

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
WEDNESDAY, JANUARY 11, 2017
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. Note of Appreciation 5

III. COMMITTEE REPORTS

A. Building and Sites 6

Jim will report.

B. I.A.S.B./ED-RED 7

Carol will report.

C. Policy

Martha will report. No meeting was required as the policies being brought forward reflect legal citations, word changes, footnotes, etc. to reflect the shift from No Child Left Behind to Every Student Succeeds Act.

D. School/Community Relations

The communications survey will launch on January 17 at which time the 5Essentials survey will close.

E. N.S.S.E.O.

Carol will report.

F. Finance 8

Jeff will report.

G. Negotiations

No report.

IV. CONSENT AGENDA

Item E is the required resolution limiting single professional development events for Board members or staff at \$2500/event. Any single event exceeding that amount will be brought to the Board for approval. I have also included the travel and reimbursement administrative procedure and the reimbursement form that reflect our new reimbursement rates for breakfast, lunch and dinner.

I move to approve the consent agenda as presented.

A. Approval of Regular Meeting Minutes of December 14, 2016 9

B. Approval of Executive Session Minutes of December 14, 2016 19

C. Approval of Personnel Report

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AGENDA

There is no personnel report for January.

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|--|-----|
| D. Policy Second Reading/Adoption | 21 |
| E. Approval of Resolution to Regulate Expense Reimbursements | 95 |
| V. <u>FINANCIAL REPORT</u> | |
| I move to approve the financial report as presented. | |
| A. Approval of Financial Report | 98 |
| VI. <u>SUPERINTENDENT'S REPORT</u> | |
| A. Long Term Facility and Financial Planning (DISCUSSION) | 142 |
| Over the next 6 - 8 months we will be presenting long term educational, facility, and financial planning documents. It is important during this time, we formulate questions, deliberate and prioritize the various aspects of these documents to develop the blueprint for the future of the District. A calendar has been provided to outline the timeline of these discussions. | |
| B. 10 Year Health/Life Safety Survey and Long Range Facility Plan (DISCUSSION) | 145 |
| ARCON will lead the Board through the 10 year facility and 10 year life safety plan. Paper documents will be provided for easier viewing. We should receive the electronic documents late Friday or early Monday. At that time, the electronic documents will be uploaded. | |
| C. Update on the District Blueprint (DISCUSSION) | 272 |
| The progress on our blueprint has been updated to reflect work that has been accomplished as well as providing projected dates for the completion of other items on the plan. Highlights include the completion on the 10 year facility plan, progress on the communications survey, and the current status of our partnership with D214 regrading the STEM program. | |
| D. Intergovernmental Agreement between District 23 and District 214 for the Robotics Program (ACTION) | 274 |
| In a nutshell, the intergovernmental agreement outlines the facility use and clarifies ownership of fixtures and furniture should the agreement be terminated. The agreement is written such that we keep fixed furnishings and have the option to purchase non-fixed furniture at a depreciated rate should the agreement be terminated. The final agreement should be returned from both attorneys by Tuesday morning. Once we have received the final agreement, I will upload the agreement for your viewing. | |
| I move to approve the intergovernmental agreement between D23 and D214 as presented. | |
| E. Freedom of Information Act Requests (FOIA) (INFORMATION) | |
| Annually the Daily Herald sends a FOIA for our meeting dates for the year. | |
| 1. Illinois Retired Teachers Association FOIA Requests | 281 |
| 2. Daily Herald FOIA Request | 292 |

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
JANUARY 11, 2017
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

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AGENDA

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

IX. NEW BUSINESS

A. Semi-Annual Review of Executive Session Minutes

According to Board Policy 2:220, the Board must conduct a semi-annual review of Executive Session Minutes, and also review audio recordings of closed meetings to determine whether: (1) there continues to be a need for confidentiality, or (2) the recordings no longer require confidential treatment and are available for public inspection. Additionally, after 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved its destruction. The Board's past practice has been to appoint the Secretary to review these minutes in a meeting with the Superintendent and make a recommendation at the following Board meeting.

B. Policy First Reading

No meeting was required for this group of policies. These policies reflect legal citations, word changes, footnotes, etc. to reflect the shift from No Child Left Behind to Every Student Succeeds Act.

1. 6:15 School Accountability	295
2. 6:50 School Wellness	297
3. 6:60 Curriculum content	299
4. 6:145 Migrant Students	302
5. 6:160 English Learners	303
6. 6:170 Title I Programs	305
7. 6:340 Student Testing and Assessment	307
8. 7:50 School Admissions and Student Transfers	308
9. 7:60 Residence	310
10. 7:70 Attendance and Truancy	312
11. 7:250 Student Support Services	314
12. 7:260 Exemption from Physical Education	315
13. 7:305 Student Athlete Concussions and Head Injuries	316
14. 7:310 Restrictions on Publications	318
15. 8:70 Accommodating Individuals with Disabilities	320

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

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
JANUARY 11, 2017
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

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AGENDA

Session.

- A. Personnel
- B. Negotiations
- C. Litigation

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

District 23 staff,

Thank you so much for the beautiful plant you sent for Ken's service. It meant a lot to our family to know you care.

Warm Regards,

Donna Steckling & family

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BUILDING & SITES COMMITTEE MEETING
WEDNESDAY, JANUARY 4, 2017
GRODSKY ADMINISTRATION CENTER at 7:30 AM**

AGENDA

CALL TO ORDER

- I. Call to order
- II. Discussion item(s)
 - A. D23/214 joint extra-curricular project
- III. Old business -- Item(s) discussed at previous Building & Sites committee meeting(s)
 - A. 10 year Health Life Safety Survey and Long Range Facilities Plan
- IV. New business -- Item(s) to be discussed at future Building & Sites committee meeting(s)
- V. Adjournment

1131 South Dee Road
Park Ridge, IL 60068
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www.edred.org @EdRedNews

2016-17 Fall/Winter Meeting Schedule

Friday, October 7 12:00-2:00 pm	8th Annual Kick-Off Luncheon Café La Cave, 2777 Mannheim Road, Des Plaines Panelists: Senator Kimberly Lightford Representative Fred Crespo Representative Bob Pritchard Dr. Elizabeth Purvis, IL Secretary of Education
Friday, November 4 1:30-3:00 pm	ED-RED Finance Legislation Meeting <i>Maine Twp. Administrative Offices, 1177 S. Dee Road, Park Ridge</i> Program: 2016 Election Watch: Impact on Education
Friday, December 2, 2016 1:30-3:00 pm	Joint ED-RED/NWSSBO Finance Legislation Meeting <i>Maine Twp. Administrative Offices, 1177 S. Dee Road, Park Ridge</i> Program: TRS Update Guest: Rich Frankenfeld, Director, Community Outreach, TRS
Friday, January 13, 2017 1:30-3:00 pm	ED-RED Finance Legislation Meeting <i>Maine Twp. Administrative Offices, 1177 S. Dee Road, Park Ridge</i> Program: 2016 Veto Session Wrap Up/100 th GA
Monday, January 30, 2017 4:00-9:00 pm	46th Annual Legislative Dinner and Workshops <i>Chicago Marriott O'Hare, 8535 W. Higgins Road, Chicago</i> Workshops: 4:00-5:30 pm Reception: 5:15 – 6:00 pm Dinner/Program: 6:00 – 9:00 pm
Tuesday, February 7, 2017 TNT	ED-RED Member Meeting <i>Via Webinar</i>

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All ED-RED Meetings will take place at the **Maine Dist. #207 Administrative Offices, 1177 South Dee Road in Park Ridge**, unless otherwise noted

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
FINANCE COMMITTEE MEETING
TUESDAY, JANUARY 3, 2017
GRODSKY ADMINISTRATION CENTER at 4:00 PM**

AGENDA

CALL TO ORDER

- I. Call to order
- II. Discussion item(s)
 - A. Student fees
 - B. EDP fees
 - C. Timeline for financial discussion
- III. Old business -- Discussion of item(s) from prior Finance Committee meeting(s)
- IV. New business -- Discussion of item(s) at future Finance Committee meeting(s)
- V. Adjournment

MINUTES OF THE REGULAR MEETING
OF THE
BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT 23
DECEMBER 14, 2016
GRODSKY ADMINISTRATION CENTER

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

PLEDGE OF ALLEGIANCE

ROLL CALL:

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

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

DISTRICT 214 LETTER REGARDING REDEFINING READY!

Dr. Wilson shared a letter from Alva Kruetzer, District 214 Board of Education
President, updating surrounding districts on the “Redefining Ready” resolution they
have sponsored.

MT. PROSPECT PUBLIC LIBRARY BOARD LETTER OF INVITATION

Dr. Wilson shared a letter from the Mt. Prospect Public Library inviting Board
members to the Sunrise Connection meeting in January.

LETTER OF APPRECIATION FROM VETERAN FOR VETERANS' DAY PRESENTATION

Dr. Wilson shared a letter received by Mr. Steve Lee, thanking him for another excellent Veterans' Day program.

LETTER FROM SPECIAL OLYMPICS ILLINOIS

A letter from the Special Olympics Illinois was received, thanking District 23 for allowing them to use district facilities to run their program.

NOTES OF APPRECIATION FROM STAFF

A note of thanks for flowers sent to a staff member for the death of a parent was written to the Board.

COMMITTEE REPORTS

Buildings and Sites: Mr. Bednar reported on the committee meeting held on December 7th. The committee met with architects and got initial information on the Life Safety Plan and the ten-year plan being developed.

IASB/ED-RED: Mrs. Botwinski reported on last month's Triple I Conference. Mrs. Peters commented on a transportation presentation she attended. She also went to Dr. Sroka's presentation on Special Olympics. Mrs. Botwinski attended the delegate assembly. At the assembly, the resolution on special education services ending for students at the age of 18 when all high school credits have been earned was voted down.

Mrs. Botwinski also attended the ED-RED meeting where Caryn Valdez reviewed the current nominees for cabinet positions. The speaker was Rich Frandenfelt from the Teachers Retirement System (TRS) regarding pension issues.

Policy: Mrs. Olsen reported on the policies being presented under New Business. The policy changes are mostly about transparency and setting limits on Board expenses. Dr. Wilson reviewed and explained four policies, 2:125, 2:220, 5:60 and 5:260, that need some consideration. The policies will be brought back under the Consent Agenda in January for approval.

School/Community Relations: No report.

NSSEO: Mrs. Botwinski reported on the NSSEO Governing Board's December meeting. The NSSEO Stars presentation was the Deaf and Hard of Hearing (DHH) program at Hersey which has incorporated a media program for the deaf. NSSEO

has several policy revisions as well that were reviewed. There was a Foundation update, as they have been awarding mini-grants. The governing board is looking at updates for Timber Ridge, exploring options and funding. Negotiations were discussed in closed session.

Finance: Mrs. Peters reported on the Finance Committee meeting held on November 1st. They discussed the insurance co-op, the transportation bid, and the possibility of a shared robotics program with District 214. Also discussed was the tax levy, the financial projection and the e-Rate funding application.

Negotiations: No report.

CONSENT AGENDA

APPROVAL OF REGULAR MEETING MINUTES

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to approve the Regular Meeting Minutes of November 9, 2016 as presented.

ROLL CALL:

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

NAYS: None

ABSTAIN: Mr. Bednar, Mr. Bowes

APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to approve the Executive Session Minutes of November 9, 2016 as presented.

ROLL CALL:

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

NAYS: None

ABSTAIN: Mr. Bednar, Mr. Bowes

PERSONNEL REPORT

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

ROLL CALL:

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

NAYS: None

APPROVAL OF ANNUAL IMMUNIZATION COMPLIANCE REPORT

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the Annual Immunization Report as presented.

ROLL CALL:

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

NAYS: None

APPROVAL OF POSTING AND SUBMISSION OF ANNUAL STATEMENT OF AFFAIRS PER 105 ILCS 5/10-17

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the posting and submission of the Annual Statement of Affairs per 105 ILCS 5/10-17 as presented.

ROLL CALL:

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

NAYS: None

APPROVAL OF I.M.P.A.C.T. PAPER CUT SOFTWARE AND SERVICE UPGRADE AGREEMENT

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the IMPACT Papercut Software and Service Upgrade Agreement as presented.

ROLL CALL:

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

NAYS: None

APPROVAL OF SUBURBAN SCHOOL COOPERATIVE INSURANCE POOL
INVOICE FOR LIABILITY AND PROPERTY INSURANCE

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the Suburban School Cooperative Insurance Pool Invoice for Liability and Property Insurance as presented.

ROLL CALL:

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

NAYS: None

Mrs. Peters then announced Steve Lee's retirement at the end of the school year, and thanked him for all he has done for MacArthur students.

FINANCIAL REPORT

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the Financial Report as presented of bills in the amount of \$1,692,733.35 and the payroll for December in the amount of \$1,142,332.41.

ROLL CALL:

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

NAYS: None

PUBLIC HEARING REGARDING 2016 TAX LEVY

Board President, Mrs. Peters, stated that on November 9, 2016 the Board of Education adopted an estimated tax levy for 2016 as developed by the Finance Committee and a Public Hearing will be conducted for the purpose of Truth-in-Taxation, allowing anyone to address the Board regarding the 2016 Certificate of Tax Levy.

Mrs. Botwinski moved and Mr. Bednar seconded the motion to open the Public Hearing on the 2016 Certificate of Tax Levy.

ROLL CALL:

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

NAYS: None

The Public Hearing opened at 7:40 p.m.

Mr. DeBartolo gave a short presentation to explain the levy and the factors that go into its development. He is conservatively estimating a 5% increase in growth.

Mrs. Darla Stavros, District 23 parent, asked why the district is asking for 4.98% rather than 5% limit? Mr. DeBartolo explained that it is a balance to avoid hitting the ceiling in other funds, but that the district wants to ask for the maximum amount so that no accessible funds are left on the table and lost.

Mrs. Olsen moved and Mr. Bednar seconded the motion to close the Public Hearing on the 2016 Certificate of Tax Levy.

ROLL CALL:

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

NAYS: None

The Public Hearing closed at 7:55 p.m.

SUPERINTENDENT'S REPORT

ADOPTION OF 2016 TAX LEVY

After the public hearing and presentation, the Board is required to formally adopt the 2016 Tax Levy.

Mrs. Olsen moved and Mr. Bednar seconded the motion to adopt the 2016 Tax Levy and all other required documents as presented.

ROLL CALL:

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

NAYS: None

ADOPTION OF RESOLUTION FOR SUPPLEMENTAL TAX LEVY FOR BOND PAYMENTS

Mr. DeBartolo explained that this resolution will be voted on annually until the bonds are paid off. The resolution is levying for enough to cover the debt for the year.

Mrs. Olsen moved and Mr. Bednar seconded the motion to approve the Resolution Authorizing a Supplemental Tax Levy to Pay the Principal of and Interest on Outstanding Limited Bonds of the District as presented.

ROLL CALL:

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

NAYS: None

APPROVAL OF PROSPECT HEIGHTS METROPOLITAN WATER RECLAMATION DISTRICT (MWRD) PROJECT

This project by the City of Prospect Heights has been ongoing. There was a question regarding liability, which has been answered. In the future, there will be an inter-governmental agreement.

Mr. Novak moved and Mr. Chester seconded the motion to approve the Prospect Heights Metropolitan Water Reclamation district Project as presented.

ROLL CALL:

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

NAYS: None

APPROVAL OF FY18 – FY20 STUDENT TRANSPORTATION BID AWARD

Mr. DeBartolo explained that along with District 21, District 23 went out for bid and only had one respondent: First Student. The contract was further negotiated and the increase lowered as much as possible,

Mrs. Olsen moved and Mr. Novak seconded the motion to accept the transportation bid from First Student as presented.

ROLL CALL:

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

NAYS: None

DISTRICT 214 PARTNERSHIPS

Dr. Wilson talked about a partnership being proposed by District 214 who is looking for space for their robotic program. As District 23 is looking for space to expand the Pre-K/Kindergarten, a partnership is being explored. District 214 will upgrade our Industrial Technology room, which will meet the standards for their program, and provide additional opportunities for District 23 students. Still being discussed is District 214 providing space at Wheeling High School for a kindergarten class that will incorporate high school students entering the field of education into the program. Administration will keep the Board posted on all developments.

FREEDOM OF INFORMATION ACT (FOIA) REQUESTS

The Illinois Retired Teachers Association made a request for information on the names of retiring teachers.

RECOGNITION OF VISITORS AND VISITOR PARTICIPATION

No one addressed the Board.

OLD BUSINESS

Dr. Wilson presented a short overview of each school's efforts to raise funds to help needy families in the area.

NEW BUSINESS

POLICY REVISIONS – FIRST READING

The following policies were reviewed by the Board during the Policy Committee's report:

- 2:30 School District Elections
- 2:120 Board Member Development
- 2:125 Board Member Compensation, Expenses
- 2:200 Types of Board Meetings
- 2:250 Access to District Public Records
- 3:40 Superintendent
- 3:50 Administrative Personnel
- 4:10 Fiscal and Business Management
- 4:55 Credit Cards
- 4:60 Purchases and Contracts
- 4:80 Accounting and Audits
- 4:110 Transportation
- 4:130 Free and Reduced Price Food Services
- 4:150 Facility Management and Building Programs
- 4:170 Safety and Security
- 4:175 Convicted Child Sex Offender Screening
- 5:10 Equal Opportunity
- 5:60 Expenses
- 5:100 Staff Development Program
- 5:125 Personal Technology and Social Media
- 5:185 Family and Medical Leave
- 5:190 Teacher Qualifications
- 5:250 Leaves of Absence
- 5:260 Student Teachers
- 5:280 Duties and Qualifications
- 5:330 Sick Days, Vacation, Holidays and Leaves

EXECUTIVE SESSION

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

ROLL CALL:

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

NAYS: None

The Board adjourned to Executive Session at 8:25 p.m.

OPEN SESSION

The Board returned to open session at 9:42 p.m.

ROLL CALL:

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

ABSENT: None

ADJOURNMENT

Mrs. Olsen moved and Mrs. Botwinski seconded the motion to adjourn the meeting
at 9:43 p.m.

ROLL CALL:

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

NAYS: None

President

Secretary

MINUTES OF THE EXECUTIVE SESSION
OF THE
BOARD OF EDUCATION
PROSPECT HEIGHTS SCHOOL DISTRICT 23
DECEMBER 14, 2016
GRODSKY ADMINISTRATION CENTER

Mari-Lynn Peters, Board President, called the Executive Session to order at 8:32 p.m.

ROLL CALL:

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

ABSENT: None

ALSO

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

NEGOTIATIONS (N.S.S.E.O.)

Carol Botwinski updated the Board on the ongoing NSSEO negotiations. They are working on salary and show confidence in reaching an agreement soon.

INSURANCE

A discussion was held on the overall compensation package for administration and staff with a concentration on the balance between insurance premiums and salary.

At 9:20 p.m. Dr. Wilson, Dr. Angelaccio and Mr. DeBartolo left the meeting. They return at 9:30.

The Board requested some ideas from administration to reach an overall goal agreed upon by the Board. The ideas are to be presented at the March Board meeting.

ADJOURNMENT

Mrs. Olsen moved and Mr. Novak seconded the motion to return to Open Session at 9:42 p.m.

ROLL CALL:

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

NAYS: None

President

Secretary

School Board

School District Elections ¹

School District elections are non-partisan, governed by the general election laws of the State, and include the election of School Board members, various public policy propositions, and advisory questions. ² Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. ³ If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. ⁴ The canvass of votes is conducted by the election authority within 21 days after the election. ⁵

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code. ⁶

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections. 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. Consult the board attorney early concerning any election question.

² 105 ILCS 5/9-10, ~~amended by P.A. 98-115~~, provides that nominating petitions are filed with the county clerk or the county board of election commissioners if one was created pursuant to 10 ILCS 5/6A-1. Objections to nominating petitions or to a petition for a public question are submitted to the county officers electoral board (10 ILCS 5/10-8 and 10-9, ~~amended by P.A. 98-115~~). ~~P.A. 98-115 amended t~~The Election Code ~~also addresses regarding~~ reportable campaign contributions (10 ILCS 9-1.8); simultaneous filing of nominating petitions (10 ILCS 5/10-6.2); withdrawal from nomination (10 ILCS 5/10-7); Electoral Board duties (10 ILCS 5/10-10); and advertising in proximity of a polling place (10 ILCS 5/19A-70). See also 10 ILCS 5/1-3, ~~amended by P.A. 99-522, eff. 1-1-17~~, (definitions), 5/2A (time of holding elections), and 5/28 (submitting public questions). The school board secretary or clerk has no statutory duties regarding the election of members to the school board. He or she is well-~~advised~~ to refer all questions to the county clerk or the county board of election commissioners, whichever is applicable.

³ 10 ILCS 5/2A-1.1.

⁴ 10 ILCS 5/2A-1.1a.

⁵ The appropriate *election authority* (county clerk or election commission) canvasses the vote for school district elections (10 ILCS 5/1-8). The election authority must canvass the vote within 21 days after the election (10 ILCS 5/22-17 and 5/22-18). Within 28 days after the consolidated election, boards must hold an organizational meeting to elect officers and fix a time and place for regular meetings (105 ILCS 5/10-16). See policy 2:210, *Organizational School Board Meeting*.

⁶ This policy addresses two types of public questions: (1) binding referendum governed by 10 ILCS 5/28, and (2) advisory questions of public policy governed by 105 ILCS 5/9-1.5. An advisory question must be authorized by majority vote of the board. A third type of public question – a voter-initiated petition – is not covered in the policy; the board does not have any duties regarding this type of petition. A voter-initiated petition must be filed with the school board secretary who, if the timelines are met, must certify the question to be placed on the ballot to the county clerk (10 ILCS 5/10-15, 5/28-2, and 5/28-5).

⁷ 10 ILCS 5/28-6 provides that any petition for the submission of a public question to referendum must be filed with the *local election official*. The board secretary or clerk is the *local election official* (105 ILCS 5/9-2 and 10 ILCS 5/1-3). ~~P.A. 98-115 reassigned many~~ See ~~f/n 2 as many of the~~ duties of the *local election official* ~~were reassigned after the 2014 changes to the law; see f/n 2~~. The board may delete the following PR function: “~~and otherwise provides information to the community concerning District elections.~~”

DRAFT UPDATE

Board of Education

Board Member Development

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. 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.

Pertinent educational materials, publications, and notices of training or development received by the District or individual Board members will be made available to all Board members through Board packets, direct mail, or other distribution method.

Mandatory Board Member Training

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 ~~4-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. ~~This requirement is applicable to Board members who are elected after June 13, 2011 or who are appointed to fill a vacancy of at least one year's duration after that date.~~
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.
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.

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.

Professional Development; Adverse Consequences of School Exclusion; Student Behavior

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, and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., Senate Bill 100 training topics.

Board Self-Evaluation

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

Comment [APowell1]:

Updated to remove the past date.

Issue 93, October 2016

Comment [APowell2]:

Optional. The School Code encourages Board members to be trained on these issues. A course on SB 100 will soon be available through IASB's Online Learning Center (OLC). Inquire at: onlinelearning@iasb.com.

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DRAFT UPDATE

New Board Member Orientation

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.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

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 Board of Education Meetings)

ADOPTED: ~~November 13, 2013~~

DRAFT UPDATE – REWRITTEN

2:125 - BOE

School Board

Board Member Compensation: Expenses¹

Board Member Compensation Prohibited²

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

Roll Call Vote³

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

Regulation of School District Expenses⁴

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

Comment [APowell1]:

This policy implements the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

The footnote material is provided here for your information; once this policy has been adopted, the footnotes and copyright information will be removed.

Issue 93, October 2016

Comment [APowell2]:

The introduction provides information to the community that board members are public servants, and they do not receive *perks* or *compensation*.

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Comment [APowell3]:

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

Other options for the timing of when boards should set the MARA include:

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

Consider consulting the board's auditors to assist with this decision.

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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.

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

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

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

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

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

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

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

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

2:125

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.¹²

Exceeding the Maximum Allowable Reimbursement Amount(s)

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

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

Advancements

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

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

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an

Comment [APowell4]:
The Ill. Gen. Assembly abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.
OPTION: Use this alternative for districts in suburban Cook County: replace "Regional Superintendent of Schools" with "appropriate Intermediate Service Center."
Issue 93, October 2016

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

¹² *Id.*

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

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

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

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

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

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expense advancement not used.¹⁶ If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below).¹⁷ Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

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

Credit and Procurement Cards ¹⁹

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

Comment [APowell5]:
OPTION: A board may expand this provision's scope by amending and adding to the sentence as follows:
"...and other professional development opportunities that are encouraged by the School Code, and other training provided by one of the entities described in the above list."
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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.

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

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

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

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

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

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

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

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

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Standardized Expense Form(s) Required 20

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

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

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

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

Comment [APowell6]:

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

Consult the Board's previous version of policy 2:125 to see whether a daily limit is currently in place.

But see also footnote 8 and ensure this amount is consistent with the MARA set by the board resolution.

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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.

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

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

²¹ Id. at (2) and (3).

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

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

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

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

ADOPTED:

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

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

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

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

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DRAFT UPDATE

Prospect Heights School District 23

2:200

Board of Education

Types of Board of Education Meetings

General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act], 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-judicative body, as defined in the Open Meetings Act,

Comment [APowell1]:

Discussing the elimination of an employee's position for reasons unrelated to the performance of the employee is not within the scope of Section 2(c)(1). Nor does the exception permit a public body to hold closed sessions to discuss employees in general or issues that may ultimately have an impact on employees.

The Local Government Wage Increase Transparency Act, 50 ILCS 155/1, added by P.A. 99-646, allows *disclosable payments* (described below) to IMRF employees only when the school board has first discussed the specific payment to be made at a meeting open to the public and posted and held in accordance with the requirements of the Open Meetings Act.

The provisions apply only to disclosable payments made to participating employees under Article Seven of the Illinois Pension Code (IMRF) who began participation before 1-1-11 and who are not subject to a collective bargaining agreement with respect to the employment upon which the participation is based.

Disclosable payments means a payment, whether in the form of an increase in the rate of earnings or a lump-sum payment, that would:

1. Be made by a participating employer to a participating employee after the employee has expressed to the employer his or her intent to retire or withdraw from service;
2. Have the effect of increasing the employee's reportable monthly earnings from that employer by more than 6% compared to the previous month; and
3. Be made between 12 months and 90 days prior to the employee's expected termination of service.

It does not include a refund of contributions or any payment required to be paid by State or federal law.

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provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).

5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

DRAFT UPDATE

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meeting Act.
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: January 14, 2016

DRAFT UPDATE

Prospect Heights School District 23

2:220

Board of Education

Board of Education Meeting Procedure

Agenda

The Board of Education President is responsible for focusing the Board meeting agendas on appropriate content. The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Board President for his or her consideration for an upcoming meeting. District residents may suggest inclusions for the agenda. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board of Education Meetings*.

The Board President shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;

2:220

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Comment [APowell1]:

1. This policy language is unchanged, but new information was added to the footnote:
Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members (105 ILCS 5/5-22, amended by P.A. 99-794, eff. 1-1-17), unless the sale is residential property constructed or renovated by students as part of a curricular program, in which case, the board could engage the services of a licensed real estate broker to sell the property for a commission not to exceed 7%, contingent upon the public listing of the property on a multiple listing service for a minimum of 14 calendar days and a sale of the property happens within 120 days.

This law originated through IASB resolutions.

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4. On all matters requiring a roll call vote, a record of who voted “yea” and “nay”;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting’s date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board’s meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board’s approval; they may be inspected in the District’s main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, ~~except that Board members may access closed session minutes not yet released for public inspection (1) in the District’s administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District’s administrative offices or their official storage location Superintendent’s office except by vote of the Board or by court order.~~

The Board’s open meeting minutes shall be posted on the District website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained within the District’s main office.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may ~~access~~ listen to verbatim recordings ~~in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the District’s administrative offices or the verbatim recording’s official storage location. Requests shall be made to the Superintendent or Board President, when that action is~~ While a Board member is listening to a verbatim recording, it shall not be re-recorded or

Comment [APowell2]:

5 ILCS 120/2.06(e), amended by P.A. 99-515. The listed individuals in the statute are matched to the titles in the IASB Policy Reference Manual.

OPTION: If the board wishes to mirror the statutory language, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: “a records secretary, an administrative official of the public body, or any elected official of the public body.”

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Comment [APowell3]:

The intent of the *in the presence of* language is meant to protect both (1) the verbatim recordings/closed session minutes and (2) the board members requesting access to them. It ensures that a school district official is present at all times when a requesting board member accesses the verbatim recording/closed session minutes. The requirement is meant to prevent misuse and removal of the verbatim recording/closed session minutes from the district offices or official storage location. It is also meant to protect the board member who requests the access from being alone and in a situation where he or she could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

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Comment [APowell4]:

Consult the board attorney about:

1. The practice of sending an *appointed* board member to be present with a board member who requests access to verbatim recordings/closed session minutes. 105 ILCS 120/2.06(e) states, “any *elected* member of the Board;” appointed is not listed but is mentioned elsewhere in the language of this section of the law;
2. Access to verbatim recordings/closed session minutes by other officials employed by the district, e.g., superintendent or other high-level administrators and even the board attorney; and
3. How this law affects the sharing of closed session minutes with board members prior to a meeting at which the closed session minutes will be approved.

The intent of P.A. 99-515 was to manage a board member’s *individual* request for access to these items in his or her individual capacity (see 2:80, *Board Member Oath and Conduct*), not change prior practices in regard to other officials and board attorneys or the required work of school boards under various laws. While many attorneys do not interpret the new law to restrict access or change procedures for these other high-level school officials and attorneys employed by the district, some attorneys do and it is important to obtain legal advice on this specific issue.

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removed from the District's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, Board Member Oath and Conduct. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:200 (Types of Board of Education Meetings), 2:150 (Committees), 2:210 (Organizational Board of Education Meeting), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board)

ADOPTED: February 13, 2013

Comment [APowell15]:

This paragraph is optional. It provides boards an opportunity to discuss and encourage each member to carefully think about purposes for their requests to listen to verbatim recordings, which historically has been and should continue to be to "access information relevant to the exercise of duties" for the public body. Intra-board conflicts may escalate if the recording is used to confirm or dispute who-said-what. Prior to P.A. 99-515, the Open Meetings Act did (and still does) allow boards to release these types of information (5 ILCS 120/2.06(e)). Further, Att'y Gen. Op. 32, 1996, opined that board members cannot be denied access to information relevant to the exercise of his or her duties. Board members should evaluate whether their requests under P.A. 99-515 are "relevant to the exercise of their duties" before making such requests. Confirming or disputing who-said-what diverts resources away from operations of the district in educating its students. Additional considerations in listening to verbatim recordings may include personnel and student records confidentiality issues, which should be discussed with the board attorney.

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School Board

Access to District Public Records 1

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

Freedom of Information Officer 3

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

Definition 4

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

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

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

Any person denied access to a public record may request a review by the Ill. Public Access Counselor (PAC) established in the office of the Attorney General (5 ILCS 140/9.5). As a result of the review, the PAC may issue an opinion binding on the requester and public body. IASB reports on the opinions relevant to school districts on its website at:

www.iasb.com/law/decisions.cfm?SubjectArea=Freedom%20of%20Information%20Act%20-%20FOIA.

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

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

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

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

4 The definition is quoted from 5 ILCS 140/2(c). Substitute the following alternative for this paragraph if desired: "The definition of *public records*, for purposes of this policy, is the definition contained in Section 2(c) of FOIA without amendment."

Requesting Records 5

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

Responding to Requests

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

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

Within five business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA.⁹ The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date.¹⁰ If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the

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

5 This section restates 5 ILCS 140/3(c). Districts may, but are not required to, accept oral requests. Compliance with an oral request may stave off the formal written request and permit more flexibility in the response. Add this option if the district wants to accept oral requests: "Oral requests may be accepted provided personnel are available to handle them." The response to an oral request should be documented. Districts may provide a request form for convenience but may not require its use. See 2:250-E1, *Written Request for District Public Records*.

6 FOIA does not require a public body to create a record (5 ILCS 140/1). However, compiling information already in the public body's possession into a different format in order to respond to a FOIA request does not constitute the creation of a new record (PAO 15-10). See also Hites v. Waubensee Community College, 2016 WL 150836 (Ill.App.Ct. June 6, 2016)(holding that databases which house aggregations of data and no not merely store documents are subject to FOIA).

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

Two State laws limit the disclosure of employee personnel evaluations:

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

8 5 ILCS 140/3(g).

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

10 5 ILCS 140/3(e).

extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period. 11

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

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

Fees 14

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

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the District's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the District's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

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

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

11 5 ILCS 140/3(f). A board may replace the default paragraph with the following alternative: "The Freedom of Information Officer shall respond to record requests according to the time periods described in Section 3 of FOIA."

12 The timelines are extended to respond to a: (1) *recurrent requester* (defined in Sec. 2(g)); (2) request with a *commercial purpose* (defined in Sec. 2(c-10)); and (3) *voluminous request* (defined in Sec. 2(h)). To use the extended timelines, a district must follow the requirements in Sec. 3.2~~4~~ for responding to a *recurrent requester*; Sec. 3.1~~2~~ for responding to a request with a *commercial purpose*; and Sec. 3.6 (added by P.A. 98-1129) for responding to a *voluminous request*. See the administrative procedure, 2:250-API, *Access to and Copying of District Public Records*, for additional information.

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

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

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

Provision of Copies and Access to Records

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

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

Preserving Public Records

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

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

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

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

¹⁷ 5 ILCS 140/4. A district may reduce FOIA requests by posting records on its website. Many records are required to be web-posted, see 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*. If the district does not have a website, change this paragraph sentence as follows: "Some public records are available for immediate access including a description of the process for requesting a public record, and a list of all types or categories of records under its control."

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

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

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

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

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

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

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

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

The Prevailing Wage Act (820 ILCS 130/5, ~~amended by P.A.s 98-328 and 98-482~~) requires contractors, while participating in public works, to keep certified payroll records of all laborers, mechanics, and other workers employed by them on the project and to submit this record no later than the 15th of the month to the public body. The public body in charge of the project must keep the records submitted before 1-1-14 for a period of not less than ~~3~~ three years. Records submitted on or after 1-1-14 must be kept for a period of ~~5~~ five years. Records may be retained in paper or electronic format. These records must be made available in accordance with FOIA except that contractors' employees' addresses, telephone numbers, and social security numbers must be redacted before disclosure (5 ILCS 140/2.10).

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

2:250

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Comment [KAS1]: Policy is unchanged. Footnotes reflect P.A. 99-846. It allows certain qualifying districts to appoint a chief executive officer to serve as its superintendent.

General School Administration

Superintendent 1

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law.² The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.³

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent endorsement issued by the Illinois State Educator Preparation and Licensure Board.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. Unless the district has only one school with fewer than four teachers, the board must employ a superintendent or a chief executive officer as allowed under specific circumstances (105 ILCS 5/10-21.4, amended by P.A. 99-846). This statute assigns some specific duties to the superintendent including to: (1) make recommendations to the board concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of teachers and all other employees, the selection of textbooks, instructional material, and courses of study, (2) report to the board, ISBE, and chief administrative official any employee named in an abused child report, and (3) keep or cause to be kept the records and accounts as directed and required by the board, aid in making reports required by the board, and perform such other duties as the board may delegate to him/her. 105 ILCS 5/10-16.7 requires boards to direct, through policy, the superintendent, in his or her charge of the district's administration.

ISBE is required, subject to an annual appropriation by the General Assembly, to establish a new superintendent mentoring program. With limited exceptions, any individual serving as a first-time superintendent in Illinois must participate in the mentoring program for two school years (105 ILCS 5/2-3.53b). The ISBE-selected provider will assign a mentor to a new superintendent based on similarity of grade level or type of district, learning needs, and geographical proximity. The mentor must not be required to evaluate the new superintendent on the basis of the mentoring relationship.

² See 2:250-E2, *Immediately Available District Public Records and Web-Posted Reports and Records*, for an annotated list of documents and reports that must be posted on the district's website, if the district has a website. While not comprehensive, see the IASB's *Annual School Calendar* for the required reports that do not need web-posting, available on the IASB website at www.iasb.com/pdf/schoolcal.pdf-iasb-eom-law/.

³ This paragraph strengthens the policy's connection to the IASB's *Foundational Principles of Effective Governance*. It allows the superintendent broad delegation authority even when a policy fails to specifically provide for delegation.

⁴ 105 ILCS 5/21B-20 and 5/21B-25 govern Professional Educator Licenses and superintendent endorsements. See also 23 Ill. Admin. Code §§25.355 (endorsements on or after 9-1-162019 [rule only states the year]), 25.360 (through 8-31-2019), 29.100 (Ill. Professional School Leader Standards), and 29.130 (Superintendent Standards).

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with the Board's policies and the Superintendent's contract.⁵ A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.⁶

Compensation and Benefits⁷

The Board and the Superintendent shall enter into an employment agreement that conforms to Board policy and State law. This contract shall govern the employment relationship between the Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.
23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 (Goals and Objectives)

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

⁵ 105 ILCS 5/10-16.7 requires a board to evaluate the superintendent. See [The Superintendent Evaluation Process](#) on the IASB website. While greater detail may be added to this paragraph (e.g., a timeline, self-evaluation provision, and discussion requirements), a board must be sure that the policy and the superintendent's contract are consistent.

⁶ The reporting requirements in this paragraph are optional, but school boards must "require evaluators to participate in an in-service training on the evaluation of licensed personnel provided or approved by [ISBE] prior to undertaking any evaluation and at least once during each license renewal cycle," (105 ILCS 5/24A-3).

⁷ According to 105 ILCS 5/10-23.8, a superintendent must be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights, or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators; see [Superintendent Performance Contracts](#), published by IASB. Residency requirements, if desired, should be included in a superintendent's employment contract.

The employment contract should be *in writing* even though the School Code does not require it to be written. Contact the board attorney for assistance. An administrator who is not working under a written contract is presumed to have a contract of one year's duration. [Schaumburg Community Consolidated School Dist. v. TRS](#), 985 N.E.2d 305 (Ill.App.4, 2013)(interpreting 105 ILCS 5/10-23.8a). The Ill. Statute of Frauds may make it impossible to execute an *oral* multi-year administrator contract or to *orally* extend a multi-year written contract (740 ILCS 80/1).

The Open Meetings Act requires all Ill. Municipal Retirement Fund (IMRF) employers, which includes school boards, to: (1) within 6 business days after approving a budget, web-post each employee's total compensation package if it exceeds \$75,000 per year; and (2) at least ~~6~~-six days before approval, web-post an employee's total compensation package if it is \$150,000 or more (5 ILCS 120/7.3). Conflicting opinions concern whether school districts must comply with these posting requirements for their employees who do not participate in IMRF. Contact the board attorney for advice.

Annually by Oct. 1, each school board must report to ISBE the base salary and benefits of the superintendent, administrators, and teachers it employs (105 ILCS 5/10-20.47). Before this annual reporting to ISBE, the information must be presented at a regular school board meeting and then posted on the district's website, if any.

3:40

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General School Administration

Administrative Personnel Other Than the Superintendent 1

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. 2 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. 3

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board. 4

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. 105 ILCS 5/10-23.8a requires each principal, assistant principal, and other school administrator to be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights, or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators.

2 Job descriptions are advisable, but optional. See policy 5:30, *Hiring Process and Criteria*, for a discussion of job descriptions. An ISBE rule (23 Ill.Admin.Code §1.310) allows *divided service*, meaning that a superintendent or principal may be employed by two school districts or serve in ~~two~~ professional capacities provided that full-time equivalency results in a maximum of one full-time position. In districts with an enrollment of 100 or fewer, an individual may serve as superintendent/principal and teach up to ~~one-half~~ day.

3 105 ILCS 5/21B-20 and 5/21B-25 govern Professional Educator Licenses and administrative, principal, and chief school business official endorsements. The requirements for supervisory or administrative staff are in 23 Ill.Admin.Code §1.705; the requirements for endorsements are in 23 Ill.Admin.Code Part 25, Subpart E. Standards for Administrative Endorsements are in 23 Ill.Admin.Code Part 29.

The following option may be added at the end of this paragraph:

Administrative personnel must reside in the District within a specified period as provided in their initial employment agreement.

State law (105 ILCS 5/24-4.1) prohibiting residency requirements for teachers does not apply to non-instructional personnel, e.g., assistant principals. *Owen v. Kankakee School Dist.*, 632 N.E.2d 1073 (Ill.App.3, 1994). A board may impose residency requirements on a principal or assistant principal only if the individual's initial contract with the district made residency an express condition of employment or continued employment as a principal (105 ILCS 5/10-21.4a). Residency within a district may not be considered in determining a principal's compensation, assignment, or transfer (*Id.*).

4 All licensed school district employees must be evaluated (105 ILCS 5/24A-1, 23 Ill.Admin.Code §1.320). Each district must implement a performance evaluation plan for its principals and assistant principals (105 ILCS 5/24A-15, 23 Ill.Admin.Code §50.300). The statutory deadline for evaluating principals and assistant principals depends on whether the individual's employment contract is for one year or multiple years: (1) the evaluation of individuals on a single year contract must take place annually by March 1, and (2) the evaluation of individuals on a multi-year contract must take place by March 1 of the contract's final year (105 ILCS 5/24A-15). Individual contracts may require an earlier deadline. 105 ILCS 5/24A-3 requires that an individual who conducts an evaluation of a teacher, principal, or assistant principal, (1) be prequalified before undertaking any evaluation, and (2) participate in a regularly scheduled retraining program.

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. ⁵

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. ⁶

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. ⁷ 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 should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues. ⁸

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

⁵ The professional growth reporting requirements in this paragraph are optional. However, professional development activities are required for license renewal. 105 ILCS 5/21B-45, amended by P.A. 99-591, eff. 1-1-17, contains the license renewal process, along with the professional development hours and carry over of these hours.

A school board must require the administrators who evaluate employees to complete training on the evaluation of licensed personnel that is provided or approved by ISBE (105 ILCS 5/24A-3 and 5/24A-20(a)(4)). Any prequalification process or retraining program developed and used by a school district must, at a minimum, meet the requirements of 23 Ill.Admin.Code Part 50, Subpart E. Administrative personnel must participate in this training (1) before they evaluate, and (2) at least once during each certificate renewal cycle (id.).

⁶ Legal holidays are provided by 105 ILCS 5/24-2.

⁷ According to 105 ILCS 5/10-23.8a, a principal, assistant principal, and any other school administrator must be employed under either: (1) a one-year contract, in which case he or she gains and retains tenure rights, or (2) a multi-year performance-based contract, in which case he or she waives all tenure rights but does not lose any previously acquired tenure credit with the district. A multi-year performance-based contract must contain specific student performance and academic improvement goals and indicators.

The employment contract should be *in writing* even though the School Code does not require it to be written. Contact the board attorney for assistance. An administrator who is not working under a written contract is presumed to have a contract of one year's duration. Schaumburg Community Consolidated School Dist. v. TRS, 985 N.E.2d 305 (Ill.App.4, 2013)(interpreting 105 ILCS 5/10-23.8a). The Ill. Statute of Frauds may make it impossible to execute an *oral* multi-year administrator contract or to *orally* extend a multi-year written contract (740 ILCS 80/1).

The Open Meetings Act requires all Ill. Municipal Retirement Fund (IMRF) employers, which includes school boards, to: (1) within ~~6~~^{six} business days after approving a budget, web-post each employee's total compensation package if it exceeds \$75,000 per year; and (2) at least ~~6~~^{six} days before approval, web-post an employee's total compensation package if it is \$150,000 or more (5 ILCS 120/7.3). Conflicting opinions concern whether school districts must comply with these posting requirements for their employees who do not participate in IMRF. Contact the board attorney for advice.

Annually by Oct. 1, each school board must report to ISBE the base salary and benefits of the superintendent, administrators, and teachers it employs (105 ILCS 5/10-20.47). Before this annual reporting to ISBE, the information must be presented at a regular school board meeting and then posted on the district's website, if any.

⁸ State law does not address when the board should consider salary issues. The March deadline was chosen because the statutory notice deadline for reclassification is April 1 of the year in which a principal or assistant principal's contract expires unless the contract provides for an earlier deadline (105 ILCS 5/10-23.8b). Alternatively, the policy could require that recommendations be presented "in a timely manner."

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel. ⁹

LEGAL REF: 105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.
23 Ill.Admin.Code §§1.310, 1.705, and 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)

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

⁹ State law does not require that administrative and teaching personnel receive identical benefits and leaves of absence, but it does set the minimum in days and type for all certificated personnel.

3:50

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Comment [KAS1]: The policy is unchanged. Footnotes are updated to reflect P.A. 99-713. It extended the time period during which a district may transfer money from specified funds for any purpose to 7-1-19.

Operational Services

Fiscal and Business Management¹

The Superintendent is responsible for the School District's fiscal and business management.² This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1 as required by State law.³

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Access to the District's Electronic Network*.⁴

Budget Planning

The District's fiscal year is from July 1 until June 30.⁵ The Superintendent shall present to the Board, no later than the first regular meeting in August, a tentative budget with appropriate explanation.⁶ This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form."⁷ To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.⁸

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget,⁹ and
2. The proposed budget to be available to the public for inspection.¹⁰

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. Article 17 of the School Code controls budgeting, tax levys, and tax warrants.

² Boards are authorized to hire a chief school business official (105 ILCS 5/10-22.23a). Districts having a chief school business official may want to replace "Superintendent" with "Chief School Business Official" throughout this policy.

³ 105 ILCS 5/10-17.

⁴ See exhibits 6:235-API, E1, *Student Authorization for Access to the District's Electronic Networks*, and 6:235-API, E2, *Authorization for Access to the District's Electronic Networks*. Use of electronic networks in the curriculum is covered in policy 6:235, *Access to Electronic Networks*.

⁵ The board sets the fiscal year (105 ILCS 5/17-1) and this sentence should reflect that local decision.

⁶ The board must designate a person(s) to prepare a tentative budget (105 ILCS 5/17-1). The purpose of this policy's directive for the superintendent to present a tentative budget "no later than the first regular meeting in August" is to ensure that the budget can be adopted by September 30 (see f/n 14). A board may amend this directive to give the superintendent additional flexibility by requiring him or her to present a tentative budget "during a regular Board meeting in August."

⁷ Required by 105 ILCS 5/17-1. The budget instructions from ISBE detail when a deficit reduction plan must be completed.

⁸ State law requires the budget to be balanced and, if not, a ~~three~~-year deficit reduction plan must be developed (105 ILCS 5/17-1).

⁹ At least one public hearing must be held before final action on the budget (105 ILCS 5/17-1).

¹⁰ The tentative budget must be conveniently available for public inspection for at least 30 days before final action on the budget (105 ILCS 5/17-1).

The Board Secretary shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing.¹¹ The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed, and the public shall be invited to comment, question, or advise the Board.¹²

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define.¹³ To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within ~~3~~three years according to State Board of Education requirements.¹⁴

The Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. Board members' names voting *yea* and *nay* shall be recorded in the minutes.¹⁵

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.¹⁶
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the District's Chief Fiscal Officer, with the County Clerk within 30 days of the budget's adoption.¹⁷
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.¹⁸

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code and Truth in Taxation Act.¹⁹

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

¹¹ 105 ILCS 5/17-1 makes the board secretary responsible for this public notice at least 30 days before the hearing. If there is no newspaper published in the district, notice must be given by posting notices in ~~5~~five public places (105 ILCS 5/17-1).

¹² State law does not address what transpires during the budget hearing.

¹³ Required by 105 ILCS 5/17-1 and 5/17-3.2.

¹⁴ Required by 105 ILCS 5/17-1. See fn 8.

¹⁵ Required by 105 ILCS 5/10-7.

¹⁶ Required by 105 ILCS 5/17-1.2, *only if* the district has a website. Do not add this sentence unless the district has a website.

¹⁷ Required by 35 ILCS 200/18-50, which refers to "appropriation and budget ordinances or resolutions." School districts adopt budgets by board resolution. The budget serves as the district's appropriation.

¹⁸ Required by 105 ILCS 5/17-1.

¹⁹ 105 ILCS 5/17-11 and 35 ILCS 200/18-55.

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.²⁰

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans²¹, interfund transfers²², transfers within funds²³, and transfers from the working cash fund or abatements of it, if one exists.²⁴

LEGAL REF.: 35 ILCS 200/18-55 et seq.
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADMIN. PROC.: 6:235-API, E1 (Exhibit - Student Authorization for Access to the District's Electronic Networks), 6:235-API, E2 (Exhibit - Staff Authorization for Access to the District's Electronic Network Access)

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

²⁰ 105 ILCS 5/17-1; 23 Ill.Admin.Code Part 100.

²¹ 105 ILCS 5/10-22.33, 5/20-4, 5/20-5, 5/20-8, and 5/20-10 and 23 Ill.Admin.Code §100.50. If the district loans money from the working cash fund to another fund, Section 5/20-10 requires the district to maintain a credit to the working cash fund (meaning that borrowing fund must repay the working cash fund).

²² 105 ILCS 5/17-2A contains the requirements for a permanent transfer. P.A. ~~98-13499-713~~ extended the time period during which a district may transfer money from specified funds for any purpose to July 1, 2016⁹.

²³ Transfers between the various items in any fund may not exceed in the aggregate ~~40-ten~~ percent of the total of such fund as set forth in the budget. If the aggregate exceeds ~~40-ten~~ percent, the board must amend the budget (105 ILCS 5/17-1).

²⁴ The purpose of the working cash fund is to enable the school district "to have in its treasury at all times sufficient money to meet demands for expenses." (105 ILCS 5/20-1). School officials, including board members, are liable "for any sum that may be unlawfully diverted from the working cash fund" 105 ILCS 5/20-6.

105 ILCS 5/20-10 codified a long-held practice and understanding of Ill. school districts. A district may abate (reduce the funds) money from the working cash fund at any time and transfer it to any district fund or funds most in need of the money, provided that the district maintains an amount to the credit of the working cash fund. This was a legislative overturn of a case concluding that any permanent transfer, including abatements, of the working cash fund should be transferred only to the education fund (see G.I.S. Ventures v. Novak, 902 N.E.2d 744 (Ill.App. 2nd Dist., 2009); G.I.S. Venture v. Novak, 2014 IL App. (2d) 130244 (9/30/2014)). Abolishments (deplete all funds) of the working cash fund must still be transferred to the education fund only.

4:10

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Comment [KAS1]: The policy is unchanged. Cross References and a footnote is added to discuss the logistics of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17).

Operational Services

Use of Credit and Procurement Cards ¹

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4:55

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DRAFT UPDATE

Operational Services

Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State 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 State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 *et seq.*
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee 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 Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).

~~6.7.~~ The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board policy 4:70, *Resource Conservation*.

~~7.8.~~ Each contractor with the District is bound by each of the following:

- a. 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 ~~5/10-21.9(c) and 5/21B-80(c)~~ to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) ~~prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (23) require each of its employees who will have direct, daily contact with~~

Comment [APowell1]:
105 ILCS 5/10-20.21(b-10),
added by P.A. 99-552
Issue 93, October 2016

Comment [APowell2]:
Updated in response to 105 ILCS 5/21B-80, amended by P.A. 99-667.
Issue 93, October 2016

DRAFT UPDATE

student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

- b. 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 Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

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: ~~December 10, 2014~~

Comment [APowell3]:

See 5:30-AP2, *Investigations*, for a list of offenses that disqualify an individual from having direct, daily contact with one or more students until seven years following the end of the individual's sentence for the criminal offense.

Issue 93, October 2016

Comment [KAS1]: Policy is unchanged. Footnotes are updated in response to P.A. 99-794, eff. 1-1-17 (allowing property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements).

Operational Services

Accounting and Audits 1

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

Annual Audit 2

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

Annual Financial Report 3

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

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

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

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

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

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

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

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

Inventories 4

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

Disposition of District Property 5

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

Taxable Fringe Benefits 6

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

Controls for Revolving Funds and Petty Cash 7

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

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

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

5 The requirements in this section are specified in 105 ILCS 5/5-22, amended by P.A. 99-794, eff. 1-1-17 ([allowing property constructed or renovated by students as part of a curricular program to be sold through the services of a licensed real estate broker subject to certain requirements](#)) and 5/10-22.8. A board that desires to act on the disposition of property having any value should use the following alternative to this section's ~~the~~ last sentence: "Notwithstanding the above, the Superintendent or designee may unilaterally dispose of worthless personal property."

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

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

Control Requirements for Checks ⁸

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

Internal Controls ⁹

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

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

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

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

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

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

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

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

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

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

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

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

DRAFT UPDATE

Operational Services

Transportation

The District shall make available free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the Board of Education has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

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

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

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

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

Pre-Trip and Post-Trip Vehicle Inspection

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

Comment [APowell1]:

Required if the district receives Title I funds (20 U.S.C. §6312(c)(5)(B)). Districts are required to collaborate with the State or local child welfare agency to, by December 10, 2016, develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin (when in their best interest) will be provided, arranged, and funded for the duration of their time in foster care. Effective December 10, 2016, ESEA foster care transportation requirements also apply to students awaiting foster care placement. See footnote 8 of this policy, available at PRESS Online, for a definition of *foster care student*.

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LEGAL REF.: Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B),
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815, 5/12-816,
5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:280
(Educational Support Personnel - Duties and Qualifications), 6:140 (Education of
Homeless Children), 6:170 (Title I Programs), 7:220 (Bus Conduct)

ADOPTED: ~~April 8, 2015~~

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 fn 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/nutrition/htmls/national_school_lunch.htm and www.isbe.net/nutrition/htmls/summer.htm.

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 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.

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 (fd. 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/nutrition/htmls/forms_sbn.htm#hej. 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 Option~~ (CEPO). For more information about qualifying for and claiming through this reimbursement method, see www.isbe.net/e-bulletins/pdf/02-12.pdf.

For districts that qualify for and claim the CEPO, 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 Option~~ (CEPO). When claiming the CEPO, 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 CEPO 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 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.

The Superintendent shall keep on file for a period of three 3-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 3-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.

Comment [KAS1]: Policy is unchanged. Footnotes are updated to incorporate: (1) the Environmental Barriers Act, P.A. 99-582, eff. 1-1-17; (2) interfund transfers, P.A. 99-713; and (3) amendments to Health/Life and Safety Code for Public Schools at 23 Ill. Admin. Code Part 180, amended at 40 Ill. Reg. 3059.

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. 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 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.

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

¹ Each district with a school having 50 or more students must have a green school cleaning policy (Green Cleaning School Act, 105 ILCS 140/). IASB sample policy 4:160, *Environmental Quality of Buildings and Grounds*, 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 (ADA) 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/). It requires, among other things, that: (1) all workers on a public works project be paid no less than the prevailing hourly rate ([820 ILCS 130/1](#)), (2) the district specify in all public works contracts that the prevailing rate must be paid ([820 ILCS 130/4\(a-1\)](#)), and (3) 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.s 98-328 and 98-482~~).

² 105 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." ~~The Regional Office of Education for Suburban Cook County was abolished and its duties and powers transferred to the Intermediate Service Center for the area by P.A. 96-893.~~

³ This 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.

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.

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.

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

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 ~~Guidelines and Specifications, established by 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. [a]ll schools may continue to use their current cleaning supplies, equipment and policies until ... such time as the supplies and equipment on hand as of May 9, 2008 are exhausted." See:

www.illinois.gov/gov/green/Documents/Illinois%20Green%20Cleaning%20Guidelines%20and%20Specifications.pdf
www.standingupforillinois.org/green/school-cleaning.php
www.standingupforillinois.org/uploads/20080122GCSAGuidelines.pdf

5 105 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 ~~its~~ their mandates ~~is~~ are the decennial safety survey report (105 ILCS 5/2-3.12(b); 23 Ill.Admin.Code §180.310). After 1-1-2015, 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), amended at 40 Ill. Reg. 3059, P.A. 98-882, eff. 1-1-2015). 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), amended at 40 Ill. Reg. 3059).

The Ill. Environmental Barriers Act (410 ILCS 25/) and the Ill. Accessibility Code (71 Ill.Admin.Code Part 400) ensure that "all applicable buildings and facilities in the State of Illinois, are so designed, constructed, and/or altered to assure the safety and welfare of all members of society and to be readily accessible to, and usable by, environmentally limited persons," (71 Ill.Admin.Code §400.110). Note: The Ill. Environmental Barriers Act, as amended by P.A. 99-582, eff. 1-1-17, 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." Press boxes constructed on school property before 7-1-2009 do not have to comply with the Accessibility Code 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 5/10-20.4651; 23 Ill.Admin.Code 180.60(b)(4), amended at 40 Ill. Reg. 3059).

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, ~~amended by P.A. 98-26~~). 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, 2016 (Id., amended by P.A. 99-713).

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.). For environmental impact laws, see policy 4:160, *Environmental Quality of Buildings and Grounds*.

The inclusion and identification of the facility goals listed in the second paragraph are at the board's discretion.

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.
 20 ILCS 3130/, Green Buildings Act.
 105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/17-2.11, 140/, and 230/
 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)

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

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

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 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

School Safety Drill Plan 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 requires a policy on several topics in this policy (see fn 7, 8 & 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 See administrative procedure 4:170-API1, *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 2013, available 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.

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 Discipline Behavior*.

⁶ 625 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®). 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, 105 ILCS 128/. Each drill's requirements are comprehensively covered in 4:170-API1, *Comprehensive Safety and Security Plan*. For information about documenting minimum compliance with the School Safety Drill Act, see www.isbe.net/safety/guide.htm.

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
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill
4. One law enforcement drill

Automated External Defibrillator (AED) 7

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. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

Carbon Monoxide Alarms 8

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

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.

105 ILCS 5/2-3.12 authorizes ~~the Ill. State Fire Marshal or a qualified fire official to whom the Ill. State Fire Marshal has delegated his or her authority~~ fire officials to conduct ~~an annual fire safety inspection of each school building~~ routine fire safety checks, 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~~ given to the principal requesting to schedule a mutually agreed upon time. ~~No more than two routine inspections may be made in a calendar year.~~

7 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. 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*.

8 105 ILCS 5/10-20.56, added by P.A. 99-470, ~~eff. 1-1-16~~. *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.

Soccer Goal Safety ⁹

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. 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 ¹⁰

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.
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.

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. ¹¹

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

⁹ 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 Ill. Dept. of Public Health to provide technical assistance materials, which are available at: www.idph.state.il.us/soccer-goal-safety/index.html illinois.gov/topics-services/prevention-wellness/injury-violence-prevention/soccer-goal-safety.

¹⁰ 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.

¹¹ 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). ~~P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to the Intermediate Service Center for the area.~~

105 ILCS 5/18-12.5 governs claiming 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 Ill. Dept. of Public Health.

Annual Review ¹²

The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, 5/18-12.5, and 128/
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; ~~Criminal~~
~~Background Check and/or 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.

¹² State law 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). If the school board uses a designee, it should preferably be someone other than the District Safety Coordinator to assure an unbiased audit. The statutes contain detailed requirements. The board or its designee must complete a one-page report certifying that the review took place, among other things. The board or its designee must send a copy of the report to each participating party and the appropriate Regional Superintendent. ISBE's website contains an annual review checklist and report at www.isbe.net/safety/guide.htm.

4:170

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Operational Services

Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications 1

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions: 2

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the School Board, Superintendent, or Superintendent’s designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender’s upcoming visit to the Building Principal.

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child’s vicinity. 3 If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school. 4

Comment [KAS1]: RENAMED The policy, Cross References, and footnotes are updated to:
 1. Align with 5:260, *Student Teachers*, which is updated in response to 105 ILCS 5/10-21.9, 5/21B-5, and 5/21B-80, amended by P.A. 99-667;
 2. Clarify School Code requirements for student teacher *fingerprint-based criminal history records checks*; and
 3. Incorporate continuous improvement. PRESS subscriber feedback overwhelming prefers that “students doing field or clinical experience other than student teaching” *not* be in the sample default policy language. State law does not require these individuals, along with resource persons and volunteers, to have fingerprint-based criminal history records checks.

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

- 1 The topic covered by this policy was previously a part of 4:170, *Safety*.
- 2 The Criminal Code, 720 ILCS 5/11-9.3, contains these requirements concerning a child sex offender’s presence on school property. An Illinois federal court denied a father’s request to enjoin a school’s policy that prohibited him, as a child sex offender, from attending his children’s school activities in *Doe v. Paris Union School Dist.*, No. 05-2249, 2006 WL 44304 (C.D.Ill., 2006). See also 8:30, *Visitors to and Conduct on School Property*.
- 3 720 ILCS 5/11-9.3. The statute assigns the child sex offender the “duty to remain under the direct supervision of a school official.” In order to ensure this happens and to protect students, the sample policy requires the superintendent or designee to supervise a child sex offender whenever the offender is in a child’s vicinity. See also 8:30, *Visitors to and Conduct on School Property*.
- 4 Aside from rumor and notoriety, there are three ways that school officials may learn that an enrolled student is a sex offender or a violent offender against youth:
 1. By being informed by the student or the student’s parent/guardian.
 2. Through the Illinois State Police Sex Offender Registry, www.isp.state.il.us/sor. A juvenile sex offender is listed there after the juvenile becomes 17 years old and will be listed for the remaining registration period (730 ILCS 150/2). The database is updated daily and allows searching by name, city, county, zip code, compliance status, or any combination thereof.
 3. By receiving notification from a law enforcement agency that a juvenile sex offender or juvenile violent offender against youth is enrolled in a school. The law enforcement agency having jurisdiction to register the juvenile must provide a copy of the offender registration form to the building principal and guidance counselor designated by the principal; the school must keep the registration form separately from the student’s school records (730 ILCS 152/121(b)).

Criminal Background Check and/or Screening ⁵

The Superintendent or designee shall perform ~~the fingerprint-based criminal history records information checks and/or criminal background check and/or screenings~~ required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. ⁶ The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. ⁷ This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

If a sex offender is enrolled in a school, guidelines for managing the sex offender's presence in school should be prepared. The components will depend on the situation but generally should include asking the parent/guardian of a sex offender below the age of 17 years for permission to share the information with certain staff for the protection of both the student and other students. In addition, the guidelines should include a supervision plan providing supervision for the student during all aspects of his or her school day. Finally, the guidelines must respect the privacy of juvenile records and comply with the Ill. School Student Records Act, 105 ILCS 10/. The board attorney should be consulted.

⁵ The law is silent with regard to screening volunteers and individuals in the proximity of a school. Screening and fingerprint-based criminal history records checks are different. See procedure 4:175-AP1, Criminal Offender Notification Laws: Screening, for further distinctions.

The School Code requires school districts to perform a fingerprint-based criminal history records check through (a) the Illinois State Police (ISP) for an individual's Criminal History Records Information (CHRI) and (b) the FBI's national crime information databases (105 ILCS 5/10-21.9(a), (a-5) and (a-6)).

Screening only involves checking an individual's name and address against publicly-available databases and information provided for local law enforcement like the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the State Police, www.isp.state.il.us/cmvo/. See policy 5:30, Hiring Process and Criteria; procedure 5:30-AP2, Investigations; policy 6:250, Community Resource Person and Volunteers; and procedure 6:250-AP, Securing and Screening Resource Persons and Volunteers.

⁶ Sex Offender Community Notification Law, 730 ILCS 152/, and Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105. Law enforcement officials must notify school districts of the names, addresses, and offenses of registered offenders residing in their respective jurisdictions who have committed sex offenses and violent offenses against youth (730 ILCS 152/120 and 154/95). These laws are silent with regard to what, if anything, districts do with the information. The Sex Offender Community Notification Law, however, provides immunity for "any person who provides, or fails to provide, information relevant to the procedures set forth in this Law," (730 ILCS 152/130).

Naming a contact person will facilitate communication and cooperation with local law enforcement agencies. Any school official may be used as the contact person, and boards may wish to have a contact person from each building. See administrative procedure 4:175-AP1, *Criminal Offender Notification Laws: Screening*, for implementing procedures.

⁷ State law requires a principal or teacher to notify the parents/guardians during school registration or parent-teacher conferences that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law, 730 ILCS 152/. In an effort to keep this policy aligned with good governance practices, the responsibility is given to the superintendent and building principal to manage. While State law allows the notification to be made during registration or parent-teacher conferences, the sample policy makes a notification mandatory just during registration to be sure that all parents/guardians are informed.

LEGAL REF.: 20 ILCS 2635/, Uniform Conviction Information Act.
720 ILCS 5/11-9.3.
730 ILCS 152/, Sex Offender Community Notification Law.
730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community
Notification Law.

CROSS REF.: 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community
Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School
Property), 8:100 (Relations with Other Organizations and Agencies)

DRAFT UPDATE

General Personnel

Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic or sexual violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure.

Nondiscrimination Coordinator and Complaint Managers:

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint managers.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

DRAFT UPDATE

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, Title I, 42 U.S.C. §12111 et seq.
Civil Rights Act of 1991, 29 U.S.C. §§621 et seq. 42 U.S.C. §1981 et seq. §2000e et seq., and §12101 et seq.
Equal Employment Opportunities Act (Title VII of the Civil Rights Act of 1964), 42 U.S.C. §2000e et seq., 29 C.F.R. Part 1601.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d et seq.
Pregnancy Discrimination Act, 42 U.S.C. §2000e(k).
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq., 34 C.F.R. Part 106.
Uniformed Services Employment and Reemployment Rights Act (1994), 38 U.S.C. §§4301 et seq.
Ill. Constitution, Art. I, §§17, 18, and 19.
105 ILCS 5/10-20.7, 5/10-20.7a, 5/10-21.1, 5/10-22.4, 5/10-23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.
Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/40.
Genetic Information Protection Act, 410 ILCS 513/25.
Ill. Whistleblower Act, 740 ILCS 174/.
Ill. Human Rights Act, 775 ILCS 5/1-103, 5/2-102, 5/2-103, and 5/6-101.
Religious Freedom Restoration Act, 775 ILCS 35/5.
Right to Privacy in the Workplace Act, 820 ILCS 55/10.
Employee Credit Privacy Act, 820 ILCS 70/.
Job Opportunities for Qualified Applicants Act, 820 ILCS 820 ILCS 75/.
Ill. Equal Pay Act of 2003, 820 ILCS 112/.
Victims' Economic Security and Safety Act, 820 ILCS 180/30.
Nursing Mothers in the Workplace Act, 820 ILCS 260.
~~23 Ill. Admin. Code §1.230.~~

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

ADOPTED: April 8, 2015

Comment [APowell1]:

Legal References are updated in response to Privacy in the Workplace Law, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17.

Issue 93, October 2016

DRAFT UPDATE – REWRITTEN

5:60

General Personnel

Expenses¹

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

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

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

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

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

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

³ 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17. See *fn*s 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*.

⁴ 105 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.

⁵ 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.

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

⁷ *Id.*

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 *fn* 11 below, and see also *fn* 20 of policy 2:125, *Board Member Compensation: Expenses*, for more discussion.

⁹ *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.

Comment [APowell1]:

This policy implements the Local Government Travel Expense Control Act, 50 ILCS 150/10, added by P.A. 99-604, eff. 1-1-17.

The footnote material is provided here for your information; once this policy has been adopted, the footnotes and copyright information will be removed.

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

Advancements

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

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

Reimbursements and Purchase Orders

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

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

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⁹ *Id.* at (4).

¹⁰ *Id.*

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

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

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

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

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

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

DRAFT UPDATE – REWRITTEN

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

Use of Credit and Procurement Cards

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

Exceeding the Maximum Allowable Expense Amount(s) ¹⁶

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

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

Registration ¹⁸

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

Travel

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

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

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

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

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

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

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

DRAFT UPDATE – REWRITTEN

Meals

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

Lodging

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

Miscellaneous Expenses

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

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

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

Comment [APowell2]:

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

Ensure this amount is consistent with the Maximum Allowable Expense Amount set by the Board resolution.

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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.

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

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

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

5:60

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DRAFT UPDATE

General Personnel

Staff Development Program

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 2 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.

The staff development program shall provide, at a minimum, once every 2 years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

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

1. At least, once every 2 years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every 2 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.
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 school personnel who work with students in grades 7 through 8 to identify the warning signs of mental illness and suicidal behavior in 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 5 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 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.

DRAFT UPDATE

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, 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. 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 serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team. Individuals covered by this training mandate ~~were to must~~ initially complete the training by 9-1-2016.
- 9.10. 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.

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*.

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.

LEGAL REF.: 105 ILCS 5/2-3.62, 5/10-22.6(c-5), 5/10-22.39, 5/22-80(h), 5/10-23.12, 5/24-5, 25/1.15 and 110/3.
325 ILCS 5/4, Abused and Neglected Child Reporting Act.
745 ILCS 49/, Good Samaritan Act.
7 C.F.R. Part 210.
23 Ill.Admin.Code Part 525.

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 (Ethics and Conduct), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:160 (English Learners), 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)

ADOPTED: January 14, 2016

Comment [APowell1]:

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 Jeffery Stewart, 2016 IL App (2d) 151117, No. 2-15-1117 (8-24-16). 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 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.

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DRAFT UPDATE

General Personnel

Personal Technology and Social Media: Usage and Conduct

Definitions

Includes - Means “includes without limitation” or “includes, but is not limited to.”

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as Facebook, LinkedIn, MySpace, Twitter, Instagram, Snapchat, and YouTube.

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Comment [APowell1]:
Updated in response to ongoing PRESS Advisory Board feedback.
Issue 93, October 2016

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, *Ethics and Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Ethics and Conduct*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
6. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

DRAFT UPDATE

7. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
8. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Ethics and Conduct*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
Ill. Human Rights Act, 775 ILCS 5/5A-102.
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.
Garcetti v. Ceballos, 547 U.S. 410 (2006).
Pickering v. High School Dist. 205, 391 U.S. 563 (1968).
Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria),
5:100 (Staff Development Program), 5:120 (Ethics and Conduct), 5:130
(Responsibilities Concerning Internal Information), 5:150 (Personnel Records),
5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal),
6:235 (Access to Electronic Networks), 7:20 (Harassment of Students
Prohibited), 7:340 (Student Records)

ADOPTED: August 13, 2014

Comment [APowell2]:

Right to Privacy in the Workplace Act, 820 ILCS 55/10(b), amended by P.A. 99-610, eff. 1-1-17 (also known as the *Facebook Password Law*). The exception for *professional accounts* is unlikely to be available to school districts; see the explanation in ¶ 15 in policy 5:30, *Hiring Process and Criteria*. 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 electronic equipment and electronic mail.

The statute does not prohibit an employer from (1) obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the statute, and (2) requesting or requiring an applicant or employee to share specific content that is reported to the employer to: (a) ensure compliance with laws and regulatory requirements, (b) investigate certain allegations as outlined in the law, and (c) prohibit certain outlined behaviors in the law. Finally, the statute does not apply to 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. However, employers may access online accounts that the employer pays for or that an employee creates or maintains on behalf of the employer in connection with the employee's employment. Consult the board attorney about these issues.

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DRAFT UPDATE

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:

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.

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.

DRAFT UPDATE

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 ~~seven~~ years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., 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

Comment [APowell1]: 1.
2. Terminology is updated to match new regulatory language.
3.
4. A service break due to fulfillment of covered service obligation is found in the *Glossary of Terms Used in FMLA* available at: webapps.dol.gov/elaws/whd/fmla/3.aspx?Glossary_Word=ELIGIBLE.
E.
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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 <u>et seq.</u> , 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:	August 17, 2016

DRAFT UPDATE

Professional Personnel

Teacher Qualifications

A teacher, as the term is used in this policy, refers to a District employee who is required to be licensed under State law. The following qualifications apply:

1. Each teacher must:
 - a. Have a valid Illinois Professional Educator License issued by the State Superintendent of Education with the required endorsements as provided in the School Code.
 - b. Provide the District Office with a complete official transcript of credits earned in institutions of higher education.
 - c. On or before September 1 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the District Office with an official transcript of any credits earned since the date the last transcript was filed.
 - d. Notify the Superintendent of any change in the teacher's transcript.
2. All teachers ~~working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements with primary responsibility for instructing students in the core academic subject areas (science, the arts, reading or language arts, English, history, civics and government, economics, geography, foreign language, and mathematics) must be highly qualified~~ for those assignments as determined by State and federal law.

Comment [APowell1]:
Updated throughout to align with current teacher qualification requirements under ESEA, as amended by ESSA, and to delete former NCLB references that teachers be *highly qualified*.
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The Superintendent or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed ~~and highly qualified for their assignments~~;
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers; and
3. Ensure parents/guardians of students in schools receiving Title I funds are notified: ~~(a) of their right to request their students' classroom teachers' professional qualifications, and (b) whenever their child is assigned to, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.~~

LEGAL REF.: 20 U.S.C. §63192(c)(1)(A).
~~34 C.F.R. §200.55, 56, 57, and 61.~~
105 ILCS 5/10-20.15, 5/21-11.4, ~~5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.~~
23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

Comment [APowell2]:
Still exist but have not been updated yet to align with ESEA as amended by ESSA, and no notice of proposed rulemaking is pending. We will continue to cite them, if appropriate, and note the discrepancy in a footnote
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CROSS REF.: 6:170 (Title I Programs)

ADOPTED: August 13, 2014

DRAFT UPDATE

Prospect Heights School District 23

5:250

Professional Personnel

Leaves of Absence

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, Personal Leave, Child-Rearing Leave, Leave for Service in the Military, Unpaid Leaves of Absence, Parental Leave, Association Leave, Other Extended Leaves

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

Child Bereavement Leave

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.) 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

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

General Assembly Leave

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

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

School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than 4 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. Professional staff members must first use all accrued vacation leave, personal leave,

Comment [APowell1]:

Consult the board attorney about the Employee Sick Leave Act 820 ILCS 1917, 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 (biological, adopted, stepchild, or legal ward), 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.

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Comment [APowell2]:

820 ILCS 154/, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are eligible employees under FMLA. (29 U.S.C. 2601 et seq.)

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.

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compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

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

Leaves for Victims of Domestic or Sexual Violence

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. 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.*).

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, (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, 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.

Leave to Serve as an Election Judge

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.

LEGAL REF.: 10 ILCS 5/13-2.5
20 ILCS 1805/30.1 *et seq.*
820 ILCS 154/
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/ and 180/.

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)

ADOPTED: ~~July 13, 2016~~

DRAFT UPDATE

Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from university-approved teacher-training programs to do student teaching in the District. No individual who has been convicted of a criminal offense listed in that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach or complete field or other clinical experience.

Before permitting an individual to student teach or begin a required internship participate in any field experience in the District, the Superintendent or designee shall ensure that:

1. The District performed a 105 ILCS 5/10-21.9(g) complete criminal history records check as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5.

A 105 ILCS 5/21.9(g) complete criminal history records check pursuant to 105 ILCS 5/10-21.9 shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105, amended by 97-154).

The School Code requires each individual student teaching or beginning a required internship to must provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) criminal history records check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. T, and the Superintendent or designee will provide each student teacher with a copy of his or her report.

Each student teacher must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees), and the Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students' respective colleges or universities. A teacher may be eligible for Continuing Professional Development Units (CPDU) for supervising a student teacher or teacher education candidate in clinical supervision.

Comment [APowell1]:

P.A. 99-667 amended the School Code at 105 ILCS 5/10-21.9, 5/21B-15, and 5/21B-80(b) to carve out an exception allowing individuals with convictions involving certain drug offenses to obtain educator licensure or reinstate a license suspension/revocation seven years after the end of an individual's sentence for these certain drug offenses. See 5:30-AP2, *Investigations*, for a list of these carved-out drug offenses.

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Comment [APowell2]:

Updated to clarify School Code requirements for student teacher *complete criminal history records checks*. 105 ILCS 5/10-21.9(g) applies to individuals who will be student teachers or who are beginning a required internship.

PRESS subscriber feedback overwhelmingly prefers that "students doing field or clinical experience other than student teaching" *not* be in the sample default policy language.

OPTION: For boards that want to include students participating in any field or clinical experience, amend this phrase to state "Before permitting an individual to student teach, ~~or~~ begin a required internship, or participate in any field experience in the District, ..."

Issue 93, October 2016

Comment [APowell3]:

Repealed, eff. 12-27-13 (School Code provision, 105 ILCS 5/21-14) and eff. 6-30-14 (Administrative Code provision, 23 Ill. Admin. Code 25.875).

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LEGAL REF.: Adam Walsh Child Protection and Safety Act, P.L. 109-248.
Uniform Conviction Information Act, 20 ILCS 2635/1.
105 ILCS ~~5/10-21.9, 5/21-14(e)(3)(E)(viii), 5/10-22.34, and 5/24-5.~~
~~23 Ill. Admin. Code §25.875.~~

CROSS REF.: 5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender; ~~Criminal~~
~~Background Check and/or Screening~~; Notifications)

ADOPTED: ~~December 10, 2014~~

DRAFT UPDATE

Prospect Heights School District 23

5:280

Educational Support Personnel

Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board of Education policies as they may be changed from time to time at the Board's sole discretion.

Paraprofessionals

Paraprofessionals provide supervised instructional support. Service as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the Illinois State Board of Education (ISBE).

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals, and the requirements in this section do not apply. In addition, individuals completing their clinical experiences and/or student teaching do not need to comply with this section, provided their service otherwise complies with ISBE rules.

Noncertificated and Unlicensed Personnel Working with Students and Performing Non-Instructional Duties

Noncertificated and unlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a noncertificated person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

Coaches and Athletic Trainers

Athletic coaches and trainers shall have the qualifications required by any association in which the School District maintains a membership. Regardless of whether the athletic activity is governed by an association, the Superintendent or designee shall ensure that each athletic coach: (1) is knowledgeable regarding coaching principles, (2) has first aid training, and (3) is a trained Automated External Defibrillator user according to rules adopted by the Illinois Department of Public Health. Anyone performing athletic training services shall be licensed under the Illinois Athletic Trainers Practice Act, be an athletic trainer aide performing care activities under the on-site supervision of a licensed athletic trainer, or otherwise be qualified to perform athletic trainer activities under State law.

Bus Drivers

All school bus drivers must have a valid school bus driver permit. The Superintendent or designee shall inform the Illinois Secretary of State, within 30 days of being informed by a school bus driver, that the bus driver permit holder has been called to active duty. New bus drivers and bus drivers who are returning from a lapse in their employment are subject to the requirements contained in Board policy 5:30, *Hiring Process and Criteria* and Board policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.

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LEGAL REF.: ~~No Child Left Behind Act of 2001, 20 U.S.C. §6319(c).~~
34 C.F.R. §§200.58 and 200.59.
105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
625 ILCS 5/6-104 and 5/6-106.1.
23 Ill.Admin.Code §§1.630 and 25.510.

Comment [APowell1]:
Section 6319(c) of NCLB was repealed in its entirety by ESSA.
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CROSS REF.: 4:110 (Transportation), 4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 5:285 (Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers), 6:250 (Community Resource Persons and Volunteers)

ADOPTED: ~~August 13, 2014~~

DRAFT UPDATE

Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

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, Association Leave, Other Extended Leaves of Absence, Unpaid Leaves of Absence

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

Parental Leave

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

Sick and Bereavement Leave

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

For employees not covered by a current applicable bargaining agreement:

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 who work at least half-time are entitled to sick 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. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

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 3 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 nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice 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 3 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.

Vacation

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

Comment [APowell1]:

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 (biological, adopted, stepchild, or legal ward), 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.

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For employees not covered by a current applicable bargaining agreement:

Twelve-month educational support professionals who are not members of the bargaining unit shall be entitled to paid vacation as follows:

<u>Length of Employment</u>	<u>Duration of Vacation</u>
<u>From: Beginning July 1 of</u>	
Years 1-4	10 Days
Year 5-9	15 Days
Years 10+	20 Days

Part-time twelve-month educational support professionals will receive a pre-rated allocation of vacation leave based upon the percentage of time they work. The educational support professional must have the authorization of the immediate supervisor prior to taking vacation leave. Vacation leave in excess of ten consecutive days requires the approval of the Superintendent.

Educational support professionals may carry over unused vacation days for use during the subsequent fiscal year July 1 – June 30. Unused vacation days from the current year which are not used in the next fiscal year will be forfeited; they do not accumulate.

In accordance with law, the Board will compensate the educational support professional for any unused vacation days upon termination of service to the district. The compensation will be at the salary rate prevailing at termination.

Holidays

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

For employees not covered by a current applicable bargaining agreement:

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.

Twelve-Month Employee Leave

Twelve-month educational support professionals who are not members of the bargaining unit will be annually entitled to fifteen (15) days of paid sick leave, three (3) days of personal leave and three (3) bereavement days. Annual unused sick leave and personal days will be added to the employee's accumulated total of paid sick leave; there will be no limit on the accumulated total.

Personal Leave

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

DRAFT UPDATE

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.

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.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

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 and 180/
820 ILCS 154/
School Dist 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987); Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

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

ADOPTED: July 13, 2016

Comment [APowell2]:
820 ILCS 154, added by P.A. 99-703 requires employers to offer this unpaid leave to employees that are *eligible employees* under FMLA. (29 U.S.C. 2601 et seq.)

See the Child Bereavement Leave subhead in policy 5:250, *Professional Personnel - Leaves of Absence*, for further information.

Issue 93, October 2016

School Board

Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of \$2500 for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2:125, *Board Member Compensation; Expenses* and 5:60.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$2500, effective on *January 11, 2016* until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of the Board and Employee *Expense Reimbursement Form*. Expenses that exceed the Board's maximum allowable reimbursement amount, my be approved by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: _____ Board President

Attested by: _____ Board Secretary

General Personnel

Administrative Procedure - Expenses

Registration Fees

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

Transportation Costs

The least expensive transportation shall be used. Employees will be reimbursed for:

1. Air travel at the coach or single class commercial airline rate. Copies of airline tickets must be attached to the expense voucher.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets will be attached to the expense voucher 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 personal automobile use 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 voucher.
5. Taxis, airport limousines, or other local transportation costs.

Hotel/Motel Charges

Employees should request conference rate or *mid-fare* room accommodations. A single room rate will be reimbursed. Other expenses incurred by employees will be reimbursed when specifically related to School District business. The expense voucher or hotel bill must explain the types of expenses incurred.

Employees shall pay personal expenses that are charged to hotel room bills at check-out. If this is not possible, deductions for the charges should be made on the expense voucher.

Meal Charges

Meal charges to the School District should reflect the following rates: breakfast \$10, lunch \$15, and dinner \$35. Costs should not exceed \$60.00 per day. Multiple day conferences do not require receipts. Tips shall be included with the meal charges. Expense vouchers must explain the meal charges incurred.

Personal Charges

All personal travel costs must be excluded from the expense voucher.

DATED: January 11, 2017

**Prospect Heights School District 23
Approved Travel Expense Statement**

AP 5:60

Please Note: All information must be completed with the proper receipts before reimbursement is paid.

Employee:

Date:

Purpose for the which the expenses were incurred:						
Transportation: For current rate for mileage reimbursement contact the business office						
Month/Day/Year	From/To	Miles @ IRS rate	Airfare	Land Transfers	Parking Tolls	Amount

Lodging

Month/Day/Year	Name of Facility	Total Number of Nights	Rate Per Day + Tax	Amount

Note: Phone charges, movies and other incidentals charged to the room will not be reimbursed

Meals

Month/Day/Year	Total Number of Days	Total Nights	Rate Per Day + Tax	Amount

Note: Actual receipts are to be attached. The reimbursement for per diem meals is: Breakfast = \$10.00, Lunch = \$15.00, Dinner = \$35.00. Total daily receipts for meals shall not exceed \$60.00. Expenditures for alcohol are not reimbursable.

Employee Signature

Supervisor

Date

Amount

Account Code



MEMORANDUM

TO: Superintendent

CC: Board of Education

FROM: Micheal DeBartolo
Business Manager

DATE: January 6, 2017

RE: BOARD ACTION –
Formal approval of payments from 12/15/2016 – 1/10/2017

Pursuant to the Bill Payment Resolution for FY 2017 approved at the May 2016 BOE meeting, the Board reviews bills that are proposed to be paid on a weekly basis. Upon review, the Board provides consent to payment of these bills with final, formal Board approval occurring at the next regular, monthly meeting of the Board.

Attached to the Finance Report are the bills that were paid from December 15, 2016 through January 10, 2017.

The Business Office recommends approval of this month's Finance Report.

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1140

12/14/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amalgamated Bank of Chicago	80650					
Check Group:						
General Obligation Bond, Series 2013 - Interest Due 12/15/2016		1 0		GO Bond2013 Dec16 12/14/2016	30.5.0000.5220.620.01.0000	\$132,600.00
General Obligation Bond, Series 2013 - Principal Due 12/15/2016		1 0		GO Bond2013 Dec16 12/14/2016	30.5.0000.5320.610.01.0000	\$800,000.00
General Obligation Bond, Series 2014 - Interest Due 12/15/2016		1 0		GO Bond2014 Dec16 12/14/2016	30.5.0000.5220.620.01.0000	\$44,406.25

Check #: 0

PO/InvoiceTotal:	\$977,006.25
Vendor Total:	\$977,006.25
Grand Total:	\$977,006.25

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1141

12/19/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris Bank N. A.	80583					
Check Group:						
BMO Harris CC - DRI*KASPERSKY.COM - M. Stavropoulos		1 0		Nov28 2016 11/28/2016	10.5.0000.2225.316.01.0000	\$149.62
BMO Harris CC - NVITE EVENT TICKET NVI - M. Stavropoulos		1 0		Nov28 2016 11/28/2016	10.5.0000.2225.312.01.0000	\$149.00
BMO Harris CC - TONY'S FRESH MARKE - A. Sterba		1 0		Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$135.18
BMO Harris CC - MATH OLYMPIADS - T. Meziere		1 0		Nov28 2016 11/28/2016	10.5.0000.2410.640.02.0000	\$129.00
BMO Harris CC - PANERA BREAD #3282/2 - N. Sorensen		1 0		Nov28 2016 11/28/2016	10.5.0000.1205.410.01.0000	\$118.88
BMO Harris CC - DRI*KASPERSKY.COM - M. Stavropoulos		1 0		Nov28 2016 11/28/2016	10.5.0000.2150.410.01.0000	\$100.00
BMO Harris CC - KALAHARI RESORTS - B. Rominski		1 0		Nov28 2016 11/28/2016	20.5.0000.2541.312.01.0000	\$92.04
BMO Harris CC - MENARDS LONG GROVE IL - J. Cisneros		1 0		Nov28 2016 11/28/2016	10.5.0000.1410.410.04.0000	\$85.14
BMO Harris CC - PRENTKE ROMICH - C. Sroka		1 0		Nov28 2016 11/28/2016	10.5.0000.2150.410.01.0000	\$84.00
BMO Harris CC - BLS*GELMIXTHICKENER - C. Sroka		1 0		Nov28 2016 11/28/2016	10.5.0000.1205.410.01.0000	\$77.40
BMO Harris CC - MARIANOS 00085324 - A. Sterba		1 0		Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$75.90
BMO Harris CC - LA ZINGARA / MARINO'S - M. DeBartolo		1 0		Nov28 2016 11/28/2016	10.5.0000.2321.410.01.0000	\$75.80
BMO Harris CC - PARTY CITY - M. Adams		1 0		Nov28 2016 11/28/2016	10.5.0000.3500.341.01.0000	\$70.93

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1141

12/19/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris CC - MARIANOS	00085324 - A. Sterba	1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$70.92
BMO Harris CC - JO-ANN STORE #2113	- J. Cisneros	1	0	Nov28 2016 11/28/2016	10.5.0000.1410.410.04.0000	\$68.42
BMO Harris CC - TARGET.COM *	- N. Sorensen	1	0	Nov28 2016 11/28/2016	10.5.0000.1225.410.01.0000	\$64.43
BMO Harris CC - BUFFALO WILD WINGS	- S. Lee	1	0	Nov28 2016 11/28/2016	10.5.0000.2560.410.04.0000	\$57.78
BMO Harris CC - BLACKFINN AMERIPUB	- M - D. Wilson	1	0	Nov28 2016 11/28/2016	10.5.0000.2321.410.01.0000	\$54.72
BMO Harris CC - BP#9655549LEXINGTONQPS	- A. Lynch	1	0	Nov28 2016 11/28/2016	10.5.0000.1205.332.01.0000	\$44.42
BMO Harris CC - JEWEL #3469	- A. Sterba	1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$41.45
BMO Harris CC - AMAZON.COM	- A. Sterba	1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$36.60
BMO Harris CC - MCDONALD'S M6979	- S. Lee	1	0	Nov28 2016 11/28/2016	10.5.0000.2560.410.04.0000	\$34.32
BMO Harris CC - BLACKFINN AMERIPUB	- M - D. Wilson	1	0	Nov28 2016 11/28/2016	10.5.0000.2321.410.01.0000	\$33.32
BMO Harris CC - ARLINGTON HEIGHTS EGG	- D. Wilson	1	0	Nov28 2016 11/28/2016	10.5.0000.2321.410.01.0000	\$32.32
BMO Harris CC - TONY'S FRESH MARKE	- A. Sterba	1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$32.06
BMO Harris CC - JO-ANN STORE #2103	- A. Sterba	1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$31.97
BMO Harris CC - BP#97428341415 SAMJQPS	- C. Sroka	1	0	Nov28 2016 11/28/2016	10.5.0000.1205.332.01.0000	\$30.56
BMO Harris CC - BUFFALO WILD WINGS	- C. Alms	1	0	Nov28 2016 11/28/2016	10.5.0000.2560.410.04.0000	\$30.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1141

12/19/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris CC - DT DEALS - A. Sterba		1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$26.00
BMO Harris CC - PM1315 INC, Q39 - A. Lynch		1	0	Nov28 2016 11/28/2016	10.5.0000.1205.332.01.0000	\$21.63
BMO Harris CC - HUCK'S FOOD & FUEL S - A. Lynch		1	0	Nov28 2016 11/28/2016	10.5.0000.1205.332.01.0000	\$21.54
BMO Harris CC - PM1315 INC, Q39 - A. Lynch		1	0	Nov28 2016 11/28/2016	10.5.0000.1205.332.01.0000	\$21.07
BMO Harris CC - TONY'S FRESH MARKE - A. Lynch		1	0	Nov28 2016 11/28/2016	10.5.0000.1205.410.01.0000	\$20.50
BMO Harris CC - TONY'S FRESH MARKE - D. Angelaccio		1	0	Nov28 2016 11/28/2016	10.5.0000.2560.410.01.0000	\$19.01
BMO Harris CC - MARIANOS 00085324 - A. Sterba		1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$17.08
BMO Harris CC - JIMMY JOHNS # 511 - E - S. Lee		1	0	Nov28 2016 11/28/2016	10.5.0000.2560.410.04.0000	\$16.50
BMO Harris CC - WALGREENS #4146 - C. Sroka		1	0	Nov28 2016 11/28/2016	10.5.0000.1225.410.05.0000	\$16.49
BMO Harris CC - ADOBE *ACROPRO SUBS - D. Wilson		1	0	Nov28 2016 11/28/2016	10.5.0000.2321.410.01.0000	\$15.93
BMO Harris CC - MARIANOS 00085357 - A. Sterba		1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$15.91
BMO Harris CC - INTER-CONTINENTAL HOTE - D. Wilson		1	0	Nov28 2016 11/28/2016	10.5.0000.2321.410.01.0000	\$14.50
BMO Harris CC - JEWEL #3476 - D. Wilson		1	0	Nov28 2016 11/28/2016	10.5.0000.2321.410.01.0000	\$13.61
BMO Harris CC - MCDONALD'S M6979 - S. Lee		1	0	Nov28 2016 11/28/2016	10.5.0000.2560.410.04.0000	\$13.08
BMO Harris CC - JO-ANN STORE #2113 - M. Adams		1	0	Nov28 2016 11/28/2016	10.5.0000.3500.341.01.0000	\$11.98

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1141

12/19/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris CC - METRA MOUNT PROSPECT - D. Wilson		1	0	Nov28 2016 11/28/2016	10.5.0000.2321.332.01.0000	\$11.50
BMO Harris CC - TAXI CAB SERVICE - D. Wilson		1	0	Nov28 2016 11/28/2016	10.5.0000.2321.332.01.0000	\$11.50
BMO Harris CC - TUESDAY MORNING # 0961 - M. Adams		1	0	Nov28 2016 11/28/2016	10.5.0000.3500.341.01.0000	\$10.98
BMO Harris CC - KOHL'S #0068 - A. Sterba		1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$10.44
BMO Harris CC - AMAZON MKTPLACE PMTS - A. Sterba		1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$5.61
BMO Harris CC - WM SUPERCENTER #3601 - A. Sterba		1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$1.85
BMO Harris CC - TARGET.COM * - N. Sorensen		1	0	Nov28 2016 11/28/2016	10.5.0000.1225.410.01.0000	(\$3.79)
BMO Harris CC - IASB - N. Sorensen		1	0	Nov28 2016 11/28/2016	10.5.0000.2321.312.01.0000	\$484.10
BMO Harris CC - CUSTOMINK LLC - C. Alms		1	0	Nov28 2016 11/28/2016	10.5.0000.1501.410.04.0000	\$357.37
BMO Harris CC - KOHL'S #0068 - A. Sterba		1	0	Nov28 2016 11/28/2016	10.5.0000.1412.410.04.0000	\$344.99
BMO Harris CC - ENTERPRISE RENT-A-CAR - C. Sroka		1	0	Nov28 2016 11/28/2016	10.5.0000.1205.332.01.0000	\$295.59
BMO Harris CC - ENTERPRISE RENT-A-CAR - C. Sroka		1	0	Nov28 2016 11/28/2016	40.5.0000.2551.335.04.0000	\$281.31
BMO Harris CC - ENTERPRISE RENT-A-CAR - C. Sroka		1	0	Nov28 2016 11/28/2016	40.5.0000.2551.335.04.0000	\$281.31
BMO Harris CC - AMZ*OTHER WORLD COMPUT - M. Stavropoulos		1	0	Nov28 2016 11/28/2016	10.5.0000.2225.410.01.0000	\$255.73
BMO Harris CC - THINK SOCIAL PUBLISHIN - C. Curtis		1	0	Nov28 2016 11/28/2016	10.5.0000.1110.410.03.0000	\$166.99

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1141

12/19/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
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Check #: 0

PO/InvoiceTotal:	\$4,786.49
Vendor Total:	\$4,786.49
Grand Total:	\$4,786.49

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Agnieszka Kus						
Check Group:						
Refund - Registration Fees - R. Kus - Out of District		1	0	Refund2016-2017 12/16/2016	10.4.1810.0000.000.00.0000	\$100.00
Refund - Extracurricular Fees - R. Kus - Out of District		1	0	Refund2016-2017 12/16/2016	10.4.1724.0000.000.00.0000	\$25.00
Refund - Tech Fee - R. Kus - Out of District		1	0	Refund2016-2017 12/16/2016	10.4.1810.0000.000.00.2225	\$70.00
Refund - Student Protection Plan - R. Kus - Out of District		1	0	Refund2016-2017 12/16/2016	10.4.1810.0000.000.00.0121	\$30.00
Refund - EPTO Registration Fees - R. Kus - Out of District		1	0	Refund2016-2017 12/16/2016	10.4.1921.0000.000.00.0000	\$10.00
Check #: 0						
						PO/InvoiceTotal: <u>\$235.00</u>
						Vendor Total: <u>\$235.00</u>
Amber Mechanical Contractors, Inc.						
Check Group:						
Repairs to Climate Master Unit Serving Little Theatre		1	170389	0434097 11/30/2016	20.5.0000.2542.323.01.0000	\$1,399.80
Check #: 0						
						PO/InvoiceTotal: <u>\$1,399.80</u>
Check Group:						
Service call for Admin Building Pump VFD		1	170421	0434098 11/30/2016	20.5.0000.2542.323.01.0000	\$200.00
Check #: 0						
						PO/InvoiceTotal: <u>\$200.00</u>
						Vendor Total: <u>\$1,599.80</u>
Amlings Flowerland	00908					
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Dish Garden - European - B. Yager		1	0	04322103 11/30/2016	10.5.0000.2640.410.01.0000	\$61.99
					Check #: 0	
						PO/InvoiceTotal: \$61.99
						Vendor Total: \$61.99
Amy Banas						
Check Group:						
Mileage Reimbursement - December 2016		15	0	MileageDec2016 12/16/2016	10.5.0000.2225.332.01.0000	\$8.10
					Check #: 0	
						PO/InvoiceTotal: \$8.10
						Vendor Total: \$8.10
Arlington Heights Garibaldis						
Check Group:						
BPAC Meeting - Pizza & Pajamas		1	0	1 12/9/2016	10.5.0000.1800.410.01.3305	\$150.86
					Check #: 0	
						PO/InvoiceTotal: \$150.86
						Vendor Total: \$150.86
Ashley Sterba	81111					
Check Group:						
Reimbursement - JoAnn 10/23/2016 - FACS Supplies		1	0	ReimburseJoAnn 10/23/2016	10.5.0000.1412.410.04.0000	\$93.77
					Check #: 0	
						PO/InvoiceTotal: \$93.77
						Vendor Total: \$93.77
AT & T						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Monthly Phone Charges - December 2016		1	0	84787038525374 /1216 12/16/2016	10.5.0000.2630.341.01.0000	\$1,047.96
					Check #: 0	
						PO/InvoiceTotal: \$1,047.96
						Vendor Total: \$1,047.96
AT & T Long Distance	01256					
Check Group:						
Monthly Long Distance Charges - November 2016		1	0	858609026 Nov26,2016 11/26/2016	10.5.0000.2630.341.01.0000	\$0.68
					Check #: 0	
						PO/InvoiceTotal: \$0.68
						Vendor Total: \$0.68
CDW Government	80437					
Check Group:						
APC UPS X 2000VA		1	170412	GGF1803 12/9/2016	10.5.0000.2225.553.01.0000	\$1,334.18
APC Two Post Rail Kit		1	170412	GGF1803 12/9/2016	10.5.0000.2225.410.01.0000	\$158.26
					Check #: 0	
						PO/InvoiceTotal: \$1,492.44
						Vendor Total: \$1,492.44
Crystalyn Boyer						
Check Group:						
Reimbursement - ILMEA Conference 01/27/2017		1	0	ReimburseILMEA 12/16/2016	10.5.0000.1110.312.02.0000	\$95.00
					Check #: 0	
						PO/InvoiceTotal: \$95.00
						Vendor Total: \$95.00
FastSpring						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Contracted Software/Websites		1	170414	PAR161213-6314 -52135 12/15/2016	10.5.0000.2112.316.01.0000	\$250.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$250.00</u>
						Vendor Total: <u>\$250.00</u>
First Student	00406					
Check Group:						
Transportation/Basketball - MAC to Holmes MS - 12/05/2016		1	0	091-C-059570 12/5/2016	40.5.0000.2551.335.04.0000	\$149.14
Transportation/Athletics - MAC to Lincoln MS - 12/06/2016		1	0	091-C-059588 12/6/2016	40.5.0000.2551.335.04.0000	\$149.14
Transportation/Basketball - MAC to London MS - 12/07/2016		1	0	091-C-059597 12/7/2016	40.5.0000.2551.335.04.0000	\$149.14
					Check #: 0	
						PO/InvoiceTotal: <u>\$447.42</u>
						Vendor Total: <u>\$447.42</u>
Follett School Solutions, Inc.	81127					
Check Group:						
35 Library Books - Elementary		1	170393	514377-3 12/2/2016	10.5.0000.2222.430.05.0000	\$378.19
					Check #: 0	
						PO/InvoiceTotal: <u>\$378.19</u>
						Vendor Total: <u>\$378.19</u>
Grainger W W, Inc.	01124					
Check Group:						
6V 5AH Sealed Lead Battery		4	170418	9284049732 11/17/2016	20.5.0000.2542.410.01.0000	\$93.44
					Check #: 0	

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$93.44</u>
						Vendor Total: <u>\$93.44</u>
Honeywell International Inc	80525					
Check Group:						
Credit Memo - 2nd Fire Alarm Testing		1 0		CM 2ndFireAlarmTest 12/1/2016	20.5.0000.2542.319.01.0000	(\$5,400.00)
Credit Memo - HUG Event		1 0		CM HUG Event 12/1/2016	20.5.0000.2542.319.01.0000	(\$3,500.00)
						Check #: 0
						PO/InvoiceTotal: <u>(\$8,900.00)</u>
						Vendor Total: <u>(\$8,900.00)</u>
Illinois Assoc of School Personnel Admin						
Check Group:						
Workshop Registration IASPA HR Essentials - 12/2/2016 - C. Vergil		1	170336	12022016 12/16/2016	10.5.0000.2321.312.01.0000	\$150.00
						Check #: 0
						PO/InvoiceTotal: <u>\$150.00</u>
						Vendor Total: <u>\$150.00</u>
InfoSnap, Inc.	80574					
Check Group:						
Refund Charge-Back: Remittance Refund & PMF for O. Ergun - September 1-9, 2016		1 0		INV108585 9/20/2016	10.4.1810.0000.000.00.0000	\$107.85
Refund Charge-Back: Remittance Refund & PMF for O. Ergun - September 1-9, 2016		1 0		INV108585 9/20/2016	10.4.1810.0000.000.00.0121	\$30.00
Refund Charge-Back: Remittance Refund & PMF for O. Ergun - September 1-9, 2016		1 0		INV108585 9/20/2016	10.4.1810.0000.000.00.2225	\$70.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Refund Charge-Back: Remittance Refund & PMF for O. Ergun - September 1-9, 2016		1	0	INV108585 9/20/2016	10.4.1724.0000.000.00.0000	\$25.00
Refund Charge-Bac: Remittance Refund & PMF for J. Fennig & J. Kowalski - August 6-12, 2016		1	0	INV108587 9/20/2016	10.4.1810.0000.000.00.0000	\$11.45
				Check #: 0		
					PO/InvoiceTotal:	\$244.30
					Vendor Total:	\$244.30
JCD Repair, LLC						
Check Group:						
Apple iPad Repair Digitizer & LCD Repair - Asset 2793, Asset 2564, Asset 3438		3	0	128011 12/9/2016	10.5.0000.2225.323.01.0121	\$447.00
				Check #: 0		
					PO/InvoiceTotal:	\$447.00
					Vendor Total:	\$447.00
Jim Clancy						
Check Group:						
MAC Basketball Referee - 12/15/2016		1	0	MACBBall121520 16 12/15/2016	10.5.0000.1503.319.04.0000	\$70.00
				Check #: 0		
					PO/InvoiceTotal:	\$70.00
					Vendor Total:	\$70.00
Lakeshore Recycling System	80968					
Check Group:						
Garbage & Recycling Services for 12/1 - 12/16		1	170419	003552090 11/25/2016	20.5.0000.2542.321.01.0000	\$856.00
				Check #: 0		
					PO/InvoiceTotal:	\$856.00
					Vendor Total:	\$856.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mackin Book Company						
Check Group:						
53 Monoarch and Nonfiction books		1	170187	479962 12/5/2016	10.5.0000.2222.430.05.0000	\$37.57
Check #: 0						
PO/InvoiceTotal:						\$37.57
Vendor Total:						\$37.57
Mark Deresinski						
80284						
Check Group:						
MAC Basketball Referee - 11/29/2016		1	0	MACBBall112920 16 11/29/2016	10.5.0000.1503.319.04.0000	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$70.00
Vendor Total:						\$70.00
Metro Professional Products						
01908						
Check Group:						
Sizzle Ice Melt - 50 LB Bag		98	170385	172111 11/17/2016	20.5.0000.2543.410.01.0000	\$1,020.18
Check #: 0						
PO/InvoiceTotal:						\$1,020.18
Check Group:						
Toilet Tissue 1 PLY		10	170413	172805 11/30/2016	20.5.0000.2542.410.01.0000	\$453.10
Waxed Bag for Sanitary Napkins		2	170413	172805 11/30/2016	20.5.0000.2542.410.01.0000	\$45.32
43x47 Black Liner 1.5 MII		10	170413	172805 11/30/2016	20.5.0000.2542.410.01.0000	\$211.80
Natural Roll Towel		10	170413	172805 11/30/2016	20.5.0000.2542.410.01.0000	\$180.00
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$890.22</u>
						Vendor Total: <u>\$1,910.40</u>
Napa Auto Parts	00654					
Check Group:						
Battery Cable Lug		1	170416	938907 10/19/2016	20.5.0000.2545.410.01.0000	\$1.88
Motor Tune Up Oil		2	170416	938907 10/19/2016	20.5.0000.2545.410.01.0000	\$23.98
Plow Oil		1	170416	949822 11/28/2016	20.5.0000.2545.410.01.0000	\$8.99
Snow Blower Blade		1	170416	949822 11/28/2016	20.5.0000.2545.410.01.0000	\$10.59
						Check #: 0
						PO/InvoiceTotal: <u>\$45.44</u>
						Vendor Total: <u>\$45.44</u>
National School Products	00671					
Check Group:						
fonts for teachers		1	170390	113461 12/2/2016	10.5.0000.1110.410.05.0000	\$45.94
all about me bilingual		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$14.94
el pinguino tacky		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$9.14
la maraquita malhumorada		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$10.34
de la cabeza a los pies		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$20.69
el cuento de ferdinand		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$9.19

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ne dejes que la paloma		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$9.19
la arana muy ocupada		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$25.29
feliz cumpleaños		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$6.84
me gusta escribir 1		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$14.89
me gusta escribir 2		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$14.89
la ortografia del espanol		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$26.44
artist who painted horse spanish		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$20.69
panda bear panda bear spanish		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$20.64
brown bear spanish		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$20.64
does a kangaroo spanish		1	170390	113461 12/2/2016	10.5.0000.1800.410.01.3305	\$20.69

Check #: 0

PO/InvoiceTotal:	<u>\$290.44</u>
Vendor Total:	\$290.44

Palos Sports Inc 00718

Check Group:

PE Supplies/Equipment - Mens Basketballs	4	170396	247106-00 12/8/2016	10.5.0000.1503.410.04.0000	\$199.80
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Check #: 0

PO/InvoiceTotal:	<u>\$199.80</u>
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Check Group:

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PE Supplies/Equipment-Womens Basketballs		4	170397	247127-00 12/8/2016	10.5.0000.1503.410.04.0000	\$199.80
Check #: 0						
PO/InvoiceTotal:						\$199.80
Vendor Total:						\$399.60
Red Wings Shoes						
Check Group:						
Safety Toe Shoes - Carlos Rubio		1	170422	1-700 11/22/2016	20.5.0000.2543.410.01.0000	\$139.49
Safety Toe Shoes - Miguel Rubio		1	170422	1-700 11/22/2016	20.5.0000.2543.410.01.0000	\$125.99
Safety Toe Shoes - Brian Hitzman		1	170422	1-700 11/22/2016	20.5.0000.2543.410.01.0000	\$80.99
Safety Toe Shoes - Marcus Sabo		1	170422	1-700 11/22/2016	20.5.0000.2543.410.01.0000	\$112.49
Safety Toe Shoes - Curt Schmidt		1	170422	2-700 11/28/2016	20.5.0000.2543.410.01.0000	\$112.49
Safety Toe Shoes - Jose Blanco		1	170422	2-700 11/28/2016	20.5.0000.2543.410.01.0000	\$134.99
Safety Toe Shoes - Wilbur Blanco		1	170422	2-700 11/28/2016	20.5.0000.2543.410.01.0000	\$134.99
Safety Toe Shoes - Juan Chavez Munoz		1	170422	2-700 11/28/2016	20.5.0000.2543.410.01.0000	\$80.99
Safety Toe Shoes - Edwin Blanco		1	170422	3-700 12/2/2016	20.5.0000.2543.410.01.0000	\$116.99
Safety Toe Shoes - Bubba Ewanio		1	170422	3-700 12/2/2016	20.5.0000.2543.410.01.0000	\$150.00
Safety Toe Shoes - Brian Mullaney		1	170422	4-700 12/9/2016	20.5.0000.2543.410.01.0000	\$133.80
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$1,323.21</u>
						Vendor Total: <u>\$1,323.21</u>
Relief Medical Services, Inc.						
Check Group:						
Sub RN - MAC 11/29/2016		7 0		0010071924 12/3/2016	10.5.0000.2134.319.04.0000	\$412.30
						PO/InvoiceTotal: <u>\$412.30</u>
						Vendor Total: <u>\$412.30</u>
Route 12 Rental Inc. 00810						
Check Group:						
Propane Refill for Floor Buffing Machine		3	170417	68368 11/8/2016	20.5.0000.2542.410.01.0000	\$54.93
						PO/InvoiceTotal: <u>\$54.93</u>
						Vendor Total: <u>\$54.93</u>
Sam Donatucci 80283						
Check Group:						
MAC Basketball Referee - 11/28/2016		1 0		MACBBall112820 16 11/28/2016	10.5.0000.1503.319.04.0000	\$70.00
						PO/InvoiceTotal: <u>\$70.00</u>
						Vendor Total: <u>\$70.00</u>
St. Peter Lutheran School 80261						
Check Group:						
Reimbursement for Basketball Referee: Mark LaBuda & Tom Garms on 12/12/2016 @ St. Peter's		2 0		ReimburseBBall 12/12/2016	10.5.0000.1503.319.04.0000	\$140.00
						Check #: 0

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Prospect Heights School District 23

Voucher Detail Listing

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12/20/2016

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$140.00
						Vendor Total: \$140.00
Step Forward Therapy, Inc.						
Check Group:						
OT Treatment, Consult, Meetings, Paperwork: 11/03, 11/10, 11/17/2016		1 0		1175 12/13/2016	10.5.0000.2130.319.01.0000	\$1,890.00
						Check #: 0
						PO/InvoiceTotal: \$1,890.00
						Vendor Total: \$1,890.00
Susan Chappell						
Check Group:						
Accompanist for Sullivan Winter Chorus Concert - 12/12/2016		1 0		Sullivan12122016 12/12/2016	10.5.0000.1117.319.01.0000	\$150.00
						Check #: 0
						PO/InvoiceTotal: \$150.00
						Vendor Total: \$150.00
TLK Marketing 80230						
Check Group:						
Gildan 2000 TShirt - RED		50 0		11399 9/8/2016	10.4.1726.0000.000.00.0000	\$247.50
Ramco Mesh Shorts - BLACK		25 0		11399 9/8/2016	10.4.1726.0000.000.00.0000	\$200.00
						Check #: 0
						PO/InvoiceTotal: \$447.50
						Vendor Total: \$447.50
WOW Business 81068						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1142 12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Monthly Charges - December 2016 - IKE		1	0	014047134 - 12/2016 12/1/2016	10.5.0000.2630.341.01.0000	\$400.00

Check #: 0

PO/InvoiceTotal:	<u>\$400.00</u>
Vendor Total:	<u>\$400.00</u>
Grand Total:	\$6,463.34

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1143

12/20/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
City of Prospect Heights_01084	01084					
Check Group:						
Crossing Guards - Salary 09/02/2016 thru 12/09/2016		1 0		CG3-16 12/12/2016	10.5.0000.2191.319.01.0000	\$12,617.98
Crossing Guards - OASDI (Employer portion of Social Security) 09/02/2016 thru 12/09/2016		1 0		CG3-16 12/12/2016	10.5.0000.2191.319.01.0000	\$782.38
Crossing Guards - Employer portion Medicare 09/02/2016 thru 12/09/2016		1 0		CG3-16 12/12/2016	10.5.0000.2191.319.01.0000	\$182.96
Crossing Guards - Administrative Fee 09/02/2016 thru 12/09/2016		1 0		CG3-16 12/12/2016	10.5.0000.2191.319.01.0000	\$1,358.33
Crossing Guards - Check Fee 17 09/02/2016 thru 12/09/2016		1 0		CG3-16 12/12/2016	10.5.0000.2191.319.01.0000	\$85.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$15,026.65</u>
						Vendor Total: <u>\$15,026.65</u>
Evans, Marshall, and Pease	02297					
Check Group:						
Audit of Financial Statements for Year Ended June 30, 2016		1 0		5644 11/30/2016	10.5.0000.2310.317.01.0000	\$12,965.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$12,965.00</u>
						Vendor Total: <u>\$12,965.00</u>
Honeywell International Inc	80525					
Check Group:						
Automation Charges - 01/01/2017 through 03/31/2017 - Project 40099157		1 0		5238381666 12/1/2016	20.5.0000.2542.319.01.0000	\$26,027.75
					Check #: 0	

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Voucher Detail Listing

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12/20/2016

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$26,027.75
						Vendor Total: \$26,027.75
Suburban School Coop. Insurance Pool	80943					
Check Group:						
2016-2017 Insurance Premium (SSCIP)		1 0		12312016 12/16/2016	80.5.0000.2364.380.01.0000	\$55,022.00
					Check #: 0	
						PO/InvoiceTotal: \$55,022.00
						Vendor Total: \$55,022.00
						Grand Total: \$109,041.40

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1153

12/27/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Anderson Pest Solutions	05303					
Check Group:						
December 2016 Monthly Service		1	170433	4050544 12/1/2016	20.5.0000.2542.319.01.0000	\$213.95
					Check #: 0	
						PO/InvoiceTotal: <u>\$213.95</u>
						Vendor Total: <u>\$213.95</u>
Arthur J. Gallagher Risk Management	80274					
Check Group:						
Public Officials Bond 404017467 - 2016/17 Renewal Premium		1	0	1753525 7/1/2016	10.5.0000.2310.381.01.0000	\$1,700.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,700.00</u>
						Vendor Total: <u>\$1,700.00</u>
AT & T Mobility	71927					
Check Group:						
Monthly Cell Phone Charges - Nov 2016 - EDP		1	0	727020302 11192016 11/19/2016	10.5.0000.3500.341.01.0000	\$70.00
Monthly Cell Phone Charges - Nov 2016 - Facilities		1	0	727020302 11192016 11/19/2016	10.5.0000.2630.341.01.0000	\$187.61
					Check #: 0	
						PO/InvoiceTotal: <u>\$257.61</u>
						Vendor Total: <u>\$257.61</u>
Citi Cards						
Check Group:						
Nino's Pizzeria - MAC - 11/10/2016		1	0	2744 x Dec122016 12/12/2016	10.5.0000.2321.410.01.0000	\$189.50

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Uber - M. DeBartolo - 11/18/2016 - Transportation Triple I Conference		1	0	2744 x Dec122016 12/12/2016	10.5.0000.2520.332.01.0000	\$29.78
Abt Electronics - IKE - 11/19/2016 - Frigidaire Refrigerator		1	0	2744 x Dec122016 12/12/2016	10.5.0000.2321.410.01.0000	\$448.00
IASB - M. DeBartolo - 11/20/2016 - PD Books Purchased at Triple I Conference		1	0	2744 x Dec122016 12/12/2016	10.5.0000.2510.312.01.0000	\$69.95
DLX for Small Business - 11/26/2016 - District Mailing Labels		1	0	2744 x Dec122016 12/12/2016	10.5.0000.2630.360.01.0000	\$110.13
Tax Refund - DLX for Small Business - 11/29/2016		1	0	2744 x Dec122016 12/12/2016	10.5.0000.2630.360.01.0000	(\$3.33)
IL Assoc of School Busn - 12/05/2016 - M. DeBartolo - 2017 Annual Conference Registration		1	0	2744 x Dec122016 12/12/2016	10.5.0000.2510.312.01.0000	\$535.00
Check #: 0						
PO/InvoiceTotal:						\$1,379.03
Vendor Total:						\$1,379.03
Constellation NewEnergy, Inc.	80148					
Check Group:						
Monthly Electricity Charges - IKE - 11/09/2016 to 12/07/2016		1	0	0036780388 12/13/2016	20.5.0000.2542.466.01.0000	\$1,911.68
Monthly Electricity Charges - MAIN - 11/10/2016 to 12/11/2016		1	0	0036823023 12/15/2016	20.5.0000.2542.466.01.0000	\$10,547.22
Check #: 0						
PO/InvoiceTotal:						\$12,458.90
Vendor Total:						\$12,458.90
Deb Wilson	02326					
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1153

12/27/2016

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Cell Phone Reimbursement - Oct/Nov/Dec 2016		3	0	CellReimburseDe c2016 12/31/2016	10.5.0000.2321.341.01.0000	\$150.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$150.00</u>
						Vendor Total: <u>\$150.00</u>
Easy Way Safety Services						
Check Group:						
XS Bus Harness Vest		1	170395	38559 12/2/2016	10.5.0000.1205.410.05.0000	\$131.00
Small Bus Harness Vest		1	170395	38559 12/2/2016	10.5.0000.1205.410.05.0000	\$131.00
Med. Bus Harness Vest		1	170395	38559 12/2/2016	10.5.0000.1205.410.05.0000	\$131.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$393.00</u>
						Vendor Total: <u>\$393.00</u>
First Student	00406					
Check Group:						
Transportation - MAC - Basketball to Lincoln - 12/09/2016		1	0	091-C-059632 12/9/2016	40.5.0000.2551.335.04.0000	\$149.14
Transportation - Regular - December 2016		1	0	091-H-003995 12/16/2016	40.5.0000.2551.331.01.0000	\$45,221.28
Transportation - K - December 2016		1	0	091-H-003995 12/16/2016	40.5.0000.2551.331.01.0000	\$4,194.72
Transportation - PreK - December 2016		1	0	091-H-003995 12/16/2016	40.5.0000.2551.337.01.0000	\$9,129.60
Transportation - Special Ed - December 2016		1	0	091-H-003995 12/16/2016	40.5.0000.2552.331.01.0000	\$7,222.80
					Check #: 0	

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Voucher Detail Listing

Voucher Batch Number: 1153

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$65,917.54
						Vendor Total: \$65,917.54
Grainger W W, Inc.	01124					
Check Group:						
Replacement Axle for Salt Spreader		1	170431	9302525879 12/9/2016	20.5.0000.2542.410.01.0000	\$7.92
						PO/InvoiceTotal: \$7.92
						Vendor Total: \$7.92
Check #: 0						
IASPA						
Check Group:						
IASPA Annual Membership Dues & Conference Registration Jan 26/27, 2017 - C. Vergil		1	0	Jan26 2017Conf 12/22/2016	10.5.0000.2510.312.01.0000	\$265.00
						PO/InvoiceTotal: \$265.00
						Vendor Total: \$265.00
Check #: 0						
Illinois ASBO	00437					
Check Group:						
Conference Registration - SupportCon 12/02/2016 - T. Stephens		1	170364	161880 R 11/9/2016	10.5.0000.2520.312.01.0000	\$245.00
						PO/InvoiceTotal: \$245.00
Check Group:						
Conference Registration - SupportCon 12/02/2016 - D. Macek		1	170374	161960 R 11/10/2016	10.5.0000.2520.312.01.0000	\$245.00
						PO/InvoiceTotal: \$245.00
						Vendor Total: \$490.00
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1153

12/27/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Illinois Association of School Boards	00443					
Check Group:						
Professional Development Leadership Training & PERA Training for School Board Members - P. Chester		1 0		136165 10/26/2016	10.5.0000.2310.312.01.0000	\$280.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$280.00</u>
						Vendor Total: <u>\$280.00</u>
Jasculca Terman Strategic Communications						
Check Group:						
Professional Public Affairs Services		1 0		44668 12/19/2016	10.5.0000.2310.319.01.0000	\$3,120.00
Professional Public Affairs Services on 11/29/2016 @ District - Mileage & Toll Charges		1 0		44737 12/19/2016	10.5.0000.2310.319.01.0000	\$56.86
					Check #: 0	
						PO/InvoiceTotal: <u>\$3,176.86</u>
						Vendor Total: <u>\$3,176.86</u>
Metro Professional Products	01908					
Check Group:						
Replacement Handle for York Vacuum		1	170432	173053 12/9/2016	20.5.0000.2542.410.01.0000	\$25.06
					Check #: 0	
						PO/InvoiceTotal: <u>\$25.06</u>
						Vendor Total: <u>\$25.06</u>
Milieu Design LLC	80225					
Check Group:						
AM Snow Removal 1.5" to 4" Parking & Drives		1	170435	121394 12/15/2016	20.5.0000.2543.319.01.0000	\$150.00
AM Snow Removal of 1.5" to 4" Playground		1	170435	121394 12/15/2016	20.5.0000.2543.319.01.0000	\$150.00

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Prospect Heights School District 23

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PM Salting Parking & Drives		1	170435	121394 12/15/2016	20.5.0000.2543.319.01.0000	\$155.00
PM Snow Removal 4.1" to 5" Parking & Drive		1	170435	121394 12/15/2016	20.5.0000.2543.319.01.0000	\$215.00
PM Snow Removal 4.1" to 5" Playground		1	170435	121394 12/15/2016	20.5.0000.2543.319.01.0000	\$185.00
Check #: 0						
PO/InvoiceTotal:						\$855.00
Check Group:						
AM Snow Removal 1.5" to 4" Parking & Drives		1	170436	18107 12/15/2016	20.5.0000.2543.319.01.0000	\$195.00
AM Snow Removal 1.5" to 4" Playground		1	170436	18107 12/15/2016	20.5.0000.2543.319.01.0000	\$100.00
PM Salting Parking & Drives		1	170436	18107 12/15/2016	20.5.0000.2543.319.01.0000	\$155.00
PM Snow Removal 4.1" to 5"		1	170436	18107 12/15/2016	20.5.0000.2543.319.01.0000	\$130.00
PM Snow Removal 4.1" to 5" Parking & Drive		1	170436	18107 12/15/2016	20.5.0000.2543.319.01.0000	\$262.00
Check #: 0						
PO/InvoiceTotal:						\$842.00
Vendor Total:						\$1,697.00
National Geographic Society	80135					
Check Group:						
National Geographic Explorer Magazine, Trailblazer Grade 3 (Chartouni)		25	170084	348000s10.xml62 12/13/2016	10.5.0000.1110.410.03.0000	\$123.75
National Geographic Explorer Magazine, Trailblazer Grade 3 (Ubert)		25	170084	348000s10.xml62 12/13/2016	10.5.0000.1110.410.03.0000	\$123.75
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

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Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$247.50
Check Group:						
National Geographic Explorer-Pioneer-Jenkins		10	170085	348000s10.xml63 12/22/2016	10.5.0000.1110.410.02.0000	\$49.50
National Geographic Explorer-Pioneer-Sobczak		5	170085	348000s10.xml63 12/22/2016	10.5.0000.1110.410.02.0000	\$24.75
National Geographic Explorer-Pioneer-Broms		5	170085	348000s10.xml63 12/22/2016	10.5.0000.1110.410.02.0000	\$24.75
National Geographic Explorer-Pioneer-Argentine		5	170085	348000s10.xml63 12/22/2016	10.5.0000.1110.410.02.0000	\$24.75
Nation Geographic Explorer-Pathfinder-Sobczak		10	170085	348000s10.xml66 12/13/2016	10.5.0000.1110.410.02.0000	\$49.50
National Geographic Explorer-Pathfinder-Broms		10	170085	348000s10.xml66 12/13/2016	10.5.0000.1110.410.02.0000	\$49.50
National Geographic Explorer-Pathfinder-Argentine		10	170085	348000s10.xml66 12/13/2016	10.5.0000.1110.410.02.0000	\$49.50
						Check #: 0
						PO/InvoiceTotal: \$272.25
						Vendor Total: \$519.75
Northern Suburban Sch Business Managers	80562					
Check Group:						
Membership Dues & Fees FY2017		1	0	2 12/15/2016	10.5.0000.2510.640.01.0000	\$30.00
						Check #: 0
						PO/InvoiceTotal: \$30.00
						Vendor Total: \$30.00
Paddock Publications	00715					
Check Group:						
Service Dates - 12/23/2016 to 02/16/2017		1	0	834125 Dec2016 12/23/2016	10.5.0000.2630.350.01.0000	\$85.00

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Prospect Heights School District 23

Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Public Notice - Tax Levy		1	0	T4458894 12/7/2016	10.5.0000.2630.350.01.0000	\$302.40
					Check #: 0	
						PO/InvoiceTotal: <u>\$387.40</u>
						Vendor Total: <u>\$387.40</u>
Performance Chemical & Supply						
Check Group:						
Green Certified Neutral Floor Cleaner 4x1 GAL		1	170437	207282 12/7/2016	20.5.0000.2542.410.01.0000	\$100.00
H2Orange2 Concentrate 117		1	170437	207282 12/7/2016	20.5.0000.2542.410.01.0000	\$145.00
Green Certified Industrial Degreaser Conc. 4x1 Gal		1	170437	207282 12/7/2016	20.5.0000.2542.410.01.0000	\$80.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$325.00</u>
						Vendor Total: <u>\$325.00</u>
Prentke Romich Company	80041					
Check Group:						
Accent 1400 Gold Extended Warranty 4-Year Pkg		1	170406	1197868 12/12/2016	10.5.0000.1205.553.01.0000	\$1,584.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,584.00</u>
						Vendor Total: <u>\$1,584.00</u>
Relief Medical Services, Inc.						
Check Group:						
Sub RN - IKE - 12/05/2016		6.5	0	0010071979 12/10/2016	10.5.0000.2134.319.05.0000	\$382.85
Sib RN - MAC - 12/05/2016		7	0	0010071979 12/10/2016	10.5.0000.2134.319.04.0000	\$412.30
					Check #: 0	

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Voucher Detail Listing

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12/27/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$795.15
						Vendor Total: \$795.15
Warehouse Direct	80219					
Check Group:						
Replacement Handle for York Vacuum		2	170434	3284191-0 12/7/2016	20.5.0000.2542.410.01.0000	\$49.08
					Check #: 0	
						PO/InvoiceTotal: \$49.08
						Vendor Total: \$49.08
						Grand Total: \$92,102.25

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1154

12/27/2016

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Playcraft Systems						
Check Group:						
R35CBF68A Custom Round 3.5 Play System		1	170245	3946-KC 11/23/2016	20.5.0000.2543.553.01.0000	\$11,168.24

Check #: 0

PO/InvoiceTotal:	<u>\$11,168.24</u>
Vendor Total:	<u>\$11,168.24</u>
Grand Total:	<u>\$11,168.24</u>

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1156

01/10/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A & J Sewer Service	01195					
Check Group:						
Quarterly Pumping of Grease Trap at Main Kitchen		1	170445	45932 12/21/2016	20.5.0000.2542.323.01.0000	\$137.00
					Check #: 0	
						PO/InvoiceTotal: \$137.00
						Vendor Total: \$137.00
Advanced Fire Protection and Safety Inc.						
Check Group:						
Annual Fire Sprinkler Wet Pipe Testing @ District Office and Sullivan		1	170450	2626 1/6/2017	20.5.0000.2542.319.01.0000	\$125.00
Annual Fire Sprinkler Wet Pipe Testing @ MacArthur		1	170450	2626 1/6/2017	20.5.0000.2542.319.01.0000	\$125.00
Annual Fire Sprinkler Wet Pipe Testing @ Eisenhower		1	170450	2626 1/6/2017	20.5.0000.2542.319.01.0000	\$125.00
					Check #: 0	
						PO/InvoiceTotal: \$375.00
						Vendor Total: \$375.00
Amalgamated Bank of Chicago	80650					
Check Group:						
GO Limited School Bonds Series 2014 - Services rendered as Registrar & Paying Agent		1	0	1855367003 01/2017 1/1/2017	30.5.0000.5320.319.01.0000	\$475.00
					Check #: 0	
						PO/InvoiceTotal: \$475.00
						Vendor Total: \$475.00
Arlington Heights School District 25	71838					
Check Group:						
Contracted Food Services - November 2016		1	0	November2016 12/1/2016	10.5.0000.2560.315.01.0000	\$32,411.13

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1156

01/10/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$32,411.13</u>
						Vendor Total: <u>\$32,411.13</u>
AT & T						
Check Group: 2						
Monthly Phone Charges - December 2016		1	0	847R1601121129 Dec16 12/16/2016	10.5.0000.2630.341.01.0000	\$535.62
Check #: 0						
Check Group:						
Monthly Phone Charges - December 2016		1	0	847R1617273039 Dec16 12/16/2016	10.5.0000.2630.341.01.0000	\$625.93
Check #: 0						
						PO/InvoiceTotal: <u>\$1,161.55</u>
						Vendor Total: <u>\$1,161.55</u>
AT & T Long Distance	01256					
Check Group:						
Monthly Long Distance Phone Charges - December 2016		1	0	834687562 Dec2016 12/13/2016	10.5.0000.2630.341.01.0000	\$181.86
Check #: 0						
						PO/InvoiceTotal: <u>\$181.86</u>
						Vendor Total: <u>\$181.86</u>
AT & T Mobility	71927					
Check Group:						
Monthly Cell Phone Charges - EDP - December 2016		1	0	827020302 Dec16 12/19/2016	10.5.0000.3500.341.01.0000	\$70.00
Monthly Cell Phone Charges - Facilities - December 2016		1	0	827020302 Dec16 12/19/2016	10.5.0000.2630.341.01.0000	\$187.61
Check #: 0						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$257.61
						Vendor Total: \$257.61
Attainment Company Inc.	80706					
Check Group:						
GoTalk 4+		3	170304	270248A 12/13/2016	10.5.0000.2150.410.01.0000	\$350.60
GoTalk Carry Stand (4+, 9+, 20+)		2	170304	270248A 12/13/2016	10.5.0000.2150.410.01.0000	\$72.03
					Check #: 0	
						PO/InvoiceTotal: \$422.63
						Vendor Total: \$422.63
BrightBytes						
Check Group:						
Contracted Software/Websites		1	170442	F-01004164 12/30/2016	10.5.0000.2225.316.01.0000	\$6,741.86
					Check #: 0	
						PO/InvoiceTotal: \$6,741.86
						Vendor Total: \$6,741.86
CDW Government	80437					
Check Group:						
Epson PL 965H 3500 Lum LCD Projectors		10	170411	GGV4245 12/13/2016	10.5.0000.2225.553.01.0000	\$6,450.00
Wireless LAN Module EB 1760W		1	170411	GGW4437 12/14/2016	10.5.0000.2225.553.01.0000	\$98.00
					Check #: 0	
						PO/InvoiceTotal: \$6,548.00
Check Group:						
Server and Parts		1	170423	GHX7159 12/19/2016	10.5.0000.2225.553.01.0000	\$199.68

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Server and Parts		1	170423	GJB0267 12/20/2016	10.5.0000.2225.553.01.0000	\$178.15
Server and Parts		1	170423	GJM8624 12/21/2016	10.5.0000.2225.553.01.0000	\$5,028.89
Server and Parts		1	170423	GJV8841 12/23/2016	10.5.0000.2225.553.01.0000	\$349.54
Check #: 0						
PO/InvoiceTotal:						\$5,756.26
Vendor Total:						\$12,304.26
Customink, LLC						
Check Group:						
General Supplies		15	170410	8594593 12/20/2016	10.5.0000.1120.410.04.0000	\$365.55
\$0.05 Pro-rated Adjustment Applied - General Supplies		1	170410	8594593 12/20/2016	10.5.0000.1120.410.04.0000	\$0.05
Check #: 0						
PO/InvoiceTotal:						\$365.60
Vendor Total:						\$365.60
Education Week						
Check Group:						
Subscription for Education Week - MAC - S. Lee 2016/2017		1	0	001192621 Lee2017 1/4/2017	10.5.0000.2410.640.04.0000	\$84.94
Check #: 0						
PO/InvoiceTotal:						\$84.94
Vendor Total:						\$84.94
Fast Signs	01114					
Check Group:						
Desk Plate Name Sign for Carrie Vergil		1	170444	447-29062 12/19/2016	20.5.0000.2542.410.01.0000	\$5.85
Check #: 0						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$5.85
						Vendor Total: \$5.85
FastBridge Learning						
Check Group:						
Fast Subscription		6	170428	INV-1211 1/6/2017	10.5.0000.1205.415.01.0000	\$300.00
					Check #: 0	
						PO/InvoiceTotal: \$300.00
Check Group:						
Online Hourly Consulting - January 30, 2017		3	170443	INV-1213 1/4/2017	10.5.0000.1205.312.01.0000	\$525.00
					Check #: 0	
						PO/InvoiceTotal: \$525.00
						Vendor Total: \$825.00
First Student	00406					
Check Group:						
Transportation - MAC Basketball 12/12/2016		1	0	091-C-059682 12/12/2016	40.5.0000.2551.335.04.0000	\$149.14
Transportation - MAC Serenading Strings 12/12/2016		1	0	091-C-059683 12/12/2016	10.4.1722.0000.000.00.0000	\$165.15
Transportation - MAC Basketball 12/15/2016		1	0	091-C-059721 12/15/2016	40.5.0000.2551.335.04.0000	\$149.14
					Check #: 0	
						PO/InvoiceTotal: \$463.43
						Vendor Total: \$463.43
Follett School Solutions, Inc.	81127					
Check Group:						
35 Library Books - Elementary		1	170393	514377F-2 12/14/2016	10.5.0000.2222.430.05.0000	\$58.77
					Check #: 0	

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Voucher Detail Listing

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01/10/2017

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$58.77</u>
						Vendor Total: <u>\$58.77</u>
Home Depot	00063					
Check Group:						
Home Depot - RETURN of Supplies - C. Schmidt - 12/02/2016		1 0		2294045 12/2/2016	20.5.0000.2542.410.01.0000	(\$15.75)
Home Depot - Supplies - B. Rominski - 12/12/2016		1 0		2594388 12/12/2016	20.5.0000.2542.410.01.0000	\$5.96
Home Depot - Supplies - C. Schmidt - 11/30/2016		1 0		4584770 11/30/2016	20.5.0000.2542.410.01.0000	\$43.01
Home Depot - Supplies - C. Schmidt - 11/29/2016		1 0		5061459 11/29/2016	20.5.0000.2542.410.01.0000	\$57.58
						Check #: 0
						PO/InvoiceTotal: <u>\$90.80</u>
						Vendor Total: <u>\$90.80</u>
Illinois State University	80654					
Check Group:						
Education Career Fair Registration - February 28, 2017		1 0		20170103-00001 1/3/2017	10.5.0000.2210.312.01.0000	\$250.00
						Check #: 0
						PO/InvoiceTotal: <u>\$250.00</u>
						Vendor Total: <u>\$250.00</u>
Impact Networking LLC_81115	81115					
Check Group:						
Contract Base Rate Charge for 05/08/2016 to 05/07/2017		1 0		756304 12/19/2016	10.5.0000.2225.319.01.0000	\$3,749.22
Contract Overage Charge for 06/26/2016 to 12/25/2016		1 0		759397 12/27/2016	10.5.0000.2660.410.01.0000	\$693.90
						Check #: 0

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Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$4,443.12
						Vendor Total: \$4,443.12
JCD Repair, LLC						
Check Group:						
Apple iPad Air2 - Repair Digitizer & LCD - Asset # 2828		1 0		128013 12/16/2016	10.5.0000.2225.323.01.0121	\$149.00
						Check #: 0
						PO/InvoiceTotal: \$149.00
						Vendor Total: \$149.00
Jessa Gianneschi						
Check Group:						
Reimbursement - Jewel - Cooking Supplies for Curriculum/Life Skills Activity		1 0		ReimburseJewel1 2/16 12/15/2016	10.5.0000.1205.410.01.0000	\$23.48
						Check #: 0
						PO/InvoiceTotal: \$23.48
						Vendor Total: \$23.48
Lake Forest Elementary District 67						
Check Group:						
Registration Fees MAC - 43rd Annual Deer Path Wrestling Tournament - 02/11/2017		1 0		Wrestling 2017 2/11/2017	10.5.0000.1503.640.04.0000	\$195.00
						Check #: 0
						PO/InvoiceTotal: \$195.00
						Vendor Total: \$195.00
Michelle Diaz						
Check Group:						
Mileage Reimbursement - December 2016		9 0		MileageDec2016 12/16/2016	10.5.0000.1205.332.01.0000	\$4.86
						Check #: 0

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01/10/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$4.86
						Vendor Total: \$4.86
Mimi Gember	02022					
Check Group:						
Meal Reimbursement - Midwest Band & Orchestra Convention 12/15/2016		1 0		ReimburseDec20 16 12/15/2016	10.5.0000.1110.312.02.0000	\$22.74
						Check #: 0
						PO/InvoiceTotal: \$22.74
						Vendor Total: \$22.74
National Louis University						
Check Group:						
Registration Fees - NLU Educators Job Fair 2017 - March 7, 2017		1 0		MTN45HV98TJ 1/3/2017	10.5.0000.2210.312.01.0000	\$125.00
						Check #: 0
						PO/InvoiceTotal: \$125.00
						Vendor Total: \$125.00
Nicor Gas						
Check Group:						
Monthly Gas Charges - SULLIVAN - 11/22/2016 to 12/22/2016		1 0		5274170000 Dec2016 12/22/2016	20.5.0000.2542.465.01.0000	\$583.36
Monthly Gas Charges - MAC- 11/22/2016 to 12/23/2016		1 0		62741700009 Dec2016 12/22/2016	20.5.0000.2542.465.01.0000	\$323.99
Monthly Gas Charges - ROSS - 11/21/2016 to 12/23/2016		1 0		72741700008 Dec2016 12/23/2016	20.5.0000.2542.465.01.0000	\$114.01
						Check #: 0
						PO/InvoiceTotal: \$1,021.36
						Vendor Total: \$1,021.36

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Voucher Detail Listing

Voucher Batch Number: 1156

01/10/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Office Depot_00205	00205					
Check Group:						
Office Depot - Supplies - MAC - C. O'Brien		1 0		836636501002 11/22/2016	10.5.0000.1120.410.04.0000	\$15.96
Office Depot - Supplies - IKE - B. Zbaraz		1 0		851060914003 1/6/2017	10.5.0000.1110.410.05.0000	\$6.23
Office Depot - Supplies - IKE - A. Bozio		1 0		851876009003 11/10/2016	10.5.0000.1110.410.05.0000	\$5.39
Office Depot - Supplies - TECH - N. Sorensen		1 0		887834372001 12/16/2016	10.5.0000.2225.410.01.0000	\$32.98
				Check #: 0		
					PO/InvoiceTotal:	\$60.56
					Vendor Total:	\$60.56
138 Performance Chemical & Supply						
Check Group:						
Husky 891 ARENA Disinfectant		1 170448		207539 12/16/2016	20.5.0000.2542.410.01.0000	\$89.00
Microfiber 5"x18" Wet Mop Pad		6 170448		207539 12/16/2016	20.5.0000.2542.410.01.0000	\$47.10
				Check #: 0		
					PO/InvoiceTotal:	\$136.10
					Vendor Total:	\$136.10
Personnel Planners, Inc	00734					
Check Group:						
Quarterly UI Claims Management Fee 01/01/2017 to 03/30/2017		1 0		132527 12/30/2016	80.5.0000.2363.232.01.0000	\$85.00
				Check #: 0		
					PO/InvoiceTotal:	\$85.00
					Vendor Total:	\$85.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1156

01/10/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Rotary Club of Mt. Prospect/PH	80179					
Check Group:						
Rotary Lunch for 12/12/2016 - Holiday Concert - Serenading Strings MAC		5 0		355 12/19/2016	10.4.1722.0000.000.00.0000	\$80.00
					Check #: 0	
						PO/InvoiceTotal: \$80.00
						Vendor Total: \$80.00
Speedway LLC	80327					
Check Group:						
Monthly Gasoline Charges - District Vehicles - Dec2016		1 0		0635299035 Dec2016 12/28/2016	20.5.0000.2545.464.01.0000	\$205.93
					Check #: 0	
						PO/InvoiceTotal: \$205.93
						Vendor Total: \$205.93
Tracy Stephens						
Check Group:						
Fall 2016 - Course Reimbursement - T. Stephens		6 0		Fall2016 1/6/2017	10.5.0000.2640.230.01.0000	\$450.00
					Check #: 0	
						PO/InvoiceTotal: \$450.00
						Vendor Total: \$450.00
United Analytical Services, Inc.	80265					
Check Group:						
Environmental Mold Lab Samples @ Ike after carpet cleaning		2 170447		16678-01F 12/30/2016	20.5.0000.2542.319.01.0000	\$125.00
					Check #: 0	
						PO/InvoiceTotal: \$125.00
						Vendor Total: \$125.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1156

01/10/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
UZBL	81087					
Check Group:						
iPad Cases - Ross, Blue		25	170426	4705 12/16/2016	10.5.0000.2225.410.01.0000	\$437.50
					Check #: 0	
						PO/InvoiceTotal: \$437.50
Check Group:						
iPad Cases- Red		25	170427	4706 12/16/2016	10.5.0000.2225.410.01.0000	\$437.50
					Check #: 0	
						PO/InvoiceTotal: \$437.50
						Vendor Total: \$875.00
Warehouse Direct	80219					
Check Group:						
Replacement Brush for York Vacuum, #15/355		2	170446	3301461-0 12/19/2016	20.5.0000.2542.410.01.0000	\$37.78
					Check #: 0	
						PO/InvoiceTotal: \$37.78
						Vendor Total: \$37.78
						Grand Total: \$64,652.22

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1157

01/10/2017

Fiscal Year: 2016-2017

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Apple Computer, Inc.	05582					
Check Group:						
Staff Laptop Replacements		40	170425	4420855096 12/29/2016	10.5.0000.2225.410.01.0000	\$37,960.00
					Check #: 0	
						PO/InvoiceTotal: \$37,960.00
						Vendor Total: \$37,960.00
Pro Installation Plus, Inc.						
Check Group:						
Contractor installation of Ike playcraft playground equipment, removal of existing equipment, new concrete footings, and site restoration		1	170449	11561 12/27/2016	20.5.0000.2542.553.01.0000	\$11,200.00
					Check #: 0	
						PO/InvoiceTotal: \$11,200.00
						Vendor Total: \$11,200.00
						Grand Total: \$49,160.00

End of Report

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Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

DISTRICT OFFICE
Phone (847) 870-3850
Fax: (847) 870-3896

EISENHOWER SCHOOL
Phone (847) 870-3875
Fax: (847) 870-3877

BETSY ROSS SCHOOL
Phone (847) 870-3868
Fax: (847) 870-3898

ANNE SULLIVAN SCHOOL
Phone (847) 870-3865
Fax: (847) 870-8113

MACARTHUR MIDDLE SCHOOL
Phone (847) 870-3879
Fax: (847) 870-3881

TO: Members, Board of Education

CC: Deb Wilson, Superintendent
Don Angelaccio, Assistant Superintendent

FROM: Micheal DeBartolo, Business Manager

DATE: January 4, 2017

RE: Schedule of Financial Information Presentations for BOE Planning

In an effort to provide the BOE with the information necessary for the creation of a long-range financial plan in order to best serve the educational and facility needs of the District, the administration is providing this timeline/calendar. By working in accordance with the timeline contained in this document, the BOE has a clear roadmap of how information will be presented and when the information will be provided. This timeline will allow for the BOE to process information, request clarification and/or additional information and use the information to develop the BOE's goals and philosophies for how it uses and/or generates resources in order to continue providing a high quality education product and while maintaining and upgrading its facilities.

Please let me know what questions you have on the timeline/calendar and what, if anything, you would like to see added, deleted or modified for presentation to the BOE.



TIMELINE/CALENDAR FOR DEVELOPMENT OF BOE FINANCIAL GOALS AND PHILOSOPHIES

January Regular BOE Meeting:

- Discussion of timeline/calendar for development of financial goals/philosophies
- Presentation of 10-year Health Life Safety Survey/Long Range Master Facility Plan

February Regular BOE Meeting:

- Adoption of 2017-18 Student Fees including EDP Fees
- Presentation of 2017-18 Staffing Plan
- Presentation of 5-year Long Range Master Educational Plan
- Presentation of 5-year Long Range Financial Projections
- Presentation of Long Range Debt/Borrowing Projections

March Regular BOE Meeting:

- Presentation on Possible Benefit/Total Compensation Package for Non-Union Employees

April Regular BOE Meeting:

- Discussion of Building Budgets
- Discussion of Operations and Maintenance Budget

May Regular BOE Meeting:

- Review of Health, Dental and Vision Insurance Premiums (2017-18 AND historical)

June Regular BOE Meeting:

- Preliminary Budget Forecasting

June/July BOE Financial Planning/Goal Session AND Beyond*:

- Begin discussion of BOE questions and thoughts on finances
- Begin discussion of BOE questions and thoughts on fees (i.e. curricular, extra-curricular, transportation, etc.)
- Begin discussion on BOE goals and philosophies related to expenditures and revenues
- Develop BOE goals and philosophies related to expenditures and revenues

*BOE/Superintendent IASB workshop to precede BOE Financial Planning/Goal Session

QUESTIONS FOR BOE TO CONSIDER DURING FINANCIAL INFORMATION ROLLOUT

These questions should not be answered now, but these questions must be considered while the administration provides the BOE information that shall be used as the basis for determining the answers to these questions and development of BOE financial goals and philosophies. During the timeline/calendar above, please be sure to seek clarification or additional information as you believe is needed to assist in preparing for this discussion. Also, please be sure to ask any questions that you may have regarding the financial information needed to begin the discussion on future goals and philosophies of the BOE moving forward towards the development of a new “blueprint” for 2018-19.

The questions to be considered along the way include:

- What is your philosophy on class sizes? Larger? Smaller? Just right?
- What is your philosophy on District innovation in curriculum? More? Less? Just right?
- What is your philosophy on student fees? Transportation fees? Other fees? More? Less? Just right?
- What is your philosophy on renting facilities to outside groups? More? Less? Just right?
- What is your philosophy on facilities spending? Finish 10 Year Plan late, on time or early?
- What is your philosophy on setting aside funds for capital projects? Lots? Some? None?
- What is your philosophy on revenues? Generate more? Take in less? Just right? HOW?

What is your philosophy on monies reserved in fund balances? Too little? Too much? Just right?

OVERALL:

How does the administration and BOE best prepare District 23 to:

- (1) offer the best educational product possible?
- (2) maintain/repair the facilities in order to operate a safe and stimulating environment?
- (3) spend responsibly?
- (4) communicate priorities and needs transparently in real time?

The answers to these questions, and likely many others, will be discussed, developed and made part of the next “BOE Blueprint” for District 23.

10 YEAR LONG RANGE FACILITY PLAN AND LIFE SAFETY SURVEY PROSPECT HEIGHTS SCHOOL DISTRICT 23



**PROSPECT HEIGHTS
SCHOOL DISTRICT 23**

BETSY ROSS ELEMENTARY SCHOOL
ANNE SULLIVAN ELEMENTARY SCHOOL
DOUGLAS MACARTHUR MIDDLE SCHOOL
DWIGHT D. EISENHOWER ELEMENTARY SCHOOL
GRODSKY ADMINISTRATION CENTER



BETSY ROSS ELEMENTARY
Prospect Heights School District 23



ANNE SULLIVAN ELEMENTARY
Prospect Heights School District 23



DOUGLAS MACARTHUR MIDDLE SCHOOL
Prospect Heights School District 23



DWIGHT D. EISENHOWER ELEMENTARY
Prospect Heights School District 23



I. process

life safety

A life safety program can be broken down into four phases:

I. identifying the need

II. developing the amendment

III. funding

IV. construction / compliance period

Types of projects included in Life Safety Programs include, but are not limited to:

- ◆ site related (i.e. asphalt paving)
- ◆ building envelope (i.e. roofing)
- ◆ architectural (i.e. ceiling repair)
- ◆ environmental (i.e. asbestos)
- ◆ accessibility (i.e. ADA compliancy)
- ◆ structural (i.e. shifting foundations)
- ◆ mechanical (i.e. HVAC systems)
- ◆ plumbing (i.e. water distribution systems)
- ◆ electrical (i.e. power distribution)



long range facility assessment plan

A facility plan is typically organized into five categories:

- ◆ **site**
- ◆ **architectural**
- ◆ **building envelope (walls/masonry)**
- ◆ **building envelope (roofing)**
- ◆ **mechanical / plumbing / electrical**

schedule

Facility Surveys

Mid. - Late August

Reviews/Discussion

September - December

SD23 / SD23 Building and Sites Committee / 20/10 Engineering / ARCON

BOE Presentation

January

File Health Life Safety

by end of 2017

II. results

life *safety* report

life safety survey



**PROSPECT HEIGHTS
SCHOOL DISTRICT 23**

District-Wide Items

- ◆ Replace damaged sections of sidewalk
- ◆ Replace doors / hardware
- ◆ Install / relocate FA detectors
- ◆ Install carbon monoxide alarm
- ◆ Remove obstructions preventing ADA clearances
- ◆ Install insulation at ADA lavatories
- ◆ Remove “y” fitting at service sink

life safety survey

Betsy Ross Elementary School Items



BETSY ROSS ELEMENTARY

Prospect Heights School District 23

- ◆ Repair wall cracks
- ◆ Repair floor cracks
- ◆ Remove storage in front of electrical panel



ANNE SULLIVAN ELEMENTARY

Prospect Heights School District 23

Anne Sullivan Elementary School Items

- ◆ Seal openings at west building elevation
- ◆ Replace corroded breakers at electrical panel board
- ◆ Re-wire clock system at classrooms 130-138

life safety survey



DOUGLAS MACARTHUR MIDDLE SCHOOL
Prospect Heights School District 23

Douglas MacArthur Middle School Items

- ◆ Replace rusted window infill panels
- ◆ Replace missing masonry pier cap
- ◆ Repair foundation wall at south elevation
- ◆ Replace wood stair handrails at storage room
- ◆ Replace damaged / missing floor box covers and wiremolds
- ◆ Install electrical panel board cover
- ◆ Install thermostatic mixing valves at eye wash stations
- ◆ Re-route vent piping
- ◆ Replace wall hydrant

life safety survey



DWIGHT D. EISENHOWER ELEMENTARY
Prospect Heights School District 23

Dwight D. Eisenhower Elementary School Items

- ◆ Add drip cap / threshold at exterior door
- ◆ Maintain fire-rated separation
- ◆ Support FA cable independent of mech./elec. systems

district life safety survey summary

life safety items - totals

SD 23 Cost Summary

Item Category

Cost

Site Summary

Life Safety Items

\$10,900

Building Envelope (Walls/Masonry) Summary

Life Safety Items

\$35,150

Architectural Summary

Life Safety Items

\$71,600

Electrical Summary

Life Safety Items

\$48,600

Mechanical Summary

Life Safety Items

\$0

Plumbing Summary

Life Safety Items

\$15,250

SD 23 Summary Totals

Life Safety Items - Sub-Total

\$181,500

10% Contingency

\$18,150

10% A/E Fees

\$18,150

12% Contractor Escalation

\$21,780

Life Safety Items - Grand Total

\$239,580

life safety items - totals

	Priority Items			
	"a" items urgent	"b" items required	"c" items recommended	
	\$0	\$10,900		
	\$0	\$35,150		
	\$0	\$71,600		
	\$11,450	\$37,150		
	\$0	\$0		
	\$0	\$15,250		
Priority Items Sub-Totals	\$11,450	\$170,050	\$0	
10% Contingency	\$1,145	\$17,005	\$0	
10% A/E Fees	\$1,145	\$17,005	\$0	
12% Contractor Escalation	\$1,374	\$20,406	\$0	
Priority Items Grand Total	\$15,114	\$224,466	\$0	\$239,580

10-year long range facility plan

10 year long range facility plan

District-Wide Items



**PROSPECT HEIGHTS
SCHOOL DISTRICT 23**

- ◆ Parking Lot Maintenance (patch/sealcoat)
- ◆ Parking Lot Replacement
- ◆ Replace wood siding and damaged substrate
- ◆ Paint exterior hollow metal door frames
- ◆ Roofing preventative maintenance
- ◆ Roofing replacement
- ◆ ADA toilet room conversions
- ◆ Flooring replacement
- ◆ Furniture replacement
- ◆ Replace non-addressable FA devices
- ◆ Replace aging clock system with wireless clocks
- ◆ Replace electric water coolers
- ◆ Replace remaining galvanized piping
- ◆ Server upgrades
- ◆ Card access controller upgrades
- ◆ Camera upgrades
- ◆ HVAC controller upgrades

10 year long range facility plan

Betsy Ross Elementary School Items



BETSY ROSS ELEMENTARY
Prospect Heights School District 23

- ◆ Replace exterior handrail
- ◆ Replace gymnasium flooring
- ◆ Remove obsolete cables
- ◆ Provide additional supports at gas piping
- ◆ Add hot water at classroom sinks
- ◆ Replace water closets with “water sense” certified fixtures

Anne Sullivan Elementary School Items



ANNE SULLIVAN ELEMENTARY
Prospect Heights School District 23

- ◆ Replace exterior handrail
- ◆ Tuckpoint at areas of deteriorated mortar joints
- ◆ Replace missing standing seam metal wall panel
- ◆ Replace older casework
- ◆ Replace outlet with GFI outlet
- ◆ Remove obsolete cables
- ◆ Investigate low flow at sinks/repair

10 year long range facility plan

Douglas MacArthur Middle School Items



DOUGLAS MACARTHUR MIDDLE SCHOOL
Prospect Heights School District 23

- ◆ Repair loading dock concrete
- ◆ Replace rusted canopy supports
- ◆ Replace deteriorated sealant at masonry control joints
- ◆ Replace damaged skylight
- ◆ Replace operable partition walls
- ◆ ADA restroom modifications
- ◆ Provide cable organization rack at MDF Room
- ◆ Replace corroded electrical panel
- ◆ Replace incandescent fixtures with LED
- ◆ Provide solids interceptors at Art Room sink
- ◆ Replace antiquated plumbing fixtures

10 year long range facility plan



DWIGHT D. EISENHOWER ELEMENTARY

Prospect Heights School District 23

Dwight D. Eisenhower Elementary School Items

- ◆ Replace timber/galvanized playground units
- ◆ Replace North playground lot asphalt
- ◆ Replace damaged section of stone retaining wall
- ◆ Replace single pane windows with energy efficient windows
- ◆ Replace Gymnasium flooring
- ◆ Install backflow preventer at water service

Grodsky Administration Center Items

- ◆ Remove and re-set clay bell tile coping
- ◆ Remove wall coating and repair brick
- ◆ Repair bowing masonry at East Elevation

district long range facility plan summary

long range facility plan - totals

Betsy Ross Elementary School		2016	Years 2017-2027 (including inflation)			Totals
		Base Cost	(See Handout)			Totals
Item						
	Site	\$372,290				\$555,537
	Building Envelope (Walls / Masonry)	\$165,891				\$197,677
	Building Envelope (Roofing)	\$1,030,090				\$1,289,324
	Architectural	\$1,082,895				\$981,766
	Electrical	\$33,800				\$39,403
	Mechanical	\$12,500				\$17,240
	Plumbing	\$170,500				\$227,950
	Subtotal	\$2,867,966				\$3,799,643
	10% Design Contingency	\$286,797				\$330,890
	10% Construction Contingency	\$286,797				\$330,890
	8% A/E Fee	\$229,437				\$264,712
	TOTAL	\$3,670,996				\$4,863,542
Anne Sullivan Elementary School						
		2016				Totals
Item		Base Cost				Totals
	Site	\$175,090				\$262,333
	Building Envelope (Walls / Masonry)	\$142,187				\$175,769
	Building Envelope (Roofing)	\$774,975				\$965,944
	Architectural	\$969,225				\$993,775
	Electrical	\$29,800				\$34,580
	Mechanical	\$6,000				\$7,320
	Plumbing	\$18,000				\$19,840
	Subtotal	\$2,115,277				\$2,968,788
	10% Design Contingency	\$211,528				\$245,956
	10% Construction Contingency	\$211,528				\$245,956
	8% A/E Fee	\$169,222				\$196,765
	TOTAL	\$2,707,555				\$3,800,049
Douglas MacArthur Middle School						
		2016				Totals
Item		Base Cost				Totals
	Site	\$450,190				\$628,500
	Building Envelope (Walls / Masonry)	\$147,120				\$165,625
	Building Envelope (Roofing)	\$2,597,064				\$3,162,691
	Architectural	\$2,343,500				\$1,831,041
	Electrical	\$79,525				\$93,182
	Mechanical	\$11,500				\$0
	Plumbing	\$246,000				\$335,160
	Subtotal	\$5,874,899				\$7,688,245
	10% Design Contingency	\$587,490				\$621,620
	10% Construction Contingency	\$587,490				\$621,620
	8% A/E Fee	\$469,992				\$497,296
	TOTAL	\$7,519,871				\$9,840,954

long range facility plan - totals

Dwight D. Eisenhower Elementary School		2016	Years 2017-2027 (including inflation)		
	Item	Base Cost	(See Handout)		Totals
	Site	\$674,410			\$520,662
	Building Envelope (Walls / Masonry)	\$146,700			\$162,956
	Building Envelope (Roofing)	\$348,610			\$423,674
	Architectural	\$1,024,290			\$957,049
	Electrical	\$26,850			\$31,013
	Mechanical	\$0			\$0
	Plumbing	\$193,000			\$275,340
	Subtotal	\$2,413,860			\$3,243,823
	10% Design Contingency	\$241,386			\$237,069
	10% Construction Contingency	\$241,386			\$237,069
	8% A/E Fee	\$193,109			\$189,656
	TOTAL	\$3,089,741			\$4,152,093
Grodsky Administration Center					
	Item	2016 Base Cost			Totals
	Site	\$84,420			\$122,264
	Building Envelope (Walls / Masonry)	\$141,669			\$210,756
	Building Envelope (Roofing)	\$119,560			\$134,290
	Architectural	\$92,250			\$57,150
	Electrical	\$5,850			\$125,460
	Mechanical	\$6,000			\$155,320
	Plumbing	\$0			\$0
	Subtotal	\$449,749			\$885,320
	10% Design Contingency	\$44,975			\$80,524
	10% Construction Contingency	\$44,975			\$80,524
	8% A/E Fee	\$35,980			\$64,419
	TOTAL	\$575,679			\$1,133,209
		Base Cost			Totals
	GRAND TOTAL	\$17,563,841			\$23,789,848

questions?



MEMORANDUM

TO: Superintendent

CC: Board of Education

FROM: Micheal DeBartolo
Business Manager

DATE: Friday, January 6, 2017

RE: INFORMATIONAL ITEM:
10 Year Health Life Safety Plan / Long Range Facility Plan

Attached to the agenda for your review are the 10 Year Health/Life Safety Survey and 10 Year Long Range Facility Plan. These documents have been prepared by the District's architects, ARCON Associates Inc.

The District's 10 Year Health/Life Safety Survey is due to be filed in October 2017. However, the preparation of these documents permits the Board of Education to review the physical needs and requirements to maintain the buildings pursuant to the Illinois School Code as well as financially plan for the Health/Life Safety requirements that must be completed and long range building needs that keep our facilities safe and the educational environment appropriate for learning.

ARCON Associates Inc. will provide a presentation on the 10 Year Health/Life Safety Survey results as well as the 10 Year Long Range Facility Plan. Currently, the Health/Life Safety Survey includes all Level "A" and "B" items. Items classified as Level "A" and "B" requires completion within 3 years. Prior to filing the Health/Life Safety Survey in October 2017, the District and ARCON will be working together to finalize the list of items that must be included in the required filing made to ISBE. Such final decisions include items such as roofs, doors and siding. Such items, if required for inclusion, would be Level "C" items that require completion within 10 years.

Should you have any questions, please let me know.

10 Year Health/Life Safety Survey

Prepared for
Prospect Heights School District 23



**PROSPECT HEIGHTS
SCHOOL DISTRICT 23**

Owner:
Board of Education
Prospect Heights School District 23
700 N. Schoenbeck Road
Prospect Heights, Illinois 60070

Architect:
ARCON Associates, Inc.
2050 South Finley Road, Suite 40
Lombard, Illinois 60148
Project No. 16077

Mechanical/ Electrical / Plumbing:
20/10 Engineering
1216 Tower Road
Schaumburg, Illinois 60173



January 05, 2017

PROSPECT HEIGHTS DISTRICT 23 10 YEAR HEALTH/LIFE SAFETY SURVEY

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Legend:

Life Safety Items
"a" items
"b" items
"c" items



SD 23 Cost Summary						
Item Category	Cost	Priority Items				
		"a" items urgent	"b" items required	"c" items recommended		
Site Summary						
Life Safety Items	\$10,900	\$0	\$10,900			
Building Envelope (Walls/Masonry) Summary						
Life Safety Items	\$35,150	\$0	\$35,150			
Architectural Summary						
Life Safety Items	\$71,600	\$0	\$71,600			
Electrical Summary						
Life Safety Items	\$48,600	\$11,450	\$37,150			
Mechanical Summary						
Life Safety Items	\$0	\$0	\$0			
Plumbing Summary						
Life Safety Items	\$15,250	\$0	\$15,250			
SD 23 Summary Totals						
Life Safety Items - Sub-Total	\$181,500	Priority Items Sub-Totals	\$11,450	\$170,050	\$0	
10% Contingency	\$18,150	10% Contingency	\$1,145	\$17,005	\$0	
10% A/E Fees	\$18,150	10% A/E Fees	\$1,145	\$17,005	\$0	
12% Contractor Escalation	\$21,780	12% Contractor Escalation	\$1,374	\$20,406	\$0	
Life Safety Items - Grand Total	\$239,580	Priority Items Grand Total	\$15,114	\$224,466	\$0	\$239,580

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Legend: Life Safety Items



	Locations, Room No.	Priority Code	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Specification (s)	Units of measure	Quantity	Labor code	*Work Type	Estimated cost	Estimated Completion Date	Funding type
Site														
S-03	Sidewalks- Various Locations	b	185.370 b 4 D	Sidewalks are crumbling and/or heaving and present trip hazard	Replace damaged concrete pads	f	Replace damaged concrete pads	SF		2	Paving Improvements	\$2,500		
S-09	S of Link	b	185.370 b 4 D	Concrete stoop is deteriorating	Replace damaged stoop	f	Replace damaged stoop	SF		2	Paving Improvements	\$2,400		
Building Envelope (Walls / Masonry)														
Building Envelope (Roofing)														
Architectoral														
A-02	Vest 04	b	175.210	Door leaf does not latch properly	Repair/replace door hardware	c	Repair/replace door hardware	Ea.		2	Safety Standards	\$500		
A-04	Ross Room 221	b	Illinois Accessibility Code	Furniture prevents ADA clearance at door	Remove obstruction	b	Remove obstruction			1	Handicapped Access			
A-05	Office 219, Classroom 116, Classroom 114	b	175.210, 185.390 l 1	Peeling/cracking of paint (and drywall)	Prep wall and repaint	c	Prep wall and repaint	LS		2	Other Improvements	\$1,500		
A-07	Office 217	b	175.210	Transition strip is loose	Reattach transition to prevent tripping hazard	c	Reattach transition to prevent tripping hazard	Ea.		1	Safety Standards	\$300		
A-10	Title 1 Room 212	b	185.390 l 1, 185.370 m 2	Lever hardware is loose	Repair/replace door hardware	c	Repair/replace door hardware	Ea.		2	Safety Standards	\$500		
A-13	Classroom 113, Classroom 107	b	185.390 l 1, 185.370 m 2	Door scrapes frame upon closing	Repair/replace door	f	Repair/replace door	Ea.		2	Safety Standards	\$5,000		
A-14	Classroom 114, Classroom 110, Classroom 105, Storage 002	b	185.390 l 1, 185.370 m 2, 175.210	Door does not close/latch without assistance	Replace closer or door	f	Replace closer or door	Ea.		2	Safety Standards	\$6,000		
A-17	Classroom 103	b	185.390.l 1, 185.370 m 2	Door closes with too much force	Adjust closer	c	Adjust closer	Ea.		1	Safety Standards	\$200		
A-21	Music 100, Office 302B, Ross Gym 302	b	175.210	Cracking at interior masonry wall (masonry cracking and mortar joints)	Under Investigation	c	Under Investigation	LS		2	Other Improvements	\$1,050		
A-25	Outside Sullivan Gym, Near Link, Ross Gym 302	b	175.210	Door does not latch without effort and/or requires force to open	Replace door and/or hardware	f	Replace door and/or hardware	Ea.		2	Safety Standards	\$5,000		
A-26	Storage 002	b	175.210	Large crack at concrete slab	Repair floor crack	c	Repair floor crack	LS		2	Safety Standards	\$2,000		
A-27	Storage 002, Park District Storage 001	b	175.285 a 2 b	Code requires door closer	Install closer	f	Install closer	Ea.		2	Safety Standards	\$1,000		
A-28	Park District Room 3021	b	175.210	Closer scrapes door	Adjust closer	c	Adjust closer	Ea.		2	Safety Standards	\$200		

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Electrical													
E-1	Toilet Rm 201A, 203A, Classroom 210, 212, Toilet Room 207 209	b	IFC 4604.5	Windowless Area of Student Occupancy	Install EM battery light/remote heads	f	Install EM battery light/remote heads	Ea.	5	2	Safety Standards	\$2,500	
E-2	Storage 002, Office 302B, Boiler 208, Classroom 105	b	NEC 314.17	Open Junction box or unused knock out	Install cover	c	Install cover	Ea.	4	1	Safety Standards	\$200	
E-3	Boiler 208	a	NFPA 17.7.3.2.1	FA detector not at highest part of ceiling	Relocate detector to highest part of ceiling.	f	Relocate detector to highest part of ceiling.	Ea.	1	2	Safety Standards	\$200	
E-4	Boiler 208,206	a	105 ILCS 5.10-20.56	Carbon Monoxide Alarm not installed	Install CO Alarm	f	Install CO Alarm	Ea.	2	2	Safety Standards	\$1,500	
E-5	All Electrical Panel Locations (except Corridor panels)	b	NEC 110.26	Storage in front of Electrical Panels	Relocate stored items.	b	Relocate stored items.	LS		1	Other Improvements	\$0	

Mechanical

Plumbing

P-1	Boiler Room 206 and 208	b	IDPH 890.1130.g.4	Mop sink or Service sink has a "Y" fitting with shut-off valves installed after the vacuum breaker on the faucet. This fitting renders the vacuum breaker unreliable in protecting the source of water from contamination.	Remove "Y" fitting and instruct the maintenance staff on how to prevent contamination.	b	Remove "Y" fitting and instruct the maintenance staff on how to prevent contamination.	Ea.	2	1	Safety Standards	\$200	
P-2	Boiler Room 208	b	IAC 400.310.n.7.D	Dead-end piping at unused RPZ assembly.	Remove abandoned RPZ and dead end piping.	b	Remove abandoned RPZ and dead end piping.	Ea.	1	2	Safety Standards	\$1,000	

Priority Code:

- a. Urgent
- b. Required
- c. Recommended

Action I.D.

- a. Abandon in place
- b. Remove
- c. Repair
- d. Relocate
- e. Rebuild
- f. Improve

Labor Code

- 1. District employees will perform work
- 2. Work will be performed by contractor(s)

Work Type:

- Safety Standards
- Energy Conservation
- Handicapped Access
- School Security
- Asbestos Treatment
- Paving Improvements
- Replacements
- Other Improvements

Betsy Ross Elementary School Cost Summary						
Item Category	Cost	Priority Items				
		"a" items urgent	"b" items required	"c" items recommended		
Site Summary						
Life Safety Items	\$4,900	\$0	\$4,900			
Building Envelope (Walls/Masonry) Summary						
Life Safety Items	\$0	\$0	\$0			
Architectural Summary						
Life Safety Items	\$23,250	\$0	\$23,250			
Electrical Summary						
Life Safety Items	\$4,400	\$1,700	\$2,700			
Mechanical Summary						
Life Safety Items	\$0	\$0	\$0			
Plumbing Summary						
Life Safety Items	\$1,200	\$0	\$1,200			
Betsy Ross Summary Totals						
Life Safety Items - Sub-Total	\$33,750	Items Sub-	\$1,700	\$32,050	\$0	
10% Contingency	\$3,375	10% Contingency	\$170	\$3,205	\$0	
10% A/E Fees	\$3,375	10% A/E Fees	\$170	\$3,205	\$0	
12% Contractor Escalation	\$4,050	12% Contractor Escalation	\$204	\$3,846	\$0	
Life Safety Items - Grand Totals	\$44,550	Items	\$2,244	\$42,306	\$0	\$44,550

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10 Year Health/Life Safety Survey

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for the
BOARD of EDUCATION
Prospect Heights
School District 23
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SAFETY REFERENCE

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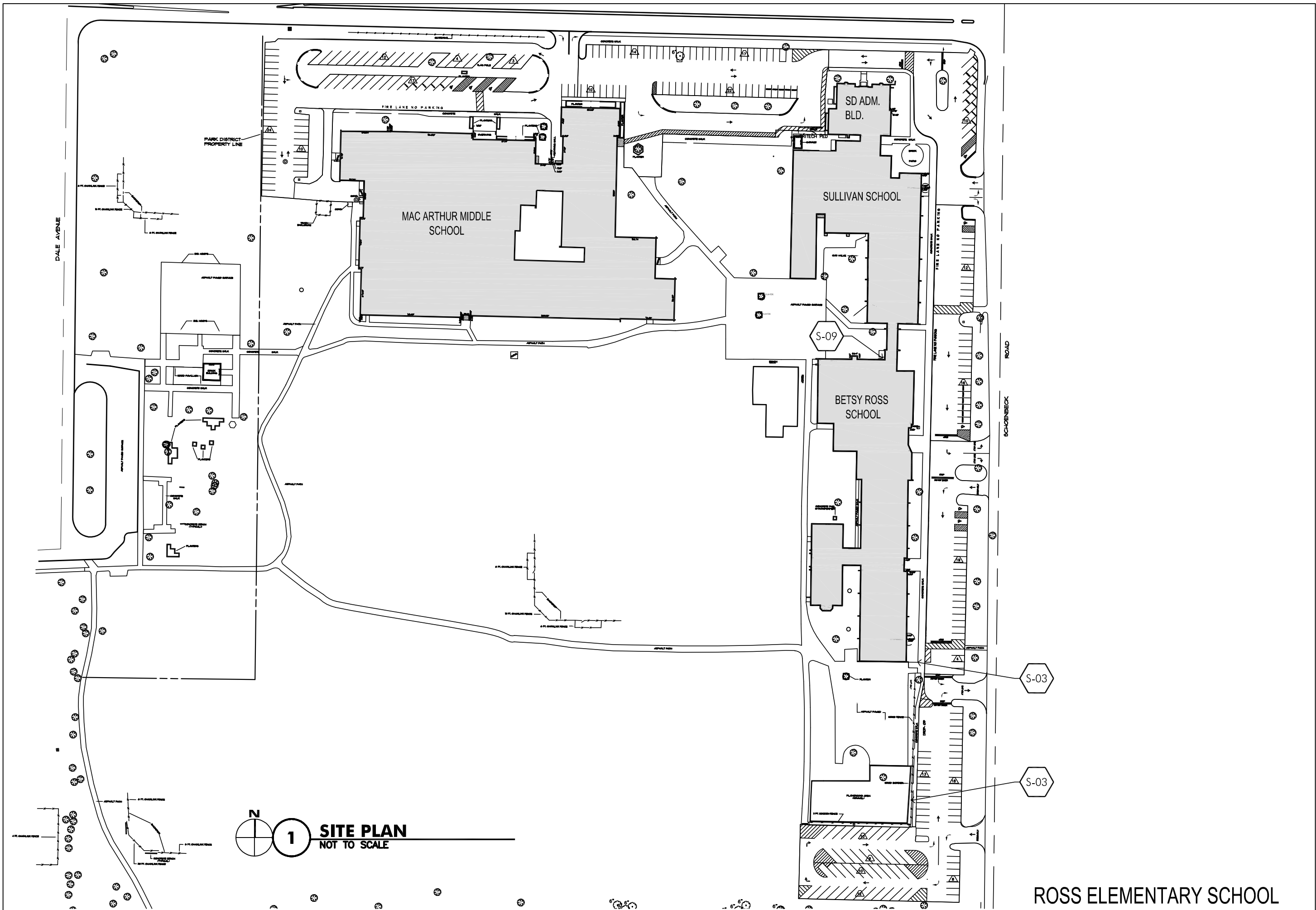
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Sheet Title
SITE PLAN

Sheet Number

SR-1
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ROSS ELEMENTARY SCHOOL



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SAFETY REFERENCE

REVISIONS	No.	Date	By

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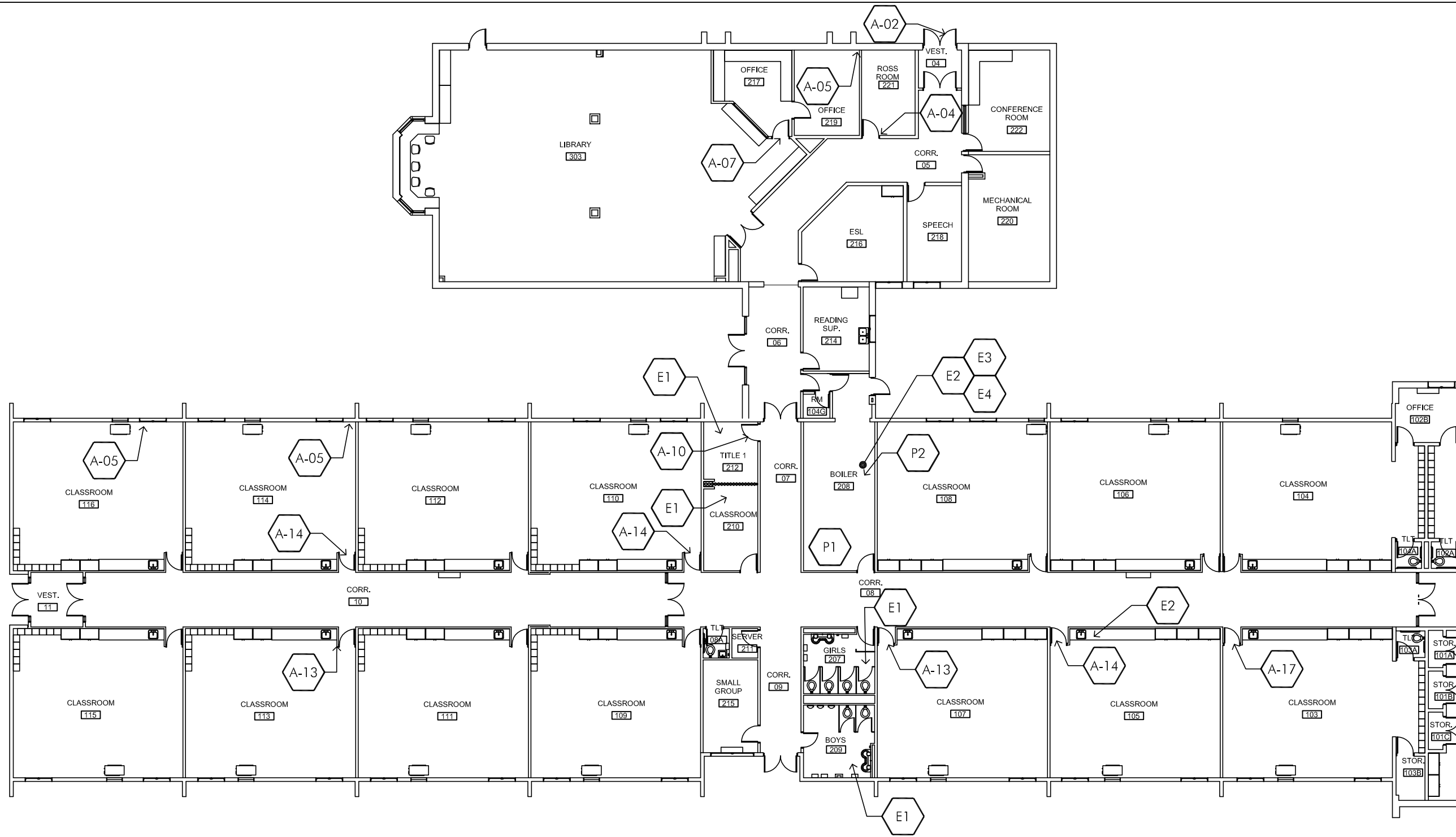
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Sheet Title
FIRST FLOOR PLAN

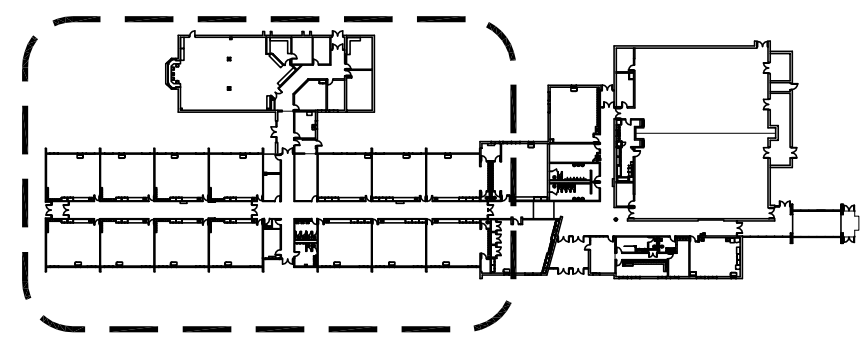
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1 PARTIAL FIRST FLOOR PLAN
1" = 20'-0"

E5
ALL ELECTRICAL PANEL LOCATIONS
(EXCEPT CORRIDOR PANELS)



KEY PLAN
NOT TO SCALE

ROSS ELEMENTARY SCHOOL

10 Year Health/Life Safety Survey

at
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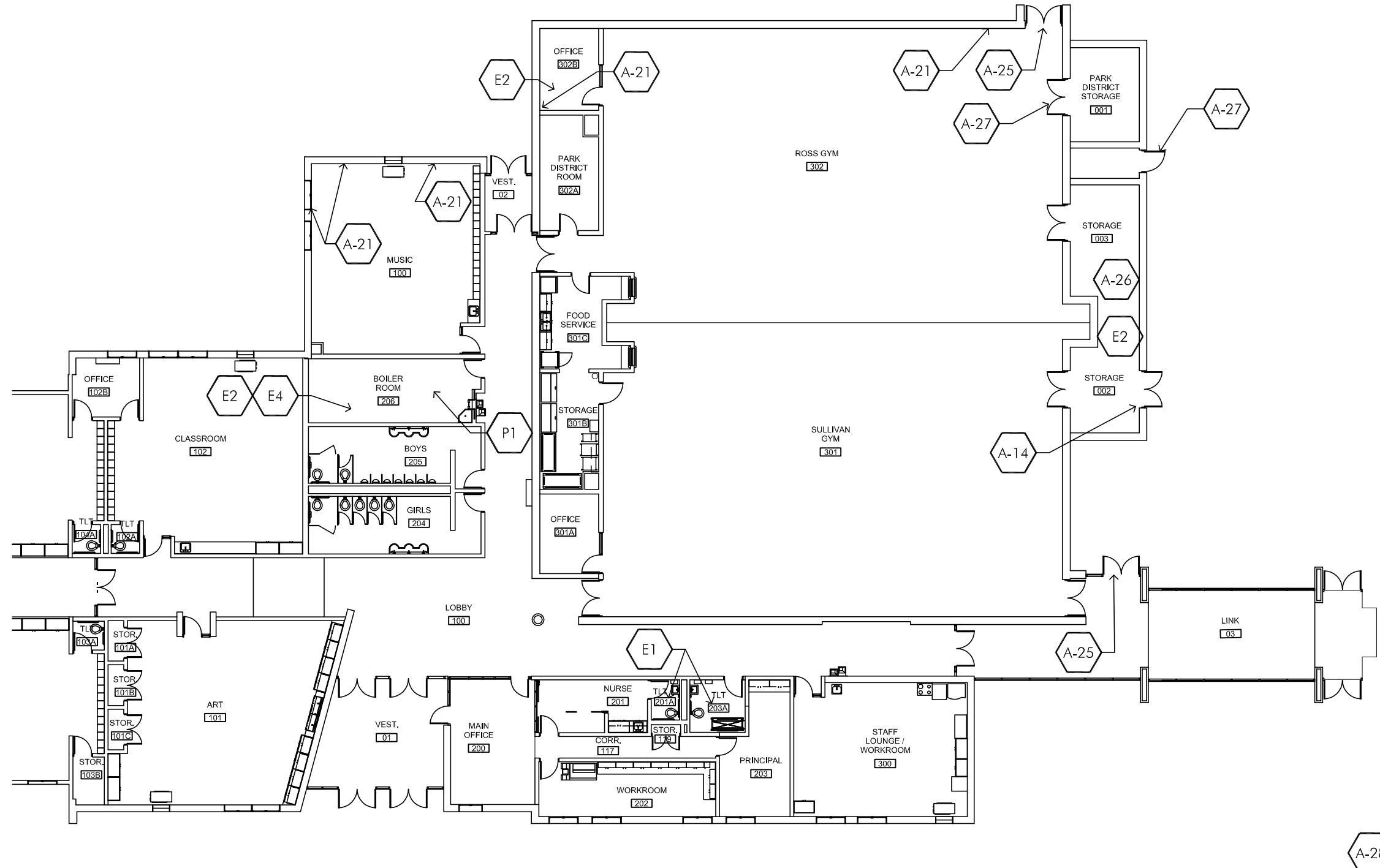
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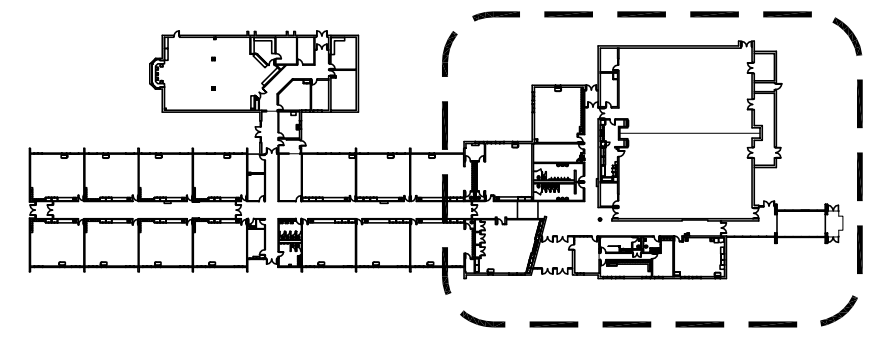
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 FIRST FLOOR PLAN

Sheet Number

SR-3
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1 PARTIAL FIRST FLOOR PLAN
 1" = 20'-0"



KEY PLAN
 NOT TO SCALE
ROSS ELEMENTARY SCHOOL

Legend: Life Safety Items



	Locations, Room No.	Priority Code	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Specification (s)	Units of measure	Quantity	Labor code	*Work Type	Estimated cost	Estimated Completion Date	Funding type
Site														
S-03	Sidewalks- Various Locations	b	185.370 b 4 D	Sidewalks are crumbling and/or heaving and present trip hazard	Replace damaged concrete pads	f	Replace damaged concrete pads	SF		2	Paving Improvements	\$1,000		
Building Envelope (Walls / Masonry)														
W-15	west elevation of area 1	b	175.210	openings at electrical conduit penetration thru wall	patch / seal masonry at electrical conduit penetration thru wall	c	patch / seal masonry at electrical conduit penetration thru wall	Ea.		1	Other Improvements	\$200		
Building Envelope (Roofing)														
Architectural														
A-06	IT 114	b	185.390 l 1, 185.370 m 2	Door closes with too much force	Adjust closer	c	Adjust closer	Ea.		1	Safety Standards	\$200		
A-10	Vest 142	b	185.390 l 1, 185.370 m 2	Closer does not operate correctly	Adjust closer	c	Adjust closer	Ea.		1	Safety Standards	\$200		
Electrical														
E-1	Small Group 118, 120, 122, Toilet 105A, 129, Girls 133, Boys 131	b	IFC 4604.5	Windowless Area of Student Occupancy	Install EM battery light/remote heads	f	Install EM battery light/remote heads	Ea	7	2	Safety Standards	\$3,500		
E-2	Custodian 126, IT 114	b	NEC 314.17	Open Junction box or unused knock out	Install cover	c	Install cover	Ea	2	1	Safety Standards	\$100		
E-3	Custodian 126, Cust 104	a	NFPA 17.7.3.2.1	FA detector not at highest part of ceiling	Relocate detector to highest part of ceiling.	d	Relocate detector to highest part of ceiling.	Ea	1	2	Safety Standards	\$200		
E-4	Corridor	b	NEC 110.3	Panelboard show signs of water damage	Inspect internal components of panelboard for corrosion, clean internal cabinet, replace corroded breakers.	e	Inspect internal components of panelboard for corrosion, clean internal cabinet, replace corroded breakers.	Ea	1	1	Safety Standards	\$5,000		
E-5	Classroom 119	a	175.460/NFPA 72 17.14.8.4	Egress door with no pull station within 5' of door.	Relocate or install FA pull station.	d	Relocate or install FA pull station.	Ea	1	2	Safety Standards	\$500		
E-6	Classrooms 130-138 Possibly more	b	NEC 110.3/110.8	Existing clock system appears to be wired with extension cords with cut ends and splices not in boxes.	Re wire with correct wiring methods or replace clock system.	f	Re wire with correct wiring methods or replace clock system.	LS	1	2	Safety Standards	\$12,200		
E-7	All Electrical Panel Locations (except Corridor panels)	b	NEC 110.26	Storage in front of Electrical Panels	Relocate stored items.	d	Relocate stored items.	LS	1	1	Safety Standards			

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Mechanical													
Plumbing													
P-1	Custodian 104 and 126	b	IDPH 890.1130.g.4	Mop sink or Service sink has a "Y" fitting with shut-off valves installed after the vacuum breaker on the faucet. This fitting renders the vacuum breaker unreliable in protecting the source of water from contamination.	Remove "Y" fitting and instruct the maintenance staff on how to prevent contamination.	b	Remove "Y" fitting and instruct the maintenance staff on how to prevent contamination.	Ea.	2	1	Safety Standards	\$200	
P-2	Toilet Rooms 103, 105A, 141, 143	b	IAC 400.310.n.7.D	ADA lavatory is missing insulation kit at p-trap and water supplies.	Provide insulation kit at lavatory p-trap and water supplies.	f	Provide insulation kit at lavatory p-trap and water supplies.	Ea.	4	2	Safety Standards	\$1,000	

Priority Code:

- a. Urgent
- b. Required
- c. Recommended

Action I.D.

- a. Abandon in place
- b. Remove
- c. Repair
- d. Relocate
- e. Rebuild
- f. Improve

Labor Code

- 1. District employees will perform work
- 2. Work will be performed by contractor(s)

Work Type:

- Safety Standards
- Energy Conservation
- Handicapped Access
- School Security
- Asbestos Treatment
- Paving Improvements
- Replacements
- Other Improvements

Anne Sullivan Elementary School Cost Summary

Item Category	Cost	Priority Items		
		"a" items urgent	"b" items required	"c" items recommended

Site Summary

Life Safety Items	\$1,000	\$0	\$1,000	
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Building Envelope (Walls/Masonry) Summary

Life Safety Items	\$200	\$0	\$200	
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Architectural Summary

Life Safety Items	\$400	\$0	\$400	
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Electrical Summary

Life Safety Items	\$21,500	\$700	\$20,800	
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Mechanical Summary

Life Safety Items	\$0	\$0	\$0	
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Plumbing Summary

Life Safety Items	\$1,200	\$0	\$1,200	
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Anne Sullivan Summary Totals

Life Safety Items - Sub-Total	\$24,300	Priority Items Sub-Totals	\$700	\$23,600	\$0
10% Contingency	\$2,430	10% Contingency	\$70	\$2,360	\$0
10% A/E Fees	\$2,430	10% A/E Fees	\$70	\$2,360	\$0
12% Contractor Escalation	\$2,916	12% Contractor Escalation	\$84	\$2,832	\$0
Life Safety Items - Grand Totals	\$32,076	Priority Items Grand Totals	\$924	\$31,152	\$0
					\$32,076

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No. Date By

Project Number:
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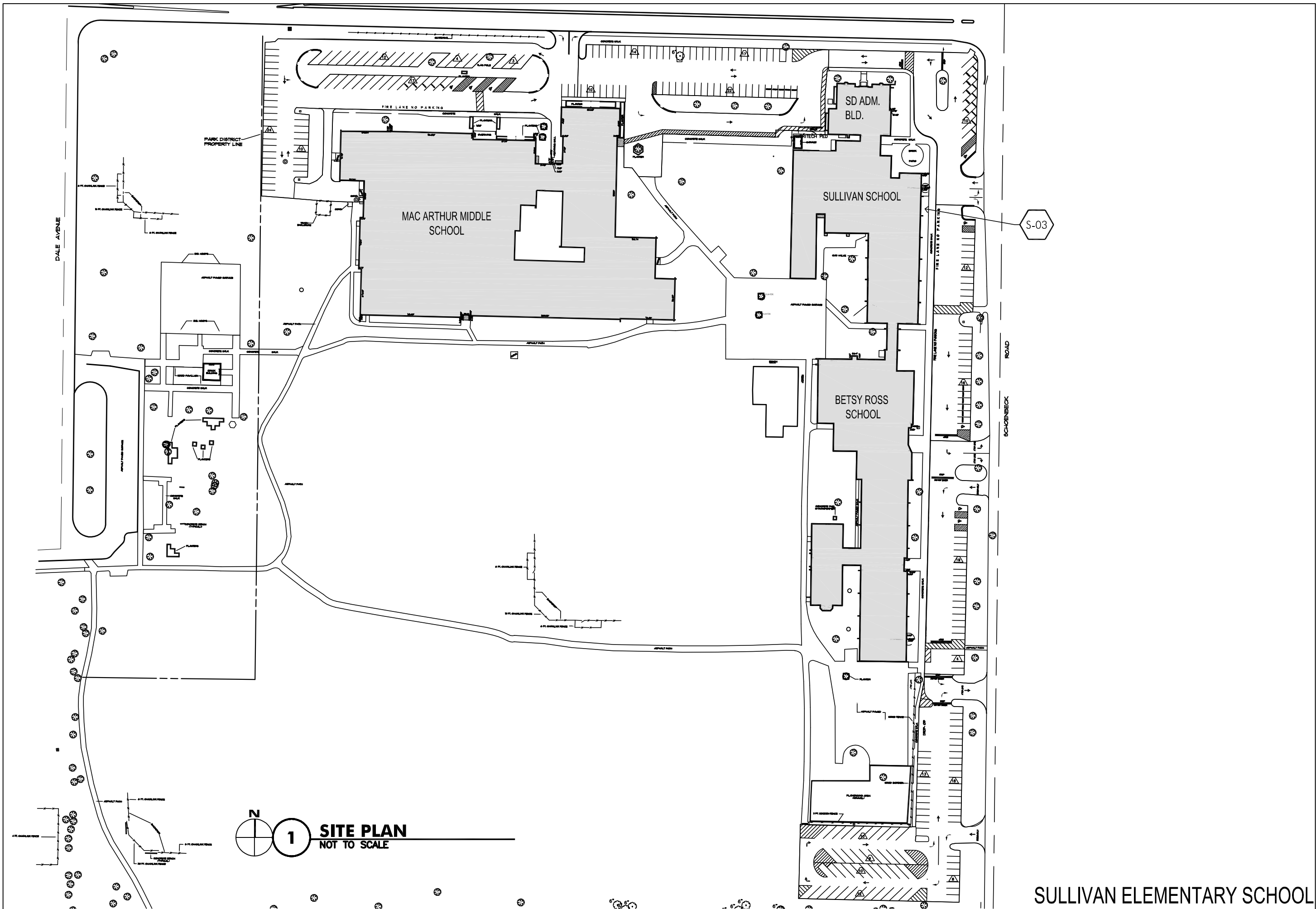
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SITE PLAN

Sheet Number

SR-1 11



SULLIVAN ELEMENTARY SCHOOL



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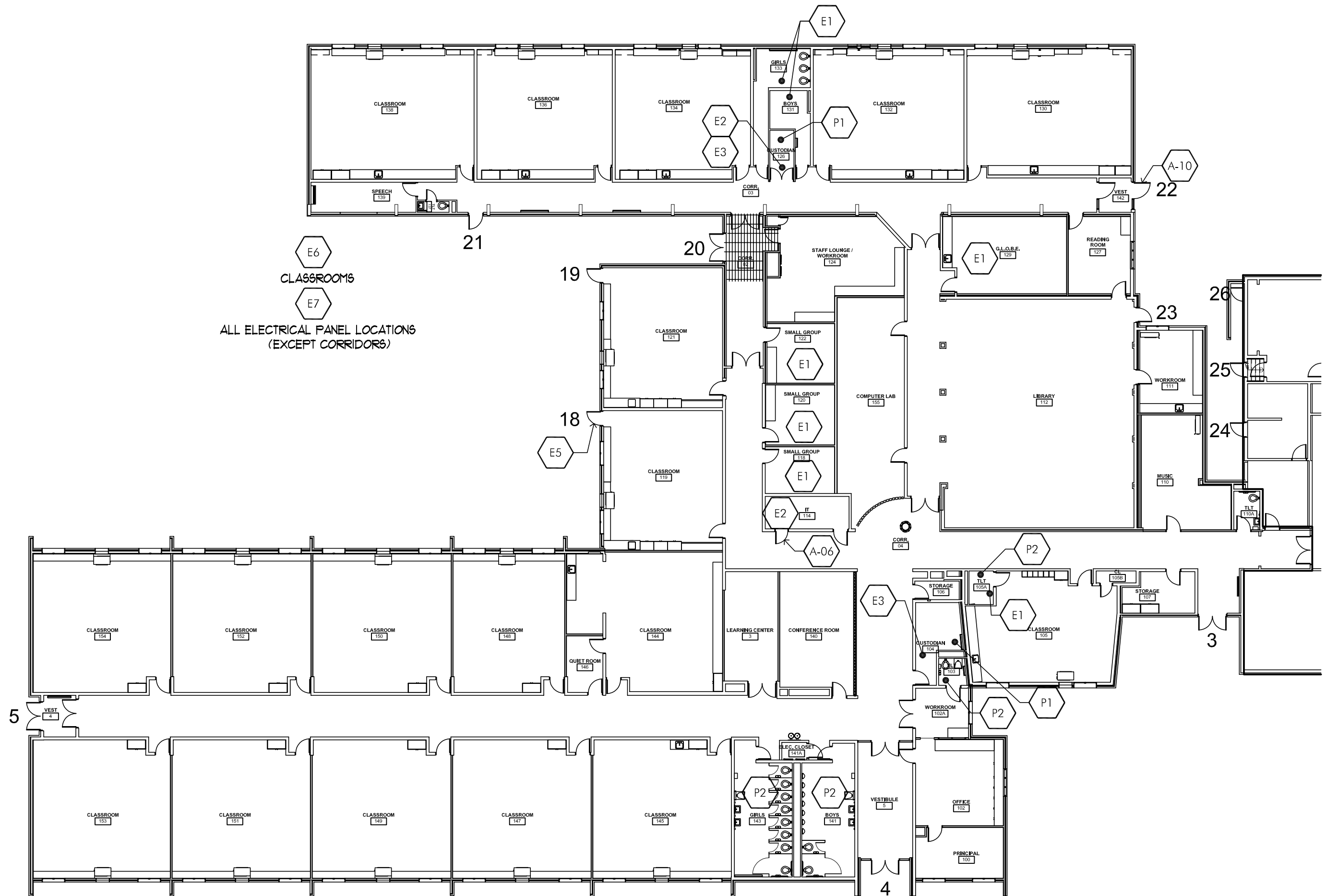
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Sheet Title

FIRST FLOOR PLAN

Sheet Number

SR-2 12

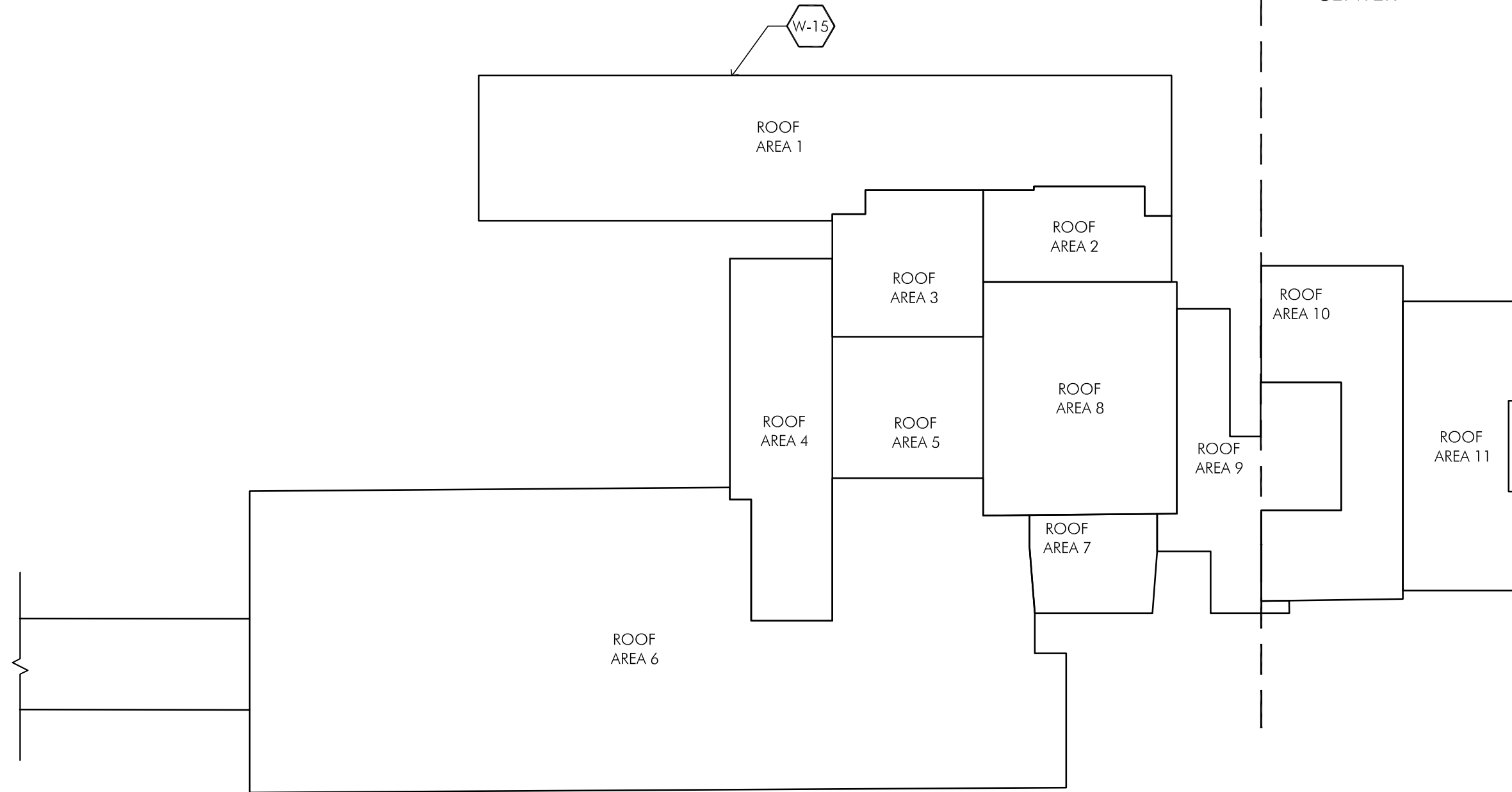


E6
CLASSROOMS
E7
ALL ELECTRICAL PANEL LOCATIONS
(EXCEPT CORRIDORS)

1 FIRST FLOOR PLAN
1" = 20'-0"
N

SULLIVAN ELEMENTARY SCHOOL

SULLIVAN ELEMENTARY SCHOOL — GRODSKY ADMINISTRATION CENTER



1 COMPOSITE ROOF PLAN
 1/32" = 1'-0"

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Sheet Title
 COMPOSITE ROOF PLAN

Sheet Number

Legend: Life Safety Items



	Locations, Room No.	Priority Code	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Specification (s)	Units of measure	Quantity	Labor code	*Work Type	Estimated cost	Estimated Completion Date	Funding type
Site														
S-03	Sidewalks- Various Locations	b	185.370 b 4 D	Sidewalks are crumbling and/or heaving and present trip hazard	Replace damaged concrete pads	f	Replace damaged concrete pads	SF		2	Paving Improvements	\$2,000		
Building Envelope (Walls / Masonry)														
W-25	west elevation area 16	b	185.390 1	old, sharp, rusted exposed fasteners	remove old, sharp, rusted exposed fasteners and patch masonry	c	remove old, sharp, rusted exposed fasteners and patch masonry	LS		2	Safety Standards	\$500		
W-37	South Elevation	b	175.210	Window infill panels are rusting	Replace insulated window panels	f	Replace insulated window panels	Ea		2	Safety Standards	\$13,200		
W-43	South Elevation	b	175.210	Vent grilles deteriorated or detaching	Replace grilles	f	Replace grilles	Ea		2	Safety Standards	\$9,000		
W-44	South Elevation	b	175.210	Window frame is detached	Replace frame or repair	f	Replace frame or repair	Ea		2	Safety Standards	\$3,250		
W-45	South Elevation	b	175.210	Masonry pier is missing cap	Install limestone cap	f	Install limestone cap	Ea		2	Safety Standards	\$2,000		
W-46	South Elevation, Typ.	b	175.210	Rebar at foundation wall is rusting and causing concrete to deteriorate	Powerbrush steel and paint with rust-inhibitive primer. Remove unsound concrete, patch.	c	Powerbrush steel and paint with rust-inhibitive primer. Remove unsound concrete, patch.	LS		2	Other Improvements	\$6,000		
Building Envelope (Roofing)														

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Architectural														
A-02	Vestibule 191	b	175.21	Panic hardware squeaks or is broken	Replace panic hardware	f	Replace panic hardware	Ea		2	Safety Standards	\$500		
A-04	Science Lab 503, Office 114	b	Illinois Accessibility Code	Obstruction prevents wheelchair passage or required clearance at door hardware	Remove obstruction	b	Remove obstruction			1	Handicapped Access			
A-10	Classroom 408, Industrial Tech 313	b	175.210	Door does not latch without effort and requires force to open	Replace door and/or hardware	f	Replace door and/or hardware	Ea		2	Safety Standards	\$5,000		
A-11	Classroom 406	b	175.210	Closer squeaks or is broken	Replace closer	f	Replace closer	Ea		2	Safety Standards	\$500		
A-13	Classroom 409	b	175.210	Conduit protrudes from wall, pvc/insulation exposed	Finish wall to conceal exposed materials	f	Finish wall to conceal exposed materials	LS		2	Safety Standards	\$3,000		
A-14	Home Ec Lab 315	b	175.410	Refrigerator obstructs door clearance	Relocate obstruction	b	Relocate obstruction			1	Safety Standards			
A-20	Home Ec Lab 315	b	175.410	Room occupancy requires panic device	Install panic device at door	f	Install panic device at door	Ea		2	Safety Standards	\$500		
A-27	Cafeteria 600	b	185.390 l 1, 185.370 m 2	Exterior door does not latch and can be opened from building exterior	Replace/repair hardware	f	Replace/repair hardware	Ea		2	School Security	\$1,000		
A-29	Kitchen Storage, Boys 213	b	185.390 l 1, 185.370 m 2	Door requires force to achieve proper latching	Replace/repair hardware	f	Replace/repair hardware	Ea		2	Safety Standards	\$1,000		
A-30	Storage 602	b	185.390 f 1	Door stop not allowed at locations where code requires closer	Remove door stop	b	Remove door stop			1	Safety Standards			
A-36	Kitchen Storage 601A, Hub Room 110B, Tech 113, Kiln 309A	b	175.290, 185.390 f 1	Code requires door closer	Install closer	f	Install closer	Ea		2	Safety Standards	\$2,000		
A-39	Storage 608	b	Federal Glazing Legislation	Door glazing is not rated	Install rated glass	f	Install rated glass	Ea		2	Safety Standards			
A-46	Storage 306	b	185.390.l 1	Wood stair handrails are not compliant	Replace handrails with code compliant handrails	f	Replace handrails with code compliant handrails	LS		2	Safety Standards	\$12,000		
A-47	Storage 306, Kiln 309A	b	185.390.l 1	Metal roof deck is rusting	Repair deck	c	Repair deck	LS		2	Safety Standards	\$2,000		
A-49	Band Storage 305A	b	175.290	Clothes rack prevents closer from operating	Relocate obstruction	d	Relocate obstruction	Ea		1	Safety Standards	\$500		
A-50	Orchestra	b	175.210	Exterior door (secondary means of egress) does not open without excessive force	Replace door	f	Replace Door	Ea		1	Safety Standards	\$2,500		

Electrical													
E-1	Toilet 214, 218	b	IFC 4604.5	Windowless Area of Student Occupancy	Install EM battery light/remote heads	f	Install EM battery light/remote heads	Ea.	1	2	Safety Standards	\$1,000	
E-2	Entry 100B, Computer Lab 110, Storage 311A, Kitchen Storage 601A, Mech 712	b	NEC 314.17	Open Junction box or unused knock out	Install cover	c	Install cover	Ea.	6	1	Safety Standards	\$150	
E-3	Classroom 210	b	NEC 314.17	Broken coverplate	Install new coverplate.	c	Install new coverplate.	Ea.	1	1	Safety Standards	\$25	
E-4	Storage 121	b	NEC 300.15	Exposed conductors hanging from end of flexible metal conduit.	Remove unused conductors and conduit.	b	Remove unused conductors and conduit.	LS	1	2	Safety Standards	\$125	
E-5	Elec Room 139	b	NEC 110.27	Twist out on panel board missing, exposed bus	Provide cover for bus	c	Provide cover for bus	Ea.	1	1	Safety Standards	\$25	
E-6	Computer Lab 110, Conference Room 109	b	NEC 314.17	Floor boxes damaged/missing covers.	Replace covers	c	Replace covers	Ea.	2	1	Safety Standards	\$100	
E-7	Computer Lab 110	b	NEC 314.17	Wiremold covers missing	Replace covers	c	Replace covers	Ea.	1	1	Safety Standards	\$25	
E-8	Corridor 157, Corridor 195 (3)	b	185.370	Egress path missing EM light	Reinstall light	f	Reinstall light	Ea.	4	2	Safety Standards	\$2,000	
E-9	Computer Lab 110	a	185.395	Computer lab missing FA detector	Install detector	f	Install detector	Ea.	1	2	Safety Standards	\$500	
E-10	Stage 115, 116A, 306, 311A, 313A and 504, Mech Room 411 and 607, Dock 606, E181, Industrial 313	a	NFPA 17.7.3.2.1	FA detector not at highest part of ceiling	Relocate detector to highest part of ceiling.	d	Relocate detector to highest part of ceiling.	Ea.	9	2	Safety Standards	\$1,800	
E-11	Stage 116	a	N.F.P.A	FA pull station obstructed		d		Ea.	1	2	Safety Standards	\$250	
E-12	Mech Room 707/710, Mech 712	b	NEC 300.11	LV cable strapped to conduit	Organize and support FA cable independent of mechanical and electrical systems.	f	Organize and support FA cable independent of mechanical and electrical systems.	LS	1	1	Safety Standards	\$500	
E-13	Storage 609	a	185.395	FA detector missing	Install detector	f	Install detector	Ea.	1	2	Safety Standards	\$500	
E-14	Storage 311A, Mech 707/710, Kitchen 601, Science Labs 503, 418	a	105 ILCS 5.10-20.56	Carbon Monoxide Alarm not installed	Install CO Alarm	f	Install CO Alarm	Ea.	5	2	Safety Standards	\$3,750	
E-15	Mech 411	b	NEC 110.26	Panelboard working space obstructed by casework.	Remove casework.	d	Remove casework.	Ea.	1	2	Safety Standards	\$1,000	
E-16	Mech 712	b	NEC 110.27	Panelboard cover loose, possibly missing screws.	Remount cover.	c	Remount cover.	Ea.	1	1	Safety Standards	\$100	
E-17	All electrical panel locations (except corridors)	b	NEC 110.26	Storage in front of Electrical Panels	Relocate stored items.	d	Relocate stored items.	LS	1	1	Safety Standards	\$0	

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E-18	Mech 707/710	b	NEC 250.66	GEC from original service not removed.	Remove all GEC connections at former main switchboard.	b	Remove all GEC connections at former main switchboard.	Ea.	1	1	Safety Standards	\$500		
E-19	Mech 411	b	NEC 110.27	Part of panelboard cover missing.	Install breaker cover.	c	Install breaker cover.	Ea.	1	2	Safety Standards	\$125		
E-20	Storage 602	b	NEC 110.27	Contactor or Relay cover missing	Install in new enclosure.	c	Install in new enclosure.	Ea.	1	2	Safety Standards	\$125		
Mechanical														
Plumbing														
P-1	Maintenance 136 Dock 606 Jan Closet at Girls 414	b	IDPH 890.1130.g.4	Mop sink or Service sink has a "Y" fitting with shut-off valves installed after the vacuum breaker on the faucet. This fitting renders the vacuum breaker unreliable in protecting the source of water from contamination.	Remove "Y" fitting and instruct the maintenance staff on how to prevent contamination.	b	Remove "Y" fitting and instruct the maintenance staff on how to prevent contamination.	Ea.	3	1	Safety Standards	\$300		
P-2	Science Rooms 205, 418 & 503	b	IDPH 890.800	Eye wash stations do not have thermostatic protection at water temperature.	Provide ANSI Z358.1 thermostatic mixing valve.	f	Provide ANSI Z358.1 thermostatic mixing valve.	Ea.	3	2	Safety Standards	\$4,500		
P-3	Toilet Rooms 216, 301A, 302A, 104A, 108	b	IAC 400.310.n.7.D	ADA lavatory is missing insulation kit at p-trap and water supplies.	Provide insulation kit at lavatory p-trap and water supplies.	f	Provide insulation kit at lavatory p-trap and water supplies.	Ea.	5	2	Safety Standards	\$1,250		
P-4	Second floor mechanical rooms 704, 712	b	IDPH 890.1370	Vent piping serving (2) floor drain is open to room allowing sewer gas to spread in building.	Route vent piping to nearest vent riser.	f	Route vent piping to nearest vent riser.	Ea.	2	2	Safety Standards	\$2,500		
P-5	Storage 305A	b	IDPH 890.1130	Wall hydrant is old, obsolete and does not have vacuum breaker	Replace wall hydrant.	f	Replace wall hydrant.	Ea.	1	2	Safety Standards	\$2,500		

Priority Code:

- a. Urgent
- b. Required
- c. Recommended

Action I.D.

- a. Abandon in place
- b. Remove
- c. Repair
- d. Relocate
- e. Rebuild
- f. Improve

Labor Code

- 1. District employees will perform work
- 2. Work will be performed by contractor(s)

Work Type:

- Safety Standards
- Energy Conservation
- Handicapped Access
- School Security
- Asbestos Treatment
- Paving Improvements
- Replacements
- Other Improvements

Douglas MacArthur Middle School Cost Summary						
Item Category	Cost	Priority Items				
		"a" items urgent	"b" items required	"c" items recommended		
Site Summary						
Life Safety Items	\$2,000	\$0	\$2,000			
Building Envelope (Walls/Masonry) Summary						
Life Safety Items	\$33,950	\$0	\$33,950			
Architectural Summary						
Life Safety Items	\$30,500	\$0	\$30,500			
Electrical Summary						
Life Safety Items	\$12,600	\$6,800	\$5,800			
Mechanical Summary						
Life Safety Items	\$0	\$0	\$0			
Plumbing Summary						
Life Safety Items	\$11,050	\$0	\$11,050			
MacArthur Summary Totals						
Life Safety Items - Sub-Total	\$90,100	Priority Items Sub-Totals	\$6,800	\$83,300	\$0	
10% Contingency	\$9,010	10% Contingency	\$680	\$8,330	\$0	
10% A/E Fees	\$9,010	10% A/E Fees	\$680	\$8,330	\$0	
12% Contractor Escalation	\$10,812	12% Contractor Escalation	\$816	\$9,996	\$0	
Life Safety Items - Grand Totals	\$118,932	Priority Items Grand Totals	\$8,976	\$109,956	\$0	\$118,932

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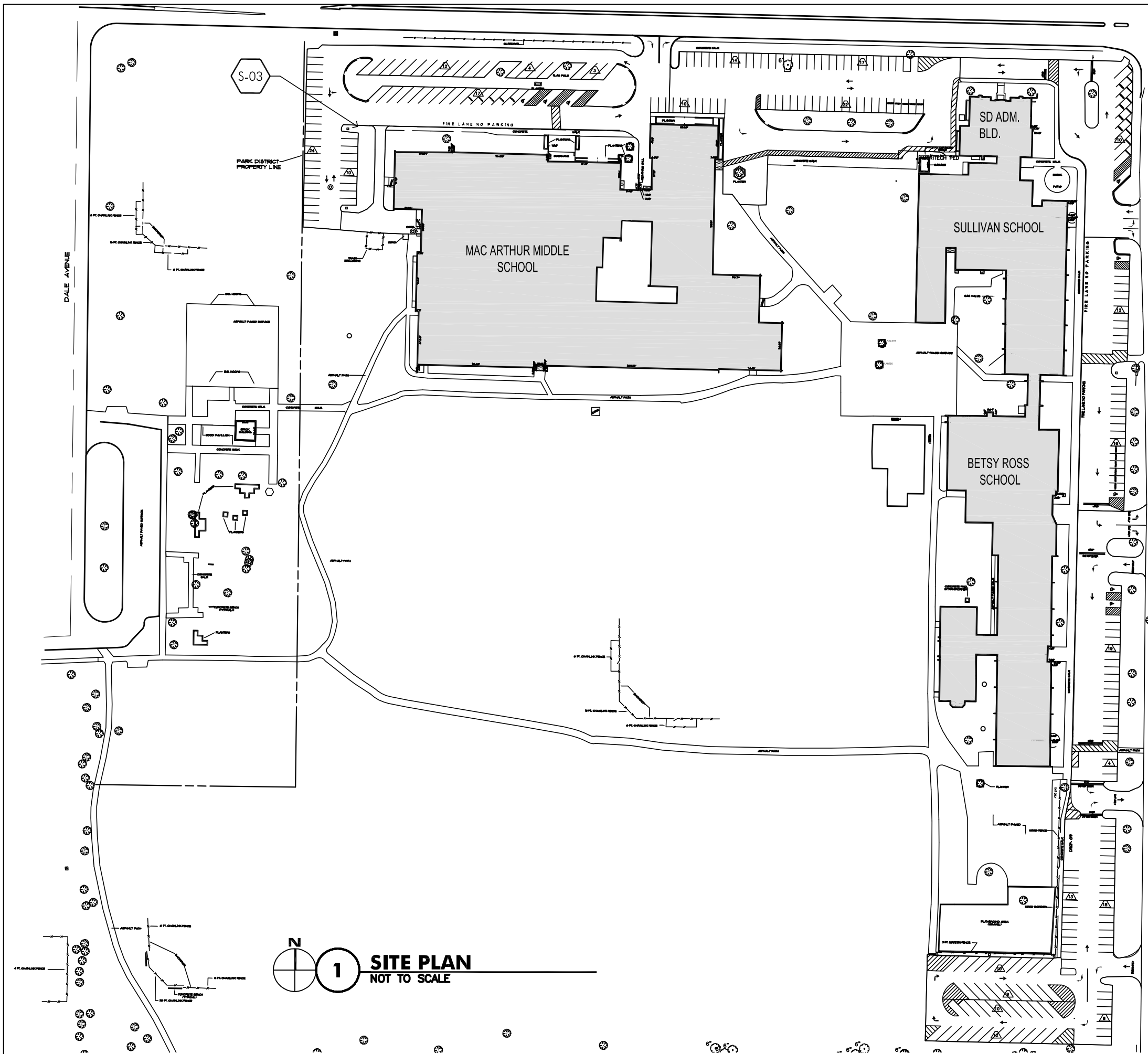
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SITE PLAN

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SR-1 19



A-11 (MacARTHUR SCHOOL)

MACARTHUR MIDDLE SCHOOL



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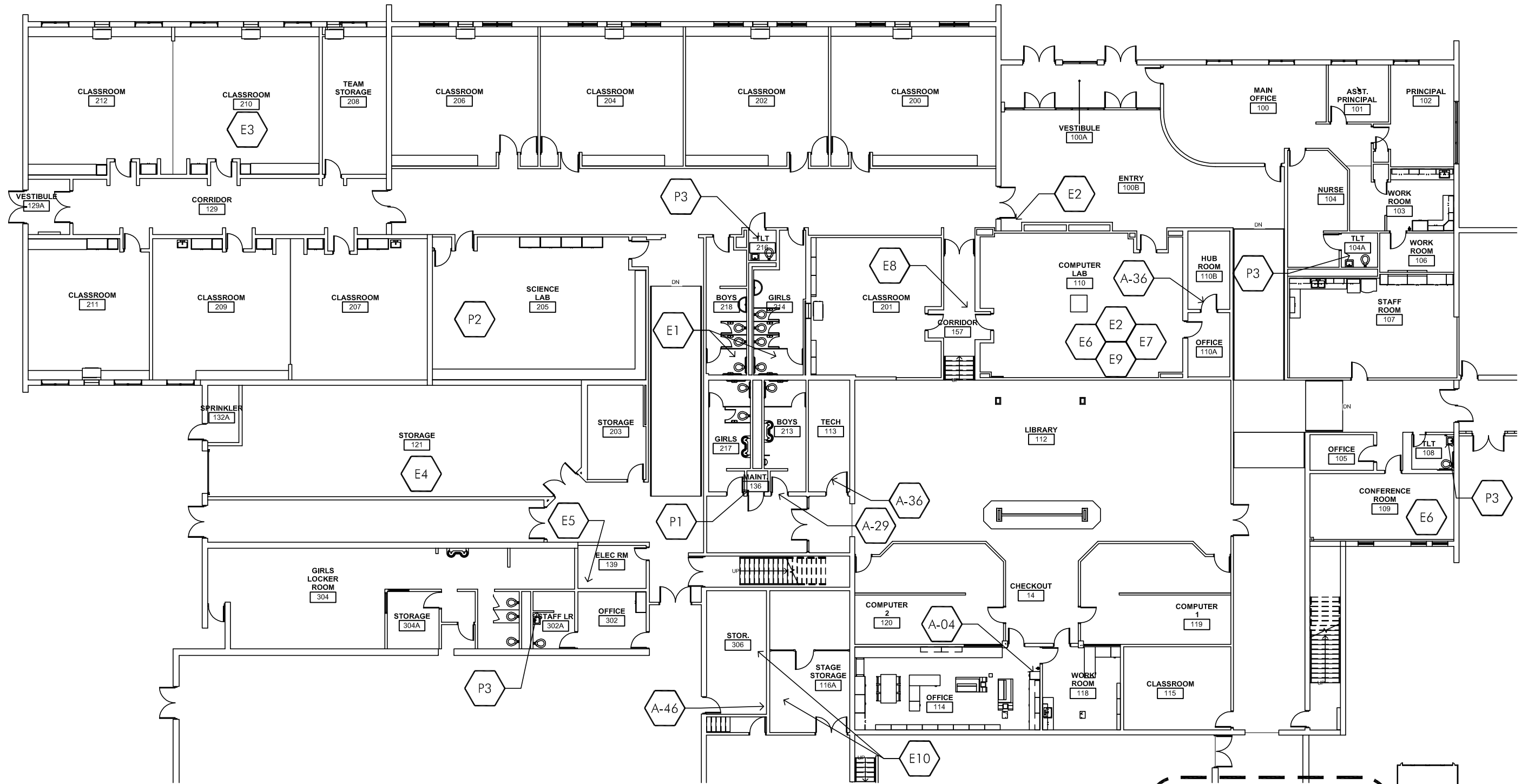
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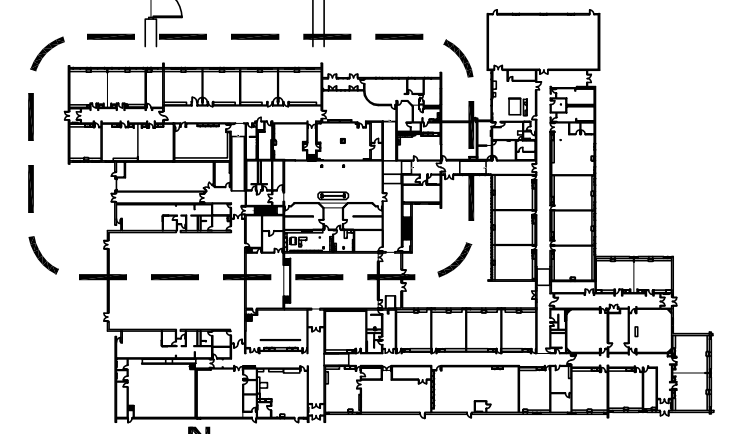
Sheet Title
 FIRST FLOOR PLAN

Sheet Number

SR-2 20



1 PARTIAL FIRST FLOOR PLAN
 1" = 20'-0"



KEY PLAN
 NOT TO SCALE
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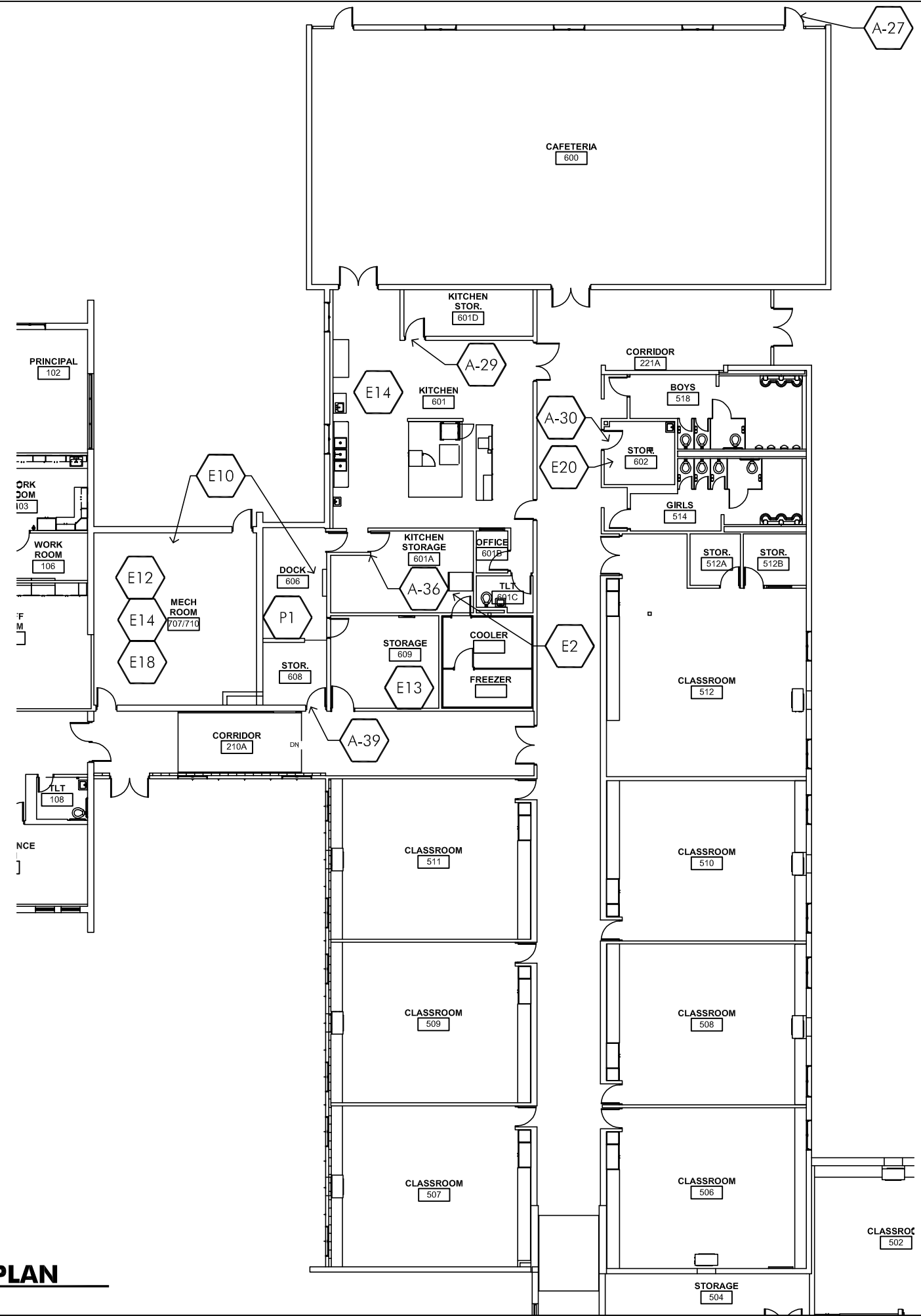
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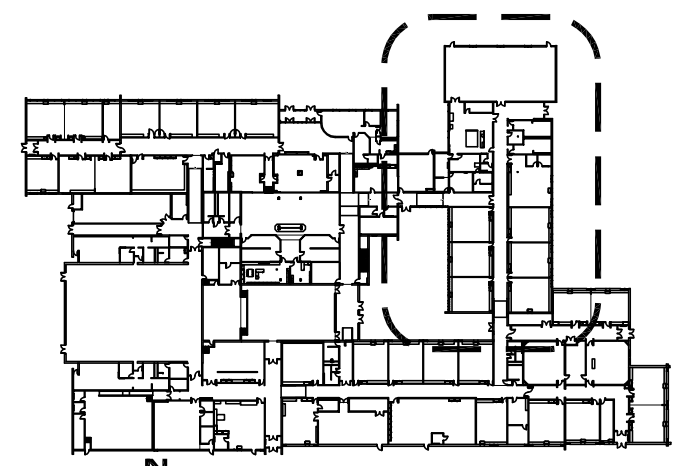
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E17
ALL ELECTRICAL PANEL LOCATIONS



KEY PLAN
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1 PARTIAL FIRST FLOOR PLAN
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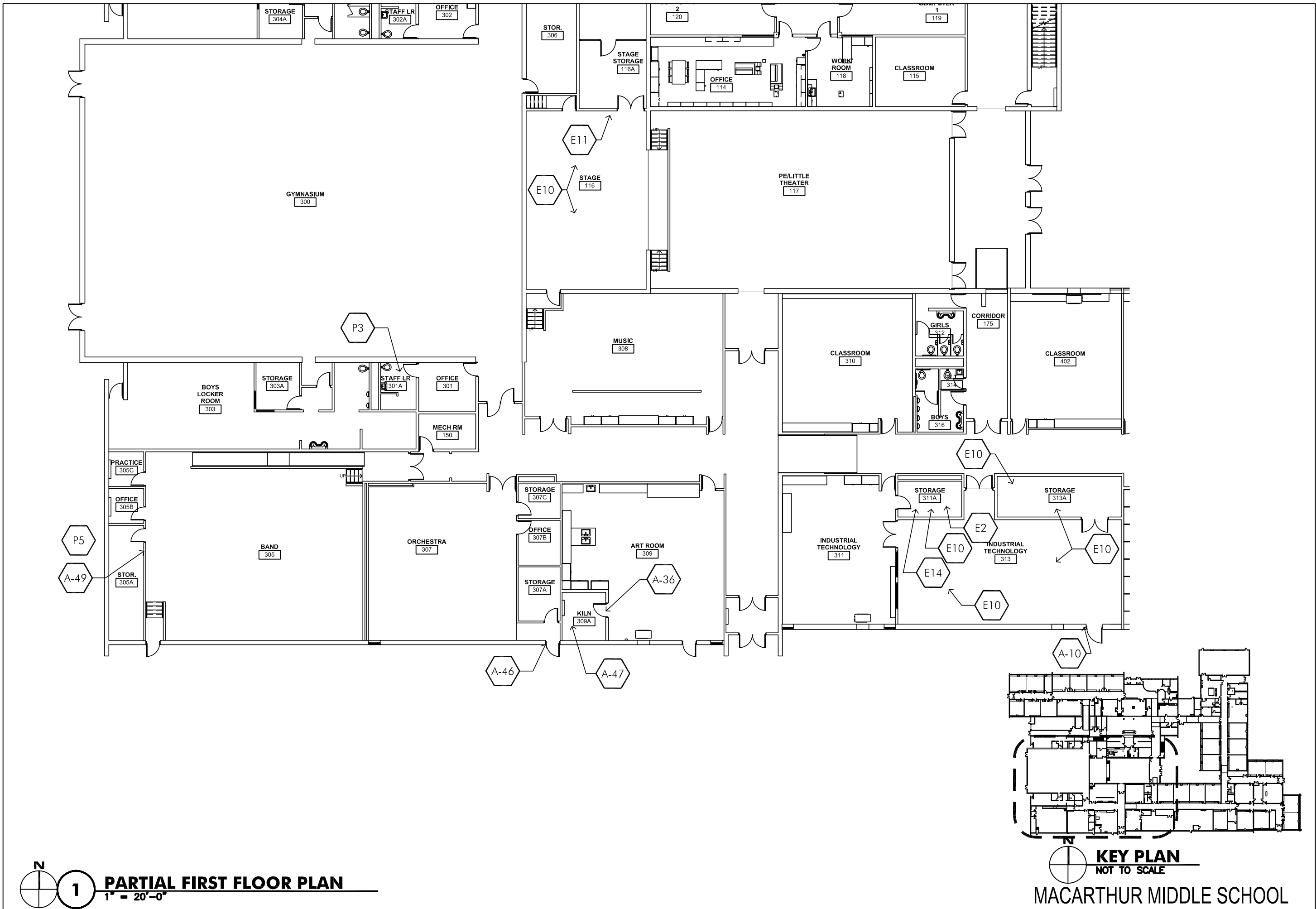
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Sheet Title
FIRST FLOOR PLAN

Sheet Number

SR-4
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1 PARTIAL FIRST FLOOR PLAN
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KEY PLAN
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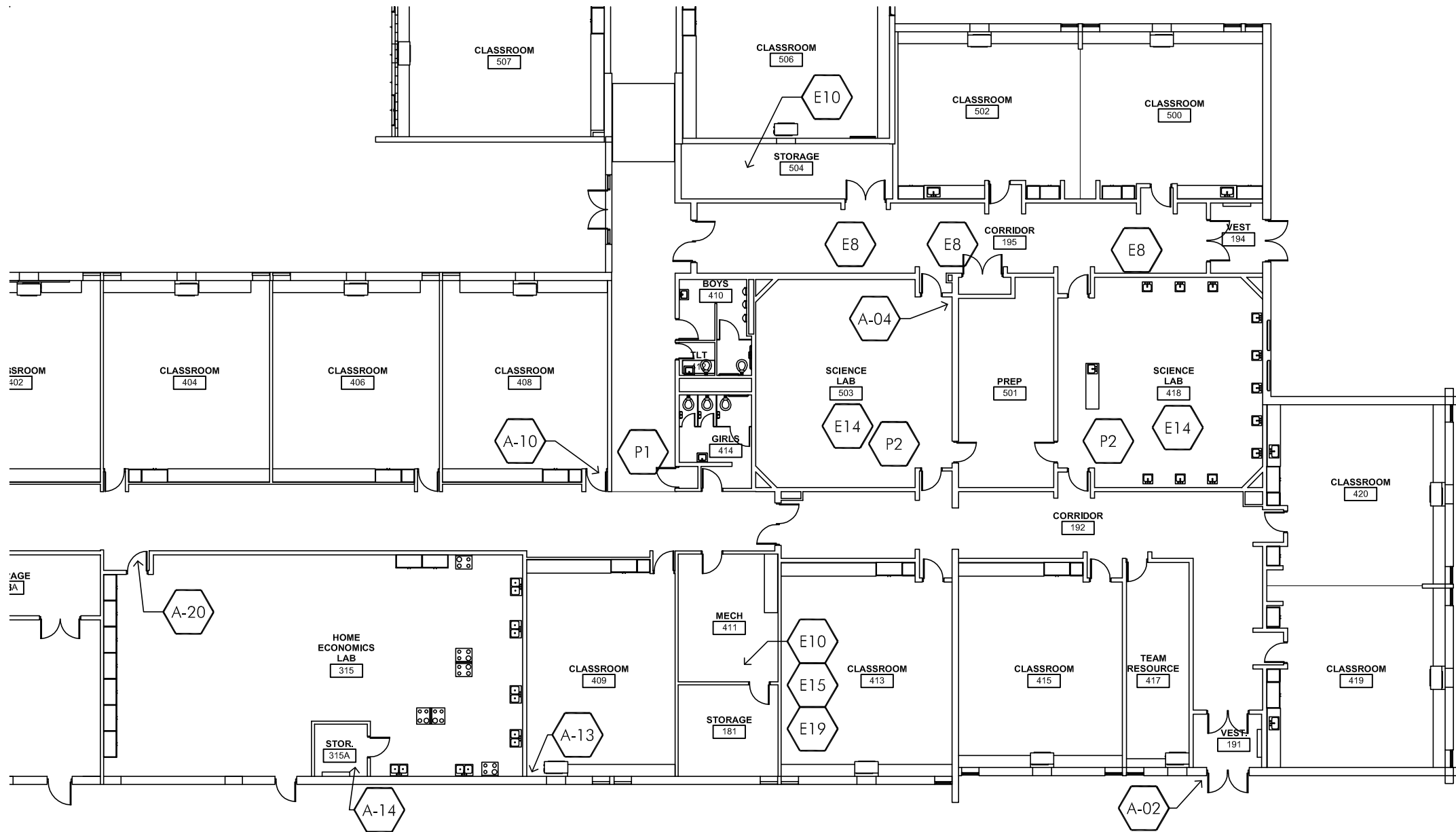
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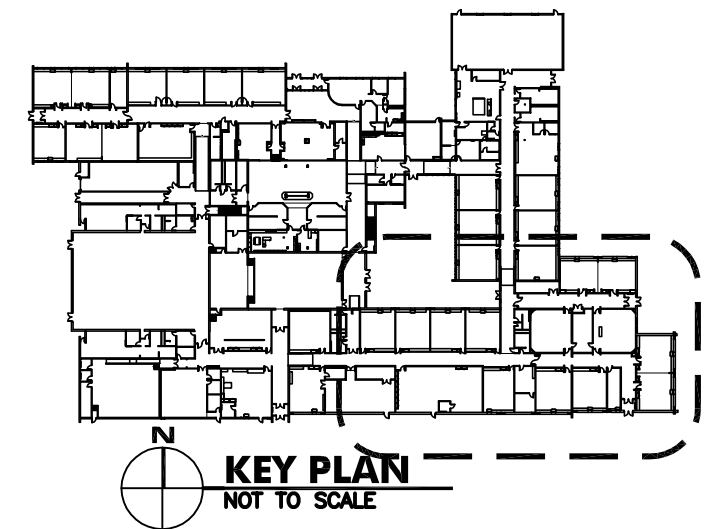
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FIRST FLOOR PLAN

Sheet Number

SR-5 23



1 PARTIAL FIRST FLOOR PLAN
1" = 20'-0"



KEY PLAN
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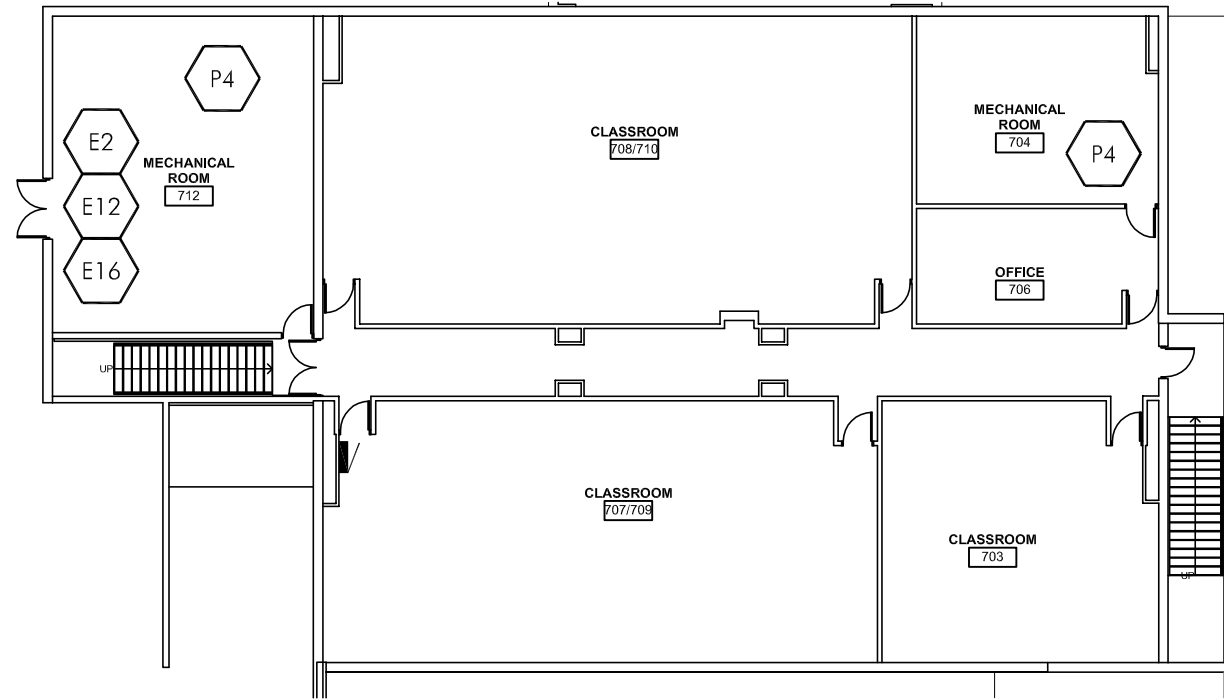
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1 SECOND FLOOR PLAN
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 SECOND FLOOR PLAN

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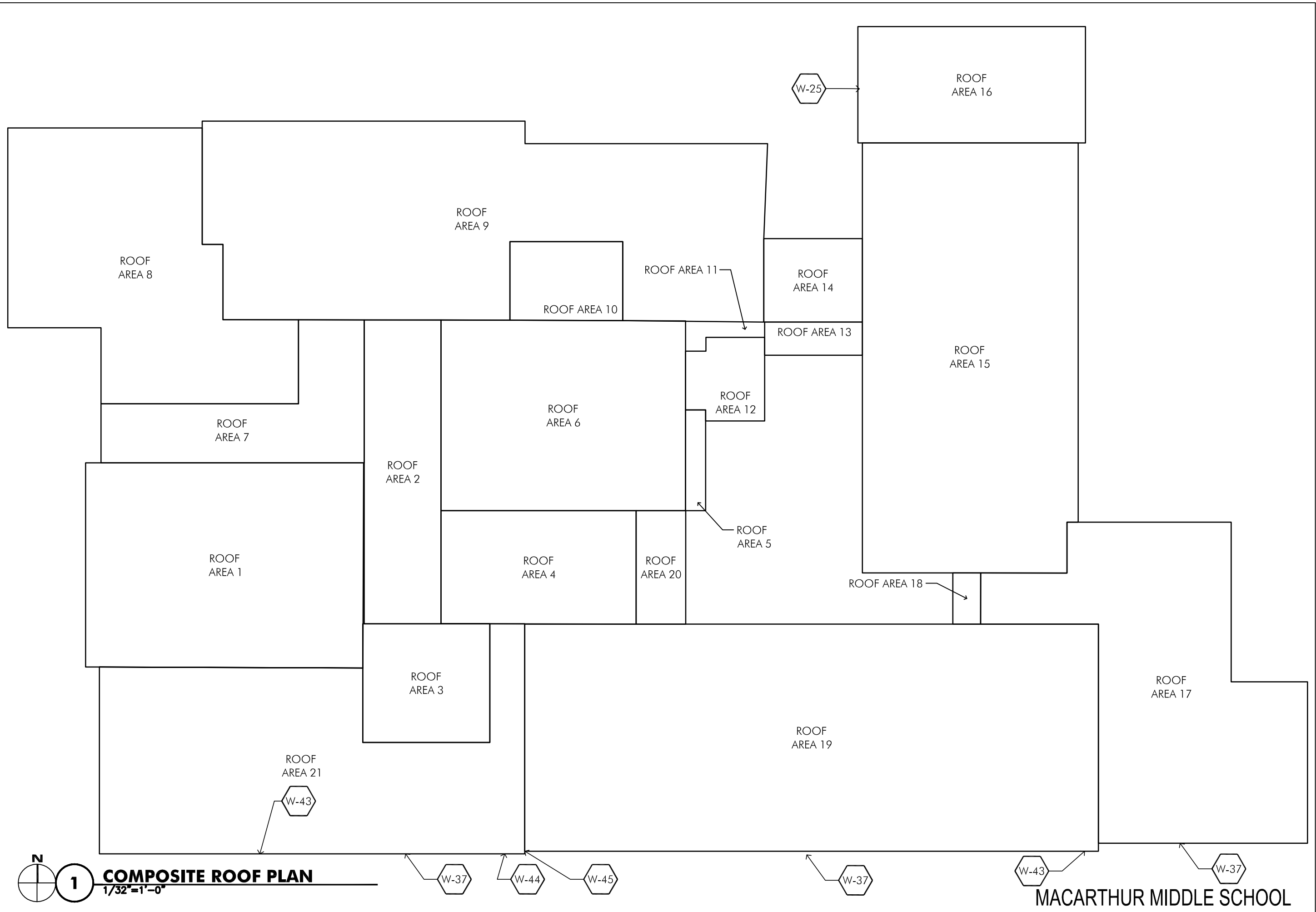
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COMPOSITE ROOF PLAN

Sheet Number

SR-7 25



1
 1/32" = 1'-0"

COMPOSITE ROOF PLAN

MACARTHUR MIDDLE SCHOOL

Legend: Life Safety Items



	Locations, Room No.	Priority Code	Rule Violated	Description of the violation	Recommendation to correct violation	Action I.D.	Specification (s)	Units of measure	Quantity	Labor code	*Work Type	Estimated cost	Estimated Completion Date	Funding type
Site														
S-03	Sidewalks- Various Locations	b	185.370 b 4 D	Sidewalks are crumbling and/or heaving and present trip hazard	Replace damaged concrete pads	f	Replace damaged concrete pads	SF		2	Paving Improvements	\$3,000		
Building Envelope (Walls / Masonry)														
W-50	Food Service Door	b	185.370.m 2	Water infiltration	Add drip cap and replace threshold to prevent water infiltration	f	Add drip cap and replace threshold to prevent water infiltration	Ea		2	Safety Standards	\$1,000		
Building Envelope (Roofing)														
Architectural														
A-01	Storage 211	b	175.285 a 2 b	Code requires door closer	Install closer	f	Install closer	Ea.		2	Safety Standards	\$500		
A-02	Storage 211	b	175.210	Door does not latch without effort and requires force to open	Replace door and/or hardware	f	Replace door and/or hardware	Ea.		2	Safety Standards	\$2,500		
A-05	Storage 210	b	175.210	Plaster wall has deteriorated	Repair plaster	c	Repair plaster	LS		2	Other Improvements	\$2,750		
A-07	Corridor 4	b	175.210	Door closes with too much force	Adjust closer	c	Adjust closer	Ea.		1	Safety Standards	\$200		
A-11	Classroom 304	b	175.210	Door does not latch without effort	Replace door and/or hardware	f	Replace door and/or hardware	Ea.		2	Safety Standards	\$2,500		
A-14	Classroom 305	b	IAC	Fire alarm device obstructed by storage	Remove storage	b	Remove storage			1	Safety Standards			
A-16	Storage 306	b	175.260 d	Need fire-rated separation	Install fire-safing material at top of drywall	f	Install fire-safing material at top of drywall	LS		2	Safety Standards	\$500		
A-17	Storage 306, Mech Room 108, Mech 112A	b	175.285 a 2 b	Door stop not allowed at locations where code requires closer	Remove door stop	b	Remove door stop			1	Safety Standards			
A-18	Boys' 311, Girls' 123	b	175.210	Door leaf scrapes frame	Replace door and/or hardware	f	Replace door and/or hardware	Ea.		2	Safety Standards	\$5,000		
A-19	Classroom 310	b	175.210	Door does not latch without assistance	Replace door and/or hardware	f	Replace door and/or hardware	Ea.		2	Safety Standards	\$1,000		
A-21	Stairwell	b	175.210	Door does not open without force	Replace door and/or hardware	f	Replace door and/or hardware	Ea.		2	Safety Standards	\$2,500		

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Electrical													
E-1	Interior Small Group, 109, 113, 112, 201, 205 Interior Toilet Room 104A, 107A	b	IFC 4604.5	Windowless Area of Student Occupancy	Install EM battery light/remote heads	f	Install EM battery light/remote heads	Ea.	11	2	Safety Standards	\$5,500	
E-2	Storage/Mech Areas 105,	a	175.460	Mech or Storage Area with no FA detection	Install FA detector	f	Install FA detector	Ea.	1	2	Safety Standards	\$500	
E-3	Conference Room 203, Multipurpose Room 208	a	IAC	Publicly accessible area with no FA visual notification	Install FA notification	f	Install FA notification	Ea.	2	2	Safety Standards	\$1,000	
E-4	Exit Doors (Vest 2, 7)	b	175.460/NFPA 72 17.14.8.4	Egress door with no pull station within 5' of door.	Relocate or install FA pull station.	d	Relocate or install FA pull station.	Ea.	2	2	Safety Standards	\$1,000	
E-5	Mech 112A, 108, 207 Storage 306	b	NFPA 17.7.3.2.1	FA detector not at highest part of ceiling	Relocated detector to highest part of ceiling.	d	Relocated detector to highest part of ceiling.	Ea.	3	2	Safety Standards	\$600	
E-6	Storage 209,210, 306, Boiler Room 105, Office 200m	b	NEC 314.17	Open Junction box or unused knock out	Install cover	c	Install cover	Ea.	4	1	Safety Standards	\$100	
E-7	Mech 112A	b	NEC 314.17	Missing bus cover on panel board	Install cover	c	Install cover	Ea.	1	2	Safety Standards	\$125	
E-8	Boiler 105	a	105 ILCS 5.10-20.56	Carbon Monoxide Alarm not installed	Install CO Alarm	f	Install CO Alarm	Ea.	1	2	Safety Standards	\$750	
E-9	All electrical panel locations	b	NEC 110.26	Storage in front of Electrical Panels	Relocate stored items.	d	Relocate stored items.	LS	1	1	Safety Standards	\$0	
E-10	Conf Room 203, Comp Lab 119	b	NEC 314.17	Missing wiremold cover	Install cover.	c	Install cover.	Ea.	1	1	Safety Standards	\$25	
E-11	Comp Lab 119	b	NEC 314.17	Floor box cover missing	Install cover	c	Install cover	Ea.					
E-12	Boiler 105	b	NEC 300.11	FA cable strapped to conduit	Organize and support FA cable independent of mechanical and electrical systems.	f	Organize and support FA cable independent of mechanical and electrical systems.	LS	1	1	Safety Standards	\$500	

Mechanical

Plumbing

P-1	Custodian 124, Storage 210 and Custodian 313	b	IDPH 890.1130.g.4	Mop sink or Service sink has a "Y" fitting with shut-off valves installed after the vacuum breaker on the faucet. This fitting renders the vacuum breaker unreliable in protecting the source of water from contamination.	Remove "Y" fitting and instruct the maintenance staff on how to prevent contamination.	b	Remove "Y" fitting and instruct the maintenance staff on how to prevent contamination.	Ea.	3	1	Safety Standards	\$300	
P-2	Toilet Rooms 104A, 107A, 213, 214, 215, and 216	b	IAC 400.310.n.7.D	ADA lavatory is missing insulation kit at p-trap and water supplies.	Provide insulation kit at lavatory p-trap and water supplies.	f	Provide insulation kit at lavatory p-trap and water supplies.	Ea.	6	2	Safety Standards	\$1,500	

Priority Code:

- a. Urgent
- b. Required
- c. Recommended

Action I.D.

- a. Abandon in place
- b. Remove
- c. Repair
- d. Relocate
- e. Rebuild
- f. Improve

Labor Code

- 1. District employees will perform work
- 2. Work will be performed by contractor(s)

Work Type:

- Safety Standards
- Energy Conservation
- Handicapped Access
- School Security
- Asbestos Treatment
- Paving Improvements
- Replacements
- Other Improvements

200

Eisenhower Elementary School Cost Summary						
Item Category	Cost		Priority Items			
			"a" items urgent	"b" items required	"c" items recommended	
Site Summary						
Life Safety Items	\$3,000		\$0	\$3,000		
Building Envelope (Walls/Masonry) Summary						
Life Safety Items	\$1,000		\$0	\$1,000		
Architectural Summary						
Life Safety Items	\$17,450		\$0	\$17,450		
Electrical Summary						
Life Safety Items	\$10,100		\$2,250	\$7,850		
Mechanical Summary						
Life Safety Items	\$0		\$0	\$0		
Plumbing Summary						
Life Safety Items	\$1,800		\$0	\$1,800		
Eisenhower Summary Totals						
Life Safety Items - Sub-Total	\$33,350		Priority Items Sub-Totals	\$2,250	\$31,100	\$0
10% Contingency	\$3,335		10% Contingency	\$225	\$3,110	\$0
10% A/E Fees	\$3,335		10% A/E Fees	\$225	\$3,110	\$0
12% Contractor Escalation	\$4,002		12% Contractor Escalation	\$270	\$3,732	\$0
Life Safety Items - Grand Totals	\$44,022		Priority Items Grand Totals	\$2,970	\$41,052	\$0
						\$44,022

201

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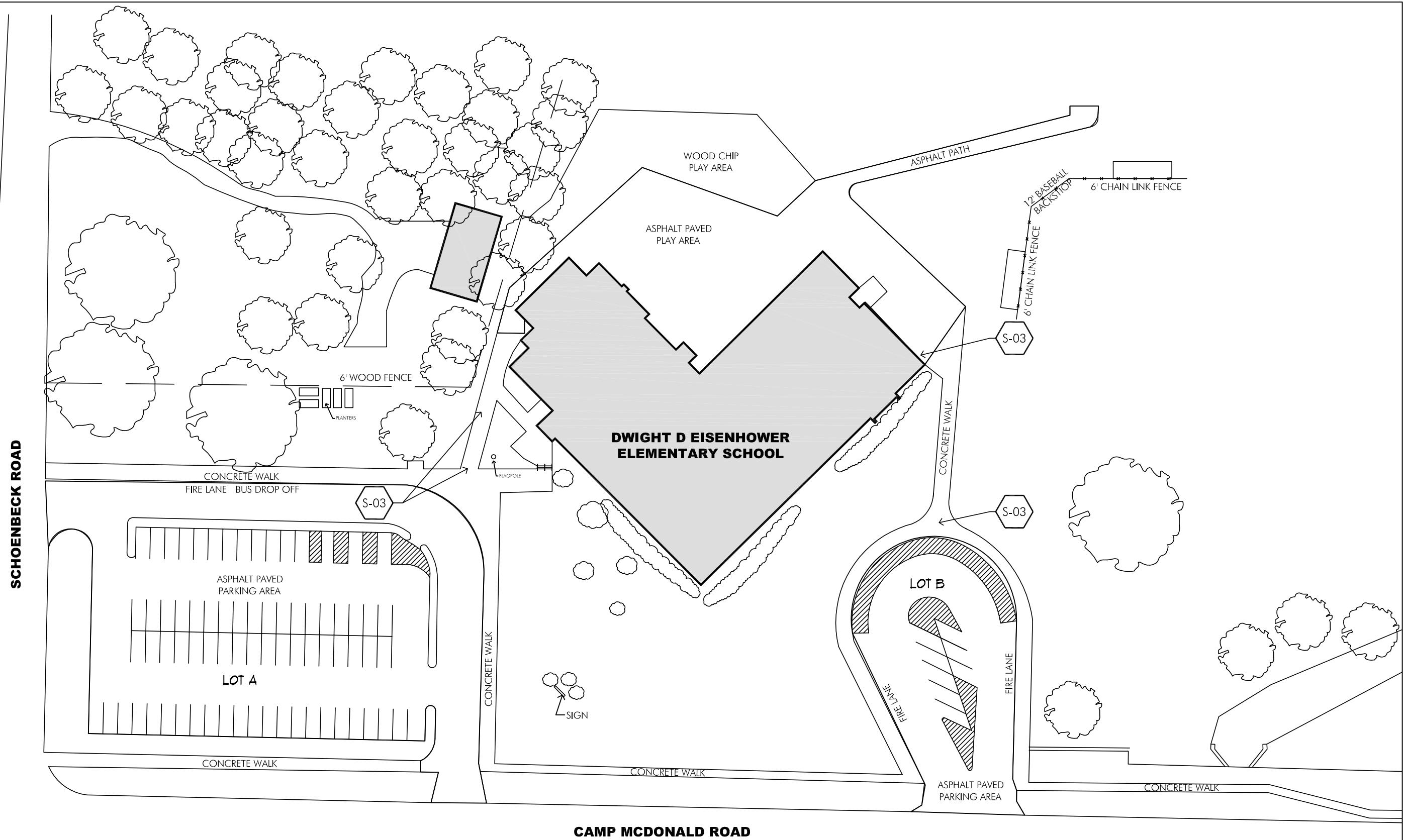
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SITE PLAN

Sheet Number

SR-1 29



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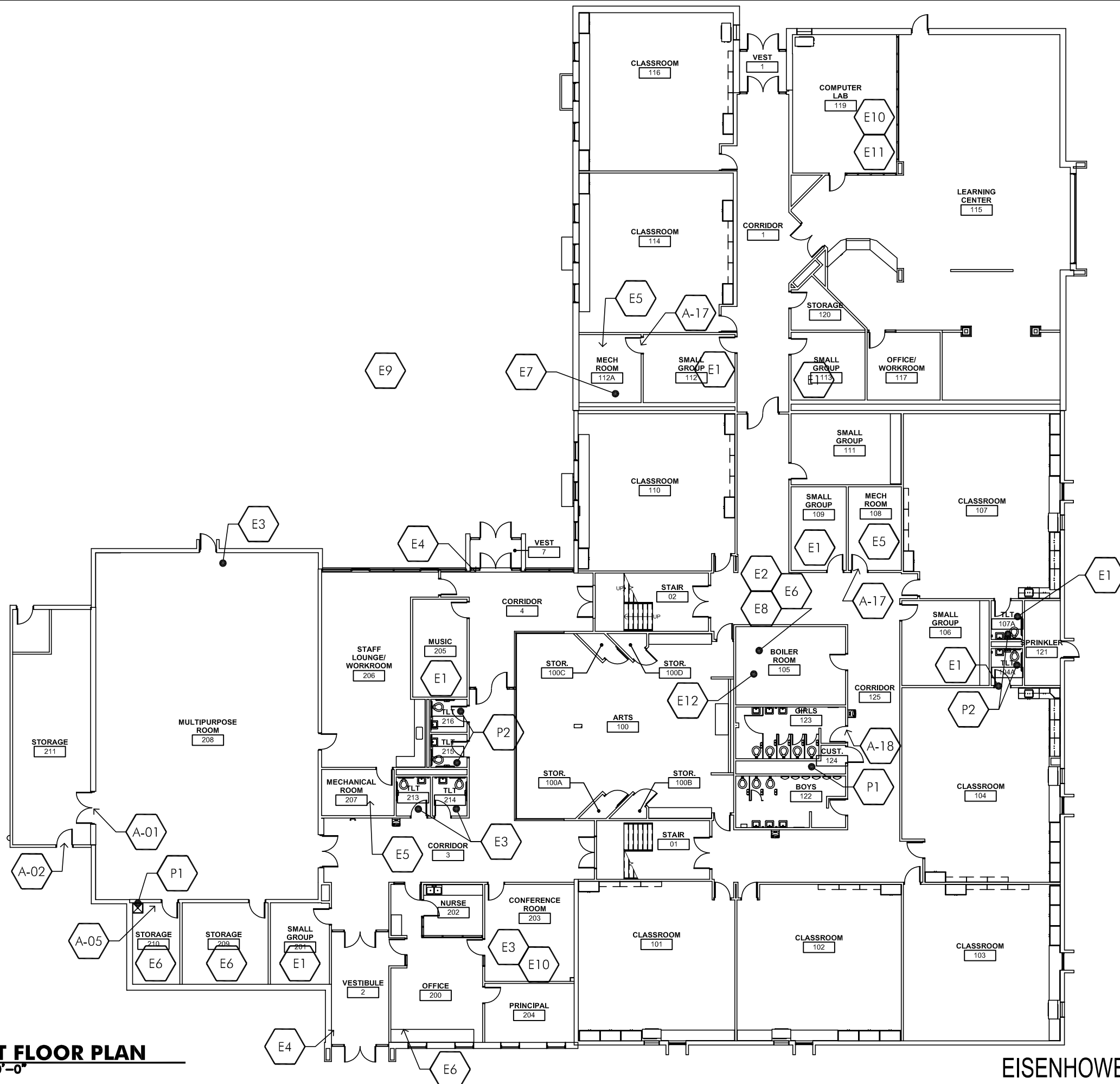
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 FIRST FLOOR PLAN

Sheet Number



1 FIRST FLOOR PLAN
 1" = 20'-0"

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 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

for the
BOARD of EDUCATION
 Prospect Heights
 School District 23
 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

SAFETY REFERENCE

REVISIONS

No.	Date	By

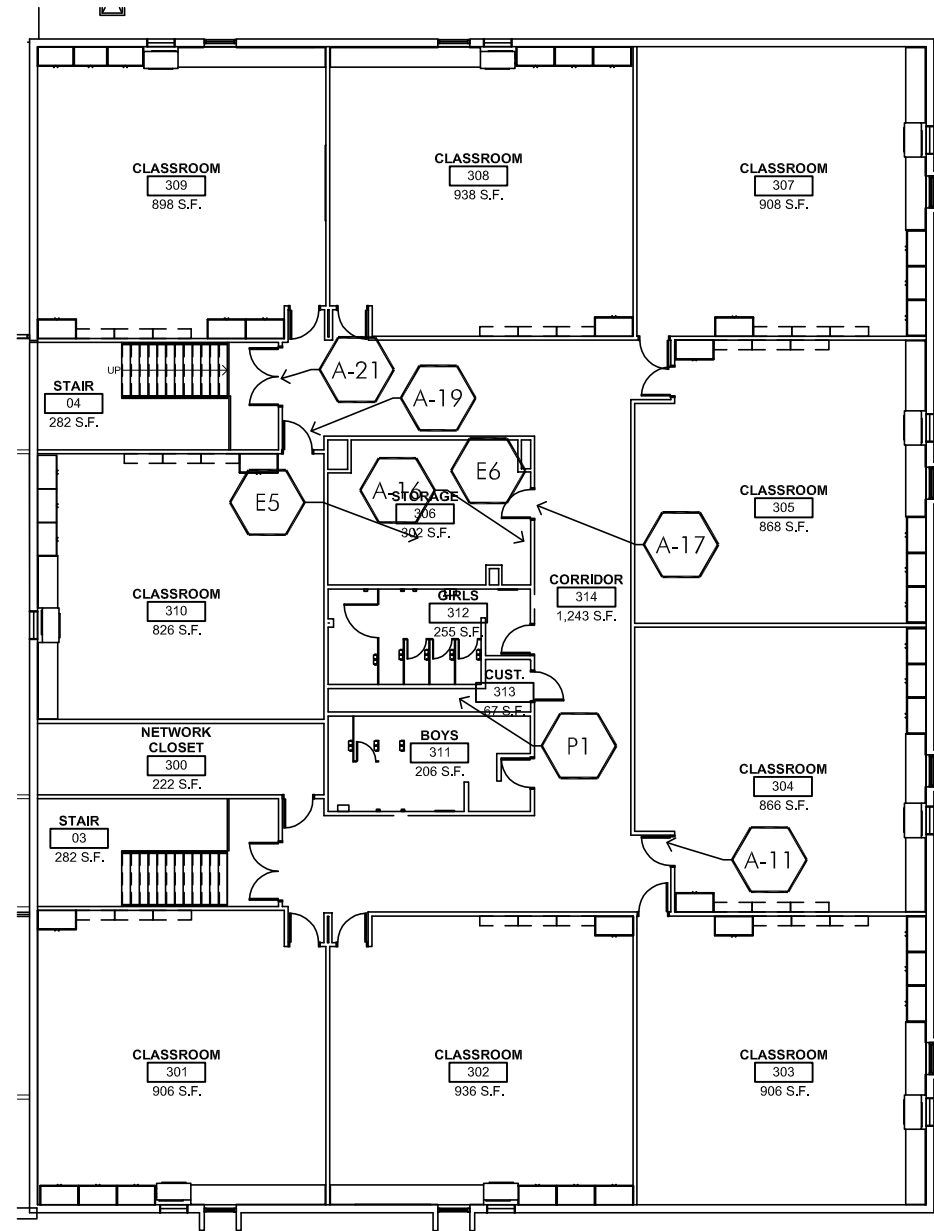
Project Number:
16077

Issue Date:
JANUARY 05, 2017

Drawn by:
 EMM

Sheet Title
SECOND FLOOR PLAN

Sheet Number



1 SECOND FLOOR PLAN
 1" = 20'-0"

10 Year Long Range Facility Plan

Prepared for
Prospect Heights School District 23



**PROSPECT HEIGHTS
SCHOOL DISTRICT 23**

Owner:
Board of Education
Prospect Heights School District 23
700 N. Schoenbeck Road
Prospect Heights, Illinois 60070

Architect:
ARCON Associates, Inc.
2050 South Finley Road, Suite 40
Lombard, Illinois 60148
Project No. 16077

Mechanical/ Electrical / Plumbing:
20/10 Engineering
1216 Tower Road
Schaumburg, Illinois 60173



January 05, 2017

PROSPECT HEIGHTS DISTRICT 23 10 YEAR LONG RANGE FACILITY PLAN

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Betsy Ross Elementary School			Subtotals include 4% Inflation per year											Totals
Item	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+		
Site	\$372,290	\$624	\$41,396	\$8,288	\$3,042	\$17,592	\$1,270	\$0	\$21,125	\$460,719	\$1,480		\$555,537	
Building Envelope (Walls / Masonry)	\$165,891	\$21,840	\$0	\$61,040	\$0	\$0	\$114,797	\$0	\$0	\$0	\$0		\$197,677	
Building Envelope (Roofing)	\$1,030,090	\$4,160	\$3,780	\$3,920	\$377,653	\$683,395	\$151,549	\$49,922	\$4,795	\$4,970	\$5,180		\$1,289,324	
Architectural	\$1,082,895	\$2,392	\$4,212	\$0	\$0	\$0	\$670,164	\$69,185	\$0	\$235,813	\$490,745.64		\$981,766	
Electrical	\$33,800	\$1,144	\$0	\$0	\$38,259	\$0	\$0	\$0	\$0	\$0	\$0		\$39,403	
Mechanical	\$12,500	\$520	\$0	\$0	\$4,880	\$0	\$0	\$0	\$0	\$0	\$11,840		\$17,240	
Plumbing	\$170,500	\$15,600	\$3,240	\$50,400	\$0	\$1,830	\$0	\$0	\$0	\$0	\$156,880		\$227,950	
Subtotal	\$2,867,966	\$46,280	\$52,628	\$123,648	\$418,954	\$707,698	\$267,616	\$720,086	\$95,105	\$465,689	\$411,193	\$490,746	\$3,799,643	
10% Design Contingency	\$286,797	\$4,628	\$5,263	\$12,365	\$41,895	\$70,770	\$26,762	\$72,009	\$9,511	\$46,569	\$41,119	\$49,075	\$330,890	
10% Construction Contingency	\$286,797	\$4,628	\$5,263	\$12,365	\$41,895	\$70,770	\$26,762	\$72,009	\$9,511	\$46,569	\$41,119	\$49,075	\$330,890	
8% A/E Fee	\$229,437	\$3,702	\$4,210	\$9,892	\$33,516	\$56,616	\$21,409	\$57,607	\$7,608	\$37,255	\$32,895	\$39,260	\$264,712	
TOTAL	\$3,670,996	\$59,238	\$67,364	\$158,269	\$536,261	\$905,853	\$342,548	\$921,711	\$121,735	\$596,082	\$526,327	\$628,154	\$4,863,542	
Anne Sullivan Elementary School			Subtotals include 4% Inflation per year											Totals
Item	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+		
Site	\$175,090	\$0	\$20,131	\$2,240	\$3,042	\$8,223	\$1,270	\$0	\$10,604	\$215,343	\$1,480		\$262,333	
Building Envelope (Walls / Masonry)	\$142,187	\$12,584	\$0	\$15,120	\$0	\$0	\$148,065	\$0	\$0	\$0	\$0		\$175,769	
Building Envelope (Roofing)	\$774,975	\$3,640	\$3,780	\$3,920	\$566,865	\$294,667	\$4,445	\$73,682	\$4,795	\$4,970	\$5,180		\$965,944	
Architectural	\$969,225	\$0	\$2,700	\$14,308	\$0	\$14,640	\$571,500	\$5,214	\$164,400	\$0	\$221,013	\$509,227.18	\$993,775	
Electrical	\$29,800	\$2,288	\$0	\$0	\$32,292	\$0	\$0	\$0	\$0	\$0	\$0		\$34,580	
Mechanical	\$6,000	\$0	\$0	\$0	\$0	\$7,320	\$0	\$0	\$0	\$0	\$0		\$7,320	
Plumbing	\$18,000	\$7,800	\$5,940	\$0	\$0	\$6,100	\$0	\$0	\$0	\$0	\$0		\$19,840	
Subtotal	\$2,115,277	\$26,312	\$32,551	\$35,588	\$602,199	\$330,949	\$725,280	\$78,896	\$179,799	\$220,313	\$227,673	\$509,227	\$2,968,788	
10% Design Contingency	\$211,528	\$2,631	\$3,255	\$3,559	\$60,220	\$33,095	\$72,528	\$7,890	\$17,980	\$22,031	\$22,767	\$50,923	\$245,956	
10% Construction Contingency	\$211,528	\$2,631	\$3,255	\$3,559	\$60,220	\$33,095	\$72,528	\$7,890	\$17,980	\$22,031	\$22,767	\$50,923	\$245,956	
8% A/E Fee	\$169,222	\$2,105	\$2,604	\$2,847	\$48,176	\$26,476	\$58,022	\$6,312	\$14,384	\$17,625	\$18,214	\$40,738	\$196,765	
TOTAL	\$2,707,555	\$33,679	\$41,666	\$45,553	\$770,815	\$423,615	\$928,359	\$100,987	\$230,142	\$282,001	\$291,421	\$651,811	\$3,800,049	
Douglas MacArthur Middle School			Subtotals include 4% Inflation per year											Totals
Item	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+		
Site	\$450,190	\$0	\$68,191	\$1,568	\$1,170	\$20,911	\$1,270	\$509,058	\$24,852	\$0	\$1,480		\$628,500	
Building Envelope (Walls / Masonry)	\$147,120	\$79,820	\$0	\$27,440	\$0	\$0	\$56,858	\$0	\$1,507	\$0	\$0		\$165,625	
Building Envelope (Roofing)	\$2,597,064	\$7,280	\$8,370	\$7,840	\$2,045,083	\$1,031,669	\$8,890	\$9,240	\$9,590	\$9,940	\$24,790		\$3,162,691	
Architectural	\$2,343,500	\$0	\$35,100	\$29,736	\$0	\$840,336	\$19,812	\$43,217	\$155,495	\$0	\$707,345	\$1,472,045.96	\$1,831,041	
Electrical	\$79,525	\$2,210	\$4,860	\$0	\$86,112	\$0	\$0	\$0	\$0	\$0	\$0		\$93,182	
Mechanical	\$11,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	
Plumbing	\$246,000	\$28,600	\$15,120	\$10,640	\$0	\$36,600	\$0	\$0	\$0	\$0	\$244,200		\$335,160	
Subtotal	\$5,874,899	\$117,910	\$131,641	\$77,224	\$2,132,365	\$1,929,515	\$86,830	\$561,515	\$191,444	\$9,940	\$977,815	\$1,472,046	\$7,688,245	
10% Design Contingency	\$587,490	\$11,791	\$13,164	\$7,722	\$213,236	\$192,952	\$8,683	\$56,151	\$19,144	\$994	\$97,782	\$147,205	\$621,620	
10% Construction Contingency	\$587,490	\$11,791	\$13,164	\$7,722	\$213,236	\$192,952	\$8,683	\$56,151	\$19,144	\$994	\$97,782	\$147,205	\$621,620	
8% A/E Fee	\$469,992	\$9,433	\$10,531	\$6,178	\$170,589	\$154,361	\$6,946	\$44,921	\$15,316	\$795	\$78,225	\$117,764	\$497,296	
TOTAL	\$7,519,871	\$150,925	\$168,501	\$98,847	\$2,729,427	\$2,469,780	\$111,142	\$718,739	\$245,048	\$12,723	\$1,251,604	\$1,884,219	\$9,840,954	
Eisenhower Elementary School			Subtotals include 4% Inflation per year											Totals
Item	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+		
Site	\$674,410	\$83,772	\$24,257	\$364,560	\$7,020	\$17,397	\$1,270	\$0	\$20,906	\$0	\$1,480		\$520,662	
Building Envelope (Walls / Masonry)	\$146,700	\$5,980	\$1,296	\$155,680	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$162,956	
Building Envelope (Roofing)	\$348,610	\$9,932	\$349,164	\$3,920	\$4,095	\$4,270	\$4,445	\$4,620	\$4,795	\$4,970	\$33,463		\$423,674	
Architectural	\$1,024,290	\$0	\$5,076	\$11,648	\$0	\$70,760	\$23,114	\$0	\$604,718	\$0	\$241,733	\$503,067.18	\$957,049	
Electrical	\$26,850	\$2,132	\$1,620	\$0	\$27,261	\$0	\$0	\$0	\$0	\$0	\$0		\$31,013	
Mechanical	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0	
Plumbing	\$193,000	\$13,000	\$5,940	\$0	\$0	\$12,200	\$0	\$0	\$0	\$0	\$244,200		\$275,340	
Subtotal	\$2,413,860	\$114,816	\$387,353	\$535,808	\$38,376	\$104,627	\$28,829	\$4,620	\$630,419	\$4,970	\$520,876	\$873,129	\$3,243,823	
10% Design Contingency	\$241,386	\$11,482	\$38,735	\$53,581	\$3,838	\$10,463	\$2,883	\$462	\$63,042	\$497	\$52,088	\$87,313	\$237,069	
10% Construction Contingency	\$241,386	\$11,482	\$38,735	\$53,581	\$3,838	\$10,463	\$2,883	\$462	\$63,042	\$497	\$52,088	\$87,313	\$237,069	
8% A/E Fee	\$193,109	\$9,185	\$30,988	\$42,865	\$3,070	\$8,370	\$2,306	\$370	\$50,434	\$398	\$41,670	\$69,850	\$189,656	
TOTAL	\$3,089,741	\$146,964	\$495,812	\$685,834	\$49,121	\$133,923	\$36,901	\$5,914	\$806,937	\$6,362	\$666,721	\$1,117,605	\$4,152,093	



Grodsky Administration Center		2016	Subtotals include 4% Inflation per year										Totals
Item	Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
Site	\$84,420	\$0	\$9,634	\$0	\$10,530	\$4,880	\$1,270	\$89,100	\$6,850	\$0	\$0		\$122,264
Building Envelope (Walls / Masonry)	\$141,669	\$135,376	\$10,800	\$0	\$1,755	\$0	\$62,826	\$0	\$0	\$0	\$0		\$210,756
Building Envelope (Roofing)	\$119,560	\$520	\$128,585	\$560	\$585	\$610	\$635	\$660	\$685	\$710	\$740		\$134,290
Architectural	\$92,250	\$520	\$0	\$840	\$0	\$0	\$6,350	\$0	\$10,960	\$0	\$38,480	\$80,080.00	\$57,150
Electrical	\$5,850	\$676	\$0	\$28,000	\$6,084	\$0	\$0	\$33,000	\$0	\$35,500	\$22,200		\$125,460
Mechanical	\$6,000	\$0	\$0	\$0	\$0	\$7,320	\$0	\$0	\$0	\$0	\$148,000		\$155,320
Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0		\$0
Subtotal	\$449,749	\$137,092	\$149,018	\$29,400	\$18,954	\$12,810	\$71,081	\$122,760	\$18,495	\$36,210	\$209,420	\$80,080	\$885,320
10% Design Contingency	\$44,975	\$13,709	\$14,902	\$2,940	\$1,895	\$1,281	\$7,108	\$12,276	\$1,850	\$3,621	\$20,942	\$8,008	\$80,524
10% Construction Contingency	\$44,975	\$13,709	\$14,902	\$2,940	\$1,895	\$1,281	\$7,108	\$12,276	\$1,850	\$3,621	\$20,942	\$8,008	\$80,524
8% A/E Fee	\$35,980	\$10,967	\$11,921	\$2,352	\$1,516	\$1,025	\$5,686	\$9,821	\$1,480	\$2,897	\$16,754	\$6,406	\$64,419
TOTAL	\$575,679	\$175,477	\$190,744	\$37,632	\$24,261	\$16,397	\$90,983	\$157,133	\$23,674	\$46,349	\$268,058	\$102,502	\$1,133,209
GRAND TOTAL	\$17,563,841	\$566,284	\$964,086	\$1,026,135	\$4,109,885	\$3,949,567	\$1,509,934	\$1,904,483	\$1,427,536	\$943,516	\$3,004,130	\$4,384,292	\$23,789,848



Site	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Subtotals include 4% Inflation per year												Totals
					Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	
S-01	East Elevation	Landscape covers foundation wall	Rake back dirt/mulch to bring elevation below brick/top of foundation		\$2,000			\$2,000									
S-02	Parking Lot- Various Locations	Existing cracking, alligatoring, and/or general deterioration requires asphalt patching	Patch asphalt		\$17,120		\$17,210										
S-02	South Playground	Existing alligatoring requires asphalt patching	Patch asphalt		\$3,200		\$3,200										
S-02	South Path	Minor asphalt deterioration at SE path	Patch asphalt		\$2,500		\$2,500										
S-04	SE Corner of Library	Paint deterioration at exterior railings	Paint railings		\$1,600				\$1,600								
S-05	North Walk	ADA curb cuts missing tactile warning	Add tactile warning (truncated dome) for compliant ADA curb cut		\$600	\$600.00											
S-06	Parking Lots, Playground	Life of lots will be extended with preventative maintenance	Crackfill/Sealcoat on a 3-Year Cycle, Re-stripe lots/curb														
	Lot E (Parking)				\$3,860		\$3,860			\$3,860				\$3,860			
	Lot F (Parking)				\$7,600		\$7,600			\$7,600				\$7,600			
	Lot G (Playground)				\$2,960		\$2,960			\$2,960				\$2,960			
S-07	Parking Lot- NE Stalls, Playground	Wood landscape timbers are bowed and deteriorating	Replace damaged wood timbers		\$1,400			\$1,400									
S-08	South of Library	Site slopes towards building	Regrade to direct water away from building		\$4,000			\$4,000									
S-15	Parking Lots	Asphalt lots require replacement at end of expected life	Replace asphalt parking lot (retain existing stone)														
	Lot E				\$86,850									\$86,850			
	Lot F				\$171,000									\$171,000			
	Lot G (Playground)				\$66,600									\$66,600			
S-16	Playground Equipment	Older playground units are approaching the end of their useful life	Playground units evaluated and determined to be in sound condition														
S-17	Athletic Fields	Uneven surface/potholes create trip hazards	Regrade fields														
S-18	Sidewalks	Sidewalk maintenance	Replace damaged concrete pads		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000
			Site Subtotals at 4% Inflation per year		\$372,290	\$624	\$41,396	\$8,288	\$3,042	\$17,592	\$1,270	\$0	\$21,125	\$460,719	\$1,480	\$0	\$555,537
Building Envelope (Walls / Masonry)					2016 Subtotals include 4% Inflation per year												
	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
W-01	East Elevation at masonry pier (2)	Deteriorated masonry mortar joints	Grind and point deteriorated masonry	Grind and point deteriorated masonry	\$500	\$500											
W-03	Southwest Elevation Area 1, West Elevation Area 6	Damaged brick	Remove and replace damaged brick	Remove and replace damaged brick	\$1,000	\$1,000											
W-05	Southwest Area 1 (1), West Area 6 (2), West Area 2 (2)	Deteriorated sealant at vertical masonry control joints	Remove sealant, clean and prime joint, install joint backer rod and sealant	Remove sealant, clean and prime joint, install joint backer rod and sealant	\$10,000	\$10,000											
W-07	East Elevation	Landscaping over top of foundation wall	Monitor	Monitor													
W-08	East and West Elevation	Intrusive investigation of wood siding complete, siding found to be in deteriorating conditions	Remove and replace siding and replace substrate as required. Discuss exterior finish options.	Remove and replace siding and replace substrate as required. Discuss exterior finish options.	\$90,391						\$90,391						
W-09	East Elevation Area 6	Deterioration at top of foundation wall	Form and repair affected area	Form and repair affected area	\$500	\$500											
W-14	East and West Elevation Area 3, West Area 6	Suspect no flashing at top of foundation wall	Investigate	Investigate and verify	\$500	\$500											
W-15	North Elevation Area 5	Openings at electrical conduit penetration thru wall	Patch / seal masonry at electrical conduit penetration thru wall	Patch / seal masonry at electrical conduit penetration thru wall	\$150	\$150											
W-16	North Elevation Area 4	Deteriorated wood at soffit	Repair / replace deteriorated wood at soffit	Repair / replace deteriorated wood at soffit	\$300	\$300											
W-17	South Elevation Area 3, West Elevation Area 3	Rusted bulb tee along interior edge	Prime and paint rusted bulb tee along interior edge	Prime and paint rusted bulb tee along interior edge	\$200	\$200											
W-18	West Elevation Area 3	Tectum deck at downspout	Repair hole with new tectum or painted steel	Repair hole with new tectum or painted steel	\$150	\$150											
W-19	North Elevation Area 2A	Asphalt paving above top of foundation and foundation flashing	Monitor	Monitor													
W-20	West Elevation Area 2 at Door 15	Lower section of door mullion rusted out	Replace center mullion or door system	Monitor and decide if necessary	\$500	\$500											
W-43	Classroom 115	Evidence of leaking window / cracked glass	Investigate and seal window frame	Investigate where window is leaking	\$4,000	\$4,000											
W-45	11 Window systems not thermally broken	A number of existing windows are not thermally broken	Replace window systems	Replace window systems	\$47,000			\$47,000									
W-46	East Elevation	Poor sheet metal trim installation	Re-do sheet metal trim at radius	Monitor and decide if necessary													
W-47	East Elevation Area 1, East Elevation Area 6	Brick is overhanging edge of foundation wall	Not a structural issue. aesthetics issue	Monitor													
W-49	Throughout Building	Minor rust, deterioration of paint at exterior HM doors	Paint exterior HM doors and/or frames and add drip cap	Paint exterior HM doors and/or frames and add drip cap	\$7,500			\$7,500									
W-50	South Elevation	Existing vegetation growing on upper wall	Remove vegetation to eliminate deterioration of mortar joints	Remove vegetation to eliminate deterioration of mortar joints													
W-51	Throughout Building	New VUV units not sealed properly	FEMoran to seal units indicated on 2010 spreadsheet	FEMoran to seal units indicated on 2010 spreadsheet													
W-53	Main Entrance	Metal fascia trim is rusting	Remove and replace bottom radius fascia trim	Remove and replace bottom radius fascia trim	\$3,200	\$3,200											
			Building Envelope (Walls/Masonry) Subtotals at 4% Inflation per year		\$165,891	\$21,840	\$0	\$61,040	\$0	\$0	\$114,797	\$0	\$0	\$0	\$0	\$0	\$197,677

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Building Envelope (Roofing)				2016	Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
R-07	Random throughout roof area 1.0, 2.0, 3.0, 4.0, 5.0, 6.0	Blistering of roof membrane	No action at this time, monitor														
R-12	Roof Area 3.0	Rusted gas pipe	Prime and paint rusted gas pipe	\$500	\$500												
R-14	Typical throughout roof area 1.0, 2.0, 3.0, 4.0, 5.0, 6.0	Organic growth of some type on all roof membranes with white coating	No action at this time, monitor														
R-15	Random throughout roof area 1.0, 4.0, 6.0	Deterioration / delamination of white coating due to ponding water	No action at this time, monitor														
RA-1.0		Roof area has reached the end of its serviceable life	Replace roof area	\$312,000					\$312,000								
RA-2.0		Roof area has reached the end of its serviceable life	Replace roof area	\$244,660					\$244,660								
RA-2.1		No work required at this time	Preventive maintenance														
RA-3.0		Roof area has reached the end of its serviceable life	Replace roof area	\$319,280				\$319,280									
RA-4.0		Roof area has reached the end of its serviceable life	Replace roof area	\$15,730						\$15,730							
RA-5.0		Roof area has reached the end of its serviceable life	Replace roof area	\$19,370						\$19,370							
RA-6.0		Roof area has reached the end of its serviceable life	Replace roof area	\$80,730						\$80,730							
RA-7.0		Roof area has reached the end of its serviceable life	Replace roof area	\$34,320							\$34,320						
RA-8.0		No work required at this time	Preventive maintenance														
RA-9.0	All roof areas	Preventive maintenance	Preventive maintenance	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500		
A	RA 1.0, 2.0, 3.0, 4.0, 5.0, 6.0	modified bitumen (mb) roof membrane with white surfacing															
D	RA 7.0	epdm ballasted roof membrane															
E	RA 2.1, 8.0	asphalt shingles															
Building Envelope (Roofing) Subtotals at 4% Inflation per year				\$1,030,090	\$4,160	\$3,780	\$3,920	\$377,653	\$683,395	\$151,549	\$49,922	\$4,795	\$4,970	\$5,180	\$0	\$1,289,324	
Architectural				2016	Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
A-01	Conference Room 222	Closer hardware is missing cover	Install new cover	\$500	\$500												
A-03	Vest 04	Wall base delaminating	Add mastic to adhere base	\$500		\$500											
A-06	Mechanical Room, Storage 103B	Older VCT	Confirm no acm (cost for abatement/new flooring)	\$5,200							\$5,200						
A-08	Room 104F	Existing doors have knob hardware	Replace with levers and locks	\$500								\$500					
A-11	Vest 11, Vest 02	Rusting at exterior door frame	Remove rust and paint, or replace frame (cost to prep/repaint)	\$500			\$500										
A-12	Classroom 115, Typ. at most classrooms	Rust/peeling paint at interior door frame	Remove rust and paint	\$10,625			\$10,625										
A-15	Girls' Toilet 207, Boys Toilet 209	Restrooms do not offer ADA compliant stalls	Adjoin two stalls, replace partition, patch/replace flooring and install compliant fixture and grab bars	\$15,550			\$400										
A-16	Corridor 08	Minor rust present at interior column	Remove rust, prep and paint	\$400			\$400										
A-18	Classroom 103	Damaged CMU at door wing wall	Repair masonry	\$800													
A-19	Toilet Room 102A	Ceramic tile cracking or missing	Replace damaged tile	\$500		\$500											
A-20	Art Room 101	Kiln located in room	Create separate room with rated separation	\$11,820													
A-22	Music 100	Floor tile cracking	Replace tiles	district maintenance													
A-23	Music 100	VCT and VCB missing near wall, adjacent to VUV	Install tile and base	\$400		\$400											
A-24	Toilet 201A	Ceiling tile is stained	Replace damaged tile and investigate cause of stains	district maintenance													
A-29	Throughout Building	Existing flooring will reach the end of its useful life	Replace flooring with no-wax option/new opt tiles (Assumes two-part epoxy compromised upon flooring removal and new epoxy must be installed) Does not include Gym	\$478,800										\$159,333	\$318,666		
A-30	Throughout Building	Painting will be required as part of routine maintenance	Re-paint walls	\$50,000								\$50,000					
A-31	Conference Room	Existing chairs are missing bottoms and are too large for space	Purchase new chairs														
A-32	Office/Workroom	Office is in need of an "update"	Replace countertops, paint trim, etc.														
A-33	Hallway	Decorative paint striping is chipping	Repaint striping	\$1,800	\$1,800												
A-34	Stolton's Room	Storage shelving needed to enlarge learning environment	Add storage shelving														
A-35	Gym Flooring	Existing flooring is approaching the end of its useful life	Replace flooring with new multi-purpose floor (assumes two-part epoxy must be installed and no abatement required)	\$118,500							\$118,500						
A-36	Throughout Building- Typ. Classrooms	Furniture Replacement : 16 Classrooms	Furniture Replacement : 16 Classrooms	\$264,000								\$264,000					
A-37	LRC	Furniture Replacement : LRC	Furniture Replacement : LRC	\$120,000								\$120,000					
A-38	Toilet Room 209	Bathroom not ADA Compliant	Combine stalls to create ADA stall; install grab bars	\$2,500		\$2,500											
Architectural Subtotals at 4% Inflation per year				\$1,082,895	\$2,392	\$4,212	\$0	\$0	\$0	\$0	\$0	\$670,164	\$69,185	\$0	\$235,813	\$490,746	\$1,472,511



Electrical				Subtotals include 4% Inflation per year													
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
EM-1	Boiler 208, Boiler 206, Mech 220	Abandoned LV cable	Remove abandoned obsolete cables.	\$1,000	\$1,000												
EM-2	Corridor (near 111)	Outlet within 6' of sink not GFI	Replace with GFI outlet.	\$100	\$100												
EM-3	Building Wide	Non Addressable FA devices	Replace with addressable devices. Assumes cable reuse.	\$14,200				\$14,200									
EM-4	Building Wide	Existing clock system aging, wiring in questionable condition.	Replace existing aging clock system with wireless clocks	\$12,500				\$12,500									
EM-5	Building Wide Intercom	Expand existing system to district wide system	Expand with Rauland TCU. Allows district wide notification system and announcements.	\$6,000				\$6,000									
EM-6	East Wing of Building	Staff has indicated receptacles have constantly "shorted out" during storms.	Need staff to clarify what is meant by "shorted out" (breaker trip, GFCI trip, sparking at receptacles, etc)														
EM-7	Entire Building	Change receptacles to new with USB chargers built in.	Each receptacle is approx. \$25 material cost only. Additionally in older construction installation may be difficult or not possible. USB charging type receptacles are considerably deeper than the 15A or 20A standard commercial grade receptacles. Existing back boxes in some locations may not have sufficient depth.														
EM-8	Fire Alarm	Integrate with FA panel at Sullivan to achieve simultaneous alarm in each building and release all FA system controlled doors in each building.															
Electrical Subtotals at 4% Inflation per year				\$33,800	\$1,144	\$0	\$0	\$38,259	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$39,403	
Mechanical				Subtotals include 4% Inflation per year													
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
MM-1	Roof	Gas piping with insufficient supports	Provide additional support so maximum spacing between supports does not exceed 6 ft.	\$500	\$500												
MM-2	Roof	2 exhaust fans are approaching the end of their useful life.	Schedule exhaust fans for replacement.	\$4,000					\$4,000								
MM-3	Roof	4 exhaust fans are approaching the end of their useful life.	Schedule exhaust fans for replacement within 10 years.	\$8,000										\$8,000			
Mechanical Subtotals at 4% Inflation per year				\$12,500	\$520	\$0	\$0	\$0	\$4,880	\$0	\$0	\$0	\$0	\$11,840	\$0	\$17,240	
Plumbing				Subtotals include 4% Inflation per year													
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
PM-1	Room 104G near Boiler Room 208	Abandoned service sink.	Remove unused abandoned service sink.	\$1,500					\$1,500								
PM-2	Classrooms 103-116 (14 classrooms)	Galvanized piping serving classroom sinks. Hot water piping has been abandoned. Only cold water at sinks. Hot and cold water required at each sink.	Provide new cold and hot water piping to each sink.	\$45,000			\$45,000										
PM-3	Boys 209 and Girls 207	Plumbing fixtures are old and antiquated, piping in walls is galvanized piping.	Replace plumbing fixtures and provide new water supply piping in wall/chases.	\$67,500										\$67,500			
PM-4	Boys 205, Girls 204, Toilet Room 08A	Water closets are rated at 3.5 gallons per flush (GPF). Substantial water savings can be achieved by utilizing water closets rated at 1.6 or 1.28 GPF.	Replace water closets with "Water Sense" certified fixtures.	\$8,500										\$8,500			
PM-5	Toilet Rooms 102A, 103A and 104A	Toilet rooms do not have a proper lavatory. Piping in walls in galvanized.	Add lavatory and provide new water supply piping in wall/chases.	\$30,000										\$30,000			
PM-6	All Electric Water Coolers	(6) Electric water coolers are old and worn. Existing mop sink faucet does not allow for code compliant connection to chemical dispensing cleaning equipment.	Replace electric water coolers. Provide model with water filter for lead removal.	\$15,000	\$15,000												
PM-7	Janitors Closets		Provide faucet with diverter and RPZ backflow assembly.	\$3,000		\$3,000											
Plumbing Subtotals at 4% Inflation per year				\$170,500	\$15,600	\$3,240	\$50,400	\$0	\$1,830	\$0	\$0	\$0	\$0	\$156,880	\$0	\$227,950	
Subtotal				\$2,867,966	\$46,280	\$52,628	\$123,648	\$418,954	\$707,698	\$267,616	\$720,086	\$95,105	\$465,689	\$411,193	\$490,746		
10% Design Contingency				\$286,797	\$4,628	\$5,263	\$12,365	\$41,895	\$70,770	\$26,762	\$72,009	\$9,511	\$46,569	\$41,119	\$49,075		
10% Construction Contingency				\$286,797	\$4,628	\$5,263	\$12,365	\$41,895	\$70,770	\$26,762	\$72,009	\$9,511	\$46,569	\$41,119	\$49,075		
8% A/E Fee				\$229,437	\$3,702	\$4,210	\$9,892	\$33,516	\$56,616	\$21,409	\$57,607	\$7,608	\$37,255	\$32,895	\$39,260		
TOTAL				\$3,670,996	\$59,238	\$67,364	\$158,269	\$536,261	\$905,853	\$342,548	\$921,711	\$121,735	\$596,082	\$526,327	\$628,154	\$4,863,542	
District Capital Equipment				Subtotals include 4% Inflation per year													
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
District Capital Equipment at 4% Inflation per year				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS				\$3,670,996	\$59,238	\$67,364	\$158,269	\$536,261	\$905,853	\$342,548	\$921,711	\$121,735	\$596,082	\$526,327	\$628,154	\$4,863,542	

**Note: See attached "Wood Siding Replacement Budget" Multiple finish options are being considered at a budget range of \$90,391-\$151,456. Installation of new windows to restore the size of the original openings is also being explored. Budget number for this option to follow.

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10 Year Long Range Facility Plan

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PLANS / WORK ITEMS

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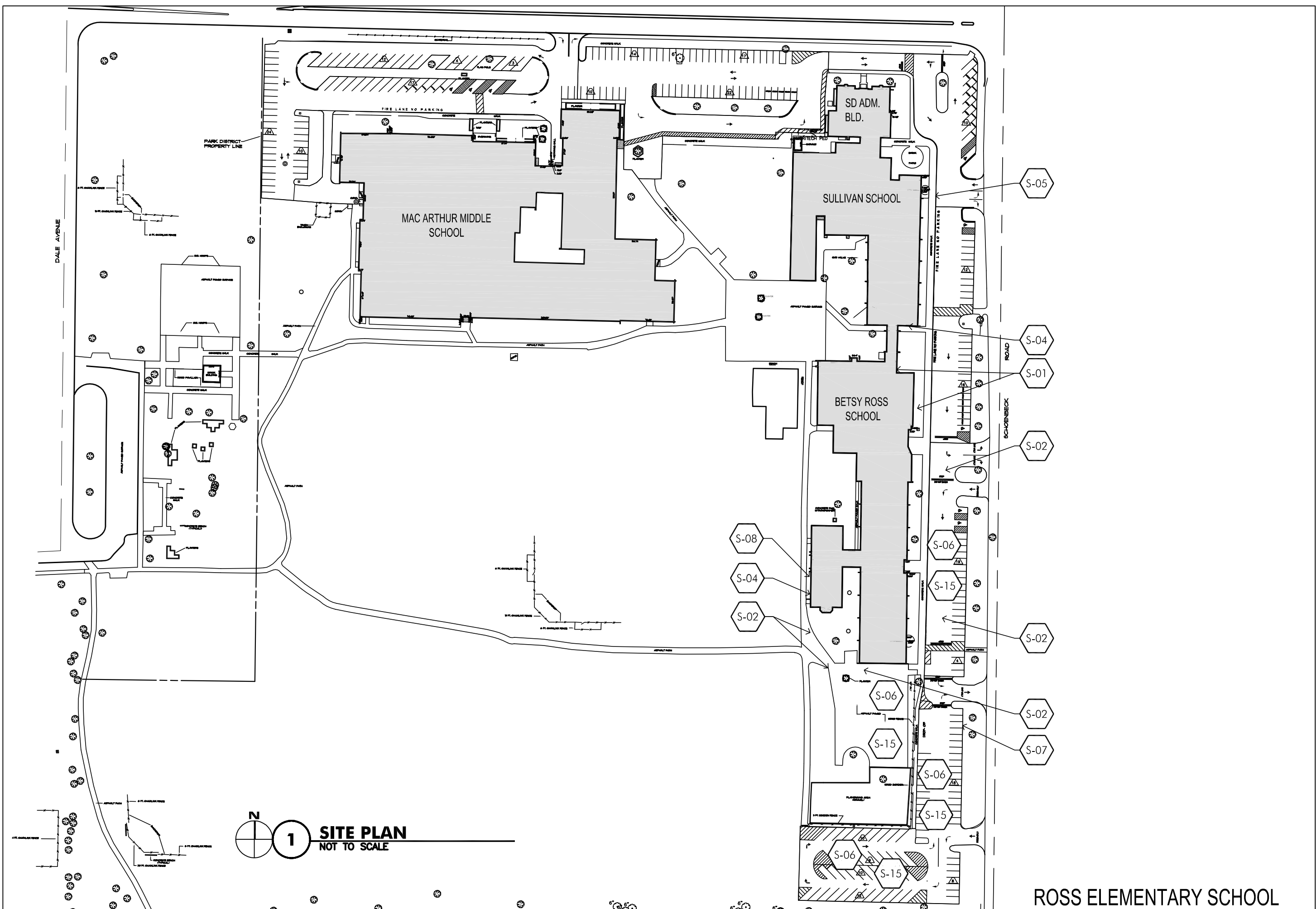
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SITE PLAN

Sheet Number

AR-1 6



1 SITE PLAN
NOT TO SCALE

ROSS ELEMENTARY SCHOOL

**10 Year
 Long Range
 Facility Plan**

at
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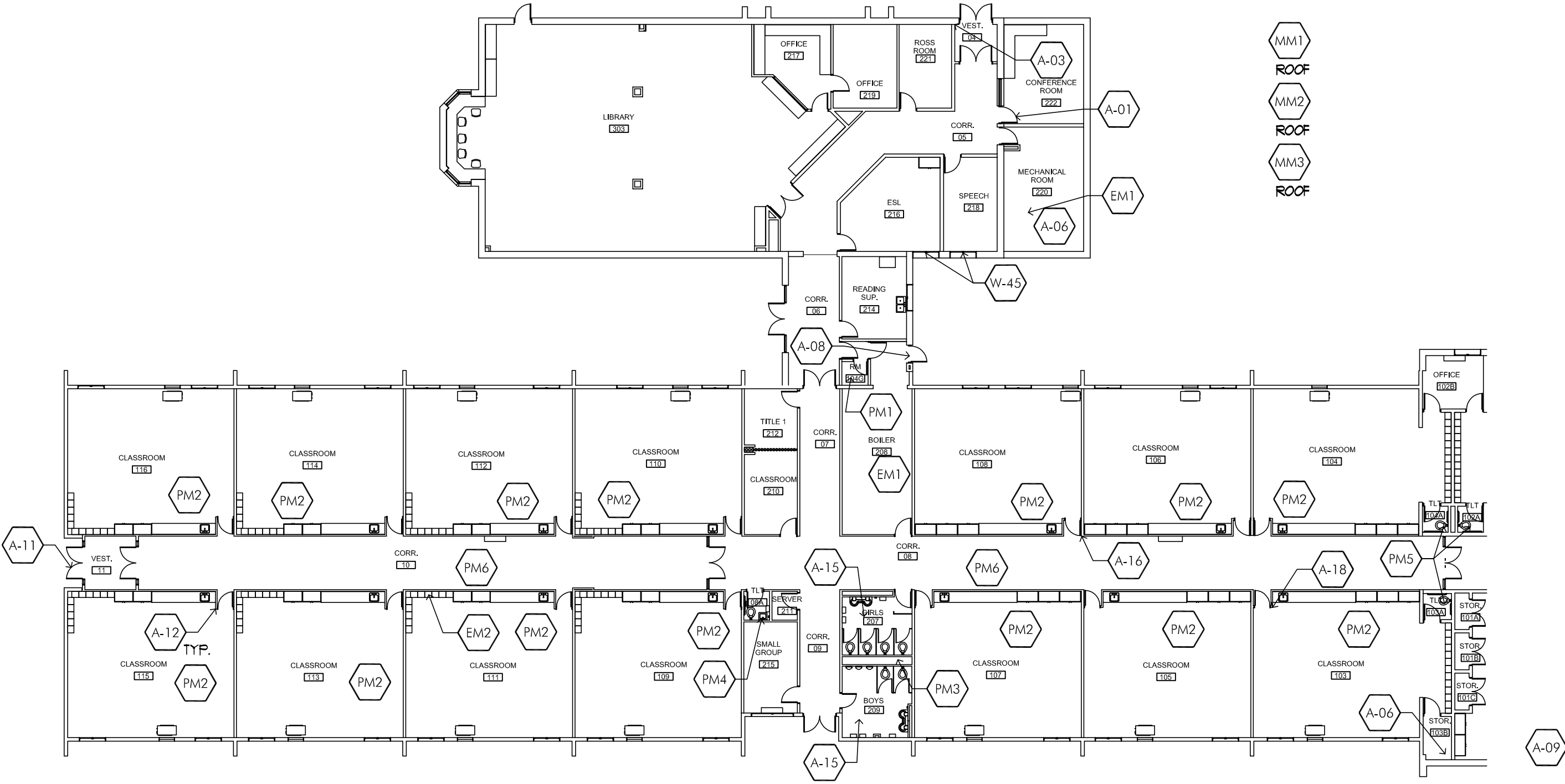
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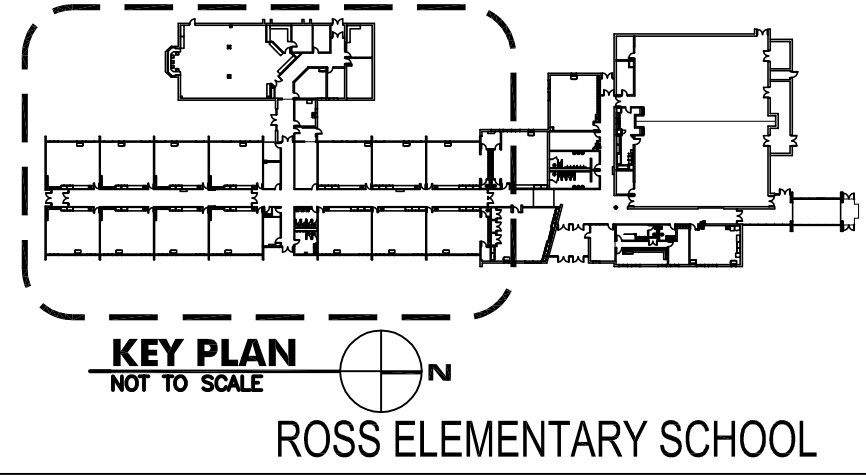
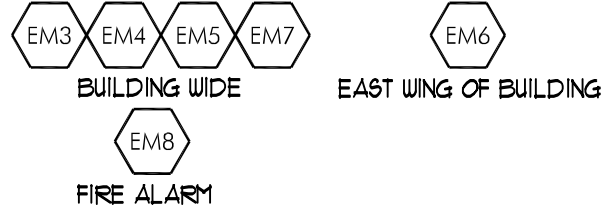
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 FIRST FLOOR PLAN

Sheet Number

215



1 PARTIAL FIRST FLOOR PLAN
 1" = 20'-0"





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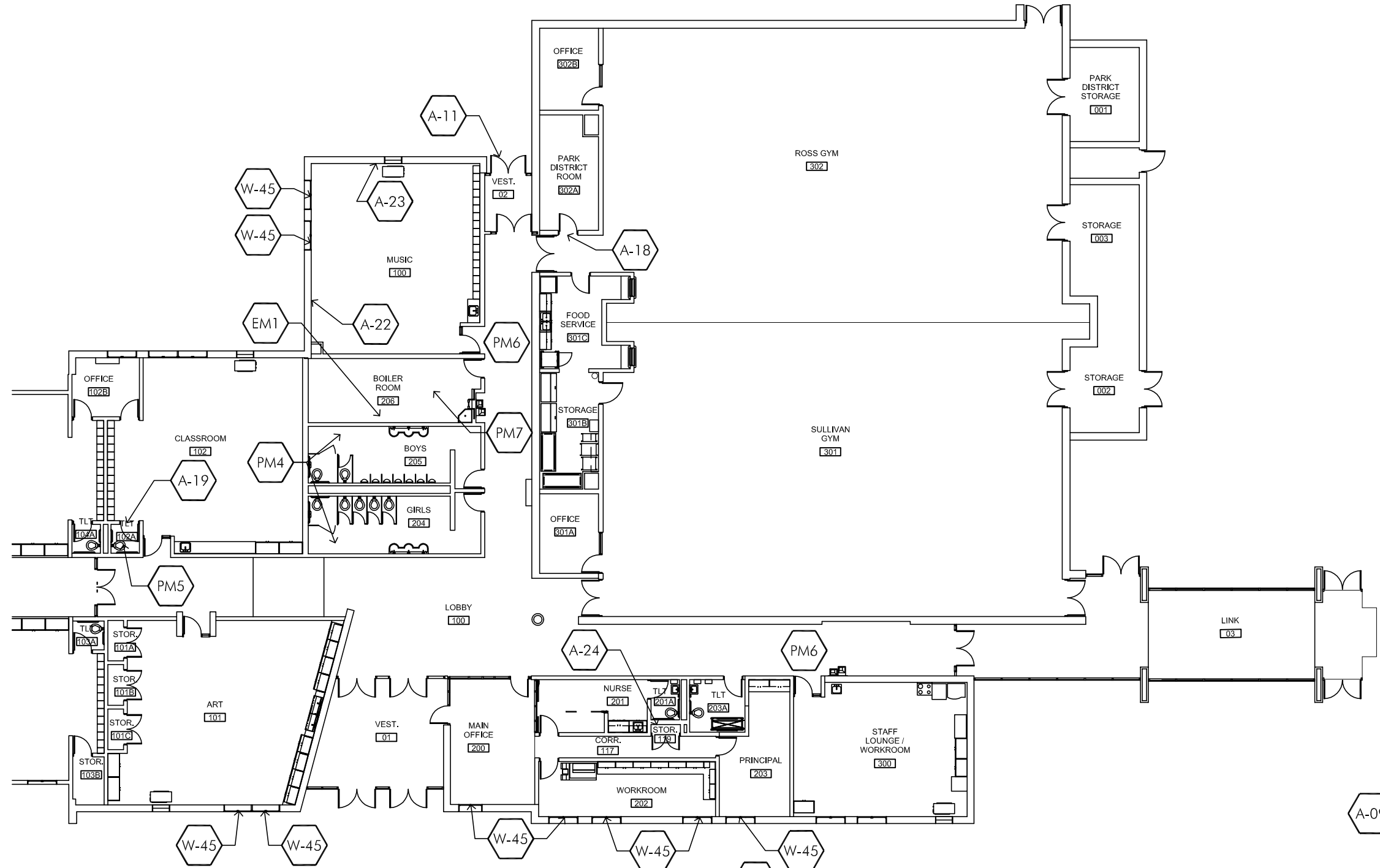
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Sheet Title
 FIRST FLOOR PLAN

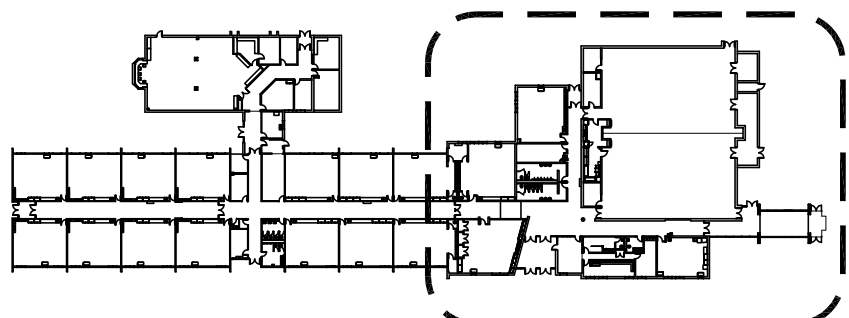
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1 PARTIAL FIRST FLOOR PLAN
 1" = 20'-0"

- MM1 ROOF
- MM2 ROOF
- MM3 ROOF



KEY PLAN
 NOT TO SCALE

ROSS ELEMENTARY SCHOOL

216



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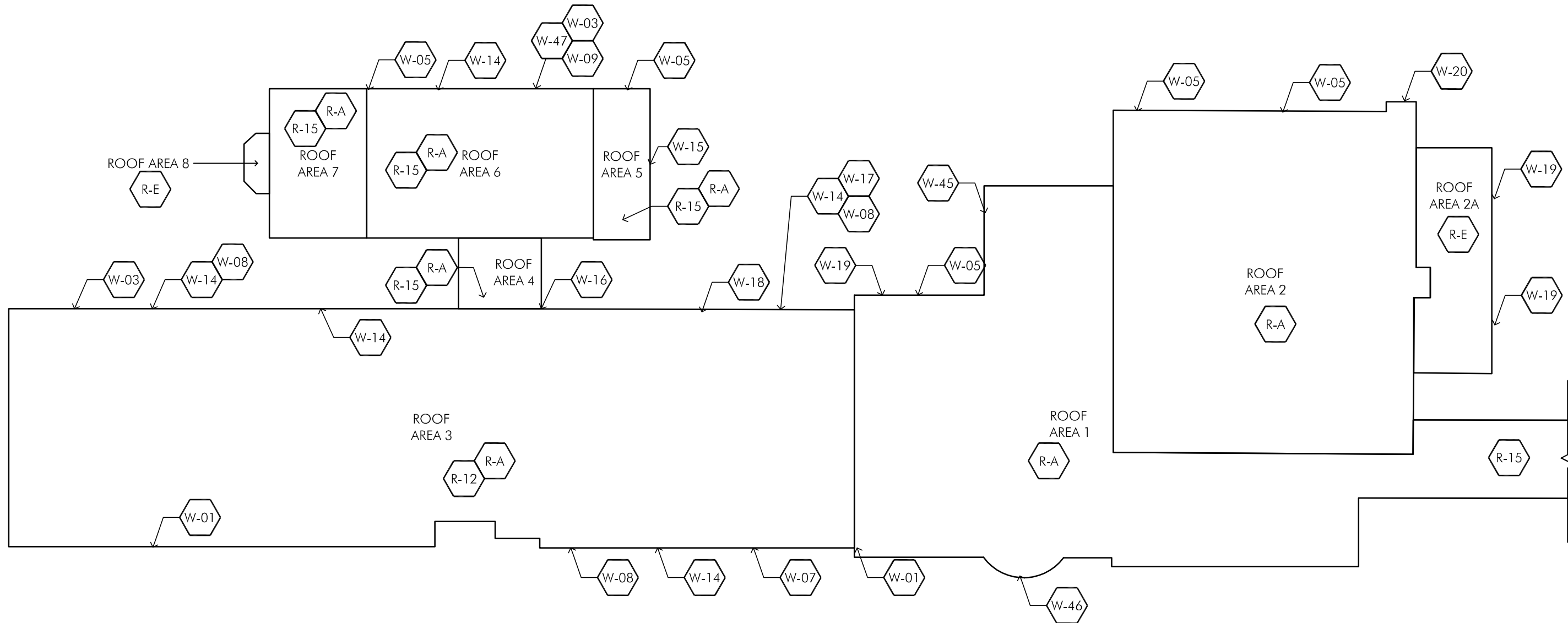
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Sheet Title
COMPOSITE
ROOF PLAN

Sheet Number

AR-4₉



1 COMPOSITE ROOF PLAN
1/32"=1'-0"



Site	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	Subtotals include 4% Inflation per year												Totals
					2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	
S-01	East Elevation	Landscape covers foundation wall	below brick/top of foundation		\$2,000			\$2,000									
S-02	Parking Lot- Various Locations	Existing cracking, alligatoring, and/or general deterioration requires asphalt patching	Patch asphalt		\$6,900		\$6,900										
S-02	South Playground	Existing alligatoring requires asphalt patching	Patch asphalt		\$4,000		\$4,000										
S-04	North of Link	Handrail is rusting	Remove rust/paint handrail		\$1,600				\$1,600								
S-05	East Walk	ADA curb cuts missing tactile warning	Add tactile warning (truncated dome) for compliant ADA curb cut		\$1,200												
S-06	Parking Lots, Playground, Paths	Life of lots will be extended with preventative maintenance		Crackfill/Sealcoat on a 3-Year Cycle, Re-stripe lots/curb													
	Lot D (Parking)				\$3,560		\$3,560			\$3,560			\$3,560				
	Lot H (Playground)				\$3,180		\$3,180			\$3,180			\$3,180				
S-15	Parking Lots	Asphalt lots require replacement at end of expected life	Replace asphalt parking lot (retain existing stone)														
	Lot D (Parking)				\$80,100									\$80,100			
	Lot H (Playground)				\$71,550									\$71,550			
S-16	Playground Equipment	Older playground units are approaching the end of their useful life	Playground units evaluated and determined to be in sound condition														
S-17	Athletic Fields	Uneven surface/potholes create trip hazards	Regrade fields														
	Sidewalks	Annual sidewalk maintenance		Replace damaged concrete pads	\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000
				Site Subtotals at 4% Inflation per year	\$175,090	\$0	\$20,131	\$2,240	\$3,042	\$8,223	\$1,270	\$0	\$10,604	\$215,343	\$1,480	\$0	\$262,333
Building Envelope (Walls / Masonry)					Subtotals include 4% Inflation per year												
Site	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
W-01	South Elevation near Door 20	Deteriorated masonry mortar joints	Grind and point deteriorated masonry	Grind and point deteriorated masonry	\$2,500	\$2,500											
W-05	Southwest Elevation (1)	Deteriorated sealant at vertical masonry control joints	Remove sealant, clean and prime joint, install joint backer rod and sealant	Remove sealant, clean and prime joint, install joint backer rod and sealant	\$1,000	\$1,000											
W-06	East Elevation	Rowlock masonry sills without flashing	Remove rowlock masonry sills, install flashing and new limestone sills	Monitor and decide if necessary													
W-07	East Elevation	Landscaping over top of foundation wall		Monitor													
W-08	East and west elevation of area 6 and west elevation of area 1	Intrusive investigation of wood siding complete, siding found to be in deteriorating conditions	Remove and replace siding and replace substrate as required. Discuss exterior finish options.	Maintain as needed until replacement; Remove 5/8" tongue and groove vertical siding. Install new ice and water shield underlayment and new 12" wide, 24 ga. Steel Peterson Flush Panels and associated trim. **Additional finish options being considered.	\$116,587						\$116,587						
W-09	East elevation	Deterioration at top of foundation wall	Form and repair affected area	Form and repair affected area	\$500	\$500											
W-10	East elevation	Openings in wood siding	Close / seal openings in wood siding	Close / seal openings in wood siding	\$1,500	\$1,500											
W-11	Southeast elevation	Rusting at handrails	Prime and paint handrails														
W-12	Center of East elevation (1), Southeast Elevation (1)	Cracking of the masonry at intersecting walls	Provide new masonry control joint	Provide new masonry control joint	\$2,000	\$2,000											
W-14	West Elevation of Area 1	No flashing at top of foundation wall	Remove masonry and provide flashing	Monitor and decide if necessary													
W-21	South Elevation of Area 4	Rusting at roof support columns	Prime and paint roof support columns	Prime and paint roof support columns	\$500	\$500											
W-22	West Elevation of Area 1 (10)	Exposed ends of steel beams	Patch masonry / wood siding at exposed ends of steel beams	Patch masonry / wood siding at exposed ends of steel beams	\$3,000	\$3,000											
W-43	West Elevation of Area 1 (2)	Evidence of leaking window	Investigate and seal window frame	Investigate where window is leaking													
W-44	2 window systems / Work Room 102A and Classroom 132	Craze cracking of finish on window frame	Prepare, prime and paint frame	Prepare, prime and paint frame	\$500	\$500											
W-45	2 window systems / Classroom 121 and 130	A number of existing windows are not thermally broken	Replace window systems		\$7,500			\$7,500									
W-46	North Elevation, Near Entrance	Wood sills prone to deterioration	Replace wood sills with stone														
W-47	Throughout Building	Minor rust, deterioration of paint at exterior doors	Paint exterior doors and/or frames and add drip cap		\$6,000			\$6,000									
W-48	Throughout Building	New VUV units not sealed properly	FEMoran to seal units indicated on 2010 spreadsheet														
W-49	Northeast Corner	Deterioration at control joint	Remove existing sealant and install new		\$600	\$600											
				Building Envelope (Walls/Masonry) Subtotals at 4% Inflation per year	\$142,187	\$12,584	\$0	\$15,120	\$0	\$0	\$148,065	\$0	\$0	\$0	\$0	\$0	\$175,769



Building Envelope (Roofing)				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
R-07	Random throughout Roof Area 2.0, 3.0, 7.0, 8.0	Blistering of roof membrane	No action at this time, monitor													
R-08	Roof Area 2.0 (7+), 3.0 (24+), 7.0 (6), 8.0 (16+)	Previous patching of roof membrane	No action at this time, monitor													
R-14	Typical throughout Roof Area 4.0, 6.0	Organic growth of some type on all roof membranes with white coating	No action at this time, monitor													
R-15	Random throughout roof area 6.0	Deterioration / delamination of white coating due to ponding water	No action at this time, monitor													
R-16	East wall of roof area 2.0	Missing section of standing seam metal wall panel	Replace metal panel. Section of metal is on the roof	\$125												
RA-1.0		Roof area has reached the end of its serviceable life	Replace roof area	\$52,320							\$52,320					
RA-2.0		Roof area has reached the end of its serviceable life	Replace roof area	\$29,640					\$29,640							
RA-3.0		Roof area has reached the end of its serviceable life	Replace roof area	\$66,300					\$66,300							
RA-4.0		Roof area has reached the end of its serviceable life	Replace roof area	\$78,000				\$78,000								
RA-5.0		Roof area has reached the end of its serviceable life	Replace roof area	\$40,950					\$40,950							
RA-6.0		Roof area has reached the end of its serviceable life	Replace roof area	\$403,000				\$403,000								
RA-7.0		Roof area has reached the end of its serviceable life	Replace roof area	\$28,470					\$28,470							
RA-8.0		Roof area has reached the end of its serviceable life	Replace roof area	\$72,670					\$72,670							
	All roof areas	Preventive maintenance	Preventive maintenance	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	
A	RA 4.0, 6.0	Modified bitumen (mb) roof membrane with white surfacing														
B	RA 2.0, 3.0, 5.0, 7.0, 8.0	Modified bitumen (mb) roof membrane with black granule surfacing														
E	RA 1.0	Asphalt shingles														
			Building Envelope (Roofing) Subtotals at 4% Inflation per year	\$774,975	\$3,640	\$3,780	\$3,920	\$566,865	\$294,667	\$4,445	\$73,682	\$4,795	\$4,970	\$5,180	\$0	\$965,944
Architectural				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
A-01	Girls' Toilet 143, Outside 143 & 141, Toilet 105A	Ceramic tile cracking or missing	Replace damaged tile	district maintenance												
A-02	Girls' Toilet 143, Boys' Toilet 141, Workroom 111, Library 112 Entrance	Cracking at interior masonry wall	Clean and prep exist wall crack. Install sealant and backer rod. Paint.	\$2,000		\$2,000										
A-03	Girls' Toilet 143, Boys' Toilet 141, Classroom 154	Door vent rusting	Replace vent	\$1,500							\$1,500					
A-05	Office 102	Reception desk prevents ADA clearance at door	Revise desk layout													
A-07	Classroom 105	Existing doors have knob hardware	Replace with levers and locks	\$500							\$500					
A-08	Music Storage 107, Reading Room 127	Furniture prevents ADA clearance at door	Remove obstruction	district maintenance												
A-09	Toilet 110A	Crack at base of fixture	Replace fixture	\$3,000			\$3,000									
A-11	Vest 142	Rusting at exterior door frame	Remove rust and paint, or replace frame (cost to prep/repaint)	\$500			\$500									
A-12	Custodian 104	Older VCT	Confirm no acm (cost for abatement/new flooring)	\$1,950							\$1,950					
A-13	Throughout Building	Rust/peeling paint at interior door frame	Remove rust and paint	\$8,775			\$8,775									
A-14	Girls' 133	Rusting at column base	Remove rust and paint	\$500			\$500									
A-16	Classroom 151	Cable exposed at ceiling and wall	Install wiremold	\$500		\$500										
A-18	Classroom 149, Typ.	Older base cabinets along wall	Replace as needed (price per room)	\$12,000					\$12,000							
A-19	Throughout Building	Existing flooring will reach the end of its useful life	Replace flooring with no-wax option/new carpet tiles (Assumes epoxy moisture mitigation system already in place)	\$448,000										\$149,333	\$330,667	
A-20	Throughout Building	Painting will be required as part of routine maintenance	Re-paint walls	\$40,000								\$40,000				
A-21	Entryway near Admin	Ceiling tile damaged near fire sprinkler	Replace tile and investigate cause of leak	district maintenance												
A-22	Main Office	Reconfiguration to improve traffic flow and create more welcoming environment is desired	Explore options for reconfiguration													
A-23	Throughout Building- Typ. Classrooms	Furniture Replacement: 20 Classrooms	Furniture Replacement: 20 Classrooms	\$330,000						\$330,000		\$40,000				
A-24	LRC	Furniture Replacement: LRC	Furniture Replacement: LRC	\$120,000						\$120,000		\$40,000				
			Architectural Subtotals at 4% Inflation per year	\$969,225	\$0	\$2,700	\$14,308	\$0	\$14,640	\$571,500	\$5,214	\$164,400	\$0	\$221,013	\$509,227	\$1,503,002



Electrical				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
EM-1	Multiple Classroom	Damaged intercom speaker	Test functionality, replace if more than cosmetic.	\$1,000	\$1,000											
EM-2	Classroom 105	Outlet within 6' of sink not GFI	Replace with GFI outlet.	\$100	\$100											
EM-3	Custodian 104	Abandoned LV cable	Remove abandoned obsolete cables.	\$1,000	\$1,000											
EM-5	Building Wide	Non Addressable FA devices	Replace with addressable devices. Assumes cable reuse.	\$9,400				\$9,400								
EM-6	Classroom 130	Damaged receptacle	Replace	\$100	\$100											
EM-7	Building Wide	Replace existing aging clock system with wireless clocks		\$12,200				\$12,200								
EM-8	Building Wide Intercom	Expand existing system to district wide system	Expand with Rauland TCU. Allows district wide notification system and announcements.	\$6,000				\$6,000								
EM-9	East Wing of Building	Staff has indicated receptacles have constantly "shorted out" during storms.	Need staff to clarify what is meant by "shorted out" (breaker trip, GFCI trip, sparking at receptacles, etc)													
EM-10	Entire Building	Change receptacles to new with USB chargers built in.	Each receptacle is approx. \$25 material cost only. Additionally in older construction installation may be difficult or not possible. USB charging type receptacles are considerably deeper the 15A or 20A standard commercial grade receptacles. Existing back boxes in some locations may not have sufficient depth.													
EM-11	Fire Alarm	Integrate with FA panel at Sullivan to achieve simultaneous alarm in each building and release all FA system controlled doors in each building.														
Electrical Subtotals at 4% Inflation per year				\$29,800	\$2,288	\$0	\$0	\$32,292	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34,580
Mechanical				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
MM-1	Roof	3 exhaust fans are approaching the end of their useful life	Schedule exhaust fans for replacement	\$6,000					\$6,000							
Mechanical Subtotals at 4% Inflation per year				\$6,000	\$0	\$0	\$0	\$0	\$7,320	\$0	\$0	\$0	\$0	\$0	\$0	\$7,320
Plumbing				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
PM-1	Classrooms 130, 132, 134, 136, 138	Low flow at sinks. Sinks have new piping routed to each location.	Investigate low flow and repair.	\$2,500		\$2,500										
PM-2	Classrooms 119 and 121	Galvanized piping serving classroom sinks.	Replace piping serving sinks.	\$5,000					\$5,000							
PM-3	All Electric Water Coolers	(3) Electric water coolers are old and worn.	Replace electric water coolers. Provide model with water filter for lead removal.	\$7,500	\$7,500											
PM-4	Janitors Closets	Existing mop sink faucet does not allow for code compliant connection to chemical dispensing cleaning equipment.	Provide faucet with diverter and RPZ backflow assembly.	\$3,000		\$3,000										
Plumbing Subtotals at 4% Inflation per year				\$18,000	\$7,800	\$5,940	\$0	\$0	\$6,100	\$0	\$0	\$0	\$0	\$0	\$0	\$19,840
Subtotal				\$2,115,277	\$26,312	\$32,551	\$35,588	\$602,199	\$330,949	\$725,280	\$78,896	\$179,799	\$220,313	\$227,673	\$509,227	
10% Design Contingency				\$211,528	\$2,631	\$3,255	\$3,559	\$60,220	\$33,095	\$72,528	\$7,890	\$17,980	\$22,031	\$22,767	\$50,923	
10% Construction Contingency				\$211,528	\$2,631	\$3,255	\$3,559	\$60,220	\$33,095	\$72,528	\$7,890	\$17,980	\$22,031	\$22,767	\$50,923	
8% A/E Fee Contingency				\$169,222	\$2,105	\$2,604	\$2,847	\$48,176	\$26,476	\$58,022	\$6,312	\$14,384	\$17,625	\$18,214	\$40,738	
TOTAL				\$2,707,555	\$33,679	\$41,666	\$45,553	\$770,815	\$423,615	\$928,359	\$100,987	\$230,142	\$282,001	\$291,421	\$651,811	
District Capital Equipment				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
District Capital Equipment at 4% Inflation per year				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS				\$2,707,555	\$33,679	\$41,666	\$45,553	\$770,815	\$423,615	\$928,359	\$100,987	\$230,142	\$282,001	\$291,421	\$651,811	\$3,800,049

**Note: See attached "Wood Siding Replacement Budget" Multiple finish options are being considered at a budget range of \$90,391-\$151,456. Installation of new windows to restore the size of the original openings is also being explored. Budget number for this option to follow.

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**10 Year
 Long Range
 Facility Plan**

at
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for the
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 Prospect Heights
 School District 23
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PLANS / WORK ITEMS

REVISIONS

No.	Date	By

Project Number:
16077

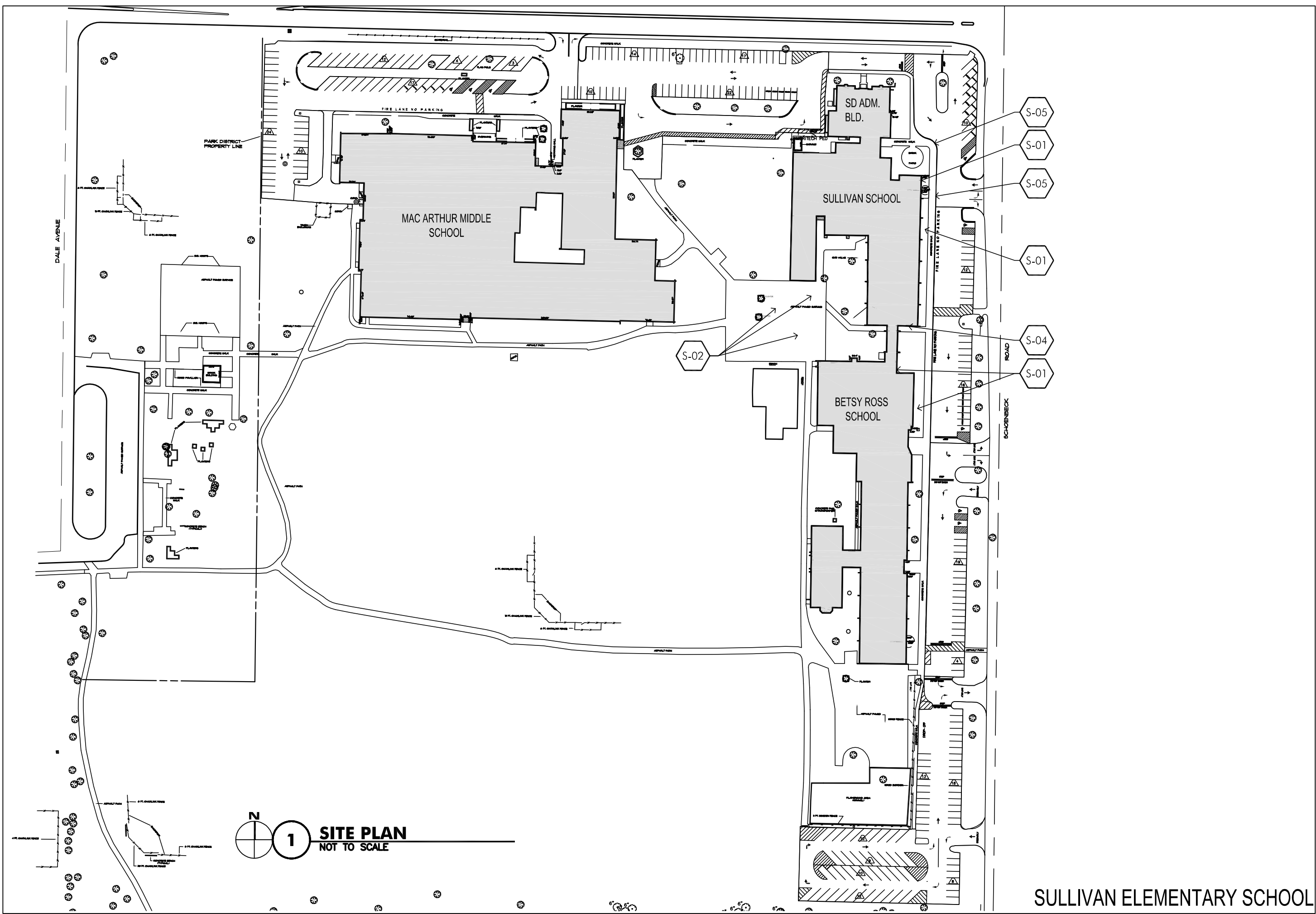
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 SITE PLAN

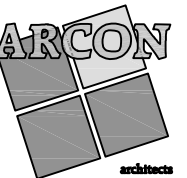
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1 SITE PLAN
 NOT TO SCALE

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PLANS / WORK ITEMS

REVISIONS	No.	Date	By

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16077

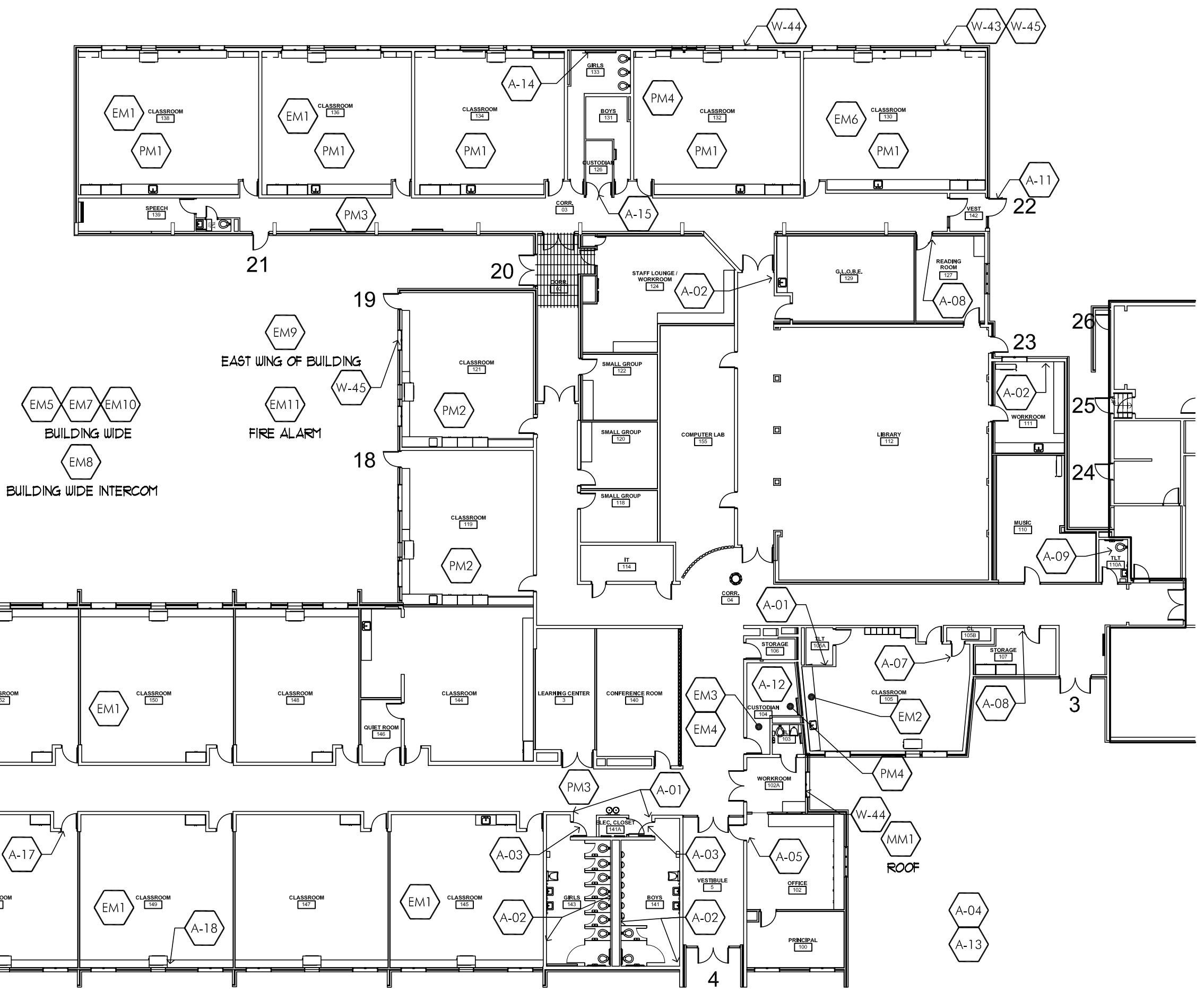
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Sheet Title
FIRST FLOOR PLAN

Sheet Number

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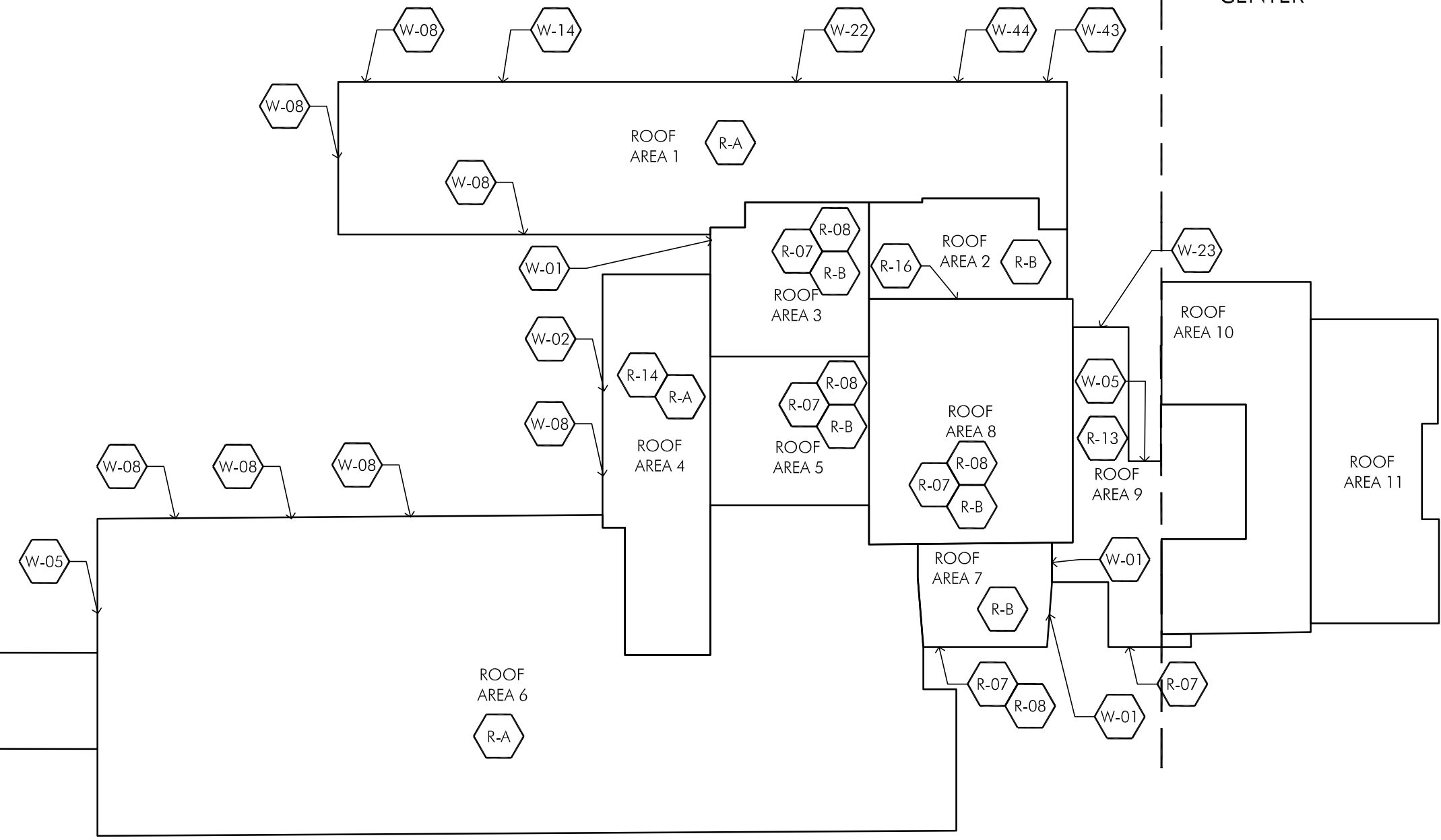


1 FIRST FLOOR PLAN
1" = 20'-0"
N

SULLIVAN ELEMENTARY SCHOOL

223

SULLIVAN ELEMENTARY SCHOOL — GRODSKY ADMINISTRATION CENTER



**10 Year
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PLANS / WORK ITEMS

REVISIONS

No.	Date	By

Project Number:
16077

Issue Date:
JANUARY 05, 2017

Drawn by:
 MAH

Sheet Title
 COMPOSITE
 ROOF PLAN

Sheet Number

1 COMPOSITE ROOF PLAN
 1/32"=1'-0"

224



Site	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	Subtotals include 4% Inflation per year												Totals
					2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	
S-01	Exterior Soffit	Building envelope is not weathertight at soffit to wall condition	Under investigation		tbd		tbd										
S-02	Parking Lot- Various Locations, End of SE Drive	Existing cracking, alligatoring, and/or general deterioration requires asphalt patching	Patch asphalt		\$38,600		\$38,600										
S-07	West Landscaping	Wood landscape timbers are bowed and/or deteriorating	Replace damaged wood timbers		\$1,400			\$1,400									
S-10	Loading Dock	Concrete at loading dock is deteriorating, rebar exposed	Replace damaged section of concrete		\$6,400		\$6,400										
S-06	Parking Lots, Playground, Paths	Life of lots will be extended with preventative maintenance		Crackfill/Sealcoat on a 3-Year Cycle, Re-stripe lots/curb													
	Lot A				\$9,500		\$9,500			\$9,500			\$9,500				
	Lot B				\$7,640		\$7,640			\$7,640			\$7,640				
S-15	Parking Lots	Asphalt lots require replacement at end of expected life	Replace asphalt parking lot (retain existing stone)														
	Lot A				\$213,750							\$213,750					
	Lot B				\$171,900							\$171,900					
S-17	Athletic Fields	Uneven surface/potholes create trip hazards	Regrade fields														
	Sidewalks	Annual sidewalk maintenance		Replace damaged concrete pads	\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000
				Site Subtotals at 4% Inflation per year	\$450,190	\$0	\$68,191	\$1,568	\$1,170	\$20,911	\$1,270	\$509,058	\$24,852	\$0	\$1,480	\$0	\$628,500
Building Envelope (Walls / Masonry)					Subtotals include 4% Inflation per year												
Site	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
W-01 (R)	East and South wall of Roof Area 7.0, South Wall of Roof Area 9.0	Deteriorated masonry mortar joints	Grind and point deteriorated masonry	Grind and point deteriorated masonry	\$37,500	\$37,500											
W-03	Southwest Elevation Area 21, North Area 9	Damaged brick	Remove and replace damaged brick	Remove and replace damaged brick	\$500	\$500											
W-04	Loading dock	Deteriorated concrete	Form and repair affected area	Form and repair affected area	\$2,500	\$2,500											
W-05 (R)	Roof Area 7.0 (4), 9.0 (1)	Deteriorated sealant at vertical masonry control joints	Remove sealant, clean and prime joint, install joint backer rod and sealant	Remove sealant, clean and prime joint, install joint backer rod and sealant	\$5,000	\$5,000											
W-05	East Elevation Area 17 (5), North Elevation Area 17 (2), West Elevation (6), North Elevation (2)	Deteriorated sealant at vertical masonry control joints	Remove sealant, clean and prime joint, install joint backer rod and sealant	Remove sealant, clean and prime joint, install joint backer rod and sealant	\$19,000	\$19,000											
W-06	North Elevation Area 14	Rowlock masonry sills without flashing	Remove rowlock masonry sills, install flashing and new limestone sills	Monitor and decide if necessary													
W-07	South Elevation typical	Landscaping over top of foundation wall		Monitor													
W-08	East Elevation, North Elevation, East Elevation Area 11, West Elevation Area 15	Intrusive investigation of wood siding complete, siding found to be in deteriorating conditions	Remove and replace siding and replace substrate as required. Discuss exterior finish options.	Maintain as needed until replacement; Remove 5/8" tongue and groove vertical siding. Install new ice and water shield underlayment and new 12" wide, 24 ga. Steel Peterson Flush Panels and associated trim. **Additional finish options being considered.	\$44,770						\$44,770						
W-09	Northwest Elevation Area 8	Deterioration at top of foundation wall	Form and repair affected area	Form and repair affected area	\$500	\$500											
W-17	North Elevation Area 9	Rusted bulb tee along interior edge	Prime and paint rusted bulb tee along interior edge	Prime and paint rusted bulb tee along interior edge	\$1,500	\$1,500											
W-21	At Main Entrance	Rusting at roof support columns	Prime and paint roof support columns	Prime and paint roof support columns	\$500	\$500											
W-24	West Elevation Area 15 & 16 (7), North Elevation Area 16 (12), East Elevation Area 15 (24)	Exposed steel / angles / door frames	Prime and paint exposed steel / angles / door frames	Prime and paint exposed steel / angles / door frames	\$3,500	\$3,500											
W-26	East and West Elevation Area 16 (2), East Elevation Area 15 (4)	Exposed flange of steel column	Prime and paint exposed flange of steel column	Prime and paint exposed flange of steel column	\$1,500	\$1,500											
W-27	East Elevation Area 15	Damaged metal fascia and plaster soffit	Repair damaged metal fascia and plaster soffit	Repair damaged metal fascia and plaster soffit	\$1,500	\$1,500											
W-28	South Elevation Area 17	Open joint at top of louver vent	Seal top of louver vent	Seal top of louver vent	\$500	\$500											
W-29	South Elevation Area 19	Damaged louver vent	Repair and re-align louver vent and re-seal top joint	Repair and re-align louver vent and re-seal top joint	\$500	\$500											
W-30	South Elevation Area 19 (9)	Repair and paint deteriorated wood	Repair and paint deteriorated wood	Repair and paint deteriorated wood	\$1,500	\$1,500											
W-31	South Elevation Area 19	Repair damaged downspout	Replace downspout	Replace downspout	\$250	\$250											
W-32	West Elevation above Door 17	Deteriorated panel 15	Replace panel 15	Replace panel 15	\$500	\$500											
W-33	Southwest Corner of Area 21	Moisture infiltration at Orchestra room where floor is below grade	Investigate	Investigate													
W-34	Throughout Building	Minor rust, deterioration of paint at exterior doors	Paint exterior doors and/or frames and add drip cap		\$12,500			\$12,500									
W-36	East Elevation	Graffiti present at east wall	Remove graffiti		district maintenance												
W-38	South Elevation	Existing vegetation growing on upper wall	Remove vegetation to eliminate deterioration of mortar joints		district maintenance												
W-39	North Canopy	Metal supports are rusting	Replace wood canopy and metal supports with exterior metal panel		\$12,000			\$12,000									
W-41	Door 17	Weatherstripping is bent	Replace hardware		\$500								\$500				
W-42	Door 15	Deterioration of panel	Replace panel		\$600								\$600				
			Building Envelope (Walls/Masonry) Subtotals at 4% Inflation per year		\$147,120	\$79,820	\$0	\$27,440	\$0	\$0	\$56,858	\$0	\$1,507	\$0	\$0	\$0	\$165,625



Building Envelope (Roofing)				2016	Subtotals include 4% Inflation per year											Totals
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
R-02	Roof Area 9.0	Damage / deteriorated skylight	Replace skylight dome	\$750		\$750										
R-07	Random throughout Roof Area 8.0, 15.0, 16.0, 17.0, 20.0	Blistering of roof membrane	No action at this time, monitor													
R-08	Random throughout Area 8.0, 15.0, 16.0, 17.0, 20.0	Previous patching of roof membrane	No action at this time, monitor													
R-14	Random throughout Roof Area 1.0, 2.0, 3.0, 4.0, 5.0, 6.0, 7.0, 9.0, 10.0, 12.0, 13.0, 14.0, 18.0, 19.0, 21.0	Organic growth of some type on all roof membranes with white coating	No action at this time, monitor													
R-15	Random throughout Roof Area 1.0, 2.0, 3.0, 4.0, 5.0, 6.0, 7.0, 9.0, 10.0, 12.0, 13.0, 14.0, 18.0, 19.0, 21.0	Deterioration / delamination of white coating due to ponding water	No action at this time, monitor													
RA-1.0		Roof area has reached the end of its serviceable life	Replace roof area	\$196,300				\$196,300								
RA-2.0		Roof area has reached the end of its serviceable life	Replace roof area	\$61,100				\$61,100								
RA-3.0		Roof area has reached the end of its serviceable life	Replace roof area	\$52,650				\$52,650								
RA-4.0		Roof area has reached the end of its serviceable life	Replace roof area	\$81,510				\$81,510								
RA-5.0		Roof area has reached the end of its serviceable life	Replace roof area	\$7,670				\$7,670								
RA-6.0		Roof area has reached the end of its serviceable life	Replace roof area	\$168,220				\$168,220								
RA-7.0		Roof area has reached the end of its serviceable life	Replace roof area	\$70,980				\$70,980								
RA-8.0		Roof area has reached the end of its serviceable life	Replace roof area	\$195,000					\$195,000							
RA-9.0		Roof area has reached the end of its serviceable life	Replace roof area	\$354,094				\$354,094								
RA-10.0		Roof area has reached the end of its serviceable life	Replace roof area	\$10,140				\$10,140								
RA-11.0		Roof area has reached the end of its serviceable life	Replace roof area	\$9,750										\$9,750		
RA-12.0		Roof area has reached the end of its serviceable life	Replace roof area	\$15,600				\$15,600								
RA-13.0		Roof area has reached the end of its serviceable life	Replace roof area	\$16,510				\$16,510								
RA-14.0		Roof area has reached the end of its serviceable life	Replace roof area	\$29,900				\$29,900								
RA-15.0		Roof area has reached the end of its serviceable life	Replace roof area	\$313,690					\$313,690							
RA-16.0		Roof area has reached the end of its serviceable life	Replace roof area	\$90,480					\$90,480							
RA-17.0		Roof area has reached the end of its serviceable life	Replace roof area	\$218,920					\$218,920							
RA-18.0		Roof area has reached the end of its serviceable life	Replace roof area	\$3,770				\$3,770								
RA-19.0		Roof area has reached the end of its serviceable life	Replace roof area	\$425,750				\$425,750								
RA-20.0		Roof area has reached the end of its serviceable life	Replace roof area	\$20,540					\$20,540							
RA-21.0		Roof area has reached the end of its serviceable life	Replace roof area	\$246,740				\$246,740								
	all roof areas	Preventive maintenance	Preventive maintenance	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000		
A	RA 1.0, 2.0, 3.0, 4.0, 5.0, 6.0, 7.0, 9.0, 10.0, 12.0, 13.0, 14.0, 18.0, 19.0, 21.0	Modified bitumen (mb) roof membrane with white surfacing														
B	RA 8.0, 15.0, 16.0, 17.0, 20.0	Modified bitumen (mb) roof membrane with black granule surfacing														
C	RA 11.0	EPDM adhered roof membrane														
			Building Envelope (Roofing) Subtotals at 4% Inflation per year	\$2,597,064	\$7,280	\$8,370	\$7,840	\$2,045,083	\$1,031,669	\$8,890	\$9,240	\$9,590	\$9,940	\$24,790	\$0	\$3,162,691
Architectural				2016	Subtotals include 4% Inflation per year											Totals
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
A-01	Exterior Doors (Vestibule 191, Gymnasium 300, Vest 129A, Vest W of 311, Corr 210A, Vest 129A, Corr S of Sto 121, Vest adjacent to Art 309)	Rusting at exterior door frame	Remove rust and paint, or replace frame (cost to prep/repaint)	\$2,000			\$2,000									
A-03	Classrooms 413, 415, Home Ec Lab 315, Girls' Toilet 312, Cafeteria 600, Classroom 201, Classroom 209, Sto 306, Sto 304A, Office 305B, Orchestra 307, Art Room 309, IT 311, Classroom 310	Cracking at interior masonry wall	Clean and prep exist wall crack. Install sealant and backer rod. Paint.	\$4,900		\$4,900										
A-06	Boys Toilet Room 410	Sight line issue at existing toilet room	Reconfigure Urinal Layout	\$12,600						\$12,600						
A-07	Boys Toilet Room 410, Toilet 412, Girls' Locker Room 304, Boys' Locker Room 303, Boys' 213	Ceramic tile cracking or missing	Replace damaged tile (cost for patching only)	\$3,100		\$3,100										
A-08	Prep Room 501, Nurse Toilet, Office 105, Toilet 216, Office 302	Ceiling tile is stained	Replace damaged tile and investigate cause of stains	district maintenance												
A-09	Classrooms 409, 408, Additional rooms along corridor	Door is beyond its useful life	Age of door warrants replacement	\$17,500								\$17,500				
A-17	Home Ec Lab 315	Ceiling tile is missing	Replace ceiling tile	district maintenance												
A-18	Throughout Building as tagged	Windows are not thermally broken	Replace windows with energy efficient units	tdb												
A-19	Industrial Tech 313, Classroom 507	Sealant joint has deteriorated	Replace sealant at joint	tdb												
A-21	Classroom 406	Existing wiremold not securely anchored to wall	Secure wiremold	district maintenance												
A-22	Throughout Building- Interior	Door frame paint is chipping	Repaint interior door frames	\$23,000			\$23,000									



A-23	Classroom 404	Wood trim missing at window lite	Replace trim		district maintenance														
A-25	Toilet Room 314, Sto 512 A&B, Classroom 200 Sto (Typ. Sto. Doors this Wing), Maint 136, Office 302, Sto 116A, Stage Stair, Band 305)	Existing doors have knob hardware	Replace with levers and locks	\$6,000														\$6,000	
A-26	Classroom 506, IT 311, Classroom 310	Minor peeling/cracking of paint	Prep wall and repaint	\$1,050				\$1,050											
A-33	Boys' Toilet 518, Girls' Toilet 514	ADA stall requires grab bar for compliance	Add grab bar	\$3,000						\$3,000									
A-35	Classroom 512	Minor rust present at interior column	Remove rust, prep and paint	\$500				\$500											
A-38	Storage 609, Stage Stair	Black mastic present/Older tile	Confirm no acm (budget to abate and replace)	\$3,900									\$3,900						
A-40	Classroom 200	Wall base delaminating	Add mastic to adhere base		district maintenance														
A-45	Classroom 202	Damaged insect screens	Replace screens		district maintenance														
A-48	Band 305	Mechanical system is noisy																	
A-52	Throughout Building	Operable partition walls exhibit poor acoustical performance	Replace partition walls with permanent wall construction	\$28,840									\$28,840						
A-53	ADA Restroom Modifications/Renovation	Restroom modifications needed to accommodate student(s) with special needs	Existing Staff LR to be renovated to include life/changing station and meet ADA requirements	\$23,000			\$23,000												
A-54	Throughout Building	Existing flooring will reach the end of its useful life	Replace flooring with no-wax option/new carpet tiles (Assumes two-part epoxy compromised upon flooring removal and new epoxy must be installed) Does not include Gym	\$1,433,810											\$477,936		\$955,874		
A-55	Throughout Building	Painting will be required as part of routine maintenance	Re-paint walls	\$90,000										\$90,000					
A-56	Gymnasium	Additional storage needed	Investigate storage options																
A-57	Throughout Building- Typ. Classrooms	Furniture Replacement: 36 Classrooms (Not including Science Labs)	Furniture Replacement: 36 Classrooms (Not including Science Labs)	\$568,800						\$568,800									
A-58	LRC	Furniture Replacement : LRC	Furniture Replacement : LRC	\$120,000						\$120,000									
A-59	ADA Bathroom Updates	Bathrooms not ADA Compliant																	
	Boys 518		Install compliant grab bars	\$750			\$750												
	Girls 514		Install compliant grab bars	\$750			\$750												
			Architectural Subtotals at 4% Inflation per year	\$2,343,500	\$0	\$35,100	\$29,736	\$0	\$840,336	\$19,812	\$43,217	\$155,495	\$0	\$707,345	\$1,472,046	\$3,303,087			
Electrical				Subtotals include 4% Inflation per year															
	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals		
EM-1	Science 205, Kitchen 601	Outlet within 6' of sink not GFI	Replace with GFI outlet.		\$100	\$100													
EM-2	Science 205	Outlet marked "out of power"	Investigate, repair or remove label.		Depends on issue.														
EM-3	Band 305	Fixture Lens not fully installed, hanging.			\$25	\$25													
EM-4	Mech Room 707/710	Abandoned LV cable	Remove abandoned obsolete cables.		\$1,000	\$1,000													
EM-5	Corridor (near 414)	Outlet within 6' of sink not GFI	Replace with GFI outlet.		\$100														
EM-6	Classroom 708/710	Speaker/Clock enclosure damaged.			\$200	\$1,000													
EM-7	Building Wide	Non Addressable FA devices	Replace with addressable devices. Assumes cable reuse.		\$26,800				\$26,800										
EM-8	MDF 113, IDF 110B, Near Corridor 195	Provide cable organization of Data rack			\$4,500		\$4,500												
EM-9	Mech Room 707/710, Mech Room 704	Existing fuse/switch panel (original service) damaged (corrosion)	Replace Panel		\$10,000				\$10,000										
EM-10	Storage 602 (2)	Existing older circuit breaker panel missing bus and connection covers	Breakers still available from Siemens, but retrofit to new panel will be better long term option.		\$5,000				\$5,000										
EM-11	Building Wide	Replace existing aging clock system with wireless clocks			\$15,800				\$15,800										
EM-12	Building Wide Intercom	Expand existing system to district wide system	Expand with Rauland TCU. Allows district wide notification system and announcements.		\$6,000				\$6,000										
EM-13	Entire Building	Change receptacles to new with USB chargers built in.	Each receptacle is approx \$25 material cost only. Additionally in older construction installation may be difficult or not possible. USB charging type receptacles are considerably deeper the 15A or 20A standard commercial grade receptacles. Existing back boxes in some locations may not have sufficient depth.		\$10,000				\$10,000										
EM-14	Courtyard	Existing incandescent or HID fixtures	Replace with LED fixtures.		\$10,000				\$10,000										
			Electrical Subtotals at 4% Inflation per year		\$79,525	\$2,210	\$4,860	\$0	\$86,112	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$93,182	
Mechanical				Subtotals include 4% Inflation per year															
	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals		
MM-1	2nd Floor Northwest Mechanical Room	3 holes in floor where piping was removed.	Patch holes in floor to maintain fire rating		\$500														
MM-2	Roof	Gas piping with insufficient supports	Provide additional support so maximum spacing between supports does not exceed 6 ft.		\$500														
MM-3	Roof	4 exhaust fans are approaching the end of their useful life.	Schedule exhaust fans for replacement.		\$8,000														
MM-4	Roof	1 exhaust fan is approaching the end of its useful life.	Schedule exhaust fan for replacement within 10 years.		\$2,500														
			Mechanical Subtotals at 4% Inflation per year		\$11,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	



Plumbing	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	Subtotals include 4% Inflation per year													
					2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
PM-1	Office 302 Girls Locker Room	Galvanized piping serving locker room showers.	Replace galvanized piping.		\$15,000						\$15,000							
PM-2	Mech Room Boys Locker Room	Galvanized piping serving locker room showers.	Replace galvanized piping.		\$15,000						\$15,000							
PM-3	Art Room	No solids interceptor at art room sinks to prevent paint and clay from creating blockage in drain piping.	Provide solids interceptors at each sink.		\$4,500		\$4,500											
PM-4	Girls 312 & Boys 316	Plumbing fixtures are old and antiquated, piping in walls is galvanized piping.	Replace plumbing fixtures and provide new water supply piping in wall/chases.		\$65,000												\$65,000	
PM-5	Girls 414 & Boys 410	Plumbing fixtures are old and antiquated, piping in walls is galvanized piping.	Replace plumbing fixtures and provide new water supply piping in wall/chases.		\$65,000												\$65,000	
PM-6	Boys 410	Lavatory is supplied with only cold water.	Route new hot water piping to fixture and replace faucet.		\$3,500		\$3,500											
PM-7	All Electric Water Coolers	(10) Electric water coolers are old and worn.	Replace electric water coolers. Provide model with water filter for lead removal.		\$25,000	\$25,000												
PM-8	Toilet 601E	Water closet china is damaged.	Replace water closet.		\$1,500		\$1,500											
PM-9	All Toilet Rooms	All water closets are rated at 3.5 gallons per flush (GPF). Substantial water savings can be achieved by utilizing water closets rated at 1.6 or 1.28 GPF.	Replace water closets with "Water Sense" certified fixtures.		\$35,000												\$35,000	
PM-10	2nd Floor Northwest Mechanical Room 712	Floor drain missing grate is a tripping hazard	Provide grate at floor drain		\$2,000			\$2,000										
PM-11	Janitors Closets	Existing mop sink faucet does not allow for code compliant connection to chemical dispensing cleaning equipment.	Provide faucet with diverter and RPZ backflow assembly.		\$4,500		\$4,500											
PM-12	Science Rooms 205, 418 & 503	No hot water at wash-up sink.	Route hot water to sink and replace faucet.		\$7,500			\$7,500										
FPM-1	Exterior Wall at Team Storage 208	Fire Department Connection and bell obstructed with debris.	Remove debris from fire department connection and 10" bell and provide caps on fire department connection.		\$500	\$500												
FPM-2	Corridor at Storage 121 and Corridor 316	Four sprinkler heads are not flush with ceiling. Four heads are missing escutcheon.	Reset heads to proper elevation and provide escutcheons.		\$2,000	\$2,000												
Plumbing Subtotals at 4% Inflation per year					\$246,000	\$28,600	\$15,120	\$10,640	\$0	\$36,600	\$0	\$0	\$0	\$0	\$244,200	\$0	\$335,160	
Subtotal					\$5,874,899	\$117,910	\$131,641	\$77,224	\$2,132,365	\$1,929,515	\$86,830	\$561,515	\$191,444	\$9,940	\$977,815	\$1,472,046		
10% Design Contingency					\$587,490	\$11,791	\$13,164	\$7,722	\$213,236	\$192,952	\$8,683	\$56,151	\$19,144	\$994	\$97,782	\$147,205		
10% Construction Contingency					\$587,490	\$11,791	\$13,164	\$7,722	\$213,236	\$192,952	\$8,683	\$56,151	\$19,144	\$994	\$97,782	\$147,205		
8% A/E Fee Contingency					\$469,992	\$9,433	\$10,531	\$6,178	\$170,589	\$154,361	\$6,946	\$44,921	\$15,316	\$795	\$78,225	\$117,764		
TOTAL					\$7,519,871	\$150,925	\$168,501	\$98,847	\$2,729,427	\$2,469,780	\$111,142	\$718,739	\$245,048	\$12,723	\$1,251,604	\$1,884,219		
District Capital Equipment																		
	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	Subtotals include 4% Inflation per year													
					2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
District Capital Equipment at 4% Inflation per year					\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
TOTALS					\$7,519,871	\$150,925	\$168,501	\$98,847	\$2,729,427	\$2,469,780	\$111,142	\$718,739	\$245,048	\$12,723	\$1,251,604	\$1,884,219	\$9,840,954	

**Note: See attached "Wood Siding Replacement Budget" Multiple finish options are being considered at a budget range of \$90,391-\$151,456. Installation of new windows to restore the size of the original openings is also being explored. Budget number for this option to follow.

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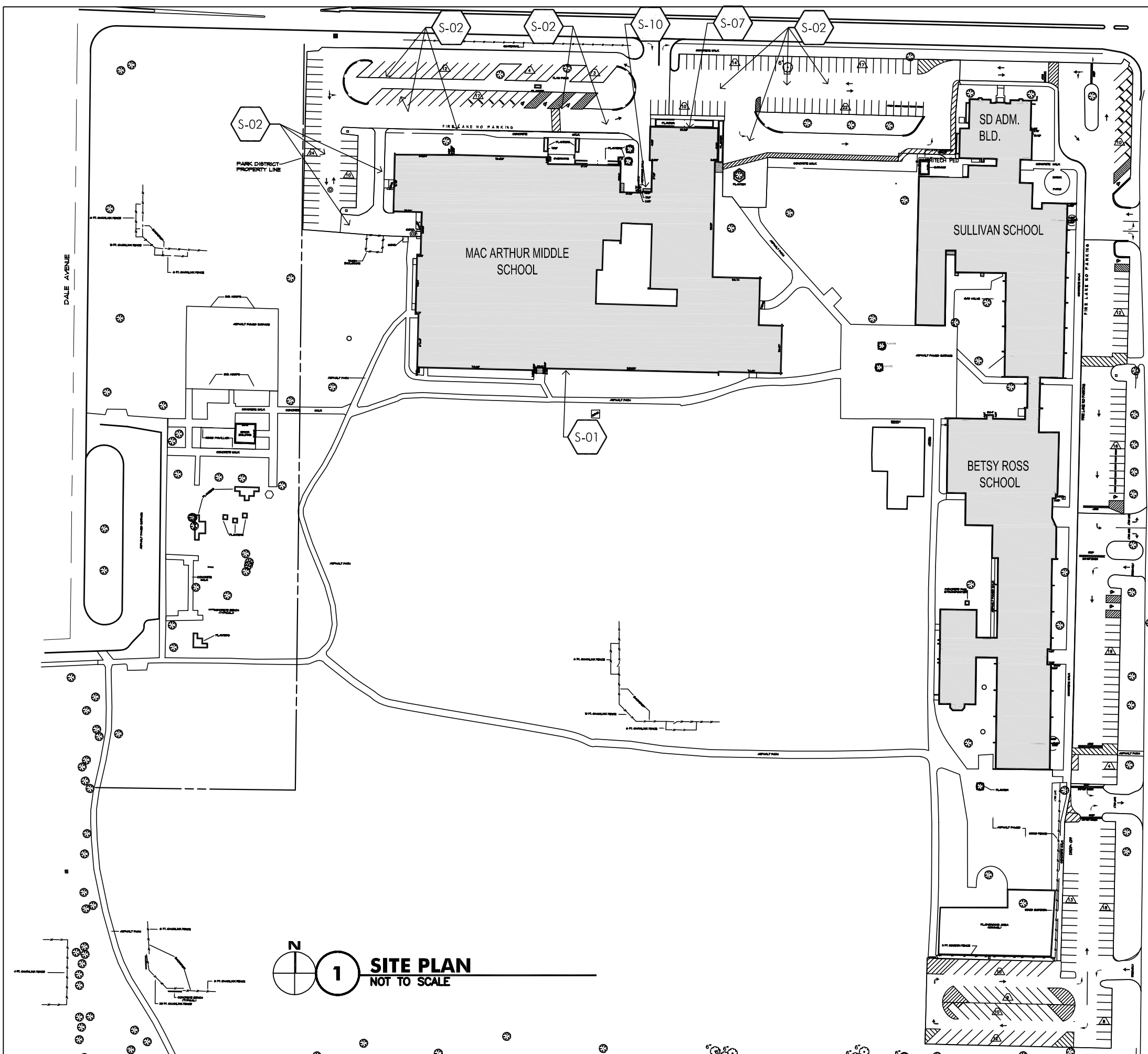
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EMM

Sheet Title
SITE PLAN

Sheet Number

AR-1 20



1 SITE PLAN
NOT TO SCALE

A-06

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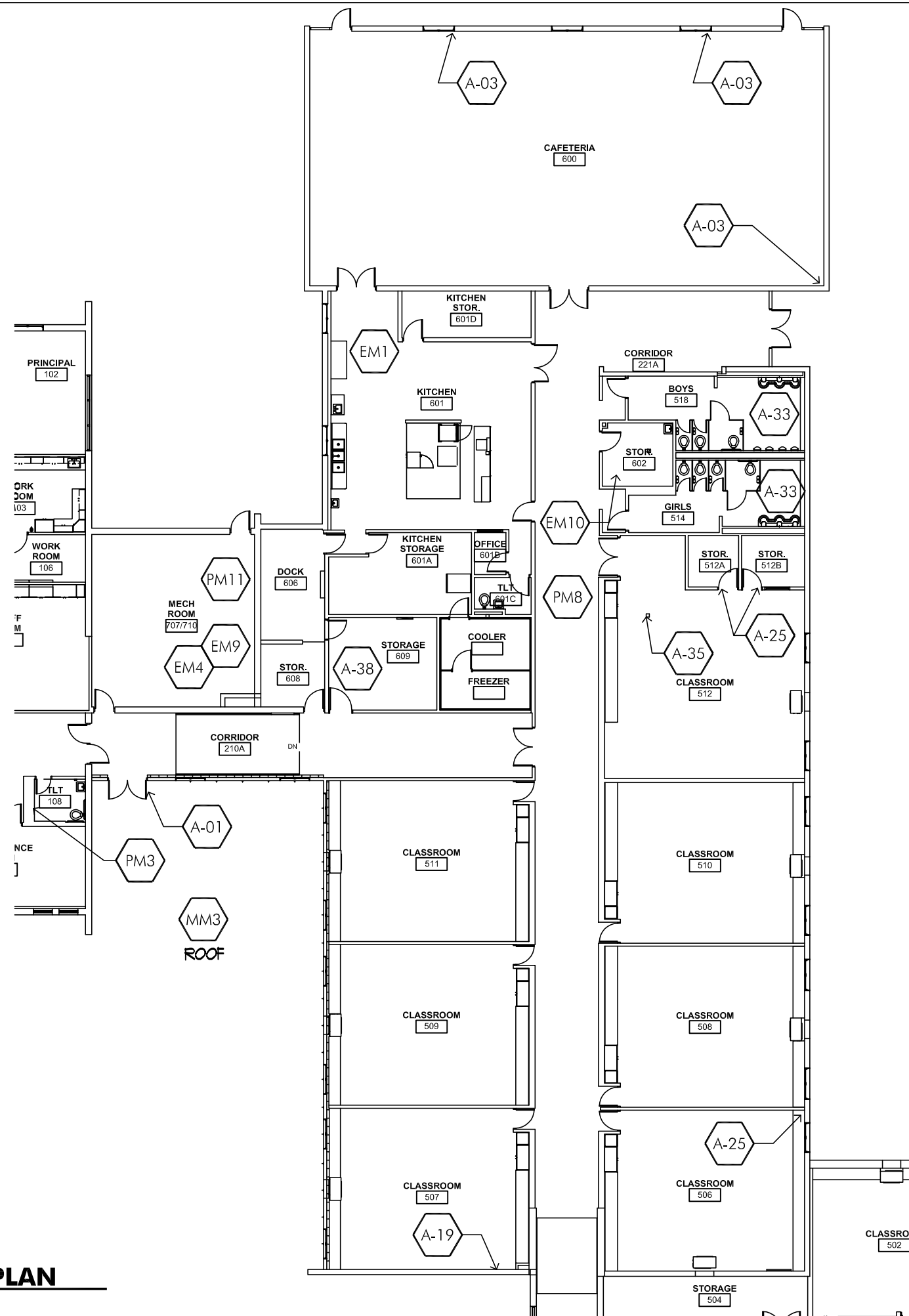
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FIRST FLOOR PLAN

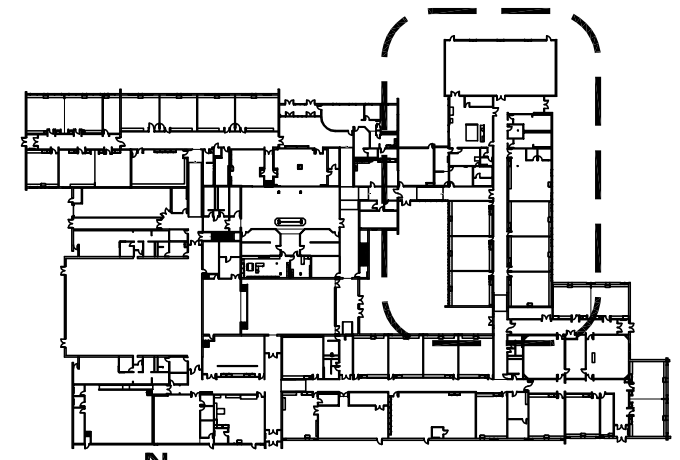
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AR-3 22



EM7
BUILDING WIDE
EM14
COURTYARD

A-05
A-18
A-22
A-48



KEY PLAN
NOT TO SCALE
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1 PARTIAL FIRST FLOOR PLAN
1" = 20'-0"



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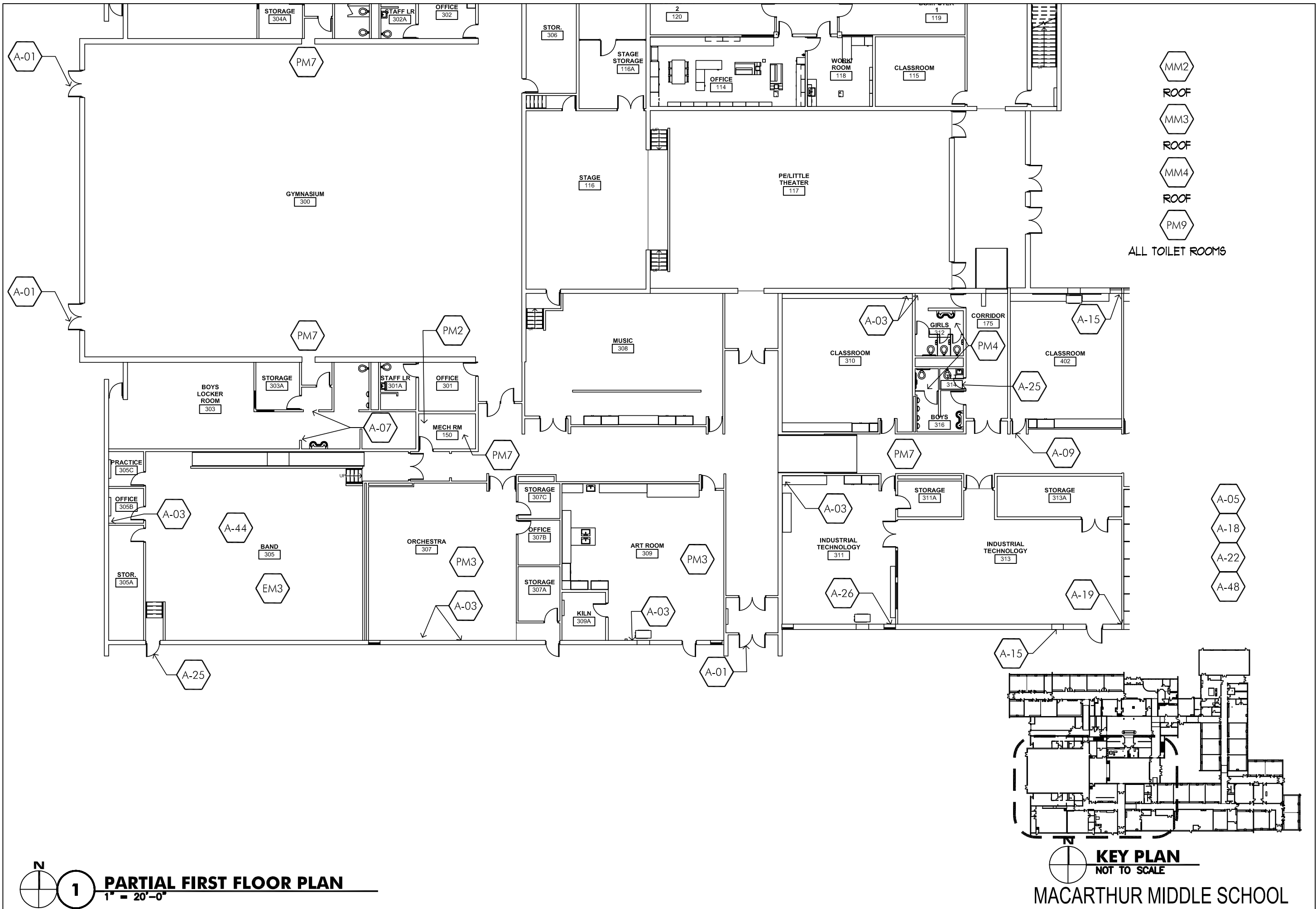
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Sheet Title
FIRST FLOOR PLAN

Sheet Number

AR-4 23



233

1 PARTIAL FIRST FLOOR PLAN
1" = 20'-0"

KEY PLAN
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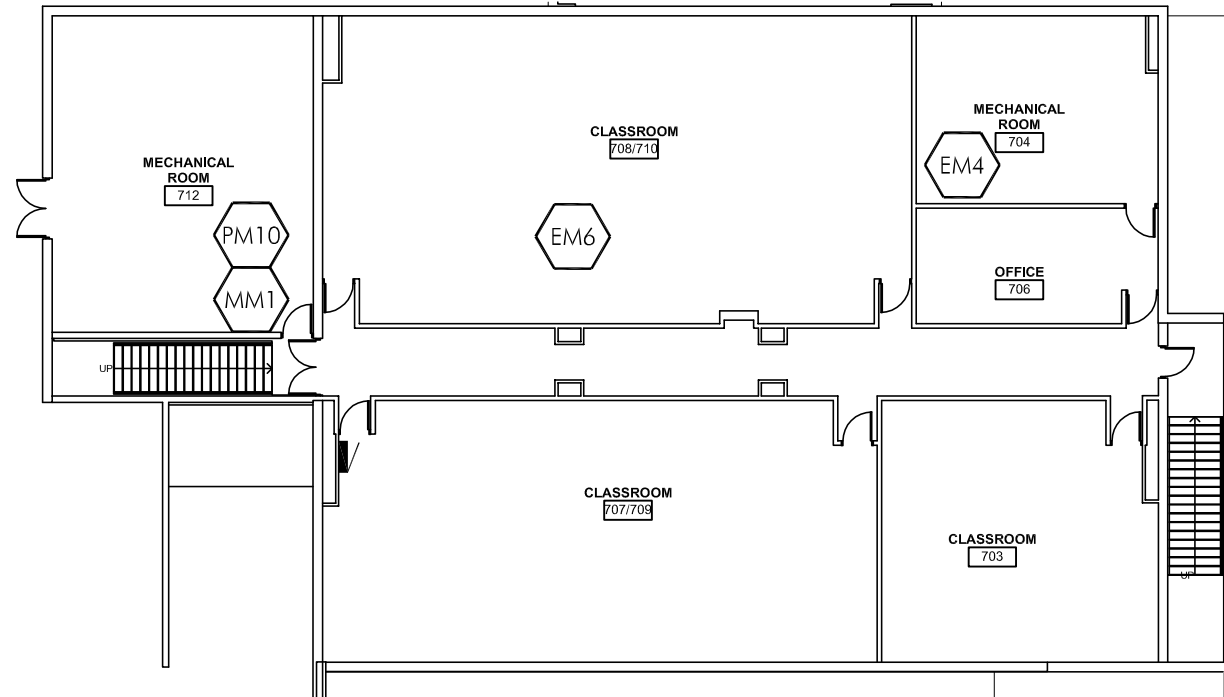
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Sheet Title
SECOND FLOOR PLAN

Sheet Number

AR-6 25



1 SECOND FLOOR PLAN
1" = 20'-0"

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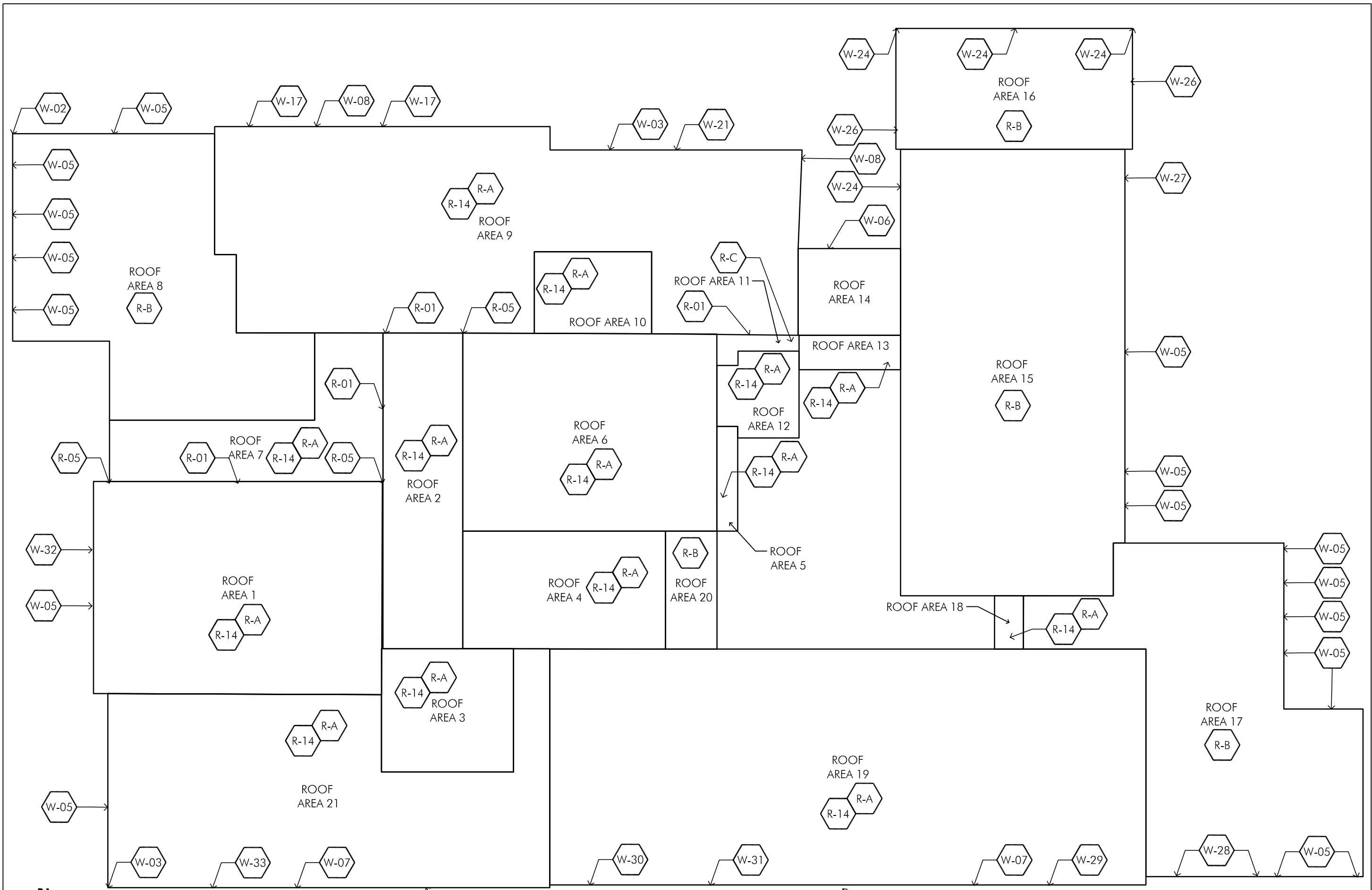
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 MAH

Sheet Title
 COMPOSITE
 ROOF PLAN

Sheet Number



236

1 COMPOSITE ROOF PLAN
 1/32" = 1'-0"



Site	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	Subtotals include 4% Inflation per year												Totals
					2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	
S-02	East Drop Off Lot	Existing cracking, alligatoring, and/or general deterioration requires asphalt patching	Patch asphalt		\$7,200		\$7,200										
S-04	Main Entrance	Exterior railings rusting/paint is deteriorating	Sand, prep and re-paint, or replace railings		\$5,000				\$5,000								
S-06	Parking Lots, Playground, Paths	Life of lots will be extended with preventative maintenance		Crackfill/Sealcoat on a 3-Year Cycle, Re-stripe lots/curb													
	Lot A				\$7,980		\$7,980			\$7,980			\$7,980				
	Lot B				\$2,700		\$2,700			\$2,700			\$2,700				
	North Playground				\$3,580		\$3,580			\$3,580			\$3,580				
S-12	Flagpole	Flagpole is off-centered	Adjust Flagpole		tbd												
S-13	North Playground	Asphalt has deteriorated and is ready for replacement. Several trip hazards noted	Replace asphalt playground		\$80,550	\$80,550											
S-14	East Drop Off Lot	Minor rust at light pole	Remove rust, paint		\$600												
S-15	Parking Lots	Asphalt lots require replacement at end of expected life	Replace asphalt parking lot (retain existing stone)														
	Lot A				\$179,550												\$179,550
	Lot B				\$60,750												\$60,750
S-16	Playground Equipment	Older playground units are approaching the end of their useful life	Plan for replacement of older timber/galvanized playground units. Install new poured-in-place playground surfacing with concrete ribbon curb.		\$325,500			\$325,500									
	Sidewalks	Annual sidewalk maintenance	Replace damaged concrete pads		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000
			Site Subtotals at 4% Inflation per year		\$674,410	\$83,772	\$24,257	\$364,560	\$7,020	\$17,397	\$1,270	\$0	\$20,906	\$0	\$1,480	\$370,062	\$890,724
Building Envelope (Walls / Masonry)					Subtotals include 4% Inflation per year												
Site	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
W-05	Southwest Elevation Area 8, Southeast Elevation Area 4	Deteriorated sealant at vertical masonry control joints	Remove sealant, clean and prime joint, install joint backer rod and sealant	Remove sealant, clean and prime joint, install joint backer rod and sealant	\$2,000	\$2,000											
W-19	West Elevation Area 1, 5, 6	Asphalt paving above top of foundation and foundation flashing															
W-34	Entire building (typical)	Minor deterioration beginning to show at horizontal and vertical eifs joints	Plan to re-seal horizontal and vertical eifs joints	Monitor and decide when necessary													
W-35	North Elevation Area 5	Cracked pvc downspout	Replace damaged sections pvc downspout	Replace damaged sections pvc downspout	\$500	\$500											
W-36	Northeast Elevation Area 1	Rusted gas pipe	Prime and paint rusted gas pipe	Prime and paint rusted gas pipe	\$250	\$250											
W-37	Southeast Elevation Area 1	Previous eifs repairs	Monitor		\$0												
W-38	Southeast Elevation area 1	Damaged eifs	Repair damaged area of eifs	Repair damaged area of eifs	\$750	\$750											
W-39	Southwest Elevation Area 1	Modify drainage at stone retaining wall	Adjust splash block at drainage pipe and repair retaining wall	Adjust splash block at drainage pipe and repair retaining wall	\$1,500	\$1,500											
W-48	East of Main Entrance	Deterioration of retaining wall	Replace damaged section of stone retaining wall		\$1,500	\$750											
W-49	Throughout Building	Minor rust, deterioration of paint at exterior doors	Paint exterior doors and/or frames and add drip cap		\$4,000			\$4,000									
W-51	Southeast Elevation	Existing vegetation growing on upper wall	Remove vegetation to eliminate deterioration of mortar joints	district maintenance	\$600												
W-52	Northwest Corner	Sealant joint deteriorated	Install new sealant joint		\$600		\$600										
W-53	Northwest Corner	Minor panel deterioration	Repair panel		\$600		\$600										
W-54	Throughout Building	Windows are not thermally broken	Replace single pane windows with energy efficient windows		\$135,000			\$135,000									
W-55	Northwest Corner	Evidence of algae growing at bottom of dryvit panels	Clean and remove growth to preserve panel integrity	district maintenance													
			Building Envelope (Walls/Masonry) Subtotals at 4% Inflation per year		\$146,700	\$5,980	\$1,296	\$155,680	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$162,956



Building Envelope (Roofing)				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
R-04	Roof Area 6.0 (1), 8.0 (4)	Vegetation / debris in and around roof drains	Remove vegetation / debris from roof drains	\$150												
R-05	Roof Area 9.0	Expansion joint material at maximum width	Replace wall expansion joint	\$4,700	\$4,700											
R-06	Roof Area 1.0, 8.0	Loose / unadhered section of roof membrane	Repair loose areas	\$500	\$500											
R-07	Random throughout Roof Area 2.0, 3.0, 4.0, 5.0, 6.0, 7.0	Blistering of roof membrane	No action at this time, monitor													
R-08	Random throughout Roof Area 2.0 (6), 3.0 (15), 4.0, 5.0, 6.0, 7.0 (20+)	Previous patching of roof membrane	No action at this time, monitor													
R-09	West side of Roof Area 7.0	Opening at cable penetration at pipe portal boot	Repair cable penetration at pipe portal boot	\$250	\$250											
R-10	Roof Area 1.0	Rusting at rail curb caps discoloring the roof membrane	Prime and paint metal rail curb caps	\$150	\$150											
R-11	Roof Area 1.0 and 5.0	Improper material used to patch roof membrane	Replace patch with the proper material	\$150	\$150											
R-12	Roof Area 1.0	Rusted gas pipe	Prime and paint rusted gas pipe	\$300	\$300											
RA-1.0		No work required at this time	Preventive maintenance													
RA-2.0		Roof area has reached the end of its serviceable life	Replace roof area	\$35,880		\$35,880										
RA-3.0		Roof area has reached the end of its serviceable life	Replace roof area	\$31,980		\$31,980										
RA-4.0		Roof area has reached the end of its serviceable life	Replace roof area	\$35,230		\$35,230										
RA-5.0		Roof area has reached the end of its serviceable life	Replace roof area	\$65,780		\$65,780										
RA-6.0		Roof area has reached the end of its serviceable life	Replace roof area	\$16,640		\$16,640										
RA-7.0		Roof area has reached the end of its serviceable life	Replace roof area	\$134,290		\$134,290										
RA-8.0		No work required at this time	Preventive maintenance													
RA-9.0		Roof area has reached the end of its serviceable life	Replace roof area	\$19,110												\$19,110
	All roof areas	Preventive maintenance	Preventive maintenance	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500	\$3,500
B	RA 2.0, 3.0, 4.0, 5.0, 6.0, 7.0	Modified bitumen (mb) roof membrane with black granule surfacing														
C	RA 9.0	EPDM adhered roof membrane														
F	RA 1.0, 8.0	TPO adhered reinforced roof membrane														
			Building Envelope (Roofing) Subtotals at 4% Inflation per year	\$348,610	\$9,932	\$349,164	\$3,920	\$4,095	\$4,270	\$4,445	\$4,620	\$4,795	\$4,970	\$33,463	\$0	\$423,674
Architectural				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
A-03	MultiPurpose Room 208	Rusting at exterior door frame	Remove rust and paint, or replace frame	\$500			\$500									
A-04	MultiPurpose Room 208	Minor drywall cracks	Repair drywall and paint	\$3,200		\$3,200										
A-08	Classroom 305	Reoccurring window leak	Under investigation													
A-09	Classroom 305	Missing insect screen	Install screen													
A-10	Classroom 303, Typical Throughout Building	Rust/peeling paint at interior door frame	Remove rust and paint	\$9,990			\$9,990									
A-13	Cust. 313, Storage 306, Boiler Room 105	Existing doors have knob hardware	Replace with levers and locks	\$1,500												
A-15	Storage 306	Staining of tectum deck	Investigate													
A-20	Classroom 308	Floor tile delaminating at doorway	Repair tile													
A-23	Classroom 103 (Corr)	VCB delaminating near door	Add mastic to adhere VCB													
A-24	Boys' 122	Toilet room is not ADA Compliant	Adjoin two stalls, replace partition, patch/replace flooring and install compliant fixture and grab bars, reconfigure entrance to provide compliant clearances	\$9,100						\$9,100						
	Boys' 311	Toilet room is not ADA Compliant	Adjoin two stalls, replace partition, patch/replace flooring and install compliant fixture and grab bars, reconfigure entrance to provide compliant clearances	\$9,100						\$9,100						
	Girls 123	Install compliant grab bars	Install compliant grab bars	\$750		\$750										
	Girls 312	Install compliant grab bars	Install compliant grab bars	\$750		\$750										
A-25	Toilet Rm 107A	Minor ceramic tile cracking at base	Replace damaged tile													
A-26	Gymnasium Flooring	Gymnasium Floor is reaching the end of its useful life	Replace flooring	\$58,000					\$58,000							
A-27	Throughout Building	Existing flooring will reach the end of its useful life	Replace flooring with no-wax option/new carpet tiles (Assumes epoxy moisture mitigation system already in place)	\$490,000										\$163,333	\$326,667	
A-28	Throughout Building	Painting will be required as part of routine maintenance	Re-paint walls	\$40,000								\$40,000				
A-29	Furniture Replacement: 21 Classrooms	\$13,400 each classroom		\$281,400								\$281,400				
A-30	Furniture Replacement : LRC			\$120,000								\$120,000				
			Architectural Subtotals at 4% Inflation per year	\$1,024,290	\$0	\$5,076	\$11,648	\$0	\$70,760	\$23,114	\$0	\$604,718	\$0	\$241,733	\$503,067	\$1,460,116



Electrical				Subtotals include 4% Inflation per year													
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
EM-1	Mechanical Room 207, Boiler Room 105,	Abandoned LV cable	Remove abandoned obsolete cables.	\$2,000	\$2,000												
EM-2	Building Wide	Non Addressable FA devices	Replace with addressable devices.	\$8,800				\$8,800									
EM-3	Mech room 207	Wall Mount Occupancy Sensor does not work.	Replace sensor.	\$50	\$50												
EM-4	Storage 120	Provide cable organization of Data rack		\$1,500		\$1,500											
EM-5	Building Wide	Replace existing aging clock system with wireless clocks		\$8,500				\$8,500									
EM-6	Building Wide Intercom	Expand existing system to district wide system	Expand with Rauland TCU. Allows district wide notification system and announcements.	\$6,000				\$6,000									
EM-7	Entire Building	Change receptacles to new with USB chargers built in.	Each receptacle is approx \$25 material cost only. Additionally in older construction installation may be difficult or not possible. USB charging type receptacles are considerably deeper than 15A or 20A standard commercial grade receptacles. Existing back boxes in some locations may not have sufficient depth.														
Electrical Subtotals at 4% Inflation per year				\$26,850	\$2,132	\$1,620	\$0	\$27,261	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$31,013	
Mechanical				Subtotals include 4% Inflation per year													
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
Mechanical Subtotals at 4% Inflation per year				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Plumbing				Subtotals include 4% Inflation per year													
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
PM-1	Toilet Rooms 104A and 107A	All water closets are rated at 3.5 gallons per flush (GPF). Substantial water savings can be achieved by utilizing water closets rated at 1.6 or 1.28 GPF.	Replace water closets with "Water Sense" certified fixtures.	\$2,500					\$2,500								
PM-2	Boys 122, Girls 123, Boys 311 and Girls 312	Plumbing fixtures are old and antiquated, piping in walls is galvanized piping. Domestic water service does not have a Reduced Pressure Zone backflow preventer assembly.	Replace plumbing fixtures and provide new water supply piping in wall/chases.	\$165,000										\$165,000			
PM-3	Sprinkler 121	RPZ at boiler make-up is above 5 feet and does not have a drain.	Provide RPZ at water service. Move RPZ to within 5 feet of floor and pipe relief to nearest floor drain.	\$7,500					\$7,500								
PM-4	Boiler Room 105	RPZ at boiler make-up is above 5 feet and does not have a drain.	Replace electric water coolers. Provide model with water filter for lead removal.	\$1,000		\$1,000											
PM-5	All Electric Water Coolers	(5) Electric water coolers are old and worn. Existing mop sink faucet does not allow for code compliant connection to chemical dispensing cleaning equipment.	Provide faucet with diverter and RPZ backflow assembly.	\$12,500	\$12,500												
PM-6	Janitors Closets			\$4,500		\$4,500											
Plumbing Subtotals at 4% Inflation per year				\$193,000	\$13,000	\$5,940	\$0	\$0	\$12,200	\$0	\$0	\$0	\$0	\$244,200	\$0	\$275,340	
Subtotal				\$2,413,860	\$114,816	\$387,353	\$535,808	\$38,376	\$104,627	\$28,829	\$4,620	\$630,419	\$4,970	\$520,876	\$873,129		
10% Design Contingency				\$241,386	\$11,482	\$38,735	\$53,581	\$3,838	\$10,463	\$2,883	\$462	\$63,042	\$497	\$52,088	\$87,313		
10% Construction Contingency				\$241,386	\$11,482	\$38,735	\$53,581	\$3,838	\$10,463	\$2,883	\$462	\$63,042	\$497	\$52,088	\$87,313		
8% A/E Fee Contingency				\$193,109	\$9,185	\$30,988	\$42,865	\$3,070	\$8,370	\$2,306	\$370	\$50,434	\$398	\$41,670	\$69,850		
TOTAL				\$3,089,741	\$146,964	\$495,812	\$685,834	\$49,121	\$133,923	\$36,901	\$5,914	\$806,937	\$6,362	\$666,721	\$1,117,605		
District Capital Equipment				Subtotals include 4% Inflation per year													
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
District Capital Equipment at 4% Inflation per year				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS				\$3,089,741	\$146,964	\$495,812	\$685,834	\$49,121	\$133,923	\$36,901	\$5,914	\$806,937	\$6,362	\$666,721	\$1,117,605	\$4,152,093	

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10 Year Long Range Facility Plan

at
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for the
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PLANS / WORK ITEMS

REVISIONS

No.	Date	By
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Project Number:
16077

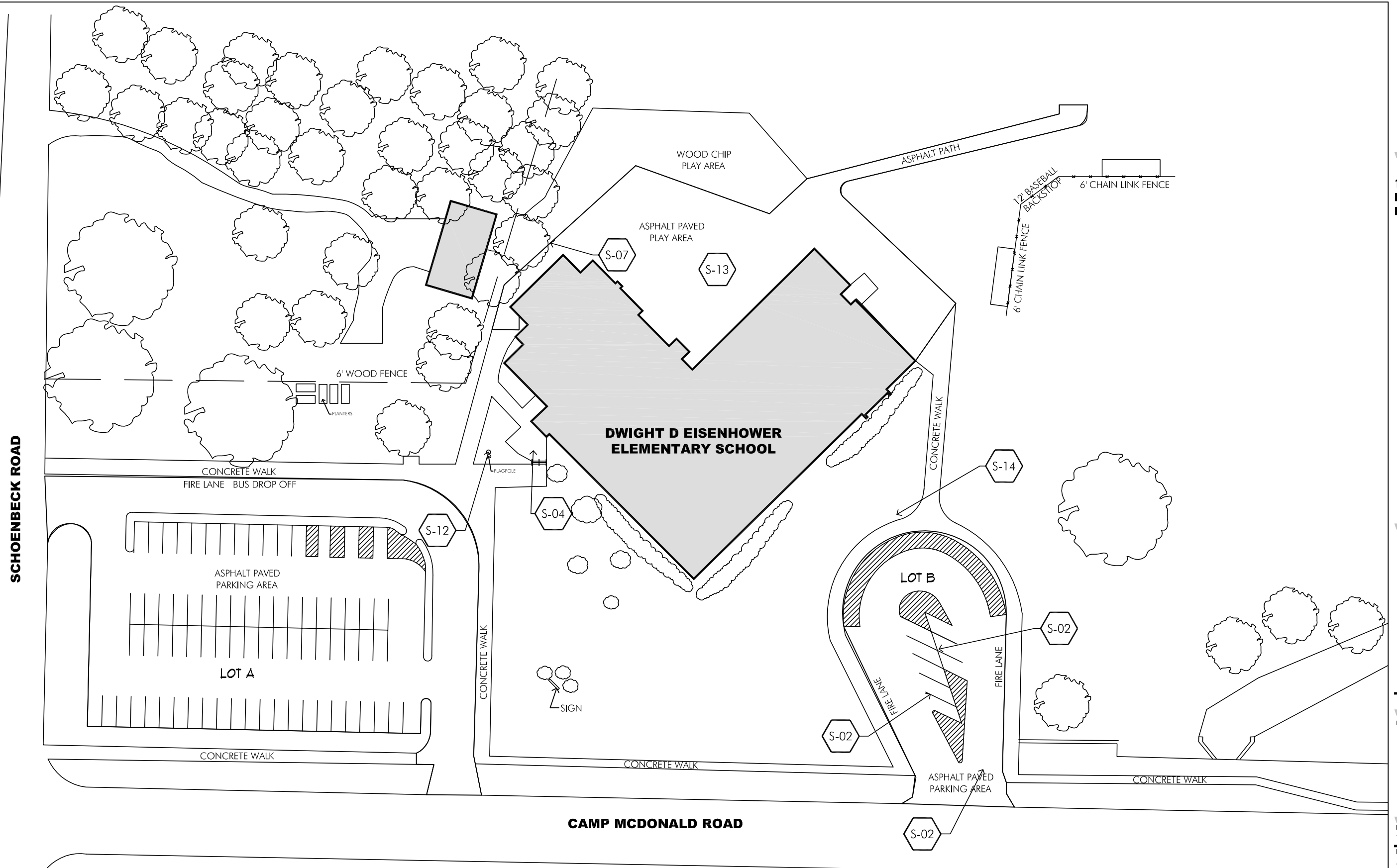
Issue Date:
JANUARY 05, 2017

Drawn by:
EMM

Sheet Title
SITE PLAN

Sheet Number

AR-1 30



1 SITE PLAN

1" = 60'-0"

EISENHOWER ELEMENTARY SCHOOL

SCHOENBECK ROAD

CAMP MCDONALD ROAD

**DWIGHT D EISENHOWER
ELEMENTARY SCHOOL**

WOOD CHIP
PLAY AREA

ASPHALT PAVED
PLAY AREA

ASPHALT PATH

1/2 BASEBALL
BACKSTOP

6' CHAIN LINK FENCE

6' CHAIN LINK FENCE

6' WOOD FENCE

PLANTERS

CONCRETE WALK
FIRE LANE BUS DROP OFF

ASPHALT PAVED
PARKING AREA

LOT A

CONCRETE WALK

CONCRETE WALK

FLAGPOLE

SIGN

CONCRETE WALK

CONCRETE WALK

LOT B

FIRE LANE

FIRE LANE

ASPHALT PAVED
PARKING AREA

CONCRETE WALK

S-06

S-11

S-02

S-02

S-02

S-14

S-04

S-07

S-13

S-12

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**10 Year
 Long Range
 Facility Plan**

at
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PLANS / WORK ITEMS

REVISIONS

No.	Date	By

Project Number:
16077

Issue Date:
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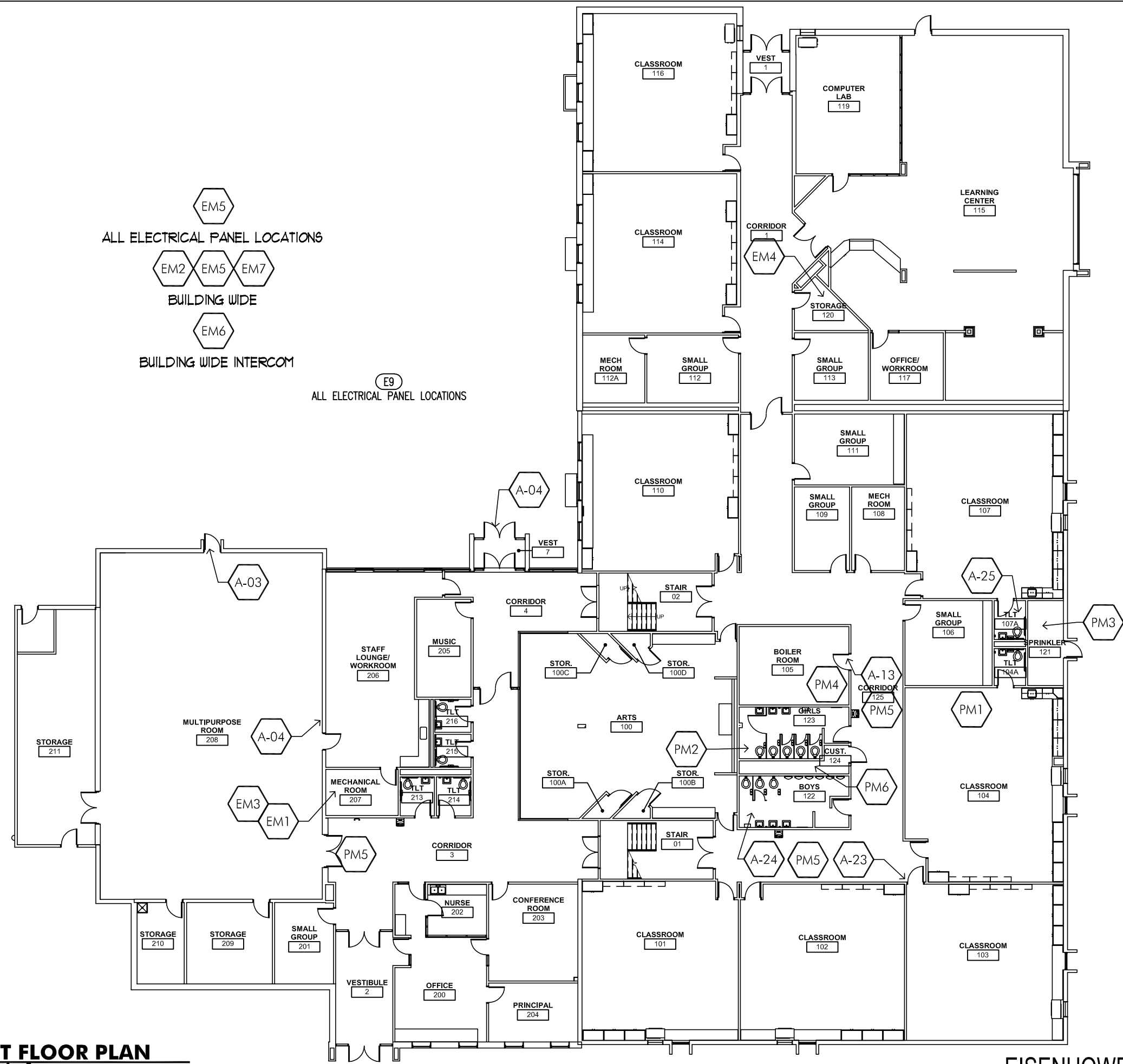
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Sheet Title
FIRST FLOOR PLAN

Sheet Number

AR-2 31

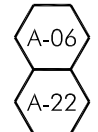
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EM5
 ALL ELECTRICAL PANEL LOCATIONS



E9
 ALL ELECTRICAL PANEL LOCATIONS





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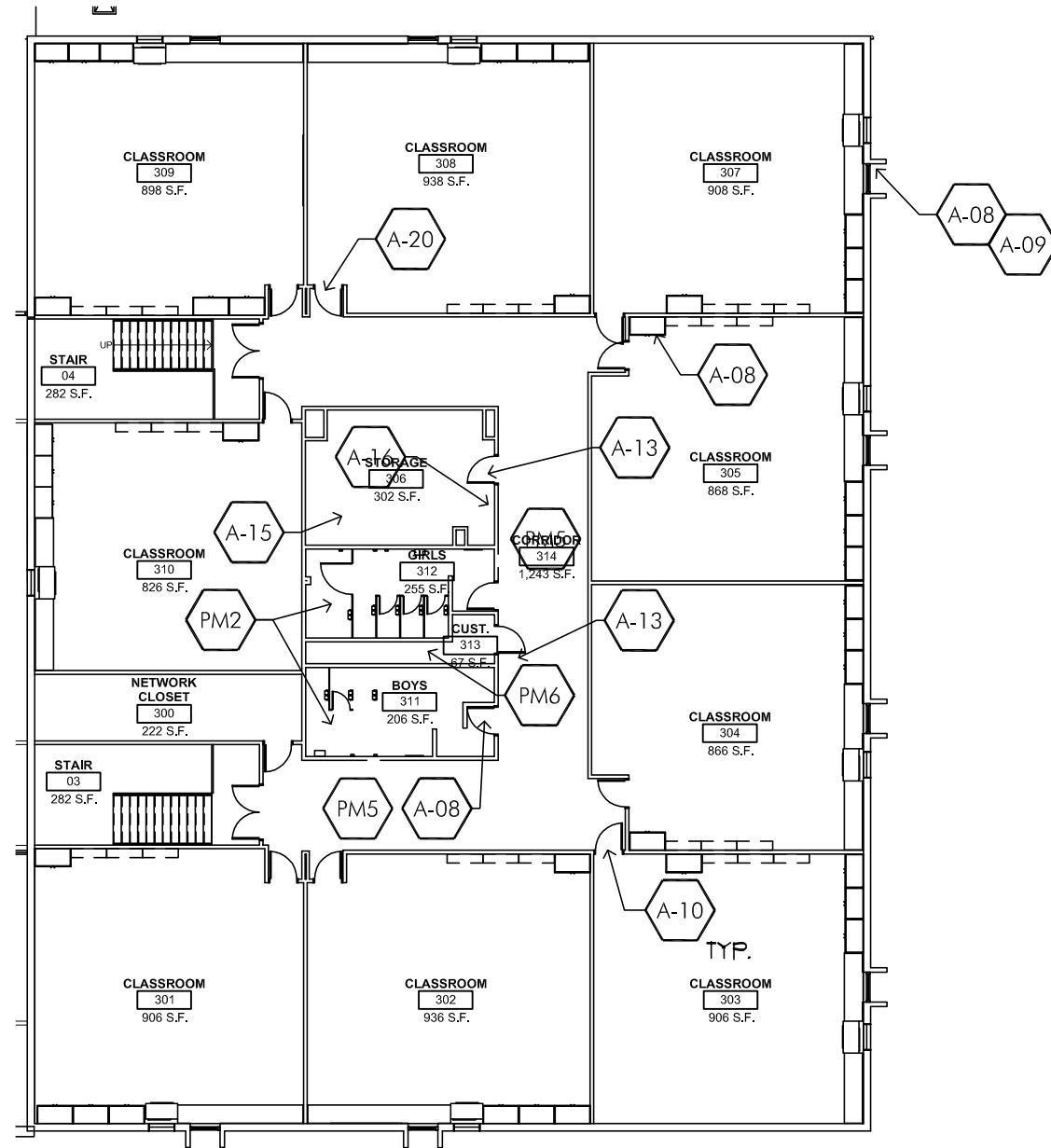
Issue Date:
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Sheet Title
SECOND FLOOR PLAN

Sheet Number

AR-3 32



1 SECOND FLOOR PLAN
1" = 20'-0"



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PLANS / WORK ITEMS

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No.	Date	By
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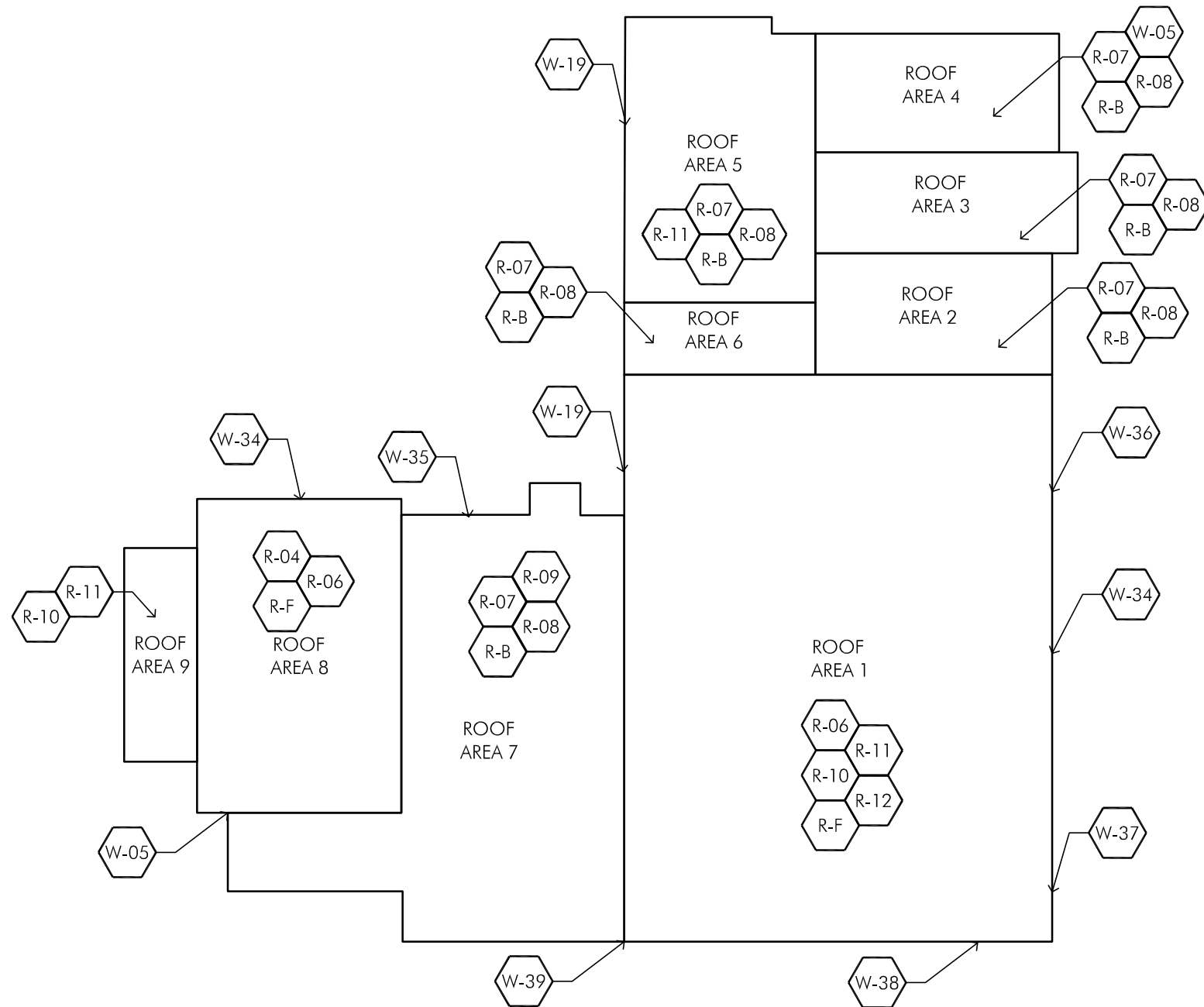
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MAH

Sheet Title
COMPOSITE
ROOF PLAN

Sheet Number

AR-4 33



1 COMPOSITE ROOF PLAN
1/32"=1'-0"



					Subtotals include 4% Inflation per year												
Site	Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
S-01	Parking Lot- Various Locations	Existing cracking, alligatoring, and/or general deterioration requires asphalt patching	Patch asphalt		\$3,920		\$3,920										
S-03	Replace damaged concrete pads				\$1,000		\$1,000			\$1,000			\$1,000				
S-06	Parking Lots, Playground Lot C	Life of lots will be extended with preventative maintenance		Crackfill/Sealcoat on a 3-Year Cycle, Re-stripe lots/curb	\$3,000		\$3,000			\$3,000			\$3,000				
S-14	Window wells	Safety grates are bowed or rusting	Remove rust and paint, or replace safety grates		\$8,000				\$8,000								
S-15	Parking Lots Lot C	Asphalt lots require replacement at end of expected life	Replace asphalt parking lot (retain existing stone)		\$67,500								\$67,500				
S-16	Northeast exterior stairwell	Evidence of ponding water	Maintain drain to prevent standing water from being directed towards building														
S-18	Parking Lot Sidewalks	Crosswalk needed to assist in crossing from north parking to enter Sullivan/Admin	Paint Crosswalk														
		Annual sidewalk maintenance	Replace damaged concrete pads		\$1,000		\$1,000		\$1,000		\$1,000		\$1,000				
			Site Subtotals at 4% Inflation per year		\$84,420	\$0	\$9,634	\$0	\$10,530	\$4,880	\$1,270	\$89,100	\$6,850	\$0	\$0	\$0	\$122,264
Building Envelope (Walls / Masonry)					Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
W-01	Southeast Elevation of Roof Area 9.0	Deteriorated masonry mortar joints	Grind and point deteriorated masonry	\$2,500	\$2,500												
W-01 (R)	Interior walls of roof area 10.0	Deteriorated masonry mortar joints	Grind and point deteriorated masonry	\$9,000	\$9,000												
W-02	East Elevation	Openings at limestone sill joints	Reseal joints at limestone sills	\$1,500	\$1,500												
W-03	East Elevation	Damaged brick	Remove and replace damaged brick	\$500	\$500												
W-04	East Elevation	Deteriorated concrete	Form and repair affected area	\$500	\$500												
W-05	Southwest Elevation	Deteriorated sealant at vertical masonry control joints	Remove sealant, clean and prime joint, install joint backer rod and sealant	\$2,000	\$2,000												
W-08	East and West Elevation	Intrusive investigation of wood siding complete, siding found to be in deteriorating conditions	Remove and replace siding and replace substrate as required. Discuss exterior finish options.	\$49,469	\$49,469					\$49,469							
W-12	Center of East Elevation	Cracking of the masonry at intersecting walls	Provide new masonry control joint	\$500	\$500												
W-23		Exposed wood fascia below gutter	Cover or replace wood fascia below gutter with prefinished sheet metal														
W-40	Roof Area 10	Open joints at clay bell tile coping	Remove clay bell tile coping, flash wall and re-set coping	\$14,000	\$14,000												
W-41	Roof Area 10 and over main entrance	Open joints and porous limestone coping stones	Remove limestone coping, flash wall, re-set stones and re-seal joints	\$20,000	\$20,000												
W-42	Roof Area 9	Existing coating is peeling and deteriorated masonry mortar joints	Remove existing wall coating, repair brick as required, grind and point wall	\$28,200	\$28,200												
W-43	North Elevation	Sealant joint required	Grind existing joint and install sealant	\$2,000	\$2,000												
W-44	Window Wells/Exterior Stairs	Evidence of ponding water	Install concrete coating to protect building envelope from water infiltration														
W-45	Throughout Building	Minor rust, deterioration of paint at exterior doors	Paint exterior doors and/or frames and add drip cap	\$1,500				\$1,500									
W-56	East Elevation at Board Room	Bowing of masonry over windows	Remove masonry as required. Install steel lintel, flashing and replace masonry	\$10,000		\$10,000											
			Building Envelope (Walls/Masonry) Subtotals at 4% Inflation per year	\$141,669	\$135,376	\$10,800	\$0	\$1,755	\$0	\$62,826	\$0	\$0	\$0	\$0	\$0	\$210,756	
Building Envelope (Roofing)					Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals	
R-07	Random throughout Roof Area 9.0, 10.0	Blistering of roof membrane	No action at this time, monitor														
R-08	Roof Area 9.0 (20+), 10.0 (30+)	Previous patching of roof membrane	No action at this time, monitor														
R-13	South wall of Roof Area 9.0	Deteriorated sealant at counterflashing	Remove and replace sealant at counterflashing	\$500													
RA-9.0		Roof Area has reached the end of its serviceable life	Replace roof area	\$53,560		\$53,560											
RA-10.0		Roof Area has reached the end of its serviceable life	Replace roof area	\$65,000		\$65,000											
RA-11.0		No work required at this time	Preventive maintenance	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	
B	RA 9.0, 10.0	Modified bitumen (mb) roof membrane with black granule surfacing															
E	RA 11.0	Asphalt shingles (slate profile)															
			Building Envelope (Roofing) Subtotals at 4% Inflation per year	\$119,560	\$520	\$128,585	\$560	\$585	\$610	\$635	\$660	\$685	\$710	\$740	\$0	\$134,290	



Architectural				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
A-01	Corridor near link	Guardrail not code compliant	Install code compliant guardrail	\$5,000						\$5,000						
A-02	Lower closet,	Existing doors have knob hardware	Replace with levers and locks	\$500								\$500				
A-03	Storage 141K	Code requires closer	Install closer	\$500	\$500											
A-05	Toilet 141H	Minor wall cracks	Clean and prep exist wall crack. Tape, sand and paint.	\$750			\$750									
A-06	Throughout Building	Existing flooring will reach the end of its useful life	Replace flooring with no-wax option/new carpet tiles (Assumes epoxy moisture mitigation system already in place)	\$78,000										\$26,000	\$52,000	
A-07	Throughout Building	Painting will be required as part of routine maintenance	Re-paint walls	\$7,500								\$7,500				
A-08	Districtwide	Additional districtwide storage needed to physical therapy equipment	Investigate storage options													
A-09	IKE/Ross/Sullivan	Interactive White Boards Due this Cycle	Develop plan for replacement													
Architectural Subtotals at 4% Inflation per year				\$92,250	\$520	\$0	\$840	\$0	\$0	\$6,350	\$0	\$10,960	\$0	\$38,480	\$80,080	\$137,230
Electrical				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
E-1	Admin Lower Level, Admin Upper Level	Open Junction box or unused knockout	Install cover	\$100	\$100											
E-2	Admin Lower Level	FA detector not at highest part of ceiling	Relocate detector to highest part of ceiling.	\$200	\$200											
E-3	All Electrical Panel Locations (except Corridor panels)	Storage in front of Electrical Panels	Relocate stored items.	\$0												
E-4	Admin Lower Level	Exit/EM combo not functional	replace unit.	\$250	\$250											
EM-1	Admin Lower Level	Abandoned LV cable	Remove abandoned obsolete cables.	\$100	\$100											
EM-2	Building Wide	Non Addressable FA devices	Replace with addressable devices.	\$5,200				\$5,200								
EM-3	Entire Building	Change receptacles to new with USB chargers built in.	Each receptacle is approx \$25 material cost only. Additionally in older construction installation may be difficult or not possible. USB charging type receptacles are considerably deeper the 15A or 20A standard commercial grade receptacles. Existing back boxes in some locations may not have sufficient depth.													
EM-4	Districtwide	Network recabling, addition of access points per network evaluation	Network recabling, addition of access points per network evaluation													
EM-5	Districtwide	Server upgrades	5 Servers- refresh approx. every 4-6 years. Existing 2-3 years old.				\$25,000						\$25,000			
EM-6	Districtwide	Card Access Controller upgrades	Approx. 5 controllers that are 2-3 years old. Life span is 10-15 years. Replacement can be spread out over time											\$15,000		
EM-7	Districtwide	Camera upgrades	Existing cameras 3 years old. Technology changes frequently. This budget will change depending on owner preference.								\$25,000					
EM-8	Districtwide	Fire/Burglar Alarm Panels	Updates not anticipated in next 15-20 years (per Honeywell)													
Electrical Subtotals at 4% Inflation per year				\$5,850	\$676	\$0	\$28,000	\$6,084	\$0	\$0	\$33,000	\$0	\$35,500	\$22,200	\$0	\$125,460
Mechanical				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
MM-1	Admin Lower Level	Basement humidity	Install Basement dehumidification system	\$6,000					\$6,000							
MM-3	Districtwide	HVAC Controller upgrades	Approx. 200 controllers that are 2-3 years old. Life span is 10-15 years. Replacement can be spread out over time											\$100,000		
Mechanical Subtotals at 4% Inflation per year				\$6,000	\$0	\$0	\$0	\$0	\$7,320	\$0	\$0	\$0	\$0	\$148,000	\$0	\$155,320
Plumbing				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
P-1																
PM-1																
Plumbing Subtotals at 4% Inflation per year				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal				\$449,749	\$137,092	\$149,018	\$29,400	\$18,954	\$12,810	\$71,081	\$122,760	\$18,495	\$36,210	\$209,420	\$80,080	
10% Design Contingency				\$44,975	\$13,709	\$14,902	\$2,940	\$1,895	\$1,281	\$7,108	\$12,276	\$1,850	\$3,621	\$20,942	\$8,008	
10% Construction Contingency				\$44,975	\$13,709	\$14,902	\$2,940	\$1,895	\$1,281	\$7,108	\$12,276	\$1,850	\$3,621	\$20,942	\$8,008	
8% A/E Fee Contingency				\$35,980	\$10,967	\$11,921	\$2,352	\$1,516	\$1,025	\$5,686	\$9,821	\$1,480	\$2,897	\$16,754	\$6,406	
TOTAL				\$575,679	\$175,477	\$190,744	\$37,632	\$24,261	\$16,397	\$90,983	\$157,133	\$23,674	\$46,349	\$268,058	\$102,502	
District Capital Equipment				Subtotals include 4% Inflation per year												
Locations, Room No.	Description of Work Item	Recommended Corrective Measure	Recommended Preventative Maintenance	2016 Base Cost	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027+	Totals
District Capital Equipment at 4% Inflation per year				\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTALS				\$575,679	\$175,477	\$190,744	\$37,632	\$24,261	\$16,397	\$90,983	\$157,133	\$23,674	\$46,349	\$268,058	\$102,502	\$1,133,209

**Note: See attached "Wood Siding Replacement Budget" Multiple finish options are being considered at a budget range of \$90,391-\$151,456. Installation of new windows to restore the size of the original openings is also being explored. Budget number for this option to follow.

PLANS / WORK ITEMS



architects
construction managers
roof & masonry consultants
environmental consultants
landscape architects

2050 south finley road, suite 40
Lombard, Illinois 60148
p: 630.495.1900
www.arconassoc.com

10 Year Long Range Facility Plan

at
DWIGHT D. EISENHOWER
ELEMENTARY
1N. Schoenbeck Rd.
Prospect Heights, IL
60070

BETSY ROSS ELEMENTARY
700 N. Schoenbeck Rd.
Prospect Heights, IL
60070

ANN SULLIVAN
ELEMENTARY
700 N. Schoenbeck Rd.
Prospect Heights, IL
60070

DOUGLAS MACARTHUR
MIDDLE SCHOOL
700 N. Schoenbeck Rd.
Prospect Heights, IL
60070

for the
BOARD of EDUCATION
Prospect Heights
School District 23
700 N. Schoenbeck Rd.
Prospect Heights, IL
60070

PLANS / WORK ITEMS

REVISIONS	No.	Date	By

Project Number:
16077

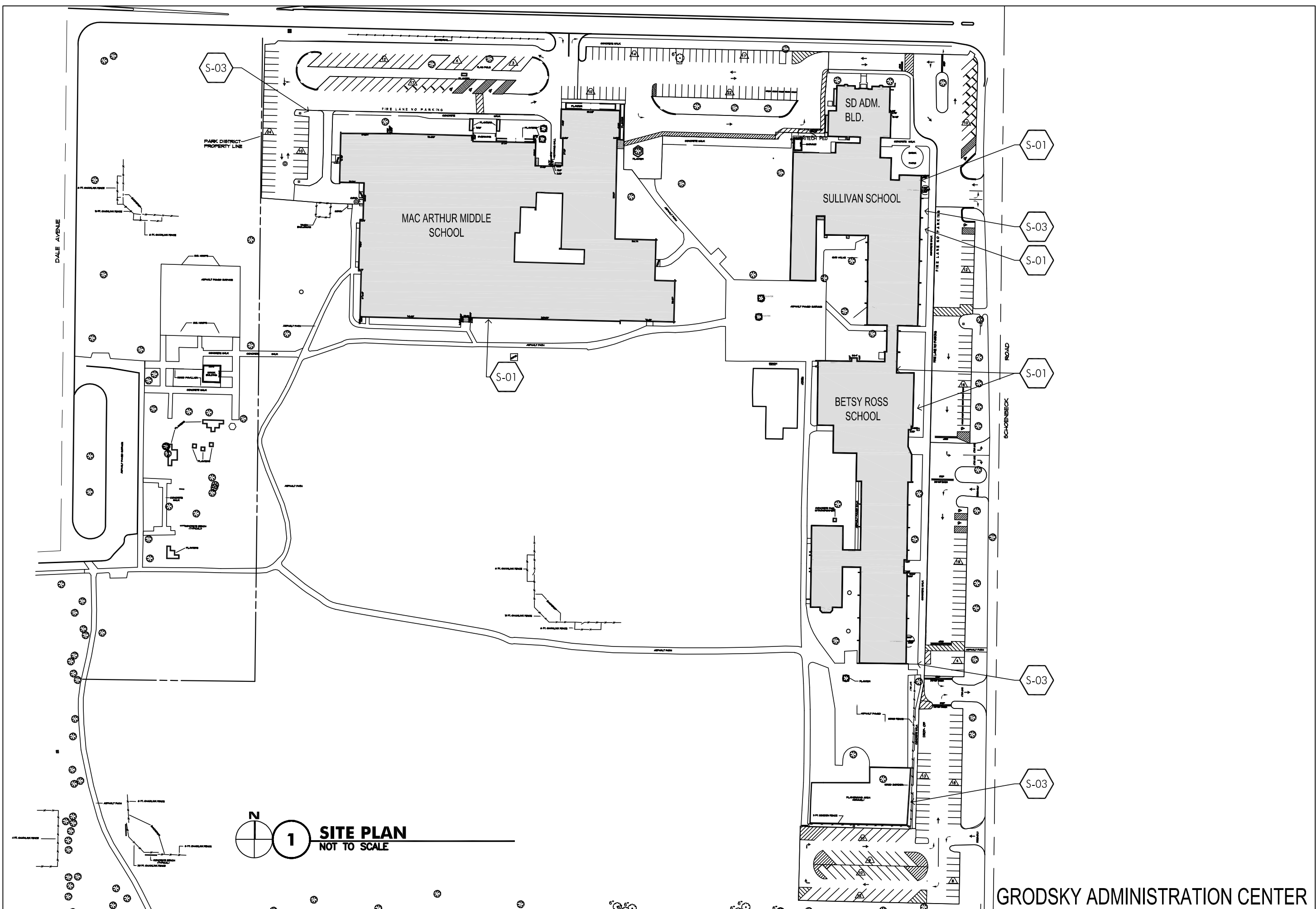
Issue Date:
JANUARY 05, 2017

Drawn by:
EMM

Sheet Title
SITE PLAN

Sheet Number

AR-1



1 SITE PLAN
NOT TO SCALE

GRODSKY ADMINISTRATION CENTER

**10 Year
 Long Range
 Facility Plan**

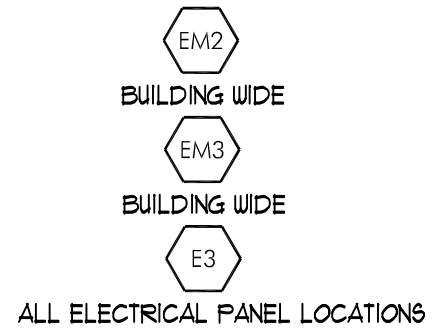
at
**DWIGHT D. EISENHOWER
 ELEMENTARY**
 1N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

BETSY ROSS ELEMENTARY
 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

**ANN SULLIVAN
 ELEMENTARY**
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 60070

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 MIDDLE SCHOOL**
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 Prospect Heights, IL
 60070

for the
BOARD of EDUCATION
 Prospect Heights
 School District 23
 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070



PLANS / WORK ITEMS

REVISIONS

No.	Date	By

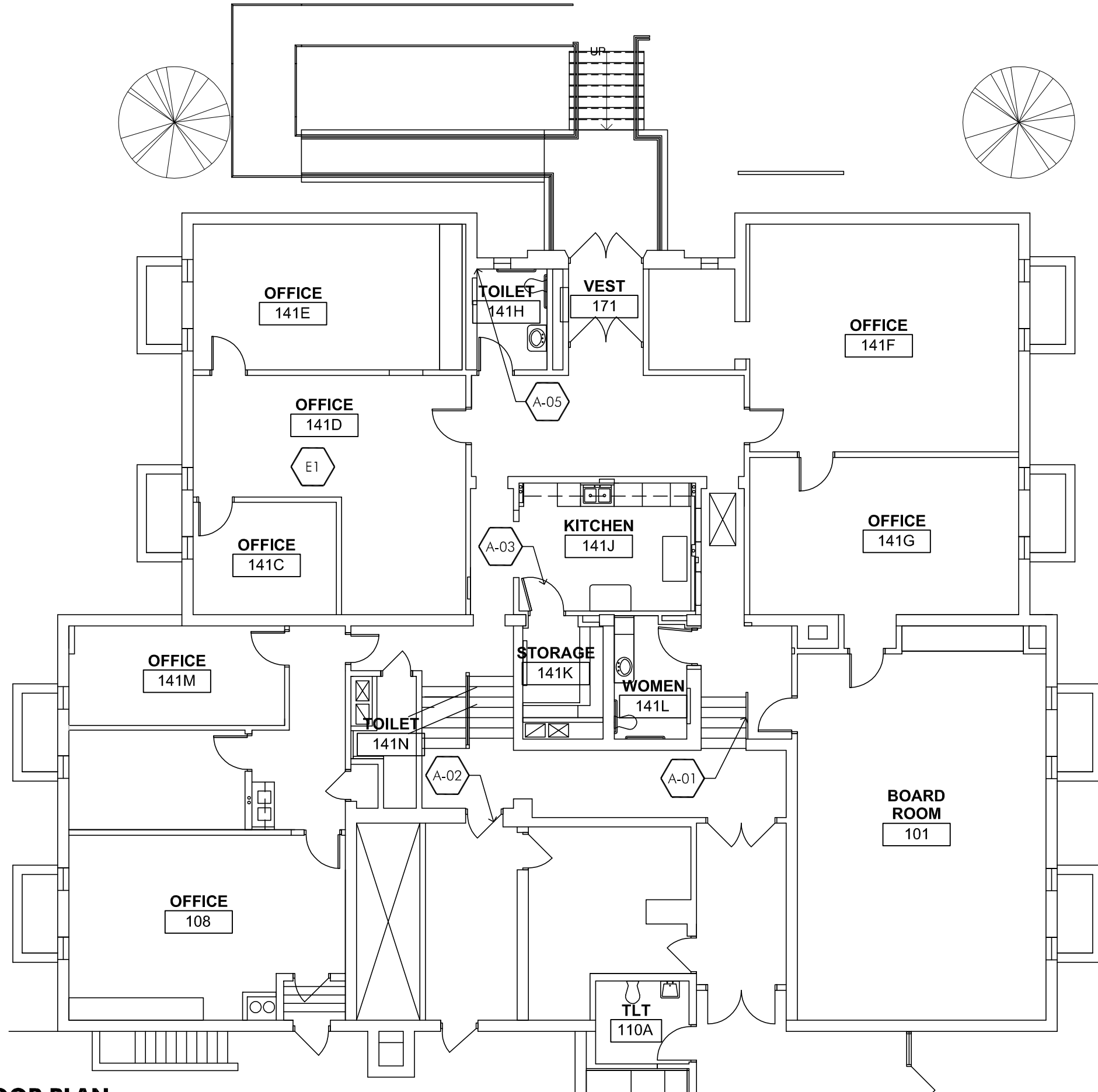
Project Number:
16077

Issue Date:
JANUARY 05, 2017

Drawn by:
 EMM

Sheet Title
 FIRST FLOOR PLAN

Sheet Number



**10 Year
 Long Range
 Facility Plan**

at
**DWIGHT D. EISENHOWER
 ELEMENTARY**
 1N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

BETSY ROSS ELEMENTARY
 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

**ANN SULLIVAN
 ELEMENTARY**
 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

**DOUGLAS MACARTHUR
 MIDDLE SCHOOL**
 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

for the
BOARD of EDUCATION
 Prospect Heights
 School District 23
 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

PLANS / WORK ITEMS

REVISIONS

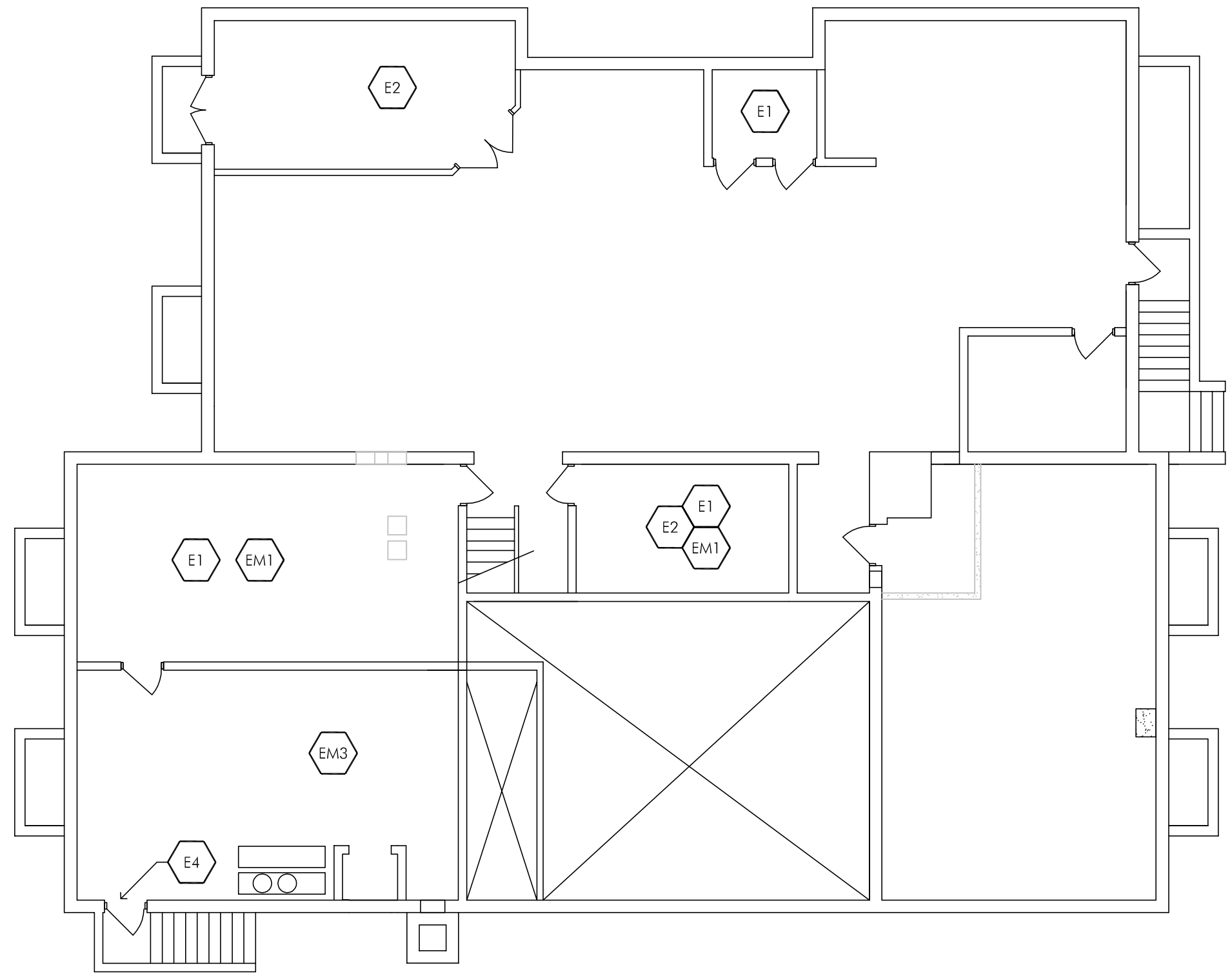
No.	Date	By

Project Number:
16077
 Issue Date:
JANUARY 05, 2017
 Drawn by:
 EMM

Sheet Title
 BASEMENT PLAN

Sheet Number

AR-3
 37



250

**10 Year
 Long Range
 Facility Plan**

at
**DWIGHT D. EISENHOWER
 ELEMENTARY**
 1N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

BETSY ROSS ELEMENTARY
 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

**ANN SULLIVAN
 ELEMENTARY**
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**DOUGLAS MACARTHUR
 MIDDLE SCHOOL**
 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

for the
BOARD of EDUCATION
 Prospect Heights
 School District 23
 700 N. Schoenbeck Rd.
 Prospect Heights, IL
 60070

PLANS / WORK ITEMS

REVISIONS

No.	Date	By

Project Number:
16077

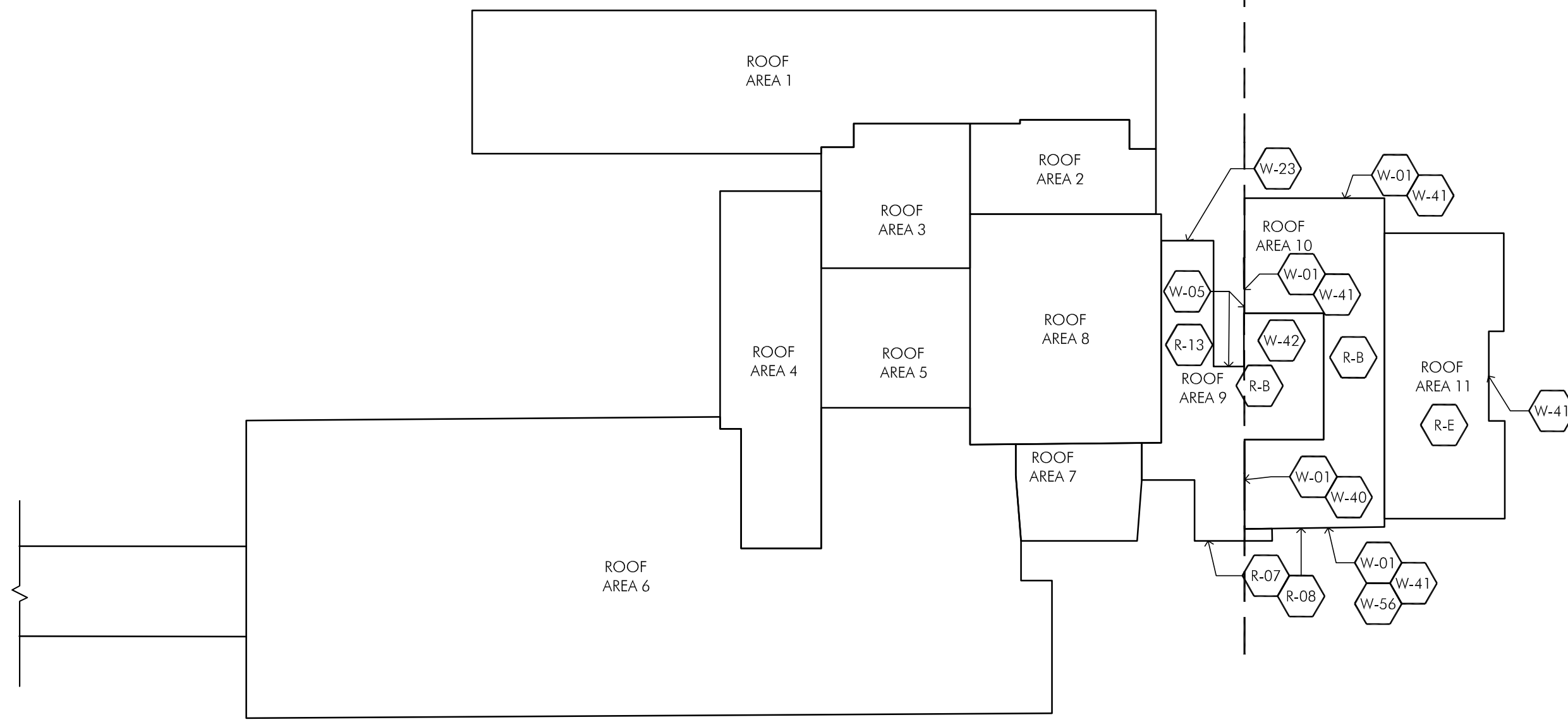
Issue Date:
JANUARY 05, 2017

Drawn by:
 MAH

Sheet Title
 COMPOSITE
 ROOF PLAN

Sheet Number

SULLIVAN ELEMENTARY SCHOOL — GRODSKY ADMINISTRATION CENTER



1 COMPOSITE ROOF PLAN
 1/32"=1'-0"

251

APPENDIX



**PROSPECT HEIGHTS
SCHOOL DISTRICT 23**

10 Year Long Range Facility Plan



District Wide
01.05.15 Wood Siding Replacement Budget

Betsy Ross Elementary School		Item	Petersen Flush Panels	Trespa Meteon Panels	Alucobond Rain Screen
	TOTAL Sq. Ft. of Wood Siding	2,443 Sq.Ft.			
			\$90,391	\$139,241	\$151,456.00
Anne Sullivan Elementary School					
	TOTAL Sq. Ft. of Wood Siding	3,151 Sq.Ft.			
			\$116,587	\$179,597	\$195,352
Douglas MacArthur Middle School					
	TOTAL Sq. Ft. of Wood Siding	1,210 Sq.Ft.			
			\$44,770	\$68,970	\$75,020
Grotsky Administration Center					
	TOTAL Sq. Ft. of Wood Siding	1,337 Sq.Ft.			
			\$49,469	\$76,209	\$82,894
Subtotals					
	SUBTOTAL	8,140 Sq.Ft.			
			\$301,217	\$464,017	\$504,722
	10% Design Contingency		\$30,122	\$46,402	\$50,472
	10% Construction Contingency		\$30,122	\$46,402	\$50,472
			\$361,461	\$556,821	\$605,666
	8% A/E Fee		\$28,917	\$44,546	\$48,453
	TOTAL		\$390,378	\$601,367	\$654,119

253



**Prospect Heights School District 23
21st Century Classroom Furniture
Budget Price Per Classroom**

Eisenhower (Pre K – 1)

- 12 Interchange 3-2-1 Desks with Casters
- 1 Interchange Half Moon Table
- 28 14”H Flavors Chairs, Felt Glides
- 1 Cascade Mega Tower, Assorted Totes, MB Back
- 3 Cascade Mega Cabinet, Nine Open Cubbies
- 1 Cascade Mega Case, Open Shelving
- 1 Cascade Teacher Desk, BBF Ped
- 1 UXL Teacher Chair w/ Arms & Fabric Seat

Budget: \$9,900 per classroom

Pre K – 1 Specialty Furniture Package

- 1 Soft Seating Set
- 1 Soft Seating Pillow Set
- 1 Mobile DF Book Display
- 1 Kitchen Set
- 1 Toy Storage Center

Budget: \$2,000 per classroom

Ross (2 – 3)

- 24 Interchange Mini Diamond Open Front Desks, Casters
- 1 Interchange Half Moon Table
- 28 16” Flavors Chairs, Felt Glides
- 1 Cascade Mega Tower, Assorted Totes, MB Back
- 1 Cascade Mega Cabinet, Doors & Shelves
- 1 Cascade Mega Cabinet, Open & Shelves
- 1 Cascade Teacher Desk, BBF Ped
- 1 Cascade Mid Case, Doors, Shelves, Riser & Pullout Shelf
- 1 UXL Teacher Chair w/ Arms & Fabric Seat

Budget: \$11,800 per classroom

Sullivan (4 – 5)

- 24 Interchange Diamond Open Front Desks, Casters
- 1 Interchange Rectangle Table
- 28 18” Flavors Chairs, Felt Glides
- 1 Cascade Mega Tower, Assorted Totes, MB Back
- 1 Cascade Mega Tower, Doors & Shelves
- 1 Cascade Mega Tower, Open & Shelves
- 1 Cascade Teacher Desk, BBF Ped
- 1 Cascade Mid Case, Doors, Shelves, Riser & Pullout
- 1 UXL Teacher Chair w/ Arms & Fabric Seat

Budget: \$12,300 per classroom

Alternate Elementary Classroom

- 24 Interchange Wing Open Front Desks, Casters
- 8 Interchange Wing Open Front Desks, Tall Legs
- 1 UXL Flip & Nest Table
- 28 18” Flavors Chairs, Felt Glides
- 8 24” Flavors Chairs, Felt Glides
- 1 Cascade Mega Tower, Assorted Totes, MB Back
- 2 Cascade Mega Tower, Open & Shelves
- 1 Cascade Teacher Desk, BBF Ped
- 1 Cascade Mid Case, Doors, Shelves, Riser & Pullout Shelf
- 1 UXL Teacher Chair w/ Arms & Fabric Seat

Budget: \$14,700 per classroom



**Prospect Heights School District 23
21st Century Classroom Furniture
Budget Price Per Classroom**

MacArthur Middle School Classroom Options

MMS Classroom Package A

- 25 Intellect Wave 4-Leg Chairs
 - 25 Kaleidoscope Triangle Desks, Book Box
 - 1 Mobile Teacher Station
 - 1 Teacher Task Stool
- Budget: \$6,200 per classroom**

MMS Classroom Package B

- 25 Intellect Wave Cantilever Base Chairs
 - 25 Intellect Wave Cantilever Base Desks
 - 1 All Terrain Mobile Lectern
 - 1 Work Up Collaboration Table
 - 1 Mobile Teacher Desk
 - 1 Teacher Task Chair
- Budget: \$9,900 per classroom**

MMS Classroom Package C

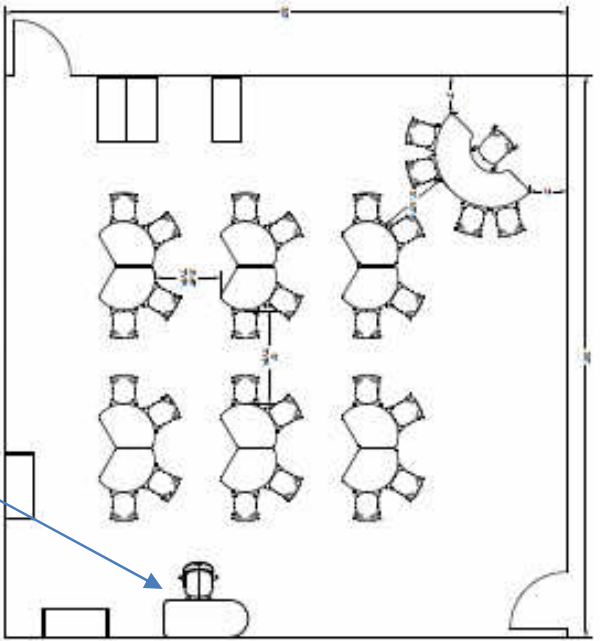
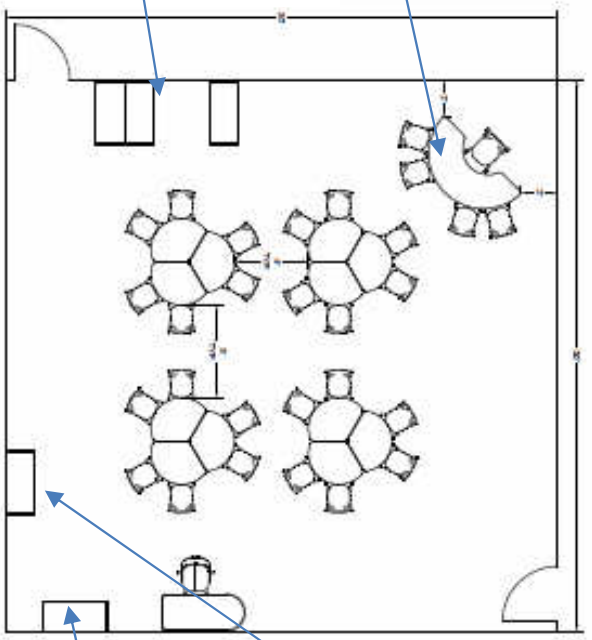
- 26 Intellect Wave 4-Leg Chairs
 - 13 Pirouette Flip & Nest Rectangle Tables*
 - 1 All Terrain Mobile Lectern
 - 1 Work Up Collaboration Table
 - 1 Mobile Teacher Desk
 - 1 Teacher Task Chair
- Budget: \$12,800 per classroom**

MMS Classroom Package D

- 25 Learn 2 Desks, Intellect Wave Seat & Oversized Plam Tablet
 - 1 All Terrain Mobile Lectern
 - 1 Work Up Collaboration Table
 - 1 Mobile Teacher Desk
 - 1 Teacher Task Chair
- Budget: \$14,100 per classroom**

*Replace with Inquire 4-Leg Tables, Deduct \$2,000 from Package C budget.

Note: All classroom furniture budget pricing is delivered only. Add 10 – 12% for inside delivery, assembly, installation and rubbish removal.



1. THE SEAT AND FOOT RESTS SHOULD BE ADJUSTED TO YOUR HEIGHT AND WEIGHT TO SUPPORT YOUR POSTURE.



2. THE BACK SUPPORT SHOULD BE ADJUSTED TO YOUR CURVED BACK.



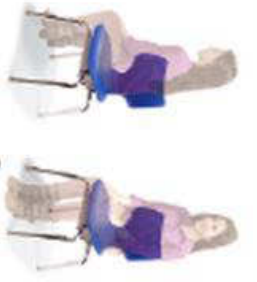
3. THE CHAIR SHOULD BE LOCKED TO THE FLOOR AND THE SEAT SHOULD BE ADJUSTED TO YOUR HEIGHT.



4. MAKE SURE THE CHAIR IS LOCKED AND THE SEAT IS ADJUSTED TO YOUR HEIGHT.

TK – 1st Grade





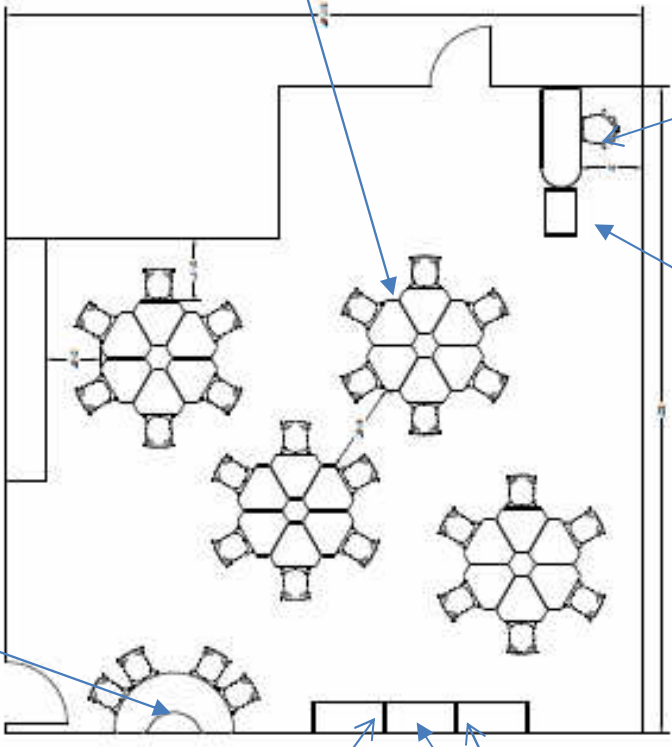
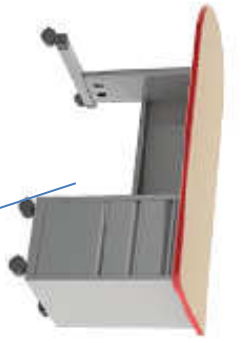
1. THE FEET AND FEET SHOULD BE PLACED IN FRONT OF THE SEAT AND SHOULD BE SUPPORTED BY THE SEAT.



2. THE NECK SHOULD BE IN A STRAIGHT LINE WITH THE HEAD AND SHOULD BE SUPPORTED BY THE SEAT.

3. THE CHAIR SHOULD BE AT THE SAME LEVEL AS THE WRITING SURFACE.

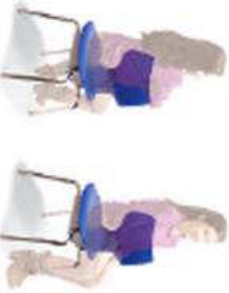
4. THE WRITING SURFACE SHOULD BE AT AN ANGLE OF 30 DEGREES TO THE HORIZONTAL.



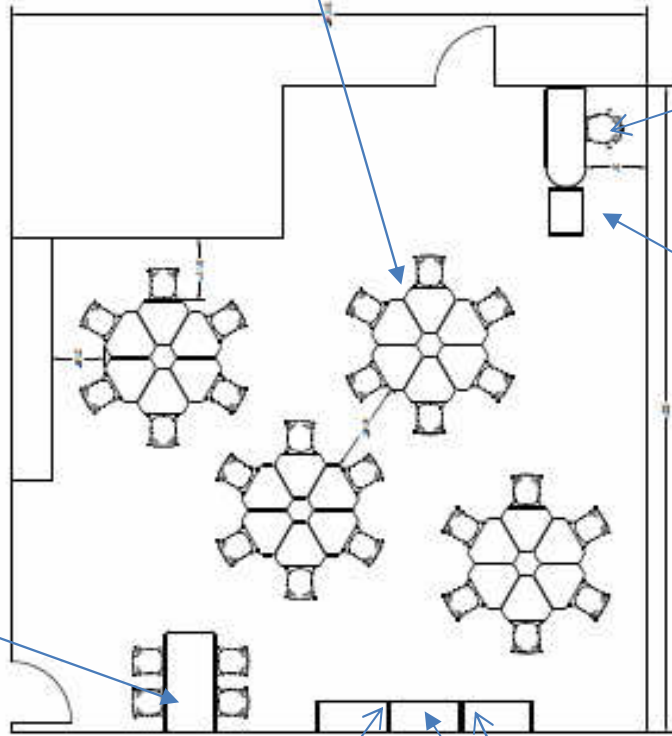
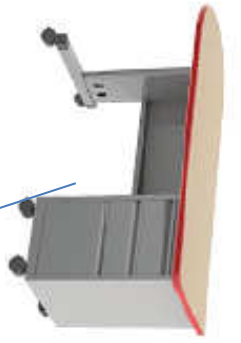
2nd 3rd Grade



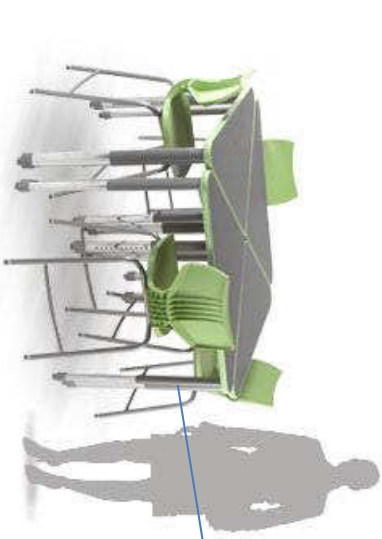
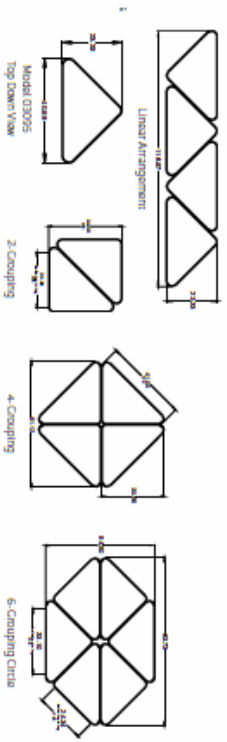
1. THE KID AND THE ADULT ARE SEATED IN THE SAME WAY AS IN THE CLASSROOM. THE KID IS ON THE OUTSIDE OF THE SEATING AREA.
2. THE KID GETS UP AND STANDS IN THE MIDDLE OF THE SEATING AREA.



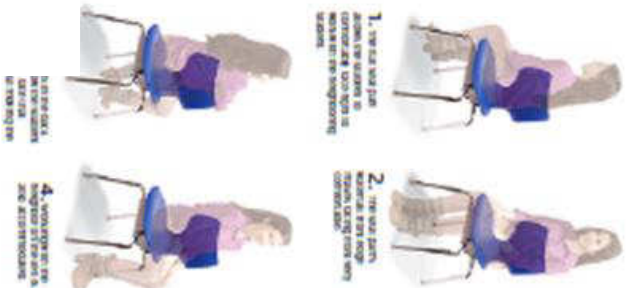
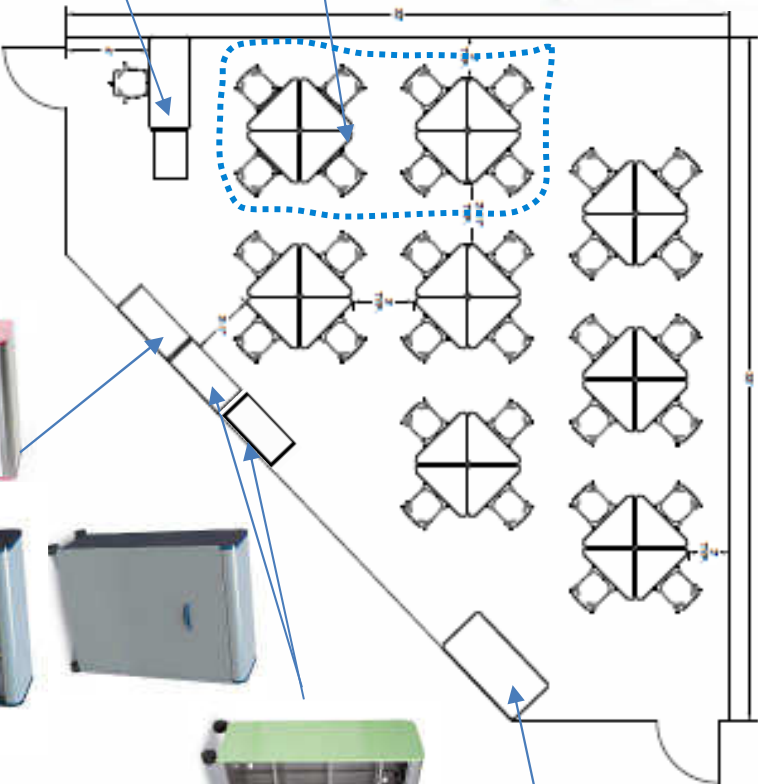
3. THE CHILD IS SEATED IN THE MIDDLE OF THE SEATING AREA. THE ADULT IS ON THE OUTSIDE OF THE SEATING AREA.
4. THE CHILD IS SEATED IN THE MIDDLE OF THE SEATING AREA. THE ADULT IS ON THE OUTSIDE OF THE SEATING AREA.



4th – 5th Grade



(standing desks)



Possible Elementary Classrooms





**Prospect Heights School District 23
21st Century Classroom Furniture
Budget Price Per Classroom**

Eisenhower (Pre K – 1)

- 12 Interchange 3-2-1 Desks with Casters
- 1 Interchange Half Moon Table
- 28 14”H Flavors Chairs, Felt Glides
- 1 Cascade Mega Tower, Assorted Totes, MB Back
- 3 Cascade Mega Cabinet, Nine Open Cubbies
- 1 Cascade Mega Case, Open Shelving
- 1 Cascade Teacher Desk, BBF Ped
- 1 UXL Teacher Chair w/ Arms & Fabric Seat

Budget: \$9,900 per classroom

Pre K – 1 Specialty Furniture Package

- 1 Soft Seating Set
- 1 Soft Seating Pillow Set
- 1 Mobile DF Book Display
- 1 Kitchen Set
- 1 Toy Storage Center

Budget: \$2,000 per classroom

Ross (2 – 3)

- 24 Interchange Mini Diamond Open Front Desks, Casters
- 1 Interchange Half Moon Table
- 28 16” Flavors Chairs, Felt Glides
- 1 Cascade Mega Tower, Assorted Totes, MB Back
- 1 Cascade Mega Cabinet, Doors & Shelves
- 1 Cascade Mega Cabinet, Open & Shelves
- 1 Cascade Teacher Desk, BBF Ped
- 1 Cascade Mid Case, Doors, Shelves, Riser & Pullout Shelf
- 1 UXL Teacher Chair w/ Arms & Fabric Seat

Budget: \$11,800 per classroom

Sullivan (4 – 5)

- 24 Interchange Diamond Open Front Desks, Casters
- 1 Interchange Rectangle Table
- 28 18” Flavors Chairs, Felt Glides
- 1 Cascade Mega Tower, Assorted Totes, MB Back
- 1 Cascade Mega Tower, Doors & Shelves
- 1 Cascade Mega Tower, Open & Shelves
- 1 Cascade Teacher Desk, BBF Ped
- 1 Cascade Mid Case, Doors, Shelves, Riser & Pullout
- 1 UXL Teacher Chair w/ Arms & Fabric Seat

Budget: \$12,300 per classroom

Alternate Elementary Classroom

- 24 Interchange Wing Open Front Desks, Casters
- 8 Interchange Wing Open Front Desks, Tall Legs
- 1 UXL Flip & Nest Table
- 28 18” Flavors Chairs, Felt Glides
- 8 24” Flavors Chairs, Felt Glides
- 1 Cascade Mega Tower, Assorted Totes, MB Back
- 2 Cascade Mega Tower, Open & Shelves
- 1 Cascade Teacher Desk, BBF Ped
- 1 Cascade Mid Case, Doors, Shelves, Riser & Pullout Shelf
- 1 UXL Teacher Chair w/ Arms & Fabric Seat

Budget: \$14,700 per classroom



**Prospect Heights School District 23
21st Century Classroom Furniture
Budget Price Per Classroom**

MacArthur Middle School Classroom Options

MMS Classroom Package A

- 25 Intellect Wave 4-Leg Chairs
 - 25 Kaleidoscope Triangle Desks, Book Box
 - 1 Mobile Teacher Station
 - 1 Teacher Task Stool
- Budget: \$6,200 per classroom**

MMS Classroom Package B

- 25 Intellect Wave Cantilever Base Chairs
 - 25 Intellect Wave Cantilever Base Desks
 - 1 All Terrain Mobile Lectern
 - 1 Work Up Collaboration Table
 - 1 Mobile Teacher Desk
 - 1 Teacher Task Chair
- Budget: \$9,900 per classroom**

MMS Classroom Package C

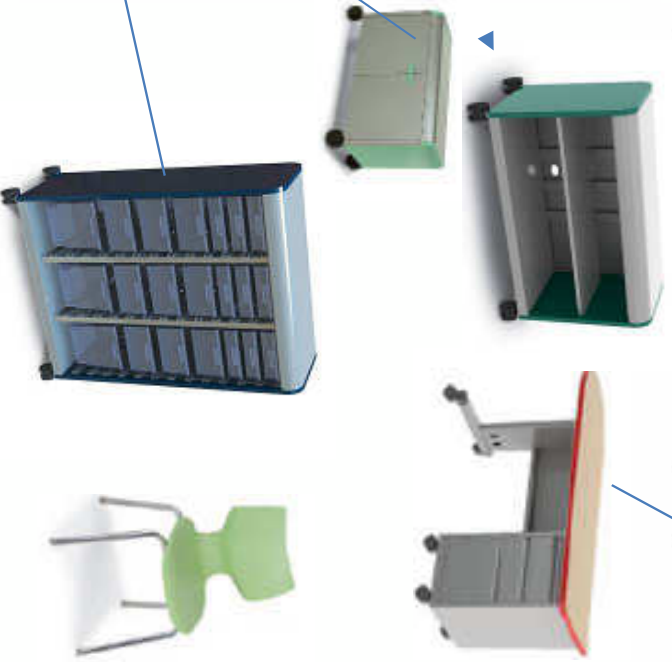
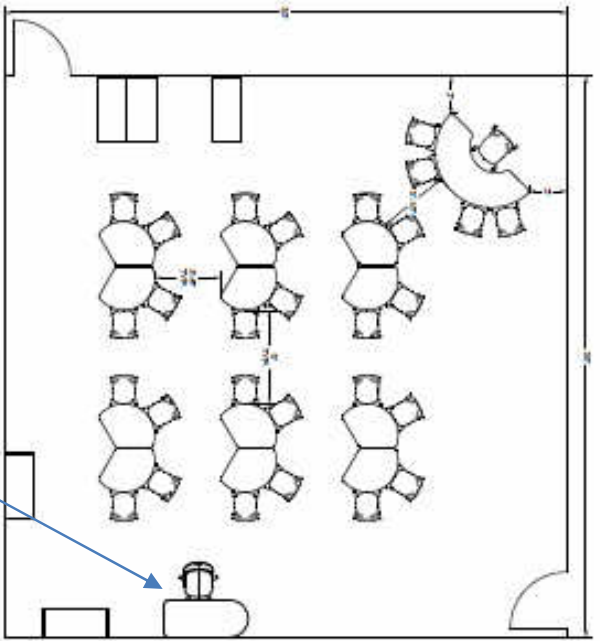
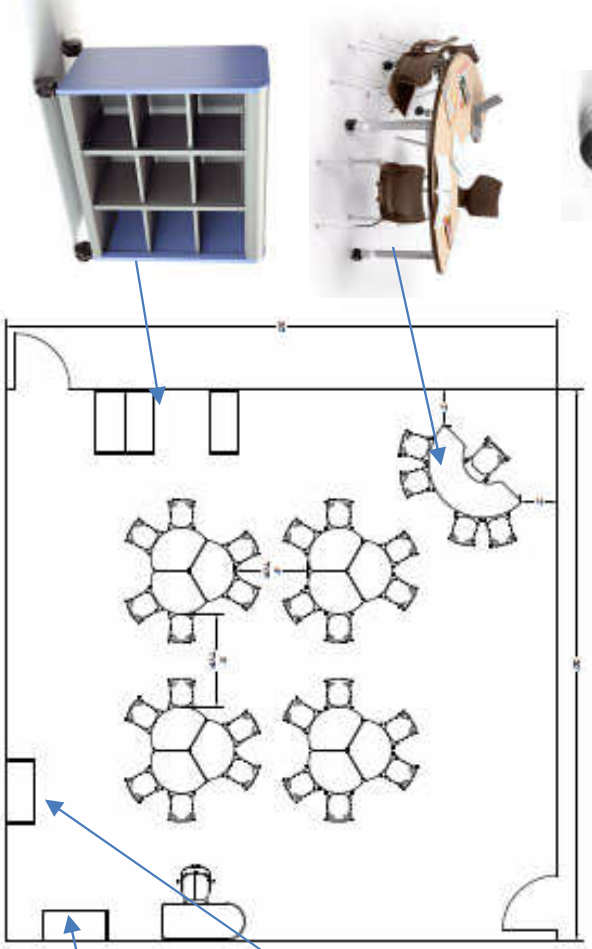
- 26 Intellect Wave 4-Leg Chairs
 - 13 Pirouette Flip & Nest Rectangle Tables*
 - 1 All Terrain Mobile Lectern
 - 1 Work Up Collaboration Table
 - 1 Mobile Teacher Desk
 - 1 Teacher Task Chair
- Budget: \$12,800 per classroom**

MMS Classroom Package D

- 25 Learn 2 Desks, Intellect Wave Seat & Oversized Plam Tablet
 - 1 All Terrain Mobile Lectern
 - 1 Work Up Collaboration Table
 - 1 Mobile Teacher Desk
 - 1 Teacher Task Chair
- Budget: \$14,100 per classroom**

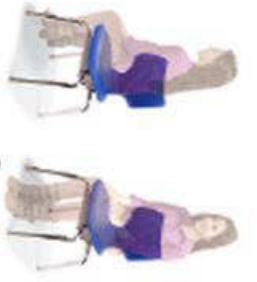
*Replace with Inquire 4-Leg Tables, Deduct \$2,000 from Package C budget.

Note: All classroom furniture budget pricing is delivered only. Add 10 – 12% for inside delivery, assembly, installation and rubbish removal.



TK – 1st Grade





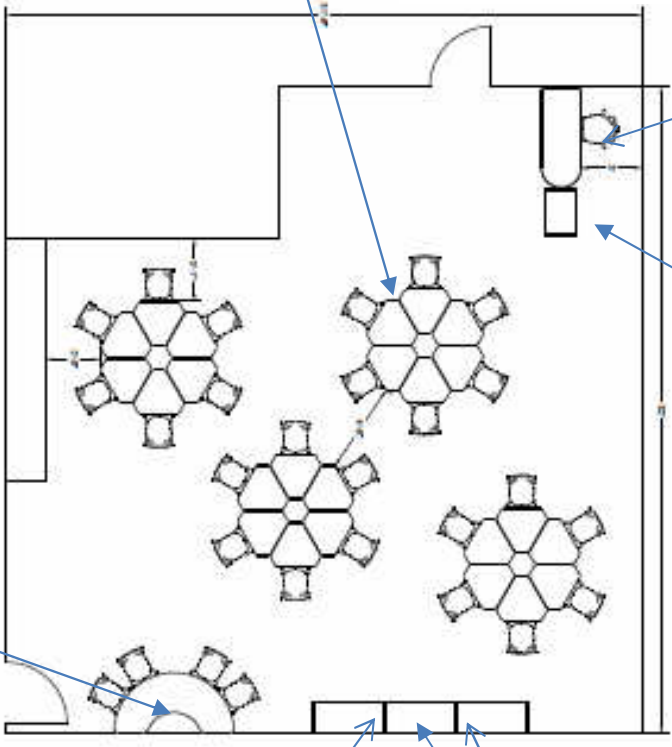
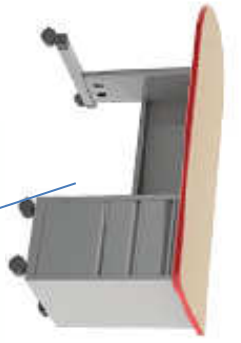
1. THE FEET AND FEET SHOULD BE PLACED IN FRONT OF THE SEAT AND SHOULD BE SUPPORTED BY THE SEAT.



2. THE BACK SHOULD BE STRAIGHT AND SHOULD BE SUPPORTED BY THE SEAT.

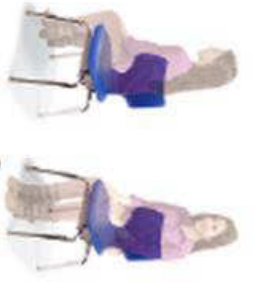
3. THE CHAIR SHOULD BE AT THE SAME LEVEL AS THE WRITING SURFACE.

4. THE WRITING SURFACE SHOULD BE AT THE SAME LEVEL AS THE WRITING SURFACE.



2nd 3rd Grade





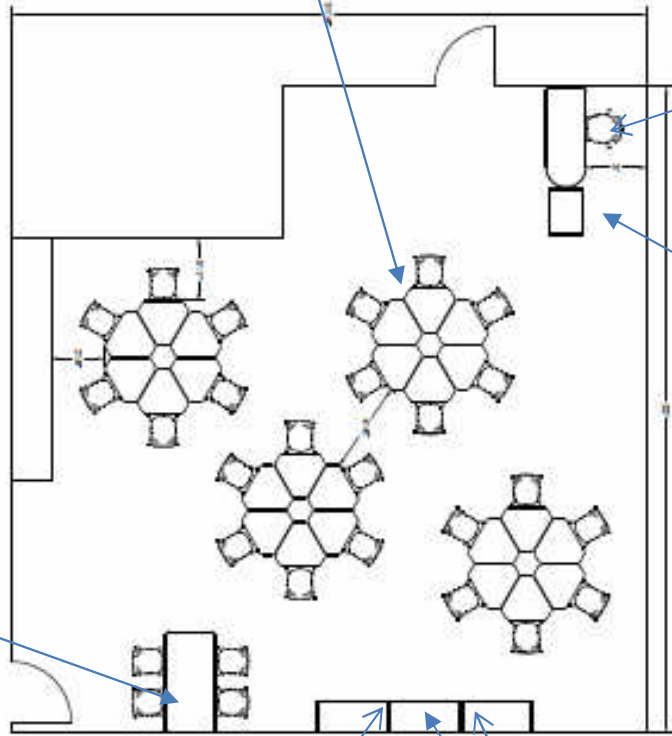
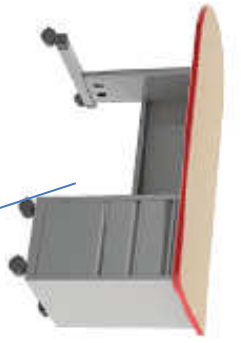
1. THE USER MUST PUSH AGAINST THE SEATERS IN ORDER TO MOVE THEM TO THE POSITIONING POSITION.



2. THE USER MUST MOVE THE SEATERS TO THE POSITIONING POSITION.

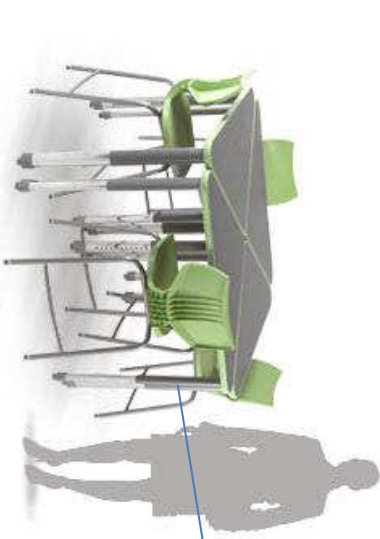
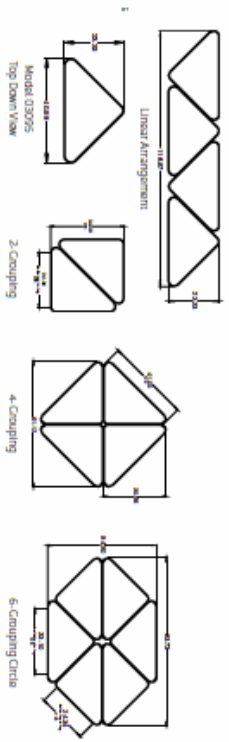
3. THE CHAIRS MUST BE PLACED IN THE POSITIONING POSITION WITH THE SEATERS TO THE POSITIONING POSITION.

4. THE USER MUST MOVE THE SEATERS TO THE POSITIONING POSITION.

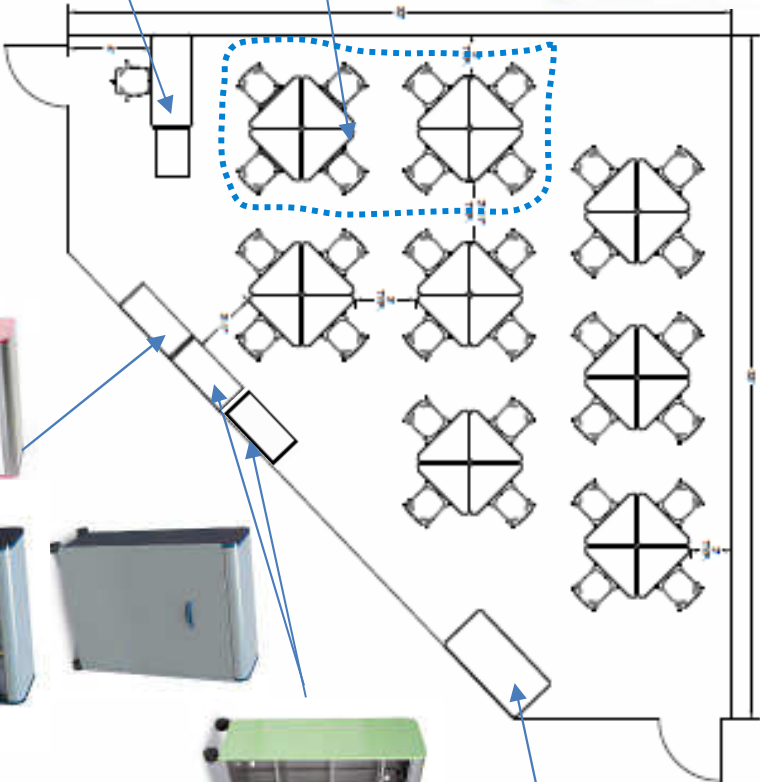


4th – 5th Grade





(standing desks)



1. THE KNEES ARE AT THE SAME LEVEL AS THE ELBOWS AND THE FEET ARE FLAT ON THE FLOOR.

2. THE KNEES ARE AT THE SAME LEVEL AS THE ELBOWS AND THE FEET ARE FLAT ON THE FLOOR.

Possible Elementary Classrooms



21st Century Classroom Furniture Ideas

Student Desks



KI "Pirouette" Flip & Nest Tables



KI "Inquire" Tables



Intellect Wave Cantilever



Intellect Wave Triangle



Kaleidoscope Triangle



KI "Learn 2" with Intellect Wave Seat

21st Century Classroom Furniture Ideas

Student Seating



KI “Intellect Wave” Seating Options

Classroom Accessories



“All Terrain” Mobile Lectern



Mobile Teacher Station



Adj. Ht. Teacher Table



“Work-Up” Adjustable Height Collaboration Table



Mobile Teacher Desk

21st Century Classroom Furniture Ideas



21st Century Classroom Furniture Ideas

Student Desks



KI "Pirouette" Flip & Nest Tables



KI "Inquire" Tables



Intellect Wave Cantilever



Intellect Wave Triangle



Kaleidoscope Triangle



KI "Learn 2" with Intellect Wave Seat

21st Century Classroom Furniture Ideas

Student Seating



KI “Intellect Wave” Seating Options

Classroom Accessories



“All Terrain” Mobile Lectern



Mobile Teacher Station



Adj. Ht. Teacher Table



“Work-Up” Adjustable Height Collaboration Table



Mobile Teacher Desk

21st Century Classroom Furniture Ideas



Prospect Heights School District 23 Blueprint 2016 -2018

Provide educational opportunities that are responsive to the needs of all learners and reflective of the demands of accountability.

1. Explore expanded Prekindergarten services

a. Completed investigation of possible alternative sites to house preschool. Sites do not meet school code standatds. Required program will remain at Eisenhower

2. Investigate options for full day kindergarten.

a. There is currently no room to expand more sections of kindergarten to full day with earlychildhood remaining at Eisenhower. The costs of expanded full day would need to be parent paid, as the District budget would not be able to

3. Maintain current curriculum cycle.

a. Science recommendations in May

Engage families, community members and staff in dialogue, deliberation and colloborative thinking around the common interests of District 23

1. Explore methods to increase two-way dialgue with families, community members, and staff to increase knowledge and understanding of District 23 operations.

a. conduct a mini communications udit to determine the most effective means of communication to reach stakeholders.

2. Strengthen collboartive relationships with parents, staff and community members to reinforce a sense of community and enhance student learning.

a. Use results of the communications survey to target methods for better communication with all stakeholders.

Manage Resources efficiently and effectively to align with district priorities while being fiscally responsible.

1. Complete the 10-year life/safteystudy to review safety and adequacy of facilities and equipment to support student programs.

a. Presentation at January 2017 Board meeting.

2. Develop 10-year facilities plan.

a. Presented at January 2017 board meeting.

Prospect Heights School District 23 Blueprint 2016 -2018

3. Research methods to close the achievement gap related to low income and TPI/TBE populations.

a. Work is ongoing with our intervention programs. New intervention software is being implemented this fall.

b. The Transitional Bilingual Team is studying the biliteracy model. Recommendations will be forthcoming.

4. Develop Standards Based Grading.

a. Efforts continue to align curriculum across the grade level teams and establish common assessments.

5. Identify opportunities to expand STEM enhancements.

a. Partnership with D214 for increased opportunities for students at MacArthur.

b. STEM program opportunities for elementary begin in January.

6. Implement the Tech Plan 2.0

a. 1:1 implementation continues at MacArthur

b. 1:1 implementation at Sullivan began in Sept.

c. Studying ways to increase devices at Ross and Eisenhower.

d. Plans underway for Tech Plan 3.0

3. Provide targeted professional development aligned to District priorities.

a. Work is ongoing with training for staff and assistants around District priorities.

3. Align resource allocations to support District priorities and initiatives.

a. Long term financial projections presented at February 2017 board meeting.

4. Explore shared service opportunities that support District 23 priorities and initiatives.

a. Current work with D214 in our STEM program and possible kindergarten space.

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
PROSPECT HEIGHTS SCHOOL DISTRICT 23 AND TOWNSHIP HIGH SCHOOL DISTRICT 214**

This Intergovernmental Agreement (“IGA”) is made by and between the Boards of Education of Prospect Heights School District 23, Cook County, Illinois (“D23”), and Township High School District 214, Cook County, Illinois (“D214”), subject to the following terms and conditions:

I. Rationale and Background Information.

1. Article VII, Section 10 of the *Illinois Constitution* and the *Intergovernmental Cooperation Act*, 5 ILCS 220/1 *et seq.*, authorize and encourage intergovernmental cooperation.
2. Both D23 and D214 offer co-curricular enrichment programming for their students and wish to create a multi-use, multi-grade shared co-curricular facility to collaboratively address facility and program needs for related programs.
3. Shared programming will provide the potential for a mutually beneficial collaboration between the school districts, including between faculty and students. This collaboration will provide opportunities for improved articulation and support of curriculum, development of formal high school/elementary mentor/mentee relationships, shared use and development of facilities, and strategic acquisition of equipment.

II. Program Details.

1. Effective January 1, 2017 a shared co-curricular facility will be created at D23’s Douglas MacArthur Middle School located at 700 N Schoenbeck Road, Prospect Heights, Illinois for use by D23 and D214 students. Appendix A contains a list of rooms/areas (“co-curricular facilities”) and proposed usages, which may be amended by written agreement of the Superintendents of D23 and D214 at any time without amending this Agreement. The Superintendents of D23 and D214, or their respective designees, will meet not less than annually to prepare and update a draft calendar for the use of the facilities. If scheduling conflicts occur, D23 programs at the co-curricular facility shall receive priority; provided that D23 shall provide seven days notice to D214 of any conflict, except in the case of emergency, in which case D23 shall provide notice as soon as reasonably possible.
2. The initial term of this Agreement shall last up to and include June 30, 2021. Either party may terminate this Agreement at the end of the 5-year initial term by providing the other party with written notice on or before December 31, 2020. Thereafter, the term of this Agreement shall revert to year-to-year, from July 1 to June 30. Either party may terminate this Agreement at the end of a school term by providing the other party with written notice on or before the preceding December 31. This Agreement may also be terminated at any time by mutual agreement of the parties.
3. The co-curricular facilities will be used by D23 staff and students during the school day including immediately before and after school. The co-curricular facilities will be

used by D214 Wildstang Robotics staff, students, and mentors during the evening and weekends in accordance with the calendar for use of facilities identified in Section II(1) above.

4. Any signage to be utilized shall be agreed to by the parties and shall conform to standards established by D23. Costs for signage, if any, shall be discussed and agreed to by the parties.
5. Student records, if any, will be maintained separately by each party, with the understanding that the parties will share student records with each other consistent with the *Illinois School Student Records Act*, 105 ILCS 10/1 et seq., and its implementing regulations contained at 23 Ill.Adm.Code 375.10 et seq.
6. The Parties will hold periodic meetings to discuss ways to expand opportunities in the D23 program, support by the D214 program, alignment and support of D23 curriculum, development of formal high school/elementary school mentorship relationships, and shared use of all equipment and materials in the facilities.

III. Use of Facilities.

1. The Parties acknowledge that D23 will modify the facilities after the design and plan to modify the facilities has been agreed to by the Superintendents of D23 and D214, or their respective designees. All modifications agreed to shall be made at D214's expense. D214 will also furnish and equip the facilities at D214's expense. D23 may purchase all non-affixed furnishings and equipment provided by D214 in the event that this Agreement is terminated prior to June 30, 2021 (1) by mutual agreement of the Parties, (2) by D23 due to the material breach of D214, or (3) by D214 for D214's convenience. In such event, the purchase price will be one-fifth (1/5) of the initial market value of the furnishing or equipment for each year of the Agreement remaining at the time of termination. D214 may take possession of all non-affixed furnishings and equipment provided by D214 in the event this Agreement is terminated prior to June 30, 2021 (1) by D23 for its convenience, (2) by D214 due to the material breach by D23.
2. D23 agrees to assume all costs associated with cleaning, supervision, normal and customary repair, maintenance, life safety work, internet access, etc., of the facilities in the normal course. No annual rent or other fee shall be paid by D214 to D23. Any necessary repairs resulting from damage from a D214 program or event that does not result from normal wear and tear shall be paid for by D214. The D214 Program staff and participants shall have a non-exclusive right to use, and to permit others to use, the common areas at Douglas MacArthur Middle School, including, but not limited to, exterior walkways, interior hallways, restrooms, green space, and parking areas; provided that any such use by D214 Program staff, its licensees and invitees shall be solely for the permitted purposes specified in this Agreement. The Superintendents of D23 and D214, or their respective designees shall agree on any portion(s) of the building that are NOT permitted for use and guidelines as to ingress and egress for purposes of maximizing the security of the students and staff.

3. D23 will provide identification cards/access codes for D214 employees to access co-curricular facilities. D23 will similarly provide identification cards for D214 students to access co-curricular facilities, if necessary. D214 employees will comply with all D23 security procedures, including locking the building and arming security systems, if necessary, after D214 activities. All D214 employees, agents, mentors and volunteers permitted access to co-curricular facilities shall be subject to a criminal background check at D214's expense.
4. The Parties agree that parking spaces at MacArthur Middle School are sufficient for purposes of this Agreement and no parking spaces or areas will otherwise be designated for use by D214 Program staff or students, unless otherwise agreed to by the parties.
5. The parties agree to mutually indemnify, defend and hold harmless the other party and their respective board members, employees, volunteers and agents from all claims, causes of action, damages, whether to person (including death) or property, costs (including reasonable attorneys' fees), and losses (collectively "Loss") to the extent the Loss arises out of the negligent acts or omissions or willful misconduct of the indemnifying party, or its respective employees, agents, mentors, program participants, or volunteers.
6. During the term of this Agreement, D214, at its sole cost and expense shall carry and maintain comprehensive general liability insurance, insuring against all liability of D23 arising out of the activities occurring pursuant to this Agreement and related to its indemnification obligations to D23, with a minimum combined single limit of One Million Dollars (\$1,000,000.00) per occurrence and Two Million Dollars (\$2,000,000.00) general aggregate. In addition, D214 shall carry umbrella liability insurance with a minimum combined single limit of One Million Dollars (\$1,000,000.00) per occurrence and One Million Dollars (\$1,000,000.00) general aggregate. D214 shall cause its insurers to issue a Certificate of Insurance to D23 listing the Board of Education of Prospect Heights School District 23, its Board Members, agents and employees, as additional party insureds on such policy(ies), and said Certificate shall further state that written notice shall be provided to D23 not less than thirty (30) days prior to cancellation of such policy(ies).
7. Any D23 approved modification of existing facility (construction) requested by D214, upon review and written approval of scope and cost, shall be paid for by D214. Mutual agreement would be required on the selected vendor performing the services. All vendors will be required to indemnify D23 and D214, their boards of education, employees, and agents from and against all claims, liabilities, and costs (including reasonable attorneys' fees) arising from the negligent acts or omissions or willful misconduct of its employees, agents, or subcontractors. Additionally, all vendors will be required to carry insurance in coverages and policy limits reasonably required by D23 and D214, and to name D23 and D214, their board members, employees and agents as additional insureds.

8. Nothing contained in this Agreement is intended to constitute nor shall constitute a waiver of the defenses available to either party under the *Illinois Local Governmental and Governmental Employees Tort Immunity Act*, with respect to claims by third parties.
9. All capital improvements to the facilities will become the property of D23 upon completion and D214 will not have any claim to ownership of such improvements; provided that non-affixed furnishings and equipment that D214 purchased or provided pursuant to this Agreement shall remain the property of D214, except as otherwise provided in Article III.1.
10. All D214 employees, students, mentors, and volunteers will comply with all D23 policies and rules while on D23 property.

IV. General Terms.

1. Neither party may assign any rights or duties under this Agreement without the prior express written consent of the other party.
2. This Agreement shall constitute the entire agreement of the parties with respect to the matters contained in this Agreement and this Agreement supersedes any and all prior agreements and understandings, whether written or oral, formal or informal.
3. Any notice or communication permitted or required under this Agreement shall be in writing and shall become effective on the day of mailing thereof by first class mail, registered or certified mail, postage prepaid or by a national overnight courier, addressed to the administrative offices of the other party.
4. This Agreement may be amended in writing by agreement of the parties. The parties shall reasonably cooperate with each other and shall provide reasonable assistance to the other party to aid the other party in fulfilling its obligations under this Agreement.
5. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Illinois without regard to conflict of law principles. Jurisdiction and venue for all disputes hereunder shall be the Circuit Court located in Cook County, Illinois, or the federal district court for the Northern District of Illinois. The parties shall comply with all applicable local, county, State and federal laws and regulations.
6. If any term, covenant, condition, or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remainder of the provisions shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
7. This Agreement may be signed in counterparts and it shall be effective on the date listed below. If the dates differ, the latter date shall be considered the effective date of this Agreement.

**BOARD OF EDUCATION,
ELEMENTARY SCHOOL DISTRICT 23,
Cook County, Illinois,**

**BOARD OF EDUCATION,
TOWNSHIP HIGH SCHOOL DISTRICT
214, Cook County, Illinois,**

President Date

President Date

ATTEST:

ATTEST:

Secretary Date

Secretary Date

APPENDIX A

<u>Purpose</u>	<u>Location</u>	<u>Proposed use and description</u>	<u>Changes/needs</u>
Workshop/Maker Space	Room 313	<p>Primary workshop for Wildstang Robotics and MacArthur technology program. Heavy construction and manufacturing of the robot and field elements would be done in this space.</p> <p>Room would outfitted with power tools, work benches, and storage racks/shelves.</p> <p>D214 Robotics program would have dedicated build space and storage for their robots when work is in progress. Rolling work benches can be explored to meet this need.</p>	<p>D214 would outfit space with new benches and would provide additional workspace and industrial storage solutions along the sides of the room.</p> <p>Additional tooling would be provided by D214 as necessary. Large power tools would be shared between D214 and D23. Individual hand tools would be individually supplied by each district.</p> <p>Flooring and paint could be addressed to match the desired intent of the space.</p>
	Room 311	<p>Shared secondary workshop space and classroom space. Primary uses by Wildstang Robotics would include light assembly, electronics, and computer design/modeling.</p> <p>Collaborative technology solutions including monitors and Apple TVs could be installed in this space.</p> <p>Room would be outfitted with work benches, hand tools, and storage. Storage, tools, and equipment in room would be shared.</p> <p>Heavy construction and manufacturing would not occur in this space.</p>	<p>D214 would outfit space with new benches and collaborative technology.</p> <p>Electrical drops would be installed for each work station. Paint could be addressed to match the desired intent of the space.</p>
Collaborative Lab/Classroom Space	Room 309 Room 310	<p>Shared collaborative classroom and lab spaces for both D214 and D23. Primary uses for Wildstang Robotics would be computer design/modeling, electronics, programming, and group meetings.</p>	<p>D214 would outfit space with flexible-use furniture (i.e. adjustable/varied height tables and chairs on casters) to allow for different collaborative classroom arrangements.</p>
	Room 315	<p>Additional storage for program equipment and supplies.</p> <p>Space could be include flexible furniture and collaborative technology solutions.</p>	<p>Storage solutions would be addressed.</p> <p>D214 would provide collaborative technology solutions (monitors, Apples TVs, etc).</p>
Practice and Robot Test Space	Little Theater	<p>From January to May, the team will use space as a practice location for their robot. This space will be needed during the majority of practice sessions (evenings and weekends) during this period of time.</p>	<p>It would need to be identified whether carpet rolls would be needed placed over the existing flooring during practice.</p>

		Competition field elements will be brought into the gym at the start of practices and removed at the end of practices. They would be stored in external storage container.	
Interior Storage	313A	Part of space will be dedicated for use by Wildstang Robotics.	Industrial storage solutions
	Additional added storage solutions in 311/313/315		
Large Group Meeting Space	Little Theater	On Monday evenings, space will be used for large group instruction.	Chairs, desks, and/or tables. Projector and screen for presentations.
	Room 308		
Additional Meeting/ Instructional Space	Room 402, 404, 406, or 408	Use for small group meetings and instruction.	No change necessary.
Exterior Storage	South side of school outside Rooms 311 and 313	Wildstang Robotics has an 8'x40' storage container used to store program equipment and supplies for practice space (competition field elements, supplies and equipment, and floor covering for practice field).	Safe and convenient access including snow clearing during winter and permanent or temporary electrical for lighting.



Micheal DeBartolo <mdebartolo@d23.org>

Fwd: FOIA Request for Records

Micheal DeBartolo <mdebartolo@d23.org>
To: nmihelich@irtaonline.org

Mon, Dec 5, 2016 at 2:59 PM

Dear Nathan:

The District is in receipt of your Freedom of Information request dated December 1, 2016. In that correspondence you requested "the name, title and email address of any teachers or administrators who are retiring in 2017."

Attached you will find the documents we have that are responsive to your request. The responsive documents include the personnel report(s) containing such information for any retirements that have been approved to date through the end of the 2016-17 school year.

Please let me know if you have any additional 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: **Illinois Retired Teachers Association** <nmihelich@irtaonline.org>
Date: Thu, Dec 1, 2016 at 10:10 AM
Subject: FOIA Request for Records
To: dwilson@d23.org

Dear District Official / FOIA Officer:

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

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

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

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

Thank you,

Nathan Mihelich
IRTA

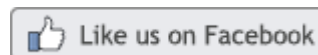
ILLINOIS RETIRED TEACHERS ASSOCIATION

1.800.728.4782

828 S. 2nd St.

Springfield, IL 62704

Stay In Touch



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

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PERSONNEL REPORT

<u>Name</u>	<u>Position</u>	<u>Action</u>	<u>Effective</u>	<u>Salary</u>
1. Carrie Vergil	Director of Human Resources Central Administration	Employment	December 12, 2016	\$60,000
2. Steve Lee	Principal MacArthur	Retirement	June 30, 2017	
3. Debra Wilson	Superintendent Administration Center	Retirement	June 30, 2017	
4. Meghan Lopez	Bilingual Teacher Ross	FMLA	April 24, 2017 to August 21, 2017	



Micheal DeBartolo <mdebartolo@d23.org>

Fwd: FOIA Request for Records

Nathan Mihelich <nmihelich@irtaonline.org>
To: Micheal DeBartolo <mdebartolo@d23.org>

Thu, Dec 15, 2016 at 1:31 PM

Could you kindly provide the district email addresses of Steve Lee and Debra Wilson.

Thanks and happy holidays.

Nathan

From: Micheal DeBartolo [mailto:mdebartolo@d23.org]
Sent: Monday, December 05, 2016 2:59 PM
To: Nathan Mihelich <nmihelich@irtaonline.org>
Subject: Fwd: FOIA Request for Records

Dear Nathan:

The District is in receipt of your Freedom of Information request dated December 1, 2016. In that correspondence you requested "the name, title and email address of any teachers or administrators who are retiring in 2017."

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Micheal DeBartolo
Business Manager

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(847) 870-5552 Telephone

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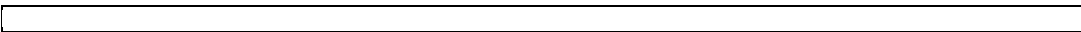
Please provide the requested records electronically. Please email to nmihelich@irtaonline.org.

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

Thank you,

Nathan Mihelich

IRTA



Stay In Touch



ILLINOIS RETIRED TEACHERS ASSOCIATION

1.800.728.4782

828 S. 2nd St.
Springfield, IL 62704



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

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

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

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

Subject: FOIA Request for Records

To: dwilson@d23.org

||

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Thank you,

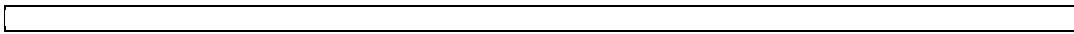
Nathan Mihelich

IRTA

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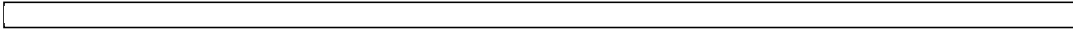
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ILLINOIS RETIRED TEACHERS ASSOCIATION

1.800.728.4782

828 S. 2nd St.
Springfield, IL 62704



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

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 **WHITE IRTA FOIA Supplemental Response.pdf**

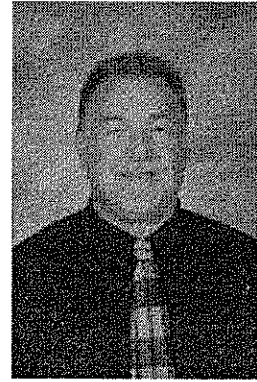
79K

STAFF DETAILS

Steven Lee

Principal

stlee@d23.org



BUILDING/DEPARTMENT ASSIGNMENTS:

Prospect Heights School District 23 - District Staff

Douglas MacArthur Middle School - Douglas MacArthur Middle School Staff

PHONE NUMBERS

847 870-3879 [Office]

BIOGRAPHICAL INFORMATION:

PRINT

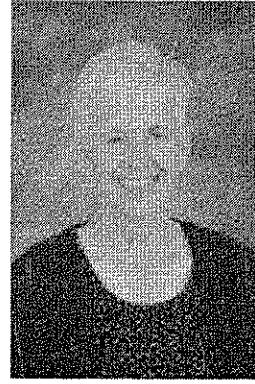
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STAFF DETAILS

Dr. Deb Wilson

Superintendent

dwilson@d23.org



BUILDING/DEPARTMENT ASSIGNMENTS:

Prospect Heights School District 23 - District Staff

PHONE NUMBERS

847 870-5550 [Office]

BIOGRAPHICAL INFORMATION:

PRINT

CLOSE THIS WINDOW

Ladies and Gentlemen:

In accordance with the Illinois Open Meeting Law, we are submitting our annual written request for notice of meetings, covering the calendar year of 2017.

As you know, this law applies to “all meetings of any legislative, executive, administrative or advisory bodies of the state, counties, townships, cities, villages, incorporated towns, school districts and other municipal corporations, boards, bureaus, committees or commissions of this state.” Although executive sessions may be conducted in six clearly defined categories, these sessions are still subject to the Open Meetings Act, including the provisions requiring notice.

The law provides that news media applying for notification is supplied with a schedule of regular meetings, including times, dates and places of such meetings.

It further requires that you provide us specific notice of any special meetings or rescheduled regular meetings; such notice is to be given at least 48 hours before the meeting is convened and include an agenda.

As you are undoubtedly aware, in the event a change is made in the regular schedule of meetings, the law requires you publish a notice at least 10 days before the new date, in a newspaper of general circulation in this area.

Our request for meeting notices covers not only the body itself but also any committees, subcommittees, subsidiary bodies or commissions responsible to it or created by it.

All notices should be sent by email to: cookagenda@dailyherald.com

Mailing address: Assistant Managing Editor/Local News
 Paddock Publications, Inc.
 P.O. Box 280
 Arlington Heights, IL 60006-0280

Your cooperation is appreciated.

Sincerely,



John Lampinen
Sr. Vice President/Editor

Paddock Publications, Inc.
Post Office Box 280
Arlington Heights, Illinois 60006-0280
Telephone 847-427-4300
dailyherald.com



Prospect Heights School District 23

700 N. SCHOENBECK ROAD, PROSPECT HEIGHTS, ILLINOIS 60070

DISTRICT OFFICE

Phone (847) 870-3850

Fax: (847) 870-3896

EISENHOWER SCHOOL

Phone (847) 870-3875

Fax: (847) 870-3877

BETSY ROSS SCHOOL

Phone (847) 870-3868

Fax: (847) 870-3898

ANNE SULLIVAN SCHOOL

Phone (847) 870-3865

Fax: (847) 870-8113

MACARTHUR MIDDLE SCHOOL

Phone (847) 870-3879

Fax: (847) 870-3881

January 4, 2017

Assistant Managing Editor/Local News

Paddock Publications, Inc.

P.O. Box 280

Arlington Heights, Illinois 60006-0280

RE: Response to request for calendar of meetings for 2017

To whom it may concern:

In response to your written request dated December 29, 2016, below please find a list of meeting dates, meeting times and meeting locations for the Prospect Heights School District Board of Education, Board Finance Committee and Board Buildings and Sites Committee. The Board of Education and its committees are only scheduled through June 30, 2017. However, traditionally the Board of Education has met on the 2nd Wednesday of each month, the Finance Committee has met on the 1st Tuesday preceding the meeting of the Board of Education and the Building and Sites Committee has met on the 1st Wednesday preceding the regular meeting of the Board of Education.

That being said, after the April 4, 2017 consolidated election, the swearing in of the new Board of Education and the selection of officers, the Board of Education will approve and publish a new calendar of Board of Education and committee meeting dates.

Board of Education (all meetings start at 7:00 p.m.):

January 11, 2017

February 8, 2017

March 8, 2017

April 12, 2017

May 10, 2017

June 14, 2017

Finance Committee (all meetings start at 4:00 p.m.):

January 4, 2017

January 31, 2017

February 28, 2017

April 4, 2017

May 2, 2017

June 6, 2017

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, jeżeli chcą Państwo by wiadomość ta została przetłumaczona na Państwa język ojczysty.

Paddock Publications, Inc.
January 4, 2017
Page 2

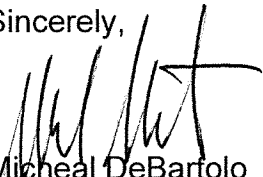
Building and Sites Committee (all meetings start at 7:30 a.m.):

January 4, 2017
February 1, 2017
March 1, 2017
April 5, 2017
May 3, 2017
June 7, 2017

All meetings of the Board of Education and Board of Education Committees take place at the Prospect Heights School District 23 District Office located at 700 North Schoenbeck Road, Prospect Heights, Illinois 60070.

Should you have any questions, please feel free to contact me at (847) 870-5552.

Sincerely,



Micheal DeBartolo
Business Manager/CSBO

DRAFT UPDATE

Instruction

School Accountability

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. To fulfill that purpose, the Illinois State Board of Education prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education 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.
 1. ~~If applicable, implement a No Child Left Behind Act (NCLB) plan, including the completion of the NCLB Consolidated Application, and seek Board approval where necessary or advisable.~~
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.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with Sec. 2-3.153 of the School Code, administer at least biennially a survey of learning conditions on the instructional environment within the school to, at minimum, students in grades 6 through 12 and teachers.

Comment [APowell1]:

This policy is updated to delete former requirements under NCLB, repealed by ESSA and P.A.s 99-193 and P.A. 99-657, and amendments to 23 Ill.Admin.Code §1.97.

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School Choice and Supplemental Education Services

~~This section of the policy is effective only if the choice and/or supplemental educational services requirements in federal law are applicable to Illinois. When effective, school choice and supplemental education services will be offered to students as provided in Title I of the Elementary and Secondary Education Act.~~

DRAFT UPDATE

LEGAL REF.: ~~No Child Left Behind Act, §1116, 20 U.S.C. §6316,
34 C.F.R. §§200.32, 200.33, 200.42, and 200.43,
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, 5/10-21.3a, 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)

ADOPTED: ~~January 14, 2016~~

DRAFT UPDATE

Prospect Heights School District 23

6:50

Instruction

School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy 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). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

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 of Education policy 6:60, *Curriculum Content*.

Goals for Physical Activity

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*.
- 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*.
- 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.

Nutrition Guidelines for Foods Available During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

Exempted Fundraising Day (EFD) Requests

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, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). 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 is set by ISBE rule.

Comment [APowell1]:

The policy, Legal References, and Cross References are updated throughout in response to final Smart Snacks rules.

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 website for the public, and use the student handbook to distribute important information to interested households.

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Comment [APowell2]:

23 Ill.Admin.Code §1.425 (added at 40 Ill. Reg. 2990)

Issue 93, October 2016

Comment [APowell3]:

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/ils/pdf/pdf/goal20.pdf). See also 23 Ill.Admin.Code §1.425 (g), (h); ISBE's *IL Fitness Assessments and Data Reporting Requirements Questions and Answers (Rev. 3/25/16)* at: www.isbe.net/EPE/pdf/fitness-asmf-faq.pdf.

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DRAFT UPDATE

Guidelines for Reimbursable School Meals

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.

Monitoring

The Superintendent or designee shall annually 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. This 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

Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and community.

Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

LEGAL REF.: Child Nutrition and WIC Reauthorization Act of 2004, PL 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, PL 111-296.
42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.30.
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.: 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education)

ADOPTED: ~~January 14, 2016~~

Comment [APowell4]:

7 C.F.R. §210.30(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.

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DRAFT UPDATE

Instruction

Curriculum Content

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, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. 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.
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, 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.
4. In grades kindergarten through 8, 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.
5. 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. 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*. In addition, in all grades, gang resistance education and training must be taught.
6. 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.
7. 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 daily during the school day in a physical education course. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs*, and *Course Substitution*, and 7:260, *Exemption from Physical Activity Education*.
8. 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 prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. 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

Comment [APowell1]:

Title change in referenced policy 7:260 in response to 23 Ill.Admin.Code §1.425(e)(3) and 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

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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.

10. 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.
11. 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, 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.

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.

12. In grade 7, 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.
13. In all schools, the curriculum includes a unit of instruction 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.
14. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes a unit of instruction 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.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

DRAFT UPDATE

LEGAL REF.: 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,
5/27-21, 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-
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), 7:190 (Student Discipline); 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 Activity ~~Education~~)

ADOPTED: ~~April 8, 2015~~

DRAFT UPDATE

Instruction

Migrant Students

The Superintendent will develop and implement a program to address the needs of migrant children in the District.

This program will include a means to:

1. Identify migrant students and assess their educational and related health and social needs.
2. Provide a full range of services to migrant students through appropriate local, State and federal educational programs, including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, and elective classes.
3. Provide migrant children with ~~the opportunity~~ full and appropriate opportunities to meet the same ~~statewide~~ challenging State academic assessment standards that all children are expected to meet.
4. Provide advocacy and outreach programs to migrant children and their families and professional development for District staff.
5. Provide programs, activities, and procedures for the engagement of parents/guardians and family members of migrant students ~~an opportunity for meaningful participation in the program in an understandable format and language.~~

Comment [APowell1]:

The policy and footnotes are updated to reflect new Title I program requirements under §6318 of ESEA, as amended by ESSA, and to reflect statutory language from 20 USC §§6396(a)(1)(E) and 6391(3).

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Migrant Education Program for Parents/Guardians and Family Member Engagement-~~Involvement~~

Parents/guardians and family members of migrant students will be involved in and regularly consulted about the development, implementation, operation, and evaluation of the migrant program.

Parents/guardians and family members of migrant students will receive instruction regarding their role in improving the academic achievement of their children.

LEGAL REF.: 20 U.S.C. §6318.
20 U.S.C. §6391 et seq.
34 C.F.R. §200.80 et seq.

CROSS REF.: 6:170 (Title I Programs)

ADOPTED: ~~February 13, 2013~~

Comment [APowell2]:

20 USC §6934(c)(3) requires that parents be consulted in the same manner as in §6318 (parent and family engagement – see Policy 6:170), and in a format and language understandable to parents.

While some question whether the policy addressing migratory students improperly expands the scope to include *family engagement*, extension to families is not optional. See 20 USC §6318 (f), stating:

Accessibility

In carrying out the parent and family engagement requirements of this part, [school districts], to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 6311 of this title in a format and, to the extent practicable, in a language such parents understand.

Issue 93, October 2016

DRAFT UPDATE

Instruction

English Learners

The District offers opportunities for resident English Learners to ~~develop~~ achieve at high levels of ~~in~~ academic attainment in ~~subjects—English~~ and to meet the same challenging State academic content ~~and student academic achievement standards that all children are expected to attain~~ meet. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English ~~speaking ability~~ language proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) how the program will specifically help their child learn English and meet age-appropriate academic achievement standards for grade promotion and graduation, (56) specific exit requirements of the program, (67) how the program will meet their child's individualized education program, if applicable, and (78) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child's progress and involvement will be encouraged.

Comment [APowell1]:

The policy and Legal References are updated to reflect new English Learner program requirements under ESEA, as amended by ESSA.

For purposes of this policy, *English Learners* is synonymous with the School Code definition, which means: (1) all students in grades Pre-K through 12 who were not born in the United States, whose native tongue is a language other than English, and who are incapable of performing ordinary classwork in English; and (2) all students in grades Pre-K through 12 who were born in the United States of parents possessing no or limited English-speaking ability and who are incapable of performing ordinary classwork in English (105 ILCS 5/14C-2, amended by P.A. 99-30).

Note: The Illinois Administrative Code definition of *English Learners* has not been amended since the effective date of P.A. 99-30 and still provides that *English Learners* means any student in preschool, kindergarten or any of grades 1 through 12, whose home language background is a language other than English and whose proficiency in speaking, reading, writing, or understanding English is not yet sufficient to provide the student with: (1) the ability to meet the State's proficiency level of achievement on State assessments; (2) the ability to successfully achieve in classrooms where the language of instruction is English, or (3) the opportunity to participate fully in the school setting (23 Ill. Admin. Code §228.10).

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Parent Involvement

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students. ~~(1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Learners programs.~~

DRAFT UPDATE

LEGAL REF.: 20 U.S.C. §§6312, 6314, 6315, and 6318-6319 and 6801.
20 U.S.C. §6801 et seq.
34 C.F.R. Part 200.
105 ILCS 5/14C-1 et seq.
23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15 (School Accountability), 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program)

ADOPTED: January 14, 2016

DRAFT UPDATE

Instruction

Title I Programs

The Superintendent or designee shall pursue funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

Title I Parental and Family Engagement~~Involvement~~

The District maintains programs, activities, and procedures for the ~~involvement~~engagement of parents/guardians and families of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

Comment [APowell1]:
The policy and Incorporated by Reference are updated to reflect new Title I program requirements under §6318 of ESEA, as amended by ESSA.
Issue 93, October 2016

~~District-Level Parental and Family Engagement Involvement Compact~~

The Superintendent or designee shall develop a ~~District-Level Parental and Family Engagement Involvement Compact~~ according to Title I requirements. The ~~District-Level Parental and Family Engagement Involvement Compact~~ shall contain: (1) the District's expectations for parental ~~involvement and family engagement~~, (2) specific strategies for effective parent and family engagement~~involvement~~ activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the ~~Compact~~ is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

~~School-Level Parental and Family Engagement Involvement Compact~~

Each Building Principal or designee shall develop a ~~School-Level Parental and Family Engagement Involvement Compact~~ according to Title I requirements. This ~~School-Level Parental and Family Engagement Involvement Compact~~ shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the ~~Compact~~ is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

DRAFT UPDATE

Incorporated

by Reference: 6:170-AP1, E1 (District-Level Parental and Family Engagement-Involvement Compact) and 6:170-AP1, E2 (School-Level Parental and Family Engagement Involvement Compact)

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 5:190 (Teacher Qualifications), 5:280 (Duties and Qualifications), 6:15 (School Accountability), 6:140 (Education of Homeless Children), 6:145 (Migrant Students), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 8:95 (Parental Involvement)

ADOPTED: ~~August 7, 2013~~

DRAFT UPDATE

Prospect Heights School District 23

6:340

Instruction

Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs; curriculum and instruction effectiveness; and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers the State assessment system, known as the *Partnership for Assessment of Readiness for College and Careers* (PARCC), to all students and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment and an evaluation of the student's progress. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents and guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.
105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: ~~April 8, 2015~~

Comment [APowell1]:

The policy and Legal References are updated in response to 105 ILCS 5/10-17a, amended by P.A. 99-642 and 105 ILCS 5/22-82, added by P.A. 99-590

Assessment reports are required beginning with the 2016-2017 school year. ISBE announced in its *Weekly Message* that it sent a survey tool to report the required information the week of 10-3-16 (See *Message From State Supt.* on 10-4-16 at: www.isbe.net/board/archivemessages/2016/message-10042016.pdf). Because districts have a wide range of starting dates, ISBE will likely establish a reporting window for providing this information. Each school must also make this information publicly available to the parents and guardians of its students through the district's Internet website or distribute the information in paper form (d. at (b)). See 2:250, E2, *Immediately Available District Public Records and Web-Posted Reports and Records*.

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DRAFT UPDATE

Students

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*

DRAFT UPDATE

Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.

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.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232.
McKinney-Vento 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.: 4:110 (Transportation); 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

Comment [APowell1]:

Optional. 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." For more information about Liaison responsibilities, please see the footnotes available at PRESS Online.

Issue 93, October 2016

DRAFT UPDATE

Students

Residence

Resident Students

Only students who are residents of the District may attend a District school except as provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change of residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Admission of Non-Resident Students Pursuant to an Agreement or Order

Non-resident students may attend District schools tuition-free pursuant to:

1. A written agreement with an adjacent school district to provide for tuition-free attendance by a student of that district, provided both the Superintendent or designee and the adjacent district determine that the student's health and safety will be served by such attendance.
2. A written agreement with cultural exchange organizations and institutions supported by charity to provide for tuition-free attendance by foreign exchange students and non-resident pupils of charitable institutions.
3. According to an intergovernmental agreement.
4. Whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

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 to establish residency. Board of Education policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Comment [APowell1]: Amended for consistency with the School Code.

Issue 93, October 2016

DRAFT UPDATE

Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and the notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.
105 ILCS 45/ and 70/
23 Ill.Admin.Code §1.240.
Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).
Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).
Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

CROSS REF.: ~~6:15 (School Accountability *containing* "School Choice for Students Enrolled in a School Identified for Improvement, Corrective Action, or Restructuring");~~
6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

ADOPTED: ~~February 13, 2013~~

Comment [APowell2]:

Updated to align with amendments to residency challenge procedures under 105 ILCS 5/10-20.12b made by P.A. 99-670, eff. 1-1-17.

See administrative procedure 7:60-AP, *Challenging a Student's Residence Status*, for sample procedures implementing this paragraph.

Issue 93, October 2016

Comment [APowell3]:

References to NCLB's school choice provisions are deleted due to the statute's repeal by the passage of ESSA.

Issue 93, October 2016

DRAFT UPDATE

Students

Attendance and Truancy

Compulsory School Attendance

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), whose age meets the compulsory attendance age listed in State law,~~ or (b) who is enrolled in any of grades, kindergarten through 8, in the public school regardless of age. ~~Unless a student has already graduated from high school, compulsory attendance ages are as follows:~~

- a. ~~Before the 2014-2015 school year, students between the ages of 7 and 17 years.~~
- b. ~~Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.~~

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, and (5) any child absent because his or her religion forbids secular activity on a particular day.

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.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education 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.
2. ~~A protocol for excusing a student in grades 6 through 8 from attendance to sound Taps at a military honors funeral held in Illinois for a deceased veteran.~~
3. 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.
4. 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.
5. ~~Methods~~ 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.

Comment [APowell1]:
Updated for clarity and to delete past dates.
Issue 93, October 2016

Comment [APowell2]:
105 ILCS 5/26-1, amended by P.A. 99-804, eff. 1-1-17. 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.

Issue 93, October 2016

Comment [APowell3]:
23 Ill.Admin.Code §1.290(b)(2)

Issue 93, October 2016

DRAFT UPDATE

6. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
7. 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 Intermediate Service Center, if truancy continues after supportive services have been offered.
8. A protocol for cooperating with non-District agencies including County or municipal authorities, the Intermediate Service Center, 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.
9. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
10. 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.

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

CROSS REF.: 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)

ADOPTED: August 13, 2014

DRAFT UPDATE

Students

Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified nurse. 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 psychologist 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.
3. 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.

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such problems.

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.: Children's Mental Health Act of 2003, 405 ILCS 49/
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/
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)

ADOPTED: ~~August 13, 2014~~

Comment [APowell1]: 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 65f) 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)).

See the footnotes available at PRESS Online for more information.

Issue 93, October 2016

Comment [APowell2]: 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." For more information about Liaison responsibilities, please see the footnotes of policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*, available at PRESS Online.

OPTION: To remove the liaison for foster care students from policy, mark "yes" on your PRESS Plus Response Form. This will also remove the section Foster Care Students from policy 7:50.

Issue 93, October 2016

DRAFT UPDATE

Prospect Heights School District 23

7:260

Students

Exemption from Physical Activity Education

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. The excuse may be based on medical or religious prohibitions. ~~State law prohibits a school 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.~~ 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.

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.

~~A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).~~

State law prohibits a school 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.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (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).

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.

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)

ADOPTED: November 11, 2015

Comment [APowell1]:

The policy is RENAMED for accuracy in response to 23 Ill.Admin.Code §1.425(e)(3) and 23 Ill.Admin.Code §1.425, added at 40 Ill. Reg. 2990.

Issue 93, October 2016

Comment [APowell2]:

Required by 23 Ill.Admin.Code §1.425(e)(3). 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.

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Comment [APowell3]:

Moved from above.

Issue 93, October 2016

Comment [APowell4]:

Moved from above.

Issue 93, October 2016

Comment [APowell5]:

23 Ill.Admin.Code §1.425(f).

Issue 93, October 2016

DRAFT UPDATE

Students

Student Athlete Concussions and Head Injuries

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. ~~Prepare for the full implementation of~~ Fully implement the Youth Sports Concussion Safety Act, that provides, without limitation, each of the following:
 - a. The Board must appoint or approve members of a Concussion Oversight Team for the District.
 - 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:
 - 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.
 - 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.
 - 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.
 - 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.
 - 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 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.
 - 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 who serve on the Concussion Oversight Team; athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.
 - 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.

Comment [APowell1]: Updated throughout to fully incorporate the Youth Sports Concussion Safety Act, P.A. 99-486.
Issue 93, 2016

DRAFT UPDATE

2. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for Implementation of NFHS Sports Playing Rules for Concussion, Playing Rules* and which includes its *Return to Play (RTP) Policy*. 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 physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
3. Require all student athletes to view the Illinois High School Association's video about concussions.
4. Inform student athletes and their parents/guardians 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.
5. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
6. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

LEGAL REF.: 105 ILCS 5/22-80.
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics)

ADOPTED: ~~May 11, 2016~~

DRAFT UPDATE

Students

Restrictions on Publications: Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., data or voice messages delivered by cell phones, tablets, and other hand-held devices).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board of Education policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be

Comment [APowell1]:

This policy is **RENAMED** to restrict it to elementary students in response to the Speech Rights of Student Journalists Act, 105 ILCS 80/1, added by P.A. 99-678, which applies to high school students only. Unit districts should adopt both this policy and **NEW** policy 7:315, *Restrictions on Publications; High Schools*.

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disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.: 105 ILCS 5/27-23.7
Hazelwood v. Kuhlmeier, 108 S.Ct. 562 (1988).
Hedges v. Wauconda Community Unit School Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 89 S.Ct. 733 (1969).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

ADOPTED: ~~November 11, 2015~~

DRAFT UPDATE

Prospect Heights School District 23

8:70

Community Relations

Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the School Board, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq.; 28 C.F.R. Part 35.
Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).
105 ILCS 5/10-20.4651.
410 ILCS 25/, Environmental Barriers Act.
71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

ADOPTED: February 13, 2013

Comment [APowell1]:
A written evaluation of district services, policies, and practices should have been completed by January 26, 1993. While this date has passed, this information is kept in the policy as it is an affirmative obligation.

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8:70

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