105 ILCS 123/, added by P.A. 100-1092) allows districts with participating schools under the National School Lunch and Child Nutrition Acts (defined in 7 C.F.R. Parts 210, 220, and 245) to seek an offset under the State Comptroller Act (15 ILCS 405/) when they have made reasonable efforts, for at least one year, to collect a debt owed for meals and snacks in the amount of no less than \$500 from a student's parent or guardian.

3 There are methods other than the IOC's ~~Local Debt Recovery Program~~ to collect delinquent debts owed to the school district, i.e., small claims court, private collection agencies, etc. If the district decides it will not ever seek to enter the IOC's Local Debt Recovery Program, keep the first sentence and delete everything after it.

delinquent debt to the IOC for an offset (deduction). The IOC may execute an offset, in the amount of the delinquent debt owed to the District, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Superintendent or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. If reimbursable meals or snacks provided under the Hunger-Free Students' Bill of Rights Act are the basis of the District's delinquent debt claim of no less than \$500, the notice must be sent to a student's parent(s)/guardian(s) only after: (a) the student owes the District more than five meals and/or snacks; (b) the Superintendent or designee made: (i) repeated contacts to collect the amounts owed, and (ii) reasonable efforts to collect the amount due for at least one year; and (c) the District requested the student's parent(s)/guardian(s) to apply for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, and they either: (i) did not qualify, or (ii) refused to apply.⁴
2. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable.
 - a. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
 - a.b. If application for meal benefits pursuant to policy 4:130, *Free and Reduced-Price Food Services*, is requested as a challenge to paying the claim, and the request is denied, an appeal of the denial of the request shall be handled according to 4:130, *Free and Reduced-Price Food Services*. If no request for meal benefits is received, review of the

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⁴ Optional. For districts that do not participate in free and reduced-price meal programs under the National School Lunch and Child Nutrition Acts (defined in 7 C.F.R. Parts 210, 220, and 245), delete this sentence and ~~105 ILCS 123/, Hunger-Free Students' Bill of Rights Act~~ from the Legal References. Inclusion of this sentence does not obligate a district to pursue all such delinquent debt claims. The district has discretion in this area, provided its recovery efforts are pursued on a non-discriminatory basis.

For participating districts that do not want this sentence, delete it.

For participating districts that wish to retain this sentence, the HFSBRA (105 ILCS 123/, added by P.A. 100-1092), allows school districts to determine a lower amount than five meals to trigger contact with a student's parent/guardian to collect owed monies.

For districts that want to set a lower amount than the equivalent of five meals, delete ~~five~~ and insert: [number]. Be sure that this sentence's number matches the required notice in 4:130-E, *Free and Reduced-Price Food Services; Meal Charge Notifications*. Before the board and the superintendent engage in a conversation about lowering this number, the superintendent may want to consider a conversation with his or her staff regarding the logistics of contacting a student's parent(s)/guardian(s) more than once per week (five lunches (the law states one free lunch or snack per day)) as setting a lower number may be impracticable for staff members to implement.

Note: Deletion may affect a district's ability to enter any future IOC Offset System for collecting debt owed to school districts by persons receiving payments from the State. See f/n 2, above.

claim's payment shall be handled according to this policy before certification to the IOC for offset.

1.3. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.

2.4. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d.
105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.
810 ILCS 5/3-806.

DRAFT

Operational Services

4:60 Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with Illinois law, the standards set forth in this policy, and other applicable Board of Education policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with Illinois law. All contracts shall be approved or authorized by the Board of Education.

It shall be the responsibility of the Superintendent, or through his/her designated representative, to ensure that all qualified suppliers have the opportunity to bid or offer for sale quality products and services to the District. The Board of Education will be guided by the principle that the District should receive the best quality merchandise and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with Illinois law.

Transactions relating to the expenditure of public funds require the highest degree of public trust to protect the interests of the District. Therefore, all employees of the District will:

- A. Represent all District constituents honestly and equally and refuse to surrender his/her responsibilities to special interest or partisan political groups;
- B. Avoid any conflict of interest or the appearance of impropriety, which could result from his/her position, and shall not use his/her employment with the District for personal gain or publicity; and
- C. Conduct sound business practices, which ensure that every dollar spent produces maximum benefit for the students and cost efficiencies of the District.

The Assistant Superintendent for Finance and Operations or his/her designee shall be responsible for managing the performance and discharge of all contracts, including assessing the quality and value of services and products provided. It shall be the responsibility of the Superintendent through the Assistant Superintendent for Finance and Operations or his/her designee to maintain vendor lists in the Business Office.

Each contractor with the District is bound by each of the following:

1. In accordance with [105 ILCS 5/10-21.9](#)(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/21B-80](#) to have direct, daily contact at a District school or school-related activity with one or more student(s); and (2) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

2. In accordance with [105 ILCS 5/24-5](#): (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The District shall list all expenditures and contracts as required in the Annual Statement of Affairs and list on the District's website all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative. The Assistant Superintendent for Finance and Operations or his/her designee shall adhere to all Illinois legal requirements for purchases and the following procedures when requesting Board approval for contracts or purchases:

A. Purchases Subject to Competitive Bidding

All contracts for the purchase of supplies, materials, or work, or contracts with private carriers for transportation of pupils, involving an expenditure in excess of \$25,000, except those specifically exempted by Section 10-20.21 of the School Code, shall be subject to the bid process set forth in Section 10-20.21. The Assistant Superintendent for Finance and Operations or his/her designee shall guarantee due (e.g., sufficient and adequate) advertisement for bids for the sale of those goods and services required by the District.

In accordance with due advertisement and bidder notification requirements of Section 10-20.21 of the School Code, due (e.g., sufficient and adequate) advertisement for bids shall include, but is not limited to: one (1) public notice at least ten (10) days before the bid date in a newspaper or newspapers of general circulation within the District; (2) publication on the District's website; and (3) mail, phone or fax publication to vendors. In addition to such public advertisement, bids may be solicited directly from such persons who may be deemed, reliable and competent to furnish the item or items required.

All bids must be sealed by the bidder and must be opened by the Assistant Superintendent for Finance and Operations or his/her designee at a public bid opening at which the contents of the bids must be announced. Each bidder must receive three (3) days' notice of the time and the place of the bid opening. The Board of Education shall award the contract to the lowest, responsible bidder considering conformity with specifications, term of delivery, quality and serviceability. The Board of Education reserves the right to reject any or all bids.

B. Purchases Not Subject to Competitive Bidding

- A. All contracts for the purchase of goods, services, supplies, materials, or work involving an expenditure of less than **\$3,500** within a fiscal year, supported by the adopted budget and not subject to competitive bid as required by the School Code, may be made by the Assistant Superintendent for Finance and Operations or his/her designee without advertising of bids and without prior Board approval. The Board of Education will be asked to ratify the contract expenditure during the routine approval of bills.

All contracts and agreements for goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation: (1) vending machine contracts; (2) sports and other attire; (3) class rings; and (4) photographic services, shall be approved by the Board of Education. For such contracts and agreements, the Assistant Superintendent of Finance and Operations shall keep a record of (1) each vendor, product, or service provided; (2) the actual net revenue and non-monetary remuneration from each contract or agreement; and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Assistant Superintendent of Finance and Operations shall report this information to the Board of Education by completing the necessary forms that must be attached to the District's annual budget.

2. The Assistant Superintendent of Finance and Operations or his/her designee may enter into contracts for the purchase of goods, services, supplies, materials, or work involving an expenditure between **\$3,500 and \$25,000** without prior Board approval. Prior to making the expenditure between **\$3,500 and \$25,000**, the Assistant Superintendent of Finance and Operations shall secure three price quotations or bids. The Board of Education will be asked to ratify the contract expenditure during the routine approval of bills.
- ~~3. The Assistant Superintendent of Finance and Operations or his/her designee may enter into contracts for the purchase of goods, services, supplies, materials, or work involving an expenditure in excess of \$15,000 without prior Board approval. Prior to making the expenditure in excess of \$15,000, the Assistant Superintendent of Finance and Operations shall publish a Request for Proposal ("RFP") to ensure the District is receiving the most competitive price for the goods or services needed. The Board of Education will be asked to ratify the contract expenditure during the routine approval of bills.~~

C. Procurement of Architectural, Engineering or Land Surveying Services

It shall be the policy of the Board to negotiate and enter into contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at a fair and reasonable price. When procuring architectural, engineering, or land surveying services of \$25,000 or more, that Board of Education shall comply with the RFP process set forth in the Local Government Professional Services Selection Act, ([50 ILCS 510/1 et seq.](#)). Periodically, the Administration shall

establish procedures to review the demonstrated competence and qualifications for the type of services required.

D. Emergency Purchases

The Board recognizes that situations may arise where there is a need for an emergency purchase. In order to ensure the safety and well-being of all District students and personnel, and further provide the District's educational program to students with minimal or no interruption, the Superintendent and/or the Assistant Superintendent for Finance and Operations will determine whether a specific expenditure rises to the level of an emergency. Following this determination, the Assistant Superintendent for Finance and Operations or his/her designee will inform the Board of Education and Superintendent of such need and the Board of Education will vote to approve the expenditure. If the emergency expenditure is approved by $\frac{3}{4}$ of the members of the Board of Education, the Board will authorize the Superintendent or the Assistant Superintendent of Finance and Operations to proceed with the emergency purchase. In the event the Administration is unable to contact three-fourths ($\frac{3}{4}$ s) of the members of the Board of Education, the Board of Education authorizes the Superintendent to proceed with the identified work.

In the event the emergency expenditure is under the statutory bid limit as referenced above, the Assistant Superintendent for Finance and Operations may, at his/her discretion, procure three (3) written price quotations from prospective vendors/service providers to ensure the District receives the best quality product and/or most competitive price, if time permits. In the event the emergency expenditure is over the statutory bid limit, the Assistant Superintendent for Finance and Operations will contact the District's legal counsel for guidance on emergency purchase procedures.

After the Board of Education approves the emergency purchase and the expenditure is made, the Assistant Superintendent of Finance and Operations shall document the expenditure, recording the: (1) vendor, product or service provided; and (2) the total cost of such vendor, product, or service. The Assistant Superintendent of Finance and Operations shall provide a complete record of emergency expenditures to the Board of Education on annual basis for review.

E. Analysis of Purchases

Annually, the Assistant Superintendent for Finance and Operations will conduct an internal audit of purchases/services less than \$25,000 to a single vendor to ensure these purchases/services comply with Request for Proposal or potential bid work.

F. Centralization of Purchases

To maximize the financial resources of the District, the Assistant Superintendent for Finance & Operations will prepare, annually, a master list of purchases that

can be made on behalf of the District. To ensure the best quality of product and cost effective practices, the Assistant Superintendent for Finance & Operations will disseminate the master list to principal/cabinet members. To ensure best quality of product and cost effective practices, the Assistant Superintendent for Finance and Operations will disseminate the annual budget to building principals/cabinet members prior to submitting the budget to the Illinois State Board of Education.

G. Internal Controls

A. Segregation of Duties Over Purchasing

It shall be the responsibility of the Superintendent, through his/her designated representative to ensure a segregation of duties over all aspects of purchasing from creation of purchase order to issuance through the establishment of defined procedures.

2. Internal Controls

Periodically, an audit of Business Office internal control procedures and practices will be conducted.

LEGAL REF.:

[105 ILCS 5/10-20.19c](#), [5/10-20.21](#), [5/10-21.9](#), [5/10-22.34c](#), [5/19b-1](#) *et seq.*, and [5/24-5](#).

[820 ILCS 130/](#).

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications)

ADOPTED: November 4, 2014

Oak Park Elementary School District 97

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 High School Association](#) that results in medical expenses in excess of \$50,000. 4

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

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

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

DRAFT

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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

Free and Reduced-Price Food Services ¹

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy and all applicable programs. ^{2 3}

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

¹ State or federal law controls this policy's content. A policy on eligibility for free and reduced-price meals is required by 7 C.F.R. §245.10 for districts participating in the National School Lunch or Breakfast Programs. See f/n 2 below for more information about programs.

² Every public school must have a free lunch program. ~~(School Breakfast and Lunch Program Act, 105 ILCS 125/4).~~

Each school where at least 40% or more of the students are eligible for free or reduced-price lunches must operate a school breakfast program. ~~(Childhood Hunger Relief Act, 105 ILCS 126/15).~~ A school district may opt-out if the expense reimbursement would not fully cover the costs of implementing and operating the breakfast program. To do so, the district must petition its regional superintendent by February 15. The regional superintendent, after a public hearing, and by March 15, informs the district of his or her decision. If the regional superintendent does not grant an exemption, the district must implement a school breakfast program by the first student attendance day of the next school year. However, the school district or a resident of the school district may appeal the regional superintendent's decision to the State Superintendent of Education.

School districts must, by February 15, promulgate a plan to serve breakfast and/or lunch at each school where 50% or more of the students are eligible for free or reduced-price school meals *and* have a summer school program operating during the summer months. 105 ILCS 126/20. School districts must implement these programs every summer as long as the school district has a school or schools that meet the criteria. If a school building with a 50% or greater free and reduced percentage does not operate a summer school program, the school district shall make information available regarding the number of children in the school eligible for free or reduced-price school meals upon request by a non-profit organization. A school district may utilize an *opt-out* provision if documentation shows the expense reimbursement would not fully cover the costs of implementing and operating a program. To do so, the district must petition its regional superintendent of schools by January 15. The regional superintendent, after a public hearing, and by March 1, informs the district of his or her decision. If the regional superintendent does not grant an exemption, the district must implement and operate the summer food program the summer following the current school year. However, the school district or a resident of the school district may appeal the regional superintendent's decision to the State Superintendent of Education who shall hear appeals and make a final decision no later than April 1. Resources for promulgating a plan for a summer breakfast or lunch (or both) food service program are available on ISBE's website at: www.isbe.net/Pages/National-School-Lunch-Program.aspx and www.isbe.net/Pages/Seamless-Summer-Option.aspx.

105 ILCS 126/16, added by P.A. 99-850, ~~eff. 1-1-17~~, requires qualifying school districts to implement and operate a *breakfast after the bell* program ~~by the first school day of the 2017-2018 academic year~~ in each of its school buildings where:

1. At least 70% or more of the students are eligible for free or reduced-price lunches based upon the previous year's October claim (for those schools that participate in the National School Lunch Program,
2. At least 70% or more of the students are classified as low-income according to the Fall Housing Data from the previous year (for those schools that do not participate in the National School Lunch Program), or
3. An individual building's site percentage for free or reduced-price meals of 70% or more (for those schools using Provision 2 under Section 11(a)(1) of the federal Richard B. Russell National School Lunch Act or the Community Eligibility Provision under Section 104(a) of the federal Healthy, Hunger-Free Kids Act of 2010 to provide universal meals).

Schools that fall below the applicable 70% threshold for two consecutive years may either continue participating in the program or discontinue it. ~~(Id.).~~

Each school under this Section may determine the *breakfast after the bell* service model that best suits its students. Service models include, but are not limited to, breakfast in the classroom, grab and go breakfast, and second-chance breakfast. ~~(Id. at (c)).~~

A district is not required to implement a breakfast after the bell program when it can demonstrate that:

- i) Delivery of school breakfasts effectively, as defined by 70% or more of free or reduced-price eligible students participating in the School Breakfast Program, or

Eligibility Criteria and Selection of Children 4

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois III, State Board of Education.

Notification 5

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program;⁶ and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs;⁷ and (2) the District's website (if applicable), all school newsletters, or students' registration materials.⁸ Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance 9

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

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

- ii) Its reimbursement for the program would not fully cover its implementation and operation costs due to district-specific circumstances (a cost analysis must be submitted to the school board, the board must hold a public hearing, and the board must pass a resolution that the district cannot afford to operate a breakfast after the bell program).

A board must post the time, date, place, and general subject matter of the public hearing on its website and notify the State Board of Education at least 14 days prior to the hearing. ~~(d)~~ at (d).

³ 7 C.F.R. §245.10(a)(1).

⁴ 7 C.F.R. §245.3; see also the subhead titled Household Eligibility Criteria on State Board of Education's website at: www.isbe.net/Pages/School-Based-Child-Nutrition-Documents.aspx. If a child transfers from one district school to another district school, his or her eligibility for free or reduced price meals or for free milk, if previously established, is honored by the receiving school.

Beginning in the year 2011-2012, the U.S. Depts. of Agriculture and Education implemented a new claiming option for providing reimbursements to school districts that provide free breakfasts and lunches to all students in schools with significantly economically disadvantaged populations. It is called the Community Eligibility Provision (CEP). For more information about qualifying for and claiming through this reimbursement method, see www.isbe.net/Pages/Guidance-for-HHFKA.aspx.

For districts that qualify for and claim the CEP, insert the following sentence at the end of the first sentence:

From time to time, the income eligibility guidelines and standards may not be necessary when reimbursements for students' free breakfasts and lunches are claimed through the U.S. Depts. of Agriculture and Education's Community Eligibility Provision (CEP). When claiming the CEP, the District will follow its requirements.

All subheads in this policy that detail the legal requirements under State and federal laws continue to apply when CEP is used and should remain in the policy.

⁵ 7 C.F.R. §245.5; 23 Ill.Admin.Code §305.10(c). Any changes in the eligibility criteria must be announced according to 7 C.F.R. §245.5(b).

⁶ 23 Ill.Admin.Code §305.10(c) requires notification of this one additional piece of information.

⁷ 7 C.F.R. §245.5.

⁸ 23 Ill.Admin.Code §305.10(c). Only one medium must be used; a board may choose one medium and delete the others from the policy or use them all.

⁹ 7 C.F.R. §§245.8 and 245.10(a)(4).

Appeal 10

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. ~~Department~~ Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. 11

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.
105 ILCS 125/ and 126/.
23 Ill.Admin.Code §305.10 et seq.

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

10 7 C.F.R. §245.7. The minimal hearing requirements are also found there.

11 The Hunger-Free Students' Bill of Rights Act (HFSBRA) (105 ILCS 123/, added by P.A. 100-1092), requires the district to provide a free meal or snack to a student who requests it, regardless of his or her ability to pay. See f/ns to sample policy 4:45, *Insufficient Fund Checks and Debt Recovery*, for more information about this law. The HFSBRA does not contain a publication requirement.

For boards that wish to inform their communities about students' rights under the HFSBRA, add "105 ILCS 123/, Hunger-Free Students' Bill of Rights Act" to the Legal References and insert the following sentence:

The status of a student's appeal or eligibility for free or reduced-price food services shall not relieve the District of its obligation to provide him or her with a free meal or snack under the Hunger-Free Students' Bill of Rights Act if he or she requests one, regardless of his or her ability to pay.

Operational Services

Exhibit - Free and Reduced-Price Food Services; Meal Charge Notifications

On District letterhead, website, in student handbook, newsletters, bulletins, and/or calendars

Date:

To: ~~Students~~, Parents/Guardians, Students, and Staff

Re: Eligibility and Meal Charge Notifications

The following notification is provided at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, *Free and Reduced-Price Food Services* and 4:140, *Waiver of Student Fees*. For more information, see www.fns.usda.gov/school-meals/unpaid-meal-charges, and/or contact the Building Principal or designee.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. ~~Department~~ Dept. of Agriculture, and distributed by the Illinois Ill. State Board of Education.

Meal Charges for Meals Provided by the District

The Building Principal and District staff will work jointly to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year. Contact your Building Principal or designee about whether your child(ren)'s charges may be carried over at the end of the school year, i.e., beyond June 30th.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/, added by P.A. 100-1092). The District will make reasonable efforts to collect charges classified as delinquent debt.

When a student's funds are low or there is a negative balance, reminders will be provided to the staff, students, and their parent(s)/guardian(s) at regular intervals during the school year. State law allows the Building Principal to contact parents(s)/guardian(s) to attempt collection of the owed money when the amount owed is more than the amount of five lunches [or insert lower amount]. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits, the Building Principal or designee, will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

LEGAL REF.: Healthy Hunger-Free Kids Act of 2010 (P.L. 111-296).
7 C.F.R. §245.5.
105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.
23 Ill.Admin.Code Part 305, School Food Service.

DRAFT

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

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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/ ~~1ASB sample~~ See 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-4)~~, ~~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/gov/green/Documents/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. ~~99-713~~ ~~100-465~~.

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.~~63~~⁶⁰ (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 (~~405/415 ILCS 5/10-20.4-65/~~). 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/entpestshs.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 ~~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, §6 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-)). Both require notice to parents/guardians. Notice to employees is only required by the Structural Pest Control Act. For the sake of simplicity, the sample policy requires notice to employees before pesticides are used. Notice at least ~~4~~four business days before application is required by Lawn Care Products Application and Notice Act; notice at least ~~2~~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

Safety 1

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event.² The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;³
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices;⁴ and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones. ⁵

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¹ State law requires a policy on several topics in this policy (~~see f/n 5, 7, 8 and 9~~) and otherwise controls this policy's content. Topics previously assigned to this code number were moved in May 2014 and placed in 4:100, *Insurance Management* and 4:175, *Convicted Child Sex Offender; Screening; Notifications*.

² This simple end statement should be discussed and altered accordingly before board adoption. Ask: what effect or impact will this statement have on the students and the community?

³ The term *emergency operations and crisis response plan* is used because federal agencies refer to school *emergency operations plans* and the School Safety Drill Act (105 ILCS 128/) refers to *emergency and crisis response plans*.

See administrative procedure 4:170-AP1, *Comprehensive Safety and Security Plan*. This procedure follows the recommendations in the *Guide for Developing High-Quality School Emergency Operations Plans*, produced by a collaboration of federal agencies in June 2013 at: rems.ed.gov/docs/REMS_K-12_Guide_508.pdf. The *Guide* informs schools what they *need* to do, not *what* to do. It recommends a process for developing, implementing, and continually refining a school emergency operations plan as well as a discussion of its form, function, and content.

The ~~Illinois-III~~ State Board of Education (ISBE) maintains a comprehensive website on school emergency and crisis response planning in compliance with the School Safety Drill Act and Joint Rules of the Office of the State Fire Marshal and ~~the Illinois State Board of Education~~ ISBE (29 Ill.Admin.Code Part 1500), at www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx. ISBE's website includes a *Sample School Emergency Operations Plan* which aligns with the federal *Guide for Developing High-Quality School Emergency Operations Plans*.

⁴ Required by 105 ILCS 128/20(b) and 105 ILCS 5/10-20.14(c) for all students. See 4:110-AP3, *School Bus Safety Rules*.

⁵ 105 ILCS 5/10-20.28. Consider discussing with local law enforcement what its preference would be and encourage staff and students to follow the recommendation. A wave of 911 cell phone calls can jam phone lines. Student use of cell phones is addressed in 7:190, *Student Behavior*.

School Safety Drill Plan 6

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act (105 ILCS 128/):

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel. ⁷

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625 ILCS 5/12-610.1(e) prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for: (1) highway construction or maintenance workers within their work zones; (2) any use for emergency purposes; (3) law enforcement officers or emergency responders performing their duties; (4) a person using a wireless telephone in voice-operated mode with or without use of a headset; ~~and~~ (5) a person with technology that uses a single button to initiate or terminate a voice communication, (e.g., *HandsFreeLink*®); and (6) a person using an electronic communication device solely to report an emergency and for continued communication with emergency personnel. 625 ILCS 5/12-813.1 limits cell phone use by school bus drivers; see policy 4:110, *Transportation*.

⁶ Each of the listed drills is required by the School Safety Drill Act. Each drill's requirements are comprehensively covered in 4:170-AP1, *Comprehensive Safety and Security Plan*. For information about documenting minimum compliance with the School Safety Drill Act, see www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx.

105 ILCS 5/2-3.12(f) authorizes the Ill. State Fire Marshal or a qualified fire official to whom the Ill. State Fire Marshal has delegated his or her authority to conduct an annual fire safety inspection of each school building, provided the inspection is coordinated with the regional superintendent. See also 105 ILCS 5/3-14.21(c) and 23 Ill.Admin.Code §180.300(b). To effectively implement this law and ensure the education of students in the district is not disturbed, school officials should discuss with the State Fire Marshal and regional superintendent whether written notice may be provided to the principal requesting to schedule a mutually agreed upon time.

⁷ [105 ILCS 128/20\(c\), amended by P.A. 100-996, eff. 1-1-19.](#)

Annual Review

The Board or its designee will annually review each school building's emergency operations and crisis response plan(s), protocols, and procedures, as well as each building's compliance with the school safety drill plan. This annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the ~~Illinois~~ Ill. State Board of Education (ISBE). (29 Ill.Admin.Code Part 1500). ⁸

Automated External Defibrillator (AED) ⁹

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to State law requirements.

The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District.¹⁰ The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH.¹¹ This policy does not create an obligation to use an AED.

Carbon Monoxide Alarms ¹²

The Superintendent or designee shall implement a plan with the District's local fire officials to:

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⁸ The School Safety Drill Act requires each school board or its designee to conduct one annual meeting at which it reviews each building's emergency and crisis response plan, protocols, and procedures and each building's compliance with the school safety drill plan. 105 ILCS 128/25 and 128/30; 29 Ill.Admin.Code Part 1500. If the board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The statute contains detailed requirements. The board or its designee must: (1) complete a one-page report certifying that the review took place, among other things; (2) send a copy of the report to each participating party; and (3) send a copy of the report to the appropriate Regional Superintendent. ISBE's website contains a suggested annual review checklist and a report form to document compliance at: www.isbe.net/Pages/School-Emergency-and-Crisis-Response-Plan-Guide.aspx.

⁹ Each indoor and outdoor physical fitness facility serving at least 100 individuals must "adopt and implement a written plan for responding to medical emergencies that occur at the facility during the time that the facility is open for use by its members or by the public." The facility must file the plan with the Ill. Dept. of Public Health (IDPH). In addition, each indoor facility must have at least one AED on the premises, and each outdoor facility must house an AED in a building, if any, that is within 300 feet of the outdoor facility. See the statute and administrative rules for the other numerous mandates: 210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act; 77 Ill.Admin.Code Part 527. Also see 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*.

¹⁰ 77 Ill.Admin.Code §527.600(d), (f).

¹¹ 210 ILCS 74/15(c); 77 Ill.Admin.Code §527.700.

¹² 105 ILCS 5/10-20.57, added by P.A. 99-470 and amended by P.A. 99-642. *Carbon monoxide detector* and *detector* mean a device having a sensor that responds to carbon monoxide gas and that is connected to an alarm control unit and approved in accordance with rules adopted by the Ill. State Fire Marshal. *Approved carbon monoxide alarm* or *alarm* means a carbon monoxide alarm that complies with all the requirements of the rules and regulations of the Ill. State Fire Marshal, bears the label of a nationally recognized testing laboratory, and complies with the most recent standards of the Underwriters Laboratories or the Canadian Standard Association. 430 ILCS 135/5.

Consult both the board attorney and the local fire officials about whether a school building is exempt from this law. Remove this subhead if the board attorney determines that every building across the entire school district is exempt. The law applies to school buildings that have or are close to any *sources of carbon monoxide*; however, it does not specifically define what that means. 430 ILCS 135/20 defines exemptions for residential units and may provide guidance on the exemption for schools. The law also fails to define *carbon monoxide emitting device*, which triggers the placement point in a school building for a carbon monoxide alarm or carbon monoxide detector.

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety 13

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

Unsafe School Choice Option 14

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

1. All students attending a persistently dangerous school, as defined by State law and identified by the ~~Illinois State Board of Education~~ ISBE.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

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

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13 Include this section **only if** the school district owns and controls a movable soccer goal Movable Soccer Goal Safety Act, a/k/a *Zach's Law*, 430 ILCS 145/. The Act requires: (1) organizations that own and control a movable soccer goal to create a soccer goal safety and education policy that outlines how the organization will specifically address the safety issues associated with movable soccer goals; and (2) the IDPH to provide technical assistance materials. See <http://dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety>~~dph.illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety~~.

14 This topic must be covered in board policy. 105 ILCS 5/10-21.3a. See also 20 U.S.C. §7912. ISBE maintains a list of persistently dangerous schools. Districts having only one school may substitute the following for this paragraph:

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

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

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

Lead Testing in Water 15

The Superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Illinois Ill. Plumbing License Law and guidance published by the IDPH.¹⁶ The Superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.¹⁷

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property. 18

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.5⁶⁷, 5/18-12, and 5/18-12.5.
105 ILCS 128/, School Safety Drill Act, implemented by 29 Ill.Admin.Code Part 1500.
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.
225 ILCS 320/35.5, Ill. Plumbing License Law.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

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

¹⁵ 225 ILCS 320/35.5, added by P.A. 99-922 and amended by P.A. 100-103. Requires that each source of potable water in school buildings constructed on or before 1-1-00, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead. Testing for buildings constructed prior to 1-1-87 must have been conducted by 12-31-17. 225 ILCS 320/35.5(c)(4). Testing for buildings constructed between 1-2-87 and 1-1-00 must be conducted by 12-31-18. Id. By 6-30-19, the IDPH will determine whether it is necessary and appropriate to require testing for buildings constructed after 1-1-00. 225 ILCS 320/35.5(d).

Boards may, by resolution, use excess taxes levied for fire prevention, safety, energy conservation, and school security purposes for sampling lead in drinking water in schools and for repair and mitigation due to lead levels in the drinking water supply. 105 ILCS 5/17-2.11(j)(1), amended by P.A. 99-922.

¹⁶ 225 ILCS 320/35.5(e) requires the IDPH to post on its website guidance on mitigation actions for lead in drinking water, and ongoing water management practices, in schools. On 5-9-17, the IDPH posted *Mitigation Strategies for Lead Found in School Drinking Water* at: www.dph.illinois.gov/sites/default/files/publications/school-lead-mitigation-strategies-050917.pdf. **Note:** Page 2 of *Mitigation Strategies* states "IDPH is requiring the mitigation strategies and requirements contained in this guidance document to be followed for all plumbing fixtures identified with any level of lead," however the statute does not authorize the IDPH to impose such additional requirements.

¹⁷ If any samples taken in the school exceed five parts per billion, a district must provide individual notification of sampling results, via written or electronic communication, to parent(s)/guardian(s) of all enrolled students that must include: (1) the corresponding sampling location within the school building; and (2) the U.S. Environmental Protection Agency's website for information about lead in drinking water at: www.epa.gov/ground-water-and-drinking-water/basic-information-about-lead-drinking-water. 225 ILCS 320/35.5(c)(3). If any samples taken in the school are at or below five parts per billion, notification may be made in the same manner or by posting on the school's website. Id.

¹⁸ When a school is closed or its starting time is delayed due to adverse weather conditions or a health or safety threat, the district may count a partial day of attendance as a full day for State aid purposes, provided: (1) at least one hour of instruction was provided or the normal start time was delayed; and (2) the superintendent provides the Regional Superintendent or the Suburban Cook County Intermediate Service Center, whichever is appropriate, with a written report in support of the partial day within 30 days. 105 ILCS 5/18-12.

105 ILCS 5/18-12.5 governs claiming state-State aid if a district closes one or more schools, but not all schools, during the public health emergency, as determined by ISBE in consultation with the IDPH.

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.

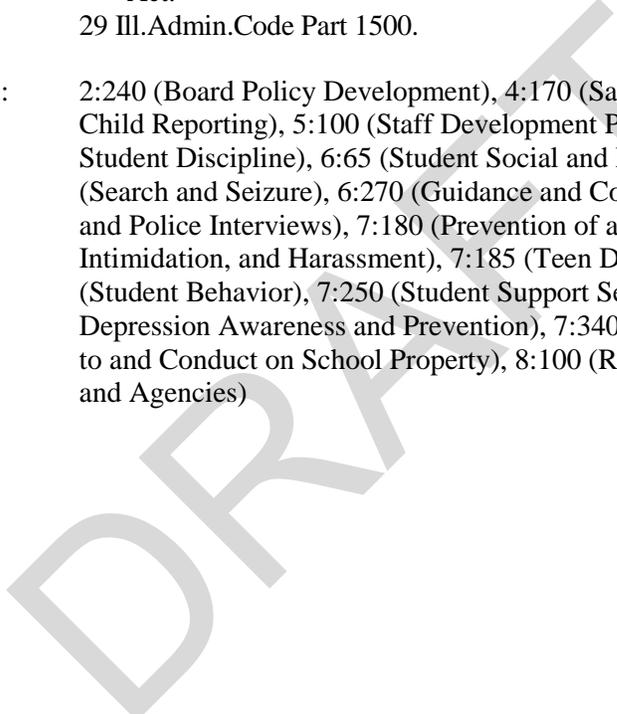
³ The establishment of threat assessment teams in K-12 public schools is Recommendation #1 of the *Recommendations of the Illinois Terrorism Task Force School Safety Working Group*, presented to the Office of the Governor on 4-5-18, at: www.iasb.com/safety/. Illinois higher education institutions have 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

Hiring Process and Criteria 1

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with School Board policy on equal employment opportunity and minority recruitment.² The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board.³ If the Superintendent's recommendation is rejected, the Superintendent must submit another.⁴ No individual will be employed who has been convicted of a criminal offense listed in Section 5/21B-80(c) of the School Code. ⁵

All applicants must complete a District application in order to be considered for employment. ⁶

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.⁷

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

~~2 See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Districts may not classify a job as either a male or female job. (29 C.F.R. §1604.5, 34 C.F.R. §106.55).~~

~~3 Boards must consider the superintendent's recommendations concerning, among other things, "the selection, retention, and dismissal of employees," 105 ILCS 5/10-16.7. The board may want to use this alternative sentence:~~

~~All personnel decisions are made by the Board, but only on the recommendation of the Superintendent.~~

~~Subject to an applicable collective bargaining agreement in effect on 6-13-11, a board that fills a "new or vacant teaching position" must select a candidate based on: (1) certifications, (2) qualifications, (3) merit and ability (including performance evaluation, if available), and (4) relevant experience. (105 ILCS 5/24-1.5). The statute does not define "new or vacant teaching positions." The requirement does not apply to filling vacant positions under 105 ILCS 5/24-12 (reduction in force and recall). Consult the board attorney about these issues.~~

~~4 An additional optional sentence follows:~~

~~The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.~~

~~5 105 ILCS 5/10-21.9(c); 105 ILCS 5/21B-80, amended by P.A. 99-667, allows individuals with criminal histories involving certain drug convictions to apply for or to reinstate their educator licenses seven years after their sentence for the criminal offense is completed. Consult the board attorney about whether the board wants to continue prohibiting employment for any individual who has a criminal history involving these exempted drug offenses.~~

~~6 Any person who applies for employment as a teacher, principal, superintendent, or other certificated employee who willfully makes a false statement on his or her application for employment, material to his or her qualifications for employment, which he or she does not believe to be true, is guilty of a Class A misdemeanor. (105 ILCS 5/22-6.5). District employment applications must contain a statement to this effect. (Id.). Each employment application for these positions must state the following (Id.):~~

~~Each employment application for these positions must state the following (Id.):~~

~~Failure to provide requested employment or employer history which is material to the applicant's qualifications for employment or the provision of statements which the applicant does not believe to be true may be a Class A misdemeanor.~~

~~7 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*. Principle 3. The board employs a superintendent. at: www.iasb.com/pdf/found_prin.pdf.~~

~~See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract.~~

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict. 8

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law.⁹ When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed.¹⁰ The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database.¹¹ The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the

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~~8 Job descriptions will become the basis for categorizing a teacher into one or more positions that the teacher is qualified to hold for reduction in force (RIF) dismissal and recall purposes. (105 ILCS 5/24-12(b)). A board should consult with its attorney to review its current list of job descriptions and discuss the district's specific responsibilities.~~

~~A job description is evidence of a position's essential functions. (29 C.F.R. §1630.2(n)). The Americans with Disabilities Act (ADA) protects individuals who have a disability and are qualified, with reasonable accommodation, to perform the essential functions of the job. (42 U.S.C. §12101 et seq., amended by the ADA Amendments Act (ADAAA), Pub. L. 110-325). Determining which functions are essential may be critical to determining if an individual with a disability is qualified. An individual is qualified to perform a job even though he or she is unable, due to a disability, to perform tasks which are incidental to the job. Only when an individual is unable to perform the essential functions of a job may a district deny the individual employment opportunities. (29 C.F.R. §1630.2(m)). For a definition of essential functions see Id. at 1630.2(n). Whether a particular function is essential is a factual determination.~~

~~Important: The ADAAA makes significant changes to the ADA's definition of disability that broadened the scope of coverage and overturned a series of U.S. Supreme Court decisions that made it difficult to prove that an impairment was a qualifying disability. The final regulations were by a bipartisan vote and approved on 3-25-11. There is information about the regulations and a link to them at: www.eeoc.gov/laws/regulations/adaaa_fact_sheet.cfm. Consult the board attorney regarding how these amendments impact the district's hiring processes.~~

~~9 The policy's requirements on criminal records checks for applicants for employment are mandated by 105 ILCS 5/10-21.9. See administrative procedure 5:30-AP2, *Investigations*, for the process and positions requiring criminal background investigation. The Statewide Sex Offender Database (a/k/a Sex Offender Registry) is available at: www.isp.state.il.us/sor. The Statewide Murderer and Violent Offender Against Youth Database is available at: www.isp.state.il.us/cmvof/. See policy 4:60, *Purchases and Contracts*, for requirements concerning criminal background checks of employees of contractors who have direct, daily contact with students.~~

~~10 Id. If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, including the federal *Rap Back Service* (20 ILCS 2630/3.3, added by P.A. 100-718) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. § 1681 et seq.), consult the board attorney. For more detailed information, see the laws listed in sample exhibit 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, under the checklist item entitled **Conditions of Employment, in the Other Background Check Laws row.**~~

~~11 105 ILCS 5/10-21.9(b) and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come back with a conviction record.~~

~~Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b). Those individuals include the board president, the superintendent or designee, regional superintendent (if the check was requested by the district), state superintendent of schools, state Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the Ill. Dept. of State Police and/or Statewide Sex Offender Registry.~~

hiring decision, or for purposes of clarifying the information, the ~~Ill. Department-Dept.~~ of State Police and/or Statewide Sex Offender Database. **12** The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law. **13**

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following: **14**

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position. **15**
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act. **16**
3. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such ~~sites~~accounts. **17**

Commented [DJ1]: This language and the footnotes have been revised to more closely align to the legislative changes made by P.A. 99-610.

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

12 ~~Id.~~ at 5/10-21.9(b). The School Code continues to define the board president's role in conducting criminal background investigations and receiving the results of these investigations, including the results for employees of district contractors, (105 ILCS 5/10-21.9). Many districts delegate this task in the hiring process to a human resources department.

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

13 Immigration Reform and Control Act, 8 U.S.C. §1324a ~~et seq.~~ Consult with the board attorney regarding the district's rights and responsibilities under all Illinois laws if the district uses any electronic employment verification system, including *E-Verify* and/or the Basic Pilot Program, (820 ILCS 55/3). This statute urges employers who voluntarily use *E-Verify* (formerly known as the Basic Pilot/Employment Eligibility Verification Program) to consult the Ill. Dept. of Labor's website for current information on the accuracy of *E-Verify* and to review and understand their legal responsibilities relating to the use of any electronic employment verification systems. See f/n 2 in 5:150-AP, *Personnel Records*, for a more detailed discussion of *E-Verify* issues.

14 As an alternative to describing the prohibited investigations, a board may substitute this sentence:

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law, including without limitation, investigation into or inquiry concerning: (1) credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; (2) claim(s) made or benefit(s) received under Workers' Compensation Act; and (3) access to an employee's or applicant's social networking website, including a request for passwords to such sites.

The default policy provision and the alternative stated above – whichever is selected – may be made a prohibition rather than a duty of the superintendent; to do this, delete the stricken text as follows: "The ~~Superintendent shall ensure that the~~ District does not engage ..."

15 Employee Credit Privacy Act, 820 ILCS 70/. This Act allows inquiries into an applicant's credit history or credit report or ordering or obtaining an applicant's credit report from a consumer reporting agency when a satisfactory credit history is an *established bona fide occupational requirement* of a particular position. 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.

16 Right to Privacy in the Workplace Act, 820 ILCS 55/10(a), amended by P.A. 99-610, ~~eff. 1-1-17.~~

4. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations 18

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority

~~17~~ Id. at 55/10(b)(~~6~~)(B); amended by P.A. 99-610, ~~eff. 1-1-17~~ (commonly known as the *Facebook Password Law*). A personal online account is defined as an online account used primarily by a person for personal purposes. Personal online account does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. ~~professional account.~~ Id. at 55/10(b)(5), amended by P.A. 99-610, ~~eff. 1-1-17~~. A professional account is defined as "an account, service, or profile created, maintained, used, or accessed by a current or prospective employee for business purposes of the employer." Bracketed explanations follow the statutory language:

~~"Provided that the password, account information, or access sought by the employer relates to a professional account, and not a personal account, nothing in this subsection shall prohibit or restrict an employer from complying with a duty to screen employees or applicants prior to hiring... provided that the password, account information, or access sought by the employer only relates to an online account that:~~

~~(A) an employer supplies or pays; or~~

~~(B) an employee creates or maintains on behalf of under the direction of an employer in connection with that employee's employment."~~

~~[When read with the definition of professional account, it is implausible that an applicant would have an account, service, or profile for business purposes of a school employer.]~~

~~"... or to monitor or retain employee communications as required under Illinois insurance laws or federal law or by a self-regulatory organization as defined in the [Securities Exchange Act]."~~

~~[This clause appears to be inapplicable to school districts.]~~

The statute specifically permits an employer to: (1) maintain workplace policies governing the use of the employer's electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer's (district's) electronic equipment and electronic mail. The statute also states that it does *not prohibit* an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute. Finally, the statute does not apply to ~~all other~~ types of personal technology that employees may use to communicate with students or other individuals, such as ~~personal email or~~ text messages on a personal phone. Consult the board attorney about these issues.

18 105 ILCS 5/24-5. According to this statute, "[a] new or existing employee may be subject to additional health examinations, including tuberculosis screening, as required by rules adopted by the Ill. Dept. of Public Health or by order of a local public health official." The Ill. Dept. of Public Health does not require school employees to be screened for tuberculosis other than workers in child day care and preschool settings. (77 Ill.Admin.Code §696.140(a)(3)).

The last sentence of the first paragraph exceeds State law requirements and may be deleted.

Note that while examination by a spiritual leader/practitioner is sufficient for purposes of leaves, the statute does not permit an examination by a spiritual leader/practitioner for initial employment exams. This difference may present a constitutional issue; contact the board attorney for an opinion if an applicant wants to use an examination by a spiritual leader/practitioner.

Federal law limits pre-employment medical inquiries to whether the applicant is able to perform job-related functions; required medical examinations of applicants is forbidden. (American with Disabilities Act (ADA), 42 U.S.C. §12112(d)(2)); see also f/n 87 for an explanation regarding the ADA. Districts may condition an employment offer on taking and passing medical inquiries or physical exams, provided that all entering employees in the same classification receive the same conditional offer.

by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity.¹⁹ The Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS ~~5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, -and 5/24-5.~~
~~20 ILCS 2630/3.3. Criminal Identification Act.~~
~~820 ILCS 55/, Right to Privacy in the Workplace Act.~~
~~Employee Credit Privacy Act, 820 ILCS 70/, Employee Credit Privacy Act.~~
~~Right to Privacy in the Workplace Act, 820 ILCS 55/.~~
Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.
Fair Credit Reporting Act, 15 U.S.C. § 1681 et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
~~105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 et seq.~~
~~820 ILCS 55/ and 70/.~~
Duldulao v. St. Mary of Nazareth Hospital, 136 Ill. App. 3d 763 (1st Dist. 1985)483 N.E.2d 956 (Ill.App.1, 1985), aff'd in part and remanded 115 Ill.2d 482505 N.E.2d 314 (Ill., 1987).
Kaiser v. Dixon, 127 Ill. App. 3d 251 (2nd Dist. 1984)468 N.E.2d 822 (Ill.App.2, 1984).
Molitor v. Chicago Title & Trust Co., 325 Ill. App. 124 (1st Dist. 1945)59 N.E.2d 695 (Ill.App.1, 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

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

~~¹⁹ The State law (105 ILCS 5/24-5) allowing boards to require physicals of current employees "from time to time," has is been superseded by ~~federal law (the ADA),~~ (42 U.S.C. §12112(d)(4)). The ADA allows medical inquiries of current employees only when they are job-related and consistent with business necessity or part of a voluntary employee wellness program. ~~(Id.)~~ Districts may deny jobs to individuals with disabilities who pose a direct threat to the health or safety of others in the workplace, provided that a reasonable accommodation would not either eliminate the risk or reduce it to an acceptable level. ~~(42 U.S.C. §12113; 29 C.F.R. Part 1630.2(r)).~~ See f/n ~~87~~ for an explanation regarding the ADAAA.~~

~~See the f/n ~~186~~ for a discussion of examinations by spiritual leaders/practitioners.~~

General Personnel

Expenses 1

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution.² Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee,³ (2) anyone's personal expenses,⁴ or (3) entertainment expenses.⁵ Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.⁶ The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence.⁷ Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following: ⁸

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¹ State law controls this policy's content. (105 ILCS 5/10-9, 5/10-10, and 5/22-1 (no compensation allowed, conflicts of interest prohibited); 105 ILCS 5/10-22.32 (expense advancements); 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19 (regulation of employee expenditures under the Ill. Wage Payment and Collection Act)(WPCA) and the Local Government Travel Expense Control Act (ECA) 50 ILCS 150/10, added by P.A. 99-604, ~~eff. 1-1-17~~ (regulation of travel expenses)). ~~The deadline for implementation of this policy under the ECA is 7-1-17, but as a practical matter due to other requirements in the law, the implementation deadline will be 3-2-17; s~~ See the third paragraph in f/n 3 of policy 2:125, *Board Member Compensation; Expenses*.

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

The WPCA, 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19, defines necessary expenditures as all reasonable expenditures or losses required of the employee in the discharge of employment duties and that inure to the primary benefit of the employer.

This policy contains an item on which collective bargaining may be required. Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. If a local collective bargaining agreement contains a provision on expenses, consult the board attorney about how this policy may impact it.

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

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

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

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

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

⁶ *Id.*

⁷ Optional. 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19. The purpose of this sentence is to provide information to employees and the community about WPCA exclusions from reimbursable expenses.

⁸ 50 ILCS 150/20, added by P.A. 99-604, ~~eff. 1-1-17~~. The School Code uses the term *voucher* for expense advancements (105 ILCS 5/10-22.32); the ECA requires submission of itemized, signed, standardized forms. Both 5:60-E1, *Employee Expense Reimbursement Form* and 5:60-E2, *Employee Estimated Expense Approval Form* incorporate *voucher* into the ECA's requirement to use standardized forms. See f/n ~~11-12~~ below, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.⁹
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.¹⁰
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.¹¹

Advancements

The Superintendent may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development,¹² provided they fall below the maximum allowed in the Board's expense regulations.¹³

Expense advancement requests must be submitted to the Superintendent or designee on the District's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the District's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts.¹⁴ Any portion of an expense advancement not used must be returned to the District.¹⁵ Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

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

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

Additionally, while the WPCA (820 ILCS 115/9.5(a)) allows employees to submit a signed statement regarding any receipts when supporting documentation is nonexistent, missing, or lost, 820 ILCS 115/9.5(b) outlines that employers are not liable for expenditure amounts that exceed the specifications or guidelines the employer has established for necessary expenditures. The ECA requires districts to establish such specifications and guidelines. 50 ILCS 150/10 and 20, added by P.A. 99-604 (regulation of travel expenses).

⁹ 50 ILCS 150/20~~Id.~~ at (2) and (3). This sentence mirrors the statute. The term *offices* is not defined. Consult the board attorney about whether inserting *job titles* would be sufficient for this requirement.

¹⁰ Id. at (4).

¹¹ Id.

¹² 105 ILCS 5/10-22.32 authorizes advancements for the listed items. This statute addresses expense advancements for certain activities; its language pre-dates the ECA and is narrower than the ECA. This policy seeks to reconcile the differences by separating advancements into a separate subhead. See f/n 87 above, and see also f/n 20 of policy 2:125, *Board Member Compensation; Expenses*, for more discussion.

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

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

¹⁵ This paragraph's provisions are required by 105 ILCS 5/10-22.32.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses¹⁶ by providing an estimation of expenses on the District's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the District's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Use of Credit and Procurement Cards

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

Exceeding the Maximum Allowable Expense Amount(s) 17

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

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.¹⁸

Registration 19

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

Travel

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

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

¹⁶ Optional. Consult the board attorney to determine whether a pre-approval process is appropriate for the district. Neither 105 ILCS 5/10-22.32 (expense advancements) nor 50 ILCS 150/ (expense reimbursements and estimates) address expense *pre-approvals*. 50 ILCS 150/20 states: "an *estimate* if expenses have not been incurred ..." or "a *receipt* ... if the expenses have already been incurred," suggesting no pre-approval is necessary. However, pre-approval is a best practice, and an employee who incurs expenses without pre-approval may run the risk that his or her expenses will not be approved. On the other hand, submitting estimated expenses for approval begs a pre-approval process, and some attorneys may read the law to require pre-approval of expenses. The pre-approval process also provides school officials with better information for financial planning.

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

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

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

¹⁹ Amend the language in subheads **Registration**, **Travel**, **Meals**, **Lodging**, and **Miscellaneous Expenses** to align with the MARA defined in the board's expense regulation resolution. See 2:125-E3, *Resolution to Regulate Expense Reimbursements* for a sample resolution.

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

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

Meals

Meals charged to the District should represent mid-fare selections for the hotel/meeting facility or general area.²⁰ Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

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

Miscellaneous Expenses

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

LEGAL REF.: [50 ILCS 150/, Local Government Travel Expense Control Act.](#)
 105 ILCS 5/10-22.32.
~~[Local Government Travel Expense Control Act, 50 ILCS 150/](#)~~
[820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.](#)

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

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²⁰ Alternatively, a board could set a daily limit on meal costs, such as:
 Employees will be reimbursed for meal costs and tips up to \$_____ per day consistent with the maximum reimbursement amount(s) set by the Board.

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

General Personnel

Staff Development Program 1

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children. 2

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct. 3 4 5

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

1 State law requires the subject matter in paragraph 2 to be covered by policy. State or federal law controls this policy’s content. A school board may set and enforce professional growth requirements. 105 ILCS 5/24-5. Failure to meet professional growth requirements is considered remediable. *Morris v. Ill. State Bd. of Educ.*, 198 Ill.App.3d 51 (3rd Dist. 1990).

105 ILCS 5/2-3.62, amended by P.A. 99-30 (repealing 105 ILCS 5.2-3.60), requires the Ill. State Board of Education (ISBE) to establish a regional network of educational service centers to coordinate and combine existing services in a manner that is practical and efficient for schools. Their purposes are to provide, among other things, continuing education, in-service training, and staff development services to all local school districts in Illinois.

2 This paraphrases 105 ILCS 5/10-20.36(b). The topic covered in this paragraph must be in a board policy. *Id.* A school medical staff, an individualized educational program team, or a professional worker (as defined in Section 14-1.10) may recommend that a student be evaluated by an appropriate medical practitioner. School personnel may consult with the practitioner, with the consent of the student’s parent/guardian.

3 105 ILCS 5/10-22.39(f) requires boards to conduct this in-service. While the language of this paragraph is not required to be in board policy, including it provides a way for boards to monitor that it is being done. Including this language provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for the in-service that instructs all district staff to maintain boundaries and act appropriately, professionally, and ethically with students. See also 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, and f/n 11 in 4:110, *Transportation*. These expectations will be most effective when they reflect local conditions and circumstances. Employee conduct issues may be subjects of mandatory collective bargaining, therefore consulting the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new employee conduct rules without first offering to negotiate them with the applicable exclusive bargaining representative.

4 Insert the following option if a board wants to list in-services and/or required trainings that the School Code requires, but are not required to be specified in board policy. If the board does not choose this option, delete 325 ILCS 5/4 from the Legal References. The only non-School Code training requirement listed is from the Abused and Neglected Child Reporting Act.

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.

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

3. Training that, at a minimum, provides District staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth ~~adolescents and teens~~ along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within one year of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every five years (see policy 5:90, *Abused and Neglected Child Reporting*).
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before their position's start date.
10. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
11. Every two years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
12. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
13. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

Alternative to paragraph number 2:

2. At least every two years, an in-service to train school personnel who work with students on how to: (a) communicate with and listen to youth victims of domestic or sexual violence and expectant and parenting youth, (b) connect youth victims of domestic or sexual violence and expectant and parenting youth to appropriate in-school services and other agencies, programs and services as needed, and (c) implement the School District's policies, procedures, and protocols with regard to such youth, including confidentiality. The in-service shall be conducted by persons with expertise in domestic and sexual violence and the needs of expectant and parenting youth.

Citations for this option follow:

1. 105 ILCS 5/10-22.39(e) (refers to anaphylactic reactions/management).
2. 105 ILCS 5/10-22.39(d).
3. 105 ILCS 5/10-22.39(c).

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

4. 105 ILCS 5/10-22.39(b), amended by P.A. 100-903, eff. 1-1-19.
5. 105 ILCS 5/10-23.12; 325 ILCS 5/4; and *Erin's Law Taskforce Final Report*, authorized by 105 ILCS 5/22-65 and repealed by P.A. 99-30 because of submission of the Report at: www.isbe.net/Documents/erins-law-final0512.pdf and see also www.erinslawillinois.org/ for more resources based upon the report.
6. 105 ILCS 110/3.10(b)(2).
7. 105 ILCS 5/10-22.6(c-5), amended by P.As. 99-456 and 100-810, eff. 1-1-19. School board members are also included.
8. 7 C.F.R. Parts 210 and 235. Section 210.2 defines school nutrition program directors, managers and staff. 7 C.F.R. §§210.15(b)(8) (recordkeeping requirements) and 210.31(a), (c), (d), and (e) (professional standards requirements); 210.31(g)(requiring school food authority director to keep records), amended by Fed. Reg. Vol. 81, No. 146 at 50169 and finalized 7-29-16. Food service funds may be used for reasonable, allocable, and necessary training costs. 7 C.F.R. §210.31(f). The U.S. Dept. of Agriculture (USDA) has established implementation resources that contain training opportunities and resources covering the four core training areas: nutrition, operations, administration, and communications/marketing at: professionalstandards.nal.usda.gov.
9. 105 ILCS 25/1.15.
10. 105 ILCS 5/22-80(h), added by P.A. 99-245, amended by P.A. 99-486 and P.A. 100-309.
11. 105 ILCS 5/22-30(j-15), amended by P.A. 99-843. Consult the board attorney about whether:
 - a. All asthma action plans should require immediate 911 calls based upon In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017) (school district's appeal denied). The court held that a teacher's failure to dial 911 immediately upon a student's asthma attack was *willful and wanton* conduct, subjecting the school district to liability under the Local Governmental and Governmental Employees Tort Immunity Act.
 - b. The duties and responsibilities of the district when it asks for, but does not receive an asthma action plan from a parent/guardian and the logistics of distributing any received plans to those employees who need to know based upon Stewart, above.
12. 105 ILCS 5/10-20.6 10 (final citation pending), added by P.A. 100-14.
13. 105 ILCS 5/10-20.17a; 23 Ill.Admin.Code §1.330.

Putting this optional list into the policy will help the board monitor that the required in-service and training topics are being covered. While it is possible to *pick and choose*, this practice is likely to add more confusion to an already confusing responsibility. Unless noted, the School Code does not mandate the frequency with which the training must occur. Several other trainings that are mentioned in laws other than the School Code are addressed in other policies. Many of those policies are listed in the cross-references to this policy, e.g., training requirements under the Care of Students with Diabetes Act. 105 ILCS 145/.

⁵ Different from the in-service training that school districts must provide to their staff, 105 ILCS 5/3-11, amended by P.A. 99-616, contains requirements that the regional superintendents must include during teachers institutes. Instruction on prevalent student chronic health conditions, as well as educator ethics and teacher-student conduct training is also required. See also f/n 3 above discussing the board's requirement in Section 10-22.39. Beginning with the 2016-17 school year, teachers' institutes must also include instruction on the Americans with Disabilities Act of 1990 (ADA) as it pertains to the school environment at least every two years. Contact the Regional Superintendent or the appropriate Intermediate Service Center with questions about online training for this component of a teachers' institute. Discuss with the board attorney the best practices of documenting trainings and evaluations of trainings; many attorneys in the field prefer documentation of ADA trainings to assist in their defense of any potential ADA claims against the district.

For districts that have a practice of providing instruction in life-saving techniques and first-aid in their staff development programs, insert the following optional paragraph that restates 105 ILCS 5/3-11, 105 ILCS 110/3, and 77 Ill.Admin.Code §527.800:

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

Persons performing CPR are generally exempt from civil liability if they are trained in CPR (745 ILCS 49/10); persons performing automated external defibrillation are generally exempt from civil liability if they were trained and acted according to the standards of the American Heart Association (745 ILCS 49/12).

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*. 6

- LEGAL REF.: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.
7 C.F.R. Parts 210 and 235.
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.6~~10~~ (P.A. 100-14, final citation pending),
5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.
105 ILCS 25/1.15, Interscholastic Athletic Organization Act.
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.
77 Ill.Admin.Code §527.800.
- CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)
- ADMIN. PROC.: 4:160-AP (Environmental Quality of Buildings and Grounds), 4:170-AP6 (Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility), 5:100-AP (Staff Development Program), 5:150-AP (Personnel Records), 6:120-AP4 (Care of Students with Diabetes), 7:250-AP1 (Measures to Control the Spread of Head Lice at School)

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The board may also want to address other staff development opportunities. While not required to be policy, 105 ILCS 5/27-23.10 requires a school board to collaborate with State and local law enforcement agencies on gang resistance education and training. It also states that ISBE may assist in the development of instructional materials and teacher training for gang resistance education and training, which may be helpful to include in the staff development program. Other mandated and recommended staff development opportunities that are not located in the School Code or ISBE rules are found in the Ill. Administrative Code or federal regulations. Many of them are cross referenced in this policy.

⁶ Required by 105 ILCS 5/2-3.166(c)(2), amended by P.A. 99-443.

Professional Personnel

Substitute Teachers 1

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license or short-term substitute license and may teach in the place of a licensed teacher who is under contract with the Board.² There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows: ³

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License⁴ or Educator License with Stipulations⁵ may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
- ~~2.3.~~ A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days. ⁶

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who

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¹ State law controls this policy's content. Policy 5:30, *Hiring Process and Criteria*, contains the requirements for pre-employment investigations, e.g., a finger-print based criminal history records check. See also 5:30-AP2, *Administrative Procedure - Investigations*. Each board ~~must~~ may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned ~~a physical examination~~ and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5), added by P.A. 100-855. Evidence may consist of ~~a~~ The physical examination, which must be performed within 90 days before the time it is presented to the board, and the ~~employee~~ substitute teacher bears the cost of the physical examination. Id. A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. Id.

² 23 Ill.Admin.Code §1.790(a)(2), added by 41 Ill.Reg. 6924, requires that any individual who serves as a substitute teacher for driver's education be endorsed for driver's education pursuant to 23 Ill.Admin.Code §25.100(k), amended at 42 Ill.Reg. 8884.

³ Substitute teaching licenses are governed by 105 ILCS 5/21B-20(3), amended by P.A. 100-596; and ~~23~~ 23 Ill.Admin.Code §~~1.790~~, amended at 42 Ill.Reg. 11551; and 23 Ill.Admin.Code §25.520, amended at 42 Ill.Reg. 8930.

⁴ Professional educator licenses are governed by 105 ILCS 5/21B-20(1) and 23 Ill.Admin.Code Part 25, amended at 42 Ill.Reg. 8830.

⁵ Educator licenses with stipulations are governed by 105 ILCS 5/21B-20(2), amended by P.A. 100-596, and 23 Ill.Admin.Code Part 25, amended at 42 Ill.Reg. 8830. 105 ILCS 5/21B-20(2)(E), amended by P.A. 100-13, permits an individual who holds a valid career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms. Similarly, 105 ILCS 5/21B-20(2)(F), amended by P.A. 100-13, permits an individual who holds a provisional or part-time provisional career and technical educator endorsement on an Educator License with Stipulations but who does not hold a bachelor's degree to substitute teach in career and technical education classrooms.

⁶ 105 ILCS 5/21B-20(4), added by P.A. 100-596. Districts may not hire a short-term substitute teacher for teacher absences lasting six or more days. Id.

is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists. ⁷

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits. ⁸

Short-Term Substitute Teachers ⁹

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program.¹⁰ Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.¹¹

Emergency Situations ¹²

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education within five business days after the employment of a substitute teacher in an emergency situation.

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⁷ 40 ILCS 5/16-118, amended by P.A. 100-596 (specifying permissible paid days and hours for TRS annuitants), and 16-150.1, amended by P.A. 100-743 (TRS annuitants may return to teaching in a subject shortage area until 6-30-19). Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center."

⁸ If a board provides substitute teachers other benefits, it may consider listing them here.

⁹ 105 ILCS 5/21B-20(4), added by P.A. 100-596, governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Id. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. Id. Short-term substitutes may not be hired for teacher absences lasting six or more days. Id. 105 ILCS 5/21B-20(4) repeals on 7-1-23.

¹⁰ 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-596, requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23.

¹¹ See f/n 6.

¹² 105 ILCS 5/21B-20(3). An *emergency situation* is defined as one where an unforeseen vacancy has occurred and (i) a teacher is unable to fulfill his or her contractual duties, or (ii) the district's teacher capacity needs exceed previous indications and the district is actively engaged in advertising to hire a fully licensed teacher for the vacant position.

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

LEGAL REF.: 105 ILCS 5/10-20.67 (P.A. 100-596, final citation pending), 5/21B-20(2), ~~and~~
5/21B-20(3), and 5/21B-20(4).
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

DRAFT

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.

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

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. 1992~~3~~).

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

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

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

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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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. 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 Ill.~~inois~~ 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 Ill.~~inois~~ 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.

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

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 4805/30.20); 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)

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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

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)

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

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

School Year Calendar and Day ¹

School Calendar

The School Board, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays.² The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance. ³

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion.⁴ The Board may, from time to time, designate a regular school day as a commemorative holiday.

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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.

² State-mandated school holidays are found in 105 ILCS 5/24-2. See policy 5:330, *Sick Days, Vacation, Holidays, and Leaves*, for a holiday listing. The law allows a school board to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on five identified school holidays if: (1) the school board first holds a public hearing on the proposal; and (2) the person or persons honored by the holiday are recognized through instructional activities conducted on the school holiday or on the first school day preceding or following the school holiday. This is an item on which collective bargaining may be required, and a board that wishes to implement this law should consult its attorney.

A State mandated school holiday on "Good Friday" is unconstitutional according to Metz v. Leininger, 57 F.3d 618 (7th Cir. 1995). Closing school on religious holidays may still be permissible for those districts able to demonstrate, e.g., through surveys, that remaining open would be a waste of educational resources due to 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 all of these options, and collective bargaining implications with their board attorneys.

If the county board or board of election commissioners chooses a school to be a polling place, the school district must make the school available. 10 ILCS 5/11-4.1. For the Election Day, the law encourages a school district to either: (1) close the school; or (2) hold a teachers' institute on that day with the students not in attendance Id.

³ The school calendar must have a minimum 185 days to ensure 176 days of actual pupil attendance. 105 ILCS 5/10-19 and 5/24-1; 23 Ill.Admin.Code §1.420. Schools must be closed during county institute. 105 ILCS 5/24-3. The school calendar may be a mandatory subject of collective bargaining. The calendar for the school term and any changes must be submitted to and approved by the regional superintendent before the calendar or changes may take effect. 105 ILCS 5/10-19.

⁴ 105 ILCS 5/24-2(c) lists the following as commemorative holidays: Jan. 28 (Christa McAuliffe Day commemorating space exploration); Feb. 15 (Susan B. Anthony's birthday); Mar. 29 (Vietnam War Veterans' Day); Sept. 11 (Sept. 11th Day of Remembrance); the school day immediately preceding Veterans' Day (Korean War Veterans' Day); Oct. 1 (Recycling Day); Oct. 7 (Iraq and Afghanistan Veterans Remembrance Day); and Dec. 7 (Pearl Harbor Veterans' Day).

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements.⁵ The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance. ⁶

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~~Other commemorative holidays include, but are not limited to: Arbor and Bird Day on the last Friday in April; (105 ILCS 5/27-18); Leif Erickson Day on October 9 if a school day and otherwise on a school day nearest the date (105 ILCS 5/27-19); American Indian Day on the 4th Friday of September; (105 ILCS 5/27-20); Ill. Law Week during the first full school week in May (105 ILCS 5/27-20.1); "Just Say No" Day on a school day in May designated by official proclamation of the Governor (105 ILCS 5/20.2); a Day of Remembrance on Sept. 11 (5 ILCS 490/86); Ronald Reagan Day on Feb. 6 (5 ILCS 490/2); Barack Obama Day on August 4 (5 ILCS 490/3); Indigenous Peoples Day on the last Monday in September (5 ILCS 490/7); Lincoln's Birthday February 12 (5 ILCS 490/60); Martin Luther King, Jr. Birthday the third Monday in January (5 ILCS 490/65); Prairie Week the third full week in September (5 ILCS 490/75); Retired Teachers' Week the fourth week in May (5 ILCS 490/80); Veterans Day November 11 (5 ILCS 490/90); Preventing Lost Potential Day September 19 (5 ILCS 490/141); Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade on March 25 (5 ILCS 490/155); the first full week of January; as Emancipation Proclamation Week (5 ILCS 490/160~~55~~); the third Thursday in May of each year is designated Volunteer Emergency Responder Appreciation Day (5 ILCS 490/126); and Mother Mary Ann Bickerdyke Day on the second Wednesday in May (5 ILCS 490/175).~~

~~⁵ Prior to the repeal of 105 ILCS 5/18-8.05(F) by P.A. 100-582, A school day must have been required to consist of a minimum five clock hours under the direct supervision of a teacher or non-teaching volunteer providing non-teaching or supervisory duties as specified in 105 ILCS 5/10-22.34(a), in order to qualify as a full day for calculating state aid entitlement. Despite the repeal of 105 ILCS 5/18-8.05(F), Ill. State Board of Education (ISBE) rules implementing it are still in effect at: 23 Ill.Admin.Code §1.420(f). Students in attendance for fewer than two hours of school work are not counted for calculating average daily attendance. 23 Ill.Admin.Code §1.420(f)(4). Note: ISBE has indicated it will not be proposing legislation to address the content once addressed by 105 ILCS 5/18-8.05(F), and that what constitutes a school day is at the discretion of local school districts. School districts may no longer count days of attendance less than five clock hours on the opening and closing of the school term, and upon the first day of pupil attendance, if preceded by a day or days utilized as an institute or teachers' workshop. 105 ILCS 5/18-8.05(F)(1), amended by P.A. 100-147, eff. 1-1-18, requires districts to report to ISBE, their average daily attendance figures for each month of the school year, broken down by grade level.~~

~~Contrast 105 ILCS 5/18-12, amended by P.A. 100-28. It allows a partial day of attendance to be counted as a full day due to an adverse weather condition, condition beyond the control of the school district that poses a health and safety threat, or use of school facilities by local or county authorities for holding a memorial or funeral service in remembrance of a community member (up to two school days per school year) provided one of following conditions is met: (1) the school district has provided at least one hour of instruction prior to the closure of the school district; (2) a school building has provided at least one hour of instruction prior to the closure of the school building; or (3) the normal start time of the school district is delayed. The law also outlines the process to claim attendance prior to providing any instruction when a school district must close a building or buildings, but not the entire district, after consultation with a local emergency response agency or due to a condition beyond the control of the district. Additionally, 105 ILCS 5/18-12.5 outlines the process for claiming attendance when a school district must close a building or buildings, but not the entire district, specifically because of a public health emergency. Attendance for such days may only be claimed if the school building(s) was scheduled to be in operation on those days.~~

~~Alternative education programs may provide fewer than five hours under certain circumstances. 105 ILCS 5/2-3.33a and 5/13B-50. Exceptions also exist for kindergarten, teaching hospitalized or homebound students, first grade, disabled children less than six years old, in-service training for teachers in accordance with 105 ILCS 5/10-22.39, parent-teacher conferences, and days when the Prairie State Achievement Examination is administered (105 ILCS 5/18-8.05(F)).~~

~~⁶ 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Note that the Illinois statute does not require every student to recite the Pledge – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the Pledge, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the Pledge. *West Virginia State Bd. of Educ. v. Barnette*, 319 U.S. 624 (1943); *Sherman v. Community Consolidated Sch. Dist. 21 of Wheeling Township*, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the Pledge, such as, "You may now stand to recite the Pledge." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.~~

LEGAL REF.: 105 ILCS 5/10-19, 5/10-24.46, ~~5/18-8.05~~, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.
10 ILCS 5/11-4.1.
23 Ill.Admin.Code §1.420(f).
Metzl v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

Commented [MB1]: Repealed by 100-582, eff. 3-23-18.

CROSS REF.: 2:20 (Powers and Duties of the School Board; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

DRAFT

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

The Silent Reflection and Student Prayer Act mandates a *brief period of silence* for all Illinois public school students at the opening of each school day. 105 ILCS 20/1. A student filed a federal lawsuit challenging the constitutionality of this law under the First Amendment, but the law was ultimately upheld by the Appeals Court. Sherman v. Koch, 623 F.3d 501 (7th Cir. 2010), *cert denied* by 565 U.S. 815 (2011). 105 ILCS 5/10-24.46 requires a moment of silence to recognize veterans during any type of event held at a district school on Nov. 11. See f/n 2 above for more discussion.

6:20

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Instruction

School Wellness 1

District 97 is committed to creating a healthy school environment that enhances the development of lifelong wellness practices. Research shows that there is a positive correlation between a student's health and well-being and his/her ability to learn and achieve. Our schools play an important role in the developmental process by which students establish their health and nutritional habits. For example, the District's food service program provides nutritious meals, while its curriculum supports the promotion of healthy eating habits by incorporating student wellness into the educational program. School-based activities that increase physical activity in school also contribute to the overall health of students.

The Board also believes that efforts to support the development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the school alone. The staff, parents/guardians and public-at-large need to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

This policy shall be implemented with these goals in mind, and shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).²

The Superintendent will ensure: ³

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

¹ State or federal law requires this subject matter to be covered in policy and controls its content. The federal Child Nutrition and WIC Reauthorization Act of 2004 (Child Nutrition Act) requires school districts participating in a program authorized by the National School Lunch Act (NSLA) (42 U.S.C. §1751 *et seq.*) or the Child Nutrition Act to have a school wellness policy. Pub. L. 108-265, Sec. 204. State law required the Ill. State Board of Education (ISBE) to "establish a State goal that all school districts have a wellness policy." 105 ILCS 5/2-3.139. ISBE complied in October 2007 by "instruct[ing] all public school districts to establish a School Wellness Policy." The federal and State laws list mandatory topics for the policy. The second sentence of this policy should be deleted if the district does not participate in the NSLA or the Child Nutrition Act.

See ISBE's numerous resources at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx. Action for Healthy Kids is a national organization dedicated to overcoming the "epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;" see its resources at: www.actionforhealthykids.org/index.php.

This sample policy seeks to be both legally compliant and consistent with good governance principles. Both federal and State laws allow each school district to determine how the required topics are addressed. Good governance principles suggest that the board should establish goals with community and stakeholder input. The administration should determine how to achieve the goals. The board should monitor this policy by requesting and reviewing periodic implementation data.

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program. 105 ILCS 124/, Farm Fresh Schools Program Act; 30 ILCS 105/5.728, Farm Fresh Schools Program Fund. They are also directed to administer a grant program to further the Program's intent of "reduc[ing] obesity and improve[ing] nutrition and public health, as well as strengthen[ing] local agricultural economies by increasing access to and promoting the consumption of locally grown fruits and vegetables in schools and increasing physical activities and programs that promote pupil wellness." 105 ILCS 124/10.

² Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b (Pub.L. 111-296); 7 C.F.R. §§210.10 and 210.31(a).

³ *Id.*; 7 C.F.R. §210.31(c)(4) (identification of school official responsible for implementation of the policy), §210.31 (d)(2) (informing the public about the policy and making it available on an annual basis), §210.31 (d)(3) (informing the public of the progress toward meeting the goals of the policy by making triennial assessments available), and §210.31(e) (policy implementation, assessments, and updates). See also f/n 20, below.

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual⁴; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion ⁵

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*. ⁶

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

This sample policy identifies the superintendent as the school official responsible to ensure compliance and oversee the policy. When the rules require specific identification of a school official, the policy does not include the delegation language *or designee*. **[School boards] must identify the [school official(s)] responsible for oversight of [its wellness policy] to ensure compliance. [Boards] have discretion and are the most qualified to identify the best candidate for [their wellness] policy leadership as size, resources, and needs vary greatly among [school districts]**. See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

For boards that wish to identify a school official other than the superintendent, delete ~~Superintendent~~ and replace it with the responsible school official's title.

The intent of the rule is that schools "notify households on an annual basis of the availability of the local school wellness policy information and provide information that would enable *interested households* to obtain additional details." Fed. Reg. Vol. 81, No. 146 at 50160. However, the rule states, "[i]nform the *public* about the content and implementation of the local school wellness policy, and make the policy and any updates to the policy available to the public on an annual basis."

To achieve the intent of this requirement, the regulations suggest several methods for districts, which include a common method many districts likely already use: post the policy on the websites for the *public*, and use the student handbook to distribute important information to *interested households*.

⁴ For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert "and distributed to students and their parents/guardians through student handbooks". For sample handbook language, see the Illinois Principals Association *Online Model Student Handbook (MSH)* at: www.ilprincipals.org/resources/model-student-handbook.

⁵ Goals for nutrition education and nutrition promotion are required topics, but the local board may determine what goals are appropriate. Pub. L. 108-265, Sec. 204(a)(1) and Pub. L. 111-296; 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(c)(1). Replace this policy's text with a board's own locally-developed nutritional education and promotion goals.

Nutrition promotion, required by Pub. L. 111-296, is not well-described or defined. The Food Nutrition Service (FNS) describes *nutrition promotion* more clearly in its technical assistance materials and the proposed 7 C.F.R. Part 210 rules (Fed. Reg. Vol. 79, No. 38 at 10695), dated Feb. 26, 2014, which state, "... evidence based techniques and scientifically-based nutrition messages targeted to a specific audience to inspire and motivate them to take action and use these techniques and messages to create environments and food service venues (classroom, cafeteria, a la carte, vending machines, school stores, snack bars, fundraisers, home, etc.) that encourage healthy nutrition choices, as well as enhance and encourage participation in school meal programs."

More specific materials about nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, have also been developed by the FNS' Team Nutrition at: www.fns.usda.gov/tn/resource-library.

Technical assistance for:

1. *Nutritional promotion* at: healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/nutrition-promotion.
2. Goals development for and implementation of nutrition education and promotion are available from AHG at: www.healthiergeneration.org/.

⁶ 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n).

Goals for Physical Activity ⁷

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*. ⁸
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*. ⁹
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE). ¹⁰

Nutrition Guidelines for Foods Available During the School Day; Marketing Prohibited ¹¹

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).¹²

In addition, in order to promote student health and reduce childhood obesity,¹³ the Superintendent or designee shall:

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⁷ This is a required topic, but the local board may determine what goals are appropriate. Pub.L. 108-265, Sec. 204(a)(1); 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(a) and (c)(1).

⁸ 105 ILCS 5/27-5 and 27-6; 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11540. See also f/n 27 in policy 6:60, *Curriculum Content*. For standards-based lesson plans and curricula for pre-kindergarten through grade eight, classroom-based lesson plans, recipes, guidance to improve the quality of school meals, and other materials for nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, see the resources developed by the FNS' Team Nutrition at: www.fns.usda.gov/tn/resource-library.

⁹ *Id.*

¹⁰ Schools must "set student learning objectives which meet or exceed goals established by the State." 105 ILCS 5/2-3.63. The *Learning Standards* can be found on ISBE's website at: www.isbe.net/Pages/Learning-Standards.aspx. See *State Goal 20: Achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment* at: <https://www.isbe.net/Pages/Physical-Education-and-Health.aspx>.

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the *Illinois Learning Standards for Physical Development and Health*. See also 23 Ill.Admin.Code §1.425 (f) and (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 5-22-17)* at: <https://www.isbe.net/documents/fitness-asmt-faq.pdf>.

¹¹ The policy must include the nutrition guidelines selected by the board for "all foods available during the school day with the objective of promoting student health and reducing childhood obesity." Pub. L. 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §210.10 and 210.31(a), (c)(2), and (c)(3)(i)-(iv). 42 U.S.C. 1758b(b)(2)(A) requires that each local school wellness policy include nutrition guidelines for all foods and beverages available for sale on the school campus during the school day to ensure they are consistent with the statutory and regulatory provisions governing school meals (7 C.F.R. §§210.10, 220.8 and 220.10) and competitive foods (7 C.F.R. §210.11) as applicable.

Prior to July 2016 when 7 C.F.R. § 210.10 and 7 C.F.R. § 210.31(c) (respectively) became effective, the current *Dietary Guidelines for Americans* published jointly by the U.S. Depts. of Health and Human Services and Agriculture (USDA) were used as nutrition guidelines.

¹² 7 C.F.R. §§210.10 (meal requirements for lunches and after-school snacks); 210.11(c) (general nutrition standards for competitive food, i.e., *Smart Snacks*); and 210.31(a) and (c) (encompassing all other nutrition requirements, including foods not sold to students during the school day (classroom parties)).

¹³ 7 C.F.R. §210.31(c)(3)(iv).

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.¹⁴

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.¹⁵

Exempted Fundraising Day (EFD) Requests ¹⁶

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

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

¹⁴ 7 C.F.R. §§210.11(a)(2) and 210.31(c)(3)(iii); 23 Ill. Admin. Code §305.5. For a definition of *competitive foods*, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

¹⁵ 7 C.F.R. §210.31(c)(2). This sample policy does not apply competitive food standards to foods not sold in schools; i.e., foods that students bring into the school from home, etc.

The final [federal] rule does not require that local school wellness policy standards for foods provided in schools during the school day but not available for sale conform to the school meal requirements or the competitive foods standards. In fact, the preamble to the final rule reiterates this saying, “[a]gain, it should be noted that with regard to foods provided, but not sold, in schools, local jurisdictions have the discretion to adopt standards that conform to [the competitive food standards] or to adopt more or less stringent standards.” Similarly, the preamble to the final rule clearly states the rule does not require school boards to address standards for food brought from home for individual consumption. See Federal Register Vol. 81, No. 146 at 50158 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf. Emphasis added.

This sample policy adopts less stringent standards for foods not sold in schools. For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this subhead: ~~*Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.*~~ and choose one of the following sentences to replace it:

Option 1: The District applies *competitive foods* standards listed in Board policy 4:120, *Food Services*, to foods available, but not sold, in schools.

Option 2: The District applies more stringent standards than the *competitive foods* standards to foods available, but not sold, in schools. These include [*list the chosen standards to foods available, but not sold, in schools*].

The AHG encourages school officials to consider prohibiting foods as a reward and using the *Smart Snacks* standards for foods available, but not sold during the school day. However, enforcing such standards against students who are sent to school with snacks from their parents/guardians is difficult and may be considered overreach. Further, such a standard may open the district to challenges. Consult the board attorney about enforcement of standards that meet the *competitive foods* standards – or even more stringent standards – upon foods available, but not sold during the school day, i.e., choosing Options 1 or 2, above.

¹⁶ Required by 23 Ill.Admin.Code §305.15(c)(2), 7 C.F.R. §§210.11(b)(4), (c)(2) and 210.30(c)(2) for participating schools that want to grant EFDs.

For elementary districts, delete these sentences: ~~The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.~~

For high school districts, delete this sentence: ~~EFDs are prohibited for grades eight and below in participating schools.~~

Detailed procedures are subject to change and are too complicated for policy text. This policy seeks to balance the requirement to include procedures in the policy for requesting an EFD by providing information about the initial steps and directing the superintendent or designee to inform the requestor of the current procedure. For a list of the number of available EFDs and a more detailed sample step-by-step procedure to request them, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

The Superintendent or designee in a participating school may grant an EFD for grades 9 through 12 in participating schools. To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs for grades 9 through 12 in participating schools is set by ISBE rule.

Guidelines for Reimbursable School Meals **17**

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program. **18**

Monitoring **19**

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report).²⁰ This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment **21**

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*.

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

17 Inclusion in the policy is required for only those districts that participate in a program authorized by the NSLA or the Child Nutrition Act.

18 Child Nutrition Act of 1966 (42 U.S.C. §1771 et seq.) and NSLA (42 U.S.C. §1758).

19 The policy must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy. Pub. L. 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4); and 7 C.F.R. §210.31(c)(5), (6), and (e)(1). 105 ILCS 110/3.5(a) requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: www.isbe.net/Pages/Nutrition-and-Wellness.aspx.

42 U.S.C. §1758b (Pub. L. 111-296) requires the public to receive periodic measures with the listed items. The accepted practice is annual reports. There is very little guidance to assist school districts in complying with this requirement, and school districts were expected to be working toward developing a reasonable method to implement this requirement by the end of the 2011-2012 school year. Without guidance, to ensure compliance, superintendents should contact their Regional Office of Education regarding their school districts' efforts to comply with this requirement. A guide to help school districts conduct an evaluation of local wellness policies is available, along with more guidance at: www.fns.usda.gov/tn/healthy/wellnesspolicy_tools.html.

20 7 C.F.R. §210.31(e)(2)(i)-(iii) and (3).

21 Id. and §210.31(f); see also the Local Records Act, 50 ILCS 205/. It governs retention of district records; its definition of *public record* is narrower than the definition in the Freedom of Information Act. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. Consult the board attorney for a more thorough analysis and a legal opinion about how to meet both of the federal records retention requirements discussed in f/n 25, below, and the Local Records Act.

Community Involvement 22

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*. 23

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

22 A board must establish a plan in its wellness policy for involving parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy. Pub.L. 108-265, Sec. 204(a)(5), amended by 42 U.S.C. §1758b (Pub.L. 111-296); 105 ILCS 5/2-3.139(a)(3); 7 C.F.R. §210.31(c)(5) (requirement to describe involvement plan in policy), and 7 C.F.R. §210.31(d)(1)(requirement to allow certain stakeholders to participate in policy development, etc.).

School districts have discretion in exactly how they implement this requirement, and [e]ach [school district] is best suited to determine the distinctive needs of the community it serves. See Federal Register Vol. 81, No. 146 at 50155 at: www.gpo.gov/fdsys/pkg/FR-2016-07-29/pdf/2016-17230.pdf.

This requirement's awkward wording notwithstanding, a board may take compliance steps by:

1. Seeking community input or involvement during this policy's adoption and monitoring phases, and inviting suggestions and comments during the public comment portion of board meetings from time to time. This method aligns with 2:140, *Communications To and From the Board* and 2:240, *Board Policy Development*.
2. Establishing a "local school wellness committee." This method is discussed in the preamble to 7 C.F.R. §210.31(d)(1), which suggests "identifying individuals" to serve on a "local school wellness policy committee." **However, the final text of 7 C.F.R. §210.31(d)(1) does not specifically require districts to establish a local school wellness policy committee – only that they "permit [groups listed in the policy above] to participate"** See also the citation to the Federal Register, in the second paragraph of this f/n, above, discussing policy implementation discretion.

The default text of this policy follows item #1 above and does not establish a local school wellness committee. For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups." Also list the Wellness Committee in 2:150-AP, *Superintendent Committees*. As much of the work of developing a plan to involve local stakeholders is administrative/staff work rather than governance work, best practice is for a Wellness Committee be an administrative committee, but consult the board attorney for guidance. See f/n 3 in policy 2:150, *Committees* for a discussion of Open Meetings Act implications of the Wellness Committee being a board committee.

If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add:

"Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators" to the end of the first sentence in this subhead, immediately before: "and community."

23 If a board has not adopted the **Community Engagement** subhead in policy 8:10, *Connection with the Community*, delete the phrase at the end of the second sentence: "Individuals shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*."

A board may also choose to post this policy on its website and include it in the student handbook.

Recordkeeping 24

The Superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, Pub. L. 108-265, Sec. 204.
Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
National School Lunch Act, 42 U.S.C. §1751 et seq.
Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.
Local Records Act, 50 ILCS 205/.
105 ILCS 5/2-3.139.
23 Ill.Admin.Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

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24 7 C.F.R. §210.31(f). Records must include: (1) the policy; (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

See f/n 22, above regarding the Local Records Act and 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*.

While 7 C.F.R. §210.31(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

Instruction

Curriculum Content 1

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics,² (f) social studies, (g) art, (h) music,³ and (i) drug and substance abuse prevention.⁴ A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level.⁵ Before the completion of grade 5, students will be offered at least one unit of cursive instruction.⁶
2. In grades 9 through 12, subjects include:⁷ (a) language arts, (b) writing intensive course, (c) science, (d) mathematics,⁸ (e) social studies including U.S. history, American government

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¹ Districts must have a policy on physical education (23 Ill.Admin.Code §1.4250(p), amended by 42 Ill. Reg. 11540) and what grade level(s) students will be offered cursive writing instruction (105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18). Policies on the remaining topics in this policy are optional. State or federal law controls this policy's content. 23 Ill.Admin.Code §1.420, amended at 42 Ill. Reg. 11527, recommends that activities, including student internships and observations of government in action, be a part of the instructional program where appropriate.

² 105 ILCS 5/2-3.156 requires the Ill. State Board of Education (ISBE) to coordinate, adapt and develop middle and high school math curriculum models. There is no consistent definition for *middle school* or *high school* in either State or federal law. Districts are not required to use ISBE's models and may develop their own mathematics curricula.

The purpose of the math curriculum models will be to aid school districts and teachers in implementing the *Common Core Standards*. The ISBE has adopted new math and English language arts (ELA) standards for K-12 education referred to as the *New Ill. State Learning Standards Incorporating the Common Core*. The goal of incorporating the *Common Core Standards* into the *State Goals for Learning* is to better prepare Ill. students for success in college and the workforce in a competitive global economy. See <https://www.isbe.net/Documents/ccs-faq-0813.pdf>.

The terms *Common Core Standards* and the *New Ill. State Learning Standards Incorporating the Common Core* are synonymous. Referencing the *Ill. Learning Standards* includes them both. That is because they are incorporated by reference into ISBE's rules and *State Goals for Learning*. A district that wants to include the term *Common Core Standards* in its policy may do so; however, districts should understand that referring to the *Common Core Standards* only will cover only math and ELA learning standards and goals and not any other subject areas that the *Ill. Learning Standards* cover. The best practice is to continue using *Ill. Learning Standards*, which includes the *Common Core Standards*.

³ 23 Ill.Admin.Code §1.430.

⁴ 105 ILCS 5/27-13.2. House Resolution 824 (98th General Assembly, 2014) urges all Illinois schools to educate youth about the dangers of using heroin and the rising numbers of accidental deaths from heroin overdoses through comprehensive drug education programs, including the *Drug Abuse Resistance Education* (DARE) program. No guidance on age appropriate instruction for heroin abuse is provided in the resolution.

⁵ 105 ILCS 5/10-20.53.

⁶ 105 ILCS 5/27-20.7, added by P.A. 100-548, eff. 7-1-18, requires districts to offer students a unit of cursive instruction before they complete grade 5. Other than before completing grade 5, the law is silent about what grade level(s) in which students must receive their unit of cursive instruction. This provides an opportunity for a board to have a conversation with the superintendent about local community expectations and direct him or her to determine the appropriate grade level(s) in which students will be offered a unit of cursive instruction.

Use the following alternative if the board wants to specify grade level(s) before the end of grade 5 in which cursive instruction will be offered:

A unit of cursive instruction will be offered in grade(s) _____.

⁷ 105 ILCS 5/27-22; 23 Ill.Admin.Code §1.440.

⁸ 105 ILCS 5/2-3.156. See *i/n* 2.

and, for students entering the 9th grade in the fall of 2016 and each year after it, one semester of civics,⁹ (f) foreign language,¹⁰ (g) music, (h) art, (i) driver and safety education,¹¹ and (j) vocational education.¹²

Students otherwise eligible to take a driver education course must receive a passing grade in at least eight courses during the previous two semesters before enrolling in the course. The Superintendent or designee may waive this requirement if he or she believes a waiver to be in the student's best interest.¹³ The course shall include: (a) instruction necessary for the safe operation of motor vehicles, including motorcycles, to the extent that they can be taught in the classroom,¹⁴ (b) classroom instruction on distracted driving as a major traffic safety issue,¹⁵ (c) instruction on required safety and driving precautions that must be observed at emergency situations, highway construction and maintenance zones, and railroad crossings and their approaches,¹⁶ and (d) instruction concerning law enforcement procedures for traffic stops, including a demonstration of the proper actions to be taken during a traffic stop and appropriate interactions with law enforcement.¹⁷ Automobile safety instruction covering traffic regulations and highway safety must include instruction on the consequences of alcohol consumption and the operation of a motor vehicle.¹⁸ The eligibility requirements

Commented [BZ1]: This footnote was broken into footnotes 7, 10 and 11.

Commented [BZ2]: The driver's education course requirements added to this policy are not new. They have been added to make the policy's discussion of the course more comprehensive.

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105 ILCS 5/27-22(c)(3) allows the substitution of an advanced placement computer science course for a year of mathematics. For specific requirements, see 6:300-E2, *State Law Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students*.

⁹ 105 ILCS 5/27-22, amended by P.A. 99-434 and P.A. 99-486. The statute specifically states that school districts may utilize private funding available for offering civics education.

¹⁰ The General Assembly encouraged school boards to implement American Sign Language courses into the school foreign language curriculum. 105 ILCS 5/10-20.52. Senate Joint Resolution 68 (96th General Assembly, 2010) encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums.

¹¹ The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40, amended at 42 Ill. Reg. 8957. School districts may contract with a commercial driver training school (CDTS) for driver education. 105 ILCS 5/27-24.2, amended by P.A. 100-465. To qualify to contract with a school district, a CDTS must: (a) hold a valid license issued by the Ill. Sec. of State; and (b) provide instructors who hold a valid Ill. teaching certificate or license. *Id.* A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors. *Id.* The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education. *Id.* Although a formal waiver for outsourcing of driver's education is no longer required, districts must consider their applicable collective bargaining agreement(s), board policy, and the reduction in force (RIF) provisions of the School Code as they relate to outsourcing of instructional staff. Consult the board attorney for guidance.

~~¹² 23 Ill.Admin.Code § 1.440, 105 ILCS 5/27-22. The General Assembly encouraged school boards to implement American Sign Language courses into the school foreign language curriculum. 105 ILCS 5/10-20.46. Senate Joint Resolution 68, 96th General Assembly, encourages school districts to explore the introduction of Arabic as a foreign language in their curriculums. The ISBE rule on driver education personnel is found at 23 Ill.Admin.Code §252.40, amended at 42 Ill. Reg. 8957. School districts may contract with a commercial driver training school (CDTS) for driver education. 105 ILCS 5/27-24.2, amended by P.A. 100-465. To qualify to contract with a school district, a CDTS must: (a) hold a valid license issued by the Ill. Sec. of State; and (b) provide instructors who hold a valid Ill. teaching certificate or license. *Id.* A district contracting with a CDTS must provide a list to ISBE of the CDTS instructors. *Id.* The list must include the name, personal ISBE identification number, birth date and driver's license number of each instructor who will teach driver education. *Id.* Although a formal waiver for outsourcing of driver's education is no longer required, districts must consider their applicable collective bargaining agreement(s), board policy, and the reduction in force (RIF) provisions of the School Code as they relate to outsourcing of instructional staff. Consult the board attorney for guidance.~~

¹³ 105 ILCS 5/27-24.2, amended by P.A. 100-465.

¹⁴ *Id.*

¹⁵ *Id.*

¹⁶ *Id.*

¹⁷ *Id.*, amended by P.A. 99-720.

¹⁸ 105 ILCS 5/27-17.

contained in State law for the receipt of a certificate of completion from the Secretary of State shall be provided to students in writing at the time of their registration. **19**

3. In grades 7 through 12, as well as in interscholastic athletic programs, steroid abuse prevention must be taught. **20**
4. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. **21**
5. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks*, and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response. **22**
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. **23**

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19 The Ill. Vehicle Code, 625 ILCS 5/6-408.5, contains these requirements; they are paraphrased below and may be added to the policy or otherwise disseminated.

Before a certificate of completion will be requested from the Secretary of State, a student must receive a passing grade in at least eight courses during the two semesters last ending before requesting the certificate. A certificate of completion will not be requested for any person less than 18 years of age who has dropped out of school unless the individual provides:

1. Written verification of his or her enrollment in a high school equivalency or alternative education program or a high school equivalency certificate (formerly GED certificate);
2. Written verification that before dropping out, the individual had received passing grades in at least eight courses during the two previous semesters last ending before requesting a certificate;
3. Written consent from the individual's parent/guardian and the Regional Superintendent; or
4. Written waiver from the Superintendent of the School District in which the individual resides or resided at the time he or she dropped out of school, or from the chief school administrator with respect to a dropout who attended a non-public high school. A waiver may be given if the Superintendent or chief administrator deems it to be in the individual's best interests.

20 105 ILCS 5/27-23.3.

21 105 ILCS 5/27-23.4.

22 47 C.F.R. § 54.520(e)(4)(i) and 105 ILCS 5/27-13.3 control this section. "Grades kindergarten through 12" is used because federal law requires school districts that receive E-rate funding to certify that they have an Internet safety education policy for all minors. 47 C.F.R. §54.520(c)(1)(i). This federal law defines *minors* as any individual who has not attained the age of 17 years. 47 C.F.R. §54.520(a)(4)(i).

105 ILCS 5/27-13.3 requires a unit on Internet safety for students in grades 3 or above. It recommends seven topics for the unit on Internet safety and required ISBE to "make available resource materials for educating children regarding child online safety." It also invites schools to "adopt an age-appropriate curriculum for Internet safety instruction of students in grades kindergarten through 12."

For boards that do not receive E-rate funds and do not want to exceed the requirements of the School Code, replace this section with the following sentence: "In grades 3 or above, the curriculum contains a unit on Internet safety, the scope of which shall be determined by the Superintendent or designee."

23 105 ILCS 5/27-12.

Because of the negative outcomes associated with bullying in schools, the Ill. General Assembly has also found "that [school districts] should educate students, parents, and [school district personnel] about what behaviors constitute prohibited bullying." 105 ILCS 5/27-23.7(a). A board may want to add the following option:

Instruction in all grades should include educating students about behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.

7. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process. ²⁴
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent,²⁵ but at a minimum of three days per five-day week.²⁶ For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*. ²⁷
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and

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The Ill. General Assembly invited boards to "make suitable provisions for instruction in gang resistance education and training in all grades and include such instruction in the courses of study regularly taught in those grades." See 105 ILCS 5/27-23.10(c). A board that shares this concern may add the following option: "In addition, in all grades gang resistance education and training must be taught."

²⁴ 105 ILCS 5/27-3 requires the Pledge of Allegiance to be recited every day in elementary and secondary schools. Requirements for displaying a U.S. flag at each school and in each classroom are found in 5 ILCS 465/3 and 465/3a.

Note that the Illinois statute does not require every student to recite the *Pledge* – that kind of mandatory participation would violate the U.S. Constitution. Schools may not coerce a student into saying the *Pledge*, nor may they punish students for refusing to participate in any aspect of the flag ritual, including standing, saluting the flag, and reciting the *Pledge*. *West Virginia State Bd. of Educ. v. Barnett*, 319 U.S. 624 (1943); *Sherman v. Community Consolidated Sch. Dist. 21 of Wheeling Township*, 980 F.2d 437 (7th Cir. 1992). Consider using permissive rather than mandatory language to introduce the recitation of the *Pledge*, such as, "You may now stand to recite the *Pledge*." Schools may, of course, require that non-participants maintain order and decorum appropriate to the school environment.

²⁵ The phrase "after recommendation by the Superintendent" is optional. If a superintendent does not bring this topic to the board for discussion, the board may not have a trigger to make the determination.

²⁶ 23 Ill. Admin. Code §1.425(b), amended at 42 Ill. Reg. 11540.

²⁷ 105 ILCS 5/27-5 requires school boards to provide for students' physical education and allows the P.E. course offered in grades 5 through 10 to include the health education courses required by State law. See also 23 Ill. Admin. Code §1.425, added at 40 Ill. Reg. 2990.

105 ILCS 5/27-6, amended by P.A. 100-465, describes when students may be excused from P.E. See also 23 Ill. Admin. Code §1.425(d), amended at 42 Ill. Reg. 11540.

105 ILCS 5/27-6, amended by P.A. 100-465, contains an exception to the minimum of three days per five-day week P.E. requirement for schools engaged in block scheduling; if this is applicable, substitute this sentence for the second-to-last sentence in this paragraph:

Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days-, in a physical education course.

105 ILCS 5/27-6.5 describes physical fitness assessments required, beginning with the 2016-17 school year and every school year thereafter, for grades 3-12 in an effort to meet State Goal 20 of the Illinois Learning Standards for Physical Development and Health at: www.isbe.net/Pages/Physical-Education-and-Health.aspx; www.isbe.net/Pages/PE-Health-Learning-Standards.aspx. See also 23 Ill. Admin. Code §1.425 (fg) and (h), amended at 42 Ill. Reg. 11540; ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 2-15-18 – 5/22/17)* at: www.isbe.net/Documents/fitness-asmt-faq.pdf.

105 ILCS 5/27-7 describes the goals and requirements for P.E. courses; these are re-stated in this sample policy.

prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law. **28**

10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels. **29**
11. In grades 9 through 12, consumer education must be taught, including: (a) financial literacy, including consumer debt and installment purchasing (including credit scoring, managing credit debt, and completing a loan application); budgeting; savings and investing; banking (including balancing a checkbook, opening a deposit account, and the use of interest rates); understanding simple contracts; State and federal income taxes; personal insurance policies; the comparison of prices; higher education student loans; identity-theft security; and homeownership (including the basic process of obtaining a mortgage and the concepts of fixed and adjustable rate mortgages, subprime loans, and predatory lending); and (b) the roles of consumers interacting with agriculture, business, labor unions and government in formulating and achieving the goals of the mixed free enterprise system. **30**
12. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it. **31**
13. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans,

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28 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n). Each school system shall provide a program in compliance with the Critical Health Problems and Comprehensive Health Education Act, 105 ILCS 110. More detailed health education program content is described in administrative procedure 6:60-AP, *Comprehensive Health Education Program*. It includes the requirements for the development of a family life and sex education program (105 ILCS 5/27-9.1, amended by P.A. 100-684, and 110/3), among other health education topics including *teen dating violence* (105 ILCS 110/3.10, see 7:185, *Teen Dating Violence Prohibited* for the required "teen dating violence policy") and cardiopulmonary resuscitation and automated external defibrillator use (105 ILCS 110/3).

Citations for letters (a) - (e) in this paragraph follow:

- (a) 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7 (proper nutrition) and see also policy 6:50, *School Wellness*.
- (b) Id. (physical fitness) and see also policy 6:50, *School Wellness*.
- (c) Id. (sound mind and healthy body).
- (d) 105 ILCS 5/27-13.2 (dangers and avoidance of abduction). The Ill. Dept. of State Police and ISBE must develop instruction on child abduction prevention. 20 ILCS 2605/2605-480.
- (e) 105 ILCS 110/3 and 105 ILCS 5/10-23.13 a/k/a *Erin's Law* (child sexual abuse prevention). *Erin's Law* requires a policy addressing child sexual abuse prevention. A sentence in 6:60-AP, *Comprehensive Health Education Program* restates the basic recommendations for a child sexual abuse prevention program from page 16 of the *Erin's Law* Taskforce Final Report (Report) to Governor Quinn at: www.isbe.net/Documents/erins-law-final0512.pdf. The professional educator training component of *Erin's Law* is addressed in policy 5:100, *Staff Development Program*. The Report also encourages parental involvement because parents play a key role in protecting children from child sexual abuse.

29 23 Ill.Admin.Code §1.420(i). See 105 ILCS 435/~~2~~For the-Vocational Education Act.

30 105 ILCS 5/27-12.1, amended by P.A. 99-284; 23 Ill.Admin.Code §1.420(k). P.A. 99-284 added these new subjects to the required consumer education course: consumer debt, higher education student loans, and identity-theft security.

31 105 ILCS 5/27-13.1; 23 Ill.Admin.Code §1.420(l), amended at 42 Ill. Reg. 11535.

Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State. ³²

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week. ³³

14. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film. ³⁴
15. In all schools, the curriculum includes ~~a unit of instruction~~ instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan. ³⁵
16. In all schools, the curriculum includes ~~a unit of~~ instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women. ³⁶
17. In all schools, the curriculum includes ~~a unit of~~ instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans. ³⁷
18. In all schools offering a secondary agricultural education program, the curriculum includes courses as required by 105 ILCS 5/2-3.80. ³⁸

Commented [BZ3]: While the respective statutes are unchanged on the matter, footnotes 32, 33, and 34 now clarify that a *unit of instruction* is to be determined by the school board delegating the matter to the Superintendent as in 19.

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³² 105 ILCS 5/27-21; 23 Ill.Admin.Code §1.420(r).

³³ Section 111 of Division J of Pub.L. 108-447, the Consolidated Appropriations Act, 2005, 12-8-04; 118 Stat. 2809, 3344-45 (Section 111). Section 111(b) states: “[e]ach educational institution that receives Federal funds for a fiscal year shall hold an educational program on the U.S. Constitution on September 17 of such year for the student served by the educational institution.”

³⁴ 105 ILCS 5/27-3.5. The Congressional Medal of Honor film is available on ISBE’s website for no cost at: www.isbe.net/Pages/Medal-of-Honor.aspx.

³⁵ 105 ILCS 5/27-20.3. The statute requires the school board to determine the minimum amount of instructional time, requires the curriculum to include a unit of instruction on this subject but does not specify the amount of time that constitutes a unit of instruction. The sample policy complies by delegating this responsibility to the superintendent or designee.

³⁶ 105 ILCS 5/27-20.5. The statute requires the school board to determine the minimum amount of instructional time, requires the curriculum to include a unit of instruction on this subject but does not specify the amount of time that constitutes a unit of instruction. The sample policy complies by delegating this responsibility to the superintendent or designee. House Resolution 365 (98th General Assembly, 2013) and Senate Resolution 1073 (98th General Assembly, 2014) both urge all Illinois educators to share with students of an appropriate age the story of *comfort women* when discussing the history of Asia or World War II, or the issue of human trafficking.

³⁷ 105 ILCS 5/27-20.4. The statute requires the school board to determine the minimum amount of instructional time, requires the curriculum to include a unit of instruction on this subject but does not specify the amount of time that constitutes a unit of instruction. The sample policy complies by delegating this responsibility to the superintendent or designee. A school may meet this curriculum requirement through an online program or course. Id. as amended by P.A. 100-634.

³⁸ 105 ILCS 5/2-3.80(e) or (f), as applicable.

19. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement. **39**
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling. **40**

LEGAL REF.: [Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.](#)
[Pub. L. No. 110-385, Title II, 122 stat. 4096 \(2008\), Protecting Children in the 21st Century Act.](#)
[47 C.F.R. §54.520](#)
 5 ILCS 465/3 and 465/3a.
 20 ILCS 2605/2605-480.
 105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, [5/27-23.11](#), 5/27-24.2, 435/, and 110/3.
 625 ILCS 5/6-408.5.
 23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.
~~[Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.](#)~~
~~[Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 \(2008\).](#)~~
~~[47 C.F.R. §54.520.](#)~~

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

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39 105 ILCS 5/27-23.8. The statute requires the school board to determine the minimum amount of instructional time. The sample policy complies by delegating this responsibility to the superintendent or designee. The statute requires that the instruction be founded on the principle that all students, including students with disabilities, have the right to exercise self-determination. It urges districts to request individuals with disabilities to assist with the development and delivery of this instruction and allows instruction to be supplemented by knowledgeable guest speakers.

40 105 ILCS 5/27-23.11, added by P.A. 100-1056, requires districts that maintain any of the grades kindergarten through 8 to adopt a policy. The law is silent about how to educate students on this topic. See 6:60-AP, E2, [Resources for Biking and Walking Safety Education](#), for additional information.

Students

Attendance and Truancy 1

Compulsory School Attendance 2

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 12 in the public school regardless of age.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee. 3

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified. 4

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

¹ State law requires boards to adopt a policy covering some of the topics herein and controls this policy's content. 105 ILCS 5/26-13 requires a policy identifying supportive services and available resources for *truants* and *chronic truants* (defined in 105 ILCS 5/26-2a, [amended by P.A. 100-918](#)). 23 Ill.Admin.Code §1.290 requires the same plus that the policy contain a definition of *valid cause* for absence in accordance with 105 ILCS 5/26-2a and a description of diagnostic procedures to identify the cause(s) of unexcused student absenteeism.

² 105 ILCS 5/26-2, [amended by P.A. 100-825](#), addresses enrolled students below or over set compulsory attendance ages. The law also requires any persons having custody or control of a child who is enrolled in grades kindergarten through 12 in the public school to cause the child to attend school.

105 ILCS 5/26-1 contains the compulsory school age exemptions. Each listed exception is specifically included in the statute, except the reference to *home school*. See 7:40, *Nonpublic School Students, Including Parochial and Home-Schooled Students*, regarding assigning students who enroll from a non-public school. See 6:150, *Home and Hospital Instruction*, regarding providing instruction to a pregnant student who is medically unable to attend school.

³ These reasons are in 105 ILCS 5/26-2a, except that "other reason as approved by the Superintendent" was added. ISBE rule requires that the absenteeism and truancy policy defines valid causes for absence. 23 Ill.Admin.Code §1.290.

⁴ Any child "necessarily and lawfully employed" may be exempted from attendance by the superintendent "on certification of the facts by and the recommendation of the school board." 105 ILCS 5/26-1. The policy's language serves to delegate this "certification of the facts" to the superintendent or designee. The following option allows a board to consider and include specific criteria in the policy:

2. A protocol for excusing a student in grades 6 through 12 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran. ⁵
3. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.⁶
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification. ⁷
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem. ⁸
7. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.⁹ See Board policy 6:110,

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A student may be excused, at the Superintendent's discretion, when: (1) the student has a last period study hall, (2) the parent/guardian provides written permission, (3) the student's employer provides written verification of employment, (4) the student provides evidence of a valid work permit, or (5) other reason deemed justifiable by the Superintendent.

Child Labor laws include: 29 C.F.R. Part 570 (minimum age standards, occupations, conditions, etc.); 820 ILCS 205/ (child labor laws); 56 Ill.Admin.Code Part 250 (child labor regulations).

⁵ 105 ILCS 5/26-1, amended by P.A. 99-804. A student must notify the building principal or other administrator at least two days prior to the absence providing the date, time, and location of the military honors funeral. This requirement may be waived if the student did not receive notice at least two days in advance, but the student shall notify the administration as soon as possible of the absence.

A student whose absence is excused to sound *Taps* shall be counted in attendance for purposes of calculating the average daily attendance of students in the district. The district must allow the student reasonable time to make up school work and if school work is satisfactorily completed, the day of absence is counted as an attendance day for the student.

⁶ 105 ILCS 5/26-1, amended by P.A. 100-185. Such a student must be granted five days of excused absences in any school year and, at the board's discretion, may be granted additional excused absences to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the excused absence period. *Id.*

⁷ This notification is required by 105 ILCS 5/26-3b.

⁸ 23 Ill.Admin.Code §1.290(b)(2).

105 ILCS 5/10-20.630 (final citation pending), 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. The General Assembly found this requirement necessary because "when students do not have access to affordable feminine hygiene products, they may miss multiple days of school every month." 105 ILCS 5/10-20.630(a)(3).

⁹ 23 Ill.Admin.Code §1.290(b)(3). The School Code references to dropout prevention include: 105 ILCS 5/26-3a (regional superintendent activities and annual report); 105 ILCS 5/10-20.25a (annual report by boards); and 105 ILCS 5/1A-4(E) (ISBE report).

Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.

8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement. 10

~~8.9.~~ A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered. 11

~~9.10.~~ A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records. 12

~~10.11.~~ An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a ~~chronic~~-truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student. 13

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105 ILCS 5/26-18, added by P.A. 100-156, ~~eff. 1-1-18~~, requires that, beginning 7-1-18, districts collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). The review must include an analysis of chronic absence data from each attendance center. Id. Districts are also encouraged to: (1) provide a system of support to students at risk of reaching or exceeding chronic absence levels, i.e., those available through the Illinois Multi-tiered Systems of Support Network; and (2) make resources available to families, i.e., those available through ISBE's Family Engagement Framework, to support and engage students and their families. 105 ILCS 5/26-18(d). *Chronic absence* means "absences that total 10% or more of school days of the most recent school year, including absences with and without valid cause, as defined in Section 26-2a of this Code, and out-of-school suspensions for an enrolled student." 105 ILCS 5/26-18(a). In contrast, a *chronic or habitual truant* is "a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days." 105 ILCS 5/26-2a.

10 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19.

11 Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

12 105 ILCS 5/26-9 requires school officers and superintendents to assist truant officers. A minor who is reported by the regional superintendent as a chronic truant may be adjudicated a "truant minor in need of supervision" if the minor declines or refuses to fully participate in truancy intervention services. 705 ILCS 405/3-33.5.

Counties may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 10 years of age, on the parent or custodian. 55 ILCS 5/5-1078.2. Municipalities may regulate truants by ordinance and impose fines and/or community services on truants or, if the truant is under 13 years of age, on the parent or custodian. 65 ILCS 5/11-5-9. Local officials or authorities that enforce, prosecute, or adjudicate municipal ordinances adopted under 65 ILCS 5/11-5-9, or that work with school districts to address truancy problems, are designated as: (a) part of the juvenile justice system, established by the Juvenile Court Act of 1987, and (b) *juvenile authorities* within the definition set forth in subsection (a)(6.5) of Section 10-6 of the Ill. School Student Records Act (105 ILCS 10/6(a)(6.5)). Id. **A superintendent should consult with the board attorney before disclosing school student records to non-district entities.** See 7:340-API, *Student Records* for a sample procedure for release of such records to juvenile authorities.

13 105 ILCS 5/26-12, amended by P.A. 100-825, prohibits punitive action "unless available supportive services and other school resources have been provided to the student." In addition, "a truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available support services, compel the student to return to school." Id.

~~11-12.~~The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies. **14**

[For high school and unit districts only]

~~12-13.~~A process for a 17-year-old resident to participate in the District's various programs and resources for truants.¹⁵ The student must provide documentation of his/her dropout status for the previous six months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *Students School Admissions and Student Transfers To and From Non-District Schools*.

~~13-14.~~A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum ~~academic or~~ attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student. **16**

LEGAL REF.: 105 ILCS 5/26-1 through 16.
705 ILCS 405/3-33.5, Juvenile Court Act of 1987.
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: **5:100 (Staff Development Program)**, 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

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14 105 ILCS 5/26-3a requires the district to "establish, in writing, a set of criteria for use by the local superintendent of schools in determining whether a pupil's failure to attend school is the result of extraordinary circumstances, including but not limited to economic or medical necessity or family hardship."

This statute also requires the "clerk or secretary" of the board to quarterly report to the regional superintendent and Secretary of State the identity of students who were removed from the regular attendance roll, exclusive of transferees, because they were expelled; have withdrawn; left school; withdrew due to extraordinary circumstances; have re-enrolled in school since their names were removed from the attendance rolls; were certified to be chronic or habitual truants; or were previously certified as chronic or habitual truants who have resumed regular school attendance. The statute provides that the status of a driver's license or instructional permit will be jeopardized for a student who is the subject of this notification because of non-attendance unless the non-attendance is due to extraordinary circumstances as determined by the local district. State Superintendent Koch announced in his *Weekly Message*, 8-28-07, see **Funding & Disbursements** subhead, p.2, at: www.isbe.net/Documents_Superintendent_Weekly_Message/message_082807.pdf, that ISBE is delaying implementing this statute based upon legal guidance from the U.S. Dept. of Education's Family Policy Compliance Office that its implementation would violate the federal Family Educational Rights and Privacy Act.

15 A district must allow this participation; the length of the drop-out period and the documentation requirement contained in the next sentence are permissive. 105 ILCS 5/26-14.

16 Optional, but provided in 105 ILCS 5/26-2(c)(3), amended by P.A. 100-825; ISBE's rule controls the appeal process, 23 Ill.Admin.Code §1.242.

Students

Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students ¹

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;²
2. Entering the sixth and ninth grades;³ and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).⁴

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. ⁵

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.⁶
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.⁷
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health

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¹ State or federal law controls this policy's content. The policy restates 105 ILCS 5/27-8.1, amended by P.A. 100-977, eff. 1-1-19. Immunization requirements are found in 77 Ill.Admin.Code §665.240, amended by 41 Ill.Reg. 2973, eff. 2-27-17. A Tuberculosis skin test is required if the student lives in an area designated by the Ill. Dept. of Public Health (IDPH) as having a high incidence of Tuberculosis. See also *Questions & Answers Regarding School Health Record Issues*, revised May 2013, and available at:

www.dhs.state.il.us/onetlibrary/27897/documents/schoolhealth/faq_2013.pdf.

² 105 ILCS 5/27-8.1(1); ~~and~~ 77 Ill.Admin.Code §§665.140 and 665.240 et seq.

³ Id.

⁴ Id. If grade levels are not assigned, examinations must be completed within one year prior to the school year in which the child reaches the ages of five, 11, and 15. 77 Ill.Admin.Code §§665.140(b).

⁵ 410 ILCS 315/1.10; 77 Ill.Admin.Code §665.240(l). For students attending school programs where grade levels (kindergarten through 12) are not assigned, including special education programs, students must show proof that they have received one dose of meningococcal conjugate vaccine in the school year in which the child reaches age 11 and a second dose in the school year in which the child reaches age 16 (but if the first dose is administered when the child is 16 years of age or older, only one dose is required). Students eligible to remain in public school beyond grade 12 (special education) shall meet the requirements for 12th grade.

⁶ 105 ILCS 5/27-8.1(2); 77 Ill.Admin.Code §665.130 et seq.

⁷ 105 ILCS 5/27-8.1(2); 77 Ill.Admin.Code §665.700 et seq.

examination.⁸ A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.⁹

4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was *risk-assessed* or screened for lead poisoning.¹⁰
5. The IDPH will provide all ~~female~~ students entering sixth grade and their parent(s)/guardian(s) information about the link between human papilloma-virus (HPV) and ~~cerivical~~HPV-related cancers and the availability of the HPV vaccine.¹¹
- ~~5-6.~~ The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s).¹²

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District.¹³ New students who register after October 15 of

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⁸ 105 ILCS 5/27-8.1(2), amended by P.A. 99-927, ~~eff. 6-1-17~~. The IDPH is to develop rules to implement these new screening requirements and revise the Child Health Examination form. Id. The health care provider must only record whether or not the social and emotional screening was completed.

⁹ 105 ILCS 5/27-8.1(2.5), amended by P.A. 99-927 (~~eff. 6-1-17~~). Item #3 may be supplemented with any of the following options:

- Option 1:** If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
- Option 2:** Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.
- Option 3:** (The use of both Option 1 and 2.)
 - a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
 - b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.

Note: Even if the district does not offer the above optional services, consult the board attorney about whether the presence of developmental or social and emotional screening information on the Child Health Examination form triggers child find obligations under the Individuals with Disabilities Education Act and/or Section 504 of the Rehabilitation Act of 1973.

¹⁰ Required by 410 ILCS 45/7.1. Physicians are required to screen children over 7 years of age for lead poisoning when, in the physician's judgment, a child is at risk. 410 ILCS 45/6.2.

¹¹ This sentence restates the requirement in the Communicable Disease Prevention Act regarding ~~cerivical~~HPV-related cancer prevention. 410 ILCS 315/2e, amended by P.A. 100-741, eff. 1-1-19.

¹² 105 ILCS 5/27-8.1(8.5), added by P.A. 100-977, eff. 1-1-19.

¹³ 105 ILCS 5/27-8.1(5) requires compliance by October 15 unless a district establishes an earlier date with 60 days notice. If an earlier date is established, replace "October 15" in this paragraph with the earlier locally established date. During any student's exclusion from school for non-compliance with this policy, the student's parent(s)/guardian(s) shall be considered in violation of 105 ILCS 5/26-1 and subject to any penalty imposed by 105 ILCS 5/26-10, as provided in 105 ILCS 5/27-8.1. 105 ILCS 5/27-8.1(2.5), amended by P.A. 99-927, ~~eff. 6-1-17~~, exempts developmental or social and emotional screenings from the exclusion from school requirement.

the current school year shall have 30 days following registration to comply with the health examination and immunization regulations.¹⁴ If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay.¹⁵ The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations.¹⁶ If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.¹⁷

Eye Examination¹⁸

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.¹⁹

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of

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Note: 77 Ill.Admin.Code §665.240(n), created by 41 Ill.Reg. 2973, ~~eff. 2-27-17~~, states "It is not the intent of this Part that any child whose parents comply with the intent of this Part, the Act or the School Code should be excluded from a child care facility or school. A child or student shall be considered in compliance with the law if there is evidence of the intent to comply. Evidence may be: 1) a signed statement from a health care provider that he or she has begun, or will begin, the necessary immunization procedures; or 2) the parent's or legal guardian's written consent for the child's participation in a school or other community immunization program." Consult with the board attorney about the impact this new regulation may have on the district's ability to and procedures for excluding students for non-compliance with this policy.

¹⁴ This sentence is optional. The timeframe of 30 days is a matter of local discretion except that out-of-state transfer students who fail to provide proof of the required vaccinations after 30 days must be excluded until such proof is properly submitted. 105 ILCS 5/27-8.1(5). Consult the board attorney about establishing timeframes other than 30 days.

¹⁵ This sentence and the following sentence restate 105 ILCS 5/27-8.1(5).

¹⁶ Id. The special treatment of out-of-state transfer students resulted from the enactment of the Educational Opportunity for Military Children Act, 105 ILCS 70/. There are no more sunset dates in this law, which eliminates its constituents' need to continually revisit the law and extend its effective dates.

¹⁷ 105 ILCS 5/27-8.1.

¹⁸ Required by 105 ILCS 5/27-8.1(1.10) and (2). The IDPH's rules are published at 77 Ill.Admin.Code §665.610 et seq. §665.150 and 630 prescribe the statewide eye examination report form. It is available at: www.idph.state.il.us/HealthWellness/EyeExamReport.pdf or 77 Ill.Admin.Code §665, Appendix A.

¹⁹ While 105 ILCS 5/27-8.1 requires eye examinations for students entering kindergarten or an Illinois school for the first time, it still encourages parent(s)/guardian(s) to have their children undergo eye examinations at the same points in time as their required health examinations. The IDPH must require that individuals conducting vision screenings give a child's parent/guardian a written notification stating:

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination²⁰

All children in kindergarten and the second, ~~and sixth,~~ and ninth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second, ~~or sixth,~~ or ninth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions²¹

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious ~~or medical~~ grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.²²
2. Health examination or immunization requirements on medical grounds, if ~~at the examining physician,~~ advanced registered practice nurse, or physician assistant provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.²³ School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

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²⁰ Required by 105 ILCS 5/27-8.1(1.5), amended by P.A. 100-829, eff. 1-1-19. The IDPH's rules are published at 77 Ill.Admin.Code §665.410 et seq. §665.150 and 430 prescribe the statewide dental examination report form. It is available at: www.dph.illinois.gov/sites/default/files/forms/dentalexamproof10_0.pdf.

²¹ Id.; ~~and~~ 105 ILCS 5/27-8.1(1.10) and (8), changed by P.A. 99-249.

²² Id.; ~~and~~ 77 Ill.Admin.Code §665.510, amended by 41 Ill.Reg. 2973, ~~eff. 2-27-17~~. The Certificate of Religious Exemption form is available on ISBE's website at: www.isbe.net/Documents/immun-exam-gdlns-religious-exempt.pdf. To direct parent(s)/guardian(s) to the detailed exclusionary requirements pursuant to 77 Ill.Admin.Code Part 690, see 7:280-E2, *Exhibit - Reporting and Exclusion Requirements for Common Communicable Diseases*.

²³ Required by 105 ILCS 45/1-20 (Education for Homeless Children Act). Also required by the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11432(g)(3)(C)(i).

LEGAL REF.: ~~42 U.S.C. §11431 et seq.~~ McKinney-Vento Homeless Assistance Act, ~~42 U.S.C. §11431 et seq.~~
105 ILCS 5/27-8.1 and 45/1-20.
410 ILCS 45/7.1 and 315/2e.
23 Ill.Admin.Code §1.530.
77 Ill.Admin.Code Part 665.
77 Ill.Admin.Code Part 690.

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children),
6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student
Transfers To and From Non-District Schools), 7:280 (Communicable and
Chronic Infectious Disease)

DRAFT

Students

Student Behavior 1

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society. ²

When and Where Conduct Rules Apply 3

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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¹ All districts must have a policy on student discipline, including school searches and bullying prevention (105 ILCS 5/10-20.14, amended by P.A. 99-456, ~~eff. 9-15-16~~), re-engagement of students returning from an exclusionary discipline or an alternative school (105 ILCS 5/10-22.1-25); and corporal punishment (105 ILCS 5/24-24). See also 23 Ill.Admin.Code §1.280. See the Cross References for policies on searches and bullying. Each district must furnish a copy of the discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after starting classes for a student who transfers into the district. The school board may require that each school inform its pupils of the discipline policy's contents.

School boards, along with the parent-teacher advisory committee, must annually review their pupil discipline policies, those policies' implementation, and any other factors related to the safety of their schools, students, and staff. 105 ILCS 5/10-20.14(a), amended by P.A. 99-456. For more information about the parent-teacher advisory committee, see 2:150, *Committees*. The parent-teacher advisory committee, in cooperation with local law enforcement agencies, must develop, with the school board, a reciprocal reporting system (105 ILCS 5/10-20.14(b)). See 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*. School districts are encouraged to create memoranda of understanding that define law enforcement's role in schools. See 7:190-E3, *Memoranda of Understanding*.

Given the unique concerns facing school officials, school disciplinary codes should not be required to be drafted as narrowly or with the same precision as criminal statutes. *Bethel Sch. Dist. v. Fraser*, 478 U.S. 375 (1986).

² The goals and objectives in this policy give the board a focus for monitoring it. This list can be deleted, replaced, or modified by the board. Data on student discipline is available at: www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx.

³ Board policy should provide a jurisdictional statement telling students and staff the circumstances under which the district will take disciplinary action. Jurisdictional rules in board policy should generally be as broad as possible to give staff members authority to respond to unforeseen situations. Taking jurisdiction over off-campus misconduct generally survives the test of reasonableness when the misconduct has a direct nexus to the school. A countervailing interest concerns liability for off-campus student injuries, i.e., the greater the jurisdiction a district is willing to impose, the greater the scope of liability it may be assuming. Ultimately, a decision whether to discipline for off-campus misconduct requires a factual inquiry to determine the degree of nexus and impact on the school. Many decisions address disciplining a student for off-campus misconduct; for example, see: *J.S. v. Blue Mountain Sch. Dist., combined with Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3d Cir. 2011), *cert. denied* 565 U.S. 1116 (2012) (absent evidence that parodies of school personnel caused, or could cause, substantial disruption, school districts may not punish out-of-school expressive conduct, even if it is lewd, indecent, or offensive speech).

Note that the law is different regarding participants in athletics and extracurricular activities. See policy 7:240, *Conduct Code for Participants in Extracurricular Activities*.

A judge may transfer a student to another school for committing stalking or non-consensual sexual contact against another student, or for aiding and abetting such an act; the parents/guardians are responsible for transportation and other costs associated with the transfer. Stalking No Contact Order Act and the Civil No Contact Order Act, 740 ILCS 21/80 and 22/213. A school district is seldom notified when a transfer order is requested. When notified, school officials should immediately seek the board attorney's advice concerning available options.

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

Prohibited Student Conduct ⁵

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes. ⁶
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. ⁷ Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish, ~~and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law~~). ⁸
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription. ⁹
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription. ¹⁰

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⁴ The factual context will determine the appropriateness of taking jurisdiction. Contact the board attorney before disciplining a student for off-campus conduct. See *Doe v. Superintendent of Schs. of Stoughton*, 767 N.E.2d 1054 (Mass. 2002)(suspension for off-campus commission of a felony was upheld).

⁵ Consult the board attorney for advice on deleting or modifying any of the items in this section on prohibited student conduct.

⁶ 105 ILCS 5/10-20.5b prohibits use of tobacco on school property. Federal law prohibits smoking within schools by anyone. Pro-Children Act of 1994, 20 U.S.C. §6081. Districts that fail to comply risk a civil penalty of up to \$1,000 per violation per day. See 8:30, *Visitors to and Conduct on School Property*, for more information.

State and federal law have not yet addressed electronic cigarettes. An electronic or e-cigarette resembles a regular cigarette. It contains a battery-operated heating element that turns a liquid into a mist for inhaling. The liquid may contain nicotine. Information, albeit limited, is posted on the U.S. Food and Drug Administration website at:

www.fda.gov/tobaccoproducts/default.htm

<https://www.fda.gov/TobaccoProducts/Labeling/ProductsIngredientsComponents/ucm456610.htm>[www.fda.gov/News - Events/PublicHealthFocus/ucm172906.htm](http://www.fda.gov/News-Events/PublicHealthFocus/ucm172906.htm)

www.fda.gov/newsevents/publichealthfocus/ucm252360.htm

⁷ *Alcoholic beverages* are defined in 235 ILCS 5/1-3.01 to 3.05.

⁸ *Controlled substance* is defined in 720 ILCS 570/102; cannabis is defined in 720 ILCS 550/3. Either spelling, *marihuana* or *marijuana*, is correct; however, *marijuana* is more common. See f/n 11 for a discussion of medical cannabis and *Ashley's Law*.

⁹ *Anabolic steroid* is defined in 720 ILCS 570/102(c-1).

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law. ¹¹
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form. ¹²
- g. *Look-alike* or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that

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¹⁰ See policies 7:240, *Conduct Code for Participants in Extracurricular Activities*, and 7:300, *Extracurricular Athletics*.

¹¹ To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Pilot Program. 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. This includes in a school bus or on the grounds of any preschool, or primary or secondary school unless the student meets the requirements of 105 ILCS 5/22-33, a/k/a Ashley's Law.- 410 ILCS 130/30(a)(2)and(3), amended by P.A. 100-660. Ashley's Law provides that school districts "shall authorize a parent or guardian or any other individual registered with the Ill. Dept. of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Pilot Program Act." 105 ILCS 5/22-33, added by P.A. 100-660. Once the product is administered, the designated caregiver must remove the product from the school premises/bus. Id. The product may not be administered in a manner that would (in the school or district's opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. Id. For more discussion, see f/n 24 in 7:270, *Administering Medicines to Students*. See also www.illinois.gov/gov/mepp/Pages/default.aspx. Contact the board attorney for advice concerning medical cannabis, including whether a federal or State law requires the district to accommodate a student who is a *registered qualifying patient*. See Americans with Disabilities Act, 42 U.S.C. §12101 et seq.; Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. §1400 et seq.; Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794; 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b; and 23 Ill.Admin.Code Part 226.

¹² The Powdered Caffeine Control and Education Act states: "No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State." A limited exception to this prohibition exists for "the sale of any powdered pure caffeine product that receives explicit approval as safe and effective for its intended use under the federal Food, Drug, and Cosmetic Act or is lawfully marketed under an over-the-counter monograph issued by the United States Food and Drug Administration." 410 ILCS 647/20, added by P.A. 99-50.

the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy. **13**

- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances. **14**

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

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy. **15**
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise provided under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals. **16**
6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

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13 *Look-alike and counterfeit substances* are defined in 720 ILCS 570/10(a) and (y). This provision is broader because it would apply, for example, if a student represents a powdered vitamin to be pure caffeine – pure caffeine is prohibited on campus even though it is a legal substance. Look-alike drugs should be defined; an unpublished Ill. appellate decision in 2000 found a policy prohibiting possession of *look-alikes* had vagueness problems.

14 *Drug paraphernalia* is defined in 720 ILCS 600/2. Contact the board attorney for advice concerning a student who is a *registered qualifying patient*, as explained in f/n 11.

15 This language is broader than the **Weapons** section of this policy. The **Weapons** section contains the statutorily required punishment for “a student who is determined to have brought” a weapon to school along with the statutory definition of *weapon*. 105 ILCS 5/10-22.6. The language in item #4 is broader because it prohibits “using, possessing, controlling, or transferring” a weapon in addition to violating the **Weapons** section. See the footnotes in the **Weapons** section for a discussion of the Firearm Concealed Carry Act's provisions.

16 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but State law leaves to local boards the discretion whether to prohibit student possession of cellular phones. 105 ILCS 5/10-20.28. The misuse of camera phones can seriously invade a student's privacy. A board wanting a sweeping prohibition may use the following alternative for item #5:

Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

Operating transmitters designed to jam or block wireless communications violates the federal Communications Act of 1934. 47 U.S.C. §§301, 302a, and 333. Fines are as high as \$10,000 for each violation and/or imprisonment, and the device may also be seized. 47 U.S.C. §§501-510.

Making a video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room is a Class 4 felony. 720 ILCS 5/26-4. A minor who distributes or disseminates an indecent visual depiction of another minor through the use of a computer or electronic communication device may be subject to adjudication as a minor in need of supervision. 705 ILCS 405/3-40.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct. ¹⁷
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*. ¹⁸
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. ¹⁹
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

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¹⁷ All districts must have a policy on bullying. 105 ILCS 5/27-23.7(d) and Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the statutory definition of bullying.

105 ILCS 5/10-20.14 requires boards, in consultation with the parent-teacher advisory committees and other community-based organizations, to include provisions in their student discipline policy to address aggressive behavior, including bullying. These provisions must include procedures for notifying a student's parents/guardians about his/her aggressive behavior and early intervention procedures based upon available community-based and district resources. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

Suspending students for hazing was upheld in Gendelman v. Glenbrook North High Sch. and Northfield Township Sch. Dist. 225, 2003 WL 21209880 (N.D.Ill. 2003). This decision may have been legislatively overturned by P.A. 99-456, amending 105 ILCS 5/10-20.14.

The failure of a school official (including any administrator, teacher, counselor, support staff, or coach) to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1.

A person commits a felony hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, sexual orientation, disability, or national origin of another person, he or she commits assault or battery. 720 ILCS 5/12-7.1. The penalty is heightened when the offense is committed in a school or administrative facility.

720 ILCS 5/26-1 makes transmitting a threat of violence, death, or bodily harm directed against persons at a school, school function, or school event, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

¹⁸ All school boards must have a policy on prohibited teen dating violence. 105 ILCS 110/3.10. Verify that the board adopted the policy listed and amend its title in this policy, if necessary.

¹⁹ 720 ILCS 5/26-1(a)(3.5) makes threatening to destroy a school building or school property, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants. **20**
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member. **21**
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. **22**
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school. **23**
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee. **24**
21. Engaging in any activity on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. **25**

For purposes of this policy, the term *possessing* includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the

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20 105 ILCS 5/26-2a, amended by P.A.s 100-918 and 100-810, eff. 1-1-19, 26-9; and 5/26-12, amended by P.A. 100-810, eff. 1-1-19. See policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, and 7:70, *Attendance and Truancy*.

21 State law requires schools to suspend or expel any student who engages in this activity. 105 ILCS 5/31-3.

22 See *Kelly v. Bd. of Educ. of McHenry Community High Sch. Dist. 156*, 2007 WL 114300 (N.D.Ill. 2007)(upheld student's expulsion for drawing gang symbols while at school; testimony that the danger posed by gang signs and the presence of gangs at school supported the board's insistence on strict enforcement of board policy prohibiting gang related behavior and made expulsion a proper remedy).

740 ILCS 147/15 et seq. allows a school district to bring a civil suit against a gang, gang officers, or gang members for losses it suffers due to their criminal activity.

23 This statement of misconduct restates 105 ILCS 5/10-22.6(d-5). The following alternative provides a shorter statement but will require the administrator to check the statute before imposing discipline based on it:

Making an explicit threat on an Internet website against a school, employee, or any school-related personnel under circumstances described in Section 10-22.6(d-5) of the School Code.

24 For more information regarding unmanned aircraft systems, see www.faa.gov/uas/.

25 A catchall provision, e.g., this one, gives staff members authority to respond to unforeseen situations.

If the board adopts a mandatory uniform policy (see 7:165, *School Uniforms*), add the following item to the list as number 17: "Failing to comply with the mandatory uniform policy, but only after repeated attempts to secure compliance, such as conferences with parents/guardians, have been unsuccessful."

student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event. 26

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident.²⁷ The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. 28

Disciplinary Measures 29

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions.³⁰ School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.³¹ Potential disciplinary measures include, without limitation, any of the following: 32

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.

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²⁶ Possession should be defined to avoid vagueness provisions.

²⁷ See f/n 17.

²⁸ Mandated by 105 ILCS 5/10-22.6.

²⁹ **IMPORTANT:** The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions may be illegal under 105 ILCS 5/10-22.6. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine disciplinary exclusion from school. Contact the board attorney before using such a system.

Before P.A. 99-456 amended 105 ILCS 5/10-22.6, courts used the following factors to determine if a board abused its discretion when it expelled a student: (1) the egregiousness of the student's conduct; (2) the record of the student's past conduct; (3) the likelihood that such conduct will affect the delivery of educational services to other students; (4) the severity of the punishment; and (5) the intent of the child. Robinson v. Oak Park, 213 Ill.App.3d (1st Dist. 1991); Wilson ex rel. Geiger v. Hinsdale Elementary Dist., 349 Ill.App.3d 243 (2nd Dist. 2004). Whether courts will continue to use these factors is yet to be determined. The enactment of P.A. 99-456 calls into question the validity of relying on past misconduct in suspension or expulsion decisions.

Aside from procedural due process protection, students have a constitutional substantive due process right. This right protects them from an abuse of government power which "shocks the conscience." While the scope of substantive due process is very limited, it is available to students who believe they were subject to arbitrary and excessive discipline. Generally, however, school officials need not fear being found guilty of a substantive due process violation. Federal courts are loath to second-guess school officials. See Tun v. Whitticker, 398 F.3d 899 (7th Cir. 2005)(expulsion did not amount to a substantive due process violation because it fell short of the required *shocks the conscience* standard).

³⁰ 105 ILCS 5/10-22.6(b-5). According to subsection c-5, "[s]chool districts must make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates." 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19.

³¹ 105 ILCS 5/10-22.6(h).

³² Most school attorneys advise against using a grade reduction as a disciplinary measure. A decision upholding such a policy is Knight v. Bd. of Educ., 38 Ill.App.3d 603 (4th Dist. 1976). A decision striking one is Smith v. Sch. City of Hobart, 811 F.Supp. 391 (N.D.Ind. 1993)(grade reduction policy requiring 9-week grades to be reduced 4% for each day of a suspension was found unconstitutional).

3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property. ³³
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised. ³⁴
7. After-school study or Saturday study³⁵ provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs.³⁶ The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband, confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules. ³⁷
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*. ³⁸
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*.³⁹ A student who has been suspended may also be restricted from being on school grounds and at school activities. ⁴⁰
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*.⁴¹ A student

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³³ While restitution is permitted, issuing a fee or fine as a disciplinary consequence is not permitted. 105 ILCS 5/10-22.6(i). The Parental Responsibility Law (740 ILCS 15/5) is discussed in a footnote in sample policy 7:170, *Vandalism*.

³⁴ ~~State law does not address in-school suspensions. An in-school suspension program may focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. 105 ILCS 5/10-22.6(l), added by P.A. 100-1035. Providing programming during in-school suspensions is not required. Providing~~ however providing such programming educational program during in-school suspensions will help distinguish them from exclusionary suspensions. See f/n 3 in policy 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs.

³⁵ Teachers may not be required to teach on Saturdays. 105 ILCS 5/24-2.

³⁶ See *Herndon v. Chapel Hill-Carrboro City Bd.*, 89 F.3d 174 (4th Cir. 1996)(upheld policy requiring students to complete community service in order to graduate).

³⁷ Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student's property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student's state or federal rights when they confiscated and retained a student's cell phone for two weeks for violating school rules on cell phones. *Koch v. Adams*, 361 S.W.3d 817 (Ark. 2010).

³⁸ 105 ILCS 5/10-22.6(b) and (b-30), amended by P.A. 99-456, ~~eff. 9-15-16~~.

³⁹ A suspension may be imposed in only limited situations that vary according to the suspension's length. 105 ILCS 5/10-22.6(b-15). This is explained in sample board policy 7:200, *Suspension Procedures*, and its footnotes

⁴⁰ This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

⁴¹ An expulsion may be imposed in only limited situations. 105 ILCS 5/10-22.6(b-20). This is explained in sample board policy 7:210, *Expulsion Procedures*, and its footnotes.

105 ILCS 5/10-22.6(d) permits expulsion for a definite period of time not to exceed two calendar years. School officials must document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

who has been expelled may also be restricted from being on school grounds and at school activities. **42**

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code. **43**
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), *look-alikes*, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. **44**

Corporal punishment is prohibited. *Corporal punishment* is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, other persons, or for the purpose of self-defense or defense of property. **45 46**

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

42 This sentence is optional. Boards may make this mandatory by replacing “may also be” with “shall also be.”

43 105 ILCS 5/10-22.6(a) and (b), Subsection 10-22.6(d) uses the phrase “is suspended in excess of 20 school days” even though a 20-consecutive day suspension should be treated as an expulsion. *Goss v. Lopez*, 419 U.S. 565 (1975). An alternative program is probably available to a student who is suspended for 11 to 20 consecutive days because that student is technically expelled and, as such, qualifies under Subsection (a) of Section 10-22.6. Contact the board attorney if the district wants to interpret the statute as referring to cumulative school days so that it can transfer a student to an alternative program upon his or her suspension in excess of 20 cumulative school days.

Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. The court in *Leak v. Rich Township High School District 227* (2015 IL App. 143202) 41 N.E. 3d 501 (1st Dist. 2015), held that placement in an alternative school is tantamount to an expulsion. Thus, according to dicta in this decision, districts must follow expulsion procedures before a student is transferred to an alternative school. Schools may still reach agreements with parents/guardians to transfer students to such schools without completing expulsion procedures.

The alternative program may not deny the transfer on the basis of the suspension or expulsion, except in cases in which the transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

44 Note: Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2 of the School Code) are prohibited from expelling children from their early childhood programs. 105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6, amended by P.A. 100-105, ~~eff. 1-1-18~~. A district may, however, transition a child to a new program if: (1) it has documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted; (2) the program determines that transitioning a child is necessary for the well-being of the child or his or her peers and staff; and (3) the current and pending programs create a transition plan for the child with parent or legal guardian permission. 105 ILCS 5/2-3.71(a)(7)(C). A district may temporarily remove a child from attendance in the group setting in the case of a serious safety threat to a child or others, or in the case of possession of a weapon as described in 105 ILCS 5/10-22.6(d), but it must then begin the process of documenting interventions and supports as outlined in the law. 105 ILCS 5/2-3.71(a)(7)(E). As of **PRESS** Issue 996, the Ill. State Board of Education (**ISBE**) has not yet adopted rules to implement these new requirements. Compliance with this law does not relieve a district of its obligations to also comply with the Individuals with Disabilities Education Improvement Act of 2004 when disciplining students with disabilities. For further information, see sample policy 7:230, *Misconduct by Students with Disabilities*. For districts that receive early childhood block grant funding, add the following:

Students enrolled in the District’s State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

If this language is inserted, add 105 ILCS 5/2-3.71(a)(7) to the Legal References for this policy.

45 This paragraph paraphrases 105 ILCS 5/24-24.

Weapons 47

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than two calendar years:

1. A *firearm*, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm. 48

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46 Staff members may *not* use isolated time out or physical restraint unless their use is authorized by policy and administrative procedure. 105 ILCS 5/10-22.6(d), 10-20.33, and 5/24-24; 23 Ill.Admin.Code §1.280(c) and 1.285. See 7:190-AP4, *Use of Isolated Time Out and Physical Restraint*. **The sample policy prohibits the use of isolated time out and physical restraint by not specifically permitting their use.** State statute and ISBE rules contain complex restrictions on the use of isolated time out and physical restraint. 105 ILCS 5/10-22.6(d), 10-20.33, and 5/24-24; 23 Ill.Admin.Code §1.280(c) and 1.285. According to the ISBE rules, isolated time out and physical restraints are prohibited unless a board authorizes their use in a policy containing the numerous components identified in the rule. **A board that wants to authorize the use of isolated time out and physical restraints should insert the paragraph below.** To comply with ISBE's rule, a board must also incorporate by reference the procedure developed by the superintendent, i.e., 7:190-AP4, *Use of Isolated Time Out and Physical Restraint*. By doing this, the procedure becomes part of the policy.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent.

Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

If the above option is used, add the following before the Legal References on the final page: "Incorporated by Reference: 7:190-AP4, *Use of Isolated Time Out and Physical Restraint*."

47 This section paraphrases 105 ILCS 5/10-22.6(d) and contains the statutorily required punishment for bringing a weapon to school along with the statutory definition of *weapon*. When preparing for a due process hearing, a principal needs to use the applicable State and federal law definitions of *firearm* – not just the School Code.

While subsection 105 ILCS 5/10-22.6(b-10), added by P.A. 99-456, explicitly forbids zero tolerance policies, it provides an exception for those zero tolerance policies established by State or federal law, which includes weapons in school. Section 10-22.6(d) provides that a student who brings a weapon to school, as defined in the section, "shall be expelled for a period not less than one year," unless modified by the superintendent or board. The federal Gun-Free Schools Act (20 U.S.C. §7961 *et seq.*) provides for at least a one year expulsion for students who bring firearms to school. As directed by 20 U.S.C. §7961(b)(1), 105 ILCS 5/10-22.6(d), the superintendent and the board may modify that consequence; however, the superintendent/board may decline to exercise that discretion and instead impose the maximum penalty authorized by law. Analyzing the student's circumstances on a case-by-case basis may avoid a judicial finding that an expulsion is too severe. See *Washington v. Smith*, 248 Ill.App.3d 534 (1st Dist. 1993).

Item #4 in the **Prohibited Student Conduct** section is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section.

48 Optional.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area. ⁴⁹

Re-Engagement of Returning Students ⁵⁰

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit. ⁵¹

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member.⁵² Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian.⁵³ "School grounds" includes modes of transportation to school activities and any public way within 1,000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified and [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or

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⁴⁹ The Firearm Concealed Carry Act permits a properly licensed individual to carry a concealed firearm within a vehicle into a school parking area and store it in a locked vehicle out of plain view. 430 ILCS 66/65(b). The Federal Gun-Free Schools Act has a similar provision. 20 U.S.C. §7961(g). The School Code, however, contains no similar exception to the ban on firearms at schools. Contact the board attorney before permitting students to store their firearms in their vehicle's trunk while parked at school.

⁵⁰ Required by 105 ILCS 5/10-22.6(b-25). See 7:190-AP8, *Student Re-Engagement Guidelines*.

⁵¹ A goal of re-engagement is optional. Schools must permit students who were suspended to make-up work for equivalent academic credit. 105 ILCS 5/10-22.6(b-30).

⁵² 105 ILCS 5/10-27.1A, 5/10-27.1B, and 5/10-21.7. *School grounds* includes the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground. To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on IWAS for schools to report incidents electronically. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

⁵³ *Id.* State law imposes this duty to report firearm possession only on school officials; this duty may be also imposed on volunteers and community members. Only staff members, however, are vulnerable to committing a petty offense for their failure to report, and only staff members are protected from civil or criminal liability that might arise as a result of making a report (although the liability potential for anyone making a report is remote).

The building principal must notify the student's parents/guardians only when the alleged offense is firearm possession. The policy expands this notification duty; a board disinclined to do this should substitute the following sentence:

Upon receiving such a report, the Building Principal or designee shall immediately notify the applicable local law enforcement agency, Ill. Dept. of State Police (ISP), and, if a student is reportedly in possession of a firearm, also the student's parents/guardians.

defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior. ⁵⁴

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten consecutive school days, provided the appropriate procedures are followed.⁵⁵ The Board may suspend a student from riding the bus in excess of ten school days for safety reasons. ⁵⁶

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee,⁵⁷ shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

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

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⁵⁴ 105 ILCS 5/24-24 and 23 Ill.Admin.Code §1.280 require: (1) teachers and other certificated [licensed] employees (except for individuals employed as paraprofessionals) to maintain discipline, and (2) the district to have a policy on discipline that provides that:

[A] teacher, other certificated employee, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property, shall provide that a teacher may remove a student from the classroom for disruptive behavior, and shall include provisions which provide due process to students. The policy shall not include slapping, paddling or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm. 105 ILCS 5/24-24.

⁵⁵ Required by 105 ILCS 5/10-22.6(b).

⁵⁶ *Id.*

⁵⁷ The board must establish and maintain a parent-teacher advisory committee to develop guidelines on student discipline. See 2:150, *Committees*. This policy's dissemination requirements are from 105 ILCS 5/10-20.14.

A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

LEGAL REF.: ~~20 U.S.C. §6081, Pro-Children Act of 1994, Gun-Free Schools Act, 20 U.S.C. §7961 et seq.~~
~~Pro-Children Act of 1994, 20 U.S.C. §6081, 20 U.S.C. §7961 et seq., Gun Free Schools Act.~~
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.
 410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
 410 ILCS 647/, Powdered Caffeine Control and Education Act.
 430 ILCS 66/, Firearm Concealed Carry Act.
~~105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.~~
 23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment-), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restriction on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

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Students

Student Support Services 1

The following student support services may be provided by the School District:²

1. Health services supervised by a qualified school nurse.³ The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a school psychologist⁴ as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.

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 All districts are required to conduct a comprehensive needs assessment to determine the scope of student personnel services needs. 23 Ill.Admin.Code §1.420(q).

P.A. 95-558 created the Ensuring Success in School Task Force. This task force developed recommendations for 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 intent of the recommendations is to ensure these student populations' ability to: (1) stay in school; (2) stay safe at school; and (3) successfully complete their education. A copy of this report is at: <http://povertylaw.org/advocacy/women/pubs/essa-task-force-report> <http://povertylaw.org/advocacy/women/pubs/essa-task-force-report>. School boards and superintendents may want to create their own study groups to discuss implementation of the task force's recommendations for policies, procedures and protocols.

³ School districts may employ noncertificated/non-professional-educator-licensed *registered professional nurses* to perform professional nursing services. 105 ILCS 5/10-22.23; 23 Ill.Admin.Code §1.760(c). A *registered professional nurse* means any nurse who is licensed to practice professional nursing in Illinois under the Nurse Practice Act (225 ILCS 65/) and whose license is active and in good standing with the Ill. Dept. of Financial and Professional Regulation. 23 Ill.Admin.Code §1.760(b).

A *school nurse* means any registered professional nurse who also holds a professional educator license endorsed for school support services in school nursing, or any registered professional nurse who does not hold the professional educator license but was employed in the school district of current employment before 7-1-76. 23 Ill.Admin.Code §1.760(c).

105 ILCS 5/10-22.23 provides that any nurse first employed on or after 7-1-76, whose duties require teaching or the exercise of instructional judgment or educational evaluation of students, must be licensed under 105 ILCS 5/21-25. However, that licensure Section 21-25 was repealed by P.A. 98-413, eff. 8-16-13.

A school nurse may hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§ 1.760(c), 23.120, 25.245, amended at 42 Ill. Reg. 8901. An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator. 105 ILCS 5/21B-20; 23 Ill.Admin.Code §25.245, amended at 42 Ill. Reg. 8901.

⁴ A school psychologist means a psychologist who holds a Professional Educator License with a school psychologist endorsement per 105 ILCS 5/21B-25 and either: (1) has graduated with a master's degree or higher degree in psychology or educational psychology from an institution of higher education that maintains equipment, courses of study, and standards of scholarship approved by the Ill. State Board of Education (ISBE), has had at least one school year of full-time supervised experience in the delivery of school psychological service approved by the State Superintendent of Education, and has such additional qualifications as may be required by ISBE; or (2) holds a valid Nationally Certified School Psychologist credential. 105 ILCS 5/14-1.09, amended by P.A. 100-750. School psychologists hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§ 1.760(a), 23.130, 25.235, amended at 42 Ill. Reg. 8900. An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator. 105 ILCS 5/21B-20; 23 Ill.Admin.Code §25.235, amended at 42 Ill. Reg. 8900.

3. The services of a school social worker.⁵ A student's parent/guardian must consent to regular or continuing services from a social worker.
4. Guidance and school counseling⁶ services.
5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.⁷

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health ~~problems~~needs that impact learning ability.⁸ The District, however, assumes no liability for preventing, identifying, or treating such ~~problems~~needs.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: 405 ILCS 49/, Children's Mental Health Act of 2003.
740 ILCS 110/, Mental Health and Developmental Disabilities Confidentiality Act.
105 ILCS 5/10-20.58.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 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.

⁵ A *school social worker* means a social worker who has graduated from an accredited graduate school of social work and has such additional qualifications as may be required by ISBE and who holds a Professional Educator License with a school support personnel endorsement for school social work per 105 ILCS 5/21B-25. 105 ILCS 5/14-1.09a. See 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§ 1.760(a), 23.140, 25.215, amended at 42 Ill. Reg. 8896. An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator. 105 ILCS 5/21B-20; 23 Ill.Admin.Code §25.215. School social workers may not provide services outside of their district employment to any student(s) attending school in the district. Id., amended by P.A. 100-356.

⁶ *School counselors* hold a Professional Educator License with a school support personnel endorsement. 105 ILCS 5/21B-25(2)(G); 23 Ill.Admin.Code §§ 1.760(a), 23.110, 25.255. An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator. 105 ILCS 5/21B-20; 23 Ill.Admin.Code §25.225, amended at 42 Ill. Reg. 8897.

In contrast, *professional counselors* and professional counseling practice in Illinois are governed by the Professional Counselor and Clinical Professional Counselor Licensing and Practice Act and its implementing regulations. 225 ILCS 107/; 68 Ill.Admin.Code Part 1375. The Mental Health and Developmental Disabilities Code, 405 ILCS 5/, amended by P.A. 100-196 and 100-614, eff. 1-1-18, provides that minors 12 years of age or older may request and receive up to eight 90-minute sessions (previously five 45-minute sessions) of professional counseling services or psychotherapy (provided by a clinical psychologist) without the consent of the minor's parent, guardian, or person in loco parentis. 405 ILCS 5/3-5A-10504(a), added by P.A. 100-614. Most school districts do not regularly provide *professional counseling* or *clinical psychological services* to students. Instead, most districts provide *school counseling* or *school psychological services* to students, and Illinois law does not specify any limits on the number of school counseling or school psychological sessions which a minor may have before obtaining parent/guardian permission. If your district seeks to regularly provide *professional counseling* or *clinical psychological services* to students, consult with your board attorney about potential changes to board policies and administrative procedures, as well as collective bargaining issues.

⁷ Optional. 105 ILCS 5/10-20.5⁹⁸, added by P.A. 99-781 and amended by P.A. 100-201, allows a liaison. Be sure this policy is consistent with policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. See f/n 13 in 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, for liaison responsibilities and requirements.

⁸ Required by the Children's Mental Health Act of 2003, 405 ILCS 49/15**(b)**.

Students

Exemption from Physical Education 1

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act.² The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.³

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.⁴

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.⁵

A student who is eligible for special education may be excused from physical education courses in either of the following situations:⁶

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).⁷

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

¹ An ISBE rule requires boards to have a policy defining the types of parental excuses that will be accepted in order for a student to be exempted from P.E. 23 Ill.Admin.Code §1.425(e), ~~added at 40 Ill. Reg. 2990~~ amended at 42 Ill.Reg. 11542-43. State or federal law controls this policy's content.

For elementary districts, delete ~~6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students~~ from the cross references of this policy.

² Medical Practice Act is found in 225 ILCS 60/.

³ Required by 23 Ill.Admin.Code §1.425(~~de~~)(1) and (23), amended at 42 Ill.Reg. 11541. School boards must identify any evidence/support they will require for excuses they will deem *appropriate*. Before the board adopts this policy, it should have a conversation with the superintendent to discuss and review and/or amend the sample reasons for excusal offered in this policy. Topics for discussion include determining whether (a) the sample reasons are sufficient, (b) more reasons are needed, and/or (c) the sample reasons should be amended. These conversations should be based upon the community's needs.

⁴ Required by 105 ILCS 5/27-6, amended by P.A. 100-465, and 23 Ill.Admin.Code §1.425(d)(3), amended at 42 Ill.Reg. 11541-42.

⁵ 105 ILCS 5/27-6(b); 23 Ill.Admin.Code §1.425(e)(6) ~~32~~, amended at 42 Ill.Reg.11543. See 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* for a list of categories of students in grades 9-12 who may be excused from P.E. due to participation in school district athletic training, activities, or competitions.

⁶ 105 ILCS 5/27-6(b) and 23 Ill.Admin.Code §1.425(e)(5)(A) and (B), amended at 42 Ill.Reg. 11543.

⁷ 105 ILCS 5/27-6(b).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*. **8**

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program.⁹ The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate. **10**

Students who have been excused from physical education shall return to the course as soon as practical.¹¹ The following considerations will be used to determine when a student shall return to a physical education course:¹²

1. The time of year when the student's participation ceases;
2. The student's class schedule; and
- 4-3. The student's future or planned additional participation in activities qualifying for substitutions for physical education as outlined in policy 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*.¹³

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

8 105 ILCS 5/27-6, amended by P.A. 100-465; 23 Ill.Admin.Code §1.425(e), added at 42 Ill.Reg. 11542-43. Delete this sentence for elementary school districts.

9 ~~105 ILCS 5/27-6, amended by P.A. 100-465~~Id. See f/n 14 in 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*, for discussion of what constitutes an interscholastic or extracurricular athletic program. Delete this paragraph for high school districts. ~~Prior to P.A. 100-465, the statute only allowed students in grades 11 and 12 to be excused from P.E. "for ongoing participation in an interscholastic athletic program." 105 ILCS 5/27-6(b)(1). 105 ILCS 5/27-6(b), amended by P.A. 100-465, now states "on a case by case basis, excuse pupils in grades 7 through 12 who participate in an interscholastic or extracurricular athletic program." It does not require such participation to be ongoing. Common sense, however, would allow the exemption to continue only until the end of the grading period during which the athletic program is active.~~

~~State statutes law does not define interscholastic athletic program or extracurricular athletic program; however, 105 ILCS 5/22-80 defines interscholastic athletic activity as "any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling."~~

~~23 Ill.Admin.Code §1.425(e)(2), amended at 42 Ill. Reg. 11542 defines interscholastic and extracurricular athletic programs as "those programs that are sponsored by the school district as defined by school district policy."~~

For elementary or unit school boards that want to explain the meaning of *interscholastic or extracurricular athletic program*, insert the following option:

Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

10 23 Ill.Admin.Code §1.425(e)f, amended at 42 Ill.Reg. 11542. Districts must maintain records showing that the criteria set forth in 105 ILCS 5/27-6, amended by P.A. 100-465, was applied to the student's individual circumstances.

11 23 Ill.Admin.Code §1.425(e)(1)(A)-(C), added at 42 Ill.Reg. 11542.

12 Insert any additional criteria the board may want to use.

13 Delete item #3 for elementary districts, move "and" to the end of sentence number 1, delete the semicolon at the end of number 2 and insert a period.

LEGAL REF.: 105 ILCS 5/27-6.
225 ILCS 60/, Medical Practice Act.
23 Ill.Admin.Code §1.420(p) and §1.425(d), (e), ~~(f)~~.

CROSS REF.: 6:60 (Curriculum Content), 6:310 (High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students)

DRAFT

Students

Administering Medicines to Students ¹

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students. ²

Self-Administration of Medication ³

A student may possess an epinephrine ~~auto~~-injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine ~~auto~~-injector or the storage of any medication by school personnel.⁴ A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct,

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¹ All districts must have a policy for administering medication. 105 ILCS 5/10-20.14b. State law prohibits school boards from requiring that teachers and other non-administrative school employees administer medication to students; exceptions are certificated school nurses and non-certificated registered professional nurses. 105 ILCS 5/10-22.21b.

² Each district must inform students, e.g., through homeroom discussion or loudspeaker announcement, about, and distribute to their parents/guardians, the district's policy, guidelines, and forms on administering medicines within 15 days after the beginning of each school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14b. A comprehensive Student Handbook can provide notice to parents and students of the school's rules, extracurricular and athletic participation requirements, and other important information. The Handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

³ 105 ILCS 5/22-30, amended by P.A.s 100-726 and 100-799, both eff. 1-1-19, requires school districts to allow students to *self-administer* their prescribed asthma medication and an epinephrine ~~auto~~-injector as described. *Self-carry* means a student's ability to carry his or her prescribed asthma medication or epinephrine ~~auto~~-injector. *Self-administer* and *self-administration* mean that a student may use these two medications at his or her discretion: (1) while in school; (2) while at a school sponsored activity; (3) while under the supervision of school personnel; or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property.

⁴ 105 ILCS 5/22-30(c) requires this information to be in a notification to parents.

arising out of a student's self-administration of an epinephrine ~~auto~~-injector and/or medication, or the storage of any medication by school personnel. 5

School District Supply of Undesignated Asthma Medication 6

The District 97 Board of Education recognizes that asthma is a chronic, life-threatening condition that can result in hospitalization and is responsible for numerous missed school days every year. With this in mind, the Superintendent or designee shall implement Section 22-30 of the School Code and may maintain a supply of undesignated quick-relief asthma medication, including albuterol or other short-acting bronchodilators, in the name of the District, that are approved by the United States Food and Drug Administration and can be provided or administered as necessary according to State law.

Undesignated asthma medication means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having respiratory distress. Respiratory distress is defined as the "perceived or actual presence of wheezing, coughing, shortness of breath, chest tightness, breathing difficulties, or any other symptoms consistent with asthma" and may be characterized as mild-to-moderate or severe. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Definitions

For the purposes of this policy, the following definitions have the following meanings:

1. "Bronchodilators" means any medication used for the quick relief of asthma symptoms that dilates the airways and is recommended by the National Heart, Lung and Blood Institute's National Asthma Education and Prevention Program Guidelines for the Treatment of Asthma. Such bronchodilators may include an orally inhaled medication that contains a premeasured single dose of albuterol or albuterol sulfate delivered by a nebulizer (compressor device); or by a pressured metered dose inhaler used to treat respiratory distress, including, but not limited to, wheezing, shortness of breath, and difficulty breathing or another dosage of a bronchodilator recommended in the Guidelines for the Treatment of Asthma.
2. "School Nurse" means a registered nurse (RN) licensed by the state board of nursing, working in the school and meeting any additional state criteria.
3. "Asthma" means a chronic lung disease that inflames and narrows the airways. It causes recurring periods of wheezing, chest tightness, shortness of breath and coughing. For the purpose of this policy, "asthma" also includes "reactive airway disease" commonly referred to as RAD.

Conditions for Administering Bronchodilators

- Students diagnosed with asthma whose personal bronchodilator is empty or temporarily unavailable may be able to receive an emergency dose of the undesignated-stock bronchodilator that meets the needs of a student per their Asthma Action Plan or a student's prescription on file if the student is experiencing an asthma episode (e.g., asthma attack) or asthmatic symptoms.
 - The stock bronchodilator is not to be used as a replacement for students bringing their prescribed asthma medications to school.
- For students experiencing respiratory distress without a diagnosis of asthma: The school nurse or trained personnel may administer the undesignated-stock bronchodilator to any person that they believe, in good faith, is having respiratory distress.

- District 97 has informed the parent/guardians of the student, in writing, that the school district and its employees and agents, including an authorized licensed prescriber providing the standing protocol or prescription of a school bronchodilator, are to incur no liability, with the exception of gross negligence, as a result of injury arising from the administration of stock bronchodilators.
 - The student's parent/guardian has provided the required annual written permission for their student to be given the undesignated-stock bronchodilator.
 - District 97 has informed the parent/guardians of the student, in writing that the undesignated-stock bronchodilator is not to be used as a replacement for students bringing their prescribed asthma medications to school.

Administering and Storing Stock Bronchodilator

To administer and store the stock bronchodilator, the following procedures shall be followed:

- Only school nurses and designated personnel that have completed appropriate training shall administer the stock bronchodilator.
 - Each school shall appoint other trained personnel to administer the stock bronchodilator when the nurse is not available.
 - Prior to the administration of undesignated asthma medication, trained personnel must provide their building principal or designee with written proof that they have completed a training curriculum to recognize and respond to respiratory distress that meets the requirements of subsection (h-10) of State of Illinois Public Act 100-0726. This training must be completed on an annual basis, and the school district shall maintain records regarding the training curriculum and the personnel who have completed it.
- The stock bronchodilator shall be stored in a secure and easily accessible, but unlocked location known to the school nurse and all trained personnel designated to administer the bronchodilator in case of the nurse's absence.
- To minimize the spread of disease, inhalers shall be used with disposable spacers or disposable mouth-pieces. Inhalers shall be cleaned and sanitized properly to avoid spreading infection.
- Within 24 hours of administering an undesignated stock bronchodilator, the school must notify the student's parent or guardian or emergency contact, if known. The school nurse may, with the consent of the child's parent or guardian, notify the child's health care provider of record of its use.
- Within three days of administering the undesignated asthma medication, the school must report to the State Board of Education, on a form and in a manner prescribed by the State Board of Education, the following information:
 - The age and type of person receiving the asthma medication (student, staff, or visitor);
 - Any previously known diagnosis of asthma for the person;
 - The trigger that precipitated respiratory distress, if identifiable;
 - The location of where the symptoms developed;
 - The number of doses administered;
 - The type of person administering the asthma medication (School Nurse or trained personnel);
 - The outcome of the asthma medication administration; and
 - Any other information required by the State Board

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

⁵ 105 ILCS 5/22-30(c) requires parents/guardians to sign a statement: (1) acknowledging the statement from f/n 4 above; and (2) that they must indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the student or the storage of the medication by school personnel. There are several methods to obtain a parent/guardian's signature for this purpose, e.g., receipt of handbook signature, or see 7:270 E1, *School Medication Authorization Form - Asthma Inhalers and/or Epinephrine Injectors*. Discuss with the board attorney the method that works best for the district.

⁶ Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19. The law permits a district to maintain a supply of undesignated asthma medication in any secure location that is accessible before, during, and after school where a person is most at risk, including, but not limited to a classroom or the nurse's office, and use them when necessary. The P.A. 100-726, eff. 1-1-19, amendment requiring accessibility before, during, and after school does not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about the implementation issues with this new phrase in the law.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated asthma medication, implement a plan for its use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is when the district provides them, but does not have them accessible before, during, and after school where an asthmatic person is most at risk as required by 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016)(denying tort immunity to district, finding its response to a student's asthma attack was willful and wanton (which district disputed as a possible heart attack)) and In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated asthma medication in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

⁷ 105 ILCS 5/22-30(a), amended by P.A. 100-726, eff. 1-1-19, defines trained personnel as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of the School Code who has completed training required by 105 ILCS 5/22-30(g), amended by P.A. 100-726, eff. 1-1-19 to recognize and respond to anaphylaxis, an opioid overdose, or respiratory distress. 105 ILCS 5/22-30(a), amended by P.A. 100-726, eff. 1-1-19.

ISBE must develop the training curriculum for trained personnel, and it may be conducted online or in person. *Id.* at (h) and 23 Ill.Admin.Code §1.540(e)(3). ~~P.A. 99-480 did not amend the trained personnel to include recognition and response to an opioid overdose. However,~~ 105 ILCS 5/22-30(h-5), amended by P.A. s 99-480, 5/22-30(h), amended by 99-711, and 5/22-30(h-10), amended by P.A. 100-726, eff. 1-1-19 and 23 Ill.Admin.Code §1.540(e)(4) list the training curriculum requirements to recognize and respond to an opioid overdose, an allergic reaction, including anaphylaxis, and respiratory distress, respectively.

⁸ Id. at (a).

⁹ Id. at (g) and 23 Ill.Admin.Code §1.540(e)(7)&(8).

School District Supply of Undesignated Epinephrine ~~Auto~~-Injectors ¹⁰

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine ~~auto~~-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine ~~auto~~-injector* means an epinephrine ~~auto~~-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law,¹¹ may administer an undesignated epinephrine ~~auto~~-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. ¹²

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

¹⁰ Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 99-711. The law permits a district to maintain a supply of undesignated epinephrine ~~auto~~-injectors in any secure location that is accessible before, during, and after school where an allergic person is most at risk, including, but not limited to, classrooms and lunchrooms, and use them when necessary. The P.A. 99-711 amendment requiring accessibility before, during, and after school does not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about the implementation issues with this new phrase in the law.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated epinephrine ~~auto~~-injectors, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is if the district is providing them, but does not have them accessible before, during, and after school where an allergic person is most at risk as required by P.A. 99-711. See In re Estate of Stewart, 406 Ill.Dec. 345 (2nd Dist. 2016)(denying tort immunity to district, finding its response to a student's asthma attack was *willful and wanton* (which district disputed as a possible heart attack)); In re Estate of Stewart, 412 Ill.Dec. 914 (Ill. 2017)(school district's appeal denied).

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated epinephrine ~~auto~~-injectors in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

¹¹ ~~See the discussion regarding state law defines trained personnel, in f/n 7, above as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of this Code who has completed training to recognize and respond to anaphylaxis. 105 ILCS 5/22-30(a). ISBE must develop the training curriculum for trained personnel, and it may be conducted online or in person. Id. at (h) and 23 Ill.Admin.Code §1.540(e)(3). P.A. 99-480 did not amend the trained personnel to include recognition and response to an opioid overdose. However, 105 ILCS 5/22-30(h-5), amended by P.A. 99-480 and 23 Ill.Admin.Code §1.540(e)(4) list the training curriculum requirements to recognize and respond to an opioid overdose.~~

¹² ~~See f/n 9, above 23 Ill.Admin.Code §1.540(e)(7)&(8).~~

School District Supply of Undesignated Opioid Antagonists 13

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated opioid antagonists in the name of the District and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools. A school nurse or trained personnel,¹⁴ as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.¹⁵ ~~On or after June 1, 2018, s~~See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll free number to provide information and referral services for persons with questions concerning substance abuse treatment.¹⁶

Designated Caregiver Administration of Medical Cannabis 17

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

13 Optional. If the board chooses to implement an undesignated opioid antagonist program, and the district employs law enforcement, consult the board attorney about whether this subhead becomes required. See ~~Alcoholism and Other Drug Abuse and Dependency-Substance Use Disorder~~ Act. 20 ILCS 301/, amended by P.A.s 100-201 and 100-759, eff. 1-1-19.

For boards that choose to implement an undesignated opioid antagonists program, consult the board attorney regarding the Safe and Drug-Free School and Communities Act of 1994. 20 U.S.C. §7101(b). It prohibits funds provided under it to be used for medical services or drug treatment or rehabilitation, except for integrated student supports, specialized instructional support services, or referral to treatment for impacted students, which may include students who are victims of, or witnesses to crime or who illegally use drugs.

A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30(h-5), amended by P.A. 99-480. The law permits a district to maintain a supply of undesignated opioid antagonists in any secure location where a person is at risk of an opioid overdose and use them when necessary. The consequences of informing the community that the district will obtain a prescription for a supply of opioid antagonists and implement a plan for their use, and then not doing it may be fraught with legal liabilities.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of opioid antagonists in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

14 See the discussion regarding *trained personnel* in f/n 7, above.

15 See f/n 98, above.

16 Optional sentence if the board chooses to implement an undesignated opioid antagonist program as discussed in f/n 9, above. 20 ILCS 301/20-30, added by P.A. 100-494, ~~eff. 6-1-18~~, mandates the Ill. Dept. of Human Services to create a website with these resources. The purpose of this sentence is to provide the community with information about a public health crisis affecting students.

17 105 ILCS 5/22-33(g), added by P.A. 100-660 (*Ashley's Law*), allows students to be given medical cannabis infused products at school or on the school bus and requires school boards to adopt a policy to implement the law. **Important: Implementation of this policy may cause a district to lose federal funding.** See f/n 22, below and consult the board attorney about the issue of federal funding.

If the board will not adopt a policy addressing the administration of medical cannabis, delete: (1) this subhead, (2) the last sentence from the section entitled **Void Policy; Disclaimer**, and (3) the following statutes from the Legal References:

"and 5/22-33"

410 ILCS 130/, *Compassionate Use of Medical Cannabis Pilot Program Act*, and scheduled to be repealed on July - 1, 2020.

720 ILCS 550/, *Cannabis Control Act*.

Last, move the " and" in the Legal References forward: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

~~The Compassionate Use of Medical Cannabis Pilot Program Act¹⁸ allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old¹⁹ and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:~~

- ~~1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;~~
- ~~2. Copies of the registry identification cards are provided to the District;²⁰ and~~
- ~~3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*.²¹~~

~~*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.²² Smoking and/or vaping medical cannabis is prohibited.²³~~

~~After administering the product to the student, the designated caregiver shall immediately²⁴ remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.²⁵~~

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¹⁸ 410 ILCS 130/, and scheduled to be repealed on July 1, 2020.

¹⁹ Id. at 130/10(i), added by P.A. 100-660.

²⁰ The laws are silent about copies of the cards being provided to the district. Requiring copies of the registry cards is a best practice. Consult the board attorney about any records laws implicated in requiring and maintaining copies of these registry cards.

²¹ A completed and signed school medication authorization form is not required by *Ashley's Law* but is a best practice and consistent with this sample policy's language for other medications. See sample exhibit 7:270-E2, *School Medication Authorization Form --Medical Cannabis*.

²² Consult the board attorney regarding the controversial issue of students using at, or bringing to school, cannabis-infused products without THC that are derived from *industrial hemp* (hemp oil or cannabidiol (CBD) oil, the naturally occurring cannabinoid constituent of cannabis). Industrial hemp is defined in the Industrial Hemp Act (IHA) as the plant *Cannabis sativa L.* and any part of that plant, whether growing or not, with a delta-9 tetrahydrocannabinol concentration of not more than 0.3 percent on a dry weight basis that has been cultivated under a license or is otherwise lawfully present in Illinois and includes any intermediate or finished product made or derived from industrial hemp. 505 ILCS 89/, added by P.A. 100-1091. Industrial hemp is also colloquially known as *agricultural hemp*.

Products from industrial hemp are widely available. As a consequence, school employees may encounter the argument from a student and his or her parent/guardian that the use of hemp or CBD oil products derived from industrial hemp (containing no THC) is not a violation of Illinois law because 720 ILCS 550/3(a), amended by P.A. 100-1091 states "cannabis does not include industrial hemp as defined and authorized under the IHA (505 ILCS 89/, added by P.A. 100-1091)."

²³ Optional sentence. 410 ILCS 130/10(q), amended by P.A. 100-660, and scheduled to be repealed on July 1, 2020, prohibits medical cannabis from being smoked. District administrators may find providing this information to the community helpful to enforcement of this policy.

²⁴ The word *immediately* is not in *Ashley's law*. It is added to ensure legal compliance with federal laws that could affect federal funding. For example, consider administrators who may be in the situation where a designated caregiver provides his or her child the product and then wants to volunteer in the school or greet another child in the school while carrying the product in the building which may violate the Cannabis Control Act (720 ILCS 550/). Consult the board attorney about the best term to use here, if any, as nothing in the law addresses these common scenarios that school administrators will encounter.

²⁵ 105 ILCS 5/22-33(e), added by P.A. 110-660.

~~Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.~~

~~Void Policy; Disclaimer~~ 26

~~The School District Supply of Undesignated Asthma Medication section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication. 27~~

The School District Supply of Undesignated Epinephrine ~~Auto~~-Injectors section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine ~~auto~~-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine ~~auto~~-injectors. 28

~~The School District Supply of Undesignated Opioid Antagonists section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for opioid antagonists from a health care professional²⁹ who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the ~~Alcoholism and Other Drug Abuse and Dependency~~ Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists. 30~~

~~The Designated Caregiver Administration of Medical Cannabis section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding. 31~~

~~Administration of Undesignated Medication~~ 32

Upon any administration of an undesignated asthma medication or an epinephrine ~~auto~~-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

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

26 Remove this section if the board does not adopt the undesignated asthma medication, the undesignated epinephrine ~~auto~~-injector, ~~or~~ the undesignated opioid antagonist, or the administration of medical cannabis sections of the policy. If the board adopts one or some but not all the other, delete the appropriate paragraph(s) or sentence in this section.

27 Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section.

28 ~~See f/n 27, above. Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section.~~

29 *Health care professional* means a physician licensed to practice medicine in all its branches, a licensed physician assistant with prescriptive authority, a licensed advanced practice registered nurse with prescriptive authority, or an advanced practice registered nurse who practices in a hospital or ambulatory surgical treatment center and possesses appropriate clinical privileges in accordance with the Nurse Practice Act. 20 ILCS 301/5-23(d)(4), amended by P.A.s 99-173, 99-480, 100-201, ~~and~~ 100-513, and 100-759, eff. 1-1-19.

30 See f/n ~~27~~ above.

31 105 ILCS 5/22-33(f).

32 105 ILCS 5/22-30, amended by P.A.s 99-480 and 100-799, eff. 1-1-19 details specific required notifications, which are listed in 7:270-AP2, *Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, and/or Opioid Antagonists.*

Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply. **33**

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesigned asthma medication and/or an undesigned epinephrine ~~auto~~-injector, and/or ~~an undesigned~~ opioid antagonist. This policy does not guarantee the availability of undesigned medications ~~an epinephrine auto injector and/or opioid antagonist~~. Students and their parent(s)/guardian(s) should consult their own physician regarding ~~such~~ these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, ~~and~~ 5/22-30, and 5/22-33.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act, and
scheduled to be repealed on July 1, 2020.
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of Undesignated Asthma Medication, Epinephrine ~~Auto~~-Injectors, and/or Opioid Antagonists), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form - Medical Cannabis)

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33 105 ILCS 5/22-30(c).

Students

Suicide and Depression Awareness and Prevention 1

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of *Ann Marie's Law* listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code Section 5/2-3.1663(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff. ²
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements 105 ILCS 5.2-3.139 and 105 ILCS 5/27-7 (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under 105 ILCS 5/3-14.8 (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. ³ Implementation will incorporate:

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¹ A suicide awareness and prevention policy is required by 105 ILCS 5/2-3.1663(c), amended by P.A. 99-443. The first sentence of this policy is required by 105 ILCS 5/2-3.1663(c)(1), amended by P.A.s 99-443 and 99-642.

This policy contains an item on which collective bargaining may be required. ~~See 105 ILCS 5/10-22.24b.~~ Any policy that impacts upon wages, hours, and terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right.

² Required by 105 ILCS 5/2-3.1663(c)(2), amended by P.A.s 99-443 and 99-642. While this law is titled Youth Suicide Awareness and Prevention, it requires the policy to include protocols for administering youth suicide awareness and prevention education to *staff* and students.

For student protocols, see 105 ILCS 5/2-3.139 and 105 ILCS 5/27-7.

For staff protocols, see 105 ILCS 5/3-14.8, which requires the regional superintendents to cover the warning signs of suicidal behavior in teacher's institutes. In suburban Cook County, an Intermediate Service Center will perform the responsibilities that are performed in other locations by the regional superintendent. (P.A. 96-893).

³ Required by 105 ILCS 5/2-3.1663(c)(3), amended by P.A.s 99-443 and 99-642. This policy adds *with the goal of and possibly* to modify the statute's use of "at risk of suicide." *With the goal of* acknowledges that identifying every student at risk of suicide is impossible. *Possibly* is added to inform the public that these identifications are not definitive. School staff members are not licensed medical professionals who are fully trained to make definitive determinations about whether a student is at risk of suicide, and parents/guardians should not take any referral under this requirement as such.

- a. ~~For students in grades 7 through 12, implementation shall incorporate~~ The training required by 105 ILCS 5/10-22.39 for ~~school guidance counselors, teachers, school social workers, and other licensed~~ school personnel and administrators who work with students to identify the warning signs of suicidal behavior in ~~youth adolescents and teens~~ along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - b. ~~For all students, implementation shall incorporate~~ Illinois III. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with: ⁴
- a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the Ill. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
 - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - d. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.

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105 ILCS 5/10-22.39, amended by P.A. 100-903, eff. 1-1-19, requires ~~school guidance counselors, teachers, school social workers, and other licensed~~ school personnel and administrators who work with students in ~~grades 7~~ kindergarten through grade 12 to be trained to identify the warning signs of suicidal behavior in ~~youth adolescents and teens~~ along with appropriate intervention and referral techniques. ~~The language of P.A. 99-443 states students, indicating intent to cover all students, not just students in grades 7 through 12.~~ While very little guidance is available for students in grades 6 and below, *Ann Marie's Law* directs ISBE to compile, develop and post these items on its website.

Ann Marie's Law requires ISBE to develop and recommend materials. See the discussion in f/n7 below on ISBE-recommended materials.

⁴ Required by 105 ILCS 5/2-3.16~~36~~(c)(4), amended by P.A. s 99-443 and 99-642. For further discussion of 105 ILCS 5/10-22.24b, amended by P.A. 99-276, see f/n 2 in policy 6:270, *Guidance and Counseling Program*. This policy adds "for use during the school day and at school-sponsored events" to inform the public about the limitations concerning what schools can realistically provide students and their parent(s)/guardian(s). See the discussion in f/n 3 regarding the addition of the word *possibly*.

4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*. ⁵
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures. ⁶
6. A process to incorporate ISBE-recommend resources⁷ on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program. ⁸

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program. ⁹

Monitoring ¹⁰

The Board will review and update this policy pursuant to *Ann Marie's Law* and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website.¹¹ The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. ¹²

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⁵ Required by 105 ILCS 5/2-3.1663(c)(5), amended by P.A.s 99-443 and 99-642. See 7:250-AP2, *Protocol for Responding to Students with Social, Emotional, or Mental Health Need/Problems* for information about building-level Student Support Committees. When sharing information from therapists and counselors, these committees are required to follow the Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/ and the Children's Mental Health Act of 2003, 405 ILCS 49/.

⁶ Required by 105 ILCS 5/2-3.1663(c)(6), amended by P.A.s 99-443 and 99-642.

⁷ 105 ILCS 5/2-3.1663(b)(2)(B), amended by P.A.s 99-443 and 99-642, directs ISBE to "compile, develop, and post on its publicly accessible Internet website both of the following, which may include materials already publicly available: (A) [r]ecommended guidelines and educational materials for training and professional development, and (B) [r]ecommended resources and age-appropriate educational materials on youth suicide awareness and prevention."

⁸ Required by 105 ILCS 5/2-3.1663(c)(7), amended by P.A.s 99-443 and 99-642.

⁹ Optional. At the time of publication, the status of the Illinois Suicide Prevention Strategic Plan was unclear in light of *Ann Marie's Law*. However, the plan may be found at: www.idph.state.il.us/about/chronic/Suicide_Prevention_Plan_Jan-08.pdf. Its goals and objectives reflect the input of public and private organizations and stakeholders that are concerned with mental health. It is designed to reduce suicide through a positive public health approach. The target dates for implementing these goals and objectives started in 2010 with target dates of completion in 2012. See also the Suicide Prevention Resource Center and its Illinois page at www.sprc.org/states/illinois for more information on which goals in the Illinois Suicide Prevention Strategic Plan have been implemented. The Suicide Prevention Resource Center also had an awareness public prevention pilot program titled "It Only Takes One," available at: www.itonlytakesone.org/.

¹⁰ Required by 105 ILCS 5/2-3.1663(d), amended by P.A.s 99-443 and 99-642.

¹¹ Id. See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. Consult the board attorney about whether a signature is required to prove compliance with the law's specific requirement that *each school district employee and each student enrolled in the District* are informed of and/or provided a copy of the policy.

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, 405 ILCS 49/, Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/, and the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body. 13

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12 Id. Consult the board attorney about placing the policy in the student handbook instead of and/or in addition to providing a hard copy to each student's parent/guardian. Members of the Ill. Principals Assoc. (IPA) may subscribe to the IPA's Model Student Handbook Service, which are aligned with IASB's policy services. For more information, see: www.ilprincipals.org/resources/model-student-handbook.

13 **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 likely protects districts from liability for failure to properly identify and/or respond to a student's mental health issue that results in suicide. See 745 ILCS 10/3-108 and Grant v. Board of Trustees of Valley View School Dist. No. 365-U. 676 N.E.2d 705 286 Ill.App.3d. 642 (Ill. App. 3d, 3rd Dist. 1997), appeal denied, 286 Ill. App. 3d 642 (Ill., 1997). However, attorneys have concerns that failing to inform parents/guardians that services required under *Ann Marie's Law* are limited may open districts to potential litigation if services provided under the policy fail or are deemed inadequate. 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 (see discussions in f/ns 3 & 4) and ensuring other policies are followed. Ultimately, the best way to minimize liability is to be sure that the district's insurance policies cover the training and other requirements under Anne Marie's Law.

In addition to the Tort Immunity Act, school officials and districts may also be entitled to qualified immunity in civil rights lawsuits that seek to hold them liable for a suicide. See Sanford v. Stiles, 456 F.3d 298 (3d Cir., 2006); Martin v. Shawano-Gresham School Dist., 295 F.3d 701 (7th Cir., 2002), ~~Cert. Denied, 295 F.3d 70 (U.S. 2002)~~; Armijo v. Wagon Mount Public Schools, 159 F.3d 1253 (10th Cir., 1998). Yet, recent trends in student-on-student harassment cases are emerging where parents whose children die of suicide allege that a school's failure to properly identify or respond to the child's mental health issues was a contributing cause for the suicide.

In these cases, the parents ask courts to apply Davis v. Monroe County Board of Education, 526 U.S. 629 (1999), to *Section 504* cases. Under the *Davis standard*, parents must prove that: (1) their child was an individual with a disability; (2) their child was harassed based upon his or her disability; (3) the harassment was sufficiently severe or pervasive that it altered the condition of the child's education and created an abusive educational environment; (4) the school district knew about the harassment; and (5) the school district was deliberately indifferent to the harassment.

While not precedential in Illinois, two cases illustrate the uncertainty of liability in the emerging area of suicide prevention liability and/or failure to properly respond to a student's mental health issues: Estate of Barnwell ex rel. Barnwell v. Watson, 44 Supp.3d 859 (E.D. Ark. 2014) (plaintiff parents allowed to move forward in litigation alleging that school district's *Section 504* failures contributed to their son's suicide) and Estate of Lance v. Lewisville Independent School Dist., 743 F.3d 982 (5th Cir. 2014) (found in favor of the school district).

LEGAL REF.: 105 ILCS 5/2-3.16~~63~~, 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.
745 ILCS 10/.

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

DRAFT

Students

Student Athlete Concussions and Head Injuries 1

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following: ²
 - a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District. ³
 - b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention: ⁴

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¹ Three Illinois statutes in the School Code have addressed student concussions:

- (1) The Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, added by P.A. 99-245; ~~amended by P.A.s 99-486 (delayed the compliance deadline until the beginning of the 2016-2017 school year) and 100-747, eff. 1-1-19; trailer legislation (P.A. 99-486) amended the Act to delay the compliance deadline until the beginning of the 2016-2017 school year.~~ The Act contains concussion safety directives for school boards and certain identified staff members. A school district must implement Sec. 22-80 if it offers interscholastic athletic activities or interscholastic athletics under the direction of a coach (volunteer or school employee), athletic director, or band leader. A school district may need to implement its return-to-learn protocol for a student's return to the classroom after he or she is believed to have experienced a concussion, "whether or not the concussion took place while the student was participating in an interscholastic activity." 105 ILCS 5/22-80(d). For a comprehensive discussion of this Act, see the IASB publication *Checklist for Youth Sports Concussion Safety Act* at: [iasb.com/law/https://www.iasb.com/law/Checklistconcussionsafetyact.pdf](https://www.iasb.com/law/https://www.iasb.com/law/Checklistconcussionsafetyact.pdf). Helpful guidance for implementing this law is available from the Lurie Children's Hospital's *A Guide for Teachers and School Professionals*.
- (2) 105 ILCS 25/1.15 requires: (a) all high school coaching personnel to complete online concussion awareness training; and (b) all student athletes to view the IHSA video about concussions.
- (3) 105 ILCS 25/1.20, added by P.A. 99-831, requires the IHSA to require all member districts that have certified athletic trainers to have those trainers complete and submit a monthly report on student-athletes who have sustained a concussion during: (1^a) a school-sponsored activity overseen by the athletic trainer; or (2) a school-sponsored event of which the athletic director is made aware.

The Center for Disease Control and Prevention explains that a concussion is a type of traumatic brain injury caused by a bump, blow, or jolt to the head, or by a hit to the body that causes the head and brain to move rapidly back and forth. See www.cdc.gov/headsup/index.html. The CDC website contains excellent resources for the recognition, response, and prevention of concussions, including the opportunity to order or download free educational materials on concussions that can be distributed to parents, students, and coaches.

² 105 ILCS 5/22-80, added by P.A. 99-245; amended by P.A.s 99-486, ~~and 100-309, and 100-747, eff. 1-1-19.~~

³ 105 ILCS 5/22-80(d), added by P.A. 99-245; amended by P.A.s 99-486 and 100-309. A physician, to the extent possible, must be on the Team. If the school employs an athletic trainer and/or nurse, they must be on the Team to the extent practicable. The Team must include, at a minimum, one person who is responsible for implementing and complying with the return-to-play and return-to-learn protocols adopted by the Team. Other licensed health care professionals may be appointed to serve on the Team. The statute provides that the Team may be composed of only one person who need not be a licensed healthcare professional, however, that person may not be a coach. Id.

As this is administrative/staff work rather than governance work, the best practice is to have the Concussion Oversight Team be an *administrative* committee, but consult the board attorney for guidance. If it is a board committee, it must comply with the Open Meetings Act, 5 ILCS 120/1.02. For a discussion of the Open Meetings Act's treatment of committees, see the footnotes in 2:150, *Committees*.

⁴ 105 ILCS 5/22-80(d).

- i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol. ⁵
- ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol. ⁶
- c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity. ⁷
- d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice and/or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol. ⁸
- e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without

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⁵ The Youth Sports Concussion Safety Act contains requirements for a student to return to play following a concussion Id. The supervisor of the person responsible for compliance with the return-to-play protocol may not be a coach. The student's treating physician, physician assistant, advanced practice registered nurse, or an athletic trainer working under a physician's supervision must evaluate and find that it is safe for the student to return to play. The student's parent/guardian must sign a consent form that complies with statutory prerequisites. In addition, the student must also complete the requirements in the district's return-to-play and return-to-learn protocols. Thus, the district through its protocols may add requirements for the student's return, but may not delete any statutory requirements.

It is an open question whether the return-to-play protocol is limited to when the concussion occurred during an interscholastic athletic activity because the statute does not state "whether or not the concussion took place while the student was participating in an interscholastic athletic activity." It makes sense, however, to apply the return-to-play protocol whenever a student suffers a concussion before allowing him or her to participate in an interscholastic athletic activity. See IHSA's *Post-concussion Consent Form (RTP/RTL)* at:

[ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](https://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx)

⁶ 105 ILCS 5/22-80(g), added by P.A. 99-245; amended by P.A.s 99-486, ~~and 100-309~~, ~~and 100-747~~, *eff. 1-1-19*. The supervisor of the person responsible for compliance with the return-to-learn protocol may not be a coach. The return-to-learn protocol governs a student's return to the classroom after a concussion, whether or not the concussion took place while the student was participating in an interscholastic athletic activity. Guidance from Lurie Children's Hospital explains that recovery from a concussion must be an individualized process because no two concussions are the same. See *Return to Learn after a Concussion: A Guide for Teachers and School Professionals*, Lurie Children's Hospital. This *Guide* explains that a student's full recovery depends on both cognitive rest and physical rest. It suggests using a multidisciplinary team to facilitate a student's return to the classroom and provides examples of accommodations and interventions. It also stresses the importance of identifying a school staff member who will function as a case manager or concussion management leader, such as a school nurse, athletic trainer, or school counselor. See IHSA's *Post-concussion Consent Form (RTP/RTL)* at:

[ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx](https://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx).

⁷ 105 ILCS 5/22-80(e), added by P.A. 99-245, amended by P.A. 99-486. *Interscholastic athletic activity* is defined in Section 22-80(a) as "any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling. The form must be approved by the Illinois High School Association (IHSA). See [ihsa.org/Resources/SportsMedicine/ConcussionManagement/5ConcussionResources.aspx](https://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/5ConcussionResources.aspx), for *IHSA Concussion Protocols* and *IHSA Sports Medicine Acknowledgement & Consent Form* (Concussion, PES, Asthma Medication).

⁸ 105 ILCS 5/22-80(f), added by P.A. 99-245, amended by P.A. 99-486.

limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn. ⁹

- f. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team. ¹⁰
 - g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly. ¹¹
2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association (IHSA), including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion*, which includes its *Return to Play (RTP) Policy*.¹² These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a

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⁹ 105 ILCS 5/22-80(g), added by P.A. 99-245, amended by P.A.s 99-486, ~~and~~ 100-309, and 100-747, eff. 1-1-19. Most students with a concussion will not need a formal 504 plan or individualized education program; contact the board attorney whenever one is requested or the student's symptoms are prolonged.

¹⁰ 105 ILCS 5/22-80(h), added by P.A. 99-245, amended by P.A.s 99-486 and 100-309. Individuals covered by this training mandate must take a training course from an authorized training provider prior to serving on a Concussion Oversight Team (Team) and at least once every two years (or if not serving on the Team, at least once every two years). See the footnotes in 5:100, *Staff Development Program*. Physicians on Teams are required, to the greatest extent practicable, to periodically take an appropriate medical course on concussions. 105 ILCS 5/22-80(h)(3).

Note: *Licensed healthcare professionals* includes nurses and licensed clinical psychologists, physical therapists, occupational therapists, physicians' assistants, and athletic trainers working under the supervision of a physician. 105 ILCS 5/22-80(b). *Non-licensed healthcare professionals* is not specifically defined. Therefore, it is not entirely clear if a Team may include an individual, i.e., a building principal that is not mandated to take the training. As a matter of best practice and to reduce liability, all Team members should receive the training; however, consult with the board attorney for further guidance.

¹¹ 105 ILCS 5/22-80(i), added by P.A. 99-245; amended by P.A. 99-486. A template is available on the IHSA website under *Emergency Action Plan (EAP) Resources* at:

ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx.

¹² The *Protocol for Implementation of NFHS Sports Playing Rules for Concussion* (<http://ihsa.org/documents/sportsMedicine/Concussion%20Protocols.pdf>) contains concussion information, provides instructions when a student athlete sustains an apparent concussion, and includes a *Return to Play (RTP) Policy*. The *Return to Play (RTP) Policy* addresses the requirements for returning a student athlete to play after he or she exhibits signs, symptoms, or behaviors of a concussion.

physician licensed to practice medicine in all its branches in Illinois, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.¹³

3. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. ¹⁴
4. Require all student athletes to view the ~~Illinois High School Association's~~[IHSA](#) video about concussions. ¹⁵
5. Inform student athletes and their parent(s)/guardian(s) about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition. ¹⁶
6. Provide coaches and student athletes and their parent(s)/guardian(s) with educational materials from the ~~Illinois High School Association~~[IHSA](#) regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. ¹⁷
7. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion. ¹⁸
- ~~7-8.~~ Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available. ¹⁹

[For high school districts that belong to the IHSA and have certified athletic trainers.]

- ~~8-9.~~ Include a requirement for certified athletic trainers to complete and submit a monthly report to the ~~Illinois High School Association~~[IHSA](#) on student-athletes who have sustained a

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

¹³ 105 ILCS 5/22-80(g)(4), amended by P.A.s 100-309 and 100-747, eff. 1-1-19, and 225 ILCS 65/20-10, amended by P.A. 100-513. P.A. 100-513 amended the Nurse Practice Act to add *registered* to the definition of *advanced practice registered nurse*; ~~accordingly, this policy reflects that change in terminology, even though P.A. 100-747, eff. 1-1-19, similarly amended~~ Section 22-80 ~~was not similarly amended~~.

¹⁴ 105 ILCS 25/1.15(b) requires high school coaching personnel and athletic directors hired before 8-18-14 to have been certified by 8-19-15. Coaching personnel and athletic directors hired on or after 8-19-14 must be certified before the starting date of their position.

¹⁵ 105 ILCS 25/1.15(e).

¹⁶ Required by 23 Ill.Admin.Code §1.530(b). IHSA drafted a sample *Concussion Information Sheet*, which is included within the *IHSA Sports Medicine Acknowledgement & Consent Form* and has been incorporated into 7:300-E1, *Agreement to Participate*. See: ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx.

An ISBE rule defines *health-related information* to include a concussion policy acknowledgment 23 Ill.Admin.Code §375.10. The acknowledgment, therefore, must be kept with the student's school student records as a temporary record. 23 Ill.Admin.Code §375.40.

¹⁷ IHSA has produced educational materials on concussions for coaches, parents/guardians, student athletes, and the school and health care providers on concussions. See:

ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx.

¹⁸ This provision is optional.

¹⁹ Required by 20 ILCS 2310/2310-307, added by P.A. 100-747, eff. 1-1-19.

concussion during: 1) a school-sponsored activity overseen by the athletic trainer; or 2) a school-sponsored event of which the athletic director is made aware.²⁰

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

DRAFT

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

²⁰ Required by 105 ILCS 25/1.20, added by P.A. 99-831, for high school districts that belong to the IHSA and have certified athletic trainers.

Community Relations

8:20 Community Use of School Facilities

School facilities are available to community **groups** during non-school hours when such use does not: (1) interfere with any school function or the safety of students or employees, or (2) affect the property or liability of the School District. The use of school facilities for school purposes has precedence over all other uses unless those other uses have been approved by the District via a written agreement with a local government or **partner** that is not affiliated with the school or District. Persons on school premises must abide by the District's conduct rules at all times.

Recognized community groups may use school facilities free of charge when such use does not require the school district to incur costs for staff overtime. Otherwise, a fee shall be charged for the use of school facilities pursuant to schedules which shall be approved annually by the Board of Education.

Community recreation organizations that charge fees for participation in their programs will also be expected to pay appropriate costs for using school facilities.

The Superintendent shall develop procedures to manage community use of school facilities. Use of school facilities requires the Superintendent's approval and is subject to the procedures.

LEGAL REF.:

Boy Scouts of America Equal Access Act, [20 U.S.C. §7905](#).

[10 ILCS 5/19-2.2](#).

[105 ILCS 5/10-20.40](#), [5/10-22.10](#), and [5/29-3.5](#).

[Good News Club v. Milford Central School](#), 121 S.Ct. 2093 (2001).

[Lamb's Chapel v. Center Moriches Union Free School District](#), 113 S.Ct. 2141 (1993).

[Rosenberger v. Rector and Visitors of Univ. of Va.](#), 515 U.S. 819 (1995).

CROSS REF.: 8:25 (Advertising and Distributing Materials in Schools Provided by Non-School Related Entities), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: July 9, 2013

Oak Park Elementary School District 97

FOR ACTION:

ITEM: 2.3.1

April 30, 2019

SUBJECT: Approval of Year 2 of Technology Plan Budget

MOTION: That the Board of Education of Oak Park School District 97, directs that \$30,000 be included in the District 97 2019-2020 Technology Plan budget to cover purchases that have not already been board approved for the second year of the 3-year technology plan as presented and discussed at the April 9, 2019 meeting.

FOR ACTION:

ITEM: 2.3.2

April 30, 2019

SUBJECT: Approval of Audio Visual Bid for the Lincoln & Longfellow addition/renovation

MOTION: That the Oak Park Elementary School District 97 Board of Education, authorizes and approves the bid for audio visual equipment and installation for the Lincoln and Longfellow addition and renovation projects that was presented on April 9, 2019 in the amount of \$117,562.50.

FOR ACTION

AGENDA ITEM: 2.3.4

April 30, 2019

SUBJECT: Approval of Field Maintenance Intergovernmental Agreement

MOTION: That the Board of Education of Oak Park District 97 approve the terms of a new five year Intergovernmental Agreement with the Park District.

RENEWED INTERGOVERNMENTAL AGREEMENT
BETWEEN OAK PARK ELEMENTARY SCHOOL DISTRICT 97
AND THE PARK DISTRICT OF OAK PARK
REGARDING SPORTS FIELD MAINTENANCE

THIS AGREEMENT (“*Agreement*”) is entered into as of _____, 2019, (the “*Effective Date*”) between Oak Park Elementary School District 97, an Illinois public school district, (“*District 97*”) and the Park District of Oak Park, an Illinois park district (the “*Park District*”);

R E C I T A L S:

WHEREAS, Article VII, Section 10, of the Constitution of the State of Illinois of 1970 provides that units of local government may contract or otherwise associate among themselves to obtain or share services and to exercise, combine, or transfer any power or function in any manner not prohibited by law or by ordinance and may use their credit, revenues, and other resources to pay costs related to intergovernmental activities; and

WHEREAS, intergovernmental cooperation is further authorized by the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.* (“the Act”); and

WHEREAS, this Agreement was first made in November 2014 for the Park District to undertake Field Maintenance, Extraordinary Repairs, and Mower Maintenance for District 97’s sports fields in various locations throughout the Village of Oak Park, and District 97 and the Park District wish to extend this Agreement on the terms stated in this Agreement; and

NOW, THEREFORE, in consideration of the recitals, the payment provisions in this Agreement, the other terms in this Agreement, and other consideration the value and receipt of which are acknowledged by District 97 and the Park District, District 97 and the Park District agree as follows:

Section 1. Recitals. The foregoing recitals are incorporated into this Agreement as findings of District 97 and the Park District.

Section 2. Definitions. The following terms have the meaning ascribed to them:

“*Additional Staffing*” See Subsection 4B of this Agreement.

“*Annual Costs*” See Subsection 4A of this Agreement.

“*Apportioned Park District Affiliates Fees*” See Section 4D of this Agreement.

“*D97 Mower*” See Section 8A of this Agreement.

“*D97 Representative*” means District 97’s Buildings & Grounds Superintendent or her or his designee, unless otherwise designated in writing by District 97.

“*Extraordinary Repairs*” means any work on a Sports Field that because of its unusual and severe nature and expense, is beyond the scope of Field Maintenance. Extraordinary Repairs may include, among other things, extensive damage to turf caused by severe weather conditions, flooding, overuse or misuse, or similar circumstance; heavy damage due to vandalism; extensive disease or infestation; or similar matters.

“*Field Maintenance*” means performing on the Sports Fields the various tasks commonly recognized as routine maintenance for sports fields, including mowing, seeding, core aeration, dragging defined skin areas, repairs to damaged turf, and similar common tasks. The term Field Maintenance does not include weeding or pruning or any maintenance of fences, seating, landscaped areas, or other features outside the boundary of a Sports Field.

“*Mower Maintenance*” See Section 8 of this Agreement.

“*PD Representative*” means the Park District’s Superintendent of Parks and Planning, or her or his designee, unless otherwise designated in writing by the Park District.

“*Sports Fields*” means the parcels of property owned by District 97 listed on the “*District 97 Sports Fields*” list and depicted on the “*Sports Field Boundary Sheets*” included in Exhibit A attached to this Agreement. The term Sports Fields does not include fencing or yards or landscaped areas around the perimeter of a school building.

Section 3. Agreement; Commencement Date; Standard of Performance.

A. Agreement; Commencement Date. The Park District agrees to continue performing Field Maintenance effective July 1, 2019, (in the same manner as the Park District commences work on Park District’s sports fields) at the performance standard, for the stated compensation, and otherwise under the provisions of this Agreement. The Park District also agrees to perform Extraordinary Repairs at the request of District 97.

B. Standard of Performance. The Park District will perform the Field Maintenance and Extraordinary Repairs at the same of level of workmanship as the Park District maintains its own sports fields.

Section 4. Annual Costs; Staffing.

A. District 97 Obligation to Pay Costs and Expenses. District 97 must pay to the Park District, in the manner set forth in Subsection C of this Section, all costs and expenses for materials, supplies, parts, and labor incurred by the Park District in performing Field Maintenance, Extraordinary Repairs, and Mower

Maintenance (the “*Annual Costs*”). The Park District will not charge for Sports Field inspections and analyses undertaken by Park District professional staff.

B. Staffing. The Park District intends to hire one full-time employee and one part-time seasonal employee as the additional staffing necessary to cover the increased workload created by the Field Maintenance (“*Additional Staffing*”). This level of Additional Staffing is an estimate of the need created by the Field Maintenance, and the actual Additional Staffing may be increased or decreased by the Park District, in consultation with District 97, in accordance with actual need. All costs for the Additional Staffing will be included as “labor” in the Annual Costs and will include salaries, benefits, and other costs generally applicable to similarly situated Park District employees.

C. Payments; Invoices. District 97 must pay the Annual Costs in two installments based on District 97’s fiscal year: Payments must be made as follows:

- (i) Payment for January 1 through June 30. District 97 must make Payment of the costs accrued from January 1 through June 30. That Payment will be due within 15 days after receipt of an invoice from the Park District stating the total Costs.
- (ii) Payment for July 1 through December 31. District 97 must make Payment of the costs accrued from July 1 through December 31. That Payment will be due within 15 days after receipt of an invoice from the Park District stating the total Costs.

All costs and expenses for materials, supplies, parts, and labor incurred by the Park District in performing Field Maintenance, Extraordinary Repairs, and Mower Maintenance will be included in the bi-annual payments.

Each invoice from the Park District will include a detailed statement of the Actual Costs and a statement of the Apportioned Park District Affiliates Fees.

If District 97 has an inquiry about the Park District’s Final Payment invoice, then representatives of District 97 and the Park District must meet promptly to discuss and resolve the inquiry. If any inquiry cannot be resolved within the 15-day payment period, then District 97 must pay the Park District 85 percent of the final payment immediately and then, after the inquiry is installed, District 97 must the pay remaining amount due within 15 days or the Park District must reimburse District 97 for any overpayment within 15 days.

D. Apportioned Park District Affiliates Fees. Some Park District affiliates that pay the Park District a usage fee are users of the Sports Fields. The Park District will account separately for the fees paid by those Sports Fields users and will apportion those fees to Field Maintenance costs (the “*Apportioned Park District Affiliates Fees*”). The Apportioned Park District Affiliates Fees will be excluded from the Annual Costs, as provided in Subsection 4C(ii) above.

Section 5. Field Scheduling and Use. The Park District will maintain a schedule for use of the Sports Fields that includes the following time periods for the programs and activities of the Park District and its affiliates:

A. When School is in Session: Subject to the exception in the next sentence of this Subsection A, (i) Monday-Friday commencing one hour after school dismissal and (ii) Saturday and Sunday every week from 8:00 a.m. until 8:00 p.m. Each school, however, will be provided four weekday or weekend days each school year exclusively for school activities (the “*School Activity Days*”). The School Activity Days must be scheduled by each school in advance, in consultation with the Park District.

B. During Summers from End of Spring Term to Beginning of Fall Term: Every day from 8:00 a.m. until 8:00 p.m.

The time periods set forth in this Section 5 may be adjusted from time to time by agreement in writing approved by District 97 and the Park District. Each adjustment must be added to Exhibit B to this Agreement.

C. Park District and Affiliates’ Use: The Park District shall be solely responsible for all programs and activities, including the programs and activities of its affiliates, that occur on the Sports Fields. The Park District’s responsibilities shall also apply to all invitees that participate in the programs and activities. In the event that the Sports Fields or any other property is damaged during the programs or activities addressed in this Section 5.C, the Park District at its cost and expense, shall repair or replace all property damage caused by the Park District or its affiliates or invitees. The Park District’s duty to repair shall include, but not be limited to, replacement of turf or sod to match existing turf, repair and replacement of any sidewalks, and repair or replacement of paths or parking lots. All disturbed areas and restoration work initiated by the Park District shall be completed to the satisfaction of the School District within thirty (30) days after the conclusion of work. This Paragraph shall only apply if the damage arose due to the Park District’s acts or omissions, or the acts or omissions of Park District’s affiliates, invitees, or anyone for whose acts any of them may be liable. None of the expenses attributable to this Section 5.C shall be included in the Annual Costs.

Section 6. Sports Field Closures. When the Park District determines that a Sports Field is unplayable due to weather or other unfavorable field conditions, the Park District will direct District 97, through the D97 Representative, to close that Sports Field. The Park District will notify the D97 Representative when the Park District determines that it can be reopened for play. The Park District will direct a Sports Field closure only when it is absolutely necessary to preserve and protect that Sports Field, using the same decision-making criteria as the Park District applies to its sports fields. The Park District will authorize the reopening of a Sports Field as soon as it is prudent to so, depending on the current conditions of that Sports Field.

Section 7. Work Outside of Sports Fields. The Park District is not responsible under this Agreement for any work within the Sports Fields other than Field Maintenance and Extraordinary Repairs. District 97 may request that the Park District undertake work outside of the boundaries of the Sports Fields, such as maintenance or repairs to fencing, seating areas, or landscaped areas. The Park District will consider those requests based on its available resources. If the Park District undertakes such work, then District 97 must reimburse the actual costs and expenses incurred by the Park District in performing that work. The costs and expenses for the work under this Section 7 will be invoiced by the Park District and must be paid by District 97 within 45 days, separately from the Annual Costs.

Section 8. Mower and Mower Maintenance.

A. Purchase of Mower. D97 purchased a mower in 2014 for the Park District to use in the care of the Sports Fields. This mower is anticipated to last for a minimum of the term of this Agreement.

B. Storage; Primary and Secondary Uses. The D97 Mower typically will be stored with other Park District equipment. The D97 Mower may be stored temporarily in other locations from time to time as determined by the Park District and District 97. The D97 Mower will be used primarily for the Sports Fields. The Park District may use the mower for Park District facilities from time to time, however, if the Park District has an extraordinary demand for mowing, an equipment shortage, or similar circumstance.

C. Mower Maintenance. The Park District will maintain the D97 Mower generally in the same manner as the Park District maintains its mowers. The Park District will not charge District 97 for (i) ordinary maintenance such as gasoline, oil changes, and similar routine items or (ii) for repairs that do not require replacements parts or excessive labor. The Park District will charge District 97, as part of the Annual Costs, 50 percent of the costs for repairs requiring replacement parts or excessive labor and for repairs made by a third-party mechanic. If the Park District estimates that a repair will cost more than \$500, then the Park District Representative will notify the District 97 Representative and they will make a mutual decision about the repair.

Section 9. Insurance Coverage. District 97 and the Park District each must maintain its standard general liability, workers compensation, and other insurance coverage during the Term and any Extended Term of this Agreement.

Section 10. Indemnifications.

A. Indemnity by Park District. The Park District will indemnify and save, and hold harmless, District 97 from any and all liability, damage, reasonable expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others that arises directly out of the Park District's (i) programs

and/or activities, as described in Section 5.C of this Agreement, (ii) breach of this Agreement or (iii) any negligent act or omission of the Park District, including its officials, officers, employees, volunteers, and agents. District 97 agrees that, in the event any claim is asserted or any action brought to recover any such damage, District 97 will give immediate notice thereof in writing to the Park District and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by the Park District. District 97 agrees to notify the Park District in writing by delivery to the Park District within five business days and by telephone immediately after District 97 receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

B. Indemnity by District 97. District 97 will indemnify and save, and hold harmless, the Park District from any and all liability, damage, reasonable expense, cause of action, suits, claims, or judgments resulting from injury to person or property of others that arises directly out of District 97's (i) breach of this Agreement or (ii) any negligent act or omission of District 97, including its officials, officers, employees, volunteers, and agents. The Park District agrees that, in the event any claim is asserted or any action brought to recover any such damage, the Park District will give immediate notice thereof in writing to District 97 and will cooperate in the investigation and defense of any such claim or action, and that the handling and settlement of any such action will be performed and concluded by District 97. The Park District agrees to notify District 97 in writing by delivery to District 97 within five business days and by telephone immediately after the Park District receives any such complaint or claim. The delivery of written notification will include a copy of all pleadings if a complaint is filed or of all correspondence and exhibits if a claim is filed.

C. Both parties agree to knowingly and intentionally waives the right to assert, under the case of *Kotecki v. Cyclops Welding Corp.*, 146 Ill.2nd 155 (1991), that either party's liability may be limited to the amount of its statutory liability under the Workers' Compensation Act, and agree that their respective liability to indemnify and defend the other party is not limited by the so called "Kotecki Cap".

Section 11. Term. This Agreement is for a term commencing on the Effective Date and expiring on June 30, 2024 (the "*Term*"). The Park District or District 97 may discontinue this Agreement as of June 30 in any year by serving written notice of discontinuation to the other party no later April 1.

Section 12. Termination.

A. Termination by District 97 for Breach. District 97 may terminate this Agreement for breach by the Park District by delivering a written notice including a statement of the breach and a 30-day period within which the Park District may cure the breach. If the Park District does not cure the breach within the 30-day period, then District 97 may terminate this Agreement any time thereafter. In the

event of termination for breach, Park District must continue to perform all duties under this Agreement until the date of termination, and District 97 must pay all costs and expenses properly incurred by the Park District under this Agreement until the date of termination, minus any actual, direct costs or expenses reasonably incurred by District 97 directly related to the breach.

B. Termination by District 97 Without Cause. District 97 may terminate this Agreement without cause by written notice delivered to the Park District not less than 60 days prior to the effective date of the termination. In the event of termination by District 97 without cause, District 97 must pay all costs and expenses properly incurred by the Park District under this Agreement until the date of termination, and District 97 will continue to be liable for, and must pay, all labor costs related to the Additional Staffing until the Park District has reassigned, terminated, or otherwise mitigated the excess labor costs created by the termination without cause.

C. Termination by Park District for Breach. The Park District may terminate this Agreement for breach by District 97 by delivering a written notice including a statement of the breach and a 30-day period within which District 97 may cure the breach. If District 97 does not cure the breach within the 30-day period, then the Park District may terminate this Agreement any time thereafter. In the event of termination for breach, Park District must continue to perform all duties under this Agreement until the date of termination, and District 97 must pay all costs and expenses properly incurred by the Park District under this Agreement until the date of termination. Also in the event of termination for breach, District 97 will continue to be liable for, and must pay, all labor costs related to the Additional Staffing until the Park District has reassigned, terminated, or otherwise mitigated the excess labor costs created by the termination for breach.

D. Termination by Park District Without Cause. The Park District may terminate this Agreement without by written notice delivered to District 97 not less than 120 days prior to the effective date of the termination. In the event of termination by the Park District without cause, the Park District must prepare an invoice stating all costs and expenses for materials, supplies, parts, and labor incurred by the Park District for the current year in performing Field Maintenance, Extraordinary Repairs, and Mower Maintenance until the date of termination. District 97 must pay those costs and expenses *minus* the Mid-Year Payment for that current year if one was made. In the event of termination by the Park District without cause, the Park District must pay all additional costs and expenses properly incurred by District 97 for all labor, equipment, and repair costs necessary to replace the Park District created by the Park District's termination without cause.

Section 13. Assignment Prohibited. Neither District 97 nor the Park District may assign any right, privilege, duty, or responsibility established in this

Agreement at any time except only with the prior written consent of the other party.

Section 14. General Provisions.

A. Notices. Any notice or communication required or permitted to be given under this Agreement must be in writing and be delivered (i), personally, (ii) by a reputable overnight courier, or (iii) by certified mail, return receipt requested, and deposited in the U.S. Mail, postage prepaid. Unless otherwise expressly provided in this Agreement, notices will be deemed received on the earlier of (a) actual receipt, or (b) one business day after deposit with an overnight courier as evidenced by a receipt of deposit, or (c) three business days after deposit in the U.S. mail, as evidenced by a return receipt. By notice complying with the requirements of this Section, each party shall have the right to change the address or the addressee, or both, for all future notices and communications to such party, but no notice of a change of addressee or address shall be effective until actually received.

Notices and communications to District 97 must be addressed to, and delivered at, the following address:

Oak Park Elementary School District 97
c/o Superintendent
260 Madison Street
Oak Park, Illinois 60302

With a copy:

Robbins Schwartz
c/o Matthew J. Gardner
55 W. Monroe St., #800
Chicago, IL 60608
mgardner@robbins-schwartz.com

Notices and communications to the Park District must be addressed to, and delivered at, the following address:

Park District of Oak Park
c/o Executive Director
218 Madison Street
Oak Park, Illinois 60302

B. Entire Agreement. This Agreement constitutes the entire agreement between District 97 and the Park District with respect to Field Maintenance and the other matters address in this Agreement, and this Agreement supersedes any and all prior agreements and negotiations between District 97 and the Park District, whether written or oral, relating to the subject matter of this Agreement.

C. Amendments. This Agreement may be amended only in writing and approved and executed by District 97 and the Park District in accordance with all applicable statutory procedures.

D. No Waiver, Enforcement. The failure by a party to insist on strict performance of any provision or right under this Agreement in any one or more instances will not, and may not, be construed as a waiver in any subsequent instance of any such covenant, warranty, condition or rights, but the same shall be and remain in full force and effect.

WHEREFORE, the Park District and District 97 have executed this Agreement by their duly authorized representatives as of the Effective Date.

PARK DISTRICT OF OAK PARK

By: _____

Its: _____

OAK PARK ELEMENTARY SCHOOL DISTRICT 97

By: _____

Its: _____

847563v1

EXHIBIT A

DISTRICT 97 SPORTS FIELDS

Brooks Middle School:

Baseball diamond and multi-purpose field

Julian Middle School:

Baseball diamond and multi-purpose field

Beye Elementary School:

Multi-purpose field

Longfellow Elementary School:

Multi-purpose field

Holmes Elementary School:

Baseball diamond and multi-purpose field

Hatch Elementary School:

Two baseball diamonds and multi-purpose field

Whittier Elementary School:

Two baseball diamonds and multi-purpose field

See following pages for the Sports Field Boundary Sheets.

EXHIBIT B

**PERIODIC ADJUSTMENTS TO SPORTS FIELD SCHEDULING
SEE SECTION 5 OF AGREEMENT**

[see attached adjustment sheets]

FOR ACTION:

AGENDA ITEM: 3.3.5

April 30, 2019

SUBJECT: Adoption of Middle School Math Resource 2019

MOTION: That the Board of Education, District 97, adopt the Pearson Math Connected Mathematics Project 3 Resource for Brooks and Julian Middle Schools not to exceed \$243,000 and the professional learning to support the teachers learning with the implementation of the new resource at 33,300 for a total of 276,300.

FOR ACTION

AGENDA ITEM: 2.3.6

April 30, 2019

SUBJECT: Approval of the Sexual Harassment Policy

MOTION: That the Board of Education of Oak Park District 97, approve the Sexual Harassment Policy as presented.

FOR ACTION

AGENDA ITEM: 2.3.7

April 30, 2019

SUBJECT: Approval of Dental Insurance & Long Term Disability Insurance Renewal Rates

MOTION: That the Board of Education of Oak Park District 97, approve the Dental Insurance and Long Term Disability Insurance Renewal Rates effective July 1, 2019, as presented.

FOR ACTION:

AGENDA ITEM: 2.4.1

April 30, 2019

SUBJECT: CERTIFICATION OF OFFICIAL RESULTS OF APRIL 2, 2019 SCHOOL BOARD ELECTION

MOTION: That the Board of Education, District 97, certifies the official results of the April 2, 2019 school board election as reported by the Cook County Clerk's office, naming Jung Kim, Cheree Moore and Gavin Kearney elected to four-year terms as members of the Board of Education of School District 97.

FOR ACTION:

AGENDA ITEM: 2.4,2

April 30, 2019

SUBJECT: PROCLAMATION OF NEWLY ELECTED BOARD MEMBERS

MOTION: That the Board of Education, District 97, proclaim that Jung Kim, Cheree Moore and Gavin Kearney have been duly elected members to the District 97, Oak Park Board of Education.



PROCLAMATION OF APPRECIATION FOR RUPA DATTA

Whereas Rupa Datta was elected by the citizens of Oak Park on April 7, 2015 to serve on the District 97 Board of Education; and

Whereas Rupa Datta spent her time as a member of the board striving to improve the quality of instruction in our schools, pursuing more equitable student and family access to critical resources, and advocating for the needs of every child the district serves; and

Whereas Rupa Datta played a pivotal role in the important work the board and district have undertaken and the achievements they have amassed during the past four years, including the hiring of Superintendent Carol Kelley, the passage of the referenda in 2017, the negotiation of innovative, forward-looking collective bargaining agreements with our employee groups, and the adoption and advancement of a vision that is helping all students learn, grow and achieve; and

Whereas Rupa Datta championed the expanded use of data for the purposes of monitoring and measuring student progress, building on the capacity and expertise of our faculty and staff, maximizing the use of our resources, and preserving and promoting the long-term viability of our schools; and

Whereas Rupa Datta always sought to make the work of the board and district more visible and transparent in order to help the community better access it, understand it and contribute to its success; and

Whereas Rupa Datta helped strengthen the relationships the board and district had with students, staff and families by exploring opportunities to increase two-way communication and ensuring that there was always an equity of voice represented at the board table; and

Whereas Rupa Datta's commitment to sound fiscal governance was reflected in her efforts to keep the local property tax issue and its impact on the people of Oak Park at the forefront of the conversations that were had and decisions that were made by the board; and

Whereas Rupa Datta supported the work of several key committees by representing the board on the Finance Oversight and Review Committee, the Committee for Legislative Action, Intervention and Monitoring, the Committee for Community Engagement, the Policy Committee and the Benefits Committee, and by serving as a board liaison to the Oak Park Education Foundation and the Collaboration for Early Childhood;

Now, Therefore, Be It Resolved by the District 97 Board of Education that it affirms the aforementioned accomplishments of Rupa Datta; and

Be It Further Resolved that the District 97 Board of Education expresses its appreciation and gratitude to Rupa Datta for her leadership in helping to build a better tomorrow for our schools and students.

Proclaimed on this 30th day of April 2019.



PROCLAMATION OF APPRECIATION FOR JIM O'CONNOR

Whereas Jim O'Connor was elected by the citizens of Oak Park on April 5, 2011 to serve on the District 97 Board of Education; and

Whereas Jim O'Connor's faithful service as a member and vice president of the board, as well as his lifelong commitment to learning, were instrumental in the recruitment and hiring of Superintendent Carol Kelley, and played a pivotal role in the adoption and implementation of a vision that is helping to provide every child we serve with access to an equitable and excellent education; and

Whereas Jim O'Connor's steadfast support of the district's investment in National Board Certification and the formation of the Pathways Committee have improved the quality of instruction for students and provided our staff with access to the highest level of professional development that is available; and

Whereas Jim O'Connor's fervent belief in the importance and benefits of the Illinois 5Essentials Survey resulted in the annual administration of the survey in all of our schools, which has provided us with valuable data that is helping improve the culture and climate in our buildings, strengthen our relationships with key stakeholders, and create an environment across the district where students feel known, nurtured and celebrated; and

Whereas Jim O'Connor participated in the successful negotiation of innovative and transformative collective bargaining agreements with the Oak Park Teachers' Association that have recognized and rewarded the hard work and tireless efforts of our teachers, promoted the long-term financial sustainability of our district and contributed to the continued success of our students; and

Whereas Jim O'Connor's advocacy for the increased use of data to guide and inform the decisions we make on a daily basis has had a profound and lasting impact on our work to foster the growth and more effectively measure the progress being made by our students both in and out of the classroom; and

Whereas Jim O'Connor proudly represented the board or served as a board liaison on several key committees, including the Facilities Advisory Committee, the Committee for Legislative Action, Intervention and Monitoring, the Calendar Committee, the Benefits Committee, the Oak Park Education Foundation and Success of All Youth; and

Whereas Jim O'Connor was an integral member of the boards that were recognized by the Illinois Association of School Boards in 2013 and 2015 for their hard work, excellence in the area of local school governance and tireless support of public education;

Now, Therefore, Be It Resolved by the District 97 Board of Education that it affirms the aforementioned accomplishments of Jim O'Connor; and

Be It Further Resolved that the District 97 Board of Education expresses its appreciation and gratitude to Jim O'Connor for his exemplary leadership during his eight years as one its members.

Proclaimed on this 30th day of April 2019.



PROCLAMATION OF APPRECIATION FOR BOB SPATZ

Whereas Bob Spatz was elected by the citizens of Oak Park on April 17, 2007 to serve on the District 97 Board of Education; and

Whereas Bob Spatz's dedicated service as a member, vice president and president of the board played an integral role in the successful passage of referenda in 2011 and 2017 that have aided the long-term viability of our schools, are supporting the safety, functionality, accessibility and sustainability of our buildings, are helping us meet the growing needs of a burgeoning student population, and are advancing our vision of creating a positive learning environment for all students that is equitable, inclusive and focused on the whole child; and

Whereas Bob Spatz's strong commitment to early childhood education contributed to the district's decision to move to full-day kindergarten, helped generate increased support for the work of the Collaboration for Early Childhood, and was instrumental in the creation and implementation of the Erikson/Early Development Instrument initiative; and

Whereas Bob Spatz's expert leadership in the area of fiscal stewardship was critical to the formation of the board's Financial Oversight and Review Committee (FORC) and Facilities Advisory Committee (FAC), and helped lead to the development, adoption and implementation of several key financial policies, including 4:12 (Finance Goals and Objectives), 4:34 (Financial Transparency) and 4:42 (Capital Expenditures and Debt Service Goals and Objectives); and

Whereas Bob Spatz championed the hard work and tireless efforts of our faculty and staff by assisting with the negotiation of contracts with our four employee groups that were fair, forward-thinking and included various benefits and incentives (e.g., higher starting salaries, tuition reimbursement, compensation for the completion of National Board Certification, etc.) that highlight the importance of attracting and retaining high caliber educational and support professionals; and

Whereas Bob Spatz built on the district's history of academic excellence by helping lead the efforts to recruit and hire superintendents Carol Kelley and Al Roberts, and supporting programs, projects and initiatives such as the International Baccalaureate Program, Project Lead the Way and the Kindergarten Individual Development Survey pilot project that have promoted the growth and development of students both in and out of the classroom; and

Whereas Bob Spatz's advocacy for children throughout Illinois was reflected in his various roles, responsibilities and accomplishments at the state level, including the help he offered with the creation of the local capacity percent and allocation approach used in the Evidence-Based Funding model, as well as his eight years of service on ED-RED, 10 years of service on the Illinois Early Learning Council's Data Research and Evaluation sub-committee, and 11 years of service on the IASB West Cook Executive Board; and

Whereas Bob Spatz's steadfast belief in the value and importance of board service was highlighted by his designation as a Master Board Member, his being a key member of the boards that earned the Illinois Association of School Boards' School Board Governance Recognition designation in 2013 and 2015, as well as an Award of Excellence from the Illinois State Board of Education in 2011, his representation on the board's Policy Committee, FAC, FORC and Committee for Legislative Action, Intervention and Monitoring, and his

role as a board liaison to organizations such as the Collaboration for Early Childhood and InterGovernmental Assembly;

Now, Therefore, Be It Resolved by the District 97 Board of Education that it affirms the aforementioned accomplishments of Bob Spatz; and

Be It Further Resolved that the District 97 Board of Education expresses its appreciation and gratitude to Bob Spatz for all that he did to help our students learn, grow and achieve during his 12 years as a member of the board.

Proclaimed on this 30th day of April 2019.

FOR ACTION:

AGENDA ITEM: 2.4.3

April 30, 2019

SUBJECT: ADOPTION OF PROCLAMATIONS ON OUTGOING BOARD MEMBERS

MOTION: That the Board of Education, District 97, adopt the proclamations read in recognition of outgoing board members Rupa Datta, Jim O'Connor and Bob Spatz.

FOR ACTION:

AGENDA ITEM: 5.1

April 30, 2019

SUBJECT: ELECTION OF TEMPORARY PRESIDENT AND SECRETARY

MOTION: That the Board of Education, District 97, temporarily nominate a President and Secretary during the reorganization of officers.

NOMINATIONS: For Temporary President

Name: _____
By: _____
Roll Call Vote on nominations

NOMINATIONS: For Temporary Secretary Name

Name: _____
By: _____
Roll Call Vote on nominations

FOR ACTION:

AGENDA ITEM: 5.2

April 30, 2019

SUBJECT: ELECTION OF OFFICERS

MOTION: REORGANIZATION OF THE BOARD OF EDUCATION

Nomination and Election of President of the Board of Education for School District 97 from April 30, 2019 to April 30, 2020.

NOMINATIONS: For President

Name: _____
By: _____
Name: _____
By: _____
Roll Call Vote on nominations:

NOMINATIONS: For Vice President

Nomination and Election of Vice President of the Board of Education for School District 97 from April 30, 2019 to April 30, 2020

Name: _____
By: _____
Name: _____
By: _____
Roll Call Vote on nominations:

NOMINATIONS: For Secretary

Nomination and Election of Secretary of the Board of Education for School District 97 from April 30, 2019 to April 30, 2020.

Name: _____
By: _____
Roll Call Vote on nominations:

FOR ACTION

AGENDA ITEM: 6.1

April 30, 2019

SUBJECT: Proclamation Recognizing the Week of May 6, 2019 as Teacher Appreciation Week.

MOTION: That the Board of Education of Oak Park District 97, recognize the week of May 6, 2019 as Teacher Appreciation Week.



Oak Park Elementary School District 97

260 W. Madison Street ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

Date: April 30, 2019

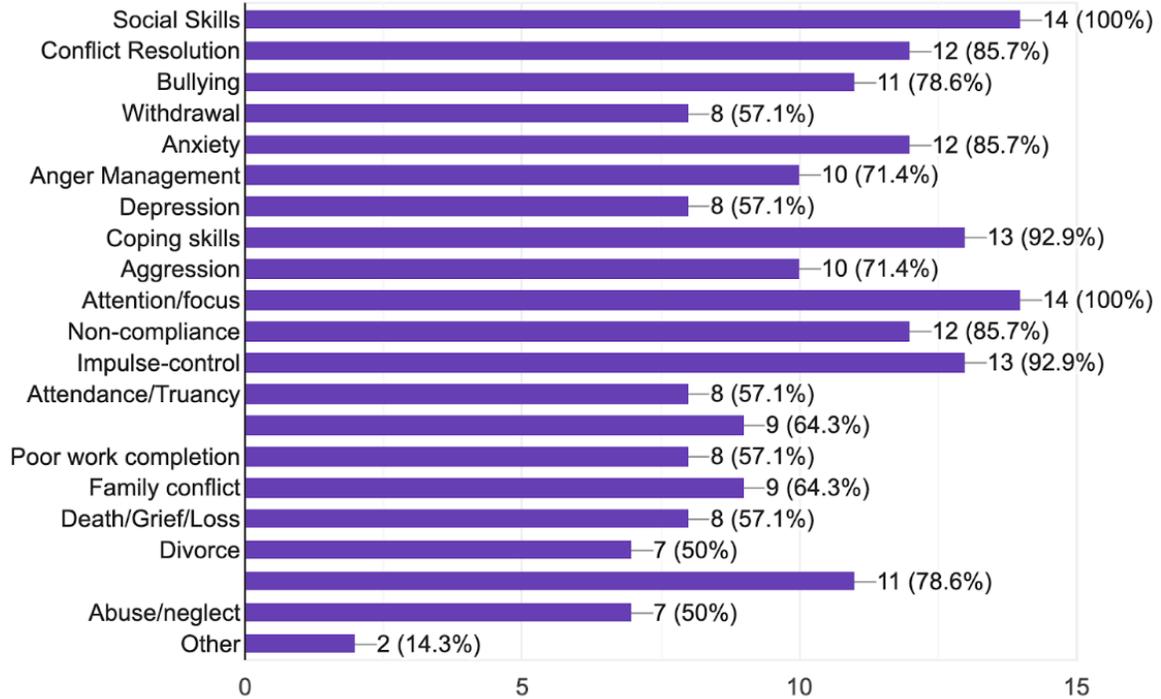
To: Board of Education
Dr. Carol Kelley, Superintendent

From: Ebony Lofton
Senior Director of Special Education

Re: Social Emotional Supports Update

Students in District 97 present with varying levels of strengths, talents and needs related to social emotional skill development. Data indicates that student need ranges anywhere from the development and reinforcement of prosocial skills to short-term cognitive behavioral intervention relative to trauma. In order to address said need, the board of education approved the addition of four social workers and one school psychologist for the 2019-19 school year. The additional staff members allowed for the provision of one social worker per grade level at Brooks and Julian Middle Schools and for one school psychologist per middle school. The remaining social workers were assigned to the elementary schools on the basis of the existence of highly specialized programming and/or the size of the student body. To that end, four elementary schools received an additional half-time social worker – Longfellow, Lincoln, Holmes and Irving Elementary Schools.

The school social workers have been charged with monthly data collection to inform how services are being accessed by students and the resources that are required to ensure every student who needs or requires social-emotional support has an avenue to access it. The chart below outlines the topics or skills that the school social workers have addressed at their respective buildings. Each social worker indicates if the topic is addressed during each month. As an example, social skills were addressed by 100% of the social workers during the month outlined below. The data provided is based on the latest data collection period, March 2019:



Based on student data and the feedback from school teams, the district has sought to meet the needs of students in a number of different ways. A few of the district initiatives are highlighted below:

The Launch of support4U at Brooks and Julian Middle Schools

Oak Park Elementary School District 97, River Forest District 90 and Oak Park and River Forest High School District 200 introduced a new mental health resource for middle and high school students called "support4U," on May 1, 2018 with full implementation during the 2018-19 school year. Support4U is a mental health-related prevention and support resource for students, by which they can text licensed mental health clinicians any time of the day for assistance or guidance. While students can initiate a text conversation on any issue, some of the matters that students wish to address could include anxiety, depression, substance use, suicidal ideation, eating disorders, bullying, abuse, or any other mental health-related topic. The resource is anonymous, so that student concerns about their identity are not a barrier to reaching out for help. The clinician's goal during the text conversation is to steer the student to available resources in the school and community. In cases with an identified extreme threat of danger, clinicians have the ability to alert local authorities. However, the vast majority of interactions

result in the student garnering immediate support from the clinician and being informed about local individuals (frequently school-based) who can assist them with their concern.

The resource was established by LEAD, a not-for-profit agency in Lake County, and is referred to as “Text-A-Tip” in other communities. The resource is present throughout northern Illinois and in several other states and is highly regarded in these communities as a valuable mental health asset for young people. District 97, District 90, and District 200 administrators and social workers were trained on the workings of the system, and are identified as key contacts in case of emergency. Similarly, the Oak Park and River Forest Police Departments are aware of the resource’s capabilities and are continuing their long history as strong supporters of mental health resources for community youth.

Cognitive Behavioral Intervention for Trauma in Schools (CBITS) Implementation

Two social workers at each of the middle schools received training in CBITS. CBITS is a school based group and individual intervention that is designed to reduce symptoms of post-traumatic stress disorder (PTSD), depression and behavioral problems. It also serves to improve functioning, grades and attendance, peer and parent support and coping skills. It consists of ten group meetings where students learn coping skills to help them both feel and function better after stressful events. Students also participate in 1-3 private sessions with a group leader to talk about their stressful event. In addition, parent attendance is encouraged at 2 psychoeducational sessions. With parent consent, students are screened to determine if the intervention would be supportive of their needs. Julian Middle School is currently piloting CBITS groups with a wider rollout to Brooks Middle School for SY20.

Bounce Back Implementation

Each elementary school social worker and school psychologist has received training in Bounce Back. Bounce Back is also a school based group intervention for elementary school students who may have been exposed to a stressful event. It also consists of ten group meetings where children learn coping skills to help them feel better and function better after stressful events. In addition, students participate in three private sessions with a group leader to talk about their stressful event. Parent attendance is required at one of those meetings. With parent consent, students are screened to determine if the intervention would be supportive of their needs. A number of elementary schools are currently implementing Bounce Back groups with full implementation to occur in SY20.

Community Partnerships

The district continues to maintain and foster ties to community resources. School social workers are well versed in the resources available to families and students beyond the school walls and regularly connect families with our community partners. A key highlight of our partnership this year is the Community Mental Health Board (CMHB)'s allocation of funding for a special Request for Proposals (RFP) in order to provide services in the community directed towards addressing the mental health needs of middle school students and families in the district. The CMHB's goal was "to meet the needs of 6th - 8th grade students who have complex behavioral health and social needs, in particular, those youth and families that have had difficulties in finding or linking to needed services and supports regarding their mental health or addiction needs." The content of the RFP was informed by the district's middle school social workers and based upon district data. District representatives and the CMHB reviewed the proposals and worked collaboratively to select the finalist. The district looks forward to continuing to support this initiative and all of the critical community partnerships in the future.



Oak Park Elementary School District 97

260 Madison ■ Oak Park ■ Illinois ■ 60302 ■ ph: 708.524.3000 ■ fax: 708.524.3019 ■ www.op97.org

To: Members, Board of Education
 Dr. Carol Kelley, Superintendent

From: Dr. Amy Warke, Chief Academic and Accountability Officer
 Dr. Carrie Kamm, Senior Director of Equity
 Dr. Tawanda Lawrence, Senior Director of Curriculum, Instruction, and Assessment
 Emily Fenske, Director of Organizational Learning

Re: 2018-2019 GTD Ad Hoc Advisory Committee Update

Date: April 30, 2019

Purpose: To provide an update to the Board of Education about the GTD Ad Hoc Advisory Committee and its progress during the 2018-2019 school year.

Introduction

The vision of District 97 is to create a positive learning environment for all District 97 students that is equitable, inclusive, and focused on the whole child. In order to achieve this vision for all students, it is important to examine district practices, procedures, and policies to ensure they align with our values, along with Illinois School Code and other state-level mandates. For the past two years, the district has engaged an Ad Hoc Advisory Committee to serve as a focus group and a community feedback group around our Gifted and Talented Differentiation (GTD) program. This report is intended to provide an update on that work from the past two years, along with sharing new district handbooks aligned to the Illinois Accelerated Act and defining some next steps for the district in this work.

What is GTD?

As the Ad Hoc Committee worked over the past two years, our team wants to ensure we answer a lingering question we have heard in the community. That particular question, “Is the GTD program going away?” The goal of the Ad Hoc Committee has been to **“Strive to ensure that every student has access as well as the opportunity to learn at high levels with learning outcomes that were not dependent upon race, gender or socioeconomic status.”** Our data has indicated for years that the current programming has not served this goal for our children. Our answer to this question is no, GTD is not going away, but the program needs to evolve to better serve our students and our vision.

We also know that GTD is not a place, but a service students receive to continue learning at high levels above and beyond the differentiation they receive in the classroom. We intend on renaming the service because what it is currently called, GTD, is a dated term and is not reflective of what services the students are receiving. Additionally, curriculum and programming need to be designed for students to critically think and problem solve real world issues that are not siloed around one subject or topic but that incorporate multiple subjects in a single lesson.

The GTD program has historically been associated with math, which is another reason why the Ad Hoc Committee will continue its work into next school year, which is addressed later in this report.

D97's math differentiation initiative, while connected, is separate from GTD. Differentiation is a form of acceleration as defined by A Nation Empowered (2015). The District's efforts for differentiation in math for all students, coupled with the Eureka math resource, has increased the rigor for math for all of our students, raising expectations for all, and assisting with our district goal of having confident and persistent achievers. The GTD services are above and beyond the differentiation that all students are receiving. Currently in grades 3, 4 and 5 that service is an additional hour per week.

The Work of the Committee So Far (GTD Ad Hoc Committee Update)

On August 23, 2017, Dr. Kelley sent out all a call for interested community and staff members to apply for the GTD Ad Hoc Committee. The committee members were charged with assessing the alignment of the district's GTD program with our goals and vision. They also deepened their understanding of instructional practices that are designed to enrich the learning experience for all students. Through their assessment and learning, committee members had an opportunity to share recommendations for the current GTD program.

The GTD Ad Hoc Committee had their first meeting on Monday, September 25, 2017. At this meeting Dr. Kelley reviewed the District 97's Vision4ALL (specifically Pillar 1). Dr. Warke and Dr. Kamm provided an overview of the history of the GTD program and current program status as well as an overview of the current professional learning the 3rd grade teachers, GTD teachers, and instructional coaches were participating in to support differentiating math instruction for all learners. Dr. Yvette Jackson, our consultant and author of *Pedagogy of Confidence*, lead the group in determining group norms and learning on nurturing high intellectual performance in all students.

At the October 16th meeting, norms were finalized and Dr. Jackson facilitated a conversation on committee members' perspectives on GTD program elements, along with their perspective regarding the district's vision to challenge all students and nurture their gifts and talents, while taking into consideration the unique needs of each student. The committee also established a Slack and Padlet space so that dialogue could occur in between meetings and articles and resources could be shared in a central location.

At the November 20, 2017 meeting, each committee member gave two recommendations that were informed by their reading of relevant articles, information provided by Dr. Yvette Jackson, analysis of current GTD program data, and their own perspective regarding the program. These recommendations were shared with our Administrative Leadership team and K-5 teachers for their feedback. At the December 18, 2017 meeting, committee members had an opportunity to discuss the feedback and summarize considerations that were to be presented to Dr. Kelley and the Board of Education. The Committee posed these considerations for the district to explore as part of their long-term planning on evolving the GTD program. Their considerations included:

- District 97 administration to assess and make necessary changes to the GTD service delivery model to insure differentiation and enrichment for all learners so that each student is challenged. This included:
 - Clarifying terms such as differentiation and enrichment
 - Investing in teacher understanding of grading practices
- District 97 administration to evaluate and revise the GTD program criteria to be more equitable and inclusive. This included:
 - Examining gifted programs, such as the one in Miami-Dade school district, to learn how their selection process resulted in a more inclusive program

- District 97 to provide the necessary staff and resources to differentiate for all students. This includes:

- Providing professional learning for staff on how differentiate instruction and hold all students to high expectations for learning
- District 97 to continue challenging students who meet GTD criteria, while also creating entry points and paths for students who may not meet criteria but who demonstrate in other ways that they will potentially benefit from acceleration. This includes:
 - Making program revisions based on the IL Acceleration Act
 - Provide professional learning for teachers on culturally responsive teaching and instructional practices that nurture high intellectual performance in all students

On September 21, 2018 a call for committee members went out for new committee members to participate on the GTD Ad Hoc Committee for the 2018-2019 school year. The full committee was notified on October 18 and was given the schedule of meeting dates for the year which were October 30, 2018, January 12 and February 23, 2019 as well as the charge for the school year which was:

To serve as a 1) a focus group and 2) an advisory group to the district around GTD policies.

- In your role as a focus group, you will share your experiences and perspectives.
- In your role as an advisory group, you will be provided with information about policies and programming that the district is considering, and be asked to give feedback that will help guide the district's decisions.

This year, students were included as committee members to hear their perspective on the programming.

At the first meeting on October 23, 2018, the committee learned of the vision of the GTD programming, the why behind our need for change and how our data informed the need for that change in our programming. Additionally the committee discussed the outcomes for the three meetings

- Ensure committee work is transparent
- Determine a new name for acceleration
- Identify a clear process for acceleration, timeline, criteria for student selection, parent notification, and protocols for appeals aligned to the IL Accelerated Act
- Create a handbook, Frequently Asked Questions, etc. as an online resource
- Build understanding of our why
- Develop package for the Board Of Education, April 2019

The evening ended with the committee participating in focus groups answering the following questions to further guide the work of the administration

1. What does the term “gifted” mean to you?
2. What is your experience with “gifted” programming either in D97 or outside the district?
3. What are your hopes for how District 97 provides advanced learning opportunities?
4. Is there anything else you want to share?

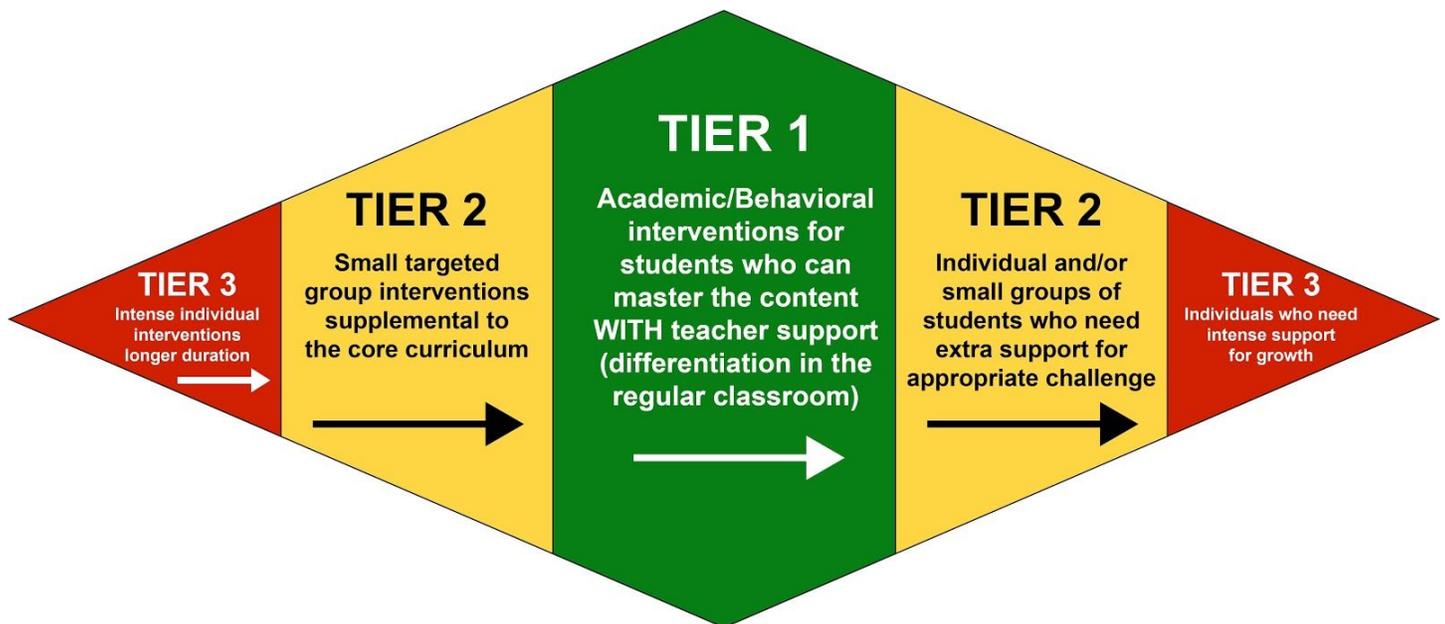
At the second meeting of the year on January 12, 2019, the committee participated in a learning session framed the work of the committee in relation to the history of equity in education in the United States and in Oak Park, built a shared understanding of the IL Accelerated Act its implications and procedures in D97, illustrated MTSS and differentiated instruction to show how the needs of all students are met in the general education classrooms, and to shared with the committee gifted models in other districts, which they had some time to explore.

At the third and final meeting of the year on February 23, 2019²²⁶ the day was spent diving deeper into the Madison

Wisconsin model of service for Advanced Learners, understanding D97’s process and procedure for single and whole grade acceleration in reading and math, learning about the new job description for the GTD staff and the learning that will happen over the course of the 19-20 school year for that team as they will be re-applying for those roles in March or April of 2020 and finally discussing potential new names for the program. The committee began to look at names for the services moving forward. No decisions on the new name of the program were made this school year.

GTD and MTSS

Our Multi-Tiered System of Support (tiered approach to providing each student what they need academically and behaviorally) must be a system that serves the needs of all of our students. In the typical MTSS pyramid, the emphasis is on providing rigorous universal instruction to all students and meeting the needs of our learners who are close to or significantly behind performing at grade-level standards. We argue that this same tiered approach to organizing curriculum and instructional practices, monitoring of student progress, teacher collaboration, and tiered levels of services also applies to our learners who demonstrate they are ready to learn beyond current grade-level standards. The figure below is a graphic of the MTSS model that includes advanced learners.



It is important to note that for students who have Tier 2 and Tier 3 needs who are struggling to meet grade-level proficiency, the goal is to accelerate their learning so that their learning needs can be met entirely with Tier 1 instruction. For those students who are advanced learners, the goal is to continue to provide academic challenge and learning opportunities that leverage their skills, talents and promote growth. In general, students in Tier 2 on both sides of the diamond are served through differentiated practices within the classroom, provided by their general education teacher. Students in Tier 3 on both sides of the diamond often require the support of a specialist to deliver additional instruction.

In our research on programs that support the needs of advanced learners, we were interested in learning from school districts that demonstrated our commitment to dismantling systems that perpetuate inequities, especially inequities that exist across racial lines. Madison (Wisconsin) Metropolitan School District’s Advanced Learning Department’s vision to create and implement systems and structures that support the identification and development of students with advanced learning needs, with proactive attention to African American and Hispanic/Latinx students, was one program that resonated with us. Instruction for students with advanced learning needs is provided as part of a larger systemic approach with Multi-Tiered Systems and Supports and is reflected in the diamond MTSS model above. In their model, a subset of

advanced learners, students needing advanced interventions, are students who have been identified as advanced learners and require interventions beyond differentiated core instruction in order to meet their individual learning needs. Students identified under this category are those who require instruction beyond that which can be provided solely by the general education teacher in the grade level classroom (Tiers 2 and 3). A student identified as in need of an advanced intervention requires supplementing or replacing some or all grade level curriculum. The Madison staffing structure includes a half-time advanced learner teacher in each K-8 school who is responsible for co-planning with general education teachers/grade-level teams and providing direct support to a few students.

From GTD Teacher to Advanced Learning Specialist

As the GTD program evolves over the next several years, the role of the GTD teacher will need to evolve as well. As we continue to learn about Madison’s model for serving students on the right side of the MTSS diamond, we decided to model this teacher role after their work. The team has drafted a job description for a role we are tentatively titling Advanced Learning Specialist. The name of the role may change as the final name for GTD services is determined. To access the draft job description, please click [here](#).

To prepare our current GTD teachers for the interview and transition to the Advanced Learning Specialist role, we will be engaging consultant Lisa Westman for professional learning with the GTD teachers over the 2019-2020 school year. That professional learning will have two main components. The first is work that will occur in the summer of 2019. Lisa Westman, along with another curriculum development specialist, Lisa Donnelly, will work with a small group of GTD teachers to develop units of instruction for GTD teachers to implement in the 2019-2020 school year. These units would align with the general education curriculum, but provide enrichment and advanced learning opportunities that would be consistent, coherent, and cohesive across all eight elementary buildings. The second component of professional learning for GTD teachers is a professional learning community facilitated by Lisa Westman running from September 2019 to March 2020. This would include half-day learning sessions focused on a book study and the knowledge and skills necessary to take on the new Advanced Learning Specialist role. The professional learning with Lisa Westman would then continue into the 2020-2021 school year, with one to two full days of professional learning as a team, along with personalized coaching. A timeline of the professional learning and interview process is described below.

Date	Activity
February 2019	Meeting with current GTD teacher team, provided overview of role transition and professional learning, shared draft job description with team for feedback
July 2019	Unit development with Lisa Westman, Lisa Donnelly, and GTD teachers to implement cohesive units across all eight elementary buildings
September 2019 - March 2020	½ day of professional learning each month as a team, with Lisa Westman
October 2019	Additional input gathering on Advanced Learning Specialist job description from Ad Leadership (principal) team and other internal stakeholders
December 2019	Advanced Learning Specialist job description goes to Board of Education for discussion
January 2020	Advanced Learning Specialist job description approved by Board of Education
February 2020	Advanced Learning Specialist job posted
March 2020 - April 2020	Interviews for Advanced Learning Specialist

May 2020	Hiring decisions completed for Advanced Learning Specialist
September 2020 - May 2021	1-2 days of professional learning each month as a team with Lisa Westman
September 2020 - May 2021	Coaching with Lisa Westman

IL Accelerated Act

The Illinois Accelerated Placement Act was signed into law on August 25, 2017. This act requires Illinois public school districts to establish policies that provide equitable access to early entrance to kindergarten and first grade, subject acceleration and grade acceleration. An overview these areas of acceleration is provided below. The Illinois General Assembly full text of the Accelerated Placement Act may be accessed [here](#).

- Early Admission to Kindergarten:
 - Students enter kindergarten before they reach the minimum school entry age.
- Early Admission to First Grade:
 - Students attend first grade in their first year of school either by skipping kindergarten entirely or by moving from kindergarten to first grade within the student’s first school year.
- Subject Acceleration:
 - Students are placed in classes with older peers for a part of the day in one or more content areas. Students could physically move to a higher-level class for instruction , or they could use higher-level curricular materials within their original classroom.
- Whole Grade Acceleration:
 - Students are placed in a grade level ahead of chronological age peers.
- **Early Admissions ([D97 Handbook Available Here](#))**
- **Single Subject & Whole Grade Acceleration ([D97 Handbook Available Here](#))**

Next Steps

As we look to the future, we feel the GTD Ad Hoc Advisory Committee will need to continue to meet in the 2019-2020 school year to provide additional feedback on district planning for advanced learners. The frequency and format of the meetings is still to be determined.

In the 2019-2020 school year, GTD teachers will follow the schedule in the table below. Principals, as part of their master schedule design, will create more detailed schedules for individual GTD teachers. No additional staffing is needed at this time to meet the needs of students in this delivery model.

Grade	Model	Time
Rotate All Kindergarten & All First Grade Classrooms	Push-in	30-minutes/week 6 week rotation
All Second Grade Classrooms	Push-in	30-minutes/week
All Third Grade Classrooms (Math Enrichment)	Push-in	30-60 minutes/week

All Fourth Grade Classrooms (Math Enrichment)	Push-in	30-60 minutes/week
All Fifth Grade Classrooms (Math Enrichment)	Push-in	30-60 minutes/week
Third Grade (Critical Thinking and Problem Solving combining ELA, Math, Science and Social Sciences)	Pull-out small group	1 hour/week <i>If time permits</i>
Fourth & Fifth Grade (Critical Thinking and Problem Solving combining ELA, Math, Science and Social Sciences)	Pull-out small group	1 hour/week <i>If time permits</i>

Oak Park Elementary School District 97
Board of Education Meeting
Pillar 4 Update
April 30, 2019

Our five-year [Vision97 4ALL](#) plan offers a roadmap for creating a positive learning environment for ***all students that is equitable, inclusive and focused on the whole child.***

You'll recall that the plan includes ***four aspirational goals*** for student learning, as well as four pillars (professional practices and targeted strategies) that will help ensure that every D97 student witnesses, achieves or begins experiencing what it means to be:

- A known, nurtured and celebrated LEARNER.
- An empowered and passionate SCHOLAR.
- A confident and persistent ACHIEVER.
- A creative CRITICAL THINKER AND GLOBAL CITIZEN.

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This year, our regularly scheduled board of education meetings will include updates on topics from our [SY19 District Action Plan](#) that are related to our four pillars. Our four pillars are the building blocks of the work we do on behalf of our students. They also define the capabilities the staff must develop on a continuous basis in order to nurture effective instruction and a mission-focused, empowering organizational infrastructure (see page seven of the vision plan).

Pages six through nineteen of this document feature an update on the work we are doing in conjunction with Pillar 4. If you have questions, want to offer feedback, or would like to share suggestions after reading any of these updates, we encourage you to do so via the [Let's Talk button](#) on our website (www.op97.org).

Our Vision

*To create a positive learning environment for all District 97 students that is **equitable, inclusive, and focused on the whole child.***



Our Universal Goals

Every student is...

- ... a **known, nurtured, and celebrated learner***
- ... an **empowered and passionate scholar***
- ... a **confident and persistent achiever***
- ... a **creative critical thinker and global citizen***



SY19 District-Level Priorities (Collective Action Plan)

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Following our end-of-year review of student learning data, extensive conversation at the district level, and ongoing consultation with our building principals, staff, and community, we identified the following Five Priorities as our collective focus areas for the 2018-2019 school year. These five priorities are deemed most supportive of the needs of our schools and most relevant at this time for moving our whole organization towards higher levels of effectiveness, efficiency, and readiness in years to come. The five priorities were also selected on the basis of what our organization is fiscally able to handle at this time. The intent of this focus is to:

- ***Increase the percentage of students who feel a sense of “belonging” while at school***
- ***Increase the percentage of students who are reading at or above grade level***
- ***Increase the percentage of middle-schoolers who are projected to be college-ready upon graduation from D97***

Over the course of the upcoming school year, we intend to monitor our actions continuously. Additionally, we plan to host Superintendent Equity Learning Network sessions on the following dates, where we will report out the status of our progress to our employees, Board of Education, parents and community. In doing so, we hope to strengthen our stakeholders’ trust in and commitment to our school district:

- *Tuesday, October 30th (Staff) and Tuesday, November 27th (Parents and Community)*
- *Tuesday, March 5th (Staff)*
- *Tuesday, May 28th (Parents and Community)*

Vision Plan - Four Pillars	2018-2019 District Priorities Title & Description	2018-2019 District Priorities Rationale
<p>Pillar 1: Equitable access to rigorous, responsive instruction We will ensure that all students have access to challenging, engaging instruction, which reflects prior knowledge, learning styles and cultural background.</p> <p><u>BOE Agenda Scheduled Updates on:</u></p> <ul style="list-style-type: none"> September 4 January 15 	<p>Strengthen Literacy Instruction We will strengthen K-5 literacy instruction through a balanced literacy approach that addresses student learning styles, incorporating student voice and promoting instruction responsive to student needs.</p>	<p>We all know how important strong foundational literacy skills are in terms of future learning. Beginning this year, we are fully implementing writing and reading units of study in our K-5 classrooms and are piloting a word study curriculum. Additionally, we have hired three additional MTSS Interventionists so our larger elementary schools (Holmes, Longfellow, and Lincoln) will each have an additional teacher to better support our Tier 2 and Tier 3 students.</p>
	<p>Strengthen Middle School Instruction We will revise International Baccalaureate units for cognitively demanding student-centered experiences in grades 6-8.</p>	<p>Our middle schools are preparing for IB reauthorization (2020). With reauthorization, we must support Brooks and Julian staff with development of unit plans that will ensure the successful accomplishment of our goals.</p>
	<p>Co-teaching Expansion (Inclusive Teaching Practices) We will broaden implementation of inclusive practices that support that support meaningful access to general education learning environments, curricula and experiences for students with disabilities</p>	<p>D97 teachers identified the need for providing more inclusive service delivery modes to support students with disabilities. We designed pilot programs at both of our middle schools in 2013; and last year, we piloted co-teaching in two of our elementary schools (Whittier and Irving). Last spring, the board of education approved hiring four additional special education teachers in order to expand the co-teaching pilot fully at Whittier and Irving. We have also been able to add an additional co-taught kindergarten classroom at a Julian feeder school (Beye).</p>
<p>Pillar 2: Strong Relationships with Families and Communities We recognize that “schools can’t do it alone.” Therefore, we will nurture trust among home-school- community through shared responsibility for student success, proactive communication and meaningful stakeholder voice.</p>	<ul style="list-style-type: none"> * Physical Integration * Monthly Communications Meetings * Student and Staff Profiles 	

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<p><u>BOE Agenda Scheduled Updates on:</u></p> <ul style="list-style-type: none"> September 25 February 12 		
<p>Pillar 3: Effective Teachers, Leaders, and Staff for Every Student, for Every School</p> <p><i>We will invest in people. We will ensure that our principals and school leadership teams articulate a clear school vision (big picture), and are actively involved in planning, guiding and assessing instruction and student learning. Furthermore, our teachers, leaders and staff will receive timely, focused support and intervention (e.g., coaching, mentoring, peer support, targeted training).</i></p> <p><u>BOE Agenda Scheduled Updates on:</u></p> <ul style="list-style-type: none"> October 23 March 12 	<p>Social-Emotional Supports</p> <p><i>We will refine and expand targeted social-emotional supports that address all aspects of a student’s development through caring and respectful relationships.</i></p>	<p><i>Last spring, the board of education approved hiring four additional social workers and one additional psychologist for our team. Now, both middle schools have one social worker per grade level and Longfellow, Holmes, Irving and Lincoln each have 1.5 social workers. Each middle school also has one full-time psychologist.</i></p> <p><i>These additional positions will enable the district to more effectively support students who are in crisis, who may need short-term therapy, or who receive services per the provision of an IEP.</i></p>
<p>Pillar 4: Data-Informed Continuous Improvement</p> <p><i>We will “manage the whole.” Our schools will have well-established organizational procedures and will develop a culture of evidence-based, collaborative inquiry to facilitate continuous improvement of teaching, learning, and leadership.</i></p> <p><u>BOE Agenda Scheduled Updates on:</u></p> <ul style="list-style-type: none"> November 27 April 30 	<p>Middle School Behavior: Tier 1 PBIS and Culture/Climate Supports</p> <p><i>We will build collective understanding and the capacity of school culture/climate teams to lead and monitor implementation of Tier I Positive Behavior Intervention Supports (PBIS).</i></p>	<p><i>We selected this priority because improving Middle School Tier 1 PBIS/Culture & Climate supports were identified as a need by our staff, students and families. We added a PBIS coach for our middle schools last year. We also began piloting HERO (a tool to recognize, reward and reinforce behavior). This year, we want to continue to strengthen Tier 1 and our PBIS system by developing a reliable data system that will be used with fidelity regarding student referrals and positive behavior tracking in order to support data-based decision making in our schools.</i></p>

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SY19 Departmental Priorities (Targeted Strategies and Objective or TSO)

Pillar	Administrator Team Assignments	2018-2019 Departmental Priorities (Targeted Strategies and Objective or TSO)
Pillar 1	Tawanda Lawrence, Carrie Kamm, Donna Middleton, Lauren Olson, Kristin Imberger	<ul style="list-style-type: none"> ● MTSS-Behavior (TSO 1) ● Math Differentiation (TSO 2)
Pillar 2	Eboney Lofton, Amanda Siegfried, Chris Jасulca, Carol Kelley, Megan Stewart	<ul style="list-style-type: none"> ● Increased Access for Students with Disabilities (TSO 4) ● Monthly Communication Meetings (TSO 5) ● Staff and Student Profiles (TSO 6) ● Family Engagement Committee (TSO 5)
Pillar 3	Emily Fenske, Felicia Starks-Turner, Laurie Campbell, Tulicia Edwards, Siania Obidi	<ul style="list-style-type: none"> ● Effective Student Behavior Handbook and Behavior Matrix Field Test (TSO 7) ● Building Capacity to Support Instructional Excellence (TSO 8) ● Increasing Diversity within our Workforce (TSO 8) ● Professional Learning Communities and Teacher Teams (TSO 9)
Pillar 4	Jeanne Keane, Amy Warke, Michael Arensdorff, Liz Battaglia, Will Brackett, Cathy Hamilton, Carla Ellis	<ul style="list-style-type: none"> ● TieNet 504 Electronic Case Management Module (TSO ??) ● BLTs, School Improvement Planning (TSO 10) ● Data Surety-Student Data ID Processes (TSO 10) ● User-Friendly Student Tracking System (TSO 10) ● Substitute Solution (TSO 11) ● Systems and Processes for HR (TSO 12) ● Infrastructure Maintenance and Improvement (TSO 12) ● Improve Student/Staff Experiences with Instructional Tech and IT Services (TSO 12) ● Network and Data Security (TSO 12) ● Cleaning Standards (TSO 12) ● Maintenance/Facilities Efficiencies (TSO 12)

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		<p>System of Support</p> <ul style="list-style-type: none"> ● Tier 1 Components & Critical Features ● Facilitation & Coaching 101 ● SWIS & TIPS ● Fidelity Tools & Data Collection <p>3.3 Tier 1 Systems Determine Tier 1 data that will be collected (student data, data collection system, success criteria, staff expectations, communication plan, progress monitoring plan)</p> <p>Determine with principals and Middle School Culture & Climate Coach how and when Tier 1 data will be reported to school staff.</p> <p>3.4 Tier 1 Implementation & Monitoring School Site Visits-Tier 1 Baseline Assessment</p> <p>School Site Visits-Tier 1 Implementation Monitoring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Administrator Interview <input type="checkbox"/> Tier 1: School-based fidelity check (TFI status report, SWIS data review) <input type="checkbox"/> Midwest PBIS: School tour/TFI 	<p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p>	
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		<p>walkthrough; staff & student interviews</p> <ul style="list-style-type: none"> <input type="checkbox"/> Classroom practice observations <p>School Site Visit-Tier 1 Year End Assessment</p>	<p>IN PROGRESS</p>	
<p>4.10 Data-supported Decision-making and Accountability</p>	<p>TieNet 504 Electronic Case Management Module**</p> <p><i>We will transfer our current paper process to a web-based platform, enabling our district to seamlessly manage our entire Section 504 process, including: pre-referral, eligibility 504 development, accommodations documentation and reporting to parents via a secured Internet site. Additionally, data can be mass exported for reporting or analysis.</i></p>	<p>Purchase TieNet’s Case Management module</p> <ul style="list-style-type: none"> Identify funding Finalize Data Sharing Agreement Finalize Purchase Implement Rollout <p>Design Custom Reports SY20</p> <ul style="list-style-type: none"> Draft output for key reports for team Work with assigned TieNet resource on development Identify any needed ongoing development <p>Train Users</p> <ul style="list-style-type: none"> Identify TieNet resources needed for professional learning Train staff on TieNet <p>Evaluate Usage</p>	<p>COMPLETE</p> <p>COMPLETE</p> <p>COMPLETE</p>	

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		<p>Data Dives</p> <ul style="list-style-type: none"> • Design and facilitate professional learning after benchmark assessments for Ad Leadership & BLTs • Support principals in implementing school-based data dives <p>SY20 SIP Development Reflection on SY19 plans & successes; staff work time to write plans</p>	<p>Fall & Winter: COMPLETE</p> <p>Spring: NOT STARTED</p> <p>IN PROGRESS</p>	<p>Spring Data Dive (district-level) will take place on May 24.</p> <p>Reflection meetings began on April 15 & April 16; these will continue through mid May; on June 7, teams will come together to finalize plans.</p>
<p>4.10 Data-supported Decision-making and Accountability</p>	<p>Data Surety-Student Data ID Processes <i>In order for the district to make data-driven decisions, the data itself must be reliable. The 2018-19 school year will focus on providing guidance and support on data practices. Additionally, we will investigate whether there are other</i></p>	<p>Identify Objectives per Data Group/Building Identify key stakeholders Identify data points</p> <p>Create Communication Plan Share AA Best Practices Meet with each principal and assistant principals</p> <p>Research Implementation Options Research the version of InfoSnap</p>	<p>COMPLETE</p> <p>COMPLETE</p>	

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	<p><i>implementations for integrating our registration software with our student information system. The goal is to streamline the process for getting registration data into PowerSchool and increasing the reliability of this data by catching data errors and inconsistencies before they are delivered to PowerSchool.</i></p>	<p>Outline cost/benefits Provide recommendation</p>	<p>COMPLETE</p>	
<p>4.10 Data-supported Decision-making and Accountability</p>	<p>User-Friendly Student Tracking System <i>With the district's commitment to making data-informed decisions for learning, we will increase the accessibility, timeliness, and ease of use in accessing relevant data and combining disparate student data sources for district and school leadership over a multi-year process.</i></p>	<p>Identify User Requirements Identify stakeholders Identify end-user attendance dashboard needs</p> <p>Select Software Solution Create implementation team Purchase software</p> <p>Implementation Build dashboard Pilot 1 elementary and 1 middle school Gather feedback Create district-wide SY20 implementation plan</p> <p>Assess System Usage</p>	<p>COMPLETE</p> <p>IN PROGRESS</p> <p>NOT STARTED</p>	<p>241</p> <p><i>We selected a solution, however, they would not agree to our Data Sharing agreement which delayed our search process. Thus, we are still in the process of selecting another solution.</i></p>

		<ul style="list-style-type: none"> Assess system usage Assess additional needs 	<p>NOT STARTED</p>	
<p>4.11 Needs-based Allocation of Resources</p>	<p>Substitute Solution <i>The Human Resources Department will continue to recruit, hire, and train new substitute teachers in an effort to increase the daily (average) fill rate. The Human Resources Department will continue to explore other solutions that will address the substitute teacher shortage.</i></p>	<p>Increasing the pool of substitute teachers</p> <ul style="list-style-type: none"> Advertise/recruit sub candidates via D97 website. D97 community newsletters, PTO executive meetings, Twitter, Facebook Universities/Colleges <p>Increase the substitute teacher pay rate</p> <ul style="list-style-type: none"> Gather substitute pay rates from school districts comparable to D97 Gather historical data on D97 substitute teacher pay increases Present pay data to the BOE, requesting increase in sub pay 	<p>IN PROGRESS</p> <p>COMPLETE</p>	<p>Updated flyers were created and distributed at local job fair and at Board meeting. HR teamed up with Communications Department to develop a substitute recruiting video. The need for substitute teachers and substitute teaching assistants has been publicized on the District's social media platforms.</p>

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		<p>Opportunities to improve substitute fill rates</p> <ul style="list-style-type: none"> • Monitor fill rates for sick, personal, and professional development/release time • Analyze average weekday needs for substitute teachers/teaching assistants • Provide monthly updates to administrative team on fill rates 	<p>IN PROGRESS</p>	<p>A recommendation, along with supporting data, to increase the daily rate for substitute teachers was approved by the Board of Education at the October 23rd Meeting.</p> <p>Data has been collected, shared, and analyzed by Cabinet and administrative team on multiple occasions since the start of the school year. District administrators are working with principals to improve fill rates using a variety of strategies including limiting release time, recruiting and hiring additional substitutes, increasing the daily rate to market rate, and leveraging technology to select and onboard new substitutes in a thorough yet efficient manner.</p>
<p>4.12 Sound Stewardship of Public Funds</p>	<p>Systems and Processes for Human Resources</p> <p><i>District 97 has purchased several systems that have</i></p>	<p>Key HR Processes for Mapping</p> <ul style="list-style-type: none"> • Identify key processes within Human Resources • Conduct focus group with administrators, school admin assistants, 	<p>COMPLETE</p>	<p>HR has identified and prioritized key processes to map for the upcoming school year based on focus group feedback.</p>

		<p>old Apple TVs at that time)</p> <p>Expand Access to internet for all students</p> <ul style="list-style-type: none"> Present to BOE for approval to rollout and expand program for SY19 school year Collect data from SY18 deployment Analyze data from SY18 deployment Develop public service announcement Communicate to families for SY19 for new program <p>Refresh of staff Macbook airs (650) & iPads (500)</p> <ul style="list-style-type: none"> Collect feedback from staff Communicate to staff about change Brainstorm refresh process to develop action plans Inventory and configure devices Create schedule for staff registration slots Communicate plan and details to district staff Deploy to all district locations 	<p>IN PROGRESS</p> <p>COMPLETE</p>	<p>Ongoing promotion of Internet For All program; processing of applications and distributing devices to families. Currently we have 19 families registered in the program.</p>
<p>4.12 Sound Stewardship of Public Funds</p>	<p>Network and Data Security <i>We will implement security practices following the audit that was complete winter 2016. We will carry</i></p>	<p>Expand functionality of NED to cross-department support</p> <ul style="list-style-type: none"> Meet with other departments and understand their needs Use connected devices or add new devices to the system to meet needs 	<p>IN PROGRESS</p>	<p>Complete the final steps of notifications to core services (power to buildings) for cross-department collaboration with Buildings and Grounds.</p>

		<p>utilization of an effective BAS system. Convert lighting to LED.</p> <p>Recycling/Zero Waste Incorporate one to one recycling programs for bulbs, batteries and scrap to reduce waste. Relaunch the zero waste initiatives with Carla, Seven Generations and the Green Teams assistance.</p>	<p>IN PROGRESS</p> <p>IN PROGRESS</p>	<p>We have completed the one to one recycling programs for batteries and bulbs. However, we are in the process of locating another hauler for our scrap and milk carton recycling. We have re-launched zero waste and all of the schools received new signage to post at a high level in their cafeterias (on the actual bins).</p>
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