

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
BOARD OF EDUCATION - REGULAR MEETING  
WEDNESDAY, AUGUST 17, 2016  
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

*Achieving excellence in learning through an equitable education for all.*

**AGENDA**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**I. RECOGNITION OF VISITORS AND VISITOR PARTICIPATION**

In an effort to keep Board meetings to a reasonable length, we ask visitors to make all statements regarding agenda items or other issues at this time.

**II. COMMUNICATIONS**

- A. Congratulatory Letter from the State Regarding Early Childhood and Least Restrictive Environment 5
- B. Notes of Appreciation from Staff 6

**III. COMMITTEE REPORTS**

- A. Building and Sites  
**Jeff will report.**
- B. I.A.S.B./ED-RED  
**Carol will report.**
- C. Policy  
**Martha will report.**
- D. School/Community Relations  
**No report.**
- E. N.S.S.E.O.  
**Carol will report.**
- F. Finance  
**Jeff will report.**
- G. Negotiations  
**No report.**

**IV. CONSENT AGENDA**

**I move to approve the consent agenda as presented.**

- A. Approval of Regular Meeting Minutes of July 13, 2016 7
- B. Approval of Executive Session Minutes of July 13, 2016 13
- C. Approval of Personnel Report 15

**V. FINANCIAL REPORT**

**I move to approve the financial report as presented.**

- A. Approval of Financial Report

**VI. SUPERINTENDENT'S REPORT**

- A. Approval of an additional third grade section for 2016 - 2017 (**Action**) 16  
**I have attached the summary that was emailed to you on Wednesday, August 10. It has**

**PROSPECT HEIGHTS SCHOOL DISTRICT 23**  
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**AGENDA**

**been updated to reflect changes in the past week. It reflects the addition of a third grade section. Please give me a call if you have any questions.**

**I move to approve the addition of a third grade section for the 2016 - 2017 school year.**

- B. 5:185 Family and Medical Leave Act (**Action**) 17  
**In the second paragraph the sentence will end after the word "period." The highlighted part of the sentence defining the year will be deleted. This should avoid any confusion about 12 weeks of FMLA leave in one year. Eligibility rules for FMLA occur at the end of the policy.**

**I move to approve policy 5:185 Family and Medical Leave as presented.**

- C. 5:112 - Service Recognition Policy (**Action**) 20  
**The goal of the policy is to have certified staff let us know by February 1 for staffing purposes. Therefore, our attorney recommended that we do not try to define separate terms for 12 month employees. The policy as presented provides maximum flexibility for the organization.**

**I move to accept policy 5:112 as presented.**

- D. Policies Undergoing 5-Year Review (**Action**)  
**To further their commitment to continuous improvement, IASB reviews each policy that was not updated during the previous five years. This process keeps their material aligned with good governance principals and keeps legal references current. Because the policies were not changed, IASB did not provide new copies. These policies can be updated in a single motion on a first reading.**

**I move to adopt the policies in the five year review cycle as presented.**

1. 1:10 School District Legal Status
2. 1:20 District organization, Operations, and Cooperative Agreements
3. 1:30 School District Philosophy
4. 2:10 School District Governance
5. 2:130 Board-Superintendent Relationship
6. 3:30 Chain of Command
7. 4:80 Accounting and Audits
8. 5:150 Personnel Records
9. 6:255 Assemblies and Ceremonies
10. 6:260 Complaints about Curriculum, Instructional Materials, and Programs
11. 7:280 Communicable and Chronic Infectious Disease

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
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**AGENDA**

12. 7:285 Food Allergy Management Program

E. Summer Reading in the Park (**Information**) 21  
**The program was expanded this summer and students joined teachers two afternoons each week. We reached 30 of our students each time. They were often joined by siblings and friends.**

F. Freedom of Information Act (FOIA) Request(s) 28  
**A response for two separate FOIA requests was prepared by Micheal since our last Board meeting in July.**

VII. **RECOGNITION OF VISITORS AND VISITOR PARTICIPATION**

In an effort to keep Board meetings to a reasonable length, we ask visitors to make all statements regarding agenda items or other issues at this time.

VIII. **OLD BUSINESS**

A. Review of Executive Session Minutes (**Action**)  
**Jeff reviewed the Executive session minutes for the past six months. He is recommending the release of two sessions.**

**I move that the Executive Session Minutes from February 10, 2016 and June 15, 2016 be made available for public inspection, as they no longer require confidential treatment, and that Executive Session recordings over 18 months old be destroyed.**

IX. **NEW BUSINESS**

A. Policy Revisions - First Reading  
**Policies 2:70, 6:100 and 8:100 have no options. They have been updated for clarity, footnotes or legal references.**

**Policies 7:270 and Policy 8:90 each have one option.**

**The recommendation is to reject the option for Policy 7:270. The option is for Opioid Antagonist to be available at the school site for a possible opioid overdose. We will work closely with 911 and local trained professionals should this be an issue.**

**It is also recommended to reject the option presented in Policy 8:90 requiring all booster and PTO organizations obtain 501(c)(3) status. We should encourage new groups to achieve this status and look for firms that may do the work for free. Currently the only booster group with this status is the Elementary PTO.**

- |   |    |
|---|----|
| 1. 2:70 Vacancies on the School Board - Filling Vacancies | 47 |
| 2. 6:100 Using Animals in the Educational Program         | 48 |
| 3. 7:270 Administering Medicines to Students              | 49 |
| 4. 8:90 Parent Organizations and Booster Clubs            | 51 |
| 5. 8:110 Public Suggestions and Concerns                  | 52 |

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**AGENDA**

**X. EXECUTIVE SESSION**

**I move we adjourn to Executive Session for matters regarding personnel, negotiations, litigation and purchase or lease of real property. There will be no action after Executive Session.**

- A. Personnel
- B. Negotiations
- C. Litigation
- D. Purchase or Lease of Real Property

**XI. ACTION TO BE TAKEN AFTER EXECUTIVE SESSION**

**There will be no action after Executive Session.**

**XII. ADJOURNMENT**

**DISTRICT ORGANIZATIONAL GOALS**

- Provide educational opportunities that are responsive to the needs of all learners and reflective of the demands of accountability.
- Engage families, community members and staff in dialogue, deliberation and collaborative thinking around the common interests of District 23.
- Manage resources efficiently and effectively to align with District priorities while being fiscally responsible



# Illinois State Board of Education

100 North First Street • Springfield, Illinois 62777-0001  
www.isbe.net

**James T. Meeks**  
Chairman

**Tony Smith, Ph.D.**  
State Superintendent of Education

July 28, 2016

Dear District Superintendent,

The Individuals with Disabilities Education Act (IDEA) requires that each state report annually via the Annual Performance Report (APR) to the Office of Special Education Programs (OSEP) on its performance according to its State Performance Plan (SPP) targets. The purpose of this letter is to focus specifically on Indicator 6-Preschool Least Restrictive Environment (LRE) of the APR and to draw your attention to your district's data relative to this Indicator. The Illinois State Board of Education (ISBE) must report on Indicator 6 as follows:

***Percent of children aged 3 through 5 with IEPs attending a:***

- A. Regular early childhood program and receiving the majority of special education and related services in the regular early childhood program; and;***
- B. Separate special education class, separate school or residential facility.***

School districts report this data to ISBE by submitting early childhood Educational Environment (EE) Codes on each preschool aged child with an IEP. In the APR submitted in April 2016, for school year 2014-15, ISBE reports the targets and progress for Indicator 6-Preschool LRE. For more information on the APR, please click on [this link](#).

You are receiving this letter because your district's data for preschool LRE is meeting targets for both Indicator 6A and 6B. We would like to congratulate you and thank you for your commitment to serving preschool aged children with IEPs with their same aged peers. High quality inclusion in early childhood leads to social and education benefits for each and every child.

Thank you for your commitment to young children and their families. Questions may be addressed to Kristy Doan at 217/524-4835 or [kdoan@isbe.net](mailto:kdoan@isbe.net).

Sincerely,

Cindy Zumwalt  
Early Childhood Division Administrator  
Illinois State Board of Education

Attachments: Indicator 6 Data

Your kind expression of

Sympathy

means so much.

Thanks ~



Dear School District 23 Family,  
Thank you so much for the beautiful plant that was sent to my home when my mom died. It is very comforting to have a living remembrance of her life. As I water it and see new growth emerge, I feel very happy. I still have the plant that you sent last year when →

my dad died. I'm very happy to have it, too.

Thank you for your kindness.  
Sincerely,

Margaine Brons

MINUTES OF THE REGULAR MEETING  
OF THE  
BOARD OF EDUCATION  
PROSPECT HEIGHTS SCHOOL DISTRICT 23  
JULY 13, 2016  
GRODSKY ADMINISTRATION CENTER

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Mari-Lynn Peters, Board President, called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

ROLL CALL:

PRESENT: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Olsen,  
Mrs. Peters, Mr. Bednar

ABSENT: None

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Dr. Don Angelaccio, Assistant  
Superintendent for Instruction; Mr. Micheal DeBartolo, Business  
Manager

RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

COMMUNICATIONS

ELECTION JUDGES NEEDED

Dr. Wilson shared a flyer from the Cook County Clerk's office expressing a need for election judges. She asked that everyone please share the flyer with anyone they think may be interested.

COMMITTEE REPORTS

Buildings and Sites: No report.

IASB/ED-RED: Mrs. Botwinski reported that there was no ED-RED meeting this month. She reminded the Board that the Triple I conference is coming up in November and encouraged everyone to sign up.

Policy: Mrs. Olsen reported that there are policies for revision to be approved under the Consent Agenda and the policy on Employee Service Recognition will be discussed under New Business.

School/Community Relations: No report.

NSSEO: No report. Mrs. Botwinski stated that the NSSEO Board is scheduled for tomorrow, July 14.

Finance: Mr. Bowes reported on the Finance Committee meeting this month, where they discussed the tentative budget and the service recognition policy.

Negotiations: No report.

#### CONSENT AGENDA

##### APPROVAL OF REGULAR MEETING MINUTES

Mrs. Olsen moved and Botwinski seconded the motion to approve the Regular Meeting Minutes of June 15, 2016 as presented.

##### ROLL CALL:

AYES: Mrs. Botwinski, Mr. Chester, Mr. Novak, Mrs. Olsen, Mrs. Peters

NAYS: None

ABSTAIN: Mr. Bednar, Mr. Bowes

##### APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES

Mrs. Olsen moved and Botwinski seconded the motion to approve the Executive Session Minutes of June 15, 2016 as presented.

##### ROLL CALL:

AYES: Mrs. Botwinski, Mr. Chester, Mr. Novak, Mrs. Olsen, Mrs. Peters

NAYS: None

ABSTAIN: Mr. Bednar, Mr. Bowes

PERSONNEL REPORT

Mrs. Olsen moved and Botwinski seconded the motion to approve the Personnel Report as presented, a copy of which is included with these minutes.

ROLL CALL:

AYES: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Olsen,  
Mrs. Peters, Mr. Bednar

NAYS: None

FINANCIAL REPORT

Mrs. Botwinski moved and Mrs. Olsen seconded the motion to approve the Financial Report as presented of bills in the amount of \$802,206.75 and the payroll for July in the amount of \$242,610.78.

ROLL CALL:

AYES: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Olsen,  
Mrs. Peters, Mr. Bednar

NAYS: None

SUPERINTENDENT'S REPORT

APPROVAL OF 2016-2017 TENTATIVE BUDGET

Dr. Wilson reviewed the overall budget. Mr. DeBartolo, Business Manager, has gone through the budget line by line to make it very clear and accurate. The public hearing date has been set for September 14.

Mrs. Olsen moved and Mr. Novak seconded the motion to approve placing the 2016-2017 Tentative Budget on display and publish notice of a public hearing to occur on September 14, 2016 at 7:00 p.m.

ROLL CALL:

AYES: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Olsen,  
Mrs. Peters, Mr. Bednar

NAYS: None

POLICY UPDATE

Dr. Wilson explained that ISBE recently reviewed the district’s collective bargaining unit agreements and updated policy language to reflect reference to the appropriate bargaining agreement. There were some questions about the FMLA policy 5:185, so it was pulled to bring back next month with some changes.

Mrs. Olsen moved and Mr. Novak seconded the motion to approve the policy updates as presented.

- 5:35 Compliance with the Fair Labor Standards Act
- 5:60 Expenses
- 5:70 Religious Holidays
- 5:150 Personnel Records, Maintenance, Access
- 5:200 Terms and Conditions of Employment, Dismissal
- 5:250 Leave of Absence
- 5:270 Employment At-Will, Compensation, Assignment
- 5:290 Employment Termination & Suspensions
- 5:300 Schedules and Employment Year
- 5:320 Evaluation
- 5:330 Sick Days, Vacation, Holidays and Leave
- 8:30 Exclusive Bargaining Representative Agent

ROLL CALL:

AYES: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Olsen, Mrs. Peters, Mr. Bednar

NAYS: None

I.S.B.E. SPECIAL EDUCATION ANNUAL DETERMINATION LETTER

Dr. Wilson stated that each year the Illinois State Board of Education (ISBE) examines all required data that is collected from individual districts to ensure that the needs of special education students are being met while following state regulations. The district continues to achieve the highest possible score from ISBE. Dr. Wilson congratulated Dr. Sroka and the entire special education staff for their diligent efforts.

DISTRICT BLUEPRINT 2016 - 2018

Dr. Wilson has received input from the administrative staff regarding the district blueprint, which highlights work with the Pre-Kindergarten and Kindergarten programs. Also highlighted are the long-range facilities plan and the 10-year life safety plan.

### FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Dr. Wilson informed the Board that a commercial request was received asking for all purchase orders from March through June 2016.

### RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

### OLD BUSINESS

The Board considered future Regular Meeting dates that need to be rescheduled. As the October 12 meeting falls on a non-attendance day, it was rescheduled for Thursday, October 13. The August Regular Meeting was moved back a week from August 10 to Wednesday, August 17, 2016.

### NEW BUSINESS

#### SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES

Mr. Bowes agreed to review the Executive Session Minutes.

#### SERVICE RECOGNITION POLICY

Dr. Wilson introduced a change to the service recognition policy 5:112, asking that the financial recognition award be moved to post-retirement. She is also asking for an increase to the stipend of \$25 per year to adjust for inflation and that the years of service requirement be reduced to 15 years. This policy will be brought back to the Board in August for approval.

#### EXECUTIVE SESSION

Mrs. Botwinski moved and Mrs. Olsen seconded the motion to adjourn to Executive Session for purposes of discussing personnel, negotiations and purchase of lease of real property.

ROLL CALL:

AYES: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Olsen,  
Mrs. Peters, Mr. Bednar

NAYS: None

The Board adjourned to Executive Session at 7:28 p.m.

OPEN SESSION

The Board returned to open session at 8:17 p.m.

ROLL CALL:

PRESENT: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Olsen,  
Mrs. Peters, Mr. Bednar

ABSENT: Mr. Bednar, Mr. Bowes

ADJOURNMENT

Mrs. Olsen moved and Mr. Novak seconded the motion to adjourn at 8:18 p.m.

ROLL CALL:

AYES: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Olsen,  
Mrs. Peters, Mr. Bednar

NAYS: None

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President

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Secretary

MINUTES OF THE EXECUTIVE SESSION  
OF THE  
BOARD OF EDUCATION  
PROSPECT HEIGHTS SCHOOL DISTRICT 23  
JULY 13, 2016  
GRODSKY ADMINISTRATION CENTER

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Mari-Lynn Peters, Board President, called the Executive Session to order at 7:44 p.m.

ROLL CALL:

PRESENT: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Olsen, Mrs. Peters, Mr. Bednar

ABSENT: None

ALSO

PRESENT: Dr. Deb Wilson, Superintendent; Dr. Don Angelaccio, Assistant Superintendent for Instruction; Mr. Micheal DeBartolo, Business Manager

NEGOTIATIONS

Mrs. Botwinski gave a quick update on the status of the NSSEO negotiations. The Board was told that finances/economics were tabled due to the lack of a state budget. NSSEO has surveyed the member district Superintendents. The NSSEO Board discussed thoughts and goals about negotiations and a new contract.

PURCHASE OR LEASE OF REAL PROPERTY

The newly hired architectural firm Arcon will be looking at the John Muir property to discuss needs for the future. The 10-year life study is coming up and after that is presented, ideas on the future of the District pre-school program and possible expansion will be addressed.

At 7:57 Dr. Wilson, Mr. Angelaccio and Mr. DeBartolo leave the meeting at the request of the board.

SUPERINTENDENT EVALUATION

Dr Wilson's evaluation by the Board was discussed and Mrs. Peters gave direction on points of discussion for her yearly evaluation.

ADJOURNMENT

Mrs. Olsen moved and Mr. Novak seconded the motion to return to Open Session at 8:17 p.m.

ROLL CALL:

AYES: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mrs. Olsen,  
Mrs. Peters, Mr. Bednar

NAYS: None

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President

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Secretary

**PERSONNEL REPORT**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Action</u></b>	<b><u>Effective</u></b>	<b><u>Salary</u></b>
1. Cindy Prazuch	Program Assistant Eisenhower	Resignation	July 18, 2016	\$22,578
2. Sam Keopraseuth	Tech. Support Technician Admin. Center	Employment	August 8, 2016	\$37,402
3. Michelle Broms	Office/Building Assistant Eisenhower	Employment	August 11, 2016	\$16,694.40
3. Sylvia Legowski	Grade 3 Teacher Ross	Employment	August 22, 2016	\$42,786
4. Barb Whiteside	SPED Program Assistant Ross	Employment	August 22, 2016	\$17.76/hr.
5. Briana Harris	SPED Program Assistant Sullivan	Employment	August 22, 2016	\$17.76/hr.
6. Kathleen Retsky	SPED Program Assistant Eisenhower	Employment	August 22, 2016	\$17.76/hr.

15

	Instructional	Bilingual K-3	At-Risk K only								Submitted Powerschool 8.17.2016	Projected Enrollment 2016/2017
<b>Eisenhower</b>												
<b>Sections</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>			
Kindergarten	2	15	16	16	16	16	17	17	17		132	145
First Grade	2	17	21	21	21	21	21	21	21		166	170
<b>Ross</b>												
<b>Sections</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>		
Second Grade	3	16	20	20	21	21	21	21	21	21	185	184
Third Grade	3	15	22	22	22	22	22	22	23	23	196	196
<b>Sullivan (no bilingual classes)</b>												
<b>Sections</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>				
Fourth Grade	2	23	23	23	24	24	24				143	144
Fifth Grade	3	22	22	22	22	22	23	23			159	171
<b>MacArthur</b>												
Grades 6-8										Sec. Ave.		
Grade 6										8	25	198
Grade 7										7	26	184
Grade 8										6	26	157
<b>Total Enrollment K-8</b>											1520	1542

**Classroom guidelines**

<b>K</b>	<b>17-21</b>
<b>1-2</b>	<b>18-23</b>
<b>3-4</b>	<b>20-25</b>
<b>5</b>	<b>22-26</b>
<b>6-8</b>	<b>24-27</b>

## General Personnel

### Family and Medical Leave

#### Leave Description


Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

~~Please refer to the current Cumulative Negotiations Agreement Between the Board of Education of District No. 23 and the Prospect Heights Education Association.~~

~~For those employees not covered by this Agreement:~~

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning September 1 and ending August 31 of the next year. 

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave. All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
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, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

### Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,250 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

### Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

### Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification

when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with duration in excess of 6 months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

#### Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

#### Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for 8 consecutive weeks whether he or she intends to return to work.

#### Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

#### Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: April 8, 2015

## General Personnel

### 5:112 – Service Recognition Policy

The Board of Education wishes to recognize long-term dedicated service to the school district. To that end, the Board will award service recognition gifts to employees who complete the following years of service: Those with 10, 20, 25, 30, and 35 years of service will choose a gift from the District 23 Service Award Catalogue.

#### *Post Retirement Service Recognition*

*The Board of Education wishes to recognize long-term dedicated service to the school District. To that end, for those employees with 15 or more years of service, who retire giving notification to the Board by February 1 of the year they retire, will receive a stipend equal to \$125 for each year of service to District 23. In the event the Board offers any other monetary retirement incentive this stipend will not be awarded.*

*Those employees not covered by collective bargaining agreements with 15 or more years of service, who retire giving four months notification to the Board of Education of the year they retire, will receive a stipend equal to \$125 for each year of service to District 23. In the event the Board offers any other monetary retirement incentive this stipend will not be awarded.*

#### Determination of Years of Service

The years of service are defined as the total accumulation of all full years of regular employment in School District 23 in any capacity whether full or part-time.

Employees who are unable to complete a full year of service due to illness may be awarded service credit at the discretion of the Board.

Employees who fail to complete a full year of service as a result of a Board approved leave will not receive a year of service for purposes of determining eligibility for a service recognition stipend.

#### Distribution of Awards

The service recognition gifts will be awarded annually to employees who achieve the steps listed above.

~~As required by law, the district must report the service recognition retirement stipend as earnings. The amount of the stipend is subject to taxes and retirement system employee contribution requirements. This amount will also serve to increase the total annual earnings reported to the retirement system of which the employee is a member.~~

# Summer Bilingual Reading in the Park

**Board of Education Mtg. 8/17/16**

# Many Thanks!!

## Teachers:

- Stacy Balla
- Emily Butts
- Allison Mass

## Community Partners:

- Prospect Heights Public Library
- Jolly Fun Academy

# Outstanding numbers...

9 Weeks

17 Sessions

Average of 30 students each session

23

Plus...non-District 23 siblings, relatives, friends, and PARENTS!







**Many thanks to our teachers,  
parents, partners and  
students for a great summer!**

---



Micheal DeBartolo <mdebartolo@d23.org>

**Fwd: FOIA Request from NBC5 Chicago**

**Debra Wilson** <dwilson@d23.org>  
To: Micheal DeBartolo <mdebartolo@d23.org>

Thu, Jul 28, 2016 at 12:59 PM

Sincerely,  
Debbie Wilson Ed.D.  
Superintendent  
Prospect Heights School District 23  
700 Schoenbeck Road  
Prospect Heights, IL 60070  
[847-870-5550](tel:847-870-5550)

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

From: **Smyser, Katherine (NBCUniversal)** <[Katy.Smyser@nbcuni.com](mailto:Katy.Smyser@nbcuni.com)>  
Date: Thu, Jul 28, 2016 at 12:45 PM  
Subject: FOIA Request from NBC5 Chicago  
To: "dwilson@d23.org" <dwilson@d23.org>

454 North Columbus Drive      A Division of National Broadcasting  
Chicago, IL 60611-5555      Company, Inc.  
[312-836-5555](tel:312-836-5555)      [www.nbcchicago.com](http://www.nbcchicago.com)



July 28, 2016

Debbie Wilson, Ed.D  
Superintendent  
Prospect Heights SD 23  
700 N Schoenbeck Rd  
Prospect Heights, Illinois 60070 1231

Sent via e-mail to [dwilson@d23.org](mailto:dwilson@d23.org)

Dear Dr. Wilson:

This is a request under the Illinois Freedom of Information Act.

I am sending this FOIA request to all public school districts in the greater Chicago, Illinois area, including Prospect Heights SD 23.

I would like to find out:

1) Does Prospect Heights SD 23 currently have any leases or agreements with telecommunications providers for cellular antennae and/or towers installed by the provider on your school property?

2) If so, I would like copies of all current lease agreements, including documents showing:

a. the location(s) of all cellular antennae and/or towers on Prospect Heights SD 23's school property, and

b. the amount paid to the school district each year by the telecommunications company.

If you don't lease any of your school property to telecommunications providers for their towers or antennae, I would appreciate it if you could send me a quick e-mail reply, just letting me know that.

But if your district does currently have such leases, please send the current agreements to me at [katy.smyser@nbcuni.com](mailto:katy.smyser@nbcuni.com). If for some reason you cannot send these agreements via e-mail, please let me know as soon as possible, so I can make arrangements to get them from you. And if there is any way in which I can help gather these documents or otherwise assist you in getting this information and documentation, I would be happy to do so.

Because these records are in the public interest, I ask that you waive any reproduction fee. And if you deny this request, please tell me on what grounds, and to whom I should appeal.

If you have any questions concerning this request or need any additional information, please don't hesitate to contact me at [katy.smyser@nbcuni.com](mailto:katy.smyser@nbcuni.com) or at [312-836-3187](tel:312-836-3187).

Thank you so much for your time and consideration in this matter.

Sincerely,

Katy Smyser

Producer



Micheal DeBartolo <mdebartolo@d23.org>

---

## Fwd: FOIA Request from NBC5 Chicago

---

**Micheal DeBartolo** <mdebartolo@d23.org>  
To: Katy.Smyser@nbcuni.com

Wed, Aug 10, 2016 at 4:02 PM

Ms. Smyser:

Please accept this response to your Freedom of Information request. The District does not possess any documents that are responsive to your request.

Micheal DeBartolo  
Business Manager

Prospect Heights School District 23  
700 North Schoenbeck Road  
Prospect Heights, Illinois 60070

(847) 870-5552 Telephone  
(847) 870-3896 Facsimile

[Quoted text hidden]



Micheal DeBartolo &lt;mdebartolo@d23.org&gt;

---

**Daily Herald FOIA request July 8, 2016**

6 messages

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**Griffin, Jake** <jgriffin@dailyherald.com>  
To: "mdebartolo@d23.org" <mdebartolo@d23.org>

Fri, Jul 8, 2016 at 2:58 PM

July 8, 2016

To Whom It May Concern:

Under the provisions of the Illinois Freedom of Information Act, Illinois Revised Statutes Ch. 116, Par. 201, I am requesting the following information:

- Total dollar amount of tuition reimbursements, including names of educators and amounts individually received, made by the district to education association employees in fiscal year ending June 30, 2016, or documents sufficient to show that amount.

I prefer the information in electronic format and emailed to the address listed below. Please call if you are unable to grant this aspect of the request.

I am requesting that you waive any fees for providing this information, in accordance with the law, which allows for waiver of fees when release of the information is in the public interest. Please notify me by telephone if any fees will be charged.

I would appreciate it if you would handle this request as quickly as possible, and I look forward to hearing from you within five working days, as required by law. Thank you for your assistance. If you have any questions, please call me at [847-427-4602](tel:847-427-4602). My FAX is [847-427-1301](tel:847-427-1301). My email is [jgriffin@dailyherald.com](mailto:jgriffin@dailyherald.com).

**Jake Griffin** | Assistant Managing Editor for Watchdog Reporting

[jgriffin@dailyherald.com](mailto:jgriffin@dailyherald.com) | office [847.427.4602](tel:847.427.4602) | cell [773.576.2225](tel:773.576.2225)

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**Micheal DeBartolo** <mdebartolo@d23.org>  
To: Cathy Anderson <CANDERSON@d23.org>  
Cc: Debra Wilson <dwilson@d23.org>, Board of Education <boe@d23.org>

Fri, Jul 8, 2016 at 3:13 PM

Cathy:

Please review the FOIA and provide the responsive information to me so that my office can prepare the response. I would like the information by Wednesday, July 13th.

Thanks.

Micheal DeBartolo  
Business Manager

Prospect Heights School District 23  
700 North Schoenbeck Road  
Prospect Heights, Illinois 60070

(847) 870-5552 Telephone  
(847) 870-3896 Facsimile

[Quoted text hidden]

**Cathy Anderson** <canderson@d23.org>  
To: Micheal DeBartolo <mdebartolo@d23.org>

Tue, Jul 12, 2016 at 8:44 AM

Here you go:

On Jul 8, 2016, at 3:13 PM, Micheal DeBartolo <mdebartolo@d23.org> wrote:

Cathy:

Please review the FOIA and provide the responsive information to me so that my office can prepare the response. I would like the information by Wednesday, July 13th.

Thanks.

Micheal DeBartolo  
Business Manager

Prospect Heights School District 23  
700 North Schoenbeck Road  
Prospect Heights, Illinois 60070

(847) 870-5552 Telephone  
(847) 870-3896 Facsimile

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

From: **Griffin, Jake** <jgriffin@dailyherald.com>  
Date: Fri, Jul 8, 2016 at 2:58 PM  
Subject: Daily Herald FOIA request July 8, 2016  
To: "mdebartolo@d23.org" <mdebartolo@d23.org>

July 8, 2016

To Whom It May Concern:

Under the provisions of the Illinois Freedom of Information Act, Illinois Revised Statutes Ch. 116, Par. 201, I am requesting the following information:

- Total dollar amount of tuition reimbursements, including names of educators and amounts individually received, made by the district to education association employees in fiscal year ending June 30, 2016, or documents sufficient to show that amount.

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I would appreciate it if you would handle this request as quickly as possible, and I look forward to hearing from you within five working days, as required by law. Thank you for your assistance. If you have any questions, please call me at [847-427-4602](tel:847-427-4602). My FAX is [847-427-1301](tel:847-427-1301). My email is [jgriffin@dailyherald.com](mailto:jgriffin@dailyherald.com).

**Jake Griffin** | Assistant Managing Editor for Watchdog Reporting

[jgriffin@dailyherald.com](mailto:jgriffin@dailyherald.com) | office [847.427.4602](tel:847.427.4602) | cell [773.576.2225](tel:773.576.2225)


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Cathy Anderson  
Executive Assistant for Human Resources and School Board Operations  
Prospect Heights School District 23  
Phone: [847870-5553](tel:847870-5553) Fax: [847870-3896](tel:847870-3896)  
[canderson@d23.org](mailto:canderson@d23.org)

**3 attachments**

 **November 2015.pdf**  
23K

 **March 2016.pdf**  
22K

 **July 2016.pdf**  
23K

**Board of Education** <boe@d23.org>  
To: Micheal DeBartolo <mdebartolo@d23.org>

Wed, Jul 13, 2016 at 11:07 AM

THIS IS THE ONLY FOIA IN THE BOE E-MAIL ACCOUNT FOR THE LAST MONTH! WE NEVER GOT THE ONE FROM TRACY!



**MARI-LYNN PETERS**  
CPA

p:8475203789 | m:8477273789 | e:MLP555@YAHOO.COM |  
a:762 EQUESTRIAN DRIVE, WHEELING, IL 60090

Get a signature like this: [Click here!](#)  
[Quoted text hidden]

**Micheal DeBartolo** <mdebartolo@d23.org>

Wed, Jul 13, 2016 at 12:10 PM

To: jgriffin@dailyherald.com

Bcc: Tracy Stephens <tstephens@d23.org>, Debra Wilson <dwilson@d23.org>, Board of Education <boe@d23.org>

Jake:

Below please find the timely response and documents responsive to your FOIA request issued on July 8, 2016.

Please let me know if you have any questions.

Micheal DeBartolo  
Business Manager

Prospect Heights School District 23  
700 North Schoenbeck Road  
Prospect Heights, Illinois 60070

(847) 870-5552 Telephone  
(847) 870-3896 Facsimile

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

From: **Griffin, Jake** <jgriffin@dailyherald.com>  
Date: Fri, Jul 8, 2016 at 2:58 PM  
Subject: Daily Herald FOIA request July 8, 2016  
To: "mdebartolo@d23.org" <mdebartolo@d23.org>

July 8, 2016

To Whom It May Concern:

Under the provisions of the Illinois Freedom of Information Act, Illinois Revised Statutes Ch. 116, Par. 201, I am requesting the following information:

- Total dollar amount of tuition reimbursements, including names of educators and amounts individually received, made by the district to education association employees in fiscal year ending June 30, 2016, or documents sufficient to show that amount.

I prefer the information in electronic format and emailed to the address listed below. Please call if you are unable to grant this aspect of the request.

I am requesting that you waive any fees for providing this information, in accordance with the law, which allows for waiver of fees when release of the information is in the public interest. Please notify me by telephone if any fees will be charged.

I would appreciate it if you would handle this request as quickly as possible, and I look forward to hearing from you within five working days, as required by law. Thank you for your assistance. If you have any questions, please call me at [847-427-4602](tel:847-427-4602). My FAX is [847-427-1301](tel:847-427-1301). My email is [jgriffin@dailyherald.com](mailto:jgriffin@dailyherald.com).

**Jake Griffin** | Assistant Managing Editor for Watchdog Reporting

[jgriffin@dailyherald.com](mailto:jgriffin@dailyherald.com) | office [847.427.4602](tel:847.427.4602) | cell [773.576.2225](tel:773.576.2225)

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Cathy Anderson  
Executive Assistant for Human Resources and School Board Operations  
Prospect Heights School District 23  
Phone: [847/870-5553](tel:847/870-5553) Fax: [847/870-3896](tel:847/870-3896)  
[canderson@d23.org](mailto:canderson@d23.org)

**3 attachments** **November 2015.pdf**  
23K **March 2016.pdf**  
22K **July 2016.pdf**  
23K

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**Griffin, Jake** <jgriffin@dailyherald.com>  
To: Micheal DeBartolo <mdebartolo@d23.org>

Wed, Jul 13, 2016 at 1:13 PM

Got it, thanks.

**Jake Griffin** | Assistant Managing Editor for Watchdog Reporting

[jgriffin@dailyherald.com](mailto:jgriffin@dailyherald.com) | office [847.427.4602](tel:847.427.4602) | cell [773.576.2225](tel:773.576.2225)

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---

**From:** Micheal DeBartolo <mdebartolo@d23.org>

**Sent:** Wednesday, July 13, 2016 12:10 PM

**To:** Griffin, Jake

**Subject:** Fwd: Daily Herald FOIA request July 8, 2016

[Quoted text hidden]

Please contact us if you would like this communication translated into your native language.

Por favor, póngase en contacto con nosotros si desea que esta comunicación traducido a su idioma nativo.

Prosimy o kontakt z nami jeśli Państwo potrzebują aby ta wiadomość została przetłumaczona na język Polski.



Micheal DeBartolo &lt;mdebartolo@d23.org&gt;

---

## Daily Herald FOIA request July 8, 2016

---

Micheal DeBartolo &lt;mdebartolo@d23.org&gt;

Wed, Jul 13, 2016 at 12:10 PM

To: jgriffin@dailyherald.com

Bcc: Tracy Stephens &lt;tstephens@d23.org&gt;, Debra Wilson &lt;dwilson@d23.org&gt;, Board of Education &lt;boe@d23.org&gt;

Jake:

Below please find the timely response and documents responsive to your FOIA request issued on July 8, 2016.

Please let me know if you have any questions.

Micheal DeBartolo  
Business Manager

Prospect Heights School District 23  
700 North Schoenbeck Road  
Prospect Heights, Illinois 60070

(847) 870-5552 Telephone

(847) 870-3896 Facsimile

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

From: **Griffin, Jake** <jgriffin@dailyherald.com>

Date: Fri, Jul 8, 2016 at 2:58 PM

Subject: Daily Herald FOIA request July 8, 2016

To: "mdebartolo@d23.org" &lt;mdebartolo@d23.org&gt;

July 8, 2016

To Whom It May Concern:

Under the provisions of the Illinois Freedom of Information Act, Illinois Revised Statutes Ch. 116, Par. 201, I am requesting the following information:

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if you are unable to grant this aspect of the request.

I am requesting that you waive any fees for providing this information, in accordance with the law, which allows for waiver of fees when release of the information is in the public interest. Please notify me by telephone if any fees will be charged.

I would appreciate it if you would handle this request as quickly as possible, and I look forward to hearing from you within five working days, as required by law. Thank you for your assistance. If you have any questions, please call me at [847-427-4602](tel:847-427-4602). My FAX is [847-427-1301](tel:847-427-1301). My email is [jgriffin@dailyherald.com](mailto:jgriffin@dailyherald.com).

**Jake Griffin** | Assistant Managing Editor for Watchdog Reporting

[jgriffin@dailyherald.com](mailto:jgriffin@dailyherald.com) | office [847.427.4602](tel:847.427.4602) | cell [773.576.2225](tel:773.576.2225)

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Cathy Anderson  
Executive Assistant for Human Resources and School Board Operations  
Prospect Heights School District 23  
Phone: [847/870-5553](tel:847/870-5553) Fax: [847/870-3896](tel:847/870-3896)  
[canderson@d23.org](mailto:canderson@d23.org)

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### 3 attachments

 **November 2015.pdf**  
23K

 **March 2016.pdf**  
22K

 **July 2016.pdf**  
23K





## TUITION REIMBURSEMENT REPORT

JULY 2016

Last Name	First	School	Hours	Transcripts Received	Amount to Reimburse
Akhteebo	Megan	Ross	6	yes	\$900
Bazan	Kevin	MacArthur	6	yes	\$900
Broms	Marianne	Sullivan	6	yes	\$900
Brusso	Lisa	Eisenhower	5	yes	\$750
Butts	Emily	Sullivan	6	yes	\$900
Espinosa	Nina	Sullivan	3	yes	\$450
Funk	Kelly	Sullivan	7	yes	\$450
Jackson	Laura	Sullivan	3	yes	\$450
Mariconda	Melissa	Ross	6	yes*	\$900
Mullaney	Julie	Ike	3	yes*	\$382
Sterba	Ashley	MacArthur	3	yes	\$450
Ubert	Nadine	Sullivan	5	yes	\$750
Valderrama	Michelle	Ike	6	yes*	\$764
			65		\$8,946
GRANT: Use acct. # 10-2640-230-01-4932					
			*grade report-trancript on the way		



Micheal DeBartolo &lt;mdebartolo@d23.org&gt;

---

## FOIA Request

---

**Sinthu Ramalingam** <sinthu@onechanceillinois.org>  
To: mdebartolo@d23.org

Mon, Aug 8, 2016 at 12:15 PM

Dear Superintendent:

This is a request under the Freedom of Information Act for records showing the following information:

- Does your district have an acceleration policy?
- If yes, does it allow students to enter Kindergarten early?
- If yes, does it allow students to enter first grade early?
- If yes, does it allow students to take classes at a higher level than their current grade?
- If yes, does it allow students to skip grades?
- If yes, does it allow students to graduate high school early?

Please send me the records in the electronic format in which you keep the records. If the records are only in paper format, please scan them into PDFs. Please email me the records, or if that is not possible, mail them to me on a CD. If you are unable to send the records in one of the formats I requested, please contact me to discuss alternatives. Please contact me for my authorization of any charge in excess of \$10. I am not making this request for a commercial purpose.

Thank you,

Sinthu Ramalingam  
Policy Associate  
One Chance Illinois



Micheal DeBartolo <mdebartolo@d23.org>

---

## FOIA Request

---

Micheal DeBartolo <mdebartolo@d23.org>  
To: Sinthu Ramalingam <sinthu@onechanceillinois.org>

Thu, Aug 11, 2016 at 6:46 AM

Sinthu:

Please accept this timely response to your request for information under the Illinois Freedom of Information Act issued on August 6, 2016.

You have requested information regarding the following:

- Does your district have an acceleration policy?
- If yes, does it allow students to enter Kindergarten early?
- If yes, does it allow students to enter first grade early?
- If yes, does it allow students to take classes at a higher level than their current grade?
- If yes, does it allow students to skip grades?
- If yes, does it allow students to graduate high school early?

The document responsive to your inquiry is attached in the form of Prospect Heights Board of Education Policy 7:50.

If you have questions, please contact me at (847) 870-5552 or [mdebartolo@d23.org](mailto:mdebartolo@d23.org).

Micheal DeBartolo  
Business Manager

Prospect Heights School District 23  
700 North Schoenbeck Road  
Prospect Heights, Illinois 60070

(847) 870-5552 Telephone  
(847) 870-3896 Facsimile

[Quoted text hidden]

---

 **BOE Policy 7-50.pdf**  
212K

PROSPECT HEIGHTS SCHOOL DISTRICT 23

SECTION 7 - STUDENTS

7:50 - School Admissions and Student Transfers To and From Non-District Schools

## 7:50 - School Admissions and Student Transfers To and From Non-District Schools

### Age

To be eligible for admission, a child must be 5 years old on or before September 1 of that school term. A child entering first grade must be 6 years of age on or before September 1 of that school term. Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be 6 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at 3 years of age.

### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy [7:60](#), *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy [7:100](#), *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year. Students who are children of active duty military personnel transferring will be allowed to enter: (a) the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.

### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy [6:140](#), *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

### Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion when the penalty was for:

- knowingly possessing in a school building or on school grounds, a weapon as defined in the Gun Free Schools Act;

- knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis; or
- battering a staff member of the school.

**LEGAL REF.:**

McKinney Homeless Assistance Act, [42 U.S.C. §11431](#) *et seq.*

Family Educational Rights and Privacy Act, [20 U.S.C. §1232](#).

Illegal Immigrant and Immigrant Responsibility Act of 1996, [8 U.S.C. §1101](#).

Individuals With Disabilities Education Improvement Act, [20 U.S.C. §1400](#) *et seq.*

Rehabilitation Act, Section 504, [29 U.S.C. §794](#).

[105 ILCS 5/2-3.13a](#), [5/10-20.12](#), [5/10-22.5a](#), [5/14-1.02](#), [5/14-1.03a](#), [5/26-1](#), [5/26-2](#), [5/27-8.1](#), [10/8.1](#), [45/](#), and [70/](#).

[325 ILCS 50/](#) and [55/](#).

[410 ILCS 315/2e](#).

[20 Ill.Admin.Code Part 1290](#), Missing Person Birth Records and School Registration.

[23 Ill.Admin.Code Part 375](#), Student Records.

CROSS REF.: [6:30](#) (Organization of Instruction), [6:110](#) (Programs for Students At Risk of Academic Failure and/or Dropping out of School and Graduation Incentives Program), [6:140](#) (Education of Homeless Children), [7:60](#) (Residence), [7:70](#) (Attendance and Truancy), [7:100](#) (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), [7:340](#) (Student Records)

ADOPTED: January 14, 2016

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**PROSPECT HEIGHTS SCHOOL DISTRICT 23**

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# DRAFT UPDATE

## Board of Education

### Vacancies on the Board of Education - Filling Vacancies

#### Vacancy

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability of the incumbent,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

#### Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the appropriate Intermediate Service Center of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within 45 days after it occurred by a public vote at a meeting of the Board.

**Comment [APowell1]:**  
Edited for clarity.

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Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.: 105 ILCS 5/10-10 and 5/10-11.

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

ADOPTED: ~~February 13, 2013~~

# DRAFT UPDATE

## Instruction

### Using Animals in the Educational Program

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

#### Animal Experiments

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

#### Animal Dissection

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

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

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

CROSS REF.: 6:40 (Curriculum Development)

ADOPTED: February 13, 2013

**Comment [APowell1]:**

The policy is updated to include two subhead titles, Animal Experiments and Animal Dissection.

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# DRAFT UPDATE

## Students

### Administering Medicines to Students

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 parents/guardians of students.

### Self-Administration of Medication

A student may possess an epinephrine auto-injector (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. 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, 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.

### School District Supply of Undesignated Epinephrine Auto-Injectors

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, 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.

### School District Supply of Undesignated Opioid Antagonists

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

**Comment [APowell1]:** 23 Ill. Admin. Code § 1.540(e)(7)&(8).

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#### Comment [APowell2]:

Updated in response to 105 ILCS 5/22-30, amended by P.A. 99-480. The law permits school boards to maintain a supply of undesignated opioid antagonists in the name of a district and allows a school nurse or trained person to administer them to a person believed to be having an opioid overdose.

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.

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)). See the footnotes of this policy, available by logging into PRESS Online, for more information.

#### OPTION:

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. 99-480. 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.

To remove this section, check the appropriate "yes" box on your PRESS Plus Response Form. Removing this section will also remove the **Void Policy; Disclaimer** section regarding Undesignated Opioid Antagonists, below.

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# ***DRAFT UPDATE***

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, 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.

Void Policy; Disclaimer

The School District Supply of Undesignated Epinephrine Auto-Injectors This 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.

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 professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Alcoholism and Other Drug Abuse and Dependency Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

Upon any administration of an undesignated epinephrine auto-injector or an opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

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.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector and/or opioid antagonist. This policy does not guarantee the availability of an epinephrine auto-injector and/or opioid antagonist; students and their parents/guardians should consult their own physician regarding such this-medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30,  
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Food Allergy Management)

ADOPTED: April 8, 2015

# DRAFT UPDATE

## Community Relations

### Parent Organizations and Booster Clubs

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

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

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

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

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

ADOPTED: ~~February 13, 2013~~

#### **Comment [APowell1]:**

##### **OPTION:**

If the Board would like to require all parent organizations and booster clubs to have 501(c)(3) status, change the sentence preceding the numbered list to:

Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club is a 501(c)(3) that has submitted proof of its status and has by-laws containing the following:

To make this change, check the appropriate "yes" box on the PRESS Plus Response Form.

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# DRAFT UPDATE

## Community Relations

### Public Suggestions and Concerns

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

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

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

ADOPTED: February 13, 2013

**Comment [APowell1]:**

The policy is amended to clarify that while individuals may file a grievance under 2:260, *Uniform Grievance Procedure*, "the Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance."

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