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ISSUE 80, October 2012

# Update Memo

# PRESS

## Policy Reference Education Subscription Service

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### Instructions

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Two other important components of PRESS may be viewed and downloaded from **PRESS Online** – the committee worksheets and the updated Policy Reference Manual pages. The committee worksheets show suggested changes to PRESS material (including administrative procedures and exhibits) by striking-out deleted words and underscoring **NEW** words. The updated Policy Reference Manual pages contain all of the material in this PRESS issue; you can use them to update your District manuals.

**Be sure to view the update videos in which the PRESS editors highlight this Issue – they are available at PRESS Online.**

This publication is designed to provide information only and is not a substitute for legal advice from the school board's legal counsel. If you have any questions, please contact Melinda Selbee, IASB General Counsel and PRESS Editor, 630/629-3776, ext. 1231, or Kimberly Small, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1226.

**Please note:** Unless otherwise stated, all public acts are currently effective.

### School Board

► **2:20, Powers and Duties of the School Board.** A duty in this policy is re-worded to align with 105 ILCS 5/10-17a. This statute details the requirements for presenting the district report card and school report card(s), including the requirements to present them at a regular school board meeting and post them on the district's website. The footnotes and Legal References are updated.

► **2:20-E, Exhibit - Waiver and Modification Request Process Resource Guide.** This exhibit is renamed and rewritten. It lists the different types of waivers and modifications that are available, along with their statutory citations. Accompanying columns provide explanation, special considerations, and web links to ISBE's resources.

► **2:30, School District Elections.** The section of this policy describing board election duties now identifies the type of questions a board may place on the ballot, that is:

1. Binding public policy referendum as governed by 10 ILCS 5/28, and
2. Advisory questions of public policy as governed by 105 ILCS 5/9-1.5, added by P.A. 97-81.

Voter-initiated petitions are not covered in this section because school boards do not have election duties concerning them.

Details are added to the composition of the Education Officers Electoral Board. Updates are made to footnotes and Legal References.



- ▶ **2:110, Qualifications, Term, and Duties of Board Officers.** The following duty of the board secretary is amended to accommodate local board practices: “9. Maintain Board policy, ~~financial reports, publicity, and correspondence~~ and such other official documents as directed by the Board.”

The footnotes are edited to include an alternative to make the treasurer’s term 2 years if the district is located in a Class II county (Cook Co.) that was under the jurisdiction and authority of the township treasurer and township trustees of schools at the time those offices were abolished.

- ▶ **2:125, Board Member Expenses.** This policy and the relevant statute authorize the district to pay board member expenses incurred while attending meetings sponsored by specified providers. We added a paragraph in recognition that many board members participate in training and development activities online. The new paragraph states: “The Board may reimburse a member for registration fees or tuition for a course that allowed the member to comply with the mandatory training described in policy 2:120, Board Member Development.” This addition is not strictly needed if *meeting* is defined broadly. This addition, however, clarifies that the district will pay mandatory training registration fees. A footnote explains that boards have this power under 105 ILCS 5/10-20; this statute specifies that the grant of powers to school boards is not exclusive and that school boards may exercise other powers that are not inconsistent with duties.

Optional language allows the board to expand the scope of the new paragraph by adding the following to the sentence: “, or other training provided by one of the providers described in the above list.” The Legal References are also edited.

- ▶ **2:140-E, Exhibit - Guidance for Board Member Communications, Including Email Use.** This exhibit is amended in response to a binding opinion from the Ill. Public Access Counselor, No. 11-6. The question presented was whether electronic communications to or from members of a public body using personal email addresses or Twitter accounts and/or personal equipment are public records subject to FOIA. The answer is *yes*, if the electronic communications pertained to public business.

This exhibit explains that email messages are *non-record messages*, and do not need to be stored, when a board member is acting in his or her individual or personal capacity. The examples of *non-record messages* are amended and now state the following:

1. Personal correspondence, such as, “Do you want to ride with me to the IASB workshop?”
2. Publications or promotional material from vendors

or IASB.

3. Political messages or ones containing campaign strategy.
4. Messages mentioning public business in passing or in a nonsubstantive way.
5. Personal correspondence concerning community activities or children.

The following sentence is added to the section on *official record messages*: “If made available, Board members should use their email accounts provided by the District and the District will automatically store the official record messages.” A footnote suggests that districts annually seek authority from the Local Records Commission to dispose of “all district-wide electronic correspondence” for a year at a time to prevent overloading the district’s servers with email messages.

- ▶ **2:200, Types of School Board Meetings.** The following statement is deleted from the policy because this prohibition is fully covered in 2:220, *School Board Meeting Procedure*: “~~Items not specifically on the agenda may still be considered during the meeting.~~” In the section on regular meetings, this sentence is edited to increase clarity: “~~Meeting dates~~ The regular meeting calendar may be changed with 10 days’ notice in accordance with State law.”

The Open Meetings Act now requires that “any required notice and agenda be *continuously available* for public viewing during the entire 48-hour period preceding the meeting.” Emphasis added, 5 ILCS 120/2.02(c), amended by P.A. 97-827 (eff. 1-1-2013). The requirement for *continuously available* is satisfied if the district posts any required notice and agenda on its website.

Even if a district posts agendas and notices on its website, the district must still physically post them at the district’s main office and the location of the meeting, according to legislative intent as reported by a bill sponsor. See Rep. Pihos remarks reported in *New open-meetings law; is hard-copy posting of agendas still required?*, Sept. 2012, Illinois Bar Journal. The posting requirement and the requirement that the notice and agenda be *continuously available* are in separate subsections of Section 2.02 – posting is in (a) and (b) and *continuously available* is in (c).

Some districts do not post agendas and notices on a website; this is permissible if they do not have a website maintained by a fulltime staff member. Boards in these districts may want to specify in their policy that notices and agendas shall be *continuously available*. For these boards, options are provided in footnotes saying that the agenda (plus notice for special meetings), “shall be continuously available for public review during the entire 48-hour period preceding the meeting.”

Footnotes now summarize two binding Public Access Opinions. They are:

1. A school board may not meet in a private residence because it would not be convenient and open to the public as required by the Open Meetings Act. Public Access Opinion 12-8.
2. A public body may discuss employment matters concerning a specific employee in closed session, but it may not discuss fiscal matters even if they impact the employees. Public Access Opinion 12-11.

A footnote now discusses the open question of whether the Open Meetings Act restricts board discussions during a special meeting to items related to an item on the special meeting agenda. The Act clearly limits board action to items on the agenda. 5 ILCS 120/2.02(c), added by P.A. 97-827, eff. 1-1-2013.

- ▶ **2:200-AP, Administrative Procedure - Types of School Board Meetings.** This procedure charts the posting and notice requirements for different types of board meetings. The following is added to the public notice requirements for all meetings except for closed meetings:

The notice and agenda must be continuously available for public review during the entire 48-hour period preceding the meeting. Posting on the District's website satisfies the requirement for continuous posting. However, to comply with the legislative intent, posting on the District's website does not replace the posting described in the Agenda column. 5 ILCS 120/2.02, amended by P.A. 97-827 (effective 1-1-2013).

The "~~Notice to Board Members~~" column is deleted and its information is added to the "Notice" column; this change makes the chart easier to read.

- ▶ **2:220, School Board Meeting Procedure.** The Open Meetings Act was amended to specifically state a requirement found in an appellate court ruling, i.e., that no final action may be taken on an item unless it is on the published agenda. The policy is amended to use the terms in the legislation as follows: "Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting." 5 ILCS 120/2.02(c), amended by P.A. 97-827, effective 1-1-2013. Other nonsubstantive edits are made to the policy.

Several footnotes are edited:

1. The list of the board actions requiring an *affirmative* vote of a majority or a specific number of board members is edited to add another, i.e.: "11. Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority

of the board (105 ILCS 5/9-1.5, added by P.A. 97-81)."

2. A binding opinion from the Public Access Counselor is described, i.e., that a public body may not require advance notice before someone may record a meeting (Public Access Opinion 12-10).

- ▶ **2:250-E2, Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records.** This exhibit is amended in response to three public acts:

1. P.A. 97-827, eff. 1-1-2013, required a notification after the language in the Web-posted records and information column as follows: "**Note:** For school districts that do not post board meeting notices and/or agendas on a website (because they do not have a website maintained by a fulltime staff member), the notice and agenda must be continuously available for public review during the entire 48-hour period preceding the meeting."
2. P.A. 97-1025, eff. 1-1-2013, required a new row to address the requirement to web-post "Contract(s) with any commercial driver training school(s) for driver education." If the district has no website, the Act requires the district to make the contract available upon request.
3. P.A. 97-910, eff. 1-1-2013, also required a new row to address the requirement that the immunization data a district must annually report to ISBE be made publicly available. While this is not required to be web-posted, it may be. Important to note: the data, *not its format*, must be identical to the data reported to ISBE. Boards have control over the method(s) used to make this data publicly available. One method is to post contact information for ISBE on the district's website and instruct the reader to ask for this data directly from ISBE.

## Operational Services

- ▶ **4:45, Insufficient Fund Checks and Debt Recovery.** This policy is renamed and updated; its Legal References are also updated. A section is added for **Delinquent Debt Recovery**. It authorizes the superintendent to seek collection of delinquent debt owed the district. The rest of the new section concerns the district's participation in an Offset Program operated by the Ill. Office of the Comptroller for collecting debt owed to school districts from persons receiving payments from the State. 15 ILCS 405/10.05 and 10.05d, amended by P.A. 97-632. The superintendent or designee is directed to "execute the requirements in any intergovernmental agreement between the District and the Illinois Office of the Comptroller (Comptroller) that has the purpose

of debt recovery.” The policy’s requirements are either in statute or the Comptroller’s intergovernmental agreement.

To participate in the Offset Program, a school district must enter into an intergovernmental agreement with the Comptroller that establishes responsibilities, duties, and procedures. Contact a Local Debt Recovery Program manager in the Comptroller’s office to join the program. Program managers work one-on-one with districts. The general number is 312/814-2488 and email is [ldrp@mail.ioc.state.il.us](mailto:ldrp@mail.ioc.state.il.us). Contact the board attorney for advice and assistance.

Attorney John Izzo, Sraga Hauser, LLC, Flossmoor, greatly assisted our preparation of material on the Offset Program for debt recovery. We appreciate his continued support of IASB endeavors.

- ▶ **4:45-E1, Exhibit - Cover Page Documenting the Process to Seek Offset from the Office of the Comptroller.** This NEW exhibit is a cover page for documenting the steps for recovering a debt through an offset (reduction) of a future payment the State makes to an individual responsible for the delinquent debt (described in 4:45, *Insufficient Fund Checks and Debt Recovery*, above). It also provides an overview or flow chart of the process.
- ▶ **4:45-E2, Exhibit - Notice of Claim and Intent to Seek Recovery; Challenge; and Response to Challenge.** This NEW exhibit is a form for use during a proceeding to recover delinquent debt as described in the summary of changes to 4:45, *Insufficient Fund Checks and Debt Recovery*, above. The form has four sections as follows:
  1. Notice of Claim and Intent to Seek Payment of a Delinquent Debt. This section explains: (a) the claim, (b) that unless paid, the district will begin the process for the Comptroller to reduce a future State payment to the debtor by the amount of the debt plus a recovery fee, and (c) the process to challenge the claim.
  2. Challenge. This section is completed by an individual or entity that wants to challenge a claim. It allows the individual or entity to submit a written explanation of why he or she believes the claim is invalid and/or to request a meeting to explain his or her belief that the claim is invalid.
  3. Findings. This section is completed by the business office after reviewing any material or explanation submitted by the individual or entity challenging the claim; the business office finds that the claim is either satisfied or enforceable.
  4. Review of Findings and Response to Challenge. This section is completed by the superintendent or

designee who reviewed the findings and states whether the debt is satisfied or enforceable. It is sent or delivered to the debtor.

- ▶ **4:60, Purchases and Contracts.** The policy is unchanged. We updated one footnote to reflect 820 ILCS 130/4, amended by P.A. 97-964, eff. 1-1-2013. It requires districts to notify all contractors of any rate changes by the Dept. of Labor. A footnote contains new language, which, if included in a contract, satisfies this duty: “Any prevailing rate of wages as they are revised by the Dept. of Labor shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on the Dept.’s official website.”

- ▶ **4:60-AP1, Administrative Procedure - Purchases.** We amended this material in response to a change in the bidding law. The bidding exception for contracts for providing transportation of special education students was broadened to contracts for providing transportation of all students. 105 ILCS 5/10-20.21(a), amended by P.A. 97-951.

We amended the subhead **Requirements for Purchases and Contracts** at letter p., under C.1., which now reads:

- p. Providing for the transportation of students ~~with special needs or disabilities~~, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for the students ~~with special needs or disabilities~~, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.

The law now limits any cause of action against a board for awarding a transportation contract to instances of fraudulent conduct.

- ▶ **4:60-E, Exhibit - Notice to Contractors.** We amended this in response to P.A. 97-964, eff. 1-1-2013, as described above in 4:60, *Purchases and Contracts*, by inserting the following language: “Any prevailing rate of wages as they are revised by the Dept. of Labor shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on the Dept.’s official website.”

- ▶ **4:70, Resource Conservation.** The policy is unchanged. We amended one footnote in response to 20 ILCS 3501/820-10, amended by P.A. 97-760. The law provides funding under the Ill. Power Agency for *energy conservation projects*. The definition of *energy conservation projects* is almost identical to the School Code’s definition of *energy conservation measure*. The footnote provides explanation and the direction to consult with the board attorney. The Legal References are also updated.

► **4:100, Insurance Management.** The policy is amended in the text and a footnote.

1. We amended the first sentence of the policy to read: “The Superintendent is responsible to recommend and maintain insurance programs ..” This change provides more flexibility to PRESS subscribers and more accurately reflects the fact that many districts sign multi-year contracts with a variety of insurance providers.
2. We amended a footnote to reflect the Ill. Religious Freedom Protection and Civil Union Act, 750 ILCS 75/, added by P.A. 96-1513. It provides persons entering into a civil union with the obligations, responsibilities, protections and benefits afforded or recognized by Ill. law to spouses.

► **4:110, Transportation.** The policy is amended only in the footnotes. We discovered that some boards adopted this policy without customization even though their districts do not provide transportation or transport all students. This may create significant confusion. We added the following note to a footnote: “If your district does not provide transportation or if it transports all students, please contact an IASB Policy Consultant for gratis help customizing this policy.”

Vehicle requirements are deleted from a footnote because legislation frequently amends these statutes making it difficult to keep current. For example, P.A. 97-896 amended 105 ILCS 5/29-6.3 to add conditions when students may be transported in a multi-function school activity bus, subject to numerous conditions. We will continue to cite the relevant statutes.

► **4:170, Safety.** The policy text is unchanged with amendments to Administrative Procedure References to correct updated titles. We amended the footnotes only in response to legislation and continuous improvement suggestions from our subscribers.

1. Footnote 9 cites 625 ILCS 5/12-610.1(e), amended by P.A. 97-830, eff. 1-1-2013. It prohibits wireless telephone use at any time while operating a motor vehicle on a roadway in a school speed zone except for ~~emergency purposes 625 ILCS 5/12-813.1, amended by P.A. 96-1066~~ (1) highway construction or maintenance workers within their work zones, (2) any use for emergency purposes, (3) law enforcement officers or emergency responders performing their duties, (4) an individual using a wireless telephone in voice-operated mode with or without use of a headset, and (5) an individual with technology that uses a single button to initiate or terminate a voice communication, e.g., HandsFreeLink®.
2. Footnote 10 now contains a link to the Ill. Department of Public Health’s technical assistance materials for implementing the Movable Soccer

Goal Safety Act, a/k/a *Zach’s Law*, 430 ILCS 145/, added by P.A. 97-234.

3. Footnote 16 discusses Section 5/10-21.9(f). It requires a criminal history background investigation to be performed on those contractors’ employees who have *direct, daily contact with students*. Based upon subscriber feedback, we highlighted language that clarifies that “[t]he sample policy is more comprehensive by requiring checks for any contractor’s employee who may work in any school building or on school property - after all, the burden is on the contractor to do the checking. For districts that want their policy language to mirror State law, replace: “any contact, direct or indirect” with “direct, daily contact.”
4. Footnote 18 clarifies that districts with each grade in only one attendance center may substitute the following provision for its paragraph regarding persistently dangerous schools: “The unsafe school choice option provided in State law permits students to transfer to another school within the District in certain situations. This transfer option is unavailable in this District because each grade is in only one attendance center. A student, who would otherwise have qualified for the choice option, or such a student’s parent/guardian, may request special accommodations from the Superintendent or designee.”

## Personnel

► **5:30, Hiring Process and Criteria.** We added a paragraph prohibiting investigation into or inquiry concerning: (1) an applicant’s credit history or report unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, (2) an applicant’s claim(s) made or benefit(s) received under Workers’ Compensation Act, and (3) access to an employee’s or applicant’s social networking website, including a request for passwords to such sites. A footnote contains several alternatives to default provisions. The Legal References and cross references are also updated.

The prohibited inquiry into an employee’s or applicant’s social networking website (#3 above) is added in response to 820 ILCS 55/10(b), added by P.A. 97-875 (effective 1-1-2013). There are no exceptions to the rule stated in #3 above. The Right to Privacy in the Workplace Act, as amended, specifically permits an employer to: (1) maintain workplace policies governing the use of the employer’s electronic equipment, including policies regarding Internet use, social networking site use, and electronic mail use; and (2) monitor usage of the employer’s (district’s) electronic equipment and electronic mail. The Act states that it

does not prohibit an employer from obtaining information about an applicant or an employee that is in the public domain or that is otherwise obtained in compliance with the Act. Finally, the Act does not apply to other types of personal technology that employees may use to communicate with students or other individuals, such as personal email or text messages on a personal phone. Consult the board attorney about these issues.

- ▶ **5:125, Personal Technology and Social Media; Usage and Conduct.** In response to legislation, we added the following to the list of superintendent responsibilities: “4. Ensure that no one for the District, or on its behalf, requests of an employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.” 820 ILCS 55/10(b), added by P.A. 97-875 (eff. 1-1-2013). For more information about this legislation, see 5:30, *Hiring process and Criteria*, above.

**Amendment is unnecessary for policy 5:90, *Abused and Neglected Child Reporting*.**

This policy already applies to “all district employees,” so we did not amend this policy in response to the amendments in 325 ILCS 5/4, amended by P.A. 97-711. This law specifically made athletic program or facility personnel and early intervention providers mandated reporters.

## Instruction

- ▶ **6:20, School Year Calendar and Day.** The policy is unchanged. We updated this in the footnotes only. 5 ILCS 490/126, amended by P.A. 97-1124, designates the third Thursday in May of each year as Volunteer Emergency Responder Appreciation Day.
- ▶ **6:60, Curriculum Content.** We deleted a repealed statute in the Legal References, added two new footnotes, and updated others to discuss two public acts.
  1. Footnotes 2 and 6 are new. They cite 105 ILCS 5/2-3.156, added by P.A. 97-704, eff. 1-1-2013. This law requires ISBE to coordinate, adapt and develop middle and high school math curriculum models. The purpose of the math curriculum models will be to aid school districts and teachers in implementing Common Core Standards into Ill. Learning Standards. We also added a discussion of the Common Core Standards, the basis for the new Math and English Language Arts standards for K 12 education known as the New Illinois State Learning Standards.
  2. Footnote 7 discusses 105 ILCS 5/2-3.25g, amended
- ▶ **6:60-AP, Administrative Procedure - Comprehensive Health Education Program.** We updated this material in response to 105 ILCS 5/27-17, amended by P.A. 97-714, as follows:
  3. The following areas may also be included in the curricula: basic first aid (including cardiopulmonary resuscitation and the Heimlich maneuver); video training on cardiopulmonary resuscitation and how to use an automated external defibrillator in grades 6-8; heart disease; diabetes; stroke; the prevention of child abuse, neglect, and suicide; and teen dating violence in grades 8-12.
- ▶ **6:65, Student Social and Emotional Development.** We updated this material in the policy, Legal References, cross references and footnotes to reflect the materials developed on Social Emotional Learning (SEL) over the last 5 years. These materials were developed by the taskforce of ISBE and Ill. Children’s Mental Health Partnership. The former version of the policy is sufficient because boards have discretion as to how they incorporate social emotional learning (SEL) standards in their districts’ curriculums and other educational programs. However, this updated version better reflects the SEL standards with benchmarks, descriptors and indicators that have been developed in the years since the Children’s Mental Health Act of 2003 was passed.
- ▶ **6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.** All references to IHOPE are deleted in the policy, footnotes, and Legal References. Only regional offices of education and Chicago School District 299 are now eligible for IHOPE grants.
- ▶ **6:120-AP3, Administrative Procedure - Service Animals.** We updated the material and the Legal References to reflect P.A. 97-956.
  1. The material’s definition of service animal now reads: “A dog or ~~any other~~ miniature horse trained

or being trained as a hearing animal ~~that is individually~~, guide animal, assistance animal, seizure alert animal, mobility animal, psychiatric service animal, autism service animal, or animal otherwise trained to perform tasks for the benefit of a student assist an individual with a physical, mental or intellectual disability, according to State law.”

2. The Legal Reference now reads ~~Guide Dog Service Animal~~ Access Act, 720 ILCS 630/.

► **6:210, Instructional Materials.** A superintendent’s responsibility in this policy is amended as follows: “The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board.” The added words are intended to allow needed flexibility because some instructional materials, e.g. Internet materials, are difficult to list.

The requirement to provide a list or description of texts and instructional material to the board allows the board to monitor this policy’s implementation. Moreover, as 105 ILCS 5/28-19.1 grants anyone the right to inspect texts and instructional materials, having an annual list of texts and instructional materials facilitates compliance with such a request. Recognizing that some boards want streamlined policies, the entire paragraph is now identified as *optional*.

## Students

► **7:70, Attendance and Truancy.** The policy is unchanged. A footnote now states that P.A. 97-975 replaced the Juvenile Court Act’s definition of *chronic truant* with a reference to the definition in Sec. 26-2a of the School Code.

► **7:190-AP3, Administrative Procedure - Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students.** We updated this material in response to P.A. 97-1104, eff. 1-1-2013. It amended the Juvenile Court Act of 1987 by adding circumstances in which law enforcement officials may share information or law enforcement records with school officials, e.g., discussing a student who is the subject of a current police investigation that is directly related to school safety, etc.

The law also lists certain criminal offenses that may be reported to districts by local law enforcement as well the confidentiality of shared law enforcement records must be managed under 105 ILCS5/22-20 and 705 ILCS 405/1-7, amended by P.A. 97-1104, eff. 1-1-2013. We moved much of the footnotes’ content into the procedure. We added citations to other **PRESS** materials, including cross references.

## Progress Report: The contents of this table frequently change.

Topics	Our Response
<p>P.A. 97-607 contains a new system for professional educator licensure (as opposed to teacher certification). It will affect many pieces of <b>PRESS</b> material over the next two years. To complicate further, this legislation also affects many sections of the School Code that were recently amended in PERA (P.A. 96-861) and the Education Reform Act (P.A. 97-8).</p>	<p>We will update the <b>PRESS</b> materials that this law affects in several stages.</p> <p>We will need to amend <b>PRESS</b> material multiple times as P.A. 97-607 is implemented.</p>
<p>P.A. 97-1102 created the Enhance Physical Education Task Force. Its purpose is to:</p> <ol style="list-style-type: none"> <li>1. Make recommendations to the Governor and the General Assembly for the Illinois Learning Standards for Physical Development and Health based upon research in neuroscience that impacts the relationship between physical activity and learning; and</li> <li>2. Promote and recommend enhanced physical education programs that districts can integrate with a broader wellness strategy and health curriculum in elementary and secondary schools.</li> </ol> <p>Topics the task force will address include educating and promoting leadership on enhanced physical education among school district and school officials; developing and utilizing metrics to assess the impact of enhanced physical education; promoting training and professional development in enhanced physical education for teachers and other school and community stakeholders; identifying and seeking local, State, and national resources to support enhanced physical education; and other strategies that are identified by the task force.</p>	<p>The task force must report to the Governor and the General Assembly on or before August 31, 2013. This law will sunset on September 1, 2013.</p> <p>We will amend <b>PRESS</b> materials if the General Assembly enacts laws based upon this report’s recommendations.</p>

## Progress Report *continued*

Topics	Our Response
<p>ISBE finalized its rules that incorporate by reference the: <i>Common Core State Standards for English Language Arts and Literacy in History/Social Studies, Science, and Technical Subjects</i>, and <i>Common Core State Standards for Mathematics</i>, both published by the Common Core State Standards Initiative. They are referred to as <i>common core standards</i> and are posted at: <a href="http://www.corestandards.org/the-standards/english-language-arts-standards">www.corestandards.org/the-standards/english-language-arts-standards</a>, and <a href="http://www.corestandards.org/the-standards/mathematics">www.corestandards.org/the-standards/mathematics</a>.</p> <p>Both replace State goals and standards for English and math in Appendix D to Part 1.</p>	<p>We are amending references to State goals and standards by referring to the common core standards in applicable footnotes and policies as they are reviewed.</p>
<p>On July 2, 2008 the final guidelines to implement the Sex Offender Registration Notification Act (SORNA) were adopted. For more background explanation of this law, see prior Progress Reports from previous PRESS issues.</p> <p>Illinois has been penalized for failing to substantially implement SORNA. The penalty is a 10-percent reduction in funds that would otherwise be allocated to the jurisdiction for the fiscal year under its Edward Byrne Memorial Justice Assistance Grant (Byrne JAG) formula funds. 42 U.S.C. §3750 <i>et seq.</i></p> <p>SORNA allows penalized jurisdictions to request that the penalty be reallocated back to them. Illinois has requested that its penalty be reallocated back to it. The Assistant Attorney General granted Illinois' request and reallocated the penalty against Illinois for it to use only for the purpose of implementing SORNA. States that failed to implement and did not request reallocation, will see their penalty funds held in a trust account that will be dispersed in future years to implementing jurisdictions. For up to date information: <a href="http://www.ojp.usdoj.gov/smart/newsroom.htm">www.ojp.usdoj.gov/smart/newsroom.htm</a>.</p>	<p>We will continue to monitor and update all applicable policies and procedures affected by SORNA when Illinois reaches substantial implementation.</p>

## Revisions to Policies, Administrative Procedures and Exhibits

	Number and Title	Reason The memo more completely describes the actions taken.
	2:20, Powers and Duties of the School Board	Nonsubstantive edits to policy and Legal References. Footnotes updated in response to State legislation.
	2:20-E, Exhibit - Waiver and Modification Request <del>Process</del> <u>Resource Guide</u>	REWRITTEN and RENAMED
	2:30, School District Elections	Policy, Legal References, and footnotes updated in response to State legislation and to enhance clarity.
	2:110, Qualifications, Term, and Duties of Board Officers	Policy edited to enhance clarity; footnotes updated.
✓	2:125, Board Member Expenses	Policy, Legal References, and footnote updated.
✓	2:140-E, Exhibit - Guidance for Board Member Communications, Including Email Use	Updated in response to PAC opinion and to enhance clarity.
✓	2:200, Types of School Board Meetings	Policy and footnotes updated in response to State legislation that is effective 1-1-2013.
✓	2:200-AP, Administrative Procedure - Types of School Board Meetings	Updated in response to State legislation that is effective 1-1-2013.
✓	2:220, School Board Meeting Procedure	Policy and footnotes updated in response to State legislation that is effective 1-1-2013.
✓	2:250-E2, Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records	Updated in response to State legislation that is effective 1-1-2013.
	4:45, Insufficient Fund Checks <u>and Debt Recovery</u>	RENAMED. Policy, Legal References, and footnotes updated in response to State legislation.
	4:45-E1, Exhibit - Cover Page Documenting the Process to Seek Offset from the Office of the Comptroller	NEW. Added in response to State legislation.
	4:45-E2, Exhibit - Notice of Claim and Intent to Seek Recovery; Challenge; and Response to Challenge	NEW. Added in response to State legislation.
	4:60, Purchases and Contracts	Nonsubstantively updated. A footnote is amended in response to State legislation.
✓	4:60-AP1, Administrative Procedure - Purchases	Updated in response to State legislation that is effective 1-1-2013.
✓	4:60-E, Exhibit - Notice to Contractors	Updated in response to State legislation that is effective 1-1-2013.
	4:70, Resource Conservation	Legal References are updated. A footnote is amended in response to State legislation.
	4:100, Insurance Management	Updated in response to subscriber feedback. The footnotes were amended in response to State legislation.

## Revisions to Policies, Administrative Procedures and Exhibits *continued*

	<b>Number and Title</b>	<b>Reason</b> The memo more completely describes the actions taken.
	4:110, Transportation	Policy text is unchanged. Footnotes updated in response to State legislation.
	4:170, Safety	Nonsubstantively updated. Footnotes were amended in response to State legislation.
✓	5:30, Hiring Process and Criteria	Policy, Legal References, and footnotes updated in response to State legislation that is effective 1-1-2013.
✓	5:125, Personal Technology and Social Media; Usage and Conduct	Policy, Legal References, and footnotes updated in response to State legislation that is effective 1-1-2013.
	6:20, School Year Calendar and Day	Nonsubstantively updated. A footnote is changed in response to State legislation.
	6:60, Curriculum Content	Legal References are updated. Footnotes are updated in response to State legislation.
	6:60-AP, Administrative Procedure - Comprehensive Health Education Program	Updated in response to State legislation.
	6:65, Student Social and Emotional Development	Updated throughout to reflect ISBE and Ill. Children's Mental Health Partnership recommendations and resources. Cross references are updated.
	6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program	Policy and Legal References updated to delete a program.
	6:120-AP3, Administrative Procedure - Service Animals	Updated in response to State legislation. Legal References are updated.
	6:210, Instructional Materials	Nonsubstantively updated to enhance clarity.
	7:70, Attendance and Truancy	Nonsubstantively updated. A footnote is changed in response to State legislation.
✓	7:190-AP3, Administrative Procedure - Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students	Updated in response State legislation that is effective 1-1-2013. Legal References and cross references are also updated.

## Five Year Review

To further our commitment to continuous improvement, we attempt to review each policy and administrative tool that was not updated during the previous five years. This process keeps our material aligned with good governance principles and keeps the footnotes and Legal References current. Moreover, this process provides an occasion for school board members and administrators to review their materials to ensure that they are fulfilling their purpose.

	<b>Number and Title</b>	<b>Reason</b> The memo more completely describes the actions taken.
	2:120-E1, Exhibit - Guidelines for Serving as a Mentor to a New School Board Member	Nonsubstantively updated.
	2:210, Organizational School Board Meeting	Policy text is unchanged; Legal References are nonsubstantively edited.
	2:220-E3, Exhibit - Closed Meeting Minutes	Unchanged.
	2:220-E4, Exhibit - Open Meeting Minutes	Text is unchanged; footnote is nonsubstantively edited.
	2:220-E5, Exhibit - Semi-Annual Review of Closed Meeting Minutes	Unchanged.
	6:235-AP2, Web Publishing Guidelines	Nonsubstantively updated.
	6:270, Guidance and Counseling Program	Updated in the cross references and footnotes.
	8:30-AP, Administrative Procedure - Definition of Child Sex Offender	Updated in response to State legislation.

## Acknowledgement to PRESS Advisory Board

Before each **PRESS** issue is published, a group of distinguished individuals provides input and suggestions. We appreciate their contributions and thank them sincerely.

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