

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
BOARD OF EDUCATION - REGULAR MEETING  
WEDNESDAY, FEBRUARY 14, 2018  
BETSY ROSS ELEMENTARY SCHOOL at 7:00 PM**

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

**AGENDA**

**I. CALL TO ORDER**

Jeff Bowes, Board President, calls the meeting to order.

**II. PLEDGE OF ALLEGIANCE**

**We will be joined by representatives of the Ross Student Ambassadors, sponsored by Megan Akhteebo, Amy Banas, Megan Rieger and Sandy Vasilakos. These Ambassadors were recommended by teachers because of their excellent Star Values and example to others. Also joining us are winners of the MacArthur Middle School Spelling Bee. These students participated in the Northwest Suburban Spelling Bee Contest.**

**III. ROLL CALL**

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

ABSENT: No one.

ALSO PRESENT; Dr. Don Angelaccio, Superintendent, Dr. Christie Samojedny, Assistant Superintendent of Instruction, and Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations.

**IV. RECOGNITION OF VISITORS AND PARTICIPATION**

**At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the Board of Education. If you would like to address the Board, please complete a Visitor Participation Form and present it to Mrs. Sorensen, our recording secretary, at this time. The Board will be prepared to address those comments related to the agenda within a reasonable time.**

**V. COMMUNICATIONS**

A. IASB North Cook Division Dinner Meeting

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**North Cook IASB Dinner - March 21, 2018, @ Conant High School. For group registration please contact Nancy Sorensen, 847-870-5554 or nsorensen@d23.org.**

B. Thank you Note

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**Thank you note for plant sent to Stacey Hendricks & family.**

**VI. COMMITTEE REPORTS**

A. **BUILDING AND SITES**

**Pat will report.**

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

**No report.**

C. **POLICY**

**No report. Approval of current policy revisions included in Consent Agenda.**

D. **SCHOOL/COMMUNITY RELATIONS:**

**Brian will report.**

E. **N.S.S.E.O.:**

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**Carol will Report.**

F. FINANCE:

**Mari-Lynn will report.**

G. NEGOTIATIONS:

**No Report.**

VII. **CONSENT AGENDA**

**The consent agenda includes the minutes of the Special Meeting, Regular Board Meeting and Executive Session of January 10, 2018, February personnel report, including the addition of 1 .5 FTE Early Childhood Teacher and up to 2 .5FTE Classroom Assistants, and the Policy second Reads. As reported in Building and Sites, we are also approving two contracts, both with Homer and Associates: one for tree and stump removal, one for mulch delivery and placement.**

**I move to approve the Consent Agenda as presented.**

A. Approval of the Special Meeting Minutes of January 10, 2018	9
B. Approval of Regular Meeting Minutes of January 10, 2018	11
C. Approval of the Executive Meeting Minutes of January 10, 2018	20
D. Personnel Report	22
E. Policy Second Read	23
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9. Policy 5.200 Terms and Conditions of Employment and Dismissal	47
10. Policy 5.220 Substitute Teachers	48
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12. Policy 5.290 Employment Termination and Suspensions	51
13. Policy 6.50 School Wellness	53
14. Policy 6.60 Curriculum Content	60
15. Policy 6.150 Home and Hospital Instruction	63
16. Policy 6.340 Student Testing and Assessment Program	64

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**AGENDA**

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18. Policy 7.15 Student and Family Privacy Rights	67
19. Policy 7.20 Harassment of Students Prohibited	70
20. Policy 7.70 Attendance and Truancy	72
21. Policy 7.180 Prevention of and Response to Bullying, Intimidation, and Harassment	74
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23. Policy 7.250 Student Support Services	86
24. Policy 7.260 Exemption from PE	87
25. Policy 7.275 Orders to Forgo Life-Sustaining Treatment	88
26. Policy 7.305 Student Athlete Concussions and Head Injuries	89
27. Policy 7.340 Student Records	91
F. Approval of Tree Removal (Eisenhower School) and Stump Grinding (Ross School) As part of the budget, the Department of Buildings and Grounds set aside money for tree removal at Eisenhower School and stump grinding at Ross School due to weather events that transpired over the summer. The District obtained three (3) quotes. The quote from Homer has been reviewed by the Building & Sites Committee and has been executed by Brian Rominski. This approval is merely acknowledgement of the budget expenditure.	93
G. Approval of Contract for Playground Mulch Product & Services As part of the budget, the Department of Buildings and Grounds set aside money for replenishing mulch on each of the three (3) playgrounds in order to maintain a safe environment and compliance with the <i>Illinois School Code</i> . The District obtained three (3) quotes. The quote from Homer has been reviewed by the Building & Sites Committee and has been executed by Brian Rominski. This approval is merely acknowledgement of the budget expenditure.	94
VIII. <b><u>FINANCIAL REPORT</u></b> <b>Attached is the memo recommending payment of the voucher lists for materials, supplies, and services paid since the last BOE meeting. In addition, the District payments for salaries and insurance benefits during the previous month are included for approval. Those documents are all included for your review.</b>  <b>I move to approve the Financial Report as presented.</b>	95
IX. <b><u>SUPERINTENDENT'S REPORT</u></b>	
A. Strategic Planning: ENGAGE Phase Summary Report - DISCUSSION <b>Representatives from HYA will attend our meeting to present a summary of themes and information gathered during the ENGAGE phase of our strategic planning process. This information will be used to inform our ENVISION phase and board/Administrative workshop on March 3rd.</b>	159
B. Staffing Plan Proposal 2018-19 - DISCUSSION	168

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**AGENDA**

- Dr. Angelaccio will present a proposed staffing plan for the 2018-19 school year, highlighting impact on class size guidelines, space constraints, and budget.**
- C. Student Fees Proposal 2018-19 - DISCUSSION 177  
**Mr. DeBartolo will present a proposal of student fees for 2018-19, including impact on programming, short and long term budget.**
- D. Extended Day Program Overview - INFORMATION 196  
**Ms. LeBret will present an overview of current and planned services and programming for our Extended Day Program including implications for wait list reduction, expanded services, staffing and budget.**
- E. Capitol Projects Update - ACTION  
**Mr. Rominski will provide an update to the board on the Summer 2018 capitol projects including current status of bid proposals, scope of work, staffing and budget implications.**
- I move to approve the bid proposal from Safe-way Tuckpointing for masonry work in the amount of \$74,450.**
- I move to approve the proposal from Nicholas and Associates for the MacArthur toilet room renovation in the amount of \$49,264.95**
1. Masonry Project 204  
2. Toilet Room Renovation 207
- F. Institute Day Recap - INFORMATION 208  
**Included in the packet will be a summary of the January 22 Teacher Institute Day. Dr. Samojedny will not present, but will be available for comment or question from the board.**
- G. Illinois Science Assessment Report - INFORMATION 210  
**Included in the packet will be a summary of the published data from the 2016 and 2017 Illinois Science Assessments. Dr. Samojedny will not present, but will be available for comment or question from the board.**
- H. District BluePrint Goal Update - Trimester II - INFORMATION 215  
**Included in the packet will be a summary of the updates and Trimester II progress report on the current 2017-18 District BluePrint. The Trimester II Updates are added to the document from Trimester I, and colored light blue. Administration will not present, but will be available for comment or question from the board.**
- X. **RECOGNITION OF VISITOR PARTICIPATION**  
**At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the Board of Education. If you would like to address the Board, please complete a Visitor Participation Form and present it to Mrs. Sorensen, our recording secretary, at this time. The Board will be prepared to address those comments related to the agenda within a reasonable time.**

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**AGENDA**

**XI. OLD BUSINESS**

A. Semi-Annual Review of Executive Session Minutes - ACTION

**Mari-Lynn reviewed the Executive session minutes for the past six months. She is recommending the release of Executive Session Minutes from April 2017 thru December 2017.**

**I move that the Executive Session Minutes from April 2017, thru December 2017 be made available for public inspection, as they no longer require confidential treatment, and that Executive Session recordings over 18 months old be destroyed.**

**XII. NEW BUSINESS**

**XIII. EXECUTIVE SESSION**

**I move we adjourn to Executive Session for matters regarding personnel. There will be no action after Executive Session.**

**XIV. OPEN SESSION**

**XV. ADJOURNMENT**

**DISTRICT ORGANIZATIONAL GOALS**

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



Field Services

## NORTH COOK DIVISION MEETING

### Disturbing the Peace: Handling Community Dissent in Public Schools

Wednesday, March 21, 2018 • James B. Conant High School • Hoffman Estates

#### PROGRAM:

### Disturbing the Peace: Handling Community Dissent in Public Schools

Presented by **Nicki B. Bazer**, Partner, Franczek Radelet P.C., Chicago Member, Illinois Council of School Attorneys  
**Brian Crowley**, Partner, Franczek Radelet P.C., Chicago Member, Illinois Council of School Attorneys

Students, parents, staff and community members seem to have stronger and stronger opinions on board of education and administration decisions every day, but how far can they go in expressing those opinions? Can a school district remove a disruptive community member at a board of education meeting? Can administrators delete an offensive comment from the district's social media website? Should a citizen be banned from passing out information or obtaining signatures for a petition on a sidewalk in front of the school? Participants will leave with an understanding of First Amendment and other legal parameters for these decisions, and a plan for addressing disruption in a legally defensible manner.



**March 21, 2018**

**James B. Conant High School**  
700 E. Cougar Trail  
Hoffman Estates, IL 60069  
847/971-3877

Please enter through door #1 or door #25

## AGENDA:

5:30 p.m. Tours of Innovative Learning Spaces

5:45 p.m. Registration

6:15 p.m. Business Meeting

Presiding: Charlotte Kegarise, Chair

### Reports of the:

Board of Directors: Barbara Somogyi, Director

Resolutions Committee: Anna Klimkowicz, Resolutions Chair

Recognition of Delegates

Statewide Officers: Phil Pritzker, Immediate Past President

Executive Director: Roger Eddy, Executive Director

6:30 p.m. Dinner

Program – Disturbing the Peace: Handling Community

Dissent in Public Schools

## Mark Your Calendar:

April 7-9, 2018 – NSBA  
Conference, San Antonio

April 28, 2018 – The Equity Event,  
Hyatt Regency Lisle

November 15, 2018 – School  
Board Members' Day

November 16-18, 2018 – IASB/  
IASA/IASBO Joint Annual  
Conference, Chicago

Be sure to visit the IASB  
website for a complete list  
of events and locations:  
[www.iasb.com/calendar](http://www.iasb.com/calendar)

## Your North Cook Division Officers:

The following dedicated school board members represent you and serve your Association:

**Barbara Somogyi**, Director, Comm Cons SD 59

**Charlotte Kegarise**, Chair, Schaumburg CCSD 54

**Alva Kreutzer**, Vice Chair, THSD 214, Arlington Heights

**Anna Klimkowicz**, Resolutions Chair, Township HSD 211

**Dr. Mark Chao**, Director-at-Large, Skokie SD 69

**Stephanie Duckmann**, Director-at-Large, Des Plaines CCSD 62

**Frank Fiarito**, Director-at-Large, River Trails SD 26

**Janet Kaczkowski**, Director-at-Large, East Maine SD 63

**Dr. Cindy Whittaker**, IASA Representative, Fairview SD 72

## Township HSD 211 Board of Education:

**Mucia Burke**, Board President

**Will Hinshaw**, Vice President

**Anna Klimkowicz**, Secretary

**Peter Dombrowski**

**Robert LeFevre, Jr.**

**Steven Rosenblum**

**Edward Yung**

**Dr. Daniel Cates**, Superintendent



**Dee Molinare, Ed.D.**

**Field Services  
Director**



Field Services

The vision of the Illinois Association of School Boards is excellence in local school board governance supporting quality public education.

## REGISTRATION:

**Event date: March 21, 2018**

**Registration Fee: \$37.00**

**All registrations must be completed online.** You will be using the IASB database management system to register. Please follow these easy steps:

1. Go to [www.iasb.com](http://www.iasb.com) and click on **MY ACCOUNT**.
2. Log in using your email address and password:
  - If you do not know your password or do not have a password, do not create a new account; use the **forgot password** link.
  - If you are still having difficulty logging in, please contact your district's superintendent or administrative assistant to make sure you are listed on the district roster.
3. Click on Events Calendar tab, find and click on the event title, and continue with your registration.


**Waiver: Registration constitutes your consent that any picture/recording taken during IASB sponsored events can be used in any manner consistent with IASB's mission without remuneration.**

Payment may be made by credit card or the district can request that it be billed if a P.O. number is provided. This is a legitimate school board expense. Registration fees will be refunded only for cancellations received two days prior to the meeting. To cancel, please email [registrar@iasb.com](mailto:registrar@iasb.com).

Attendance at this event earns participants five points in IASB's Master Board Member Program.

**If you have any questions,**  
please contact:

Nancy J. Johnson at  
[njohnson@iasb.com](mailto:njohnson@iasb.com) or  
630/629-3776, ext. 1220.

 If you need a special meal or arrangements, please note when registering online or call/email the contact listed above.

Thank you so much for the beautiful plant and lovely card during my family's difficult time. Having your support really means the world to me. I was able to focus on my dad's and my family's needs and it is so appreciated.

Thank you, again, for your kindness and support.

Love,  
Stacey





# PROSPECT HEIGHTS SCHOOL DISTRICT 23

## MINUTES OF THE BOARD OF EDUCATION

Special Meeting Grodsky Administration Building 6:45 p.m.- 6:50 p.m. January 10, 2018

<p><u>Members Present</u>          Jeff Bowes, Board President          Kevin Novak          Mari-Lynn Peters          Carol Botwinski          Jim Bednar          Pat Chester          Brian Greidanus</p>	<p><u>Members Absent</u></p>
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<p><b><u>CALL TO ORDER</u></b></p>	<p>Jeff Bowes, Board President, called the meeting to order at 6:46 p.m.</p>
<p><b><u>ROLL CALL</u></b></p>	<p>PRESENT: Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters, and Mr. Bednar.          ABSENT: No one</p> <p>ALSO PRESENT: Dr. Angelaccio, Superintendent, Dr. Samojedny, Assistant Superintendent of Instruction, and Mr. DeBartolo, Assistant Superintendent of Finance and Operations.</p>
<p><b><u>PRESENTATION OF INFORMATION ON REQUESTED WAIVER OF ADMINISTRATIVE EXPENDITURE LIMITATIONS</u></b></p>	<p>Dr. Angelaccio explained to the Board the reasons for District 23 to seek the waiver for the 2017-2018 school year. Three factors were responsible for this request: two retirements from the District Office Staff, plus the need to hire an additional part-time support staff.</p>
<p><b><u>PUBLIC COMMENTS TESTIMONY</u></b></p>	<p>No one addressed the Board.</p>
<p><b><u>ADJOURNMENT</u></b></p>	<p>The Board will vote on the approval of the waiver during the Regular Board Meeting.</p> <p>Motion by Mr. Novak, seconded by Mrs. Botwinski to Adjourn the Special Meeting at 6:52 p.m., followed by a voice vote 7 Ayes, 0 Nays (Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters, and Mr. Bednar).</p>

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Board President

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Board Secretary



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

## MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Grodsky Administration 7:00 p.m.- 10.00 p.m. January 10, 2018

<p><u>Members Present</u>          Jeff Bowes, Board President          Kevin Novak          Mari-Lynn Peters          Carol Botwinski          Jim Bednar          Pat Chester          Brian Greidanus</p>	<p><u>Members Absent</u></p>
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<p><b><u>CALL TO ORDER</u></b></p>	<p>Jeff Bowes, Board President, called the meeting to order at 7:00 p.m.</p>
<p><b><u>PLEDGE OF ALLEGIANCE</u></b></p>	<p>Student representatives from the MacArthur Band and Chorus lead the Board of Education in reciting the Pledge of Allegiance. These students were invited to recite the Pledge because of their selection to participate in the ILMEA District 7 Junior Concert Band, the Junior Jazz Band, the All-Illinois Junior Band, and the District 8 Festival Chorus. Each student had to audition for a spot in the respective group. Megan Murray and Sam Simpson are the sponsors for these students.</p>
<p><b><u>ROLL CALL</u></b></p>	<p>PRESENT: Mrs. Peters, Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, and Mr. Greidanus.</p> <p>ABSENT: No one</p> <p>ALSO PRESENT: Dr. Don Angelaccio, Superintendent, Dr. Christie Samojedny, Assistant Superintendent of Instruction, Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations.</p>
<p><b><u>RECOGNITION OF VISITORS AND PARTICIPATION</u></b></p>	<p>Megan Murray, a District 23 employee, of 1316 N. Knollwood Drive, Palatine, IL 60067 addressed the Board. Ms. Murray read a letter of Thank you from the VFW Hall 1337, where she and Mr. Boyer showcased a vocal choral group and a string ensemble at their Holiday Celebration for the VFW and American Legion, Mt. Prospect veterans and guests. Ms. Murray also wanted to thank the Board for their support of the programs in the community.</p>

<p><b><u>COMMUNICATIONS</u></b></p>	<p>A thank you note from the PHEA was shared. The note centered on the support the Board has offered during the opening day of school as well joining them on committee days.</p> <p>Dr. Angelaccio shared with the Board members a newspaper article regarding the District-wide survey that has gone out to all staff and community members for the strategic planning efforts.</p> <p>Dr. Angelaccio also shared a screen shot of a Facebook post shared by a new family to the District, praising our schools and staff. Dr. Angelaccio wanted the Board members to see some of the various forms of exposure the District receives.</p>
<p><b><u>COMMITTEE REPORTS</u></b></p>	<p><u>Building and Sites</u>: No Report</p> <p><u>I.A.S.B./ED-RED</u>: No report. The next meeting date will be Friday, January 12, 2018. Mrs. Peters and Dr. Angelaccio plan on attending.</p> <p><u>Policy</u>: No meeting was held, but the Policy Committee received the recommendation and policy modifications via email correspondence and presented the policies for first read under New Business. Mr. Chester and Mr. Greidanus felt there was no need for further discussion. Dr. Angelaccio pointed out the only major change is DCFS can recommend actions to be taken in certain circumstances.</p> <p><u>School/Community Relations</u>: No report at this time.</p> <p><u>N.S.S.E.O.</u>: Mrs. Botwinski reported on the meeting of January 9, 2018. This was Mr. Greidanus' first experience with the NSSEO Board Meeting. The Shining Stars consisted of the volunteer program from Miner. Two families were represented, one of which comes from Guyana. They spoke of how different life here is and how much support and help has been given to their son.</p> <p><u>Finance</u>: No Report</p> <p><u>Negotiations</u>: No Report</p>
<p><b><u>CONSENT AGENDA</u></b></p>	<p>The consent agenda included the Regular Board Meeting Minutes, as well as the Executive Meeting Minutes of December 13, 2017, the eSchoolView Contract renewal, Memoranda of Understanding between Harper College and ECDEC, and the January personnel report.</p> <p>Motion by Mr. Novak, seconded by Mrs. Peters, to approve the consent agenda as presented. Followed by 7 Ayes, 0 Nays. (Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus,</p>

	Mrs. Peters, and Mr. Bednar).
<b><u>FINANCIAL REPORT</u></b>	<p>Mr. DeBartolo recommended the approval of payment of the voucher lists covering materials, supplies, and services paid since the December Board meeting. Also the payments for salaries and insurance benefits during the previous month.</p> <p>Motion by Mr. Greidanus, seconded by Mr. Chester, to approve the financial report as presented. 7 Ayes, 0 Nays. (Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters, and Mr. Bednar).</p>
<b><u>SUPERINTENDENT'S REPORT</u></b>	<p><b>Approval of Resolution Approving Application and Request for Waiver of Limitation on Administrative Costs for the 2017-2018 School Year</b></p> <p>Dr. Angelaccio recommended the approval of the Application and Request for Waiver of Limitation on the Administrative Cost for the 2017-18 school year as discussed at the Special Meeting held earlier in the evening.</p> <p>Motion by Mrs. Peters, seconded by Mr. Novak to approve the Resolution Approving the Application and Request for Waiver of Limitation on Administrative Costs for the 2017-18 School Year. 7 Ayes, 0 Nays (Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters, and Mr. Bednar).</p> <p><b>Planning Timeline Presentation</b></p> <p>As a part of the strategic planning process, Dr. Angelaccio gave a presentation on the timeline for the five areas that will be covered over the next 18 months. The areas are; Strategies, Financial, Curriculum, Labor Relations and Facilities. All these areas connect one to the other. Next week begins the focus groups and surveys. In March, the Board will come together to draft a plan to tie all the outcomes together. Dr. Angelaccio explained, in April the vision is to bring the plan to the staff during Institute Day and begin the implementation process. The financial plan is rooted in Tax levy and budget approval. Mr. Bednar praised the administration for the clear and precise presentation.</p> <p><b>Long Range Financial Projections</b></p> <p>Mr. DeBartolo explained the 5-year Financial Projections, in conjunction with Forecast5 Analytics. Taken into consideration are insurance increases, the future retirement of employees, and transportation cost increase. The good news is 97.13% of all FY17 revenue has been collected from State &amp; Federal funds. The bad news is the FY18 shows a surplus revenue and fund balance beginning to decline. Mr. DeBartolo recommends the District begin to make some strong decisions. The District is not over staffed, nor over purchased, thanks to the diligence of the principals who</p>

oversee their budgets. We need to keep mindful of the coming trends.

**Approval of 2018-2019 EDP Student Fees**

There was discussion regarding to the two options presented to the Board for the increase of fees for the 2018-2019 EDP program. Fees have not been increased in over five years. District 23 remains far below the average cost of any local daycare. The first option was a 10% increase each year over the next three years. Option 2 is a 17.5% increase, still leaving D23 the lowest public option.

Motion by Mrs. Peters, seconded by Mr. Bednar to approve the 17.5% increase in EDP fees for 2018-2019 School Year. 4 Ayes (Mr. Bowes, Mr. Chester, Mrs. Peters, and Mr. Bednar); 3 Nays (Mrs. Botwinski, Mr. Novak, and Mr. Greidanus).

**Approval of Contract for Audit Services with Evan Marshall and Pease**

Mr. DeBartolo presented the contract renewal for the FY18 thru FY20 with our current auditors of Evans Marshall & Pease. They have provided excellent service to District 23 for many years and have been considerate of the price it charges and has worked diligently with the Business Office. The Administration recommends the approval the 3-year contract for audit services.

Motion by Mrs. Peters, seconded by Mrs. Botwinski to approve the 3-year contract renewal with Evans Marshall and Pease as presented. 7 Ayes 0 Nays (Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters, and Mr. Bednar).

**Memoranda of Understanding between D23, ECDEC and Harper College**

School District 23 and the Early Childhood Development Enrichment Center (ECDEC) have been in partnership for over 10 years, providing preschool opportunities for District 23 students who are considered at-risk of Kindergarten failure. In the Fall of 2017, District 23 was able to partner with ECDEC again to write for additional funding through a Preschool for All Expansion Grant, which would allow District 23 to provide full-day preschool to 20 students. ECDEC and District 23 would like to partner with Harper College LCC in Wheeling to provide the classroom space for this program at no cost to either District 23 or ECDEC. The Administration recommends the approval of the Memoranda of Understanding for future partnership of a Preschool for All Expansion classroom pending final review and negotiation.

Motion by Mrs. Peters, seconded by Mr. Bednar to approve the ECDEC and Harper College Memoranda of Understanding as

	<p>presented. 7 Ayes, 0 Nays (Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters, and Mr. Bednar).</p> <p><b>Freedom of Information Requests</b> The District received one Freedom of Information Request. The request was completed in the allotted time.</p>
<b><u>RECOGNITION OF VISITORS AND VISITOR PARTICIPATION</u></b>	No one addressed the Board
<b><u>OLD BUSINESS</u></b>	<p><b>Strategic Planning: State of the District Presentation</b> Dr. Angelaccio gave the Board an update on the progress of the District’s Strategic Planning process. Dr. Angelaccio explained the process of beginning to collect feedback from parents, students and community members. The week of January 16 – 19<sup>th</sup> will be busy with discussion groups with various focus groups.</p>
<b><u>NEW BUSINESS</u></b>	<p><b>Semi-Annual Review of Executive Session Minutes</b> In accordance with Board Policy 2:220, the Board must conduct a semi-annual review of Executive Session Minutes and audio recordings for the matter of continued confidentiality. The suggestion is for the acting Board Secretary to review the minutes along with the Superintendent.</p> <p>Motion by Mr. Bowes, seconded by Mr. Novak to appoint Mrs. Peters, the Board Secretary, to review the Executive Meeting Minutes for continued confidentiality. 6 Ayes (Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, and Mrs. Peters). 1 Nay (Mr. Bednar).</p> <p><b>Board Meeting Dates and Locations</b> Dr. Angelaccio presented the Board with a list of meeting dates and locations per the Open Meetings Act. As requested by the Board, the meeting will rotate locations for the 2018 calendar year.</p> <p>Motion by Mr. Bednar, seconded by Mrs. Botwinski to approve the meeting dates and locations for the 2018 calendar year as presented. 7 Ayes 0 Nays (Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters, and Mr. Bednar).</p> <p><b>Policy First Read</b> Dr. Angelaccio presented the Board with 27 policy updates for consideration.</p>

POLICY 2.260 – Uniform Grievance Procedure: Added required language related to breastfeeding accommodations for students. Adopt as presented. Reject option to list name in Policy. We will comply with sharing Complaint Manager names and post in our Handbook.

POLICY 4:15 Identity Protection: Removes requirement language that ties School District to Personal Information Protection Act (PIPA) as legal counsel does not believe that the Act applies in our setting. Adopt as presented. Reject option to add PIPA mandates.

POLICY 4:110 Transportation: Revised to meet statutory language. Adopt as presented.

POLICY 4:150 Facility Management and Building Programs: Revised legal reference. Adopt as presented.

POLICY 4:170 Safety: Revised to meet statutory language. Added language related to Lead Testing in Water requirements, which we are already in compliance with, but should include in policy. Adopt as presented.

POLICY 5:20 Workplace Harassment: Clarifies that harassment is a form of discrimination, as required. Adopt as presented. We will comply with sharing Complaint Manager names and post in our Handbook.

POLICY 5:90 Employee Terminations and Suspensions: Update to include more hotline numbers. Adopt as presented. Reject option to indicate schools will display ANCRA materials. We will share information as it is available, but I do not feel that we should tie ourselves into policy in the event that materials are not available or shared.

POLICY 5:100 Staff Development Program: Revised to meet statutory language. New training requirements included in the policy. Adopt as presented.

POLICY 5:200 Terms and Conditions of Employment and Dismissal: Adds language that prohibits School Social Workers from providing services for payment outside of the school day to students who attend our district. Adopt as presented.

POLICY 5:220 Substitute Teachers: Revised to meet statutory language. Adapt as presented.

POLICY 5:240 Suspension (Certified): Adds language that DCFS to recommend removal of an employee when he/she is the subject of a pending DCFS investigation. We would consult our attorney and the collective bargaining agreement before acting upon the recommendation. Adopt as presented.

POLICY 5:290 Employment Termination and Suspension (ESP): Adds language that DCFS to recommend removal of an employee when he/she is the subject of a pending DCFS investigation. We would consult our attorney and the collective bargaining agreement before acting upon the recommendation. Adopt as presented.

POLICY 6:50 School Wellness: Rewritten Policy – Updates to language, footnotes, and legal references. Adopt as presented. Reject Option to list evidence based activities as we're not required to identify specific activities, and we do not want to create an ongoing chain of policy revisions each time we add or remove an activity.

Reject Options to list school official other than Superintendent as the language allows for me to appoint someone else (i.e. Micheal). Accept Option to indicate that our Wellness Policy is distributed via Student/Parent Handbook.

Reject Option to apply competitive foods standards to foods available, but not sold, in schools as this would require us monitoring the other foods bought and brought in to school.

Reject Option to appoint a local school wellness committee as the policy already allows us to seek input without the formal creation of a working committee.

Accept Option to include SNAP Educators and consultants in the policy development process (i.e. District 25 Food Service Coordinator, Coletta Hines)

Reject Option to indicate which specific records are required to be kept as we're not required to identify these and we do not want to create an ongoing chain of policy revisions each time we add or remove a record.

POLICY 6:60 Curriculum Content: Revised to meet statutory language. Adopt as presented. Reject option, as we do not engage in block scheduling.

POLICY 6:150 Home and Hospital Instruction: Revised to meet statutory language. Adopt as presented.

POLICY 7:10 Student Testing and Assessment Program: Revised legal reference. Adopt as presented.

POLICY 7:15 Student and Family Privacy Rights: Revised to meet statutory language. Adopt as presented.

POLICY 7:20: Harassment of Students Prohibited: Clarifies that harassment can be reported to any staff member, as required. Adopt as presented. We will comply with sharing Complaint Manager names and post in our Handbook.

POLICY 7:70 Attendance and Truancy: Adds language that requires a protocol for excusing up to 5 absences for students when a parent/guardian is an active duty member and meets requirements for deployment/leave, as required. Also revised to meet statutory language. Adopt as presented.

POLICY 7:180 Prevention of and Response to Bullying: Clarifies that bullying can be reported to any staff member, as required. Also revised to meet statutory language. Adopt as presented. We will comply with sharing Complaint Manager names and post in our Handbook.

POLICY 7:190 Student Behavior: Revised to meet statutory language Adopt as presented. Reject option, as we do not receive early childhood block grant funding.

POLICY 7:250 Student Support Services: Revised to meet statutory language Adopt as presented.

POLICY 7:260 Exemption from Physical Education: Revised to meet statutory language Adopt as presented. Reject option to explain the meaning in interscholastic or extracurricular athletic program, as policy requires a case-by- analysis.

POLICY 7:275 Orders to Forgo Life-Sustaining Treatment: Revised to meet statutory language. Adopt as presented.

POLICY 7:305 Student Athlete Concussions and Head Injuries: Adds language-requiring training for members of the Concussion Oversight Team. Revised to meet statutory language. Adopt as presented.

POLICY 7:340 Student Records: Revised legal reference. Adopt as presented.

<b><u>EXECUTIVE SESSION</u></b>	<p>The Board adjourned to Executive Session at 9:10 p.m. for matters regarding personnel.</p> <p>Motion by Mrs. Peters, seconded by Mr. Bednar to adjourn to Executive Session for matters regarding personnel. There will be no action after Executive Session. 7 Ayes, 0 Nays (Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters, and Mr. Bednar).</p>
<b><u>OPEN SESSION</u></b>	Open Session began at 10:05 p.m.
<b><u>ADJOURN</u></b>	Adjourned at 10:05 p.m.

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Board President

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Board Secretary



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

## MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR BOARD OF EDUCATION MEETING

Executive Session    Administration Building    9:10 p.m. – 10:05 p.m.    January 10, 2018

### Members Present

Jeff Bowes, Board President  
Mari-Lynn Peters  
Jim Bednar  
Carol Botwinski  
Pat Chester  
Kevin Novak  
Brian Greidanus

### Members Absent

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### ROLL CALL AND VISITORS

Superintendent Dr. Don Angelaccio; Dr. Christie Samojedny, Assistant Superintendent of Curriculum and Instruction; Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations.

### PERSONNEL

Discussed deaths, injuries and illnesses of personnel and their families.

Discussed a resignation.

Open technology position has 3 applicants.

No retirements announced thus far.

We have 4 new teaching assistants.

Early childhood will be at capacity of 30 students soon.

Discussed staff disciplinary action.

Discussed a staff member being harassed by an external party with at least two harassments conducted on campus via package delivery.

At 10:02 administrators exited the meeting.

Superintendent evaluation was discussed.

**ADJOURNMENT**

Motion moved by Mr. Novak and Mrs. Botwinski seconded the motion to return to Open Session at 10:05 p.m. Motion carried by a roll call vote of 7 AYES (Mrs. Botwinski, Mr. Bowes, Mr. Bednar, Mr. Chester, Mr. Greidanus, Mrs. Peters, and Mr. Novak).

Nays; 0

ABSENT: none

Board Adjourned at 10:05 following a voice vote. There were no nays.

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Board President

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Board Secretary

**PERSONNEL REPORT 1/10/2018**

<u>Name</u>	<u>Positon</u>	<u>Replacing</u>	<u>Action</u>	<u>FTE</u>	<u>Number of Positions</u>	<u>Effective</u>	<u>School</u>	<u>PHEA or BOARD</u>	<u>2017-2018 Amount</u>
Jessica Seiler	Special Ed Program Assistant	Debra Crask	Change of Status	1		1/29/18	Ross		\$18.13/hour
Analiza Santiago	Special Ed Program Assistant	Jessica Seiler	New Hire	3.5 hours/day		1/31/18	Ike		\$18.13/hour
Estefany Bahena Fitz	EDP Supervisor	New	New Hire	Varies		2/5/18	EDP		\$12.79/hour
Surina Lewandowski	Lunch Supervisor	New	New Hire	Varies		2/5/18	Ross		\$15.43/hour
Jessa Gianneschi	EC Teacher	New	Change of Status	0.5		2/12/18	Ike		\$22,088/year

**Prospect Heights School District 23  
Board Information**

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**Date:** January 10, 2018

**Title:** Policy Recommendations

**Contacts:** Don Angelaccio

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This quarter, IASB processed 27 policy updates for your consideration. There are some changes to statutory language and modifications to legal references. These have been shared with Policy Committee for their review. While we did not see a need to meet, Board members' questions were asked and answered via email. The following recommendations are shared for your consideration as a "first read" of these policies.

Recommendations:

2:260 - Uniform Grievance Procedures: Added required language related to breastfeeding accommodations for students.

Adopt as presented. Reject option to list names in Policy. We will comply with sharing Complaint Manager names and post in our Handbook.

4:15 Identity Protection: Removes requirement language that ties School Districts to Personal Information Protection Act (PIPA) as legal counsel does not believe that the Act applies in our setting.

Adopt as presented. Reject option to add PIPA mandates

4:110 Transportation: Revised to meet statutory language

Adopt as presented

4:150 Facility Management and Building Programs: Revised legal reference

Adopt as presented

4:170 Safety: Revised to meet statutory language. Added language related to Lead Testing in Water requirements which we are already in compliance with, but should include in policy.

Adopt as presented

5:20 Workplace Harassment: Clarifies that harassment is a form of discrimination, as required.

Adopt as presented. We will comply with sharing Complaint Manager names and post in our Handbook.

5:90 Employee Terminations and Suspensions: Updated to include more hotline numbers.

Adopt as presented. Reject option to indicate schools will display ANCRA materials. We will share information as it is available, but I do not feel that we should tie ourselves into policy in the event that materials are not available or shared.

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5:200 Terms and Conditions of Employment and Dismissal: Adds language that prohibits School Social Workers from providing services for payment outside of the school day to students who attend our district.

Adopt as presented

5:220 Substitute Teachers: Revised to meet statutory language

Adopt as presented

5:240 Suspension (Certified): Adds language that DCFS to recommend removal of an employee when he/she is the subject of a pending DCFS investigation. We would consult our attorney and the collective bargaining agreement before acting upon the recommendation.

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5:290 Employment Termination and Suspension (ESP): Adds language that DCFS to recommend removal of an employee when he/she is the subject of a pending DCFS investigation. We would consult our attorney and the collective bargaining agreement before acting upon the recommendation.

Adopt as presented

6:50 School Wellness: Rewritten Policy - Updates to language, footnotes, legal references.

Adopt as presented.

Reject Option to list evidence based activities as we're not required to identify specific activities and we do not want to create an ongoing chain of policy revisions each time we add or remove an activity.

Reject Option to list school official other than Superintendent as the language allows for me to appoint someone else (i.e. Micheal).

Accept Option to indicate that our Wellness Policy is distributed via Student/Parent Handbook.

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Reject Option to appoint a local school wellness committee as the policy already allows us to seek input without the formal creation of a working committee.

Accept Option to include SNAP Educators and consultants in the policy development process. (i.e. District 25 Food Service Coordinator, Colletta Hines)

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Adopt as presented. Reject option as we do not engage in block scheduling.

6:150 Home and Hospital Instruction: Revised to meet statutory language

Adopt as presented.

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7:260 Exemption from Physical Education: Revised to meet statutory language

Adopt as presented. Reject option to explain the meaning of interscholastic or extracurricular athletic program as policy requires a case-by-case analysis.

7:275 Orders to Forgo Life-Sustaining Treatment: Revised to meet statutory language  
Adopt as presented.

7:305 Student Athlete Concussions and Head Injuries: Adds language requiring  
training for members of the Concussion Oversight Team. Revised to meet statutory  
language  
Adopt as presented.

7:340 Student Records: Revised legal reference  
Adopt as presented.

# DRAFT UPDATE

## Board of Education

### Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students. 105 ILCS 5/10-20.60 (P.A. 100-29, final citation pending)
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/.
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.)
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

**Commented [APowell1]:**  
Title II of the ADA of 1990 also includes website accessibility. Addressing website accessibility is complicated. Many entities addressing website accessibility use *Web Content Accessibility Guidelines* (WCAG) 2.0, a frequently cited accessibility standard that contains guidelines developed by a private group of accessibility experts. WCAG 2.0 is the standard the U.S. Dept. of Justice referenced in its recent Title II rulemaking. While it is not adopted as the formal legal standard for public accommodation websites, it has been used in many consent decrees and settlement agreements. Find it at: [www.w3.org/TR/WCAG20/](http://www.w3.org/TR/WCAG20/)

To avoid allegations that a district violated Section 504 of the Rehabilitation Act of 1973 and Title II of the ADA of 1990, many attorneys suggest that school districts' websites meet the WCAG 2.0 guidelines.

See also policy 8.70, *Accommodating Individuals with Disabilities*.

Issue 95, July 2017

**Commented [AP2]:** Added to the list because (new) Section 10-20 60 states that schools must process student complaints under the Ill. sex equity rules (23 Ill. Admin.Code § 200), which require a school to follow a written grievance procedure. Section 10-20 60 provides a separate basis for a complaint, although Title IX may also apply.

Issue 96, October 2017

**Commented [APowell3]:**  
Edits are made throughout to clarify that, although titled "Uniform Grievance Procedure," this is a Board policy.

Issue 95, July 2017

# ***DRAFT UPDATE***

## Deadlines

All deadlines under this ~~procedure-policy~~ may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

## Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

## Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, ~~or~~ this policy, ~~or~~ (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, ~~or~~ (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this ~~procedure-policy~~ about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

## Decision and Appeal

Within ~~5~~-five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within ~~5~~-five

# DRAFT UPDATE

school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This ~~policy/grievance procedure~~ shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

## Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint ~~2-10~~ two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

## 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.

**Commented [APowell4]:** While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. **Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.**

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LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.  
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.  
Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.  
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.  
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.  
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.  
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.  
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.  
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60 (P.A. 100-29, final citation pending), 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.  
Illinois Genetic Information Privacy Act, 410 ILCS 513/.  
Illinois Whistleblower Act, 740 ILCS 174/.  
Illinois Human Rights Act, 775 ILCS 5/.  
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.  
Equal Pay Act of 2003, 820 ILCS 112/.  
Employee Credit Privacy Act, 820 ILCS 70/.  
23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities), 8:110 (Public Suggestions and Concerns)

ADOPTED: November 11, 2015

# DRAFT UPDATE

## Operational Services

### Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.

- ~~5. Notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
  - ~~f. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or~~
  - ~~g. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.~~~~
- ~~8. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #5, above.~~

**Commented [AP1]:** In response to some Ill. Council of School Attorneys' opinions regarding the questionable application of the Personal Information Protection Act (PIPA, 815 ILCS 530/) to school districts, PIPA requirements have been deleted.

**Consult the Board attorney before adoption of this policy.** Districts may choose to provide or implement more protections than the statutory requirements outlined here.

**OPTION:** For Boards that have consulted with their attorney and want to include PIPA mandates in this Policy, "815 ILCS 530/, Personal Information Protection Act" will be added to the Legal References, and the following will be added as another paragraph immediately after this numbered list:

The Superintendent is also responsible for ensuring the District complies with the Personal Information Protection Act, 815 ILCS 530/. Compliance measures shall include each of the following:

1. Written or electronic notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
  - a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the name or data elements have been acquired through the breach of security; or
  - b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.
2. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in #1, above.
3. Notification, no later than 45 days of the discovery of a security breach, to the Illinois Attorney General:
  - a. If the District suffers a breach of more than 250 Illinois residents, or
  - b. When the District provides notice as required in #1, above.

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~~9. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:~~

~~j. If the District suffers a breach of more than 250 Illinois residents; or~~

~~k. When the District provides notice as required in #5, above.~~

~~4-5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.~~

~~6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.~~

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.  
50 ILCS 205/3, Local Records Act.  
105 ILCS 10/, Illinois School Student Records Act.  
~~815 ILCS 530/, Personal Information Protection Act.~~

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: May 10, 2017

**Commented [AP2]:** Items #5 and #6 are not required to be in policy, but districts are required to perform the described actions. 5 ILCS 179/35(b). These compliance measures are covered in 4:15-AP, *Protecting the Privacy of Social Security Numbers*.

Issue 96, October 2017

# DRAFT UPDATE

## Operational Services

### Transportation

The District shall make available free transportation for any student in the District who The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the 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 ~~or from~~ school or to ~~or from~~ 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.

**Commented [AP1]:** Revised to more accurately reflect the statutory language of 105 ILCS 5/29-3.

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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.

# ***DRAFT UPDATE***

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 and /1-17.  
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815, 5/12-816,  
5/12-821, and 5/13-109.  
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.  
92 Ill.Admin.Code §440-3.

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

ADOPTED: ~~January 11, 2017~~

# ***DRAFT UPDATE***

## **Operational Services**

### **Facility Management and Building Programs**

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 Board of Education policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the appropriate Intermediate Service Center 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.

#### 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 \$5,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

#### Standards for Green Cleaning

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

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.
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

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. When a facility is to be named or renamed, the Board President will appoint

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a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq., Americans with Disabilities Act of 1990, implemented by 28 C.F.R. Parts 35 and 36,  
20 ILCS 3130/, Green Buildings Act.  
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/10-20.60 (P.A. 100-163, final citation pending), and 5/17-2.11,  
105 ILCS 140/, Green Cleaning Schools Act, and  
105 ILCS 230/, School Construction Law.  
410 ILCS 25/, Environmental Barriers Act.  
820 ILCS 130/, Prevailing Wage Act.  
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.  
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

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

ADOPTED: April 8, 2015

**Commented [AP1]:** The Legal References have been updated for continuous improvement, and in response to 105 ILCS 5/10-20.60, (added by P.A. 100-163, eff. 1-1-18, final citation pending), which requires school districts to make feminine hygiene products (defined as tampons and sanitary napkins for use in connection with the menstrual cycle) available, at no cost to students, in the bathrooms of school buildings serving students in grades 6 through 12. **Note:** The statute does not delineate between types of bathrooms (student, staff, girls, boys, unisex, etc.). Consult with the board attorney about implementing this law

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## Operational Services

### Safety

#### 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. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations and crisis response plan(s) addressing prevention, preparation, response, and recovery for each school;
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; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

**Commented [AP1]:** The term *emergency operations and crisis response plan* is used because federal agencies refer to school *emergency operations plans* and the School Safety Drill Act (105 ILCS 128/) refers to *emergency and crisis response plans*.

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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.

#### School Safety Drill Plan

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

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these three drills shall require the participation of the local fire department or district.
2. One bus evacuation drill.
3. One severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents.
4. One law enforcement drill to address a school shooting incident.

**Commented [AP2]:** The numbered list is updated to more accurately reflect statutory requirements.

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#### Annual Review

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

**Commented [AP3]:** The Annual Review section has been moved up to clearly indicate that it is related to the emergency operations and crisis response plan(s) and to the school safety drill plan.

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#### Automated External Defibrillator (AED)

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

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The District shall have an AED on site as well as a trained AED user: (1) on staff during staffed business hours; and (2) available during activities or events sponsored and conducted or supervised by the District. The Superintendent or designee shall ensure that every AED on the District's premises is properly tested and maintained in accordance with rules developed by the IDPH. 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.

**Commented [AP4]:** 77 Ill. Admin Code §527.600(d), (f).

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**Commented [AP5]:** 210 ILCS 74/15(c), 77 Ill. Admin Code §527.700.

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## Carbon Monoxide Alarms

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.

## Unsafe School Choice Option

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.

## Lead Testing in Water

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

**Commented [AP6]:** Added in response to 225 ILCS 320/35.5, added by P.A. 99-922 and amended by P.A. 100-103, which requires that each source of potable water in school buildings constructed on or before 1-1-00, which may be occupied by more than 10 children in grades pre-K through 5, be tested for lead.

Testing for buildings constructed prior to 1-1-87 must be conducted by 12-31-17.

Testing for buildings constructed between 1-2-87 and 1-1-00 must be conducted by 12-31-18.

By 6-30-19, the IDPH will determine whether it is necessary and appropriate to require testing for buildings constructed after 1-1-00.

See the footnotes available at PRESS Online for more information.

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## 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.

# ***DRAFT UPDATE***

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, and 5/18-12.5, and  
105 ILCS 128/ School Safety Drill Act, implemented by 29 Ill.Admin.Code Part  
1500.  
210 ILCS 74/ Physical Fitness Facility Medical Emergency Preparedness Act.  
225 ILCS 320/35.5, Ill. Plumbing License Law.

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

ADOPTED: January 14, 2016

# DRAFT UPDATE

## General Personnel

### Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

**Commented [AP1]:** Added to clarify that harassment is a form of discrimination  
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### Sexual Harassment Prohibited

The School District shall provide a workplace environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal or physical conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

### Making a Complaint; Enforcement

A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*).

Aggrieved persons, who feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, *Uniform Grievance Procedure*. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

### Whom to Contact with a Report or Complaint

#### **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.

**Commented [AP2]:** While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. **Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.**

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LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.  
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106§1604.11.  
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.  
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.  
Burlington Industries v. Ellerth, 418 S.Ct. 2257524 U.S. 742 (1998).  
Crawford v. Metro. Gov't of Nashville & Davidson County, 429 S. Ct. 846555 U.S. 271 (2009).  
Faragher v. City of Boca Raton, 418 S.Ct. 2275524 U.S. 775 (1998).  
Franklin v. Gwinnett Co. Public Schools, 412 S.Ct. 1028503 U.S. 60 (1992).  
Harris v. Forklift Systems, 411 S.Ct. 367510 U.S. 17 (1993).  
Jackson v. Birmingham Board, of EducationEduc., 425 S.Ct. 1497544 U.S. 167 (2005).  
Meritor Savings Bank v. Vinson, 406 S.Ct. 2399477 U.S. 57 (1986).  
Oncale v. Sundown Offshore Services, 418 S.Ct. 998523 U.S. 75 (1998).  
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).  
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 908 N.E.2d 39233 Ill.2d 125 (Ill., 2009).  
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

ADOPTED: November 13, 2013

# DRAFT UPDATE

## General Personnel

### Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS) on its Child Abuse Hotline ~~1-800-25-ABUSE (1-800-252-2873)~~ (within Illinois): ~~1-217-524-2606~~ (outside of Illinois): or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. ~~Any District employee who believes a student is in immediate danger of harm shall first call 911.~~ The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

**Commented [AP1]:** Updated to include more hotline numbers and a directive for employees to immediately call 911 if they believe a student is in immediate danger of harm.

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Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678), or online at [report.cybertip.org/](http://report.cybertip.org/) or [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

### Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every five years after that date.

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

**Commented [AP2]:** 105 ILCS 5/10-23.12(b), amended by P.A.s 100-413 (eff. 1-1-18) and 100-468 (eff. 6-1-18), permits DCFS to cooperate with school officials to distribute informational ANCRA materials in school buildings.

### Special Superintendent Responsibilities

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent

**OPTION:** Add the following sentence:  
"The Superintendent or designee will display DCFS-issued materials that list the DCFS toll-free telephone number and methods for making a report under ANCRA in a clearly visible location in each school building."

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must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

## Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

LEGAL REF.: 105 ILCS 5/10-21.9.  
20 ILCS 1305/1-1 et seq., Department of Human Services Act,  
~~20 ILCS 2435/.~~  
325 ILCS 5/, Abused and Neglected Child Reporting Act.  
720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

ADOPTED: ~~January 14, 2016~~

# 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.

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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, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team. ~~Individuals covered by this training mandate were to initially complete the training by 9-1-16.~~
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.
11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

**Commented [AP1]:** Updated in response to mandates added to the Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-309.

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**Commented [AP2]:** Training required by 105 ILCS 5/10-20.60, (added by P.A. 100-14, final citation pending).

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**Commented [AP3]:** Training required by 105 ILCS 5/10-20.17a and 23 Ill. Admin Code §1.350.

**Note:** All of the in-services and trainings in the numbered list are required by law, but they are not required to be listed in policy.

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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.

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LEGAL REF.: Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296, 7 C.F.R. Parts 210 and 235,  
105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.60 (P.A. 100-14, final citation pending),  
5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), 5/40-23.12, 5/and 5/24-5,  
105 ILCS 25/1.15, Interscholastic Athletic Organization Act, and  
105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education  
Act,  
325 ILCS 5/4, Abused and Neglected Child Reporting Act,  
745 ILCS 49/, Good Samaritan Act,  
7 C.F.R. Part 210,  
23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525,  
77 Ill.Admin.Code §527.800.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

ADOPTED: January 11, 2017

# DRAFT UPDATE

Prospect Heights School District 23

5:200

## Professional Personnel

### Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

### School Year and Day, Duty-Free Lunch, Salary, Assignments and Transfers, Evaluation, Dismissal

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

### School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. School social worker has the meaning stated in 105 ILCS 5/14-1.09a.

### Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

LEGAL REF.: 105 ILCS 5/10-19, 5/14-1.09a, 5/18-8, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.  
820 ILCS 260/1 et seq.  
23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).  
Cleveland Board of Education v. Loudermill, 470 U.S. 532/405 S.Ct. 1487(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

ADOPTED: ~~July 13, 2016~~

**Commented [AP1]:** Optional. New subsection provides information to district employees and the community that 105 ILCS 5/14-1.09a, amended by P.A. 100-356, prohibits school social workers from moonlighting by providing services to students attending the districts in which they are employed.

Issue 96, October 2017

# DRAFT UPDATE

Prospect Heights School District 23

5:220

## Professional Personnel

### Substitute Teachers

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

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the appropriate Intermediate Service Center has certified that a personnel shortage exists.

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

### Emergency Situations

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

LEGAL REF.: 105 ILCS 5/21B-20(2) and 5/21B-20(3) and 24-5.  
23 Ill.Admin.Code §1.790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

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

ADOPTED: April 8, 2015

**Commented [AP1]:** Amended to clarify requirements stated in 23 Ill. Admin Code § 1.790.  
Issue 96, October 2017

# DRAFT UPDATE

Prospect Heights School District 23

5:240

## Professional Personnel

### Suspension

#### Suspension Without Pay

The Board of Education may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for misconduct that is detrimental to the School District. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the School District includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Superintendent or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within five calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Superintendent or designee shall report the action to the Board at its next regularly scheduled meeting.

#### Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a teacher without pay.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

#### Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
  - a. A suspension with pay; or
  - b. A suspension without pay.

**Commented [AP1]:** Optional. 325 ILCS 5/7.4(c-5), amended by P.A. 100-176, eff. 1-1-18, allows DCFS to recommend to districts that they remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment in the school district in which he or she is employed.

Consult the board attorney about suspending an employee without pay pursuant to a *DCFS 325 ILCS 5/7.4(c-5)-recommendation*. This language balances the interests of student safety and employee due process when the district receives a recommendation to a remove an employee who is the subject of a DCFS investigation from employment.

**Note:** Liability may exist when a district receives a *325 ILCS 5/7.4(c-5)-recommendation* and does not remove the employee as a result. See the footnotes available at PRESS Online for more information.

This information also appears in policy 5.290, *Educational Support Personnel - Employment Termination and Suspensions*. Consult the board attorney before removing this optional section in one policy but not the other.

**Issue 96, October 2017**

**Commented [AP2]:** The text "Board or Superintendent or designee" allows flexibility if the Superintendent were the subject of a DCFS investigation.

**Issue 96, October 2017**

5:240

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# ***DRAFT UPDATE***

## Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430/5-60(b).  
105 ILCS 5/24-12.  
325 ILCS 5/7.4(c-10).  
Cleveland Board of Education v. Loudermill, 470 U.S. 532/05 S.Ct. 1487 (1985).  
Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).  
Massie v. East St. Louis School District No.189, 203 Ill.App.3d 965 (5th Dist. 564 N.E.2d 246 (Ill.App.5, 1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED: August 13, 2014

# ***DRAFT UPDATE***

## **Educational Support Personnel**

### **Employment Termination and Suspensions**

#### **Resignation and Retirement**

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

**For employees not covered by a current applicable bargaining agreement:**

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

#### **Non-RIF Dismissal**

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the Board of Education consistent with the Board's goal of having a highly qualified, high performing staff.

#### **Reduction in Force and Recall**

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

**For employees not covered by a current applicable bargaining agreement:**

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

#### **Final Paycheck**

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

#### **Suspension**

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the

# DRAFT UPDATE

District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the District, the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended, proceeding with:
  - a. A suspension with pay; or
  - ~~b. A suspension without pay.~~

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.: 5 ILCS 430 et seq.  
105 ILCS 5/10-22.34c and 5/10-23.5  
325 ILCS 5/7.4(c-10).  
820 ILCS 105/4a.  
Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).

CROSS REF.: 5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment)

ADOPTED: July 13, 2016

**Commented [AP1]:** Optional. 325 ILCS 5/7.4(c-5), amended by P.A. 100-176, eff. 1-1-18, allows DCFS to recommend to districts that they remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment in the school district in which he or she is employed.

Consult the board attorney about suspending an employee without pay pursuant to a *DCFS 325 ILCS 5 7.4(c-5)-recommendation*. This language balances the interests of student safety and employee due process when the district receives a recommendation to a remove an employee who is the subject of a DCFS investigation from employment.

**Note:** Liability may exist when a district receives a *325 ILCS 5 7.4(c-5)-recommendation* and does not remove the employee as a result. See the footnotes available at PRESS Online for more information.

This information also appears in policy 5:240, *Professional Personnel - Suspension*. Consult the board attorney before removing this optional sentence in one policy but not the other.

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# DRAFT UPDATE – REWRITTEN

6:50

## Instruction

### School Wellness<sup>1</sup>

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs.<sup>2</sup> 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).<sup>3</sup>

The Superintendent will ensure: <sup>4</sup>

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

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

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

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

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

<sup>2</sup> 7 C.F.R. §210.31(a) and (c)(1). The law does not require *school-based activities* to be listed in policy – only that boards implement them. Federal law requires consideration of *evidence-based strategies and techniques* when implementing school-based activities. A board that chooses to list these activities must update them as they change by readopting the policy.

For boards that have developed and wish to list their chosen evidence-based school-based activities, add the following sentence to the paragraph as the second sentence: "The District's school-based activities include: [*list the chosen evidence-based school-based activities*]."

For boards that have not yet developed and implemented their evidence-based school-based activities and need technical assistance, see the websites for:

1. The U.S. Dept. of Agriculture (USDA) at: <https://healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/other-school-based-activities>; and
2. The Alliance for a Healthier Generation (AHG) at: <https://www.healthiergeneration.org/>.

<sup>3</sup> Healthy Hunger-Free Kids Act of 2010 (HHFKA); 42 U.S.C. §1758b (Pub.L. 111-296); 7 C.F.R. §§210.10 and 210.31(a).

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

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

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

**Commented [AP1]:** This policy and its footnotes, Legal References, and Cross References are updated in response to the 12-22-16 re-designation of 7 C.F.R. §§ 210.30 and 210.31 to §§ 210.31 and 210.30, respectively (wellness policy requirements, i.e., *Smart Snacks* regulations).

In addition, the PRESS Sample was revised to better align with the Alliance for Healthier Generation's (AHG) model policy after consultation with their field consultants. While AHG's model policy is mentioned in the federal *Smart Snack* regulations as a benchmark for school districts to use for comparison to their own wellness policies, **AHG and its field consultants are not a regulatory agency or agents and has/have no power to require school districts to adopt its recommendations or suggested best practices.**

The footnotes are provided here for your information; once this policy has been adopted, they will be removed.

A redlined version showing the changes made can be accessed at PRESS Online.

Consult the board attorney, the footnotes, and the *Smart Snacks* regulations themselves to make decisions based upon local needs.

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**Commented [AP2]: OPTION:** For boards that have developed and wish to list their chosen evidence-based school-based activities, add the following sentence to the paragraph as the second sentence: "The District's school-based activities include [*list the chosen evidence-based school-based activities*]."

See footnote 2 for more information.

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**Commented [AP3]: OPTION:** For boards that wish to identify a school official other than the superintendent, delete *Superintendent* and replace it with the responsible school official's title.

See footnote 4 for more information.

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# DRAFT UPDATE – REWRITTEN

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual<sup>5</sup>; and
3. The community is informed about the progress of this policy's implementation.

## Goals for Nutrition Education and Nutrition Promotion <sup>6</sup>

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

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See Board policy 6:60, *Curriculum Content*. <sup>7</sup>

## Goals for Physical Activity <sup>8</sup>

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

**Commented [AP4]:** OPTION: For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert "and distributed to students and their parents/guardians through student handbooks".

See footnote 5 for more information.

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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.

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

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

<sup>5</sup> For boards that distribute their wellness policies via student handbooks and want to list that in the text of their policies, insert "and distributed to students and their parents/guardians through student handbooks". For sample handbook language, see the Illinois Principals Association *Online Model Student Handbook (MSH)* at: [www.ilprincipals.org/resources/model-student-handbook](http://www.ilprincipals.org/resources/model-student-handbook).

<sup>6</sup> Goals for nutrition education and nutrition promotion are required topics, but the local board may determine what goals are appropriate. Pub. L. 108-265, Sec. 204(a)(1) and Pub. L. 111-296; 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(c)(1). Replace this policy's text with a board's own locally-developed nutritional education and promotion goals.

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

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

Technical assistance for:

1. *Nutritional education* at: [healthymeals.fns.usda.gov/nutrition-education-9](http://healthymeals.fns.usda.gov/nutrition-education-9).
2. *Nutritional promotion* at: [healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/nutrition-promotion](http://healthymeals.fns.usda.gov/local-wellness-policy-resources/wellness-policy-elements/nutrition-promotion).
3. Goals development for and implementation of nutrition education and promotion are available from AHG at: [www.healthiergeneration.org/](http://www.healthiergeneration.org/).

<sup>7</sup> 105 ILCS 110/3 and 23 Ill.Admin.Code §1.420(n).

<sup>8</sup> This is a required topic, but the local board may determine what goals are appropriate. Pub.L. 108-265, Sec. 204(a)(1); 105 ILCS 5/2-3.139(a)(2); and 7 C.F.R. §210.31(a) and (c)(1).

## DRAFT UPDATE – REWRITTEN

healthy lifestyle. See Board policy 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.<sup>9</sup>

- 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*.<sup>10</sup>
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the Illinois State Board of Education (ISBE).<sup>11</sup>

### Nutrition Guidelines for Foods Available During the School Day: Marketing Prohibited<sup>12</sup>

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).<sup>13</sup>

In addition, in order to promote student health and reduce childhood obesity,<sup>14</sup> the Superintendent or designee shall:

1. Restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.<sup>15</sup>

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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.

<sup>9</sup> 105 ILCS 5/27-5 and 27-6; 23 Ill.Admin.Code §1.425 (added at 40 Ill. Reg. 2990). See also fn 19 in policy 6:60, *Curriculum Content*. For standards-based lesson plans and curricula for pre-kindergarten through grade eight, classroom-based lesson plans, recipes, guidance to improve the quality of school meals, and other materials for nutrition education and promotion, including songs, games, posters, videos, event-planning booklets, wellness communication toolkits, school garden activities, and a graphics library, see the resources developed by the FNS' Team Nutrition at: [www.fns.usda.gov/tn/resource-library](http://www.fns.usda.gov/tn/resource-library).

<sup>10</sup> *Id.*

<sup>11</sup> Schools must "set student learning objectives which meet or exceed goals established by the State." 105 ILCS 5/2-3.63. The *Learning Standards* can be found on ISBE's website at: [www.isbe.net/Pages/Learning-Standards.aspx](http://www.isbe.net/Pages/Learning-Standards.aspx). See *State Goal 20: Achieve and maintain a health-enhancing level of physical fitness based upon continual self-assessment* at: [www.isbe.net/Pages/PE-Health-Learning-Standards.aspx](http://www.isbe.net/Pages/PE-Health-Learning-Standards.aspx).

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

<sup>12</sup> The policy must include the nutrition guidelines selected by the board for "all foods available during the school day with the objective of promoting student health and reducing childhood obesity." Pub. L. 108-265, Sec. 204(a)(2); 105 ILCS 5/2-3.139(a)(1); and 7 C.F.R. §210.10 and 210.31(a), (c)(2), and (c)(3)(i)-(iv). 42 U.S.C. 1758b(b)(2)(A) requires that each local school wellness policy include nutrition guidelines for all foods and beverages available for sale on the school campus during the school day to ensure they are consistent with the statutory and regulatory provisions governing school meals (7 C.F.R. §§210.10, 220.8 and 220.10) and competitive foods (7 C.F.R. §210.11) as applicable.

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

<sup>13</sup> 7 C.F.R. §§210.10 (meal requirements for lunches and after-school snacks); 210.11(c) (general nutrition standards for competitive food, i.e., *Smart Snacks*); and 210.31(a) and (c) (encompassing all other nutrition requirements, including foods not sold to students during the school day (classroom parties)).

<sup>14</sup> 7 C.F.R. §210.31(c)(3)(iv).

<sup>15</sup> 7 C.F.R. §§210.11(a)(2) and 210.31(c)(3)(iii); 23 Ill. Admin. Code §305.5. For a definition of *competitive foods*, see 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

# DRAFT UPDATE – REWRITTEN

*Competitive foods* standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.<sup>16</sup>

## Exempted Fundraising Day (EFD) Requests <sup>17</sup>

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

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

## Guidelines for Reimbursable School Meals <sup>18</sup>

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. <sup>19</sup>

**Commented [AP5]: OPTION:** For boards that wish to adopt standards that conform to the competitive food standards or apply even more stringent standards to foods available, but not sold during the school day, delete the last sentence of this subhead: *Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., foods for classroom parties, school celebrations, and reward incentives.* and choose one of the following sentences to replace it:  
**Option 1:** The District applies *competitive foods* standards listed in Board policy 4:120, *Food Services*, to foods available, but not sold, in schools.  
**Option 2:** The District applies more stringent standards than the *competitive foods* standards to foods available, but not sold, in schools. These include [list the chosen standards to foods available, but not sold, in schools].

See footnote 16 for more information.

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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.

<sup>16</sup> 7 C.F.R. §210.31(c)(2). This sample policy does not apply competitive food standards to foods not sold in schools; i.e., foods that students bring into the school from home, etc.

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

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

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

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

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

<sup>17</sup> Required by 23 Ill.Admin.Code §305.15(c)(2), 7 C.F.R. §§210.11(b)(4), (c)(2) and 210.30(c)(2) for participating schools that want to grant EFDs.

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

<sup>18</sup> Inclusion in the policy is required for only those districts that participate in a program authorized by the NSLA or the Child Nutrition Act.

<sup>19</sup> Child Nutrition Act of 1966 (42 U.S.C. §1771 *et seq.*) and NSLA (42 U.S.C. §1758).

## ***DRAFT UPDATE – REWRITTEN***

### Monitoring <sup>20</sup>

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report).<sup>21</sup> This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment <sup>22</sup>

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

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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.

<sup>20</sup> The policy must establish a plan for measuring implementation of the local wellness policy, including designation of one or more persons within the local educational agency at each school, as appropriate, charged with operational responsibility for ensuring that the school meets the local wellness policy. Pub. L. 108-265, Sec. 204(a)(4); 105 ILCS 5/2-3.139(a)(4); and 7 C.F.R. §210.31(c)(5), (6), and (e)(1). 105 ILCS 110/3.5(a) requires ISBE to develop and maintain a nutrition and physical activity best practices database. Materials may be found at: [www.isbe.net/Pages/Nutrition-and-Wellness.aspx](http://www.isbe.net/Pages/Nutrition-and-Wellness.aspx).

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

<sup>21</sup> 7 C.F.R. §210.31(e)(2)(i)-(iii) and (3).

<sup>22</sup> *Id.* and §210.31(f); see also the Local Records Act, 50 ILCS 205/. It governs retention of district records; its definition of *public record* is narrower than the definition in the Freedom of Information Act. These communications must be retained only when they contain: (1) evidence of the district's organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. Consult the board attorney for a more thorough analysis and a legal opinion about how to meet both of the federal records retention requirements discussed in *f/n* 25, below, and the Local Records Act.

# DRAFT UPDATE – REWRITTEN

## Community Involvement<sup>[23]</sup>

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.<sup>24</sup>

**Commented [AP6]: OPTION:** For a district that wants to appoint or approve a local school wellness committee, add the following optional sentence as the last sentence of this subhead: "As necessary, the Superintendent or designee will convene a Wellness Committee with at least one representative from each of the listed groups."

See footnote 23 for more information.

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**Commented [AP7]: OPTION:** If a board wants to comply with the USDA's *encouragement* to include Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators or educators in the group to provide input about the policy, add: "Supplemental Nutrition Assistance Program Education (SNAP-ED) coordinators, educators" to the end of the first sentence in this subhead, immediately before: ", and community."

See footnote 23 for more information.

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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.

<sup>23</sup> A board must establish a plan in its wellness policy for involving parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the public in the development of the school wellness policy. Pub.L. 108-265, Sec. 204(a)(5), amended by 42 U.S.C. §1758b (Pub.L. 111-296); 105 ILCS 5/2-3.139(a)(3); 7 C.F.R. §210.31(c)(5) (requirement to describe involvement plan in policy) and 7 C.F.R. §210.31(d)(1)(requirement to allow certain stakeholders to participate in policy development, etc.).

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

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

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

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

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

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

<sup>24</sup> If a board has not adopted the **Community Engagement** subhead in policy 8:10, *Connection with the Community*, delete the phrase at the end of the second sentence: "Individuals shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*."

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

# DRAFT UPDATE – REWRITTEN

## Recordkeeping <sup>25</sup>

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

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

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

ADOPTED:

**Commented [AP8]: OPTION:** While 7 C.F.R. §210.311(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public, and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

See footnote 25 for more information.

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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.

<sup>25</sup> 7 C.F.R. §210.311(f). Records must include: (1) the policy; (2) documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of the local school wellness policy for each school under its jurisdiction.

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

While 7 C.F.R. §210.311(f) does not require the policy text to state what records must be kept, a board that wants to include that information may insert the following text: "Records must include: (1) this policy; (2) documentation demonstrating compliance with community involvement, including requirements to make the policy and triennial assessments available to the public; and (3) documentation of the triennial assessment of this policy for each school under its jurisdiction."

# 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 ~~with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week~~. For exemptions and substitutions, see policies 6:310, *Credit for Alternative Courses and Programs*, and Course Substitution, and 7:260, *Exemption from Physical 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.

**Commented [APowell1]:** Updated in response to P.A. 100-465

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

**OPTION:** If the Board engages in block scheduling, the second-to-last sentence will be replaced with the following: "Unless otherwise exempted, all students are required to engage with such frequency as determined by the Board, but at a minimum of three days per five-day week, during the school day, except on block scheduled days, in a physical education course."

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# ***DRAFT UPDATE***

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 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 21<sup>st</sup> 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 Education)

ADOPTED: February 8, 2017

# DRAFT UPDATE

Prospect Heights School District 23

6:150

## Instruction

### Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, and 5/18-4.5 and 5/18-8.05,  
23 Ill.Admin.Code §§1.520, 1.610, and 226.300.

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

ADOPTED: August 13, 2014

**Commented [APowell1]:** Updated in response to 105 ILCS 5/14-13.01(a), amended by P.A. 100-443.

P.A. 100-513 amended the definition in the Nurse Practice Act, 225 ILCS 65/50-10, to advanced practice registered nurse. This policy reflects that change in terminology, even though 105 ILCS 5/10-22.6a and 5/14-13.01 were not similarly amended.

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# DRAFT UPDATE

## 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 30<sup>th</sup> 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.  
Illinois School Student Records Act, 105 ILCS 10/  
105 ILCS 5/2-3.63a-5, 5/2-3.64a-5, 5/10-17a, 5/22-82, and 5/27-1.

**Commented [APowell1]:** The Legal References have been updated.

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CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

ADOPTED: February 8, 2017

# ***DRAFT UPDATE***

## **Students**

### **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

### **Sex Equity**

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the appropriate Intermediate Service Center (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

### **Administrative Implementation**

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

# DRAFT UPDATE

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.  
29 U.S.C. §791 et seq., Rehabilitation Act of 1973.  
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.  
Good News Club v. Milford Central Sch., 533 U.S. 98 (2001).  
Ill. Constitution, Art. I, §18.  
105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60 (P.A.s 100-29 and 100-163, final citations pending), 5/10-22.5, and 5/27-1.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
775 ILCS 35/5, Religious Freedom Restoration Act.  
23 Ill.Admin.Code §1.240 and Part 200.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

ADOPTED: ~~November 11, 2015~~

**Commented [APowell1]:** The Legal References have been updated.

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# DRAFT UPDATE

## Students

### Student and Family Privacy Rights

#### Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board of Education policy 6:10, *Educational Philosophy and Objectives*, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

#### Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

#### Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child ~~or ward~~ to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

#### Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child~~ward~~'s educational curriculum within a reasonable time of their request.

**Commented [APowell1]:** Updated throughout in response to the Governor's Executive Order, 2016-10 (8-19-16), and P.A. 100-159, which mandate that the use of the term *ward* be eliminated in laws referring to children who are under the care of DCFS.

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The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

## Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

## Selling or Marketing Students’ Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term “personal information” means individually identifiable information including: (1) a student or parent’s first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver’s license number or State identification card.

The above paragraph does not apply: (1) if the student’s parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student’s “personal information” to a business organization or financial institution that issues credit or debit cards.

## Notification of Rights and Procedures

The Superintendent or designee shall notify students’ parents/guardians of:

# ***DRAFT UPDATE***

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child ~~or ward~~ out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: Protection of Pupil Rights, 20 U.S.C. §1232h.  
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/1 et seq.  
105 ILCS 5/10-20.38.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 6:210 (Instructional Materials), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities)

ADOPTED: ~~February 13, 2013~~

# DRAFT UPDATE

## Students

### Harassment of Students Prohibited

#### Bullying, Intimidation, and Harassment Prohibited

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

#### Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

#### Making a Complaint: Enforcement

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

**Commented [APowell1]:** Using "or any staff member with whom the student is comfortable speaking" is consistent with 7-180, *Prevention of and Response to Bullying, Intimidation, and Harassment*. By including "any staff member" in this list, 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.

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

## **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.

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

The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Commented [BZ2]:**

Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. Please consider adding name listed elsewhere here.

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- LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.  
34 C.F.R. Part 106.  
105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.  
775 ILCS 5/1-101 et seq., Illinois Human Rights Act.  
23 Ill.Admin.Code §1.240 and Part 200.  
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999).  
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).  
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998).  
West v. Derby Unified School District No. 260, 206 F.3d 1358 (10th Cir.: 2000).
- CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)
- ADOPTED: ~~December 10, 2014~~

# 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), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, 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 protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.~~
4. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
5. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in the School Code, Section 26-2a.
6. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
7. The identification of supportive services that may be offered to ~~truants, or~~ chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110,

**Commented [APowell1]:** 105 ILCS 5/26-1, amended by P.A. 100-185. Such a student must be granted five days of excused absences in any school year and, at the board's discretion, may be granted additional excused absences to visit the student's parent/guardian. The student and his/her parent/guardian are responsible for obtaining assignments from the student's teacher prior to any period of excused absence and for ensuring that such assignments are completed by the student prior to his/her return to school from the excused absence period.

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**Commented [APowell2]:** 105 ILCS 5/26-18, added by P.A. 100-156, eff. 1-1-18, requires that, beginning 7-1-18, districts collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(e).

For more information, see the footnotes available at PRESS Online.

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

8. 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.
9. 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.
10. 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.
11. 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, Juvenile Court Act of 1987,  
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: February 8, 2017

# DRAFT UPDATE

## Students

### Prevention of and Response to Bullying, Intimidation, and Harassment

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

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

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

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

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

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

*Cyberbullying* means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the

Commented [APowell1]: Note: Every two years, each district must review and re-evaluate policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, make necessary and appropriate revisions, and file the updated policy with ISBE. This notice serves as a courtesy to **PRESS Plus** subscribers to contact ISBE about this requirement. Boards may submit their policies to [bullyingpolicy@isbe.net](mailto:bullyingpolicy@isbe.net). If individuals need to speak to someone directly, they can contact Schena Warren Harris at [swarren@isbe.net](mailto:swarren@isbe.net) or 1-312-814-0940; Jeff Aranowski at [jaranows@isbe.net](mailto:jaranows@isbe.net); or the Safe & Healthy Climate division.

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creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

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

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

## Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the ~~District Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials, Complaint Manager or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying.~~ Anonymous reports are also accepted.

**Commented [APowell2]:** The Nondiscrimination Coordinator has been added for consistency with Policy 2:260, *Uniform Grievance Procedure*

While the names and contact information are required by law to be listed in policy, they are not part of the adopted policy and do not require board action. This allows for additions and amendments to the names and contact information when necessary. It is important for updated names and contact information to be inserted into this policy and regularly monitored. Best practice is that throughout the district's board policy manual, the same individual be named as Nondiscrimination Coordinator. In contrast, Complaint Managers identified in individual policies may vary depending upon local district needs. **Please indicate your current Nondiscrimination Coordinator and Complaint Manager information on your PRESS Plus Response Form, attaching additional pages if necessary.**

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**Commented [APowell3]:** By including all staff members in this list, 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.

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Nondiscrimination Coordinator:

\_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
Email  
\_\_\_\_\_  
Telephone

**Complaint Manager:**

LuAnn Kolstad	Don Angelaccio
_____ Name	_____ Name
700 Schoenbeck Rd.	700 Scheonbeck Rd.
_____ Address	_____ Address
lkolstad@d23.org	dangelaccio@d23.org
_____ Email	_____ Email
847.870.5552	847.870.5551
_____ Telephone	_____ Telephone

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

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

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

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
  - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.

Commented [APowell4]: 105 ILCS 5/27-23.7(b)(10), amended by P.A. 100-137.

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- e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
- f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
- g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
- h. 7:310, *Restrictions on Publications; Elementary Schools*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

LEGAL REF.: 405 ILCS 49/, Children’s Mental Health Act.  
105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.  
23 Ill.Admin.Code §§1.240 and §1.280.

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

ADOPTED: ~~December 10, 2014~~

# DRAFT UPDATE

## Students

### Student Behavior (formerly known as Student Discipline)

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

#### When and Where Conduct Rules Apply

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

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

#### Prohibited Student Conduct

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

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

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cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.

- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

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9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's

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person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

## Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended shall also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who

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has been expelled shall also be restricted from being on school grounds and at school activities.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

## Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

**Commented [APowell1]:** Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2 of the School Code) are prohibited from expelling children from their early childhood programs. 105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6, amended by P.A. 100-105, eff. 1-1-18.

**OPTION:** For districts that receive early childhood block grant funding, add the following:  
Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

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## Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

## Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

## Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

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LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. §~~7961454~~<sup>7961454</sup> et seq.  
Pro-Children Act of 1994, 20 U.S.C. §6081.  
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.  
410 ILCS 647/, Powdered Caffeine Control and Education Act.  
430 ILCS 66/, Firearm Concealed Carry Act.  
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,  
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and  
110/3.10.  
23 Ill.Admin.Code §1.280.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment ), 7:185 (Teen Dating Violence Prohibited), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications; Elementary Schools), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: ~~May 11, 2016~~

# DRAFT UPDATE

Prospect Heights School District 23

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## Students

### Student Support Services

The following student support services may be provided by the School District:

1. Health services supervised by a qualified school 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 school 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.

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: February 8, 2017

**Commented [APowell1]:** The policy now clarifies that the student support services which may be provided are from a *school nurse, school psychologist, school social worker, or school counselor.*

For more information and licensing requirements for these school service providers, see the footnotes available at PRESS Online.

Issue 96, October 2017

# DRAFT UPDATE

Prospect Heights School District 23

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## Students

### Exemption from Physical 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. 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.

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).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

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: February 8, 2017

**Commented [APowell1]:** State law does not define *interscholastic athletic program* or *extracurricular athletic program*, however, 105 ILCS 5/22-80 defines *interscholastic athletic activity* as "any organized school-sponsored or school-sanctioned activity for students, generally outside of school instructional hours, under the direction of a coach, athletic director, or band leader, including, but not limited to, baseball, basketball, cheerleading, cross country track, fencing, field hockey, football, golf, gymnastics, ice hockey, lacrosse, marching band, rugby, soccer, skating, softball, swimming and diving, tennis, track (indoor and outdoor), ultimate Frisbee, volleyball, water polo, and wrestling."

**OPTION:** For boards that want to explain the meaning of *interscholastic* or *extracurricular athletic program*, insert the following option:  
Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader.

Issue 96, October 2017

**Commented [APowell2]:** 105 ILCS 5/27-6(b)(1), 105 ILCS 5/27-6(b), amended by P.A. 100-465, now states "on a case-by-case basis, excuse pupils in grades 7 through 12 who participate in an interscholastic or extracurricular athletic program." It does not require such participation to be *ongoing*. Common sense, however, would allow the exemption to continue only until the end of the grading period during which the athletic program is active.

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# DRAFT UPDATE

Prospect Heights School District 23

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## Students

### Orders to Forgo Life-Sustaining Treatment

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child ~~or ward~~ must be signed by the ~~child's~~ student's physician and given to the Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act, (755 ILCS 40/).

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. ~~The student, when appropriate;~~
2. ~~The child's~~ student's parent(s)/guardian(s); ~~and~~
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the student is assigned to attend school;
5. The school nurse;
6. Clergy, if requested by the student or his or her parent(s)/guardian(s);
7. Other individuals to provide support to the student or his or her parent(s)/guardian(s); ~~and as well as~~
8. ~~School~~ personnel designated by the Superintendent.

The team shall determine ~~guidelines~~ specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event.

The District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.: Health Care Surrogate Act, 755 ILCS 40/  
Cruzan v. Director, Missouri Dept. of Health, 497 U.S. 261 (1990).  
In re: C.A., a minor, 236 Ill.App.3d 594603 N.E.2d 1171 (Ill.App.1st Dist., 1992).

ADOPTED: February 13, 2013

**Commented [APowell1]:** Updated in response to the Governor's Executive Order, 2016-10 (8-19-16), and P.A. 100-159, which mandate that the use of the term *ward* be eliminated in laws referring to children who are under the care of DCFS.

Issue 96, October 2017

**Commented [APowell2]:**

This optional policy is updated with suggestions from the PRESS Advisory Board (PAB). More members of the multidisciplinary team are added.

Consult the board attorney regarding the establishment of a multi-disciplinary team and whether attendance at meetings is necessary.

Issue 95, July 2017

**Commented [APowell3]:**

Consult the board attorney about requiring teachers and other non-administrative school employees to administer medical care and/or treatment to students who are the subject of orders to forgo life-sustaining treatment. Generally, only licensed (formerly certificated) school nurses and non-licensed (formerly non-certificated) registered professional nurses may be required to administer medication to students. See 105 ILCS 5/10-22.21b.

Issue 95, July 2017

**Commented [APowell4]:**

Either or both of the following optional sentences may be added at the end of this paragraph:

**Option 1:** The Superintendent or designee will ensure minutes are taken that summarize the decisions and guidelines made during multi-disciplinary meetings and obtain signatures of the child's parent(s)/guardian(s) on the minutes of each multi-disciplinary meeting.

**Option 2:** The Superintendent or designee will monitor the effectiveness of the guidelines established during the multi-disciplinary meetings at times the multi-disciplinary team determines are necessary.

Issue 95, July 2017

# DRAFT UPDATE

Prospect Heights School District 23

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## 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. 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, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

**Commented [APowell1]:** 105 ILCS 5/22-80(h), added by P.A. 99-245, amended by P.A.s 99-486 and 100-309. Individuals covered by this training mandate must take a training course from an authorized training provider prior to serving on a Concussion Oversight Team (Team) and at least once every two years (or if not serving on the Team, at least once every two years).

Physicians on Teams are required, to the greatest extent practicable, to periodically take an appropriate medical course on concussions. 105 ILCS 5/22-80(h)(3).

**Note:** Licensed healthcare professionals includes nurses and licensed clinical psychologists, physical therapists, occupational therapists, physicians' assistants, and athletic trainers working under the supervision of a physician. 105 ILCS 5/22-80(b).

Non-licensed healthcare professionals is not specifically defined. As a matter of best practice and to reduce liability, all Team members should receive concussion training, however, consult with the board attorney for further guidance.

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# DRAFT UPDATE

- 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.
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*, 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, advanced practice registered nurse, physician assistant or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
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.

**Commented [APowell2]:** The Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P. A. 100-309, permits advanced practice nurses and physician assistants (in addition to physicians and athletic trainers working under physicians' supervision) to clear students who have suffered a concussion to return to play.

P. A. 100-513 amended the definition in the Nurse Practice Act, 225 ILCS 65/50-10, to advanced practice registered nurse. This policy reflects that change in terminology, even though Section 22-80 was not similarly amended.

Issue 96, October 2017

LEGAL REF.: 105 ILCS 5/22-80.  
105 ILCS 25/1.15.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 7:300 (Extracurricular Athletics)

ADOPTED: ~~February 8, 2017~~

# DRAFT UPDATE

## Students

### Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

# DRAFT UPDATE

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).  
Owasso I.S.D. No. 1-011 v. Falvo, 534 U.S. 426 (2002).  
Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; implemented by 34  
C.F.R. Part 99.  
Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/  
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq. and 10/  
105 ILCS 10/ Illinois School Student Records Act.  
50 ILCS 205/7.  
750 ILCS 5/602.11.  
23 Ill.Admin.Code Parts 226 and 375.

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal  
Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct)

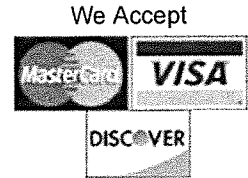
ADOPTED: ~~January 14, 2016~~

**Commented [APowell1]:** The Legal References have been updated.

Issue 96, October 2017



14000 S. ARCHER AVE., LOCKPORT, IL 60441  
 Phone: 815-838-0320 Fax: 815-838-0375 www.homertree.com



# PROPOSAL

Work Order: 144429

1/17/2018 1:

Work Site: 700 N Schoenbeck Rd  
 Prospect Heights, IL 60070

Ross School  
 Brian Rominski  
 700 N Schoenbeck Rd  
 Prospect Heights, IL 60070

Phone: 847-870-5581 630-277-1987

Email: brominski@d23.org

Arborist: Nick Brown

#	Item	Description	Cost
		Tree Removal w/ stump grinding	\$975.00
		One (1) multi-stemmed River Birch left of front entrance at Dwight D Eisenhower School (1 N. Schoenbeck) - - Take down tree to as close to grade level as possible - Clean/Haul away all resulting debris - Grind stump 4-8" below grade level pending accessibility after JULIE markings (Homer Tree to coordinate) - Stump chips to remain on site and be raked back into hole * Check in at main office before beginning take down Pen/nb/1-17-18	
0		Stump Removal	\$175.00
		One (1) 32" stump in playground on South side of Betsy Ross Elementary School - - Grind stump 4-8" below grade level pending accessibility after JULIE markings (Homer Tree to coordinate) - Stump chips to remain on site and be raked back into hole * Check in at main office before grinding stump (do not go around mid-day during recess) ** Additional \$100 if wanting stump chips hauled away to grade level Pen/nb/1-17-18	

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Your signature is required prior to the start of any work and indicates acceptance of the terms & conditions on the reverse side of this document. All normal work operations to be performed according to ANSI A-300 standards.

NOTE: ALL WORK TO BE PAID UPON COMPLETION.

Arborist: \_\_\_\_\_

Proposal Date \_\_\_\_\_ Estimate Valid For \_\_\_\_\_ Days



January 11, 2018

Prospect Heights School District 23

Brian,

Thank you for your interest in Homer Industries and our mulch products. Below is your price quote for the Nature's Blanket Playground Surfacing mulch delivered and installed to Prospect Heights, IL for School District 23.

This price is based on shipments totaling 180 cubic yards. The Nature's Blanket Playground Surfacing product will be installed using an Express Mulch Blower Truck.

1. Nature's Blanket Playground Surfacing Mulch with Installation - \$32.00 per cubic yard
  - a. Freight rate per semi = Included
  - b. Tax = Exempt
  
- 180 cubic yards delivered and installed to Prospect Heights, IL = \$5,760.00

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Please call us direct at 815.838.0863 if you need any additional information or if you have any questions.

Check out our website at [www.homerindustries.com](http://www.homerindustries.com)

Respectfully,

*Chad Wallace*

Chad Wallace

Homer Industries, LLC

[chad@homertree.com](mailto:chad@homertree.com)

815.838.0863 (O)

815.641.7154 (C)

815.838.0378 (F)

FORMER D23

STUDENT!



**Prospect Heights School District 23  
Board Memorandum  
Action/Discussion Item**

---

**Date:** February 8, 2018

**Subject:** Formal payment of bills from January 16, 2018 to February 13, 2018 Pursuant to BOE Weekly Bill Payment Resolution Approved 4/26/2017

**Prepared by:** Micheal DeBartolo, Assistant Superintendent for Finance & Operations

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Pursuant to the Bill Payment Resolution for FY 2018 approved April 26, 2017 meeting, the Board reviews bills proposed for payment 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 January 16, 2018, through February 13, 2018.

In addition, the Board approves the salaries and benefits paid during the previous month. Attached to the Finance Report are the hourly and salaried amounts paid for the pay periods in January 2018 AND the insurance benefit payments made for January 2018.

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



Prospect Heights School District 23  
Board Memorandum  
Action/Discussion Item

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Date: February 8, 2018

Subject: Salaries and Benefits Paid January 2018

Prepared by: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

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The Board of Education is asked to formally approve the salaries and insurance benefit amounts paid by the District for January 2018. Those amounts have been paid as follows:

**January 15, 2018 Payroll**

Hourly \$10,738.06  
Salaried \$538,515.13

**TOTAL \$559,253.19**

**January 30, 2018 Payroll**

Hourly \$14,069.21  
Salaried \$537,238.45

**TOTAL \$551,307.66**

**January 2018 Total Payroll Cost**

**TOTAL \$1,100,560.85**

**January 2018 Insurance Benefits Cost**

**TOTAL \$240,517.51**

**January 2018 Payroll and Insurance Benefits Cost**

**TOTAL \$1,382,205.04**

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
A & J Sewer Service						
Check Group:						
Pump Inside Kitchen Grease Trap		1	180640	51108 12/26/2017	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$137.00
Check #: 0						
PO/InvoiceTotal:						\$137.00
Vendor Total:						\$137.00
Accurate Document Destruction Inc. 05314						
Check Group:						
December Document Shredding		1	180653	15506806 12/31/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$136.50
Energy/Environmental Fees		1	180653	15506806 12/31/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$25.25
Check #: 0						
PO/InvoiceTotal:						\$161.75
Vendor Total:						\$161.75
Air Cleaning Specialist, Inc.						
Check Group:						
Pleated Filter MERV8 - 16x30x1		1	180645	174815 12/20/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$4.45
Pleated Filter MERV8 - 16x20x2		52	180645	174815 12/20/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$158.60
Pleated Filter MERV8 - 16x16x2		24	180645	174815 12/20/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$92.40
Pleated Filter MERV8 - 16x25x2		5	180645	174815 12/20/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$15.25
Pleated Filter MERV8 - 18x25x2		17	180645	174815 12/20/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$64.60
Pleated Filter MERV8 - 24x28x2 nominal		2	180645	174815 12/20/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$21.70

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Pleated Filter MERV8 - 20x21x1 nominal		10	180645	174815 12/20/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$77.50
Pleated Filter MERV8 - 16x30x2 nominal		2	180645	174815 12/20/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$18.50
Pleated Filter MERV8 - 18x36x1 nominal		3	180645	174815 12/20/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$35.10
Check #: 0						
PO/InvoiceTotal:						\$488.10
Vendor Total:						\$488.10
All-Ways Transportation Services, Inc.						
Check Group:						
Transportation - 1-way - SPED/KS - December 2017		12	0	6568 12/22/2017	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$1,014.00
Check #: 0						
PO/InvoiceTotal:						\$1,014.00
Vendor Total:						\$1,014.00
American Taxi	05741					
Check Group:						
Transportation 1-way - SPED/KS - December 2017		2	0	171208 1/5/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$27.00
Check #: 0						
PO/InvoiceTotal:						\$27.00
Vendor Total:						\$27.00
Anderson, Gail						
Check Group:						
Reimbursement - ISLMA Conference 10/18-10/21/2017 - Lodging		1	0	ReimburseISLMA. 2017 11/13/2017	10.5.0000.1110.332.03.0000 Elem Staff Travel/Mileage Expense (Ross)	\$442.96
Reimbursement - ISLMA Conference 10/18-10/21/2017 - Meals		1	0	ReimburseISLMA. 2017 11/13/2017	10.5.0000.1110.332.03.0000 Elem Staff Travel/Mileage Expense (Ross)	\$24.65

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$467.61
Vendor Total:						\$467.61
Arlington Heights Garibaldis						
Check Group:						
D23 Custodian Holiday Lunch		1	180646	17180674 12/28/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$96.39
Check #: 0						
PO/InvoiceTotal:						\$96.39
Vendor Total:						\$96.39
AT & T						
Check Group:						
Monthly Phone Charges - 01/04/2018 thru 02/03/2018		1	0	84787038525374 x01.18 1/4/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$1,090.22
Check #: 0						
PO/InvoiceTotal:						\$1,090.22
Vendor Total:						\$1,090.22
AT & T Long Distance	01256					
Check Group:						
Monthly Long Distance Charges - December 2017		1	0	858609026x12.26 .17 12/26/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$10.30
Check #: 0						
PO/InvoiceTotal:						\$10.30
Vendor Total:						\$10.30
Bearwald, Kristen	01164					
Check Group:						
Reimbursement - Mariano's - Supplies or 7th gr Science Classes		1	0	ReimbMarianos1. 9.18 1/9/2018	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$77.44
Check #: 0						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>                    </u>
						Vendor Total: <u>                    </u>
CDW Government	80437					
Check Group:						
Google Chrome Mangement Console License		4	180603	LCQ0347 12/13/2017	10.5.0000.2225.316.01.0000 Contracted Software/Websites	\$135.12
						PO/InvoiceTotal: <u>                    </u>
						Vendor Total: <u>                    </u>
Check #: 0						
Citi Cards						
Check Group:						
Citi Cards - BLACKFINN AMERIPUB - BOE Mtg. - M. DeBartolo		1	0	2744 x 01/10/2017 1/10/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$151.24
Citi Cards - COSTCO - BPAC - D. Angelaccio		1	0	2744 x 01/10/2017 1/10/2018	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$179.84
Citi Cards - COSTCO - Admin - M. DeBartolo		1	0	2744 x 01/10/2017 1/10/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$39.87
						PO/InvoiceTotal: <u>                    </u>
						Vendor Total: <u>                    </u>
Check #: 0						
Discovery Benefits						
Check Group:						
FSA - December 2017		26	0	0000830718-IN 12/31/2017	10.5.0000.2640.319.01.0000 Professional Services	\$110.50
						PO/InvoiceTotal: <u>                    </u>
						Vendor Total: <u>                    </u>
Check #: 0						
First Student	00406					

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Transportation - MAC Basketball 12/15/17		1	0	091-C-063075 12/15/2017	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$151.88
Transportation - MAC Basketball 12/19/17		1	0	091-C-063108 12/19/2017	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$151.88
Check #: 0						
						PO/InvoiceTotal: <u>\$303.76</u>
						Vendor Total: <u>\$303.76</u>
Gember, Mary Ann						
Check Group:						
Reimbursement - Midwest Band & Orchestra Convention 2017 - Mileage		124	0	ReimburseMidWB and17 12/27/2017	10.5.0000.1110.332.02.0000 Elem Staff Travel/Mileage Expense (Sullivan)	\$66.34
Reimbursement - Midwest Band & Orchestra Convention 2017 - Parking		1	0	ReimburseMidWB and17 12/27/2017	10.5.0000.1110.332.02.0000 Elem Staff Travel/Mileage Expense (Sullivan)	\$23.00
Reimbursement - Midwest Band & Orchestra Convention 2017 - Meals		1	0	ReimburseMidWB and17 12/27/2017	10.5.0000.1110.332.02.0000 Elem Staff Travel/Mileage Expense (Sullivan)	\$24.78
Check #: 0						
						PO/InvoiceTotal: <u>\$114.12</u>
						Vendor Total: <u>\$114.12</u>
Heinemann						
Check Group:						
LLI Blue		1	180601	6858779 12/18/2017	10.5.0000.1111.410.01.4300 Grant Funded Reading Classroom Supplies	\$3,623.16
Check #: 0						
						PO/InvoiceTotal: <u>\$3,623.16</u>
						Vendor Total: <u>\$3,623.16</u>
Hersey Instrumental Association						
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Chicagoland Invitational Concert Band Festival - Entry Fee MacArthur 04/07/2018		1	180650	2018ChgolnvtnlC oncer 12/30/2017	10.5.0000.1114.640.04.0000  VIM Dues & Fees	\$125.00
					Check #: 0	
						PO/InvoiceTotal: \$125.00
						Vendor Total: \$125.00
IASPA						
Check Group:						
IASPA Annual State Conference Registration - C. Vergil 01/25-01/26/2017		1	0	AnnualStateConf2 018 1/8/2018	10.5.0000.2640.312.01.0000  Professional Development	\$195.00
					Check #: 0	
						PO/InvoiceTotal: \$195.00
						Vendor Total: \$195.00
Illinois ASBO						
Check Group:						
2018 Annual ASBO Conference Registration		1	180624	226760 12/18/2017	20.5.0000.2541.312.01.0000 Professional Development	\$545.00
2018 Facilities Professional Conference		1	180624	226760 12/18/2017	20.5.0000.2541.640.01.0000 Dues & Fees	\$205.00
					Check #: 0	
						PO/InvoiceTotal: \$750.00
Check Group:						
IASBO Annual Dues - Basic B - D. Angelaccio		1	180634	238360 1/12/2018	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$340.00
					Check #: 0	
						PO/InvoiceTotal: \$340.00
						Vendor Total: \$1,090.00
Kolka, Kaitlin						
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Reimbursement for Professional Dues paid to American Speech-Language-Hearing Association		1	0	PDR reimburse201 7/18 11/2/2017	10.5.0000.2150.640.01.0000  Speech Pathology Dues & Fees	\$50.00
Check #: 0						
PO/InvoiceTotal:						\$50.00
Vendor Total:						\$50.00
Lake County Educational Services						
Check Group:						
Registration AA#1085 Legal Issues in SPED - C. Sroka - 02/01/2018		1	0	W0042520  1/10/2018	10.5.0000.1205.312.01.1111  Professional Development -- SPED Director	\$205.00
Check #: 0						
PO/InvoiceTotal:						\$205.00
Vendor Total:						\$205.00
Lakeshore Learning Materials						
Check Group:						
My Word Journal - Set of 10		2	180625	2004431217 12/21/2017	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$68.97
My Word Journal - Each		5	180625	2004431217 12/21/2017	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$18.92
Check #: 0						
PO/InvoiceTotal:						\$87.89
Vendor Total:						\$87.89
Lakeshore Recycling System	80968					
Check Group:						
IKE Recycling 96 Gallon		1	180655	0003818767 12/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$40.88
Mac Trash Removal		1	180655	0003818767 12/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$720.51
Mac Recycling 2 YD		1	180655	0003818767 12/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$101.18

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Ross Recycling 96 Gallon		1	180655	0003818767 12/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$29.64
Sullivan Recycling 96 Gallon		1	180655	0003818767 12/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$32.70
Check #: 0						
PO/InvoiceTotal:						\$924.91
Vendor Total:						\$924.91
Menards	05060					
Check Group:						
Supplies, Misc. Food Items for D23 Custodial Holiday Lunch		1	180642	8655 12/28/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$29.24
Check #: 0						
PO/InvoiceTotal:						\$29.24
Vendor Total:						\$29.24
MHS INC.	80812					
Check Group:						
RCMAS-2 AutoScore™ Forms		1	180604	1952545 12/18/2017	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$68.00
Check #: 0						
PO/InvoiceTotal:						\$68.00
Vendor Total:						\$68.00
Milieu Design LLC	80225					
Check Group:						
Main Campus 12/29/17 Snow Removal Playgrounds		1	180644	128018 1/4/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$150.00
Main Campus 12/29/17 Snow Removal Parking & Drives		1	180644	128018 1/4/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$195.00
Main Campus 12/29/17 Salting		2	180644	128018 1/4/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$310.00

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IKE 12/29/17 Snow Removal Playgrounds		1	180644	128019 1/4/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00
IKE 12/29/17 Snow Removal Parking & Drives		1	180644	128019 1/4/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$195.00
IKE 12/29/17 Salting		2	180644	128019 1/4/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$310.00
Check #: 0						
						PO/InvoiceTotal: <u>\$1,260.00</u>
						Vendor Total: <u>\$1,260.00</u>
NCS Pearson, Inc.						
Check Group:						
BASC-3 Q-global Digital Administration and Interpretive Summary Report		100	180607	11450408 12/15/2017	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$299.00
Check #: 0						
						PO/InvoiceTotal: <u>\$299.00</u>
						Vendor Total: <u>\$299.00</u>
Personnel Planners, Inc						
Check Group: 00734						
Quarterly UI Claims Management Fee 01/01/2017 to 03/31/2018		1	0	137211 1/1/2018	80.5.0000.2363.232.01.0000 Unemployment Compensation	\$85.00
Check #: 0						
						PO/InvoiceTotal: <u>\$85.00</u>
						Vendor Total: <u>\$85.00</u>
Processing Point, Inc.						
Check Group:						
Employee Time Tracking Software		1	180656	EST000515 1/11/2018	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$60.00
Check #: 0						
						PO/InvoiceTotal: <u>\$60.00</u>

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$60.00
Quinlan & Fabish Music	00867					
Check Group:						
Bass Rosin- Soft		2	180353	9958339 8/22/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$23.98
Bass Dampit		2	180353	9958339 8/22/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$35.98
Winter Milky Way		1	180353	9958339 8/22/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$45.00
Inverno		1	180353	9958339 8/22/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$45.00
Cold Frosty Morning		1	180353	9958339 8/22/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$45.00
Lift Every Voice and Sing		1	180353	9958339 8/22/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$41.40
Goldflex Rosin Violin/Viola		4	180353	9970772 8/28/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$55.96
Cello Dampit		6	180353	9970772 8/28/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$101.94
Sweet Petite Winter Suite		1	180353	9974775 8/29/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$49.50
Boreas- The Cold, North Wind		1	180353	9976798 8/30/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$43.20
Le Froid De L'Hiver (Cold of Winter)		1	180353	9980312 8/31/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$36.00
Check #: 0						
PO/InvoiceTotal:						\$522.96
Check Group:						
Bari Sax Reeds		1	180354	9988116 9/3/2017	10.5.0000.1114.410.04.0000 Band Supplies - District	\$35.99

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Bass Clarinet Reeds		1	180354	9988116 9/3/2017	10.5.0000.1114.410.04.0000 Band Supplies - District	\$28.99
Tenor Sax Reeds		1	180354	9988116 9/3/2017	10.5.0000.1114.410.04.0000 Band Supplies - District	\$34.99
Clarinet Reeds		1	180354	9988116 9/3/2017	10.5.0000.1114.410.04.0000 Band Supplies - District	\$18.99
Check #: 0						
PO/InvoiceTotal:						\$118.96
Check Group:						
Passerine		1	180495	10119229 10/26/2017	10.5.0000.1120.410.04.0000 General Supplies	\$49.50
Easy String Quartets #3		1	180495	10128310 11/1/2017	10.5.0000.1120.410.04.0000 General Supplies	\$15.25
Mozart String Quartets		1	180495	10128310 11/1/2017	10.5.0000.1120.410.04.0000 General Supplies	\$51.25
String Quartets Haydn		1	180495	10128310 11/1/2017	10.5.0000.1120.410.04.0000 General Supplies	\$40.50
Easy String Quartets #2		1	180495	10128310 11/1/2017	10.5.0000.1120.410.04.0000 General Supplies	\$22.45
Score Danse Infernale		3	180495	10129816 11/2/2017	10.5.0000.1120.410.04.0000 General Supplies	\$15.00
Danse Infernale		1	180495	10129816 11/2/2017	10.5.0000.1120.410.04.0000 General Supplies	\$40.50
Score Ventus		3	180495	10132455 11/3/2017	10.5.0000.1120.410.04.0000 General Supplies	\$21.00
Ventus		1	180495	10132455 11/3/2017	10.5.0000.1120.410.04.0000 General Supplies	\$46.80
Concerto Miniatures		1	180495	10132455 11/3/2017	10.5.0000.1120.410.04.0000 General Supplies	\$40.50
Arctic Fire		1	180495	10164781 11/21/2017	10.5.0000.1120.410.04.0000 General Supplies	\$76.50

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$419.25
Check Group:						
Selections from Star Wars: The Force Awakens		1	180496	10096114 10/26/2017	10.5.0000.1114.410.04.0000 Band Supplies - District	\$58.50
Check #: 0						
PO/InvoiceTotal:						\$58.50
Check Group:						
Appalachian Morning Sheet Music		1	180529	10142264 11/16/2017	10.5.0000.1114.410.04.0000 Band Supplies - District	\$49.50
Check #: 0						
PO/InvoiceTotal:						\$49.50
Check Group:						
Music Order- Marche Diabolique		1	180558	10175629 11/28/2017	10.5.0000.1114.410.04.0000 Band Supplies - District	\$49.50
Check #: 0						
PO/InvoiceTotal:						\$49.50
Vendor Total:						\$1,218.67
Relief Medical Services, Inc.						
Check Group:						
Sub RN - Ross - 12/04/2017		7	0	0010074444 12/9/2017	10.5.0000.2134.319.03.0000 Professional Services	\$412.30
Check #: 0						
PO/InvoiceTotal:						\$412.30
Vendor Total:						\$412.30
RJ Cooper & Associates						
Check Group:						
iPad (2017) 9.7 ("5th gen")		1	180567	46857 12/7/2017	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$44.00

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
					Check #: 0	
						PO/InvoiceTotal: \$44.00
						Vendor Total: \$44.00
Scariano Himes & Petrarca	01221					
Check Group:						
School Law - December 2017		1 0		40316 12/31/2017	10.5.0000.2369.318.01.0000 Legal Services	\$508.73
					Check #: 0	
						PO/InvoiceTotal: \$508.73
						Vendor Total: \$508.73
Sound Incorporated	02365					
Check Group:						
Rauland Mic Replacement		1	180641	D1327637 1/5/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$144.00
					Check #: 0	
						PO/InvoiceTotal: \$144.00
						Vendor Total: \$144.00
Sylvias Flowers, Inc.	81039					
Check Group:						
Care/Concern - Planter - A. Rozner		1 0		04345463 12/31/2017	10.5.0000.2640.410.01.0000 General Supplies	\$49.95
Care/Concern - Planter - S. Hendricks		1 0		04345633 12/31/2017	10.5.0000.2640.410.01.0000 General Supplies	\$42.95
Care/Concern - Planter - J. Chavez		1 0		04346426 1/8/2018	10.5.0000.2640.410.01.0000 General Supplies	\$42.95
					Check #: 0	
						PO/InvoiceTotal: \$135.85
						Vendor Total: \$135.85
Therapro, Inc						
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PDMS-2 Peabody Motor Development Parent charts (pkg of 25)		1	180606	IN467925 12/19/2017	10.5.0000.1225.415.01.0000 EC Testing Materials	\$35.50
				Check #: 0		
					PO/InvoiceTotal:	\$35.50
					Vendor Total:	\$35.50
Valladares, Denisse						
Check Group:						
Reimbursement - Thrift Books - Classroom Supplies		1	0	ReimburseThriftB ks 1/11/2018	10.5.0000.1800.410.01.0000 Classroom Supplies	\$39.90
				Check #: 0		
					PO/InvoiceTotal:	\$39.90
					Vendor Total:	\$39.90
Walsh, Patricia						
Check Group:						
Reimbursement - Halloween/Christmas Supplies		1	0	ReimburseMich20 17 1/8/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$44.52
				Check #: 0		
					PO/InvoiceTotal:	\$44.52
					Vendor Total:	\$44.52
Walsworth Publishing Company						
Check Group:						
2017/18 Yearbook - Second Deposit		1	0	8-03772-0 12/28/2017	10.5.0000.1120.413.04.0000 Yearbook	\$3,529.47
				Check #: 0		
					PO/InvoiceTotal:	\$3,529.47
					Vendor Total:	\$3,529.47
Warehouse Direct	80219					
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

01/16/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
S. Hendricks - MacArthur - Classroom Supplies		1	0	3728347-0 12/14/2017	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$200.18
Check #: 0						
PO/InvoiceTotal:						\$200.18
Check Group:						
Double Bucket Mop System, LRG, CAP		1	180643	3690823-0 12/27/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$142.00
Jaw Clamp Handle		1	180643	3690823-0 12/27/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.25
Check #: 0						
PO/InvoiceTotal:						\$153.25
Check Group:						
Pads, Floor 14x20 Boost WHI 5CS		1	180654	3746191-0 1/3/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$22.18
Check #: 0						
PO/InvoiceTotal:						\$22.18
Vendor Total:						\$375.61
WPS	81047					
Check Group:						
SPM-P School Autoscore Print form (pkg of 25)		1	180605	WPS-194440 12/19/2017	10.5.0000.1225.415.01.0000 EC Testing Materials	\$57.75
Check #: 0						
PO/InvoiceTotal:						\$57.75
Vendor Total:						\$57.75
Grand Total:						\$19,252.76

End of Report

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1159

01/23/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ECRA Group Inc.	80054					
Check Group:						
PHSD23 Strategic Planning Survey - Polish Translation		1 0		9085 1/9/2018	10.5.0000.6000.000.01.0000 Provision for Contingencies	\$315.00
1st Installment - Consulting Fee - Strategic Plan		1 0		9137 1/10/2018	10.5.0000.6000.000.01.0000 Provision for Contingencies	\$9,000.00
Check #: 0						
PO/InvoiceTotal:						\$9,315.00
Vendor Total:						\$9,315.00
Illinois Computing Educators	05652					
Check Group:						
ICE Conference Registration (2 day) - Amy Banas, February 2018		1	180540	Banas, Amy.2018 11/15/2017	10.5.0000.2225.312.01.0000 Professional Development	\$255.00
Ice Conference Registration (1 day) - Alison Mahoney, February 2018		1	180540	Mahoney, Alison.2018 1/19/2018	10.5.0000.2225.312.01.0000 Professional Development	\$165.00
ICE Conference Registration (1 day) - Maria Stavropoulos, February 2018		1	180540	Stavropoulos, M.2018 11/15/2017	10.5.0000.2225.312.01.1111 Tech Director Professional Devlopment	\$165.00
ICE Conference Registration (2 day) - Hannah Sutter, February 2018		1	180540	Sutter, Hannah.2018 11/15/2017	10.5.0000.2225.312.01.0000 Professional Development	\$255.00
Check #: 0						
PO/InvoiceTotal:						\$840.00
Vendor Total:						\$840.00
Infinite Cohesion						
Check Group:						
One time design fee for website refresh - Redesign		1	180663	6444 1/12/2018	10.5.0000.2630.316.01.0000 Contracted Software/Websites	\$3,150.00
Check #: 0						
PO/InvoiceTotal:						\$3,150.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1159

01/23/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$3,150.00
Lewis Paper International, Inc						
Check Group:						
White Copy Paper 8.5 x 11 - MacArthur		40	0	118777 1/10/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$1,040.00
White Copy Paper 8.5 x 11 - Sullivan		40	0	118779 1/10/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$1,040.00
Check #: 0						
PO/InvoiceTotal:						\$2,080.00
Vendor Total:						\$2,080.00
Marelli, Diane						
Check Group:						
Concert accompanist on 12/07/2017 6th Grade & 12/14/2017 7th/8th Grade		2	180651	2017Chorus 12/15/2017	10.5.0000.1117.319.04.0000 Chorus Professional Services (Mac Arthur)	\$400.00
Check #: 0						
PO/InvoiceTotal:						\$400.00
Vendor Total:						\$400.00
NCS Pearson, Inc.						
Check Group:						
BOT-2 Examinee booklet for complete form and fine motor form( pkg of 25)		1	180608	11454801 12/19/2017	10.5.0000.1225.415.01.0000 EC Testing Materials	\$54.42
BOT-2 Complete Form Record Forms (pkg of 25)		1	180608	11454801 12/19/2017	10.5.0000.1225.415.01.0000 EC Testing Materials	\$56.66
Beery VMI Forms Short (pkg of 25)		1	180608	11454801 12/19/2017	10.5.0000.1225.415.01.0000 EC Testing Materials	\$90.54
Check #: 0						
PO/InvoiceTotal:						\$201.62
Vendor Total:						\$201.62
North American Corporation						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1159

01/23/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Wipe, Disinfectant, Oxivir TB, 160 Ct		1	180664	8932914 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$166.90
					Check #: 0	
					PO/InvoiceTotal:	\$166.90
					Vendor Total:	\$166.90
Paddock Publications						
Check Group:						
Legal/Public Notice - Cost Waiver		1	0	T4490212 1/3/2018	10.5.0000.2630.350.01.0000 Advertising/Publications	\$40.50
					Check #: 0	
					PO/InvoiceTotal:	\$40.50
					Vendor Total:	\$40.50
Robbins Schwartz						
Check Group:						
School Law - November 2017 - 8614.17004 HVAC		1	0	278635 12/29/2017	10.5.0000.2369.318.01.0000 Legal Services	\$1,046.25
					Check #: 0	
					PO/InvoiceTotal:	\$1,046.25
					Vendor Total:	\$1,046.25
School Health Corporation						
Check Group:						
Calibration of audiometers - S/N 90194, 94593, & MA96761		3	180602	1514585-00 1/10/2018	10.5.0000.2134.640.01.0000 Nurse Services	\$60.00
					Check #: 0	
					PO/InvoiceTotal:	\$60.00
					Vendor Total:	\$60.00
Township High School District 214						
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1159

01/23/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Fingerprinting provided by D214 - 8/18/2017 to 12/05/2017		16	0	2018.01 Fingerprint 1/1/2018	10.5.0000.2640.395.01.0000  Background Checks  Check #: 0	\$504.00
						PO/InvoiceTotal: <u>\$504.00</u>
						Vendor Total: <u>\$504.00</u>
Warehouse Direct	80219					
Check Group:						
B. quesea - MAC - Classroom Supplies		1	0	3752513-0 1/9/2018	10.5.0000.1120.410.04.0000  General Supplies  Check #: 0	\$69.31
						PO/InvoiceTotal: <u>\$69.31</u>
						Vendor Total: <u>\$69.31</u>
						Grand Total: <u>\$17,873.58</u>

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1160

01/23/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
City of Prospect Heights						
Check Group:						
Crossing Guards - FY1617 Gross Salary for Payroll Dates 05/12/2017, 05/26/2017, 06/09/2017, & 06/23/2017		1 0		CG3-17 7/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$6,638.10
Crossing Guards - FY1617 Employer portion of OASDI (Social Security)		1 0		CG3-17 7/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$411.56
Crossing Guards - FY1617 Employer portion of Medicare		1 0		CG3-17 7/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$96.25
Crossing Guards - FY1617 Administrative Fee		1 0		CG3-17 7/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$663.81
Crossing Guards - FY1617 Check Fee (6 checks)		6 0		CG3-17 7/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$30.00
Crossing Guards - Gross Salary for Payroll Dates 09/01/2017, 09/15/2017, 09/29/2017, 10/13/2017, & 10/27/2017		1 0		CG4-17 10/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$7,898.79
Crossing Guards - Employer portion of OASDI (Social Security)		1 0		CG4-17 10/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$489.72
Crossing Guards - Employer portion of Medicare		1 0		CG4-17 10/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$114.53
Crossing Guards - Administrative Fee		1 0		CG4-17 10/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$789.88
Crossing Guards - Check Fee (6 checks)		6 0		CG4-17 10/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$30.00
Crossing Guards - Gross Salary for Payroll Dates 11/03/2017, 11/17/2017, 12/01/2017, 12/15/2017, & 12/29/2017		1 0		CG5-17 12/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$6,805.50
Crossing Guards - Employer portion of OASDI (Social Security)		1 0		CG5-17 12/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$421.94

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1160

01/23/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Crossing Guards - Employer portion of Medicare		1	0	CG5-17 12/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$98.68
Crossing Guards - Administrative Fee		1	0	CG5-17 12/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$680.55
Crossing Guards - Check Fee (6 checks)		6	0	CG5-17 12/31/2017	10.5.0000.2191.319.01.0000 Crossing Guards	\$30.00
Check #: 0						
PO/InvoiceTotal:						\$25,199.31
Vendor Total:						\$25,199.31
Constellation NewEnergy Gas Division LLC	80944					
Check Group:						
Monthly Electricity Charges - IKE - 12/07/2017 to 01/09/2018		1	0	0043190906 x 1.12.18 1/12/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$2,984.23
Monthly Electricity Charges - MAIN - 12/11/2017 to 01/11/2018		1	0	0043221779 x 1.14.18 1/14/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$14,649.52
Check #: 0						
PO/InvoiceTotal:						\$17,633.75
Vendor Total:						\$17,633.75
Grand Total:						\$42,833.06

End of Report

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1161

01/26/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MasterCard						
Check Group:						
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1801 1/5/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$14.35
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1801 1/5/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$14.07
BMO Harris MC - Target - Samojedny, Evelyynn C		1 0		705474-1801 1/5/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$7.95
BMO Harris MC - TAX REFUND Tony S Fresh Marke - Lynch, Abigail		1 0		705474-1801 1/5/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	(\$0.66)
BMO Harris MC - Filemaker,inc. - Stavropoulos, Maria		1 0		705474-1801 1/5/2018	10.5.0000.2225.470.01.0000 Software	\$549.00
BMO Harris MC - Portillos Hot Dog - Curtis, Craig		1 0		705474-1801 1/5/2018	10.5.0000.2410.490.03.0000 Ross Principal Staff/Student Food Account	\$505.38
BMO Harris MC - H O M E - Meziere, Traci		1 0		705474-1801 1/5/2018	10.5.0000.2410.490.02.0000 Sullivan Principal Staff/Student Food Account	\$410.00
BMO Harris MC - Target - Meziere, Traci		1 0		705474-1801 1/5/2018	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$172.91
BMO Harris MC - Corner Bakery - Sorensen, Nancy		1 0		705474-1801 1/5/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$151.30
BMO Harris MC - Jewel - Angelaccio, Donald		1 0		705474-1801 1/5/2018	10.5.0000.2321.410.01.0000 General Supplies	\$130.00
BMO Harris MC - Truco Taqueria - Stavropoulos, Maria		1 0		705474-1801 1/5/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$110.46
BMO Harris MC - Lou Malnatis - Samojedny, Evelyynn C		1 0		705474-1801 1/5/2018	10.5.0000.2210.410.01.0000 General Supplies	\$83.06
BMO Harris MC - Corner Bakery - Sorensen, Nancy		1 0		705474-1801 1/5/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$75.50
BMO Harris MC - Corner Bakery - Sorensen, Nancy		1 0		705474-1801 1/5/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$75.50

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1161

01/26/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - 123 Print,inc. - Nystrom, Camron		1	0	705474-1801 1/5/2018	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$62.34
BMO Harris MC - Walmart.Com - Meziere, Traci		1	0	705474-1801 1/5/2018	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$54.18
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1	0	705474-1801 1/5/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$53.26
BMO Harris MC - Dd/Br - Curtis, Craig		1	0	705474-1801 1/5/2018	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$50.00
BMO Harris MC - Chilis Grill & Bar - Alms, Christopher		1	0	705474-1801 1/5/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$49.57
BMO Harris MC - Tony S Fresh Marke - Nystrom, Camron		1	0	705474-1801 1/5/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$39.45
BMO Harris MC - Jewel - Akhteebo, Megan		1	0	705474-1801 1/5/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$38.20
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1	0	705474-1801 1/5/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$37.90
BMO Harris MC - Target - Lebrecht, Kris		1	0	705474-1801 1/5/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$36.46
BMO Harris MC - Eggsperience Panc - Angelaccio, Donald		1	0	705474-1801 1/5/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$34.41
BMO Harris MC - Dollar Tree - Lebrecht, Kris		1	0	705474-1801 1/5/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$33.00
BMO Harris MC - Tony S Fresh Marke - Lynch, Abigail		1	0	705474-1801 1/5/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$30.10
BMO Harris MC - Tony S Fresh Marke - Lynch, Abigail		1	0	705474-1801 1/5/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$25.72
BMO Harris MC - Wal-Mart - Lebrecht, Kris		1	0	705474-1801 1/5/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$18.92
BMO Harris MC - Shop & Save - Lelito, Jessica		1	0	705474-1801 1/5/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$18.40

Check #: 0

# Prospect Heights School District 23

## Voucher Detail Listing

Voucher Batch Number: 1161

01/26/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$2,880.73
						Vendor Total: \$2,880.73
						Grand Total: \$2,880.73

End of Report

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Academic Communication Assoc.	02252					
Check Group:						
Bilingual Communication Assessment Resource (BCAR)		1	180652	255137 1/9/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$64.90
Spanish Language Assessment Procedures - 3rd Edition-includes 30 ea of 2 forms		1	180652	255137 1/9/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$93.50
Check #: 0						
PO/InvoiceTotal:						\$158.40
Vendor Total:						\$158.40
Arlington Heights Garibaldis						
Check Group:						
Institute Day Secretary Lunch Meeting - 01/22/18 - 1 Large Pizza - Cheese 16"		1	180671	17180721 1/22/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$10.00
1/2 Tray Gino's Italian Salad		1	180671	17180721 1/22/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$30.40
1 Large Pizza - Sausage 16"		1	180671	17180721 1/22/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$11.00
1 Large Pizza - Veggie 16"		1	180671	17180721 1/22/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$13.00
Check #: 0						
PO/InvoiceTotal:						\$64.40
Vendor Total:						\$64.40
AT & T						
Check Group:						
Monthly Phone Charges - Jan 16 thru Feb 15, 2018		1	0	847R16011201 x 01.18 1/16/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$546.20
Monthly Phone Charges - Jan 16 thru Feb 15, 2018		1	0	847R16172701 x 01.18 1/16/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$636.88
Check #: 0						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$1,183.08</u>
						Vendor Total: <u>\$1,183.08</u>
AT & T Long Distance	01256					
Check Group:						
Monthly Long Distance Phone Charges - Dec 2017		1	0	834687562 x 01.2018 1/13/2018	10.5.0000.2630.341.01.0000  Telephone/Network	\$111.71
						Check #: 0
						PO/InvoiceTotal: <u>\$111.71</u>
						Vendor Total: <u>\$111.71</u>
Bednar, James						
Check Group:						
Reimbursement - Parking @ Triple I Conference 11/17 to 11/19/2017		1	0	ReimbursePark11 .17 11/19/2017	10.5.0000.2310.332.01.0000  BOE Travel/Mileage Expenses	\$169.00
						Check #: 0
						PO/InvoiceTotal: <u>\$169.00</u>
						Vendor Total: <u>\$169.00</u>
Bleacher America Inc.						
Check Group:						
Annual Bleacher Inspection		1	180672	2612 1/9/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$150.00
Annual Basketball Backstop Service (14 total)		1	180672	2612 1/9/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$2,530.00
Inspect Beam Mounted Climbing Ropes (add safety cables as needed)		1	180672	2612 1/9/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$230.00
						Check #: 0
						PO/InvoiceTotal: <u>\$2,910.00</u>
						Vendor Total: <u>\$2,910.00</u>
Boyer, Jonathan						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Reimbursement - Incentives for Class Participation - Connolly Music		1 0		ReimburseConnolly 12/15/2017	10.5.0000.1118.410.04.0000 Classroom Supplies	\$30.59
					Check #: 0	
					PO/InvoiceTotal:	\$30.59
					Vendor Total:	\$30.59
Brechts Database Solutions	80438					
Check Group:						
PowerDS Program: Direct Service-5% IL		1 0		3556 1/16/2018	10.5.0000.2910.311.01.0000 Medicaid Claim Processing	\$389.14
					Check #: 0	
					PO/InvoiceTotal:	\$389.14
					Vendor Total:	\$389.14
Caruso Middle School	05455					
Check Group:						
Wrestling Tournament Entry Fee @ Caruso MS on 01/27/2018		1 0		PHSD23MacArthur 2018 1/17/2018	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$275.00
					Check #: 0	
					PO/InvoiceTotal:	\$275.00
					Vendor Total:	\$275.00
Chalekian, John						
Check Group:						
MacArthur Wrestling Referee - 01/17/2018		1 0		WrestleRef 01.17.18 1/17/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
					Check #: 0	
					PO/InvoiceTotal:	\$70.00
					Vendor Total:	\$70.00

City of Prospect Heights

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Sanitary Sewer Charges - 10/01/2017 to 12/31/2017 - MAIN		1	0	4.5018.00 x 12.2017 1/15/2018	20.5.0000.2542.370.01.0000 Water/Sanitation	\$73.50
Sanitary Sewer Charges - 10/01/2017 to 12/31/2017 - IKE		1	0	4.5019.00 x 12.2017 1/15/2018	20.5.0000.2542.370.01.0000 Water/Sanitation	\$73.50
Check #: 0						
						PO/InvoiceTotal: <u>\$147.00</u>
						Vendor Total: <u>\$147.00</u>
Fesl, Joan						
Check Group:						
MacArthur Volleyball Referee - 01/18/2018		1	0	MAC VBall 01.18.2018 1/18/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
						PO/InvoiceTotal: <u>\$70.00</u>
						Vendor Total: <u>\$70.00</u>
First Student 00406						
Check Group:						
MacArthur Wrestling - 01/18/2018		1	0	091-C-063224 1/18/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$151.88
Check #: 0						
						PO/InvoiceTotal: <u>\$151.88</u>
						Vendor Total: <u>\$151.88</u>
Fleischmann, Candice M						
Check Group:						
Professional Dues Reimbursement - American Speech-Language-Hearing Assoc.		1	0	PDues Reimburse.2018 1/10/2018	10.5.0000.2150.640.01.0000 Speech Pathology Dues & Fees	\$50.00
Check #: 0						
						PO/InvoiceTotal: <u>\$50.00</u>

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$50.00
Fox Valley Fire & Saftey Co	00315					
Check Group:						
Quarterly Fire Alarm Monitoring @ Ross		1	180667	IN00143954 1/10/2018	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
Quarterly Fire Alarm Monitoring @ IKE		1	180667	IN00143955 1/10/2018	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
Quarterly Fire Alarm Monitoring @ Mac		1	180667	IN00143956 1/10/2018	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
Quarterly Fire Alarm Monitoring @ Sullivan		1	180667	IN00143957 1/10/2018	20.5.0000.2542.319.01.0000 Professional Services	\$99.00
Check #: 0						
PO/InvoiceTotal:						\$396.00
Vendor Total:						\$396.00
Hernandez, Jodi						
Check Group:						
Reimbursement - YouCanBookMe Subscription		1	0	ReimburseCal.20 18 1/24/2018	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$10.00
Check #: 0						
PO/InvoiceTotal:						\$10.00
Vendor Total:						\$10.00
Joffe, Melissa						
Check Group:						
Reimbursement - YouCanBookMe Subscription		1	0	ReimburseCal.20 18 1/24/2018	10.5.0000.1123.410.04.0000 Classroom Supplies - 8th	\$10.00
Check #: 0						
PO/InvoiceTotal:						\$10.00
Vendor Total:						\$10.00
John J. Lukancic Middle School						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Wrestling Tournament Entry Fee @ Romeoville Lukancic on 02/02 & 02/03/2018		1	0	PHSD23MacArthur 2018 1/17/2018	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$250.00
Check #: 0						
PO/InvoiceTotal:						\$250.00
Vendor Total:						\$250.00
LaBerg, John						
Check Group:						
MacArthur Wrestling Referee 01/17/2018		1	0	WrestleRef 01.17.18 1/17/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$70.00
Vendor Total:						\$70.00
Lake Forest Elementary District 67						
Check Group:						
Wrestling Tournament Entry Fee @ Deer Path MS on 02/10/2018		1	0	PHSD23MacArthur 2018 1/17/2018	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$195.00
Check #: 0						
PO/InvoiceTotal:						\$195.00
Vendor Total:						\$195.00
Learning A-Z						
Check Group:						
2 Subscriptions to Science A-Z (Chartouni and Butts), 2 years		1	180636	1912066 1/16/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$399.80
Check #: 0						
PO/InvoiceTotal:						\$399.80
Vendor Total:						\$399.80
Leja, Maggie						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Reimbursement - Target - Science Supplies for 7th Grade		1	0	Reimburse 01.22.18 1/23/2018	10.5.0000.1122.410.04.0000  Classroom Supplies - 7th	\$42.57
Check #: 0						
PO/InvoiceTotal:						\$42.57
Vendor Total:						\$42.57
Mariconda, Melissa						
Check Group:						
Reimbursement - Amazon - Books for novel study - Frindle		6	0	Reimburse 01.24.18 1/24/2018	10.5.0000.1110.410.03.0000  Classroom/Instructional Supplies (Ross)	\$33.84
Check #: 0						
PO/InvoiceTotal:						\$33.84
Vendor Total:						\$33.84
McGraw-Hill School Education	00596					
Check Group:						
HORIZONS A-B WORKBOOK 2 (PACKAGE OF 5)		2	180635	100896524001 1/9/2018	10.5.0000.1110.420.05.0000  Textbooks/Workbooks (Eisenhower)	\$160.44
Check #: 0						
PO/InvoiceTotal:						\$160.44
Vendor Total:						\$160.44
Milieu Design LLC	80225					
Check Group:						
1/8/18 Main Campus Parking/Driveway Salting		1	180670	128100 1/12/2018	20.5.0000.2543.319.01.0000  Contracted Services	\$155.00
1/10/18 Main Campus Parking/Driveway Salting		1	180670	128100 1/12/2018	20.5.0000.2543.319.01.0000  Contracted Services	\$155.00
1/8/18 IKE Parking/Driveway Salting		1	180670	128101 1/12/2018	20.5.0000.2543.319.01.0000  Contracted Services	\$155.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
1/10/18 IKE Parking/Driveway Salting		1	180670	128101 1/12/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
Check #: 0						
PO/InvoiceTotal:						\$620.00
Vendor Total:						\$620.00
Oriental Trading Company						
Check Group:						
Paw Print Stickers		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$4.57
Paw Print Motivational Tattoos (72 Pieces)		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$4.57
Paw Print Wrist Bands (Dozen)		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$6.40
DIY Under the Sea! Sticker Scenes		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$4.57
Sticky Assortment		2	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$23.77
Porcupine Character Assortment (50 Pieces)		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$16.46
Mega Vinyl Kick Ball Assortment		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$38.87
Superhero Sand Art Sets		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$10.95
Baseball Poppers		2	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$4.52
Magic Color Scratch Bookmarks		2	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$12.35
Mini Activity Pads (72 Pieces)		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$10.97
DIY Super Safari Sticker Scenes		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$4.56

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Farm Sticker Scenes (12)		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$4.57
Rainbow Crayons (25)		1	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$9.14
Transparent Glitter Stacking Point Crayons (12)		2	180539	686606960-01 11/13/2017	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$10.93
Check #: 0						
PO/InvoiceTotal:						\$167.20
Vendor Total:						\$167.20
Paddock Publications						
Check Group:						
Bid Notice - Masonry 01/10/2018		1	0	T4490729 1/13/2018	10.5.0000.2630.350.01.0000 Advertising/Publications	\$178.20
Check #: 0						
PO/InvoiceTotal:						\$178.20
Vendor Total:						\$178.20
Quesea, Bryan J						
Check Group:						
Reimbursement - Amazon - Expressions Vinyl		1	0	ReimburseAmazo n1.18 1/23/2018	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$18.99
Reimbursement - Amazon - 3Pack Teflon Sheet for Heat Press Transfer		1	0	ReimburseAmazo n1.18 1/23/2018	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$7.75
Check #: 0						
PO/InvoiceTotal:						\$26.74
Vendor Total:						\$26.74
RJ Cooper & Associates						
Check Group:						
9.7" 5th Generation (2017) (H-56-97-FS-Blue)		1	180612	46975 12/27/2017	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$108.90

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
9.7" 5th Generation (2017) (H-56-97-FS-Black)		1	180612	46975 12/27/2017	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$108.90
				Check #: 0		
					PO/InvoiceTotal:	\$217.80
					Vendor Total:	\$217.80
Robertson, Lora						
Check Group:						
Reimbursement - YouCanBookMe Subscription		1	0	ReimburseCal.20 18 1/19/2018	10.5.0000.1121.640.04.0000 Dues & Fees Mac Teachers	\$10.00
				Check #: 0		
					PO/InvoiceTotal:	\$10.00
					Vendor Total:	\$10.00
South Middle School						
Check Group:						
4th Annual Sweetheart Volleyball Tournament Entry Fees - 02/09 & 02/10/2018 & 02/16 & 02/17/2018		2	0	PHSD23MacArthu r2018 1/19/2018	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$200.00
				Check #: 0		
					PO/InvoiceTotal:	\$200.00
					Vendor Total:	\$200.00
Valladares, Denisse						
Check Group:						
Reimbursement - Thrift Books - Breaking Through - Set of 16		16	0	ReimburseThriftB ooks 1/17/2018	10.5.0000.1120.420.04.0000 Textbooks/Workbooks	\$55.52
				Check #: 0		
					PO/InvoiceTotal:	\$55.52
					Vendor Total:	\$55.52
Village of Arlington Heights	02889					
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Quarterly Water/Storm Charges - IKE - 10/31/2017 thru 12/31/2017		1	0	50067-104994 x 01.18 1/22/2018	20.5.0000.2542.370.01.0000 Water/Sanitation	\$586.96
Quarterly Water/Storm Charges - 10/31/2017 thru 12/31/2017		1	0	50069-104998 x 01.18 1/22/2018	20.5.0000.2542.370.01.0000 Water/Sanitation	\$2,226.45
				Check #: 0		
					PO/InvoiceTotal:	\$2,813.41
					Vendor Total:	\$2,813.41
Warehouse Direct	80219					
Check Group:						
Pad, 20" Boost Blue, 5/CT		1	180654	3746191-1 1/9/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$33.33
CREDIT - Pad, 20" Boost Blue, 5/CT		1	180654	C3746191-1 1/19/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	(\$33.33)
				Check #: 0		
					PO/InvoiceTotal:	\$0.00
Check Group:						
Sullivan Mop, XL Blend Looped Wet		3	180668	3752570-0 1/9/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$42.42
Sullivan Towel, Universal Roll, Natural		6	180668	3752570-0 1/9/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$115.56
Sullivan Soap, Foam, Blue, 1 Litre, 8 per Ct		2	180668	3752570-0 1/9/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$105.46
Sullivan, Tissue, 1 Ply,, 96 Ct, Wh		2	180668	3752570-0 1/9/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$102.56
MAC Liner, Can, 43x48, 1.35 MIL, 100		6	180668	3754482-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$137.46
MAC Liner, Can, LO, BK, 1.0,24x32, 250		4	180668	3754482-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$57.92

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAC Towel, Universal Roll, Natural		2	180668	3754482-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$38.52
MAC, Tissue, 1 Ply,, 96 Ct, Wh		2	180668	3754482-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$102.56
Sullivan Liner, Can, 43x48, 1.35 MIL, 100		3	180668	3754911-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$68.73
Sullivan Liner, Can, LO, BK, 1.0,24x32, 250		1	180668	3754911-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$14.48
IKE Towel, Universal Roll, Natural		1	180668	3755448-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$19.26
IKE, Tissue, 1 Ply,, 96 Ct, Wh		1	180668	3755448-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$51.28
IKE Soap, Foam, Blue, 1 Litre, 8 per Ct		2	180668	3755448-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$105.46
Ross Soap, Foam, Blue, 1 Litre, 8 per Ct		1	180668	3755459-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$52.73
Ross Liner, Can, 43x48, 1.35 MIL, 100		6	180668	3755459-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$137.46
Ross Towel, Universal Roll, Natural		3	180668	3755459-0 1/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$57.78
Check #: 0						
PO/InvoiceTotal:						\$1,209.64
Check Group:						
Double Bucket System, LRG, Cap		1	180669	3756328-0 1/16/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$170.74
Jaw Clamp Handle		1	180669	3756328-0 1/16/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$11.25
Mac Kitchen Mat, Hvy DTY, 3'x5'		2	180669	3760601-0 1/15/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$153.50
Ross Gloves, XL Blu,		1	180669	3760604-0 1/15/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$5.54

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1170

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Sullivan Gloves, XL Blu,		1	180669	3760605-0 1/15/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$5.54
					Check #: 0	
						PO/InvoiceTotal: <u>\$346.57</u>
						Vendor Total: \$1,556.21
Yager, Betsy						
Check Group:						
professional Dues Reimbursement - IL School Library Media Assoc		1	0	PDuesReimburse 2018 1/17/2018	10.5.0000.1110.640.02.0000 Building Staff Dues & Fees (Sullivan)	\$50.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$50.00</u>
						Vendor Total: \$50.00
						Grand Total: \$13,242.93

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1171

01/30/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Arlington Heights School District 25	71838					
Check Group:						
Contracted Food Service - December 2017		1 0		December 2017 1/1/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$29,617.92
Contracted Food Service - EDP Snacks/December 2017		1 0		December 2017 1/1/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$2,614.41
Catering - C. Alms - Student Recognition - December 2017		1 0		December 2017 1/1/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$11.00
Catering - J. Boyer - Orchestra - December 5, 2017		1 0		December 2017 1/1/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$66.35
Catering - J. Boyer - Orchestra - December 6, 2017		1 0		December 2017 1/1/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$69.00
Catering - C. Samojedny - District Staff Mtg.- December 18, 2017		1 0		December 2017 1/1/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$132.00
Catering - Admin/Central Ofc - December 18, 2017		1 0		December 2017 1/1/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$76.72
Catering - Admin/Central Ofc RETURN - December 18, 2017		1 0		December 2017 1/1/2018	10.5.0000.2560.410.01.0000 D25 Food Service	(\$21.70)
Catering - Admin/Central Ofc Supplies - December 20, 2017		1 0		December 2017 1/1/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$73.84
Catering - Admin/Central Ofc - December 6, 2017		1 0		December 2017 1/1/2018	10.5.0000.2560.410.01.0000 D25 Food Service	\$19.98

Check #: 0

PO/InvoiceTotal:	\$32,659.52
Vendor Total:	\$32,659.52
Grand Total:	\$32,659.52

End of Report

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1173

02/06/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Anderson Pest Solutions						
Check Group:						
Monthly Pest Control Services		1	180683	4603015 1/8/2018	20.5.0000.2542.319.01.0000 Professional Services	\$213.95
Check #: 0						
PO/InvoiceTotal:						\$213.95
Vendor Total:						\$213.95
AssetGenie, Inc						
Check Group:						
iPad Repair - Glass/Digitizer Repair - Asset #4110		1	0	1255607 1/26/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$79.00
iPad Repair - LCD & Glass Repair - Asset #4322		1	0	1255607 1/26/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$159.00
iPad Repair - Retina Glass/Digitizer & LCD Repair - Asset #3432		1	0	1255607 1/26/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
Check #: 0						
PO/InvoiceTotal:						\$457.00
Vendor Total:						\$457.00
AT & T Mobility						
	71927					
Check Group:						
Monthly Cell Phone Charges - 12/20/2017 to 01/19/2018		1	0	827020302x0127 2018 1/19/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$119.10
Check #: 0						
PO/InvoiceTotal:						\$119.10
Vendor Total:						\$119.10
Boyer, Jonathan						
Check Group:						
Mileage Reimbursement - Midwest Band & Orchestra Conference 12/2017		64	0	TravelReimburse0 1.18 1/16/2018	10.5.0000.1120.332.04.0000 Middle School Staff Travel Expense (Mac Arthur)	\$34.24

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1173

02/06/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Parking Reimbursement - Midwest Band & Orchestra Conference 12/2017		1	0	TravelReimburse0 1.18 1/16/2018	10.5.0000.1120.332.04.0000  Middle School Staff Travel Expense (Mac Arthur)	\$23.00
				Check #: 0		
					PO/InvoiceTotal:	\$57.24
					Vendor Total:	\$57.24
COTG360						
Check Group:						
Epson Powerlite 530 (S121,144, 149:R102: I302, 310, 101,107, 110, 114)		10	180595	IN278512  1/23/2018	10.5.0000.2225.410.01.0000  General Supplies	\$7,541.20
Peerless short throw projector adapter		10	180595	IN278512  1/23/2018	10.5.0000.2225.410.01.0000  General Supplies	\$596.40
				Check #: 0		
					PO/InvoiceTotal:	\$8,137.60
					Vendor Total:	\$8,137.60
Demco Inc. 00220						
Check Group:						
ROL Highsmith Subj Classification Labels: Biography 500/roll		1	0	6294711.Addition al 1/23/2018	10.5.0000.2222.410.05.0000  General Supplies	\$7.87
				Check #: 0		
					PO/InvoiceTotal:	\$7.87
Check Group:						
Economy Origami Paper 72 Sheets		4	180657	6294711  1/23/2018	10.5.0000.2222.410.05.0000  General Supplies	\$33.44
Pre-1 Reading Level All-in-One Label 500/Roll		1	180657	6294711  1/23/2018	10.5.0000.2222.410.05.0000  General Supplies	\$19.92
Kapco Easy Hold Reinforcement Strips 2-Ply Polyester 250/Pkg		1	180657	6294711  1/23/2018	10.5.0000.2222.410.05.0000  General Supplies	\$39.64

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1173

02/06/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Clear Glossy Label Protectors 1-1/4"H x 3-1/8"W 1000/Roll		2	180657	6294711 1/23/2018	10.5.0000.2222.410.05.0000 General Supplies	\$83.46
Labels Spine Permanent Computers 1"Hx3/4"W 500/Roll		1	180657	6294711 1/23/2018	10.5.0000.2222.410.05.0000 General Supplies	\$7.38
Careers Classification Label 1"Hx3/4"W 162 Lbls 8.5x11 Shts		1	180657	6294711 1/23/2018	10.5.0000.2222.410.05.0000 General Supplies	\$7.38
Happy Birthday Bulk Pencils In A Tub 144/Pkg		2	180657	6294711 1/23/2018	10.5.0000.2222.410.05.0000 General Supplies	\$70.68
Brass Fasteners 3/4" Size 100/Pkg		4	180657	6294711 1/23/2018	10.5.0000.2222.410.05.0000 General Supplies	\$5.72
Strawbees White Straws 50/Pkg		10	180657	6294711 1/23/2018	10.5.0000.2222.410.05.0000 General Supplies	\$23.20
Pacon White 65# Card Stck 8-1/2" x 11" 100 Sheets/Pkg		5	180657	6294711 1/23/2018	10.5.0000.2222.410.05.0000 General Supplies	\$70.30
Check #: 0						
PO/InvoiceTotal:						\$361.12
Check Group:						
Design Your Own Bookmarks Blank 6" x 2" White 100/Pkg		3	180658	6294711.F 1/23/2018	10.5.0000.2222.410.05.0000 General Supplies	\$18.95
Check #: 0						
PO/InvoiceTotal:						\$18.95
Vendor Total:						\$387.94
Easy Way Safety Services						
Check Group:						
SuperSTAR		2	0	44010 1/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$464.16
SuperStar Orange Chest Strap		2	0	44010 1/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$31.65
Buckle Guard		5	0	44010 1/30/2018	10.5.0000.1225.410.01.0000 Classroom Supplies	\$42.19

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1173

02/06/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$538.00
						Vendor Total: <u>          </u>
						\$538.00
First Point Mechanical Services, LLC						
Check Group:						
TXV, Drier, Switch		1	180692	W23133 1/16/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$222.14
R-410A Refrigerent		1	180692	W23133 1/16/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$150.00
Nitrogen		1	180692	W23133 1/16/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$12.25
Labor		11.5	180692	W23133 1/16/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$1,610.00
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$1,994.39
						Vendor Total: <u>          </u>
						\$1,994.39
First Student						
00406						
Check Group:						
Transportation MAC to Hadley MS 01/25/18		1	0	091-C-063253 1/25/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
Transportation MAC to London 01/24/18		1	0	091-C-063254 1/24/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$151.88
Check #: 0						
						PO/InvoiceTotal: <u>          </u>
						\$307.56
						Vendor Total: <u>          </u>
						\$307.56
Follett School Solutions, Inc						
Check Group:						
57 misc. titles		1	180647	755704-6 1/23/2018	10.5.0000.2222.430.03.0000 Library Books - Elementary	\$836.94

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1173

02/06/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
processing & cataloging		1	180647	755704-6 1/23/2018	10.5.0000.2222.430.03.0000 Library Books - Elementary	\$60.42
Check #: 0						
PO/InvoiceTotal:						\$897.36
Vendor Total:						\$897.36
GSports Wrestling						
Check Group:						
Case of 18 rolls - Cliff Keen "Gorilla Grip" Mat Tape 3" X 84' 1 Roll		2	180639	63480 1/8/2018	10.5.0000.1503.410.04.0000 General Supplies	\$339.49
Predicament Scorebook		2	180639	63480 1/8/2018	10.5.0000.1503.410.04.0000 General Supplies	\$40.46
G-Sports Wrestling Weight Chart		1	180639	63480 1/8/2018	10.5.0000.1503.410.04.0000 General Supplies	\$8.01
Mueller M-Tape 2" Case of 24 Rolls, White		1	180639	63480 1/8/2018	10.5.0000.1503.410.04.0000 General Supplies	\$58.66
Plugs		1	180639	63480 1/8/2018	10.5.0000.1503.410.04.0000 General Supplies	\$23.43
Adidas Response Headgear - Black		10	180639	63480 1/8/2018	10.5.0000.1503.410.04.0000 General Supplies	\$319.75
Check #: 0						
PO/InvoiceTotal:						\$789.80
Vendor Total:						\$789.80
Hendricks, Stacey						
Check Group:						
Reimbursement - Art Supplies for Art Class - Blick Art		1	0	ReimbursBlick1.2 2.18 1/22/2018	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$105.27
Reimbursement - Art Supplies for Art Class - Michaels		1	0	ReimbursMicha1. 14.18 1/14/2018	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$40.48
Check #: 0						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1173

02/06/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$145.75
						Vendor Total: \$145.75
Honeywell International Inc						
Check Group:						
Fire Alarm Network Adapter Installation - Partial Payment		1	180687	5242936164 1/18/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$1,861.00
						Check #: 0
						PO/InvoiceTotal: \$1,861.00
Check Group:						
Access Key Fobs for Police Department		12	180688	5242864971 1/12/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$75.00
						Check #: 0
						PO/InvoiceTotal: \$75.00
						Vendor Total: \$1,936.00
Kwiecinski, Rick						
Check Group:						
MacArthur Volleyball Referee on 01/24/2018		1	0	MAC.Vball.01.24. 18 1/24/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
						Check #: 0
						PO/InvoiceTotal: \$70.00
						Vendor Total: \$70.00
Mailbox Plus 01038						
Check Group:						
Shipping Charges to Return items from PO#180531 - Scholastic Books		1	0	01.25.2018 1/25/2018	10.5.0000.2222.430.02.0000 Library Books - Elementary	\$38.00
						Check #: 0
						PO/InvoiceTotal: \$38.00
						Vendor Total: \$38.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1173

02/06/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Milieu Design LLC	80225					
Check Group:						
Labor for additional fall cleanup services at Main Campus		9	180685	127798 12/8/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$315.00
Check #: 0						
PO/InvoiceTotal:						\$315.00
Check Group:						
IKE & Main Campus 1/12/18 Salting - Parking & Drives		1	180686	128160 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
MAIN Campus 1/15/18 Snow Removal Playground 1.5"-4"		1	180686	128160 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$150.00
MAIN Campus 1/15/18 Snow Removal Parking & Drives		1	180686	128160 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$150.00
IKE & MAIN Campus 1/15/18 Salting - Parking & Drives		1	180686	128160 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
MAIN Campus 1/16/18 Snow Removal Playground 1.5"-4"		1	180686	128160 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$150.00
MAIN Campus 1/16/18 Snow Removal Parking & Drives 1.5"-4"		1	180686	128160 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$150.00
IKE & MAIN Campus 1/16/18 Salting Parking & Drives		1	180686	128160 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
IKE & Main Campus 1/17/18 Salting Parking & Drives		1	180686	128160 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
IKE & Main Campus 1/12/18 Salting - Parking & Drives		1	180686	128161 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
IKE & MAIN Campus 1/15/18 Salting - Parking & Drives		1	180686	128161 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
IKE & MAIN Campus 1/16/18 Salting Parking & Drives		1	180686	128161 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1173

02/06/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IKE & Main Campus 1/17/18 Salting Parking & Drives		1	180686	128161 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
IKE 1/15/18 Snow Removal Playground 1.5"-4"		1	180686	128161 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00
IKE 1/15/18 Snow Removal Parking & Drives		1	180686	128161 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$195.00
IKE 1/16/18 Snow Removal Playground 1.5"-4"		1	180686	128161 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00
IKE 1/16/18 Snow Removal Parking & Drives 1.5"-4"		1	180686	128161 1/19/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$195.00

Check #: 0

PO/InvoiceTotal: \$2,430.00

Vendor Total: \$2,745.00

NCS Pearson, Inc.

Check Group:

CEL5-5 Record Forms- Ages 5-8		1	180662	11490764 1/24/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$93.00
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Check #: 0

PO/InvoiceTotal: \$93.00

Vendor Total: \$93.00

Nicor Gas

Check Group:

Monthly Gas Charges - Eisenhower - 12/20/2017 to 01/22/2018		1	0	23055400008x01. 23.18 1/22/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$123.41
Monthly Gas Charges - Sullivan - 12/21/2017 to 01/23/2018		1	0	52741700000x01. 23.18 1/23/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$699.02
Monthly Gas Charges - Betsy Ross - 12/21/2017 to 01/23/2018		1	0	72741700008x01. 23.18 1/23/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$108.87

Check #: 0

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1173

02/06/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$931.30</u>
						Vendor Total: <u>\$931.30</u>
Quinlan & Fabish Music	00867					
Check Group:						
Soprano Recorder		150	0	10251952 1/10/2018	10.5.0000.1115.410.02.0000 Music Instructional Supplies (Sullivan)	\$988.50
						Check #: 0
						PO/InvoiceTotal: <u>\$988.50</u>
						Vendor Total: <u>\$988.50</u>
Robert Crown Center for Health Education	01066					
Check Group:						
FL:LI Linda Presentation		73	0	2018089 11/1/2017	10.5.0000.1110.314.01.0000 Elem Staff Professional Services (District)	\$730.00
FL:MI Michael Presentation		78	0	2018089 11/1/2017	10.5.0000.1110.314.01.0000 Elem Staff Professional Services (District)	\$780.00
						Check #: 0
						PO/InvoiceTotal: <u>\$1,510.00</u>
						Vendor Total: <u>\$1,510.00</u>
SuperFleet MasterCard Program						
Check Group:						
Monthly Fuel Charges - 12/26/2017 to 01/25/2018 - District Vehicles		1	0	FB235 x 01.26.2018 1/26/2018	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$235.57
Monthly Fuel Rebate- 12/26/2017 to 01/25/2018 - District Vehicles		1	0	FB235 x 01.26.2018 1/26/2018	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	(\$5.39)
						Check #: 0
						PO/InvoiceTotal: <u>\$230.18</u>
						Vendor Total: <u>\$230.18</u>
Warehouse Direct	80219					
Check Group:						

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1173

02/06/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
B. Quesea - Classroom Supplies - MacArthur		1	0	3753701-0 1/24/2018	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$56.28
Colored Copy Paper - Sullivan		260	0	3777001-0 1/26/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$1,609.40
White Cardstock - Sullivan		2	0	3777001-0 1/26/2018	10.5.0000.1110.412.01.0000 Copier Paper	\$10.78
Check #: 0						
						PO/InvoiceTotal: \$1,676.46
Check Group:						
Ice Melt , Sizzle, 49 - 50# Bags		1	180684	3763269-0 1/17/2018	20.5.0000.2543.410.01.0000 General Supplies	\$471.00
Check #: 0						
						PO/InvoiceTotal: \$471.00
						Vendor Total: \$2,147.46
Weadley, Catherine						
Check Group:						
Reimbursement - Sam Ash Music - Parts/Supplies for Microphone @ Sullivan Gym		1	0	ReimburseSamAs hMusic 1/17/2018	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$115.96
Check #: 0						
						PO/InvoiceTotal: \$115.96
						Vendor Total: \$115.96
						Grand Total: \$24,851.09

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
All-Ways Transportation Services, Inc.						
Check Group:						
Transportation - McKinney Vento - January 2018 - AM,RH,OH SPED		16 0		6609 1/31/2018	40.5.0000.2900.331.01.0000 Transportation - Homeless	\$2,864.00
Transportation - January 2018 - 1way KS		11 0		6610 1/31/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$929.50
Transportation - January 2018 - WK SPED R/Trip		5 0		6610 1/31/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$945.00
Check #: 0						
						PO/InvoiceTotal: <u>\$4,738.50</u>
						Vendor Total: <u>\$4,738.50</u>
Amalgamated Bank of Chicago 80650						
Check Group:						
Annual Administrative Fee - 02/01/2018 thru 01/31/2019 - 2013 G.O. School Bond		1 0		1855126005x201 3GO 2/1/2018	30.5.0000.5320.319.01.0000 Service Charges - Bonds	\$475.00
Check #: 0						
						PO/InvoiceTotal: <u>\$475.00</u>
						Vendor Total: <u>\$475.00</u>
Amazon.com Corporate Credit Line						
Check Group:						
Post-it Super Sticky Notes		1 0		443864844457 12/15/2017	10.5.0000.2210.410.01.0000 General Supplies	\$18.22
Canon MP25DV-3 Desktop Printing Calculator		1 0		464976535896 2/8/2018	10.5.0000.2520.410.01.0000 General Supplies	\$66.27
Ourchase Order #180666 - House of Doolittle 2018 Monthly Calendar		1 0		799676373377 1/3/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$6.79
Self-Inking Rubber Date Stamp		1 0		879953838566 1/2/2018	10.5.0000.2520.410.01.0000 General Supplies	\$10.49
Check #: 0						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$101.77
Check Group:						
B-PAC supplies		1	180560	655867593538 12/5/2017	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$6.99
B-PAC supplies		1	180560	838885845543 1/2/2018	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$6.50
						Check #: 0
						PO/InvoiceTotal: \$13.49
Check Group:						
96" x 2" Aluminum Map Rail w/Cork Insert		12	180590	557835785437 12/11/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$377.76
						Check #: 0
						PO/InvoiceTotal: \$377.76
Check Group:						
P.E. T-iPad Cases, 10 cases		1	180593	789878438699 12/11/2017	10.5.0000.2225.410.01.0000 General Supplies	\$150.91
						Check #: 0
						PO/InvoiceTotal: \$150.91
Check Group:						
Mystery Science materials - 1st grade		1	180599	449878438776 12/11/2017	10.5.0000.1110.420.01.0000 Textbook Adoption	\$29.97
						Check #: 0
						PO/InvoiceTotal: \$29.97
Check Group:						
Echo Dot (2nd Generation)		3	180609	433655899787 12/15/2017	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$89.97
Universal Stylus Pen 12 Pack Bundle Short Stylus Pens 3.5mm		3	180609	976874694799 12/13/2017	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$22.77
						Check #: 0

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
PO/InvoiceTotal:						\$112.74
Check Group:						
25 wooden dreidels		1	180610	789878935839 12/17/2017	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$15.95
Check #: 0						\$15.95
PO/InvoiceTotal:						\$15.95
Check Group:						
3 Dozen Pack 12"x18" Classroom Flags		1	180611	836894888843 12/15/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$54.00
Check #: 0						\$54.00
PO/InvoiceTotal:						\$54.00
Check Group:						
Easy Hold Cuff - 5 pack		1	180627	743457496765 12/19/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$39.99
Check #: 0						\$39.99
PO/InvoiceTotal:						\$39.99
Check Group:						
Professional Development books for Institute Day		1	180628	453793536985 12/20/2017	10.5.0000.2210.312.01.0000 Professional Development	\$327.10
Professional Development books for Institute Day		1	180628	778885466655 12/27/2017	10.5.0000.2210.312.01.0000 Professional Development	\$249.42
Check #: 0						\$576.52
PO/InvoiceTotal:						\$576.52
Check Group:						
Colored rubber bands 12 piece mixed		3	180631	576849839479 12/22/2017	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$29.97
Check #: 0						\$29.97
PO/InvoiceTotal:						\$29.97
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Be Bigger - Book for PBS		1	180632	449348989549 12/20/2017	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$12.31
Be Proud - Book for PBS		1	180632	449348989549 12/20/2017	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$12.31
What If - Book for PBS		1	180632	449348989549 12/20/2017	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$12.31
Check #: 0						
Check Group:						
1st grade Mystery Science materials		1	180637	687898448689 1/6/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$179.90
Check #: 0						
PO/InvoiceTotal:						\$36.93
Vendor Total:						\$1,719.90
AT & T Long Distance	01256					
Check Group:						
Monthly Long Distance Charges - January 2018		1	0	858609026x01.26 .18 1/26/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$0.49
Check #: 0						
PO/InvoiceTotal:						\$0.49
Vendor Total:						\$0.49
Banas, Amy						
Check Group:						
Mileage Reimbursement - January 2018		16	0	Mileage 01.2018 1/31/2018	10.5.0000.2225.332.01.0000 Travel Expense	\$8.72
Check #: 0						
PO/InvoiceTotal:						\$8.72
Vendor Total:						\$8.72
Bearwald, Kristen	01164					

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Reimbursement - Dairy Queen - Winter Students of the Season, 7th Grade		12	0	Reimburse.1.30.1 8DQ 1/30/2018	10.5.0000.1122.410.04.0000  Classroom Supplies - 7th	\$27.00
Check #: 0						
PO/InvoiceTotal:						\$27.00
Vendor Total:						\$27.00
Discovery Benefits						
Check Group:						
FSA Monthly Fees - January 2018		26	0	0000840662-IN 1/31/2018	10.5.0000.2640.319.01.0000  Professional Services	\$110.50
Check #: 0						
PO/InvoiceTotal:						\$110.50
Vendor Total:						\$110.50
149 First Student	00406					
Check Group:						
Transportation - MAC Volleyball to Cooper		1	0	091-C-063295 2/1/2018	40.5.0000.2551.335.04.0000  Interscholastic Trips	\$151.88
Check #: 0						
PO/InvoiceTotal:						\$151.88
Vendor Total:						\$151.88
Goodman, Jordan	01904					
Check Group:						
Piano Tuning - Sullivan & MacArthur		2	180676	January 2018 1/31/2018	10.5.0000.1118.319.04.0000  Orchestra Professional Services (Mac Arthur)	\$240.00
Check #: 0						
PO/InvoiceTotal:						\$240.00
Vendor Total:						\$240.00
Hernandez, Jodi						
Check Group:						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Reimbursement - Supplies for Classroom Behavior Management		1	0	Reimburse01.28.18 1/28/2018	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$37.15
					Check #: 0	
						PO/InvoiceTotal: <u>\$37.15</u>
						Vendor Total: <u>\$37.15</u>
Home Depot	00063					
Check Group:						
Home Depot - Drawer Cam Lock - C. Schmidt		2	0	3592248 1/28/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$10.94
					Check #: 0	
						PO/InvoiceTotal: <u>\$10.94</u>
						Vendor Total: <u>\$10.94</u>
150 Illinois ASCD	05532					
Check Group:						
Two day Pre-k & Kindergarten Conference; Sherrie Grischow, Alex Bozio, Nicole Baran, Carol Petrusha, Margaret Tomasik		5	180626	11761 1/28/2018	10.5.0000.1110.312.05.0000 Elem Staff Professional Development (Eisenhower)	\$1,225.00
One day Pre-K & Kindergarten Conference; Stacy Balla, Kristen Derrico		2	180626	11761 1/28/2018	10.5.0000.1110.312.05.0000 Elem Staff Professional Development (Eisenhower)	\$290.00
One day Pre-K & Kindergarten Conference; Kayleen Fahey		1	180626	11761 1/28/2018	10.5.0000.1110.312.05.0000 Elem Staff Professional Development (Eisenhower)	\$145.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$1,660.00</u>
						Vendor Total: <u>\$1,660.00</u>
Illinois Associaton of School Admin	80801					
Check Group:						
EBM Workshop 01.30.2018 - D. Angelaccio		1	0	84 1/16/2018	10.5.0000.2321.312.01.0000 Professional Development	\$45.00

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
ESSA Workshop 02.28.2018 - D. Angelaccio		1	0	84 1/16/2018	10.5.0000.2321.312.01.0000 Professional Development	\$45.00
EBM Workshop 01.30.2018 - C. Samojedny		1	0	84 1/16/2018	10.5.0000.2211.312.01.0000 Professional Development	\$45.00
ESSA Workshop 02.28.2018 - C. Samojedny		1	0	84 1/16/2018	10.5.0000.2211.312.01.0000 Professional Development	\$45.00
EBM Workshop 01.30.2018 - M. DeBartolo		1	0	84 1/16/2018	10.5.0000.2510.312.01.0000 Professional Development	\$45.00
ESSA Workshop 02.28.2018 - M. DeBartolo		1	0	84 1/16/2018	10.5.0000.2510.312.01.0000 Professional Development	\$45.00
Check #: 0						
PO/InvoiceTotal:						\$270.00
Vendor Total:						\$270.00
Illinois Computing Educators	05652					
Check Group:						
Iwona Hauschild - January 31, 2018		1	180682	167487 2/1/2018	10.5.0000.2640.312.01.4932 Title II Prof Development	\$125.00
Check #: 0						
PO/InvoiceTotal:						\$125.00
Vendor Total:						\$125.00
Itcovici, Bettina Ines	80673					
Check Group:						
Parent Interview - ROSS - M. Rieger		1.5	0	10016 1/31/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$60.00
Eligibility & IEP Meeting - MAC - J. Halpin		1.5	0	10016 1/31/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$60.00
Parent Night - SULLIVAN - C. Sroka		1.5	0	10016 1/31/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$90.00
Eligibility & IEP Meeting - SULLIVAN - A. Magid		1.5	0	10016 1/31/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$60.00

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Domain Meeting - ROSS - S. Emberton		2 0		10016 1/31/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$80.00
Domain Meeting - SULLIVAN - J. Goscinski-Jones		1 0		10016 1/31/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$40.00
IEP Meeting - SULLIVAN - J. Goscinski-Jones		1.5 0		10016 1/31/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$60.00
Eligibility & IEP Meeting - IKE - S. Craig		1.5 0		10016 1/31/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$60.00
Eligibility & IEP Meeting - ROSS - S. Emberton		2 0		10016 1/31/2018	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$80.00
Check #: 0						
PO/InvoiceTotal:						\$590.00
Vendor Total:						\$590.00
152 Kwiecinski, Rick						
Check Group:						
MacArthur - Volleyball Referee 01/31/2018		1 0		MAC.VBall.01.31. 18 1/31/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$70.00
Vendor Total:						\$70.00
Murray, Megan						
Check Group:						
Reimbursement - IMEC Conference 2018		1 0		ReimburseIMEC 1/27/2018	10.5.0000.1120.312.04.0000 Middle School Staff Professional Development (Mac)	\$105.00
Check #: 0						
PO/InvoiceTotal:						\$105.00
Vendor Total:						\$105.00
No Excuses University						
Check Group:						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
No Excuses Leadership books		16	180665	11243 1/26/2018	10.5.0000.2640.312.01.4932 Title II Prof Development	\$242.56
Check #: 0						
PO/InvoiceTotal:						\$242.56
Vendor Total:						\$242.56
Quinlan & Fabish Music	00867					
Check Group:						
All About That Bass		1	180659	10254289 1/20/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$45.00
Vol.1 Suzuki Piano Acc. Vln		1	180659	10254289 1/20/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$8.09
Vol 2. Suzuki Piano Acc. Vln		1	180659	10254289 1/20/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$8.09
Vol 1 and 2 Suzuki Piano Acc. Vla		1	180659	10254289 1/20/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$10.79
How Far I'll Go		1	180659	10254314 1/18/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$45.00
Rey's Theme		1	180659	10254314 1/18/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$49.50
The Hanging Tree		1	180659	10254314 1/18/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$45.00
Concerto for Triangle		1	180659	10274435 1/19/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$31.50
I'm Shipping up to Boston		1	180659	10274435 1/19/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$40.50
Music from La La Land		1	180659	10274436 1/19/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$49.50
The Ludlows		1	180659	10274436 1/19/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$36.00
May it Be		1	180659	10274436 1/19/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$36.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
String Gym		1	180659	10301817 2/1/2018	10.5.0000.1118.410.04.0000 Classroom Supplies	\$90.00
Check #: 0						
PO/InvoiceTotal:						\$494.97
Check Group:						
Replacement Drum Bag		1	180674	10259140 1/29/2018	10.5.0000.1118.323.04.0000 Orchestra Instrument Repair (Mac Arthur)	\$198.80
Cymbal Bag Replacement		1	180674	10259140 1/29/2018	10.5.0000.1118.323.04.0000 Orchestra Instrument Repair (Mac Arthur)	\$33.95
Replacement Hardware Bag		1	180674	10259140 1/29/2018	10.5.0000.1118.323.04.0000 Orchestra Instrument Repair (Mac Arthur)	\$101.67
Check #: 0						
PO/InvoiceTotal:						\$334.42
Vendor Total:						\$829.39
Ritter, Stephanie						
Check Group:						
Reimbursement - 6th Grade Lab Supplies		1	0	Reimburse01.201 8 1/31/2018	10.5.0000.1121.410.04.0000 Classroom Supplies - 6th	\$47.09
Reimbursement - NSTA Membership Dues		1	0	ReimburseNSTA2 018 1/31/2018	10.5.0000.1120.640.04.0000 Dues & Fees MAC Teachers	\$44.00
Reimbursement - NSTA MemberJournal Subscriptions		1	0	ReimburseNSTA2 018 1/31/2018	10.5.0000.1120.640.04.0000 Dues & Fees MAC Teachers	\$35.00
Check #: 0						
PO/InvoiceTotal:						\$126.09
Vendor Total:						\$126.09
Robbins Schwartz						
Check Group:						
School Law - January 2018 HVAC		1	0	279122 1/31/2018	10.5.0000.2369.318.01.0000 Legal Services	\$127.50

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>          </u> \$127.50
						Vendor Total: <u>          </u> \$127.50
School Health Corporation						
Check Group:						
Large latex free gloves		20	180673	3395475-00 1/29/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$198.15
Check #: 0						
						PO/InvoiceTotal: <u>          </u> \$198.15
						Vendor Total: <u>          </u> \$198.15
Warehouse Direct	80219					
Check Group:						
E. Lim - Classroom Supplies - SULLIVAN		1	0	3777628-0 1/29/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$39.31
L. Ellison - Office Supplies - SULLIVAN		1	0	3777630-0 1/29/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$12.40
L. Parisi - Office Supplies - ROSS		1	0	3779315-1 1/31/2018	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$1.90
A. Mass - Classroom Supplies - ROSS		1	0	3780890-0 1/31/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$34.41
B. Quesea - Classroom Supplies - MAC		1	0	3782007-0 1/31/2018	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$12.34
Check #: 0						
						PO/InvoiceTotal: <u>          </u> \$100.36
						Vendor Total: <u>          </u> \$100.36
WOW Business	81068					
Check Group:						
Monthly Charges - IKE - February 2018		1	0	014047134 x 02.2018 1/31/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$400.00

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1174

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Monthly Charges - MAIN - February 2018		1	0	014047166 x 02.2018 1/31/2018	10.5.0000.2630.341.01.0000  Telephone/Network	\$3,673.00
					Check #: 0	

PO/InvoiceTotal:	<u>\$4,073.00</u>
Vendor Total:	<u>\$4,073.00</u>
Grand Total:	\$16,037.13

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1175

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
First Student	00406					
Check Group:						
Transportation - K - January 2018		1 0		091-H-004132 2/1/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$6,400.00
Transportation - PreK - January 2018		1 0		091-H-004132 2/1/2018	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$19,617.60
Transportation - Regular - January 2018		1 0		091-H-004132 2/1/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$72,629.44
Transportation - SPED - January 2018		1 0		091-H-004132 2/1/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$12,494.56
					Check #: 0	
					PO/InvoiceTotal:	\$111,141.60
					Vendor Total:	\$111,141.60
Graham C Stores Company	00413					
Check Group:						
Diesel Fuel - Payment 3 of 4		1 0		INV-104794 2/3/2018	40.5.0000.2551.464.01.0000 Gasoline	\$19,937.36
					Check #: 0	
					PO/InvoiceTotal:	\$19,937.36
					Vendor Total:	\$19,937.36
NSSEO	02336					
Check Group:						
Transportation Billing FY 17/18 August/September 2017 thru November 2017		1 0		3620 2/2/2018	40.5.0000.4120.331.01.0000 Spec. Education Transportation	\$31,316.22
1st Billing FY17/18 DESC Evaluations - Level 1 Evaluations		1 0		3653 2/6/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$1,200.00
1st Billing FY17/18 DESC Evaluations - Level 2 Evaluations		1 0		3653 2/6/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$4,800.00

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1175

02/13/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
1st Billing FY17-18 Contractual Evaluations & Interpreter Services		1	0	3656 2/6/2018	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$2,756.32
Check #: 0						

PO/InvoiceTotal:	<u>\$40,072.54</u>
Vendor Total:	<u>\$40,072.54</u>
Grand Total:	\$171,151.50

End of Report

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# PROSPECT HEIGHTS SD 23 STRATEGIC PLAN UPDATE FEBRUARY 14, 2018

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**HYA** Executive Search  
Hazard, Young, Attea & Associates

# PROCESS OBJECTIVES

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Objective 1: To gather input to assist the Board in developing its Mission, Vision, Guiding Principles, Strategic Goals and Objectives.

Objective 2: To build consensus and support from stakeholders by conducting community engagement sessions and an online survey.

Objective 3: To present a new 3-5 year strategic plan to the Board of Education for adoption.

# PROCESS

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## Focus Groups/Interviews

- Individual interviews with 7 board members
- Focus Group Discussions
  - 14 Groups
  - A total of 157 individuals participated in the focus groups: administrators (11), community members (22), parents (42), students (33), support staff (10), teachers (32).

## Online Survey

- A total of 820 individuals participated in the online survey.
- Administrators (10), community members (12), parents (93), students (593), support staff (30), and teachers (82)

# STRENGTHS OF THE DISTRICT

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- Access to technology for all students
- Accommodations to meet the needs of students
- Applied Technology curriculum
- Bilingual Program.
- Community service projects across all of the grade levels.
- Dedicated forward thinking teaching staff/ administrators
- Early Childhood Program,
- Family and Consumer Science
- Fiscal responsibility
- Full-day At-Risk Kindergarten Program
- Increasing socio-economic and ethnic diversity
- Learner ready facilities.
- Many clubs, sports, and activities
- Music program including band, choir, and orchestra

# STRENGTHS OF THE DISTRICT

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- Mutual trust between the community/parents and District
- Opportunities for parents to be involved
- Positive culture of the school district
- Professional development
- Prospect Heights is a “community that cares about kids”
- Ready to learn students
- Safe learning environment
- Size of the district as “everyone knows everyone.”
- Strong, positive working relationships
- Student achievement
- Students like to come to school.
- Supportive, engaged parents
- Thoughtfully researched decisions
- Well-managed resources

# PORTRAIT OF A GRADUATE

- ✓ Learning
- ✓ Thinking Skills
- ✓ Self Awareness
- ✓ Communication Skills
- ✓ Citizenship



# GROWTH AREAS

- Academic Improvement
- Communication
- Leadership
- Learner Ready Facilities
- Learning Climate and Conditions
- Parents and Community Engagement
- Professional Development
- Programs for Learning
- Relationship Building
- Staffing
- Supports for Learning – Finance
- Technology



QUESTIONS.....QUESTIONS

# DISCUSSION QUESTIONS

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1. Based on the results presented, how should we describe a successful graduate?
2. Based on the results presented, what are our priorities for the next three years?
3. How can we successfully celebrate our successes and District strengths?



**Prospect Heights School District 23**  
**Board Memorandum**  
**Discussion Item**

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**Date:** February 14, 2018

**Subject:** Enrollment/Staffing Plan Overview 2018-19

**Prepared by:** Don Angelaccio

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Utilizing the Forecast5 Cohort Survival rate projections, we continue to anticipate a slight increase (1%) in total enrollment for the 2018-19 school year. The “bubble” of students who have been moving through the system will be enrolled in 4th and 5th grade next year, necessitating an increase in sections. Overall staffing for core teachers will remain flat, with adjustments to placement and assignments for some faculty. Keep in mind that class size guidelines, available space, teacher certification, and accelerated programming are also factors in the equation for determining the final projection for staffing placement.

Increased demands for Special Education services and student needs continue to influence our planning for staff. This staffing plan seeks an increase of 2.5 FTE across a range of positions. This staffing increase is offset by current budget allocations in other areas and results in an actual increase of 1.3 FTE.

As in past years, this draft is presented for your consideration and Board discussion. Retirements, resignations, or other voluntary transfers will be considered this Spring before final teaching assignments are made and communicated to faculty.

The following are highlights of the 2018-19 staffing plan:

- The preliminary Staffing Plan for 2018-19 calls for the creation of 2 FTE Licensed Practical Nurse positions. Both of these positions are anticipated to serve as medical support to students, ancillary support to our school nurses, and supplementary support to our instructional programs. This increase is offset by the elimination of a .7 Certified Nursing Assistant position added last school year and the shift of budget of 1.0 FTE purchased service from NSSEO.
- Increase of .5 FTE Occupational Therapist to support increased evaluation and service provision needs. This is offset by current contractual purchased services through an agency.

- Increase of .2 FTE Speech and Language Therapist to support increased evaluation and service provision needs. This is offset by current contractual purchased services through an agency.
- Increase of .5 FTE School Psychologist to support increased evaluation and service provision needs. This is offset by .2 FTE current contractual purchased services through additional hours. The additional .3 FTE will allow us to reconfigure our staffing to provide a dedicated Early Childhood coach to facilitate increased program needs and oversight.
- A shift in teachers from lower grade levels to higher grade levels will occur as we continue to staff for the bubble in third grade that is moving forward. There is a need for one additional Core Teacher; this will be accomplished through shifts in staffing and assignment, not additional FTE.
- This staffing plan will require the Board to start the year at or just above current class size guidelines in 1st and 2nd grade. While administration recognizes that this is not our preferred status, we believe it is our current reality given our financial, physical space, and programming realities.

# Enrollment Projections w/ Staffing Projections 2018-19

Presentation to Prospect Heights School District 23  
Board of Education - February 14, 2018





## **Follow Up to November BOE Presentation**

- +7 in Current Enrollment since 11/17
- Projections Based on 1/22/18 Data
- ForeCast 5 Enrollment Projection Tool
- Reported live births and 5 yr “Cohort Survival Rate”

## Cohort Survival Rate Applied - Enrollment Projections

History							Current*	Projected	
Grade	2012	2013	2014	2015	2016	2017	2018	2019	2020
K	140	130	161	145	143	130	139	146	139
1	174	159	144	187	182	164	152	161	169
2	148	181	158	144	191	184	166	154	164
3	146	159	183	156	138	196	178	168	156
4	150	153	167	188	161	147	187	186	175
5	167	155	152	174	185	157	153	188	187
6	147	181	169	152	178	196	160	161	198
7	172	149	183	171	154	180	201	162	163
8	167	177	150	185	173	160	179	205	165
<b>Total Enrollment</b>	1411	1444	1467	1502	1505	1514	1515	1531	1516
<b>Annual Change</b>	0.10%	2.30%	1.60%	2.40%	0.20%	0.60%	0.10%	1.00%	-1.00%
							* As of 1/22/18		

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**Class Size Projections**  
**2018-2019 February 14, 2018**

	FY 2015	FY 2016	FY 2017	FY 2018	Core Teachers	Avg.	FY 2019	Core Teachers	Avg.	Net Section Change
<b>Eisenhower</b>										
Kindergarten	145	143	130	139	5	17	146	5	19	0
First Grade	187	182	164	152	7	22	161	7	24	0
<b>Ross</b>										
Second Grade	144	191	184	166	8	22	154	7	23	-1
Third Grade	156	138	196	178	8	23	168	8	22	0
<b>Sullivan</b>										
Fourth Grade	188	161	147	187	8	23	186	8	23	0
Fifth Grade	174	185	157	153	6	25	188	8	24	2
<b>MacArthur</b>										
Sixth Grade	152	178	196	160	7	22	161	7	23	0
Seventh Grade	171	154	180	201	8	26	162	7	23	-1
Eighth Grade	185	173	160	179	7	26	205	8	26	1
					<b>64</b>			<b>65</b>		<b>1</b>
<b>Total Enrollment</b>	1502	1505	1514	1515	<b>Total core tchrs</b>		1531	<b>Total core tchrs</b>		<b>Net Change</b>
<b>Classroom Guidelines</b>	<b>K</b>	<b>1-2</b>	<b>3-4</b>	<b>5</b>	<b>6-8</b>					
	17-21	18-23	20-25	22-26	24-27					

<b>Position Type (Building)</b>	<b>2017-18</b>	<b>2018-19</b>	
Administration	5	5	
Aide	32.75	32.75	
Building Support Staff	8	8	
Core Teacher	64	65	1.0 FTE
Special Area Teacher	31.5	30.5	-1.0 FTE
Student Services	36.25	38.75	2.5 FTE
Custodian	10.25	10.25	2.0 LPN
			.5 OT
<b>Position Type (District)</b>			.2 SLP
Superintendent	1	1	.5 Psych
Assistant Superintendent	2	2	-.75 CNA
Director	4	4	
District Support Staff	6.5	6.5	
Operations Support	1.5	1.5	
<b>Total FTE:</b>	202.75	205.25	
% increase		1.01%	
<b>Total Salary Cost:</b>	\$12,596,561.00	\$12,804,842.00	
% increase	1.81%	1.65%	



# Staffing Projection Highlights

## 2018-19

- Increase 2.0 Licensed Practical Nurse
- Decrease Certified Nursing Assistant
- Increase .5 Occupational Therapist
- Increase .2 Speech and Language Pathologist
- Increase .5 Psychologist
- Shift 1 Special Area Teacher to Core Teacher @ MacArthur

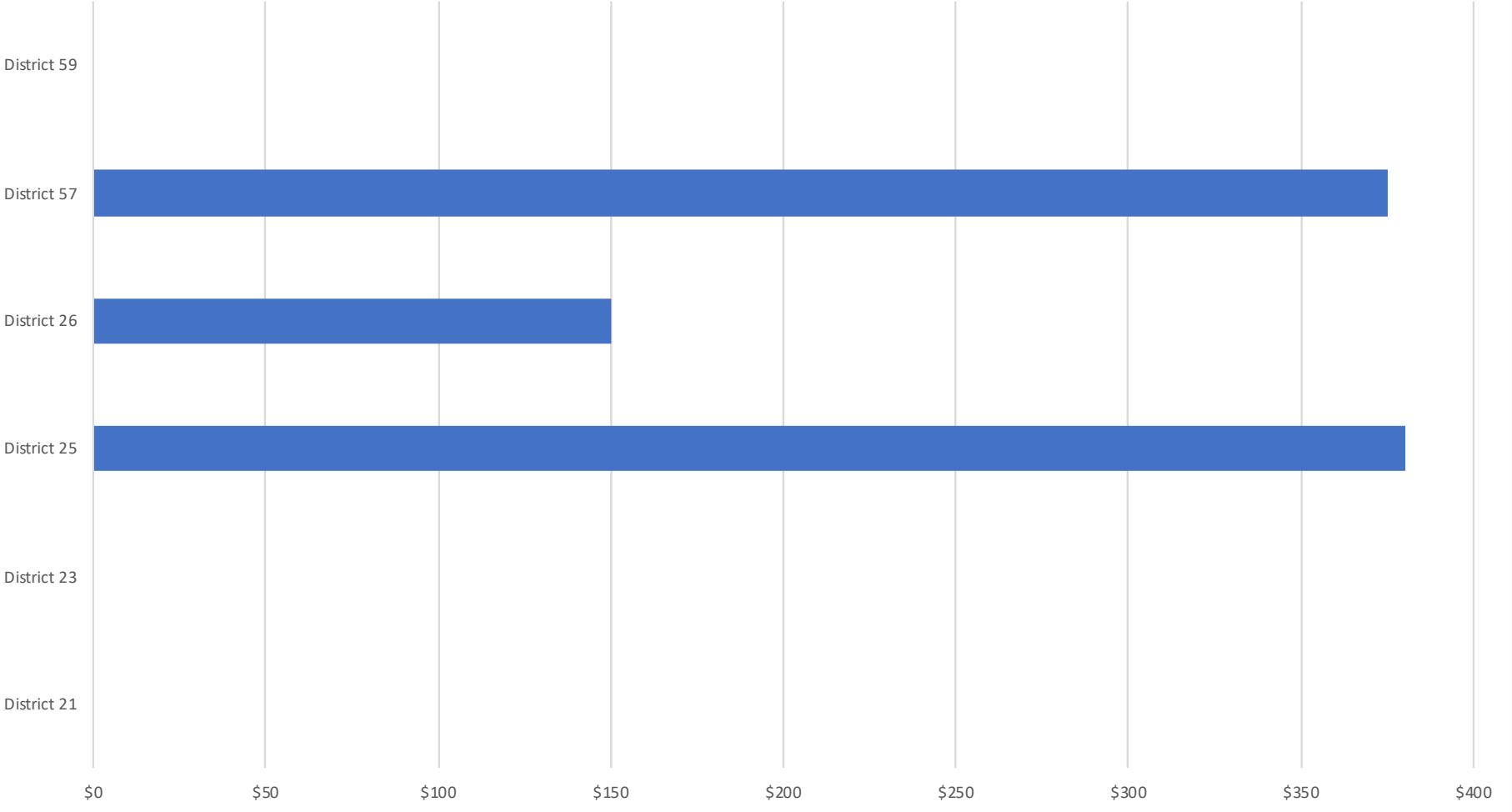
## 2017-18

- Increase Certified Nursing Assistant
- Increase 1 Core Teacher @ MacArthur
- Increase Registrar/Receptionist @ District office
- Decrease 2 sections of Art/Music @ Elementary
- Decrease 2 Core Teachers @ Elementary

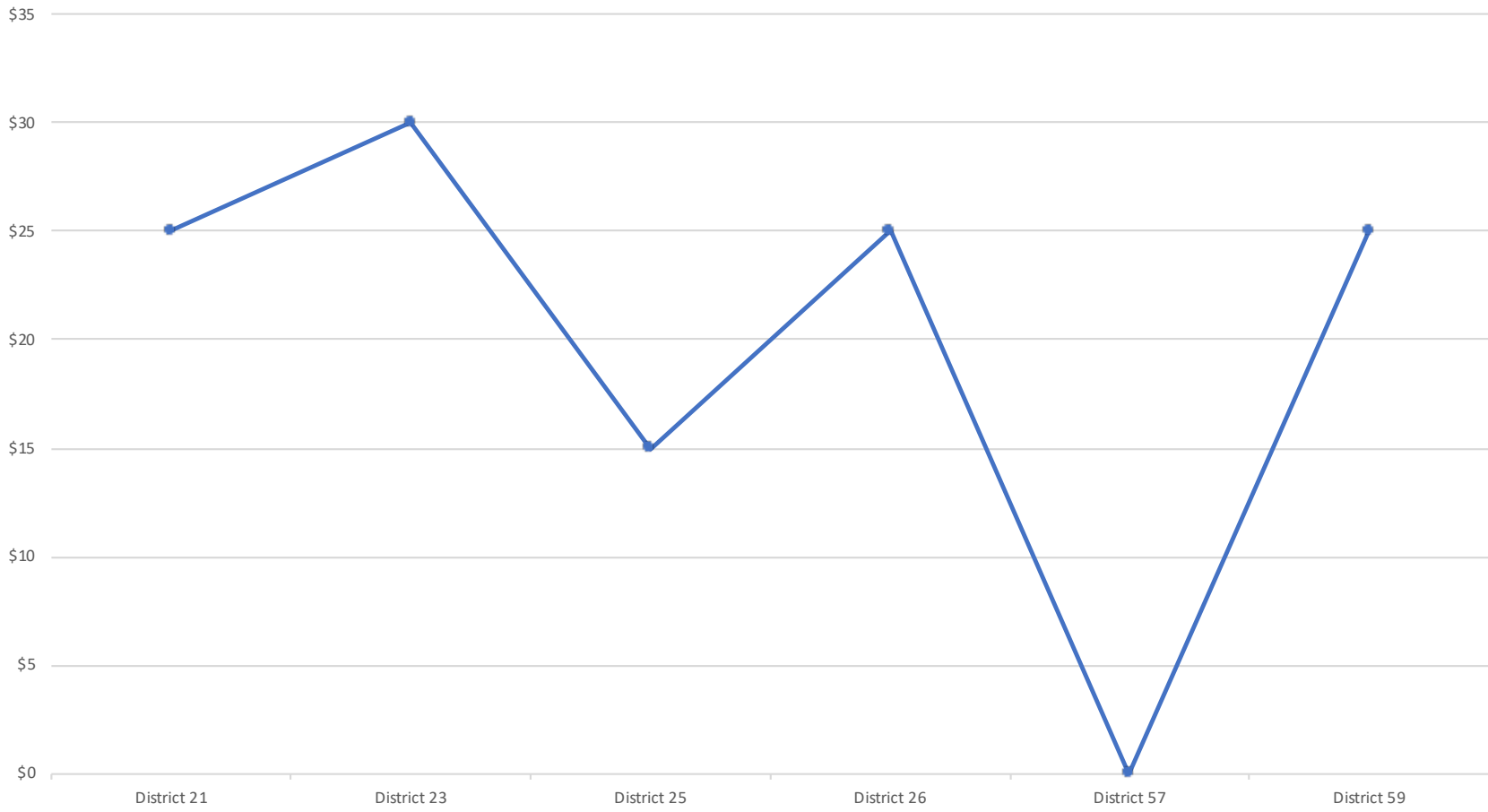
# Next Steps:

- **Conversations with staff**
- **Voluntary/Involuntary transfers**
- **Post and recruit for vacancies**
  - **Illinois State**
  - **University of Illinois**
  - **National Louis University**
  - **IRC Bilingual Job Fair**
- **Update Board**

### District 214 Feeder Transportation Fee Comparison 2017-18



District 214 Feeder District 1:1 Protection Fee Comparison  
2017-18





**Prospect Heights School District 23  
Board Memorandum  
Action/Discussion Item**

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**Date: February 14, 2018**

**Subject: Device Protection Plan Proposal 2018-2019 SY**

**Prepared by: Maria Stavropoulos**

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**BACKGROUND**

This memo is intended to provide a summary of our current Device Protection Plan (DPP), and to provide proposed changes for the 2018-2019 Device Protection Plan (DPP).

Our current Device Protection Plan rate and coverage is a \$30.00 non-refundable annual premium that families are required to pay at the start of the school year. This premium provides **full repair** coverage for the first claim, a \$75.00 charge for a second claim, and a \$150.00 for a third claim. This plan was drafted in 2015 using repair rates based on the iPad 2 (an older iPad model). Our current 1:1 inventory consists of about 70% of the students using the iPad Air 2 and 30% using the “New” iPad (5th generation). Repair rates for the iPad Air 2 are about \$95 higher than what was anticipated during our initial 2015 draft of the DPP. In that the iPad 2 and the 5th generation iPad are built differently and because available parts are scarce, there is now a larger swing in the repair costs. We are fortunate to have found a vendor that is manufacturing quality parts to provide repair services to school districts in a timely manner.

Our overall anticipated repair rate had been 10%. Our actual numbers for the 2015-2016 SY were 13% which increased to 16% in 2016-2017. This past year we purchased the “New” iPad (5th generation) for the incoming fourth-graders and have upgraded the case for the device to assist with the repair factor. The “New” iPad is built in a way to provide a more solid and affordable unit for educational use (\$299.00), and the new case that provides 360-degree of protection, including an integrated screen cover, a stand and impact-dispersing corners for \$35.00 (initial case price \$25.00).

**RECOMMENDATION**

Due to the increased repair rate and breakage rate of the iPad Air 2 units, and the increased cost of the new iPad case we are proposing a \$5.00 increase in the non-refundable annual premium for families. This will bring the premium to \$35.00. For further details please reference the attached presentation and direct any questions to the Director of Technology, Maria Stavropoulos.



# Device Protection Plan Proposal 2018-2019 SY





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1. History
2. Changes
3. Proposed Device Protection Plan

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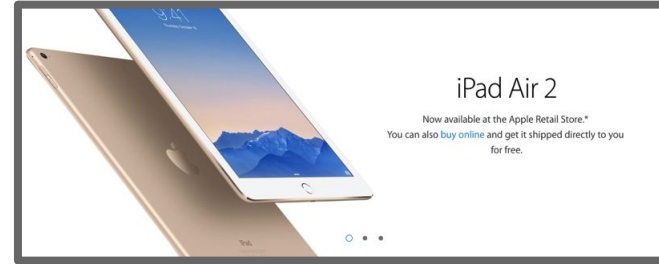
# 1. History

2015





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- Cost \$500
  - Screen repair cost \$99
  - Glass and Digitizer separate pieces
  - Additionally, iPad (4th gen) and iPad Air (Pilot)
- Cost \$499
  - Anticipated Screen repair cost \$100
  - Actual \$125, \$185, \$225+
  - Glass, Digitizer and LCD one piece
  - Case Uzbek \$25.00

Anticipated repair rate of 10%  
Y1 (2015-2016) - repair rate 13%  
Y2 (2016-2017) - repair rate 16%  
Y3 (2017-2018) - TBD

We have sustained the protection plan at \$30.00 for the 2015-2016, 2016-2017, and 2017-2018 SY.

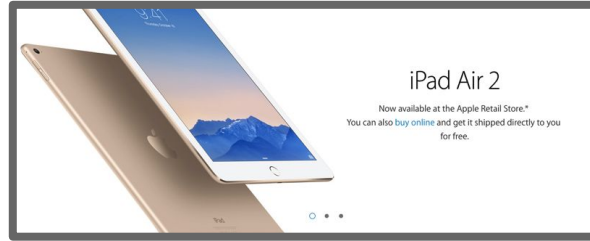
# 2. Changes

2017 - 2018

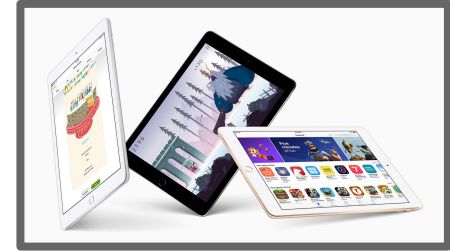




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- Cost \$499
- Primary repair cost \$219
- Glass, LCD and Digitizer one piece
- Last purchase current 5th graders
- Total inventory about 700 student 1:1 iPads
- About 70% of our 1:1 inventory are iPad Air 2s.
- Repair cost has increased.
- New iPad case cost \$35 vs. \$25.



### New in 2017-2018: The iPad (5th Generation)

- Educational Pricing \$299
- Repairs: Glass/Digitizer \$79, LCD \$129, LCD and Glass \$159
- Total inventory about 200 student 1:1 iPads
- New Case: Brenthaven \$35.00

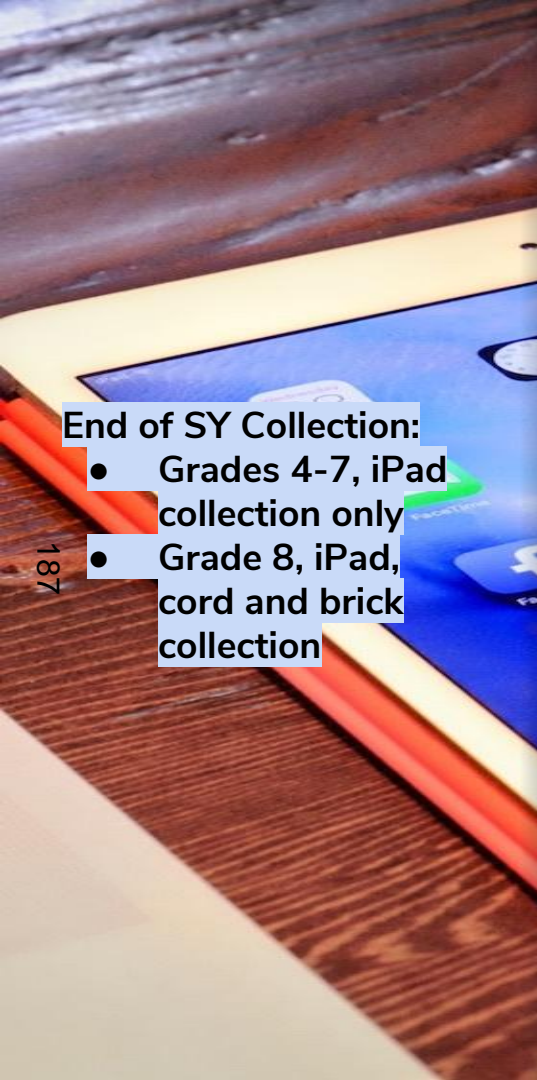


# 3.

## Proposed Device Protection Plan

2018-2019





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**End of SY Collection:**

- Grades 4-7, iPad collection only
- Grade 8, iPad, cord and brick collection

<p style="text-align: center;"><b>Program Rate / Coverage</b></p> <ul style="list-style-type: none"> <li>● <b>\$35</b> Non-refundable Annual Premium</li> <li>● Limit of Liability: <b>\$350.00</b></li> </ul>	<p style="text-align: center;"><b>Effective Coverage / Expiration Date</b></p> <ul style="list-style-type: none"> <li>● Effective Date: Based on the receipt of signed agreement.</li> <li>● Expiration Date: Last Day for the <b>2018-2019</b> School Year or unenrollment from school district.</li> </ul>																				
<p style="text-align: center;"><b>Coverage</b> (Subject to Deductible Plan Below)</p> <ul style="list-style-type: none"> <li>● <b>Accidental Damage:</b> Pays for accidental damage caused by liquid spills, drops, or any other unintentional event <b>when individual demonstrates responsible care.</b></li> <li>● <b>Theft:</b> Pays for loss or damage of the device due to theft. The claim requires a police report to be filed.</li> <li>● <b>Fire:</b> Pays for loss of or damage of the device due to fire. The claim must be accompanied by an official fire report from the investigating authority.</li> <li>● <b>Electronic Surge:</b> Pays for damage to the device due to an electrical surge.</li> <li>● <b>Natural Disasters:</b> Pays for the loss damage of the device caused by natural disaster</li> </ul> <hr/> <p><b>Who decides what is covered when damage is incurred?</b> The school administration, in consultation with teachers and technicians, make the final determination as to what is considered covered.</p>	<p style="text-align: center;"><b>Exclusions</b></p> <p><b>What is not covered even if you paid the protection plan fee?</b></p> <ul style="list-style-type: none"> <li>● <b>Loss or damage of device accessories (case, cords, chargers)</b></li> <li>● <b>Theft or loss</b></li> <li>● <b>Damage caused by negligence:</b> <ul style="list-style-type: none"> <li>○ Intentional damage</li> <li>○ Dishonest, fraudulent actions</li> <li>○ Failure to demonstrate responsible care, including liquid damage</li> </ul> </li> <li>● <b>Consumables:</b> Including but not limited to the case (\$35), the cord (\$15) and the brick (\$15). Used items may be available at a discounted price.</li> <li>● <b>Cosmetic Damage</b> This includes intentional cosmetic changes to the device, case, and/or charger.</li> <li>● <b>"Jail-breaking"</b> or otherwise voiding the manufacturer's warranty by altering the software.</li> <li>● <b>District 23</b> is not liable for any loss, damage (Including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment.</li> <li>● <b>Violating the 1:1 Device User Agreement</b></li> </ul>																				
<p style="text-align: center;"><b>Annual Deductible Per Claim</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;">Claim</th> <th style="width: 35%;">Damage/Repair Deductible</th> <th style="width: 10%;"></th> <th style="width: 15%;">Claim</th> <th style="width: 25%;">Lost/Stolen Deductible</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>\$0</td> <td style="background-color: black;"></td> <td>1+</td> <td><b>Full Replacement Cost</b> <i>(including case, cord, and charger)</i></td> </tr> <tr> <td>2</td> <td>Repair Cost up to \$125</td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Full Repair Cost</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Claim	Damage/Repair Deductible		Claim	Lost/Stolen Deductible	1	\$0		1+	<b>Full Replacement Cost</b> <i>(including case, cord, and charger)</i>	2	Repair Cost up to \$125				3	Full Repair Cost			
Claim	Damage/Repair Deductible		Claim	Lost/Stolen Deductible																	
1	\$0		1+	<b>Full Replacement Cost</b> <i>(including case, cord, and charger)</i>																	
2	Repair Cost up to \$125																				
3	Full Repair Cost																				
<p>If a student is <b>unenrolled</b> from Prospect Heights School District 23 for any reason, this protection plan agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the device is issued. The device and accessories must be returned on the last day of student attendance.</p>																					

## Current DPP

<p style="text-align: center;"><b>Program Rate / Coverage</b></p> <ul style="list-style-type: none"> <li>• \$30 Non-refundable Annual Premium</li> <li>• Limit of Liability: \$400.00</li> </ul>	<p style="text-align: center;"><b>Effective Coverage / Expiration Date</b></p> <ul style="list-style-type: none"> <li>• Effective Date: Based on the receipt of signed agreement.</li> <li>• Expiration Date: Last Day for the 2017-2018 School Year or unenrollment from school district.</li> </ul>
<p style="text-align: center;"><b>Coverage</b> (Subject to Deductible Plan Below)</p> <ul style="list-style-type: none"> <li>• <b>Accidental Damage:</b> Pays for accidental damage caused by liquid spills, drops, or any other unintentional event.</li> <li>• <b>Theft:</b> Pays for loss or damage of the device due to theft. The claim requires a police report to be filed.</li> <li>• <b>Fire:</b> Pays for loss of or damage of the device due to fire. The claim must be accompanied by an official fire report from the investigating authority.</li> <li>• <b>Electronic Surge:</b> Pays for damage to the device due to an electrical surge.</li> <li>• <b>Natural Disasters:</b> Pays for the loss damage of the device caused by natural disasters.</li> </ul>	<p style="text-align: center;"><b>Exclusions</b> (Students will be responsible for repair &amp; replacement costs)</p> <ul style="list-style-type: none"> <li>• <b>Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts:</b> Will not pay if damage or loss occurs in conjunction with dishonest, fraudulent, intentional, negligent or criminal act. The student/parent will be responsible for the full amount of the repair/replacement.</li> <li>• <b>Consumables:</b> Including but not limited to the case (\$35), the cord (\$15) and the brick (\$15). Used items may be available at a discounted price</li> <li>• <b>Cosmetic Damage</b> This includes intentional cosmetic changes to the device, case, and/or charger.</li> <li>• <b>"Jailbreaking"</b> or otherwise voiding the manufacturer's warranty by altering the software.</li> <li>• <b>District 23</b> is not liable for any loss, damage (Including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the equipment.</li> <li>• <b><u>Violating the 1:1 Device User Agreement</u></b></li> </ul>

### Annual Deductible Per Claim

Claim	Damage/Repair Deductible	Claim	Lost/Stolen Deductible
1	\$0	1	\$150
2	\$75	2	Full Replacement Cost
3	\$150	3	Full Replacement Cost

If a student is **unenrolled** from Prospect Heights School District 23 for any reason, this protection plan agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the device is issued. The device must be returned on the last day of student attendance.



Thank you very much  
for your time.

**Any Questions?**



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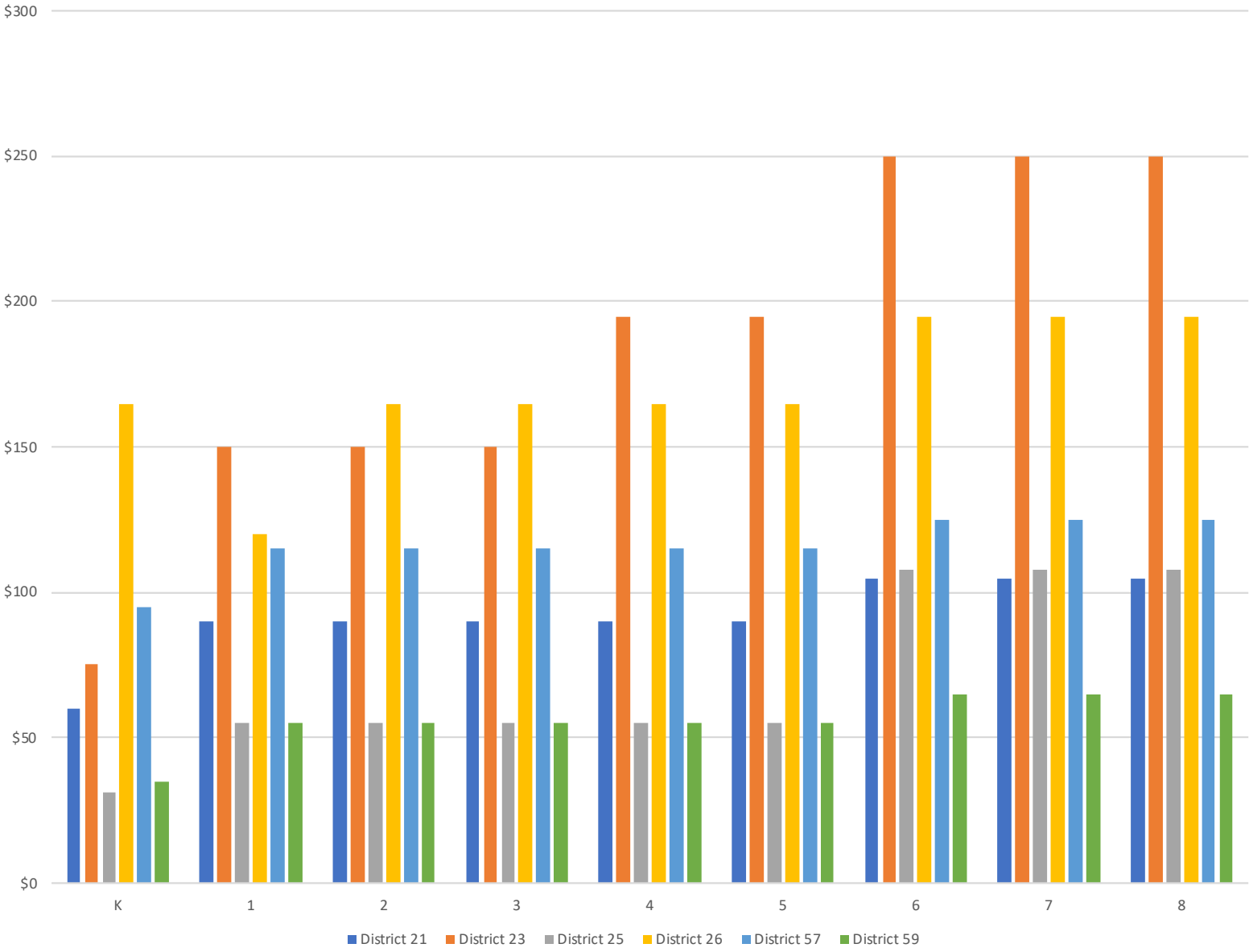
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D214 Feeder District Fee Comparison  
2017-18





**Prospect Heights School District 23  
Board Memorandum  
Action/Discussion Item**

**Date: February 8, 2018**

**Subject: Discussion of Student Fees 2018-19**

**Prepared by: Micheal DeBartolo, Assistant Superintendent for Finance & Operations**

The Administration has studied the student fees for the 2018-19 school year. In looking at student fees, the Administration has considered the current District 23 fees in comparison to the feeder school districts into District 214 – Districts 21, 25, 26, 57 and 59.

When comparing fees, the Administration surveyed these school districts and determined what the fees of each school district are when all of the components of the District 23 registration fee are included. In addition, the Administration reviewed the 1:1 device protection plan fee (see memo by Maria Stavropoulos – Director of Technology), transportation fees, and lunch fees. Extra-curricular and Co-curricular fees will be analyzed, and a recommendation made, once the Board and Administration review information at the March 2018 meeting.

**Student Registration Fees**

Beginning with student registration fees, the Administration and Finance Committee recommend no change in the fee for 2018-19. In reviewing the chart attached, you will see that District 23 is at or near the top of student registration fees in the feeder school districts. However, the overall cost is not outside an acceptable range. It should be noted that multiple school districts of the District 214 feeder pool are raising student registration fees for 2018-19. This demonstrates that District 23 has chosen a fiscally responsible path to student fees.

As such, the following student registration fees are proposed for the 2018-19 school year:

<b>GRADE(S)</b>	<b>AMOUNT</b>
Kindergarten	\$75
Grades 1 – 3	\$150
Grades 4 – 5	\$195
Grades 6 – 8	\$250

**Transportation Fees**

The District has not charged for transportation in the past. As transportation costs increase and student population shifts through buildings, the Administration recommends reviewing the costs of transportation, the current routes, the student population on each route and the overall need for student transportation so that the District can effectively address those issues. Attached is a chart showing the costs charged for student transportation in the District 214 feeder group. However, the Administration does not recommend charging for student transportation at this time, but will continue monitoring costs and criteria of transportation.

### **Student 1:1 Device Protection Plan Fees**

Please see the recommendation contained in the Board packet from Maria Stavropoulos, Director of Technology, regarding 1:1 Device Protection Plan Fees. The Business Office and Finance Committee concur in the recommendation.

### **Student Lunch Fees**

Student lunch fees have remained the same for two (2) consecutive school years and have only been raised one (1) time in over five (5) years – 2016-17 school year was the last increase. In addition, the federal government, because of our participation in the National School Lunch Program, has the ability to direct the prices charged for student lunches at individual school districts based upon a concept titled “paid lunch equity.” This concept essentially states that a school district cannot subsidize the paid lunch program by charging the government higher rates for the free and reduced lunches sold and reimbursed than it charges the students who are not part of the free and reduced lunch program. This is why rates were increased for the 2016-17 school year.

In addition to the paid lunch equity rules, the District has to be cognizant of the overall cost of the lunch program. The District outsources its lunch program operations to District 25. While outsourcing the program saves the District money and does not require additional District FTEs, the costs associated with the breakfast and lunch programs continue to escalate at a rapid pace. District 25, the food service vendor/contractor for District 23, has notified the District that the cooperative must bid its costs for a new contract beginning in July 2018. Also, labor costs continue to rise.

According to Coletta Hines-Newell, the Director of the cooperative, the potential vendors being solicited for 2018-19 food contracts are stating that at the current levels, contractors not making enough money from the District 23 business. Therefore, Ms. Hines-Newell believes that District 23 would be seeing a price increase for food products no matter which distributor wins the bid. In order to guarantee enough funds to cover the increased food costs for 2018-19, Coletta has recommended an increase of between \$0.05 to \$0.10 cents per lunch based on rising food and labor cost.

Below is the information for the highest priced lunch category in each of the District 214 feeder group schools:

<b>District</b>	<b>2017-18 Lunch Price</b>	<b>2018-19 Proposal</b>
21	\$2.85	
23	\$3.25	\$3.30 - \$3.40
25	\$3.50	
26	\$3.40	
57	\$3.50	
59	\$2.75	

The proposed increase of \$0.05 to \$0.15 per lunch would still keep District 23 within the average price for lunch in the area when you consider the school districts that are most comparable in that group – 25, 26 and 57.

As such, in order to keep future increases from becoming annual, it is recommended that the \$0.15 per lunch increase be approved.

### **Split of Registration and Payment**

The District goal is always to have the current students registered for the next school year by the time that District secretaries leave for the summer. While the District registers most of its students by that time, there is still a number of students who register just as school is scheduled to begin. In order to avoid last minute shifts in classroom or school assignments or adding staff required by the influx of late registrations, the Administration and Finance Committee seek to take away some of the impediments to families who do not register based on timing of fees.

The District is an educational institution and should be concerned with registering students and then collecting money; this way the District has accurate student and staffing counts while parents have time to pay for the activities and events they encounter at the end of the year and save for payment for the next school year.

In order to make this happen, the Administration is implementing a split registration and payment process this year. We are asking all families to register their child(ren) between April 1<sup>st</sup> and May 31<sup>st</sup> without payment. This will allow final planning for staff and allocations of students/personnel to be finalized. We would then invoice all registered families for payment of registration fees for the next school year beginning July 1<sup>st</sup>. This way all of the funds collected are assigned to the proper fiscal/school year.

### **Fee Payment Incentive**

The administration and Finance Committee are also recommending a fee payment timeline that creates an incentive for payment to be made in a timely fashion. As the Board is aware, we spend considerable time and resource following up with late or non-payment families. This draws time and financial support away from the vast majority of families who pay their registration fees in a timely fashion. We are recommending that the District would collect the fees from July 1<sup>st</sup> to July 31<sup>st</sup> with no increase. Beginning August 1<sup>st</sup>, the District would charge a 20% fee for late payment. For families who register new to the District beyond the July 31<sup>st</sup> window, no late charge will be applied if fees are paid within 30 days of registration. We believe this will reduce the total number of non-payment and late payment families, thereby decreasing our costs related to collections and follow up communications.

### **Conclusion**

A final recommendation consistent with the parameters laid out in each category above will be placed on the March 2018 agenda for approval.



# ALL ABOUT EDP

Kris Lebrecht – Director, EDP

Micheal DeBartolo – Assistant Superintendent for Finance & Operations



WELCOME KRIS!

A little about Ms. Lebrecht ...



Acting, Voice and Speech





# EDP . . . TODAY



Time Enrolled	Students
AM	21
PM	100
AM and PM	50



Snapshot of the waitlist . . .
79 students on 1 <sup>st</sup> day of school
24 students placed in EDP on 100 <sup>th</sup> day of school
13 students declined placement
42 students remain on wait list



# EDP CURRENT ENROLLMENT

## Grade Level Analysis

2<sup>nd</sup> / 42 students

3<sup>rd</sup> / 33 students

4<sup>th</sup> / 53 students

5<sup>th</sup> / 33 students

6<sup>th</sup> / 10 students





## ASSESSING THE CURRENT EDP



### SUCCESSSES

- Safe environment
- Friendly, effective staff
- Student/parent satisfaction
- Institution of “Trivia Time” after snack
- Payment via RevTrak on District website
- Introduction of new games (“SET”)

### GOALS

- Additional games/activities for students
- Additional speakers/programs for kids
- Improve communication on all levels
- Enhance homework/play balance on iPads
- Provide additional training for staff

“My son ... started EDP early January and I already see the benefits ... I am writing to say I really appreciate all your help with the EDP situation.” -- Justyna Gutowska, D23 parent



# EDP . . . TOMORROW

WHAT are we doing  
AND  
WHY are we doing it

## Future Plans

- Expansion of EDP . . . by 25 students – Begin March 2018 🙌
- Addition of staff . . . to meet needs of additional students being supervised
- Use of Mac Arthur Cafeteria . . . to house Grades 5 - 6

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## How the future became reality

- Consistent wait list of 15 to 20 people each year; 75 people this year
- Polled ALL remaining people on wait list; 42 remain on list; 30/42 replied to poll
- 23 families said YES! – immediately if possible; 3 families said MOST LIKELY; ONLY 4 said NO
- Most common responses, to name a few, included:

“Yes! Yes!! Yes!!!”

“Where do we sign up?!?”

“My child can be there tomorrow!”



# MORE EDP FUN!



I like homework time because you can finish your work before you go home and then don't have to do it at home! - 3rd grader



The kids are always fun but I also like working with my colleagues! - Supervisor

It's never boring! -Supervisor

I really like Trivia Time! It's fun! - 2nd grader



"I'll come back in an hour! My son does not want to leave!"  
-- heard from too many parents to attribute to only one



QUESTIONS?!?





February 5, 2018

Mr. Brian Rominski  
Director of Buildings and Grounds  
Prospect Heights School District 23  
700 North Schoenbeck Road  
Prospect Heights, Illinois 60070

RE: **LETTER OF RECOMMENDATION  
MASONRY REPAIRS AT MULTIPLE SITES  
PROJECT NO. 17107**

Dear Brian:

On Thursday, February 1, 2018, bids were publically opened for the 2018 Masonry Repairs at Multiple Sites. The low qualified bid of \$74,450.00 was submitted by Safe-Way Tuckpointing, Co. of Des Plaines, Illinois. This project includes work at the Grodsky Administration Center, MacArthur Middle School and Ross Elementary School. See attached Bid Tabulation Sheet for a complete summary of the bids.

On Monday, February 5, 2018, I conducted a scope review meeting with Frank Mattison of Safe-Way Tuckpointing. I reviewed the construction documents with Frank and he has confirmed their bid, including the unit costs and the Scope of the Project. Additionally, Safe-Way has previously and successfully completed other masonry related school projects with ARCON Associates, Inc. of similar scope and size.

ARCON recommends that the Board of Education award a contract to Safe-Way Tuckpointing Co. for the 2018 Masonry Repairs at Multiple Sites, in the amount of \$74,450.00.

We appreciate the opportunity to work with Prospect Heights School District 23 and look forward to a successful completion of the project. Please feel free to contact me if you have any questions regarding this letter.

Sincerely,  
ARCON Associates, Inc.

A handwritten signature in black ink that reads "Brian E. McElmeel".

Brian E. McElmeel, RRC, RCI  
Director of Building Envelope Services

c: Erin M. Miller, ARCON

BEM/gs  
J:\1 D23\17107 2018 Masonry Repairs @ Multiple Sites\1 Docs\Corr\17107C001.wpd

Project: 2018 MASONRY REPAIRS

Owner: PROSPECT HEIGHTS SCHOOL DISTRICT 23

Project No.: 17107

Bid Date/Time: on February 1, 2018 at 2:00 PM



**PROSPECT HEIGHTS  
SCHOOL DISTRICT 23**



CONTRACTOR		BASE BID	COMMENTS
1	April Building Services Inc.	No Bid	
2	B.E.T.O.N. Construction Co.	\$99,415.00	
3	Grove Masonry Maintenance Inc.	\$98,760.00	
4	JimmyZ Masonry Corporation	\$146,350.00	
5	Lupo Masonry Restoration Inc.	\$163,315.00	
6	MBB Enterprises of Chicago Inc	No Bid	
7	Mertes Contracting Corporation	\$90,300.00	
8	Safeway Tuckpointing	\$74,450.00	
9	Soumar Masonry Restoration	No Bid	
10			
11			
12			
13			

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**Project: 2018 MASONRY REPAIRS**

Owner: PROSPECT HEIGHTS SCHOOL DISTRICT 23

Project No.: 17107

Bid Date/Time: on February 1, 2018 at 2:00 PM



**PROSPECT HEIGHTS  
SCHOOL DISTRICT 23**



CONTRACTOR	BASE BID	COMMENTS
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5 Lupo Masonry Restoration Inc.	<i>163,315.00</i>	
6 MBB Enterprises of Chicago Inc	<i>No BID</i>	
7 Meres Contracting Corporation	<i>90,300.00</i>	
8 Safeway Tuckpointing	<i>74,450.00</i>	
9 Soumar Masonry Restoration	<i>No BID</i>	
10		
11		
12		
13		



# NICHOLAS & ASSOCIATES, INC.

1001 Feehanville Drive  
Mt. Prospect, IL 60056

Phone 847.394.6200  
Fax 847.394.6205

January 25, 2018

Mr. Brian Rominski, CPS  
Director of Building and Grounds  
Prospect Heights School District 23  
700 N. Schoenbeck Rd.  
Prospect Heights, IL 60070

Re: MacArthur Middle School  
Toilet Room Renovations Proposal – **REVISED**

Brian,

As discussed in our meeting, please find revised pricing below. In reviewing this thoroughly, it was determined that the project can be delivered as designed and meet the budget if we do not remove/replace the doors. In doing so, you save money on the ceiling work, masonry work as well as the costs of the new doors, frames & hardware. Also included in these costs are removal of the HVAC work, including the testing and balancing.

<b>Base Bid - Trade</b>	<b>Contractor</b>	<b>Cost</b>
Demolition	Day Scrap Metal, Inc	\$ 1,400.00
Masonry	Cyberdyne Masonry	\$ 8,200.00
Carpentry	Monarch Construction	\$ 22,656.00
Flooring/Ceramic Tile	Vortex	\$ 11,994.00
Plumbing	DeFranco	\$ 13,400.00
Fire Protection	Nelson Fire	\$ 1,404.00
Mechanical	MG Mechanical	\$ 3,000.00
Electrical	Prospect Electric	\$ 3,185.00
CM Fee (5%)	Nicholas & Associates	\$ 3,261.95
<b>Total Base Bid:</b>		<b>\$ 68,500.95</b>
<b>Potential Deducts</b>		
Leave existing ceilings in place	Monarch Construction	\$ (1,961.00)
Leave existing D/F/H in place	Monarch Construction	\$ (12,825.00)
Remove all masonry from scope of work	Cyberdyne Masonry	\$ (8,200.00)
Deduct for leaving electrical switches in place	Prospect Electric	\$ (750.00)
Deduct for leaving HVAC system in place	MG Mechanical	\$ (3,000.00)
<b>Total Price w/ Deducts:</b>		<b>\$ 41,764.95</b>
<b>Design Fees</b>		
ARCON		\$ 7,500.00
<b>Total Price w/ Design Fees</b>		<b>\$ 49,264.95</b>

Upon your review, if you have any questions, please do not hesitate to contact myself and/or Joe Papanicholas. Thank you for this opportunity.

Sincerely,  
Nicholas & Associates, Inc.

  
Scott Richards, LEED AP  
Sr. Project Manager



**Prospect Heights School District 23  
Board Memorandum  
Information Item**

---

**Date:** February 14, 2018

**Subject:** January 2018 Institute Day recap

**Prepared by:** Christie Samojedny, Ed.D.

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This memo provides a summary of the professional development opportunities provided for our staff during the January 22nd Teacher Institute Day.

This year, we began a cohort model approach where our teaching staff could choose a professional development strand that was most meaningful to their practice and interests. The design of the cohort model is such that teachers attend learning sessions within their strand during each of the three Institute Days. This allows teachers to dig deeper into the topic over time as well as to establish a group of colleagues with whom they can share and learn from.

The cohort strands were aligned with goals established in our Blueprint 2016-2018 and include the following topics:

- The 4 C's of Technology Integration in the Classroom Inquiry Based Learning
- Book Study: Rigor Made Easy by Barbara Blackburn
- Differentiation: Behavior Interventions (provided by NSSEO)
- Differentiation: Strategies that Work for Kindergarten through Grade 3
- Differentiation: Strategies that Work for Grade 4 through Grade 8
- Inquiry Based Learning

Our Institute Day opened with a keynote address for the majority of our staff by Dr. Angelaccio which featured an interactive presentation on differentiation practices. Cohort sessions followed the whole group portion of the agenda. Following the cohort sessions, teachers returned to their respective buildings where principals led additional professional development and team collaboration sessions. Some topics addressed in the buildings include:

- Supporting Students with Core Plus Instruction
- Science Curriculum Planning
- Instructional Technology
- Growth Mindset
- Fastbridge Data Review

As it is always our goal to provide professional development that is targeted and meaningful, a portion of our staff attended sessions through NSSEO during our district Institute Day. Thanks to Dr. Sroka's coordination and oversight, our certified staff who serve special education students were able to choose from a variety of sessions that were specific to their job assignment. The majority of these staff members are a part of the Differentiation: Behavior Strategies cohort. In addition, our physical education teachers had the opportunity to attend sessions related to serving students with adaptive physical education needs. Finally, professional development sessions for our Educational Support Personnel staff were offered.

Initial feedback from the January Institute Feedback Survey indicates the following:

- 93.3% of staff felt they were able to benefit from new learning during the whole group portion of the day.
- 76.7% of staff felt they were able to benefit from new learning during their cohort session.
- 80.0% of staff felt their overall building level experience was good/excellent.

The Professional Development Committee will analyze the survey results at their next meeting and use the data to inform decision making regarding our March 20th Institute Day.

In summary, the January Institute Day provided opportunities for staff to engage in meaningful and relevant topics that can positively impact the teaching and learning occurring in District 23.

Should you have any questions regarding professional development in our district, please contact Christie Samojedny.



**Prospect Heights School District 23  
Board Memorandum  
Information Item**

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**Date:** February 14, 2018  
**Subject:** Illinois Science Assessment  
**Prepared by:** Christie Samojedny, Ed.D.

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**Background:**

The Illinois Science Assessment (ISA) is an online exam aligned to the Illinois Learning Standards. It is administered to students in the spring of their 5th and 8th grade year, as well as to high school students enrolled in a biology course.

Though a science assessment is federally required as part of No Child Left Behind, the State of Illinois did not have an exam in place during the 2014-2015 school year and was thus cited by the U.S. Department of Education for non-compliance which put approximately \$660 million in federal Title 1 Part A dollars in jeopardy. In fall of 2015, the development of the ISA began and was released to Illinois school districts for administration in May 2016. There were technology difficulties for many districts, as well as struggles to administer the assessment prior to the school year ending. Scoring of the assessments did not begin until February 2017 and did not conclude until late July 2017. Results were released to school districts in mid January 2018. Results for 2017 were processed much faster and were released February 4, 2018.

**Results:**

While it is difficult to analyze or interpret scores in the limited fashion they are reported to us, results indicate that District 23 students perform well above the state average. The 2016 and 2017 District Performance Level Summary reports are provided as an attachment for your review.

A presentation regarding science curriculum and teacher professional development in Inquiry Based Learning is planned for the April Board of Education meeting. However, we wanted you to have the ISA results in a more timely manner. Should you have questions related to the results or information within this memo, please contact Christie Samojedny.

**DISTRICT PERFORMANCE LEVEL SUMMARY**
**Prospect Heights SD 23**
**050160230020000**
**Grade 5**

<i>Purpose: This report describes group achievement in terms of performance level and average scale score.</i>	<b>Number of Valid Scores</b>	<b>Average Scale Score</b>	<b>Performance Level</b>			
			<b>Level 1 (Not Proficient)</b>		<b>Level 2 ( Proficient)</b>	
			<b>Number</b>	<b>Percent</b>	<b>Number</b>	<b>Percent</b>
State (All student group)	141,375	300	60,133	42.5	81,242	57.5
District (All student group)	188	313	45	23.9	143	76.1
<b>Gender</b>						
Female	96	312	27	28.1	69	71.9
Male	92	313	18	19.6	74	80.4
<b>Race/Ethnicity</b>						
Asian	16	323	3	18.8	13	81.3
Black	4	302	1	25.0	3	75.0
Hispanic or Latino	38	289	22	57.9	16	42.1
Multiracial	5	307	2	40.0	3	60.0
Native American	-	-	-	-	-	-
Pacific Islander	-	-	-	-	-	-
White	125	319	17	13.6	108	86.4
EL	26	281	20	76.9	6	23.1
Migrant	-	-	-	-	-	-
IEP	17	283	11	64.7	6	35.3
Low Income	45	291	25	55.6	20	44.4
Homeless	1	272	1	100.0	0	0.0

*Due to rounding, percents may not sum to 100.*

*Number of valid scores at the state and district levels will vary by grade.*

**Grade 8**

<i>Purpose: This report describes group achievement in terms of performance level and average scale score.</i>	Number of Valid Scores	Average Scale Score	Performance Level			
			Level 1 (Not Proficient)		Level 2 ( Proficient)	
			Number	Percent	Number	Percent
State (All student group)	139,384	300	54,284	38.9	85,100	61.1
District (All student group)	174	313	36	20.7	138	79.3
<b>Gender</b>						
Female	98	314	21	21.4	77	78.6
Male	76	312	15	19.7	61	80.3
<b>Race/Ethnicity</b>						
Asian	16	318	4	25.0	12	75.0
Black	4	277	3	75.0	1	25.0
Hispanic or Latino	32	300	12	37.5	20	62.5
Multiracial	3	330	0	0.0	3	100.0
Native American	-	-	-	-	-	-
Pacific Islander	1	285	1	100.0	0	0.0
White	118	317	16	13.6	102	86.4
EL	11	277	9	81.8	2	18.2
Migrant	-	-	-	-	-	-
IEP	19	288	9	47.4	10	52.6
Low Income	31	297	14	45.2	17	54.8
Homeless	-	-	-	-	-	-

*Due to rounding, percents may not sum to 100.*

*Number of valid scores at the state and district levels will vary by grade.*

**DISTRICT PERFORMANCE LEVEL SUMMARY**
**Prospect Heights SD 23**
**050160230020000**
**Grade 5**

<i>Purpose: This report describes group achievement in terms of performance level and average scale score.</i>	Number of Valid Scores	Average Scale Score	Performance Level			
			Level 1 (Not Proficient)		Level 2 (Proficient)	
			Number	Percent	Number	Percent
State (All student group)	142,345	298	65,269	45.9	77,076	54.1
District (All student group)	155	307	54	34.8	101	65.2
<b>Gender</b>						
Female	75	310	22	29.3	53	70.7
Male	80	304	32	40.0	48	60.0
<b>Race/Ethnicity</b>						
Asian	18	309	5	27.8	13	72.2
Black	3	301	1	33.3	2	66.7
Hispanic or Latino	21	277	16	76.2	5	23.8
Multiracial	-	-	-	-	-	-
Native American	-	-	-	-	-	-
Pacific Islander	-	-	-	-	-	-
White	113	312	32	28.3	81	71.7
EL	18	276	13	72.2	5	27.8
Migrant	-	-	-	-	-	-
IEP	13	283	9	69.2	4	30.8
Low Income	50	301	22	44.0	28	56.0
Homeless	-	-	-	-	-	-

*Due to rounding, percents may not sum to 100.*

*Number of valid scores at the state and district levels will vary by grade.*

**Grade 8**

<i>Purpose: This report describes group achievement in terms of performance level and average scale score.</i>	Number of Valid Scores	Average Scale Score	Performance Level			
			Level 1 (Not Proficient)		Level 2 ( Proficient)	
			Number	Percent	Number	Percent
State (All student group)	141,044	300	57,965	41.1	83,079	58.9
District (All student group)	157	318	31	19.7	126	80.3
<b>Gender</b>						
Female	67	318	12	17.9	55	82.1
Male	90	318	19	21.1	71	78.9
<b>Race/Ethnicity</b>						
Asian	15	333	0	0.0	15	100.0
Black	1	304	0	0.0	1	100.0
Hispanic or Latino	29	298	12	41.4	17	58.6
Multiracial	4	329	1	25.0	3	75.0
Native American	-	-	-	-	-	-
Pacific Islander	1	350	0	0.0	1	100.0
White	107	321	18	16.8	89	83.2
EL	11	269	9	81.8	2	18.2
Migrant	-	-	-	-	-	-
IEP	17	276	14	82.4	3	17.6
Low Income	44	309	15	34.1	29	65.9
Homeless	-	-	-	-	-	-

*Due to rounding, percents may not sum to 100.*

*Number of valid scores at the state and district levels will vary by grade.*

# 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. Implement expanded ECDEC program at Harper site.**

- a. Grant written and submitted in partnership with ECDEC. Awaiting response from ISBE.
- b. Conducted site visit with EC team and administration
- c. Transportation and Food Service arranged.
- d. Memoranda of understanding developed and approved.

### **2. Research methods to close the achievement gap related to low income and TPI/TBE populations.**

- a. Implementation of blended learning tools and software (Edmentum, Splash Math, Ten Marks, etc.).
- b. Developing Biliteracy Framework through EL Committee: 9/20, 10/30.

- c. Implemented FASTBridge assessments to monitor student performance and growth.
- d. Facilitated Special Education Instructional Program redesign and launch.
- e. District Improvement Team investigation into data indicators for program evaluation.
- f. Edmentum training rounds 2 & 3
- g. Biliteracy curriculum scope and sequence developed for K-8
- h. Updated training for FASTBridge winter benchmarking
- i. Instructional groupings in ECKRISS
- j. MacArthur Special Education committee

### **3. Facilitate articulation opportunities with District 214 to develop reporting measures and methods.**

- a. Participated in ELA/Math Articulation meetings: 10/17.
- b. Launched research and collaboration partnership with D214 and ECRA to investigate indicators for High School Readiness: 10/24.
- c. Special Education articulation meeting: 11/16.
- d. MacArthur meetings with Wheeling and Hersey – 1/22, 1/25.

### **4. Identify opportunities to expand STEM enhancement.**

- a. Received GCAMP grant for First Lego League Program @ MacArthur.
- b. Collaborating with D214 to encourage STEM programming for students and to offer High School credit course in the 2<sup>nd</sup> Semester.
- c. Applied Technology course now offered to all 8<sup>th</sup> graders.

# Prospect Heights School District 23

## Blueprint 2016 – 2018

- d. Library Media Centers developing additional lessons and activities for students.
- e. Implementation of Mystery Science Curriculum.
- f. 8<sup>th</sup> grade/D214 Lego Robotics club offered.
- g. Hour of Code activities facilitated in each building
- h. Innovation Committee @ Ike investigating LMC Curriculum.

### 5. Continue implementation of Tech Plan 2.0.

- a. Implementation of 2:1 iPad initiative at Ross and Ike.
- b. Continuation of 1:1 initiative at Sullivan and MacArthur.
- c. Participated in Apple Executive Briefing session: 9/21.
- d. Teaching Learning and Technology Committee Meetings: 9/19, 10/16.
- e. Administered Bright Bytes survey: October 2017.
- f. Website review – Ongoing.

- g. Increased opportunity for student participation in Technology support – Tech Team @ Sullivan, Innovation Club @ Mac.
- h. BrightBytes data review and staff presentations.
- i. Expanded access to devices for ESP staff.

### 6. Investigate instructional practices that support inquiry based learning and differentiation.

- a. Created cohort groups for professional development this year.
- b. Institute Day sessions focused on these topics: 10/10.
- c. Assistive Technology professional development provided to support differentiation.
- d. Participation in focused workshops by building level teams – Sullivan team attended Jennifer Seravallo training.

- e. Team attended North Cook workshops on Inquiry Based Learning.
- f. Continued staff development in IBL through staff and Institute Day cohorts.

### 7. Refine data analysis to enhance District and school improvement planning processes.

- a. District Improvement Team committee meetings: 9/24, 10/23.
- b. Board of Education Presentation on Strategic Planning: 10/11.
- c. Developed plan for Strategic Planning sessions.
- d. Strategic Planning ENGAGE Phase – Community Forums, Focus Groups, and Survey
- e. DIT Data Scavenger hunt
- f. Developed building level SIP teams.

**Engage families, community members and staff in dialogue, deliberation and collaborative**

# Prospect Heights School District 23

## Blueprint 2016 – 2018

thinking around the common interests of District 23.

### 1. Develop and implement communications plan.

- a. Plan presented to Board of Education: 11/8.
- b. Implemented Friday 411 communication for faculty.
- c. Implemented Board Update communication for Board of Education.
- d. Implemented School Scene Communication for parents and community.
- e. Launched consistent Constant Contact newsletter for buildings.

### 2. Strengthen collaborative relationships with parents, staff and community members to reinforce a sense of community and enhance student learning.

- a. Increased visibility and participation of board

members at district events – ongoing.

- b. Implemented “Pledge of Allegiance” recognition at Board meetings.
- c. Implemented rotation of Board of Education meetings through building sites.
- d. Sharing committee minutes and reports – ongoing.
- e. Facilitated Special Education Parent Night: 9/26.
- f. Service learning projects to connect Sullivan students with Grandbriar residents.
- g. ePTO Language Stars program launched.
- h. Facilitated Special Education Parent Night: 1/11.
- i. District Staff meeting – 12/19.

### 3. Provide targeted professional development aligned to District priorities.

- a. Ongoing staff, department, and District Monday meetings.
- b. Technology on demand sessions hosted by Technology Integration Specialists.
- c. Implemented TIS newsletters.
- d. Building and District level Professional Development Committee meetings: 9/14.
- e. Tech Tuesday Professional Development sessions
- f. ESP Opportunities during non-attendance days (EC) and Institute Days.
- g. Implemented Assistive Tech newsletter
- h. Continued staff led PD, sharing, tech walks, literacy and PBS discussions.

# Prospect Heights School District 23 Blueprint 2016 – 2018

## 4. Provide training and resources to families to support the use of instructional technology.

- a. Facilitated 1:1 iPad roll-out nights for Sullivan and MacArthur families.
- b. Open House and Back to School night presentations.
- c. BPAC technology support for targeted families.
- d. Stations of support scheduled for Parent Teacher Conferences.
- e. Parent Tech Tips included in building newsletters
- f. Partnered with Mac PTO to host Screenagers movie and discussion.

**Manage resources efficiently and effectively to align with district priorities while being fiscally responsible.**

## 1. File and begin implementation of 10 year life/safety plan.

- a. Filed with ISBE following Board of Education approval on 10/11.
- b. 10% Completed by 8/1.
- c. 25% Completed by 1/1.

## 2. Align resource allocations to support District priorities and initiatives.

- a. Implemented site based budgeting process.
- b. Filed all state and federal grants. Awaiting final approval of allocations and funded activities.
- c. Developed and Implemented Facility Use Agreements.
- d. Presented Spring/Summer 2018 capitol project.
- e. Facilitated bid process for masonry project.

## 3. Explore shared service opportunities that support District 23 priorities and initiatives.

- a. Developed and Implemented Intergovernmental agreement (IGA) with District 21 for transportation services.
- b. Developed and Implemented Intergovernmental agreement (IGA) with District 25 for food services.
- c. Facilitated construction of Wildstang (D214) renovated spaces @ MarAthur.
- d. Reviewed IGA with Prospect Heights Park District.
- e. Reviewed IGA with Arlington Heights Park District.
- f. Community Partners engaged in Strategic Planning Focus group.