

**PROSPECT HEIGHTS SCHOOL DISTRICT 23
BOARD OF EDUCATION - REGULAR MEETING
WEDNESDAY, JANUARY 10, 2018
GRODSKY ADMINISTRATION CENTER 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 MacArthur Band and Chorus. This group of students has been selected for ILMEA District 7 Junior Concert Band, Junior Jazz Band, All-Illinois Junior Band, and the District 8 Festival Chorus. Over 100 schools participate from all across this region of the State. Hundreds of students audition to be a part of these groups. They are sponsored by Ms. Megan Murray and Mr. Sam Simpson.

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

VI. Thank You Note from PHEA

6

VII. COMMITTEE REPORTS

A. BUILDING AND SITES

No report.

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

No Report. Next meeting is Friday, January 12.

C. POLICY

While no meeting was held, the Policy Committee reviewed the recommendations and policy modifications via email correspondence and present them for first read under new business.

Brian or Pat may share process of review and point to items in New Business.

D. SCHOOL/COMMUNITY RELATIONS:

No meeting was held and there is no report. Strategic Planning Forums, focus groups, and survey information will be shared in Old Business.

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

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Carol will Report.

F. **FINANCE:**

No report.

G. **NEGOTIATIONS:**

No Report.

VIII. CONSENT AGENDA

The consent agenda includes the minutes from the Regular Board Meeting and Executive Session on December 13, 2017, eSchoolView Contract, and the January personnel report.

I move to approve the Consent Agenda as presented.

- | | |
|---|----|
| A. Approval of Regular Meeting Minutes of December 13, 2017 | 8 |
| B. Approval of the Executive Meeting Minutes of December 13, 2017 | 14 |
| C. eSchoolView Contract | 16 |
| Website committee recommends eSchoolView contract renewal. | |
| D. Personnel Report | 67 |

IX. FINANCIAL REPORT

68

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.

I move to approve the Financial Report as presented.

X. SUPERINTENDENT'S REPORT

- | | |
|--|-----|
| A. Approval of Resolution Approving Application and Request for Waiver of Limitation on Administrative Costs for the 2017-18 School Year - ACTION | 104 |
| I move for the approval of the Resolution Approving the Application and Request for Waiver of Limitation on Administrative Costs for the 2017-18 School Year | |
| B. Planning Timeline Presentation - INFORMATION | 111 |
| As we embark upon a new year, the board will receive a presentation on the timelines for the five systems areas: Strategic, Financial, Curriculum, Labor Relations, and Facilities. | |
| C. Long Range Financial Projections - INFORMATION | 118 |
| Mr. DeBartolo will present a five year financial projection to illuminate trends in revenue and expenditures and to inform the board of fiscal planning objectives. | |
| D. Approval of 2018-2019 EDP Student Fees - ACTION | 125 |
| I move to approve the 2018-2019 EDP Student Fees with an increase of 10% OR 17.5%, as presented. | |
| E. Approval of Contract for Audit Services with Evans Marshall and Pease - ACTION | 127 |
| I move to approve the contract for audit services with Evans Marshall and Pease for | |

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FY2018-FY202 as presented.

- F. Memoranda of Understanding between D23, ECDEC and Harper College - ACTION 134

While we have not yet received final notice of approval for grant funding, the attached memoranda of understanding between District 23 and ECDEC as well as between District 23, ECDEC and Harper College are required components that articulate the rights and responsibilities of each party. These documents have been reviewed by legal counsel and any recommended changes/items for discussion have been included.

I move to approve the memoranda of understanding between District 23 and ECDEC as well as District 23, ECDEC and Harper College pending final legal review and negotiation.

- G. Freedom of Information Request(s) - INFORMATION 151

The Freedom of Information request(s) received in the past month can be viewed below.

XI. RECOGNITION OF VISITOR PARTICIPATION

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XII. OLD BUSINESS

- A. Strategic Planning: State of the District Presentation - INFORMATION 167

The presentation will be shared with Community Forum participants as an introduction to the facilitated conversations. It is being shared with the Board as an information item and will not be presented publicly at the meeting.

XIII. NEW BUSINESS

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

According to Board Policy 2:220, the Board must conduct a semi-annual review of Executive Session Minutes, and also review audio recordings of closed meetings to determine whether:

(1) there continues to be a need for confidentiality, or (2) the recordings no longer require confidential treatment and are available for public inspection. Additionally, after 18 months

have passed since being made, the audio recording of a closed meeting is destroyed provided

the Board approved its destruction. The Board's past practice has been to appoint the Secretary to review these minutes in a meeting with the Superintendent and make a recommendation at the following Board meeting.

I move to appoint the Secretary to conduct a semi-annual review of Executive

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Session Minutes and also review audio recordings of closed meetings.

- B. 2018 Board Meeting Dates and Locations - ACTION 188
We are required to post meeting dates and locations per the Open Meetings Act. As the Board has decided to rotate meeting locations, we need to modify our calendar of meeting dates and locations for the 2018 calendar year.

I move to adopt the Board meeting dates and locations as presented.

- C. Policy First Read - INFORMATION 189
1. Policy 2.260 Uniform Grievance Procedure 193
 2. Policy 4.15 Identity Protection 197
 3. Policy 4.110 Transportation 199
 4. Policy 4.150 Facility Management and Building Programs 201
 5. Policy 4.170 Safety 203
 6. Policy 5.20 Workplace Harrassment Prohibited 206
 7. Policy 5.90 Abused and Neglected Child Reporting 208
 8. Policy 5.100 Staff Development Program 210
 9. Policy 5.200 Terms and Conditions of Employment and Dismissal 213
 10. Policy 5.220 Substitute Teachers 214
 11. Policy 5.240 Suspension 215
 12. Policy 5.290 Employment Termination and Suspensions 217
 13. Policy 6.50 School Wellness 219
 14. Policy 6.60 Curriculum Content 226
 15. Policy 6.150 Home and Hospital Instruction 229
 16. Policy 6.340 Student Testing and Assessment Program 230
 17. Policy 7.10 Equal Educational Opportunities 231
 18. Policy 7.15 Student and Family Privacy Rights 233
 19. Policy 7.20 Harassments of Students Prohibited 236
 20. Policy 7.70 Attendance and Truancy 238
 21. Policy 7.180 Prevention of and Response to Bullying, Intimidation, and Harassment 240
 22. Policy 7.190 Student Behavior 245
 23. Policy 7.250 Student Support Services 252
 24. Policy 7.260 Exemption from PE 253
 25. Policy 7.275 Orders to Forgo Life-Sustaining Treatment 254
 26. Policy 7.305 Student Athlete Concussions and Head Injuries 255

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27. Policy 7.340 Student Records

257

XIV. EXECUTIVE SESSION

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

A. Personnel -- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

XV. OPEN SESSION

XVI. 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



Where the treetops glisten

Thank you for attending
the first day of school,
the lunches, and
meeting with us during
the day for committee
work. It was noticed
and appreciated.



Happy Holidays

PHEA



PROSPECT HEIGHTS SCHOOL DISTRICT 23

MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Anne Sullivan LMC 7:00 p.m.- 10.00 p.m. December 13, 2017

<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><u>CALL TO ORDER</u></p>	<p>Jeff Bowes, Board President, called the meeting to order at 7:00 p.m.</p>
<p><u>PLEDGE OF ALLEGIANCE</u></p>	<p>Representatives of the Sullivan Tech Team lead the Pledge of Allegiance. Tech Team students provide in-class support to classmates and teachers to help resolve common iPad issues. The students participate in afterschool training sessions led by Mrs. Mahoney and Mrs. Yager. Board members asked the students questions to learn more about the program.</p>
<p><u>ROLL CALL</u></p>	<p>PRESENT: Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters.</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><u>RECOGNITION OF VISITORS AND PARTICIPATION</u></p>	<p>No one addressed the Board.</p>
<p><u>COMMUNICATIONS</u></p>	<p>Dr. Angelaccio shared notes of appreciation from Sen. Tammy Duckworth and Rep. Jan Schakowski’s offices, as well as Thank You notes from staff members for the “Thanks a Latte” in honor of</p>

	<p>Teacher Appreciation.</p> <p>Strategic Planning Conversations will begin on Dec. 19th at the District office. December 20th will be the Realtor breakfast, followed by Community Forums scheduled for January 17th and 18th. Letters have begun to be mailed to the community inviting them to join in the discussions.</p> <p>In the board packet was the notice from the Village of Arlington Heights of the Impact Fees shared with District 23. These fees are cash contributions instead of land dedications. Mr. DeBartolo reported the use of these funds had been shared with the Finance and Building and Sites committees.</p> <p>Legal Updates, none to report. The District is still waiting on the evidence based funding from the State.</p>
<p><u>COMMITTEE REPORTS</u></p>	<p><u>Building and Sites</u> Mr. Bednar reported on December 5th. The committee reviewed the results of water testing. They discussed the completion of the hot water in the MacArthur science rooms. Mr. DeBartolo explained the retro fitting for the dehumidifiers in the schools.</p> <p><u>I.A.S.B./ED-RED</u> No report</p> <p><u>Policy</u> No Report. However, Dr. Angelaccio informed the Board of the 30 new policy changes which had just arrived in the mail.</p> <p><u>School/Community Relations</u> Mr. Bowes and Mr. Greidanus shared feedback from the “Thanks a Latte” event. Mrs. Botwinski, Mr. Greidanus, and Mr. Bowes attended and enjoyed the morning. It was suggested by the Board, this type of thing should happen more often.</p> <p><u>N.S.S.E.O.:</u> Mrs. Botwinski reported on the NSSEO Governing Board’s December meeting. The NSSEO Stars presentation honored the Deaf and Hard of Hearing (DHH) students from Hersey. The new principal for Kirk was announced as Kim Dungan is retiring at the end of this year. The Board approved an extension to transportation contract with Richlee Vans, Inc. Discussion on the facility project of the new gym and elevator at Timber Ridge was held. NSSEO will look to vendors for possible funding.</p> <p><u>Finance</u> Mrs. Peters reported on the Finance Committee meeting held on December 5th. They reviewed the 2015-16 profile scores; they</p>

	<p>discussed the Tax Levy, and administration costs. Proposing we meet 15 minutes early to discuss and approve the cost waiver at the next Board of Education meeting.</p> <p>Registration fees were discussed. Mrs. Stavropoulos shared the need for hiring a new data manager and presented an updated job description.</p> <p><u>Negotiations</u> No Report</p>
<p><u>CONSENT AGENDA</u></p>	<p><u>Approval of the Annual Statement of Affairs</u></p> <p>Moved by Mrs. Peters, seconded by Mrs. Botwinski, to approve the Annual Statement of Affairs. Motion carried by a vote of 7 Ayes, 0 Nays (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters).</p> <p><u>Approval of the Annual Immunization Compliance Report</u></p> <p>Moved by Mrs. Peters, seconded by Mrs. Botwinski, to approve the Annual Immunization Report. Motion carried by a vote of 7 Ayes, 0 Nays (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters).</p> <p><u>Approval of the Regular Meeting Minutes of Nov. 8, 2017</u></p> <p>Moved by Mrs. Peters, seconded by Mrs. Botwinski, to approve the Regular Meeting Minutes of the Board of Education. Motion carried by a vote of 7 Ayes, 0 Nays (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters).</p> <p><u>Approval of the Executive Meeting Minutes of Nov. 8, 2017</u></p> <p>Moved by Mrs. Peters, seconded by Mrs. Botwinski, to approve the Executive Meeting Minutes of Nov. 8, 2017. Motion carried by a vote of 7 Ayes, 0 Nays (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters).</p> <p><u>Approval of ForeCast5 Analytics Products Renewal Agreement</u></p> <p>Moved by Mrs. Peters, seconded by Mrs. Botwinski, to approve the ForeCast5 Renewal Agreement. Motion carried by a vote of 7 Ayes, 0 Nays (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters).</p> <p><u>December Personnel Report as presented</u></p> <p>Moved by Mrs. Peters, seconded by Mrs. Botwinski, to approve the December Personnel Report as presented. Motion carried by a vote of 7 Ayes, 0 Nays (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters).</p>

<p><u>FINANCIAL REPORT</u></p>	<p>Mr. DeBartolo presented a memo recommending payment of the voucher lists for materials, supplies and services paid since the last Board of Education meeting. Also the District payments for salaries and insurance benefits during the previous month are included for approval.</p> <p>Moved by Mr. Chester, seconded by Mrs. Peters to approve the financial report as presented. Motion carried by a vote of 7 Ayes, 0 Nays (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, and Mrs. Peters).</p>
<p><u>SUPERINTENDENT'S REPORT</u></p>	<p>Dr. Angelaccio asked for permission to address Item G, Building and Grounds, first. The Board agreed.</p> <p>Building and Grounds Update Mr. Rominski began by thanking the Board for breakfast provided to the custodial staff over Thanksgiving break. The custodial staff was extremely grateful. Mr. Rominski shared an Update and Summary of projects for summer of 2018. Two major projects being developed for completion this summer are masonry work at MacArthur and the Grodsky building and a Restroom renovation to meet ADA needs at MacArthur.</p> <p>ISBE Report Card Clarifications After sharing the posting of the District and School report cards in late October, the Board had questions for clarification regarding some of the data points. Dr. Samojedney, Dr. Sroka, and Mr. DeBartolo shared a report to answer those questions and shared context of the State of Illinois Report Card system. The School Report Card is a snapshot of one test. The District prefers to use data consolidated by ECRA which provides a more comprehensive analysis of multiple data points.</p> <p>Approval of Annual Insurance premium for Property and Liability Coverage with the Suburban School Cooperative Insurance Pool, SSCIP. Mr. DeBartolo recommended the approval of the 2018 Premium for the District's property and liability insurance with SSCIP. There was a 5% increase, based upon property value going up.</p> <p>Moved by Mr. Novak, seconded by Mr. Chester, to approve the annual insurance premium for property and liability coverage with SSCIP. Motion carried by a vote of 7 Ayes; 0 Nays (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters).</p> <p>Adoption of Tax Levy Dr. Angelaccio recommended approval of the 2017 Tax Levy as presented.</p>

	<p>Moved by Mrs. Peters, seconded by Mr. Bednar to approve the 2017 Tax Levy as presented. Motion carried by a vote of 7 Ayes; 0 Nays. (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, and Mrs. Peters).</p> <p>Adoption of Resolution for Supplemental Tax Levy for Bond Payments</p> <p>Moved by Mrs. Peters, seconded by Mr. Chester, to approve the 2017 Supplemental Tax Levy for Bond Payments as presented. Motion carried by a vote of 7 Ayes; 0 Nays (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, and Mrs. Peters).</p> <p>Approval of Certification for Hazardous Transportation Routes</p> <p>Dr. Angelaccio explained that the Hazardous Transportation Routes were last looked at in 1980-81. Nothing has changed since that time; the District will look at them again next year.</p> <p>Moved by Mr. Greidanus, seconded by Mr. Novak, to approve the Resolution certifying the District's transportation routes as unchanged. Motion carried by a vote of 7 Ayes; 0 Nays. (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, and Mrs. Peters).</p> <p>Extended Day Program Fee Review</p> <p>The Board of Education requested an analysis of the fees for the Extended Day program offered for students' grades 2-6. Mr. DeBartolo explained the current cost structure and recommended an increase in the fees. Discussions were about the pros and cons of the EDP fees being raised. A new fee structure will be presented in January. The Board of Education recommends a 10% increase each year, over three years.</p> <p>The new EDP Director, Kris LeBrecht, will be invited to the January Board Meeting to talk about the program and what we have to offer.</p> <p>Strategic Planning Update</p> <p>Dr. Angelaccio gave an update regarding the progress of the Strategic Planning process and Community Forums. Letters have been sent out inviting people to the focus groups and forums.</p> <p>Dec. 19th – Tuesday: Interviews for Board and Administration January 16 day, 17, 18 evening - Interviews, focus groups, and Community Forums.</p> <p>Freedom of Information Requests</p> <p>The District received one Freedom of Information request. The request and documents are attached. The request was completed in the allotted time.</p>
<u>RECOGNITION OF</u>	No one addressed the Board

<u>VISITORS AND VISITOR PARTICIPATION</u>	
<u>OLD BUSINESS</u>	There was no old business.
<u>NEW BUSINESS</u>	Mr. Greidanus suggested a newsletter be sent out to communicate our financial situation. Dr. Angelaccio reminded the Board of the School Scene Newsletter that does contain information presented at the Board meetings and stated that the Community Forums would also include information regarding our financial situation.
<u>EXECUTIVE SESSION</u>	<p>The Board adjourned to executive session at 9:44 p.m for matters regarding student discipline and personnel.</p> <p>Moved by Mr. Bednar, seconded by Mr. Novak to adjourn to Executive Session for matters regarding student discipline and personnel. There will be no action after Executive Session. Motion carried by a vote of 7 Ayes; 0 Nays. (Mr. Bednar, Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, and Mrs. Peters).</p>
<u>OPEN SESSION</u>	Open session began at 10:51 p.m.
<u>ADJOURN</u>	Adjourned at 10:51 p.m.

Board President

Board Secretary



PROSPECT HEIGHTS SCHOOL DISTRICT 23

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

Executive Session Administration Building 9:57 p.m. – 10:51 p.m. December 13, 2017

Members Present

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

Members Absent

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.

STUDENT DISCIPLINE

Discussed the suspension of a student at MacArthur.

PERSONNEL

Discussed Data & Systems Manager position.

Discussed EDP program hourly rates and raises.

At 10:26 administrators exited the meeting.

Superintendent evaluation results were discussed.

ADJOURNMENT

Motion moved by Mr. Bednar and Mrs. Botwinski seconded the motion to return to Open Session at 10:51 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 10:51 following a voice vote. There were no nays.

Board President

Board Secretary



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

Date: January 10, 2018

Subject: Website Redesign and Service Agreement

Prepared by: Maria Stavropoulos and Christie Samojedny

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	Contract	Website design, build and launch	Content Management System (CMS)	SIS Integration	ADA Service Plan	Support and training	Secure Cloud hosting	First Year Total	Second Year Total	Third Year Total	Fourth Year Total
eSchool View (recommended)	5 years	\$3,150.00 (due upon signed agreement)	\$5,388.00 (Due July 1, 2018)	SIS integration	Included Annual Scan	included	included	\$8,538.00	\$5,388.00	\$5,388.00	\$5,388.00
West	annual	\$4,000.00	\$4,600.00	SIS integration	includes ADA tool to maintain compliance	included	included	\$8,600.00	\$4,600.00	\$4,600.00	\$4,600.00
Campus Suite	3 years	\$2,600.00	\$5,253.60	Clever integration to SIS	\$1,515.60	included	included	\$9,369.20 (Due upon proposal execution)	\$5,455.80	\$4,470.75	x
Edlio	3 years	\$ 2,500.00 (pre-made designs)	\$5,400.00	One-time integration fee \$ 1,080.00 Annual Fee \$ 560.00	No scan/tool available	included	included	\$8,980.00	\$5,960.00	\$5,960.00	x
	Annually										
Instant Contact (eSchool View)	\$1,825.05	SIS one-time setup fee waived									
School Messenger (West)	\$2,896.00										

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Education Websites & Software

Renewal CMS/Mobile/ADA Annual Scan

PREPARED BY:

Patti Koslo

Director Client Engagement

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Phone: 888.932.6460

Fax:

240 N 5th Street
Columbus, OH 43215

PREPARED FOR:

Maria Stavropoulos

Prospect Heights School District 23

EXPIRES ON:

2017-01-20



Dear Maria Stavropoulos,

eSchoolView understands the importance of strong community engagement, and your website is a significant tool for keeping your community informed. Our Content Management System (CMS) can help your leaders ensure timely and accurate information is always available on your website, and we appreciate your willingness to consider investing in our Content Management Systems (CMS). Our experienced and creative team has designed our CMS so it has everything you need to transform your website into a two-way hub of communications. To help our clients get the most out of our system, we have made the CMS very easy to use, and we include ample training and continued support to help our clients realize the potential of the software. Our clients will tell you our customer service and technical support teams are the best in the industry.

In order to make our system accessible to all, we have made our CMS user-friendly and intuitive. Anyone will be able to manage your website, as the CMS requires no prior knowledge of web design or programming. Key benefits to our system include:

- Uploading content and photos is as easy as filling out an online form and adding an attachment
- Content can be uploaded from any computer with Internet access, because the CMS is a Web-based system and doesn't require software or hardware
- The navigation is intuitive, so web visitors will be able to find information quickly
- Each page features a consistent, professional design
- The CMS has high quality video and graphics capabilities, so podcasts, video footage, and outstanding photo galleries are possible
- Web traffic reports help you monitor your visitors' habits and interests
- Our CMS can generate surveys and host online forms to help streamline your processes, save you money, and collect valuable information from your community

Your website is one of the most important tools you have to keep your public informed, and you have a great story to tell. Let eSchoolView help you maximize your web presence and increase your community engagement.

Sincerely,



Robert O'Leary, Executive Director

Benefits

- Affordable – No hidden costs
- Average Return On Investment is 9 months
- Significantly improve stakeholder communications
- Effectively connect your staff with the community you serve
- Unique design catered to meet your needs
- Intuitive navigation that simplifies the web browsing experience
- Saves time & money by giving your staff the ability to add, modify or delete content "on demand"
- Hassel-free software - no technical knowledge or additional staff necessary
- No special equipment or software required
- Five support options, including toll free phone support based in Columbus, Ohio
- Average training time is 1.5 hours
- Secure software platform including SSL technology
- Guaranteed 99.995% uptime
- Integrate the latest social media technologies to encourage community interaction
- Ability to upload 1GB files with unlimited storage
- Custom development options available

Features

Email Newsletters & Alerts

Email newsletters along with news worthy alerts are a powerful and extremely cost-effective way to communicate with your stakeholders. Today's email newsletters are easier to produce and distribute than their print & paper counterparts of yesterday. With just a few clicks, you can keep your community informed of news and events, important calendar dates, and vital services. Your email newsletter will rapidly become the centerpiece of your communication efforts.

Public User Database

An easy way to collect and build a database of your visitors. Allows for the collection of names, emails, phone numbers and other important information. An Excel export feature allows for the creation of mailing labels. In addition, users can sign-up for various electronic communication options that you can setup (e-newsletters, announcements, emergencies, alerts, etc.).

Intranet

Secure login for your employees giving them the ability to post internal news, documents, forms, links events and more. The intranet can be accessed with the same login credentials as the content management system providing a unified login so staff members do not have to remember two different IDs and passwords.

Real Simple Syndication (RSS) Feeds

Allow your visitors to automatically retrieve news and events without directly visiting your website. These feeds allow for your content to be displayed immediately to those who have RSS readers on their computer, mobile or Internet connected device.

Meetings / Agendas / Minutes

Inform your community of meetings and agendas. Post all public documents for quick access while at the same time, automatically creating an historical archive for future reference.

Blogs with Content Review

Setting up a Blog with Content Review allows administrators to be in control of the content being posted. Any archived content can be easily displayed again by updating the posting date.

Permanent Archive

All site content is automatically archived for retention purposes. When content expires on your site it remains in the database for searching, but will be hidden on the public site -- this is beneficial because your site will only display current content and provide a search area for visitors when they need to access items from the past.

Security Management

Gives site administrators the ability to enable user access accounts for the content management system to edit only the areas that are pertinent to them. Restrict access by user to certain components, a certain page or group of pages easily.

Athletics

Post events, schedules, results, photos, streaming videos and more within your athletics section available at your high and middle school websites. If you use ScheduleStar, events can be imported into your site and be available as quick links for a detail view (optional feature).

Tout Management

Organize, update and replace the graphical buttons (known as tous) on the homepage and sub-pages of your site. Setup individual tout groups instantly to display on individual pages and/or building sites.

Dynamic Page Generator (see Page Components)

Ability to add new pages. No need to worry about contacting us to add more pages for your content. Each page added can include a combination of the following page components: news, downloads, links, photo galleries, event calendars, text windows, staff lists, surveys, dynamic forms and/or employment – allowing for the ultimate in flexibility.



Analytics

Your site will be monitored by Google Analytics – the #1 website statistic software available. Weekly emailed PDF reports allow you to view your website traffic. This allows access to see what your visitors are viewing and downloading. In addition, the reports show how many people are visiting, the length of visit, navigation paths and much more. This data can be used to improve your site as some pages will be visited more frequently and attention can be focused on these important areas.



Page Components

Each page on your site features one or more page components. Page components can be ranked and feature a title to describe the entered content. All content can have a posting date and/or expiration date. The following components and their functions are detailed below:



Administrator's Message

Ability to post current superintendents and principal's messages on your site with an automatic archive feature that is not limited in storage space. This will allow for existing messages to be stored and re-posted in the future, if necessary.



Alumni Register & Search

Allow alumni to sign-up on your website and add their information to the database. Search for alumni by first/last/maiden/nick-name, graduation year or a *wild card search. Send out email communications to certain year(s), post reunion information, photo galleries and much more. An Excel export feature allows for the creation of mailing lists and manipulation of information.



Blogs

Allow the public to comment on a subject that is setup through our blog component. All comments will wait in a queue until an administrator approves the post, then it will be posted to your visitors.



Board of Education

A complete profile including contact information, election term, special assignments and other vital information at your discretion. Meeting Minutes and Agendas can be archived by year.



Downloads

Upload files and your visitors click to open in a new window. Downloadable documents can have a title, description and/or posting and expiration dates.



Dynamic Forms & Surveys

Make it easy for your visitors and staff to complete necessary online forms and surveys. Create a form and post to your page. Results are compiled and have an Excel export for data archiving and advanced sorting. Add a survey to any page. After your survey is created select the survey and add it to the component. Your visitors will be able to take the survey immediately.



Employment

Interactive date-sensitive job posting board complete with downloadable applications, job postings, descriptions and contact information.



Event Calendar

Post meetings and events including dates, times, locations and descriptions. Attach relevant documents, forms and photos "on the fly" with one click. Daily, weekly and monthly calendar views are available for selection by your visitors. Select a category to list events from the calendar with a clickable view. Choose the number of upcoming events to be displayed.



Google Search

A search box, located at the top of each page, is always available for users to find content without browsing through your site. Pages, PDFs, Word and many more items are indexed daily for easy retrieval. Since your visitors are familiar with the Google interface it assists them in finding information quickly. The Google Search component will only search your site and not the World Wide Web.



Links

Links will open in a new window. Links can have an image associated with the link (logo or thumbnail).



News

Keep your parents & community informed on the homepage of your site. Post news releases, announcements and other important information including photos and other attachments. Attach a thumbnail image next to each headline. Capability to duplicate news articles throughout entire site where news components exist with just a click. Stories have a title, sub-header and body. Images attached to news stories are automatically resized (if selected).



Photo Gallery & Gallery Grouping

Posting pictures is simplified by not having to use Photoshop to resize images. Photo resizing is built into the system and allows for the image size to be customized when uploading your image. There is no limit on the number of photos posted per gallery. Our gallery grouping component indexes all the galleries within your site and places them in a repository to be viewed in one common area. Display modes include alphabetical by title or newest to oldest along with a title for each gallery.



Podcasts

Ability to upload your podcast file along with a title and description. Podcasts are automatically included in an RSS feed for your visitors. Ability to regenerate the RSS feed immediately for time-sensitive communications.



Script Window

Allows for embedded advanced coded scripts and language. This is used, for example, to embed Twitter and Facebook feeds into your site. Teachers can use this component to embed education related widgets from other 3rd party websites.



Staff List

Select a department to display staff. Staff names, department, phone numbers, emails are displayed. Click on the staff name to display biography and other information.



Streaming Video

Embed videos easily within any page. Our HTML5 video encoder allows users to upload the raw video in common video formats without having to encode it prior to uploading. Once your video has been uploaded our encoder will create a file that is pliable on all devices regardless of browser type or operating system. Since eSchoolView hosts all videos no advertising or comments will be displayed as with other 3rd party video sharing websites (Google, YouTube, etc.).



Text Window

Copy and paste text into a text window. Attach an image and position (left, center or right aligned). Pictures can be resized (if selected) when uploading.



Quiz Builder

Makes it easy for student to complete necessary quizzes that are automatically graded based upon passing percentage that is determined by the Quiz creator.

Mobile View

As people rely more on their mobile devices for news and communication, expanding your Web presence requires accessibility on mobile devices. This feature works on Apple's iOS (iPad/iPhone), Blackberry and Android devices and helps keep people connected to your website while on the go. The component ensures your community can access and read up-to date content about your school/organization anywhere.

Mobile Suite reconfigures content on your website to increasing accessibility, legibility and ease of use on many mobile devices. It has a number of convenient features:

- Mobile Suite and your desktop website are always synchronized, so you only need to enter content into eSchoolView's CMS once.
- Content optimization ensures your site displays properly on a multitude of devices – regardless of size or type.
- By simply swiping your finger images slide across your mobile device.
- The software automatically offers to create a shortcut, so the Mobile Suite can be available as an app icon on your device.
- School/organization closings and alerts appear instantly.
- Visitors can easily call your school or organization by tapping on your phone number. Your number will also be stored in their contacts.
- By clicking on the address, visitors will be taken to a map feature where they can follow directions and navigate to your schools/organizations offices.
- Specialized Google Analytics help you keep track of traffic to your Web site.

Learn

Motivate students and teachers with a fusion of our school CMS and online classroom learning management tools both in the classroom and outside the classroom.

How Learn can boost academic interest:

- Allows easy inline editing of content of content directly through public website
- Includes teacher calendars
- Sets access to groups for visible posted content (i.e. news articles, homework assignments, classroom messages, post)
- Post assignments
- Upload assignments to teacher
- Send and receive class alerts
- Incorporates survey and quizzing tools

Facilities Management Software

This system centralizes facilities management and can be used to schedule facilities, coordinate rental contracts, and send important information to renters. Once a school/organization approves a potential facilities rental group, their representatives can rent an available facility using an online calendar and request process. Multiple payment options will be available for selection by the registrant – credit card, check and PO. Credit card payments will interface with our credit card payment infrastructure. The software coordinates the facilities rental calendar with the overall school/organization calendar, so a facility will never be double-booked.

Additional features of our Facilities Management System include:

1. Reports that detail the status of rental requests.
2. Multiple email notifications are sent throughout the process of renting a facility.
3. Potential renters can access policies about facilities rentals.
4. View the pricing structure before a facility is reserved.
5. Convenient options to check availability and reserve space for their group.
6. Granular security to easily setup an Administrator, Resource Manager or Staff Support.
7. Filter by facility, month or year to display the following: My Approved Events, My Events Awaiting Approval and My Events Awaiting payment. Color-coded calendar items differentiate between Approved and Pending Approvals.
8. Ability for renter/rental group to upload Liability Insurance, agree to rules & conditions (custom by facility), upload diagram of room layout and enter special instructions for additional needed items.

e-Commerce Option Available

Ability to collect online payment information for rentals provided by your organization is available through our online store component. Payments are submitted through your Authorize.Net account for processing or other approved merchant service vendor (conditions may apply). Reports are available for all payments that are processed. Secure processing of transaction through SSL technology. A yearly renewable certificate is required for this process. Please let us know if you are interested in this service.

Note: other special database requirements will be accommodated and built per our requirements planning session.

Events Manager

Ability for a visitor of the site to see a list of upcoming events. Accessing the event will provide a screen to allow the visitor to register for the event. The system will collect name, address, organization, phone number, email, payment information, etc. Multiple payment options will be available for selection by the registrant – credit card, check and PO. Credit card payments will interface with our credit card payment infrastructure.

Additional features of our event manager system include:

1. Reports that detail users that have registered for a conference/event along with payment information.
2. Conference/event waitlist management. This allows your organization to set a limit on the number of attendees and will waitlist additional people if the conference/event is full. If a registrant cancels their reservation the system will automatically register and notify the next person in queue.
3. Secure processing of transaction through SSL technology. A yearly renewable certificate is required for this process.
4. Certificates of attendance will be generated in Adobe Acrobat and feature a printer friendly view.

e-Commerce Option Available

Ability to collect online payment information for rentals provided by your organization is available through our online store component. Payments are submitted through your Authorize.Net account for processing or other approved merchant service vendor (conditions may apply). Reports are available for all payments that are processed. Secure processing of transaction through SSL technology. A yearly renewable certificate is required for this process. Please let us know if you are interested in this service.

School Store

eSchoolView's online store can be a valuable income source for your school/organization. This add-on feature creates a virtual school store, where schools and educational organizations can sell apparel, supplies, tickets to athletic events, theater or other school events, and parking passes. It also enables online collection of student fees. This software frees schools/organizations from allocating staff to these sales and collections duties, saving valuable time and money.

The Online Store feature is easy to use for both school/organization personnel and visitors:

- Insert text, images and links in product descriptions.
- Visitors can search the store for products.
- "Add to Cart" makes it easy for visitors to purchase multiple items.
- Visitors can pay for items with a credit card using a secure process.
- Software keeps track of the store's sales and generates monthly reports for administrators.

e-Commerce

Ability to collect online payment information for products by your organization. Payments are submitted through your Authorize.Net account for processing or other approved merchant service vendor (conditions may apply). Reports are available for all payments that are processed. Secure processing of transaction through SSL technology

Overview

eSchoolView employs a custom project management methodology to its development process based upon the Microsoft Solutions Framework (MSF) for Agile Development. This approach is geared towards the fast development of features for customer review and revision. With this approach, our clients can quickly see results and better steer the process being used to develop applications.

During development of your new site you will have access to a beta site to review the development of features and provide feedback on what has been built. This site could be accessed using a private Internet address and may only be accessed by designated employees of your organization.

eSchoolView can only be responsible for adhering to the timetable below if the client provides the information necessary when requested. In the event that the client takes additional time to complete requested items, they must understand that payment terms must still be met.

Project Deliverables & Due Dates

eSchoolView proposes the following deliverable timetable:

Initial items needed	Sign proposal, collect initial data and complete design questionnaire.
**Timeline starts once client approves concept design.	Return concept design for approval. Apply revisions to concept design, if necessary. Once approved, hand off design to developers.
Weeks 1-5	Site development and access to beta site once ready. Review of features and feedback collected for revisions.
Weeks 6-12	Testing through beta site. Staff training and entering of existing content by eSchoolView into the new site. Launch of website to production servers.

** Once provided by eSchoolView, it is the clients' responsibility to complete the staff & calendar import templates timely as to not affect overall project timeline.



Project Team & Oversight Technology

eSchoolView will provide a technologically sophisticated and experienced set of team members to facilitate the development of this project. The lead project architect will be Grant A. Wright. Grant has over 12 years of .NET development experience along with ten plus years of application development experience working for Nationwide Insurance, City of Columbus, JP Morgan Chase, and Franklin County. Grant is certified by Microsoft as a .NET Solutions Developer for web and windows applications and is also certified as a SQL Server Database Administrator. For the past four years he has taught more than 1000 students in .NET applications development and SQL Server as a Microsoft Certified Trainer.

Project Coordinator

The lead project coordinator will be Rob O'Leary. Rob has been working with content managed applications for the past 13 years. For the past seven years his experience includes working with over 400 public K-12 school districts and other educational organizations throughout the United States. In addition he has worked with many government agencies, including the State of Ohio Inspector General's Office, Newark Public Library, Franklin County and Columbus Board of Health.

Additionally, Rob specializes in application training and usability. His past experience with customers makes him well aware of the unique challenges of introducing and acclimating employees with new online products. Rob's dedication to customer satisfaction and results will assure the successful launch of your new website.

Maintenance & Support

System Maintenance

The eSchoolView CMS is enhanced every 90 days. Before the enhancement, you will be notified of the pending updates and improvements. During this process the CMS may be unavailable for a short period of time and you will be notified in advance. This enhancement will not affect public access of your website and will be totally transparent to your stakeholders. All existing content on your site will remain intact. The benefits of the maintenance process include:

1. Your content management system will not become obsolete over time as technology changes and features are improved.
2. As Internet browser technologies change eSchoolView will adapt to new methods and programming so all features work correctly.
3. Minor and major version releases are included and are supplied at no additional cost.
4. Enhancements encompass your recommendations along with other customers that use our services throughout footprint.
5. Each release will feature multiple enhancements. These enhancements will include features making it easier to post content, additional components, improved user interface, expanded help systems and videos, etc.

Support

In addition to our Service Level Agreement (SLA) located within this proposal we take great pride in helping our clients. All of our employees have mobile devices that allow for communications to be received 24 hours a day. In addition, dialing our office phone lines will forward to our mobile phones if we are not physically in the office. Our levels of support are detailed below:

1. Tier 1 Support - email support requests are handled within 1 business day. Emails should be sent to support@eSchoolView.com (<mailto:support@eSchoolView.com>). In addition, there is a support request link in the CMS. Once the request is filled out and submitted, Tier 1 Support will be notified.
2. Tier 2 Support – phone support through our office phone. This support is typically used when there is an issue that needs immediate attention. Issues reported in this manner are typically resolved within an hour and you will be notified if the issue will take longer.
3. Online Issue Tracking System – you will be granted access to our online issue tracking system. This system will be used to record all issues, enhancements and changes to your website. This allows you to track the status on an issue and also includes an automatic email notification when we complete a task.

Hosting Infrastructure

eSchoolView's network infrastructure is detailed below:

eSchoolView also features a Disaster Recovery Site (DR)

Offsite Geo-Redundant server facility – mirrored to below infrastructure specifications

Facility Specifications:

- Secure location with keycard access
- Non-secured personnel are required to enter datacenter by escort
- Full CCTV surveillance
- 24x7 server support
- 3 AC units comprised of DataAire and Libert brands – humidity maintained at 45%
- UPS (battery backup) system
- Diesel Generator backup @ 1000 gallon capacity - Generator has auto start and auto power transfer
- State of the art fire suppression system - FM200 Dry suppression
- Located in Columbus, OH - over the Internet Backbone

Network Infrastructure:

- Availability cluster with redundant Dell servers. Data: Dell MD3000i iSCSI SAN (SAN with 15 - 300 Gig 15K SAS drives and 15 - 1 TB 7200 RPM drives) & Dell MD3000i iSCSI SAN (SAN with 12 - 600 Gig 15K RPM SAS drives)
- Virtual Servers: VMware vSphere 4.1 High availability
- Utilization of several backbone providers: Cisco hardware (4507 switch with redundant supervisors and blades) and Cisco routers
- One OC12 (155Mb/sec), Gigabit Ethernet (1000Mb/sec) level fiber connections to the entire Internet through many physical paths - Level 3, WV Fiber, Time Warner
- Utilize cutting edge technology such as PathControl devices by PathScience - Allows for more efficient routing and monitoring of connections
- Windows servers running ESET NOD32 anti-virus protection.
- Firewall security and intrusion detection

<p>Web1 Windows 2008 R2 Enterprise 2 CPU 24 Gig of RAM 60 GB system HDD 400 GB Data HDD</p>	<p>Web2 Windows 2008 R2 Enterprise 2 CPU 24 Gig of RAM 60 GB system HDD 800 GB Data HDD</p>
<p>Web3 Windows 2008 R2 Enterprise 2 CPU 24 Gig of RAM 60 GB system HDD</p>	<p>Web4 Windows 2008 R2 Enterprise 2 CPU 18 Gig of RAM 60 GB system HDD 400 GB Data HDD</p>
<p>Web5 Windows 2008 R2 Enterprise 2 CPU 16 Gig of RAM 60 GB system HDD 400 GB Data HDD</p>	<p>Web6 Windows 2008 R2 Enterprise 2 CPU 12 Gigs of RAM 60 GB system HDD 400 GB Data HDD</p>
<p>Web101 Windows 2012 R2 Enterprise 2 CPU 32 Gigs of RAM 120 GB system HDD 2 TB Data HDD</p>	<p>FWeb102 Windows 2012 R2 Enterprise 2 CPU 32 Gigs of RAM 120 GB system HDD 2 TB Data HDD</p>
<p>SQL2 Windows 2012 R2 Enterprise 2 CPU 62 Gigs of RAM 2 TB Data HDD</p>	<p>Encoder1 Windows 2008 R2 Enterprise 2 CPU 32 Gigs of RAM 120 GB system HDD 400 GB Data HDD</p>
<p>FlashMedia1 Windows 2008 R2 Enterprise 1 CPU 8 Gigs of RAM 400 GB system HDD</p>	<p>Mobile4 Windows 2012 R2 Enterprise 2 CPU 24 Gigs of RAM 800 GB system HDD</p>
<p>FTP1 Ubuntu 12.04 LTS 1 CPU 1 Gigs of RAM 40 GB system HDD 1 TB Data HDD</p>	<p>Mail1 Ubuntu 12.04 LTS 1 CPU 1 Gigs of RAM 40 GB system HDD</p>
<p>RSSQL1 Windows 2008 R2 Enterprise 2 CPU 64 Gigs of RAM 300 GB system HDD 500 GB Data HDD</p>	<p>RSWeb1 Windows 2008 R2 Enterprise 2 CPU 24 Gigs of RAM 60 GB system HDD 500 GB Data HDD</p>

RSMobile1 Ubuntu 12.04 LTS 1 CPU 4 Gigs of RAM 40 GB system HDD	
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Service Level Agreement

In the event of a bug or error, eSchoolView agrees to provide fixes to address them in a timely manner at no cost to the customer. eSchoolView and the customer agree to the following Service Level Agreement (SLA) for addressing bugs and issues (this agreement is not applicable to bugs or errors that occur as a result of a failure of third-party components not developed by eSchoolView).

eSchoolView agrees to make available the following to communicate problems: (1) Support Email Address, (2) Office Phone, (3) Mobile Phone.

Severity 1 Errors:

Definition:

The bug or error causes a critical failure of the site (i.e. broken page(s), error message/codes, etc.).

Actions to be taken:

Notification of the issue will result in either a complete fix within 12 hours, or if that cannot be completed, an explanation outlining the error, proposed fix or potential workaround, if necessary.

Severity 2 Errors:

Definition:

The bug or error causes incorrect information to be displayed or an incorrect page redirect. Pages may display properly or improperly. A severity 2 error is related to the code developed by eSchoolView.

Actions to be taken:

Notification of the issue will result in either a complete fix within 24 hours, or if that cannot be completed, an explanation outlining the error, proposed fix or potential workaround, if necessary.

Severity 3 Errors:

Definition:

The bug or error intermittently causes minor problems with the display or visual appeal of the website, but does not hinder site functionality. A severity 3 error is related to the code developed by eSchoolView.

Actions to be taken:

Notification of the issue will result in either a complete fix within 48 hours, or if that cannot be completed, an explanation outlining the error, proposed fix or potential workaround, if necessary.

Source Code Guarantee

Upon request, eSchoolView will provide the client with a backup copy of your source code at site launch subject to the ratification of a licensing agreement with the following restrictions/terms:

1. Source code will be retained as a backup copy and only used in case eSchoolView ceases to exist as a business in the state of Ohio.
2. Source code, database and accompanying files will not be sold, leased, transferred or shared with any other organization or entity and will remain confidential. Should eSchoolView cease to exist as a business in the state of Ohio you may utilize a web developer of your choice to support the product.
3. Content entered by the client is owned by the client and not by eSchoolView.
4. Each party agrees to keep confidential all information disclosed to it by the other party and to protect the confidentiality of all data, source code, files, etc.
5. Upon request, eSchoolView will release source code for updates to the CMS engine as they are released.

Confidentiality Statement

eSchoolView will not, during or subsequent to the term of this proposed work relationship, use the client's confidential information for any purpose whatsoever other than the performance of services on your behalf or disclose any confidential information to any third party. eSchoolView further agrees to take all reasonable precautions to prevent any unauthorized disclosure of all confidential information provided to it in connection with this project.

Entire contents copyright © 2013, eSchoolView an Infinite Cohesion, LTD company. Contract contents shall not be shared with outside parties without the expressed permission of eSchoolView.

References

<p>Bardstown City Schools Roman Hardin www.btown.k12.ky.us (http://www.btown.k12.ky.us) (502) 331-8801 Project: eSchoolView Redesign</p>	<p>Bethel Park Vicki Flotta www.bpsd.org (http://www.bpsd.org) (412) 854-8438 Project: eSchoolView Redesign</p>
<p>Dublin City Schools Doug Baker www.dublinschools.net (http://www.dublinschools.net) (614) 764-5913 Project: eSchoolView Redesign</p>	<p>Garner-Hayfield-Ventura Community School Brenda Haag www.garner.k12.ia.us (http://www.garner.k12.ia.us) (641) 923-2718 Project: eSchoolView Redesign</p>
<p>Kentucky School Board Association Brad Hughes www.ksba.org (http://www.ksba.org) (859) 797-2297 Project: eSchoolView Redesign</p>	<p>Loveland City Schools John Ames www.lovelandschools.org (http://www.lovelandschools.org) (513) 683-5600 Project: eSchoolView Redesign</p>
<p>Notre Dame-Cathedral Latin Eric Hodges www.ndcl.org (http://www.ndcl.org) (440) 279-1076 Project: eSchoolView Redesign</p>	<p>Roselle School District 12 Pam David www.sd12.k12.il.us (http://www.sd12.k12.il.us) (630) 529-2091 Project: eSchoolView Redesign</p>
<p>Scott County School District #2 Scott Borden www.scsd2.k12.in.us (http://www.scsd2.k12.in.us) (812) 752-8977 Project: eSchoolView Redesign</p>	<p>Slidel Independent School District Becky Reeder www.slidelisd.net (http://www.slidelisd.net) (940)-466-3118 Project: eSchoolView Redesign</p>

Billing & Payment Terms

eSVUnified Pro one time design & server setup fee - \$3,150.00

Monthly fee of \$449.00 that includes maintenance, hosting and support: (Billed annually)

- **eSchoolView Subscription**
 - Maintenance updates performed every 90 days
 - Web, database and video hosting
 - Automated daily backups of website files and database information
- **Training**
 - Initial training and periodic training sessions
 - Five hours of training per contract year
 - Unlimited video/PDF help available through eSchoolView
- **Support**
 - Email Support - emails returned within one business day
 - Phone support – direct support line to project developer if critical issue or error
 - Access to our built in Online Support button to report enhancements, issues and related bugs

Payment Terms: Contract through 06/30/2022

- 100% of one time setup fee due at project initiation
- Prorated maintenance, hosting and support through June 30th of 1st contract year due at project initiation
- 12 months of maintenance, hosting and support due on or after July 1 of contract year

Project Approval

This proposal shall serve as a contract between the parties once memorialized by the signatures of both eSchoolView and Prospect Heights School District 23, below.

Date

Printed Name

Patti Koslo
eSchoolView

Signing Authority
Prospect Heights School District 23



Patti Koslo
pkoslo@eschoolview.com
888.932.6460
240 North 5th Street, Suite 200
Columbus, OH 43215

Presents
Prospect Heights School District Instant Connect
For
Maria Stravropoulos
At
Prospect Heights School District 23
Offer expires on

Feature Overview

- Quickly calls, e-mails and texts to mass deliver messages to all parents, faculty, and staff.
- Because the system uses top tier phone connections, it delivers the crispest, clearest audio on the market.
- Allows an unrestricted number of phone numbers and e-mail addresses for each student, faculty and staff member.
- An authorized user can submit messages either from the secure Web interface, using the Instant Connect smartphone apps, or by dialing into a toll-free number with the appropriate codes.
- The user-interface has been designed to work well on any Web-equipped computer as well as iPhones, iPads and Android smartphones.
- The user can choose any combination of voice, e-mails, text messages, app push notifications, and social media posts (Facebook, Twitter) when they create the message that they want to send out.
- Includes full on-line context sensitive Help for the different Web pages, as well as a PDF version of the Help so that the instructions can be printed out.

User Accounts

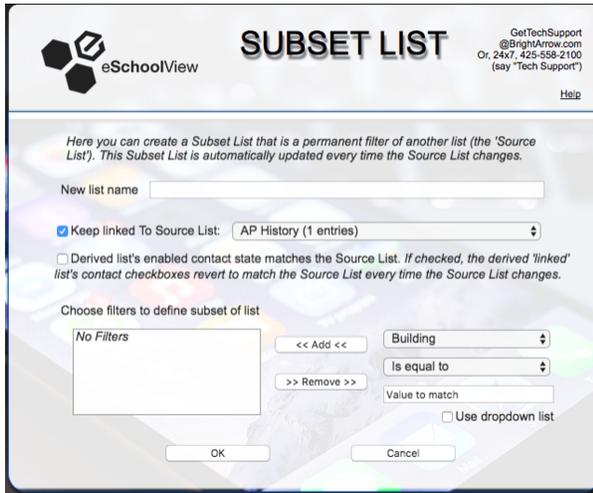
The system administrator can create an unlimited number of users to separate and control access to different groups, lists, and reports.

Each user account as well as each list can be assigned a default Caller ID, such as the building site's phone number or an attendance hotline, and that number can be overridden by authorized users if necessary.

The system allows shared lists and groups to be available to different users, including read-only access links, as determined by the system administrator. Because of the ease of use, ease of deployment and no user limitations, many schools and districts empower individual teachers to use the system to reach out to selected parents of their students on a regular basis.

Groups and Sub-Groups

A distribution list can be separated into sub-groups based on multiple simultaneous data values, such as building, grade, or home language. There are no limits as to the number of sub-groups, as long as the sub-groups' contacts are students, staff or faculty.



Screen image showing Subset List Filter

The user can choose a single group (or sub-group), or multiple groups, with which to record or type a message and launch a call.

Whenever the master list is updated (via a database sync, manual import, or manual edit), the linked sub-groups are automatically updated.

A user can check or uncheck any members of a group to dynamically create an ad-hoc subset of the group for the next upcoming notification.

Duplicate phone numbers in a list (or spanning groups) are not called – the subsequent dial report identifies them as "Duplicate: Not Called."

Sub-Groups can be based on a filter query, encompassing any combination of fields loaded from the database, including, but not limited to, school building, grade, bus route, home language, gender, homeroom teacher, or extracurricular activity.

Operations such as creating or launching a message can span lists, although if multiple lists are commonly grouped together, creating a "Superset List" makes it easy to select them together with a single mouse click.

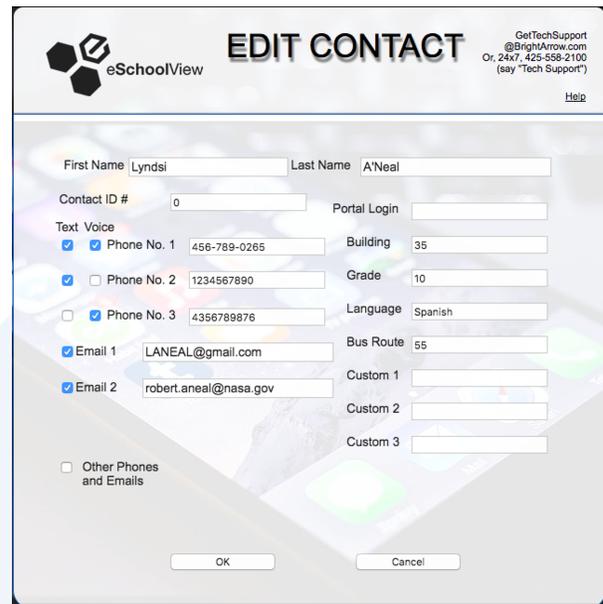
Editing Lists and Contacts

Any authorized user can create lists by importing a data file in comma-delimited or tab-delimited format.

If doing a manual import, the system automatically determines the field mapping based on the content of the fields (it accurately can differentiate first name, last name, full name, phone number, and e-mail address). If special fields are included to facilitate sub-groups, those field mappings are easily designated in the Import page. Lists, groups, and sub-groups can also be exported to comma-delimited files.

Users can add, remove, or change settings for lists for which they have permissions.

A user can edit an existing contact simply by adding, editing, or deleting contacts, or temporarily disabling individual contacts they do not want to call at that time.



Screen image showing Edit Contact page

Each contact can have many phone numbers and e-mail addresses. For voice notification, the authorized user can choose whether to call all of the numbers, a specific number, or the primary number and only secondary numbers if no message could be delivered to the primary number.

The user can choose the *From* and *Subject* fields of e-mails for e-mail notifications.

The number of retries for undelivered calls, and the period between retries, is programmable by the user.

Message Creation and Delivery

The system can deliver a large number of simultaneous calls, with the limit typically the capacity of the local phone companies. The Instant Connect system automatically spreads out the calls among the telephone exchanges to minimize the chance of overloading any particular local carrier's telephone circuits. Non-emergency (informational) messages are typically delivered slightly more slowly to minimize the load on the local telephone carriers, but those speeds can be adjusted by your system administrators.

Voice Messages can be either: (1) Pre-recorded using the user's telephone, (2) Spoken using Text-to-Speech from a user's typed message, or (3) A multi-part message that may include any desired mix of pre-recorded, typed, and generated parts (such as a student's name and absent periods in an attendance call or a balance due in a lunch balance due call).

While recording a message over the telephone, a user can play it back and re-record during that call, and afterwards they can also preview and replace that message. The message may be previewed over the telephone or the computer speaker.

Recording messages over the telephone can be done by the system calling your telephone (including extension), or you can call into a toll-free number to record the message.

An authorized user can designate the start and end times of a sending window for each message, or send a message immediately.

The message creation page includes a notepad for transcribing and saving the message contents, as well as an advanced feature for importing and exporting audio files.

When delivering the message, the system displays the Caller ID of the school or a user-provided phone number (such as an attendance line or a coach's cell phone).

Uses a uniquely reliable algorithm for accurately detecting when to speak a message to a live person and when to start speaking a voice mail message, assuring that the voice speaks immediately upon a live answer and yet leaves full voice mail messages.

Four quick steps to create and launch a message:

1. *Click on the list (or lists) to which you want to send the message,*
2. *Click on Create Message to choose which type of message (any combination of voice, text, e-mail),*
3. *Record or type the message (or both), and*
4. *Click Send Message Now or Schedule Message.*

Upon clicking the "Prior Messages" button, all messages recorded or typed at earlier times can be reloaded and previewed.

Depending on the urgency and purpose of the message, it can be delivered immediately to all contacts (phone numbers and e-mail addresses), specific phone numbers (such as the primary home number), or even follow a contingency algorithm that dials the first number, and only goes on to the subsequent number for that contact if it cannot deliver a message to the first number.

Allows a "No Call List," plus a mechanism for preventing the accidental scheduling of calls late at night.

A "CC" feature is available so that you can designate specific administrator phone numbers or e-mail addresses to always receive all notifications sent to selected lists, regardless of the list members.

The Instant Connect system delivers past automated Caller ID blocking mechanisms by delivering the school's proper Caller ID, and bypasses artificial "disconnected number" signals used by call blocking devices like "TeleZapper." If a person wants to be on a school or district no-call list, however, the Instant Connect system reliably honors that request.

Multi-language: 20 languages spoken, 100 languages translated

The system reads the home language field of the student database to determine a parent's preferred language. Messages that are typed in English can be automatically translated to and spoken in supported non-English languages. 20 languages are supported for voice messages; 100 languages are supported for translation using email or text messages.

Messages can be recorded or typed in multiple home languages to be delivered to the homes that speak that language. The correct translation and pronunciation of the text-to-speech engine for those languages can be validated with a Preview function.

Reports

Transmission reports, available immediately upon the notification commencing, show details for each message attempted, including message type (voice, e-mail, text), date/time, delivery status ("live answer", "voice mail" "busy", "unreachable", "no answer"), list name and message text. Each report includes a summary total and graph.

The system administrator has access to all the users' reports, and individual buildings, departments and users have access to their own reports. Any phone number, e-mail or name can be searched within a single report or spanning all reports. Reports are available online for at least one year – longer if requested by the school or district.

Individual dial reports and even the master dial report (of all calls made in the past year), can be exported as an Excel spreadsheet, a PDF file, a Word file, or printed.

If you choose, you can have the report automatically e-mailed to any number of administrators.

Emergency and Anti-Bullying Hotline

Your district can have one or more dedicated phone numbers that are specifically for the purpose of two-way emergency notification.

The students, parents and staff are told about the dedicated phone number, and whenever anybody calls into or text to that phone number, the voice message or text message is immediately distributed to everybody designated by the school or district as the Emergency Response Team. If anybody on the Emergency Response Team replies to the text or voice message, the originator receives the reply, as well as the other members of the Emergency Response Team.

This two-way emergency response feature is well suited for a two-way Anti-bullying hotline (and can be configured as an anonymous message), or any other emergency response need where a one-to-many two-way communication mechanism will improve the response to serious situations.

Panic Button Emergency Alerts

More than ever before, school districts need to provide their teachers and staff with the most effective tools for handling in-classroom crises.

These days, teachers typically have cell phones or smart phones, and having a powerful and silent alert tool within the cell phone is paramount to helping the teachers with their ever-increasing need to respond to dangerous situations.

Instant Connect includes, as part of its Digital Voice Dialer, a feature that is perfectly suited for those types of emergencies. *Panic Button allows teachers or staff members to initiate an instant notification for internal crisis by simply texting a quick message from their cell phone.*

Instant Connect can allocate for you a dedicated phone number, and whenever a teacher texts to that number, their message is instantly transmitted to the internal group designated by the district, whether it be all the teachers and staff within the school, or a smaller designated emergency response team.

This way, a teacher can be hiding under a desk, in a closet, or in a common area and still be able to instantly communicate the emergency instance with a single speed dial text from their cell phone or smart phone.

FUNCTIONALITY DETAILS AND EXAMPLES

This section provides further details regarding the operation of some of Digital Voice Dialer's key functions. This is not a full feature list, just examples of how to use some of the more common features.

Types of Messages

Emergency Messages

The Instant Connect system can deliver urgent or emergency messages quickly, and can send those messages to all of the phone numbers and e-mail addresses available for each student and staff member, via texting, voice and e-mail. Here are some fast and easy options for launching an emergency communication:

1. Pre-planned emergency conditions. If the condition can be anticipated, the pre-recorded message and condition will be an option that appears immediately upon Web login. In this case, the emergency message is dialing after only 3 mouse clicks (after login). Specifically, the user logs into the Web interface with their normal User Name and Password, they click on the chosen emergency condition, click "Start dialing now," and the call goes out immediately. The message can be launched within 2 seconds of logging in.
2. If they need to create a new message for the emergency condition, it is still extremely fast with the Web interface. Upon login, the user chooses the group to receive the message, clicks on Create a Message, types the message, clicks OK, and clicks Start Dial Now. In roughly the time it takes to type the message, they can have the emergency call launched. They can also record a voice message through the interface.
3. Mobile apps. The Instant Connect Target Mobile app is available from the Apple and Google app stores (no additional charge) and allows the fast creation and launching of messages from any iPhone or Android smart phone.
4. Dial-in message initiation is available through usage of a toll-free number. Once the system is set up, the student and staff contact records are automatically uploaded to the Instant Connect hosted database nightly. At any point, authorized school personnel can call the toll-free number, enter the desired list code and password, record a message, and the call immediately launches to all members of the list. Once a list is designated for remote dial-in, those calls can always be made from any telephone in times where Internet or power is unavailable.

Informational Messages

An authorized user can choose the groups they would like to notify, can record (over a telephone) or type a message, launch the notification immediately, or schedule the notification for any point in the future. If the message is typed, a computer voice will read back the message to the call recipient, and the system can even translate a typed message to the parent's spoken language based on the SIS language field designation.

Depending on the type of message, the user can decide to only dial a single number (they can choose which phone to use), or all phone numbers, or a third option where it conditionally tries the first number and only goes on to alternate numbers if a message could not be delivered to the first number.

Automated Attendance or Lunch Balance Collection Messages

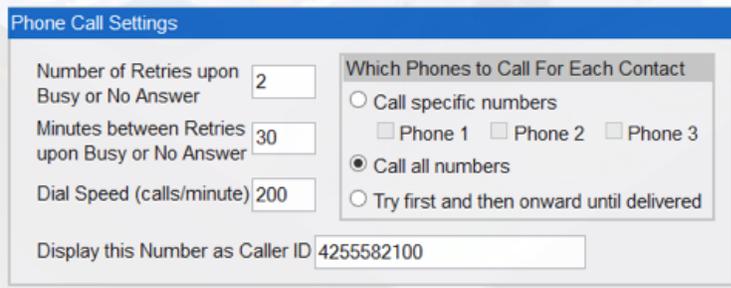
Digital Voice Dialer can automatically receive the daily attendance data from most SIS's, parse the report to identify the unexcused absences and tardies, and launch notifications without any human intervention.

The student's name (first name or full name), the school's name, the current date, the periods absent, and other information can be automatically spoken in the attendance calls. The system can even look at the number of absences to identify which message to speak. It can also speak different messages based on the home language.

The daily unexcused absence (or tardy or leave-early) calls can be automated for any time each day, as that data will be pulled from the database at the scheduled time of the call. The Instant Connect system then calls each of those numbers to report the absence, optionally can speak the student's name in the call (it can be a pre-recorded, TTS, or blended multi-part message), and generates a daily report of the calls made and attempted. Each school can have their own message, can choose their time for the attendance calls, and will receive the appropriate report.

Other types of automatically generated calls, such as lunch balance collection calls or library fee calls can also be scheduled to happen on a regular basis (based on the availability of that information in the database), and can also optionally speak details for each particular student within the call.

Phone Call Settings, Default Overrides



Screen image for adjusting Phone Call Settings.

Any valid U.S. Caller ID number can be displayed to the call recipient. The default Caller ID is defined for each building or user when the user or list is configured, but that Caller ID number can be overridden with another for any particular list.

Methods to launch a notification

At any time, the system can be accessed at www.esvdial.com, or using the toll-free dial number that is provided for each configured list. System access is 24x7x365.

Dialing in to a toll-free phone number

Instant Connect allows authorized users to dial into the system, enter their list code and password, and launch a call immediately.

Launching a call through the Web page

When an authorized user logs into Digital Voice Dialer, they immediately view the groups for which they have access. Upon initial configuration, those groups are automatically broken down by building, grade, and home language. Therefore, most users can simply click on the group or groups they want to reach, record a message, and launch (or schedule) the call. More sophisticated users can also select individual contacts or other sub-groups that they dynamically generate from the standard groups.

Here are the steps for using the Web interface for launching calls:

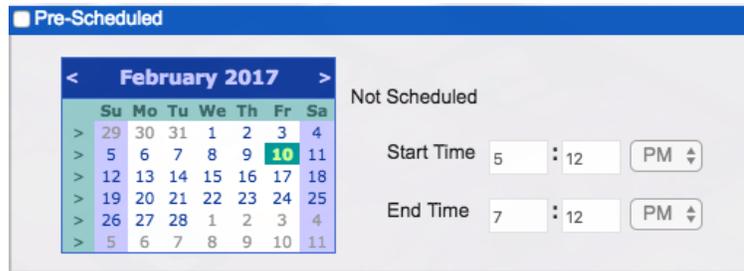
1. Log into www.esvdial.com
2. Click on the group or groups you would like to reach (or simply click on any pre-configured emergency dial message list that already includes the group's contact information).
3. Click on "Create a message" to type or record a message from their phone.
4. Launch the call by pressing "Send Message Now."

With only a few clicks and the time it takes to record or type the message, the call can be launched.

Pre-scheduling messages

The system allows the user to launch a call immediately, or to pre-record as many messages as they choose for future delivery. For any particular message, they can associate it with a list and pre-schedule as early as a year in advance of its expected dial time.

The interface allows for a pre-scheduled time (start and end time) for any desired notification. Once the pre-schedule is defined and activated, the system will wait until that time before launching the calls, e-mails and texts. If the end time is reached before the voice redials are complete, the dialing ends, the report is generated, and the list is marked as incomplete.



The screenshot shows a 'Pre-Scheduled' window. On the left is a calendar for February 2017 with the 10th highlighted. On the right, under 'Not Scheduled', there are two time selection fields: 'Start Time' set to 5:12 PM and 'End Time' set to 7:12 PM. Each field has a dropdown arrow.

Screen image showing Pre-Schedule options.

If a daily notification is set up (such as for absences, tardy students, or overdue lunch balances), the time range of that notification can also be pre-scheduled.

Automated daily or weekly messages

The system also allows a specific time each day or week to automatically load data and launch calls without user interaction. The calls can play a pre-recorded message, or a message that embeds call-specific information such as a student's name for attendance calls or a dollar amount for lunch balance collection calls.

Pre-planned messages

You can pre-record messages to prepare for events such as weather cancellations, delays, early dismissals, test reminders, report card announcements, parent teacher meeting reminders, or any other event that may happen periodically. If you pre-plan for the message, you can create a special list that contains the pre-recorded message and links to the correct notification group.

When it is time to launch the pre-planned message, here are the steps:

1. Login to the www.esvdial.com.
2. Click on the list name (such as "School Cancelled").
3. Click on *Send Message Now*.
4. Message is delivered.

Message Creation

The creation of the message is fast and easy. A user can choose any combination of voice, e-mail and text messages. With a voice message, they can choose between pre-recorded voice, text-to-speech (computer) voice, or multi-part messages (most commonly used for speaking student names in attendance calls or overdue lunch balances).

Recording a voice message

When messages are recorded from the telephone, the voice interface provides a mechanism for reviewing and re-recording the message.

This is the specific audio sequence used with the recorded message from the Web interface (almost the same sequence occurs when calling the toll-free number to launch an emergency call):

1. From the Web interface, the user enters the phone number (and extension if appropriate) of the phone they want to use for recording. It remembers that phone number for subsequent recordings to further speed up the process. Upon clicking "Record Message," their telephone rings and they hear:
2. System: *"Please Press One to Record."*
3. User presses 1.
4. System: *"Please record your message at the beep. End by pressing pound."*
5. User records the message, and presses #.
6. System: *"To accept and launch dial now, press 1. To review your recording, press 2. To re-record, press 3. To cancel, hang up."*
7. User presses 1, 2 or 3.
8. Once the user presses 1, the Web interface displays "Recording Complete."

After the recording is complete, the user can always go back to the message and press the Preview button. They can choose to have the message call a telephone and play over the phone, or simply play over their computer's speaker. At any point, they can re-record a message by clicking "Record Message" in the Create Message page.

E-mail Message Options

Digital Voice Dialer allows the delivery of text-based e-mails as well as HTML e-mails. For HTML e-mails, a full HTML e-mail editor is included.

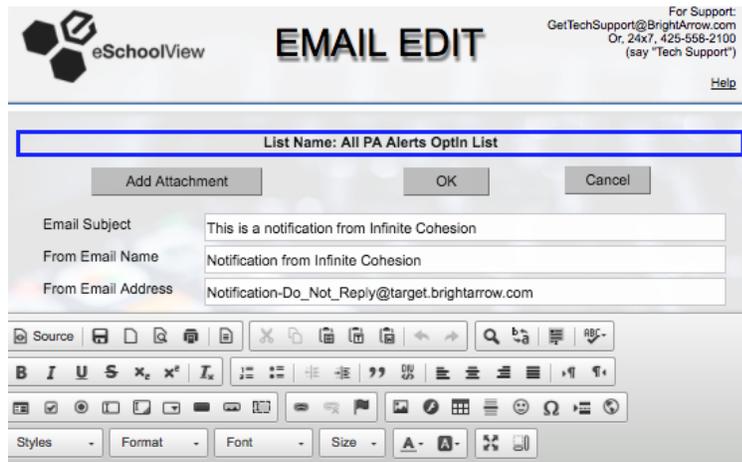
HTML E-mail Message Editor

E-mails may be created within Instant Connect's built-in HTML e-mail editor. This editor includes a wide range of tools to allow easy creation of sophisticated newsletters and announcements.

E-mail content can be created directly in the Instant Connect editor, or pasted in from any HTML-compatible program (such as Microsoft Word). Pictures and graphics can be included in the e-mail, as well as a wide assortment of text editing tools.

The HTML e-mail can be sent alone to any group or sub-group, or sent accompanied with a voice or text message or both. A common usage is to provide details about an event or activity in the e-mail, and a concise summary in the phone call to remind parents of the event and suggest that they read the e-mail that is delivered at the same time as the voice call.

E-mail Attachments and Links



Instant Connect's HTML e-mail system allows links to Web-sites

as well as link-based attachments (or alternatively actual attachments). If you have a file to share with a notification group, you use the "Add Attachment" button to upload the file, and the system creates a link to that file that the e-mail recipients can view by clicking on the resulting link.

Import Features

In addition to distribution lists that are automatically received from your user database, users can import lists that are either comma-delimited or tab-delimited text files. In this case, the Instant Connect system intelligently determines the type of data in each field – the user is not required to match up the columns with the data types. For example, the Instant Connect system can differentiate between first name and last name fields by automatically invoking a statistical analysis with the help of a table of common first names.

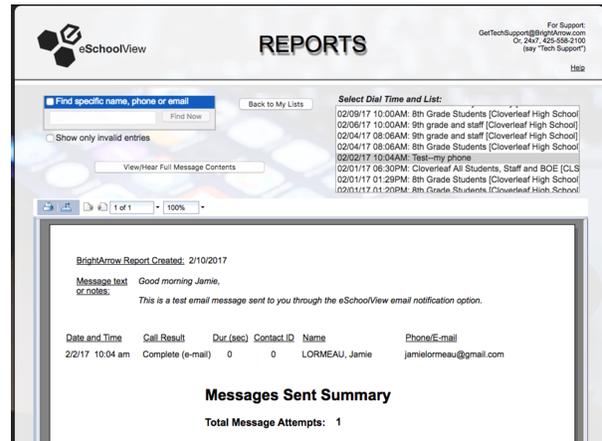
Message Sent Reporting

From a list of completed dials (identified by name and date/time), the user can view the report on screen and download the report in PDF, Excel, and comma-separated formats. Each line of the report contains, for each attempted recipient:

- Date/Time of communication
- Result (voice mail, live answer, busy signal, no answer, invalid number/e-mail, etc.)
- Duration of connection
- Last name, First name
- Student ID
- Communication point (phone number, e-mail address)

Each completed dial's report also includes the following summary information:

- List name and other general list information in header
- Any notes or text entered related to the message
- Graphical and Numeric Summary report at bottom, including:
 - List name
 - Size of list
 - Total number of call attempts (if voice calls)
 - Percent attempted
 - Total live answer messages delivered
 - Total voice mail messages delivered
 - Total number of duplicate numbers not dialed
 - Total unsuccessful
 - Unsuccessful Busy
 - Unsuccessful Ring No Answer
 - Unsuccessful Unreachable (encompasses bad phone number, temporarily unreachable phone number, disconnected phone number, other failure conditions)
 - Total number of SMS texts
 - Total number of e-mails



List Management

Digital Voice Dialer lets you create list copies, list subsets, and even consolidations of lists called Superset Lists. Any of these variations of your lists can be linked or unlinked, and the combination of Linked Lists, Subset Lists and Superset Lists gives you a wide range of ways of configuring your Instant Connect system for fast use.

Linked List

A Linked List has its own characteristics, such as a special message attached (like a snow cancellation message), and special settings. By being linked, the actual contact information matches its source list, and is refreshed every time the source list changes.

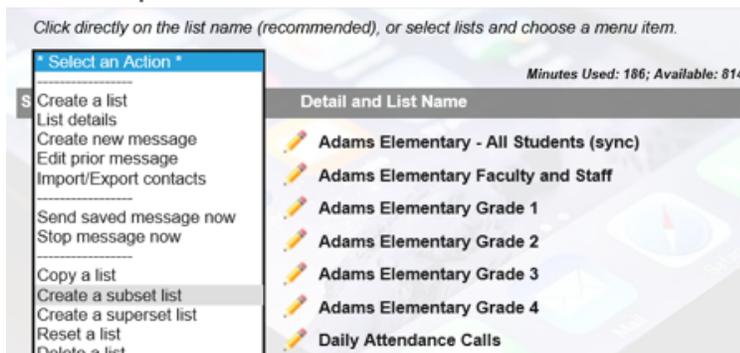
To create a Linked List, you first click on the list you want it to link from (using the checkboxes in the left edge of the My Lists page), and click the "Copy a list" menu item.

If you retain the default setting of the new list being linked to its source list (the Master List), that new list will reflect all subsequent adds, edits, and deletes of contact information from the source list. If in this linked copy you record or type a specific message, then that message and the list are configured and ready to be used fast. For example, if you configure a "Snow Cancellation" list that way, you can cancel due to snow with two mouse clicks (or iPhone taps) after you login.

Subset Lists

The Instant Connect Digital Voice Dialer also gives the user the flexibility to create as many sub-lists (called **Subset Lists**) as they choose based on whichever field filters are chosen. As opposed to notification systems that require you to identify the filters each time you do a notification, the Instant Connect system remembers the filters in the form of a **Subset List** so that the filter only needs to be defined once for subgroups that are used repeatedly. To describe the details of setting up and using Subset Lists and Superset Lists, we will describe the setup process (done only once), and the daily usage steps.

Initial Setup of Subset Lists



Click directly on the list name (recommended), or select lists and choose a menu item.

Minutes Used: 186; Available: 814

Select an Action *	Detail and List Name
<ul style="list-style-type: none"> Create a list List details Create new message Edit prior message Import/Export contacts Send saved message now Stop message now Copy a list Create a subset list Create a superset list Reset a list Delete a list 	<ul style="list-style-type: none"> Adams Elementary - All Students (sync) Adams Elementary Faculty and Staff Adams Elementary Grade 1 Adams Elementary Grade 2 Adams Elementary Grade 3 Adams Elementary Grade 4 Daily Attendance Calls

Create a subset list

From the main My Lists page, click on the All District Student lists that loads in for the database synchronization, and click on the menu item "Create a subset list."

Choose your filter rules

You can create as many Subset Lists as you choose. They can be based on any combination of criteria that is loaded from your Student Information System, including

building, grade level, home language, bus route, homeroom teacher, classes taken, or even extracurricular involvements.

Subset List setup complete

Here you can create a Subset List that is a permanent filter of another list (the "Source List"). This Subset List is automatically updated every time the Source List changes.

New list name:

Keep linked To Source List:

Choose filters to define subset of list

Use dropdown list

Once a Subset List has been identified, it remains in the user's My Lists page unless they remove it. The Subset List always contains the latest student contact information from your database synchronization, so once it is set up it is not necessary to maintain that list. You can also assign any list, Subset List, or Superset List to individual users or departments. Ad-hoc Contact Filters for instant subsets

Sometimes you simply want to quickly identify a subset of your current list for a one-time usage, so you do not need to setup a subset list.

The Instant Connect Create Message page has a Contact Filter button that simply lets you create a one-time filter to send a message to some of the contacts in your list.

Preview:

Apply Contact Filter

4. Choose the next action for saving or delivering this message.

Choose filters to define subset of list

Use dropdown list

Superset Lists

When sending a message to different groups at once, all that is necessary is to click on the checkbox to the left of the lists, click on Create a message, record or type the message, and click on Send Message Now.

Click directly on the list name (recommended), or select lists and choose a menu item.

Minutes Used: 186; Available: 814

Select an Action *	Detail and List Name
<input type="checkbox"/> Create a list	<input type="checkbox"/> Adams Elementary - All Students (sync)
<input type="checkbox"/> List details	<input type="checkbox"/> Adams Elementary Faculty and Staff
<input type="checkbox"/> Create new message	<input type="checkbox"/> Adams Elementary Grade 1
<input type="checkbox"/> Edit prior message	<input type="checkbox"/> Adams Elementary Grade 2
<input type="checkbox"/> Import/Export contacts	<input type="checkbox"/> Adams Elementary Grade 3
<input type="checkbox"/> Send saved message now	<input type="checkbox"/> Adams Elementary Grade 4
<input type="checkbox"/> Stop message now	<input type="checkbox"/> Daily Attendance Calls
<input type="checkbox"/> Copy a list	
<input type="checkbox"/> Create a subset list	
<input type="checkbox"/> Create a superset list	
<input type="checkbox"/> Reset a list	
<input type="checkbox"/> Delete a list	

If, however, you commonly choose multiple lists together, such as separate Students and Staff lists to do an "all call," you can define a Superset List that is the combination of other lists that are managed or loaded separately.

Configuring a Superset List is simply a matter of giving it a name and then identifying all of the source lists that are combined together to create the Superset List. The most common usage is if you have an all student list and all staff list from different data sources, they can be both "source lists" for an "All Call" list using the Superset list feature.

A Superset List is a list that is automatically updated every time any of the underlying source lists is updated. This is useful when you want to manage different lists but occasionally want to call everybody on all of the lists with a single action.

New list name

Keep linked To Source Lists

Source Lists: Choose all lists that are to be combined into this new Superset List.

Adams Elementary - All Students (sync) (1276 entries)
Adams Elementary Faculty and Staff (346 entries)

Subset Lists and Superset Lists give the administrator user the ability to set up filters in advance and assign the resultant lists to the appropriate users, making it fast and easy for them to launch a notification.

Usage of Subset Lists or Superset Lists.

Whenever you would like to send a notification to a Subset List or a Superset List, you simply:

- (1) Login.
- (2) Click on the Subset List.
- (3) Click on ***Create Message*** to record or type a message.
- (4) Click on ***Send Message Now*** or ***Schedule Message***.

Functionality Unique to Instant Connect

eSchoolView has been providing Instant Connect for K-12 institutions for nearly five years. We continue to innovate and satisfy the needs of discriminating and demanding districts across North America. Our philosophy is to have our solution adapt to the needs of your district, not force you to alter or change standard operating procedures to make up for a feature deficit.

Many of the leading notification services have very extensive feature sets. Instant Connect provides virtually all the functionality available in the other systems, but also delivers unique benefits and features that are often not in many of the other mainstream choices. This section describes some of those unique advantages.

General Features

Number of User Licenses: eSchoolView licenses its product on a per student, staff and faculty basis. You can have an unlimited number of users of our system, including: School/District Administrators, Teachers and Coaches. Many other vendors limit who in the district can use the system, or charge extra for users beyond their base offering.

Maximum phone numbers per student/staff: Instant Connect provides an unlimited number of phone numbers and email address per student or staff member where many other vendors limit you to six. With large extended families, home phone and mobile devices, it is likely that you will sometimes need greater than six.

Anti-Bullying Hotline: Instant Connect is the only notification system to offer an Anti-Bullying Hotline as part of our notification service, at no additional cost. We will source a local phone number for your district. That number can be distributed to students, parents and teachers who can text and or call that number to report acts of bullying. Unless designated as "anonymous," any response to that message by your emergency response team will be delivered to your entire emergency response team as well as the original sender.

LDAP Integration: Instant Connect can include automated account management and authentication via ADFS and LDAP included in the price of the system. eSchoolView has successfully integrated with a variety of the different auto-authentication methods, which includes different variations of Active Directory and LDAP, including ADFS.

Preconfigured Lists/Messages: Instant Connect's unique "List" architecture combines Lists, Messages and Settings into a single object. The feature allows you to preconfigure a list, message (voice, text, email, social media post, app push notification), and system settings so that within three clicks you can launch a notification. This is ideal for Emergency School Lockdown messages, freeing your staff to attend to other important duties: Three clicks and your message is delivered.

Importing Lists / Intelligent importing: Instant Connect provides the capability to importing data from outside your student information system into lists that can be utilized for notifications. We support the importing of files from .xls or .csv files. Unique to Instant Connect is our ability to auto-detect the field types based on their content and assign the values to our contact fields. In addition, it includes an override capability for ambiguous data fields that you can manually assign values.

Language Support: Instant Connect supports language translation for text based messages for up to 100 languages as well as generation of Text-to-Speech for up to 20 languages. The closest competitor is 66 text languages and only 15 Text -to-Speech translations.

Blocked Times: Instant Connect provides functionality to block inadvertent delivery of messages during designated night times, functionality that can be configured district-wide or for individual schools.

Hearing Impaired Messages: Instant Connect can use fields within a Student Information System to determine if a student or parent is hearing impaired and will automatically send a text message instead of a voice call.

Additional Per-Usage Accounts: Instant Connect offers the ability to add an additional account so that schools can reach out to alumni, community members, donors, associated non-profits or bond/levy voters. Schools that opt for this account will buy a block of minutes that they use to send notifications to outside members. As existing Instant Connect school client, you are offered blocks of minutes at a discount.

Change Password upon First Use: Instant Connect provides non-LDAP districts an option to set an initial default password that must be updated by the user upon first usage.

Texting Survey feature: In addition to voice survey functionality, Instant Connect offers the ability to launch text-based surveys and collect and tabulate the results in a report.

FCC Compliance Tools

Instant Connect provides the most comprehensive set of tools to assist schools/districts in complying with FCC TCPA regulations.

FCC TCPA Texting Specific Options

Default opt-in/opt-out choices available:

1. **Opt-Out:** Everyone is enabled to receive texts. First text sent to a given number is followed by a second text allowing user to Opt-out. This is the most popular option as it places the onus on the parent to opt out versus the school chasing the parent to opt in, or
2. **Opt-In:** Everyone must opt-in to received text communications from the school/district, or
3. **Only emergency notifications until Opt-in:** Everyone is enabled to receive emergency notifications from the school/district and must opt-in to receive informational notifications.

Opt-out keywords: Instant Connect supports an extensive number of keywords to facilitate the opt-out requests. Other companies make you know certain account codes or limit the opt-out command to only one word.

Opt-out Requests to Administrator: Requests for Opt-in or Opt-out are forwarded to school administrator.

FCC TCPA Voice Options

Opt-Out Toll-Free Number: Instant Connect can provide either a toll-free or local number to facilitate opting-out of voice calls. In addition, Instant Connect offers the unique ability to forward the explanation for opting-out to the school administrator.

Opt-in/Opt-out via Parent Portal: Instant Connect provides the ability for parents to opt-in and out of text and voice calls from the parent portal.

District Control of which Staff Can Identify a Message as Emergency: FCC TCPA allows emergency and attendance calls to be sent all parents, but information calls can only be sent to those who have opted in. The district can control which personnel have the option of designating a message as emergency to help protect against incorrect interpretation of that designation.

Attendance Options

As with most major notification systems, Instant Connect provides a comprehensive set of daily attendance reporting features. Attendance can be reported via, voice call, text or email. Instant Connect also includes its expanded ability to provide periods missed and class names. Unique to Instant Connect is its ability to track, calculate and report certain attendance requirements. For example: if a student misses x number of classes in a specified grading period, Instant Connect can deliver a special message (voice, text, email). Instant Connect offers the option of producing an attendance summation letter for printing, signing and mailing when attendance totals exceed a specific number.

Email-specific Options

Attachments: Instant Connect supports an unmatched level of attachment support. It offers the ability to send an unlimited number of true attachments as well as an unlimited number of linked attachments, where a linked attachment can be up to 10MB apiece. Instant Connect will automatically create a linked attachment to maximize delivery results.

HTML Templates: For no additional charge eSchoolView will create an unlimited number of HTML Templates. Templates can include letterhead or document forms.

Email reports (Report Cards): If available from your Student Information System, Instant Connect can email system generated reports such as report cards, progress reports, class schedules or lunch balances. This feature is available at no additional charge.

District-wide message prefix/suffix: Standard email information can be included automatically at the top and/or bottom of all emails sent from Instant Connect, regardless of the template used, for purposes such as unsubscribe instructions, legal disclaimers, or other district-wide communication standards.

Replacement Values: Instant Connect supports the ability to insert variable data values into the body of the email as well as in the subject line of an email. One can use this feature to insert data such as dates, first names, last names, teachers, bus route in emails to customize communications on a per student basis.

Voice Call Specific Options

Record Outgoing Message: Where other systems offer one or the other, the Instant Connect system offers both common methods of recording your voice for an outgoing notification:

1. **The System Calls You:** You enter a number for the system to call you; you may even enter an extension (if your phone number is answered by an auto-attendant). When you answer the call, the system will prompt you to record, review, save or rerecord your outgoing notification message. The system is smart enough to remember that last number you entered to record a message so doing subsequent recordings requires no typing – just one click.
2. **You Dial the System:** When you select this option, the system will provide you with two toll-free numbers to choose from as well as a log in and password. Upon successfully logging in, you will be prompted through the process of recording your message.

Short Voice Messages: Instant Connect will allow you to leave short messages as well as messages up to two minutes in length. Some other systems will fail at sending messages that are too short; you won't know until your parents complain.

Contingent phone selection: Instant Connect offers a unique outbound calling strategy for delivering voice notifications. When this option is selected, the system will try the first number associated with a student; if it is able to deliver the message to a live recipient or leave a voice message, then the delivery is complete, otherwise it will try the next number and so on until it is able to deliver the message.

Toll Free Caller ID: Instant Connect offers a toll-free number that can be used as the school/districts outbound Caller ID. If a parent redials that number, they will hear the last message delivered by the school/district. If there were several messages delivered, the system will replay all messages delivered over a 24-hour period, with the most recent first.

Custom Number for Attendance calls: Not only can attendance calls show a Caller ID for specific attendance office numbers, but special phone numbers can be provided so that when a parent calls that number they are asked to explain the reason for the absence – information that can be automated forwarded as an audio file to the email address of the attendance office.

Special options to do retries upon reaching Un-configured Voicemail Boxes: Often a cell phone's voice mail has either not been configured or is full. Instant Connect can detect this condition and launch retry attempts much as is done if the system detects No Answer and Busy signals (checking for No Answer and Busy alone is typically only useful for land-line telephones).

Multi-Tier List Prioritization: The Instant Connect system allows different levels of prioritization for different lists to streamline the delivery of messages. For example, in the case of an early morning weather cancellation, it may be appropriate for the staff calls to go out the earliest, following by secondary schools before sending out the primary schools – based on the potential distances the person travels to arrive at the school. Instant Connect allows this level of granularity by providing different prioritization levels based on the list content.

Parent/Staff/Community Portal Options

Prior Messages available in the Parent Portal: Prior messages (voice, text, email) are easily retrieved at any time by parents and staff from the parent portal.

Portal Settings with Infinite Campus synchronization: Instant Connect offers a web portal for parents and staff to update how they would like to receive messages, including instructions regarding phones that are in Infinite Campus as well as adding phones outside of Infinite Campus. When the Infinite Campus data changes, those changes are intelligently applied to the settings that the parent has already made so their choices remain intact while still reflecting the new information in Infinite Campus.

Set-up Opt-in Groups: The parent/staff portal can be configured to include any number of opt-in groups, such as information related to athletics for specific schools. Often districts will have emergency and attendance calls automatically chosen but will give parents the ability to opt into any other groups they choose – and such groups can be defined and updated by the district.

Community Portal: Instant Connect also offers as an option (no additional charge) a community portal. If this option is chosen, community members outside of parents and staff would be able to register and opt-in for emails and text messages for any number of groups for the district or individual schools.

Provides password-free secure logins: One of the biggest support challenges with parent portals is the requirement that parents remember their login and password information. Instant Connect has the option of providing secure access to the portal for those parents and staff with email addresses that does not require that they remember a password by having it email a link each time they want to access their portal.

Two Way Communications Portal: Instant Connect offers as an option (no additional charge) of a two-way communication portal. This feature enables parents, staff, students, or community members to reach out to any department or school via the portal with questions, comments, complaints, or compliments. The communication from the outside party is automatically forwarded to the designated district-level or school-level staff member(s) so that they may reply in writing or telephone. Both sides of the communication are logged and delivered as a report, and an automated mechanism is in place to help ensure that when a response is requested such response is sent.

EXHIBIT A LICENSING, PRICES AND PAYMENT TERMS

I. Licensing

- Provider grants Client a license to use eSchoolView's hosted Web-based system, extending from the date of agreement through to **06/30/2023**.
- Client may use the service to deliver the messages in the form of voice telephone calls, SMS text messages, and e-mail messages to any number of phone numbers and e-mail addresses associated with up to **1587** different students and unlimited faculty and staff members.

II. Price and Terms.

- One time setup and integration fee – Waived.
- The license fee for this service is priced at \$1,825.05, per contract year payable Net 30. This fee is non-refundable.
- If the Client needs to increase the student or staff licenses, it can do so by faxing or emailing a purchase order to encompass the additional licensers required. The incremental cost is \$2.00/ person for up to a one year license.

III. Renewal.

- Unless terminated, this Agreement automatically renews on an annual basis after the end of the contract term as outlined under the Subscription Agreement. Client may terminate this Agreement by giving Provider at least 90-days written notice before the end of the original Subscription Agreement end date.
- If the per-student price for the next annual renewal period will be different, Provider must communicate the new price in writing at least 60-days before the renewal date, otherwise the same price and terms apply for the renewal period.

EXHIBIT B FUNCTIONAL SPECIFICATIONS

Provider offers a hosted Web-based mass notification system for automatically delivering voice, e-mail and SMS text messages to pre-determined lists of message recipients. Provider also can deliver an optional Windows software component for an on-site version of the same services, with the additional feature of receiving data automatically from on-site information databases and files.

The system allows Client to create an unlimited number of lists containing notification recipients and their contact information. The number of different notification recipients is limited by the number of the licenses described in Exhibit A.

The system allow transmission of messages under the following constraints: (1) voice recordings (or rendered text-to-speech equivalents) will not exceed 120 seconds in length, (2) SMS text messages will not exceed 160 characters in length.

Details of the service and software functionality are included in the current product brochure. Although the service may change in functionality from time to time, at which time the description in the attached brochure may no longer entirely apply, any such changes will be made to supplement or improve the service and functionality, at the sole discretion of the Provider.

This Agreement is made and entered into on July 1, 2018 by and between eSchoolView, a Ohio company with its billing address at 240 North 5th Street Suite 200, Columbus, Ohio 43215 ("Provider"), Prospect Heights School District 23, located at 700 N. Schoenbeck Road, Prospect Heights, IL 60070 ("Client").

BACKGROUND

- a. Client desires to use an automated notification service that will perform according to the Functional Specifications attached as Exhibit B.
- b. Provider offers automated notification services via voice calls, e-mails and SMS text messages to organizations.

NOW, THEREFORE, the parties agree as follows:

1. GENERAL

- a. Client may access Provider's system and use the online services that Provider makes available through that system ("Service"), and use the software optionally provided to connect to the Service ("Software"), under the following terms and conditions.

2. ACCESS AND LICENSE

- a. Access. Provider hereby grants Client access to its system and the right to use the Service subject to the terms of this Agreement.
- b. License. Provider hereby grants Client a non-exclusive, nontransferable license to login and use its hosted Web-based service. In addition, Provider grants Client a non-exclusive, nontransferable license to install and use the associated optional Windows Software, in executable form only, for the purpose of automatically delivering information from Client's databases to Provider's system for Client's use of the Service. Client may install and use the Software on any compatible computer under Client's control and copy the Software for back-up or archival purposes provided that all such copies contain the copyright notice and other proprietary markings found on the original copy of the Software. Client may not (1) modify or otherwise create derivative works, (2) translate, reverse engineer or reverse compile, or disassemble the Software, or (3) sell, rent, sublicense, assign, distribute, or otherwise transfer the Software or this license.
- c. Permitted Users. Service may be used by Client employees and authorized agents, provided that each such person abides by the terms and conditions of this Agreement. By providing a user access to Client's account, Client assumes all risk and liabilities resulting from their use. If Client authorize a minor to use Client's account, Client is fully responsible for the online conduct of the minor, for controlling the minor's access to and use of the Service, and for the consequences of any misuse. It is Client's responsibility to safeguard any personal identification number and password required to access the system. Client's right to authorize others to use Client's account is not assignable or transferable.

3. CHARGES AND PAYMENT

- a. Provider will charge Client an annual service fee for the Service plus any applicable sales, use, value-added, personal property, or other governmental tax imposed on the Service. The price and terms for the Service are described in Exhibit A.

4. SYSTEM RULES

- a. Client is responsible for all use of Client's account. Client must promptly inform Provider of the loss, theft, or unauthorized disclosure or use of Client's identification name or password. Until Client notifies Provider of such a breach of security, Client remains liable for any unauthorized use of the Service through Client's account.

- b. The Service and Software may only be used for lawful purposes and consistent with the rights of other users and third parties. Without limiting the foregoing, the Service and Software shall not be used in a manner that would violate any law or infringe any copyright, trademark, trade secret, right of publicity, right of privacy, or any other right of any third party, or for the purpose of posting, transmitting, or storing any unlawful, harmful, threatening, abusive, harassing, defamatory, vulgar, obscene, profane, hateful, or racially, ethnically, or otherwise objectionable material of any kind.

5. NO WARRANTY; LIMITATION OF LIABILITY

- a. THE SERVICE IS PROVIDED ON AN "AS IS," "AS AVAILABLE" BASIS. PROVIDER DOES NOT MAKE, AND EXPRESSLY DISCLAIMS, ANY AND ALL WARRANTIES, EXPRESS OR IMPLIED, WITH REGARD TO ANY INFORMATION, SOFTWARE, PRODUCT, OR SERVICE FURNISHED BY IT UNDER THIS AGREEMENT, INCLUDING WITHOUT LIMITATION ANY AND ALL IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL PROVIDER BE LIABLE FOR ANY INDIRECT, INCIDENTAL, CONSEQUENTIAL, SPECIAL, OR PUNITIVE DAMAGES, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. THE MAXIMUM LIABILITY OF PROVIDER TO ANY USER FOR ANY LOSS, CLAIM, DAMAGE, OR LIABILITY OF ANY KIND, INCLUDING DUE TO PROVIDER'S NEGLIGENCE, SHALL BE LIMITED TO THE AMOUNT PAID BY USER TO PROVIDER DURING THE SIX-MONTH PERIOD PRECEDING THE CLAIM.

6. INDEMNIFICATION

- a. Client agrees to indemnify and hold Provider, its officers, directors, employees, and agents harmless from and against any claims and expenses (including reasonable attorney's fees) arising out of or related to any violation of this Agreement or use of Client's account.

7. PROPRIETARY RIGHTS

- a. Software. The Software and any accompanying documentation and written materials are the sole and exclusive property of Provider or its licensor and are protected by copyright and trade secret law and international treaties.
- b. Content. Client acknowledge that the Service contains communications information, software, photos, video, graphics, sound, music, and/or other material ("Content") that are protected by copyright, trademark, trade secret, and other intellectual property law and that the rights in such Content are valid and protected in all forms, media, and technologies that now exist or that may be developed in the future. Client may not modify, publish, distribute, transmit, transfer, sell, create derivative works from, or in any way exploit any of the Content that Client obtains from the Service, in whole or in part. If no specific restrictions are displayed, Client may make copies of portions of the Content, including material protected by copyright, trademark, or other proprietary rights, provided the copies are made only for Client's use and that Client maintains any copyright, trademark, or other proprietary rights notices on the copies of the Content. Except as stated immediately above or as permitted by the fair use provision of U.S. copyright law, Client may not upload, post, reproduce, or distribute any Content protected by copyright or other proprietary rights without the permission of the copyright owner.
- c. Trademarks. *eSchoolView* and the eSchoolView logo are the registered service marks of Provider. The right to access and use the Service and Software do not include any right to use the service marks of Provider.

8. TERMINATION

- a. For Any Reason. Client may terminate this Agreement for any reason at any time by giving the other party notice of termination. Such termination shall be effective upon receipt of notice. The service is billed annually and payments made by the district to eSchoolView are nonrefundable notwithstanding an early termination under this Agreement.
- b. For Cause. Provider may terminate this Agreement without notice for any conduct that violates this Agreement.
- c. Effect of Termination. Upon termination, Client's license to use the Software automatically terminates, and Provider will delete all data, files, or other information stored in Client's account. Annual service fees and any prepaid charges will not be refunded or prorated.

9. GENERAL

- a. Choice of Law. This Agreement and its validity, construction, and performance shall be governed in all respects by the laws of the State of Ohio.
- b. No Waiver. Provider's failure to insist upon strict performance of any of the provisions of this Agreement shall in no way constitute a waiver of future violations of the same or any other provision.
- c. Severability. If any provision or portion of this Agreement shall be held to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of the remainder of this Agreement shall not in any way be affected or impaired thereby.
- d. All Amendments in Writing. No provisions in either party's purchase orders, or in any other business forms employed by either party, will supersede the terms and conditions of this Agreement, and no supplement, modification, or amendment of this Agreement shall be binding, unless executed in writing by a duly authorized representative of each party to this Agreement.
- e. Entire Agreement. The parties have read this Agreement and agree to be bound by its terms, and further agree that it constitutes the complete and entire agreement of the parties and supersedes all previous communications, oral or written, between them relating to the license and to the subject matter hereof. No representations or statements of any kind made by either party that are not expressly stated herein shall be binding on such party.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date specified above.

Project Approval

This proposal shall serve as a contract between the parties once memorialized by the signatures of both eSchoolView and Prospect Heights School District 23, below.

Date

Patti Koslo
eSchoolView

Printed Name

Signing Authority
Prospect Heights School District 23

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	Anna DeFrenza	New Hire	3.5 hours/day		1/8/18	IKE		\$18.13/hour
Debbie Crask	Special Ed Program Assistant		Resignation	6.5 hours/day		1/19/18	Ross		\$26.12/hour



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

Date: January 5, 2018

Subject: Formal payment of bills from December 19, 2017 to January 9, 2018 Pursuant to BOE Weekly Bill Payment Resolution Approved 4/26/2017

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

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 December 19, 2017, through January 9, 2017.

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 December 2017 AND the insurance benefit payments made for December 2017.

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



Prospect Heights School District 23
Board Memorandum
Action/Discussion Item

Date: January 5, 2018

Subject: Salaries and Benefits Paid December 2017

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

The Board of Education is asked to formally approve the salaries and insurance benefit amounts paid by the District for December 2017. Those amounts have been paid as follows:

December 15, 2017 Payroll

Hourly	\$15,145.79
Salaried	\$541,496.59

TOTAL **\$556,642.38**

December 30, 2017 Payroll

Hourly	\$25,032.22
Salaried	\$559,247.58

TOTAL **\$584,279.80**

December 2017 Total Payroll Cost

TOTAL **\$1,140,922.18**

December 2017 Insurance Benefits Cost

TOTAL **\$241,282.86**

December 2017 Payroll and Insurance Benefits Cost

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

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1134

12/19/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
American Taxi	05741					
Check Group:						
SPED Transportation Services - KS - 10/28/2017 to 12/01/2017		1 0		171117 12/8/2017	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$108.00
Check #: 0						
PO/InvoiceTotal:						\$108.00
Vendor Total:						\$108.00
Apple Inc.						
Check Group:						
iPads - P.E. Teacher Replacements		10	180566	6707196918 12/6/2017	10.5.0000.2225.410.01.0000 General Supplies	\$2,990.00
Check #: 0						
PO/InvoiceTotal:						\$2,990.00
Vendor Total:						\$2,990.00
AT & T						
Check Group:						
Monthly Phone Charges - 12/04/2017 thru 01/03/2018		1 0		847870385212x1 2.17 12/4/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$1,073.00
Check #: 0						
PO/InvoiceTotal:						\$1,073.00
Vendor Total:						\$1,073.00
Citi Cards						
Check Group:						
Citi Cards - APPLE ONLINE - Repair Laptop - M. DeBartolo		1 0		2744 x 12/12/2017 12/12/2017	10.5.0000.2225.323.01.0000 Repair & Maintenance	\$625.89
Citi Cards - INTERCONTINENTAL CHICAGO - Triple I conference - M. DeBartolo		1 0		2744 x 12/12/2017 12/12/2017	10.5.0000.2510.312.01.0000 Professional Development	\$243.78

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1134

12/19/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Citi Cards - INTERCONTINENTAL CHICAGO - Triple I conference - C. Samojedny		1	0	2744 x 12/12/2017 12/12/2017	10.5.0000.2211.312.01.0000 Professional Development	\$243.78
Citi Cards - INTERCONTINENTAL CHICAGO - Triple I conference - D. Angelaccio		1	0	2744 x 12/12/2017 12/12/2017	10.5.0000.2321.312.01.0000 Professional Development	\$243.78
Citi Cards - LOEWS CHICAGO - Bond Workshop - M. DeBartolo		1	0	2744 x 12/12/2017 12/12/2017	10.5.0000.2310.490.00.0000 Board of Ed Food/Meals	\$79.86
Citi Cards - EGGSPERIENCE - B&S Comm - M. DeBartolo		1	0	2744 x 12/12/2017 12/12/2017	10.5.0000.2310.490.00.0000 Board of Ed Food/Meals	\$67.47
Citi Cards - COSTCO WHSE - Teacher Appreciation Day - M. DeBartolo		1	0	2744 x 12/12/2017 12/12/2017	10.5.0000.2560.410.01.0000 D25 Food Service	\$55.53
Citi Cards - IASB Springfield IL - PD Book - M. DeBartolo		1	0	2744 x 12/12/2017 12/12/2017	10.5.0000.2520.410.01.0000 General Supplies	\$45.00
Citi Cards - TONY'S FRESH MARKE - Finance Comm - M. DeBartolo		1	0	2744 x 12/12/2017 12/12/2017	10.5.0000.2310.490.00.0000 Board of Ed Food/Meals	\$21.43

Check #: 0

PO/InvoiceTotal: \$1,626.52

Vendor Total: \$1,626.52

Constellation NewEnergy, Inc. 80148

Check Group:

Monthly Electricity Charges - IKE - 11/06/2017 to 12/06/2017		1	0	0042772613x12.0 9.17 12/9/2017	20.5.0000.2542.466.01.0000 Electricity	\$2,083.33
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Check #: 0

PO/InvoiceTotal: \$2,083.33

Vendor Total: \$2,083.33

Cullen, Timothy J. 80538

Check Group:

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1134

12/19/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAC Basketball Referee - 12/11/2017		1	0	MAC Bball 12.11.17 12/11/2017	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>
Deluxe						
Check Group:						
DBA ICR Deposit Ticket Books		1	0	02041391498 12/12/2017	10.5.0000.2520.410.01.0000 General Supplies	\$171.71
					Check #: 0	
						PO/InvoiceTotal: <u>\$171.71</u>
						Vendor Total: <u>\$171.71</u>
Discovery Benefits						
Check Group:						
FSA - Monthly Fee - November 2017		26	0	0000821011-IN 11/30/2017	10.5.0000.2640.319.01.0000 Professional Services	\$110.50
					Check #: 0	
						PO/InvoiceTotal: <u>\$110.50</u>
						Vendor Total: <u>\$110.50</u>
FastSpring						
Check Group:						
VisualPST - PowerSchool Tool		1	180591	PAR17121150858 2112 12/12/2017	10.5.0000.2112.316.01.0000 Contracted Software/Websites	\$250.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$250.00</u>
						Vendor Total: <u>\$250.00</u>
Forecast 5 Analytics, Inc.						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1134

12/19/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
2017 National Conference Registration - D. Angelaccio		1	0	INV04262 11/2/2017	10.5.0000.2321.312.01.0000 Professional Development	\$229.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$229.00</u>
						Vendor Total: <u>\$229.00</u>
Garms, Thomas	80288/8092					
Check Group:						
MAC Basketball Referee - 11/13/2017		1	0	MAC Bball 11.13.2017 12/14/2017	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>
Gerdes, Edward C.						
Check Group:						
MAC Basketball Referee - 11/09/2017		1	0	MAC Bball 11.09.2017 12/14/2017	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>
JAMF Software, LLC						
Check Group:						
JAMF EDU - JAMF Pro (Casper Suite) for iOS ASA - (1000-2499)		39	180594	INV53401 12/13/2017	10.5.0000.2225.316.01.0000 Contracted Software/Websites	\$159.12
					Check #: 0	
						PO/InvoiceTotal: <u>\$159.12</u>
						Vendor Total: <u>\$159.12</u>
Kwecinski, Rick						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1134

12/19/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAC Basketball Referee - 12/08/2017		1	0	MAC Bball 12.08.2017 12/14/2017	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
MAC Basketball Referee - 12/11/2017		1	0	MAC Bball 12.11.2017 12/14/2017	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$140.00
Vendor Total:						\$140.00
Northwest Community Healthcare	01064					
Check Group:						
2018 Affiliation Fee - District		1	180598	11.27.2017 AffFee 11/27/2017	10.5.0000.2134.640.01.0000 Nurse Services	\$40.00
Check #: 0						
PO/InvoiceTotal:						\$40.00
Vendor Total:						\$40.00
PSUG Events	80976					
Check Group:						
Midwest PSUG Event (Annual)		1	180592	C36QVFT9WN 12/11/2017	10.5.0000.2225.312.01.0000 Professional Development	\$349.00
Midwest PSUG Event (Annual)		1	180592	VQR3WXW2JE 12/11/2017	10.5.0000.2225.312.01.0000 Professional Development	\$349.00
Check #: 0						
PO/InvoiceTotal:						\$698.00
Vendor Total:						\$698.00
Robertson, Lora						
Check Group:						
Reimbursement - PapaJohn's - MAC Battle Book Winners 12/06/2017		1	0	ReimburseBattleB ook 12/6/2017	10.5.0000.1121.410.04.0000 Classroom Supplies - 6th	\$57.99
Check #: 0						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1134

12/19/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$57.99
						Vendor Total: \$57.99
Ross, Sarah						
Check Group:						
Refund Food Service - F/R AT		1	0	RefundFS12.2017 12/14/2017	10.4.1611.0000.000.00.0000 Food Service Sales to Pupils	\$86.00
						Check #: 0
						PO/InvoiceTotal: \$86.00
						Vendor Total: \$86.00
Shunick, Thomas						
Check Group:						
MAC Basketball Referee - 12/08/2017		1	0	MAC Bball 12.08.2017 12/14/2017	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
						Check #: 0
						PO/InvoiceTotal: \$70.00
						Vendor Total: \$70.00
Warehouse Direct						
80219						
Check Group:						
J. Lelito - IKE - Classroom Supplies		1	0	3681249-0 11/3/2017	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$20.53
V. Hehn - MAC - Office Supplies		1	0	3714975-0 12/5/2017	10.5.0000.1120.410.04.0000 General Supplies	\$22.32
Business Office - Office Supplies		1	0	3724222-0 12/12/2017	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$1.68
						Check #: 0
						PO/InvoiceTotal: \$44.53
						Vendor Total: \$44.53
Waytula, Joseph						
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1134

12/19/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAC Basketball Referee - 11/13/2017		1	0	MAC Bball 11.13.2017 12/15/2017	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>
Zumph, John T. Check Group:	80772					
MAC Basketball Referee - 11/09/2017		1	0	MAC Bball 11.09.2017 12/15/2017	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>
						Grand Total: <u>\$10,287.70</u>

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1135

12/19/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
First Student	00406					
Check Group:						
Transportation - Bball MAC to London 11/28/2017		1 0		091-C-062915 11/28/2017	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$151.88
Transportation - MAC to Wood Oaks 11/30/2017		1 0		091-C-062934 11/30/2017	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$151.88
Transportation - Bball MAC to Holmes 12/04/2017		1 0		091-C-062972 12/4/2017	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$151.88
Transportation - MAC to Atlantis Banquets 12/04/2017		1 0		091-C-062975 12/4/2017	40.5.0000.2551.336.01.0000 VIM Trips	\$151.88
Transportation - Bball MAC to River Trails 12/08/2017		1 0		091-C-063011 12/8/2017	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$151.88
Transportation - K - November 2017		1 0		091-H-004119 12/4/2017	40.5.0000.2551.331.01.0000 Regular Transportation	\$6,800.00
Transportation - PreK - November 2017		1 0		091-H-004119 12/4/2017	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$19,438.92
Transportation - Regular - November 2017		1 0		091-H-004119 12/4/2017	40.5.0000.2551.331.01.0000 Regular Transportation	\$77,168.78
Transportation - SPED - November 2017		1 0		091-H-004119 12/4/2017	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$12,948.50
Check #: 0						
PO/InvoiceTotal:						\$117,115.60
Vendor Total:						\$117,115.60
Suburban School Coop. Insurance Pool						
Check Group:						
2017-2018 Insurance Premium		1 0		2018Premium 12/13/2017	80.5.0000.2364.380.01.0000 Property & Liability Insurance	\$57,771.00
Check #: 0						
PO/InvoiceTotal:						\$57,771.00
Vendor Total:						\$57,771.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1135 12/19/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$174,886.60

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1144

12/26/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Accurate Document Destruction Inc.	05314					
Check Group:						
Environmental Charges		1	180616	15443102 11/30/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$24.57
Document destruciton @ District Office		1	180616	15443102 11/30/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$136.50
				Check #: 0		
					PO/InvoiceTotal:	\$161.07
					Vendor Total:	\$161.07
All-Illinois Junior Band						
Check Group:						
All- State Band Participation Fees		1	180629	20180841 11/13/2017	10.5.0000.1114.640.04.0000 VIM Dues & Fees	\$100.00
				Check #: 0		
					PO/InvoiceTotal:	\$100.00
					Vendor Total:	\$100.00
Alms, Christopher						
Check Group:						
Reimbursement - Lou Malnati's - Staff Holiday Luncheon		1	0	Reimburse12.18.2 017 12/18/2017	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$314.06
				Check #: 0		
					PO/InvoiceTotal:	\$314.06
					Vendor Total:	\$314.06
Amazon.com Corporate Credit Line						
Check Group:						
100pcs Smart Phone/ Smart Tablet Red Stylus Pen		2	180513	bzyIKDHWYqUv 11/15/2017	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$37.98
				Check #: 0		
					PO/InvoiceTotal:	\$37.98

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1144

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Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
EazyHold Infant to Child Universal Cuff (5 Pack) for Special Needs – Adaptive Utensil – Classroom Supplies		1	180543	BtxNTXBWhcFC 11/14/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$34.99
Kore Patented WOBBLE Chair, Made in the USA, Active Sitting for Toddler, Pre-School, Kids, and Teens; Kids don't have to sit still anymore - "The BEST seat in any Classroom"! - Purple - Kids (14in)		1	180543	BtxNTXBWhcFC 11/14/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$69.99
Kore Patented WOBBLE Chair, Made in the USA, Active Sitting for Toddler, Pre-School, Kids, and Teens; Kids don't have to sit still anymore - "The BEST seat in any Classroom"! - Red - Kids (14in)		1	180543	BtxNTXBWhcFC 11/14/2017	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$69.99
Check #: 0						
PO/InvoiceTotal:						\$174.97
Check Group:						
12 Pack Small Digital Kitchen Timer Magnetic Back And ON/OFF Switch, Minute Second Count Up Countdown		1	180544	CLggWdkRYdWj 11/14/2017	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$36.99
Check #: 0						
PO/InvoiceTotal:						\$36.99
Check Group:						
AmazonBasics AAA Performance Alkaline Batteries (36 Count)		1	180545	CxTvUumkWnsh 11/14/2017	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$8.99
Galag Sticky Back Coins Hook & Loop Self Adhesive Round Velcro Dots Tapes 1200 pcs 600 pair 2 cm/ 3/4 inch Diameter		5	180545	CxTvUumkWnsh 11/14/2017	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$69.95
Check #: 0						
PO/InvoiceTotal:						\$78.94
Check Group:						
Post-it Tabs with On-the-Go Dispenser, 1-Inch Lined, Green, Blue, and Red, 12-Tabs/Color, 108 tabs/Dispenser		3	180552	BinSxdYGrDft 11/16/2017	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$53.25

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Voucher Detail Listing

Voucher Batch Number: 1144

12/26/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Better Office Products Sheet Protectors, 100 Count		3	180552	BinSxdYGrDft 11/16/2017	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$20.97
Check #: 0						
PO/InvoiceTotal:						\$74.22
Check Group:						
Acer Monitor 23.6" (Libraries)		2	180559	585473558433 11/28/2017	10.5.0000.2225.410.01.0000 General Supplies	\$179.98
Check #: 0						
PO/InvoiceTotal:						\$179.98
Check Group:						
B-PAC supplies		1	180560	448458394867 12/4/2017	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$55.43
B-PAC supplies		1	180560	466499895745 12/4/2017	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$35.11
B-PAC supplies		1	180560	656698548646 12/4/2017	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$82.28
Check #: 0						
PO/InvoiceTotal:						\$172.82
Check Group:						
People Shaped Magnet Clip, 6 pk		1	180561	464864349385 12/4/2017	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$11.31
Laptop Charger Converter		1	180561	464864349385 12/4/2017	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$9.00
Check #: 0						
PO/InvoiceTotal:						\$20.31
Check Group:						
HDMI Cables, 3 Feet, 3 Packs		3	180562	454656665858 12/5/2017	10.5.0000.2225.410.01.0000 General Supplies	\$26.07
Mini Mount (Universal)		4	180562	454656665858 12/5/2017	10.5.0000.2225.410.01.0000 General Supplies	\$135.96

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1144

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Asus Chromebox - Desktop		4	180562	454656665858 12/5/2017	10.5.0000.2225.410.01.0000 General Supplies	\$615.96
				Check #: 0		
					PO/InvoiceTotal:	\$777.99
Check Group: 5th grade Mystery Science materials		1	180563	439666567943 12/4/2017	10.5.0000.1110.420.01.0000 Textbook Adoption	\$135.42
				Check #: 0		
					PO/InvoiceTotal:	\$135.42
					Vendor Total:	\$1,689.62
Anderson Pest Solutions						
Check Group: December service for all buildings		1	180615	4563199 12/4/2017	20.5.0000.2542.319.01.0000 Professional Services	\$213.95
				Check #: 0		
					PO/InvoiceTotal:	\$213.95
					Vendor Total:	\$213.95
Arlington Heights Garibaldis						
Check Group: BPAC Night @ Eisenhower - Cheese Pizza		12	0	12.15.2017Samoj edny 12/15/2017	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$120.00
				Check #: 0		
					PO/InvoiceTotal:	\$120.00
					Vendor Total:	\$120.00
Banas, Amy						
Check Group: Mileage Reimbursement - December 2017		21	0	Mileage12.2017 12/21/2017	10.5.0000.2225.332.01.0000 Travel Expense	\$11.24
				Check #: 0		

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1144

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Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$11.24</u>
						Vendor Total: <u>\$11.24</u>
Bureau of Education/Research	00076					
Check Group:						
Current Best Strategies to Help S/L Pathologists on Feb. 14, 2018 for Kaitlin Kolka, Lindsey Castronovo, Candice Fleischmann		3	180596	4780149 12/14/2017	10.5.0000.2150.312.01.0000 Professional Development	\$657.00
						Check #: 0
						PO/InvoiceTotal: <u>\$657.00</u>
						Vendor Total: <u>\$657.00</u>
Chester, Patrick						
Check Group:						
TRavel Reimbursement - Triple I Conference 2017		1	0	ReimburseConf20 17 12/20/2017	10.5.0000.2310.332.01.0000 BOE Travel/Mileage Expenses	\$46.00
						Check #: 0
						PO/InvoiceTotal: <u>\$46.00</u>
						Vendor Total: <u>\$46.00</u>
Community Consolidated School Dist 21	81125					
Check Group:						
TRansportation COst Share Agreement - 2017/18 SVG		1	0	12.11.2017Transp ort 12/11/2017	40.5.0000.2900.331.01.0000 Transportation - Homeless	\$215.00
						Check #: 0
						PO/InvoiceTotal: <u>\$215.00</u>
						Vendor Total: <u>\$215.00</u>
DeFranco Plumbing						
Check Group:						
Plumbing investigation for LS RPZ improvements		1	180623	23222 11/29/2017	20.5.0000.2543.553.01.0000 Capital Expenditures	\$273.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Plumbing improvements to provide hot water to 3 science labs sinks @ MAC		1	180623	23356 11/30/2017	20.5.0000.2543.553.01.0000 Capital Expenditures	\$4,429.00
Plumbing repairs for classroom sink @ Ross 103		1	180623	23365 11/30/2017	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$440.17
Check #: 0						
PO/InvoiceTotal:						\$5,142.17
Vendor Total:						\$5,142.17
Deresinski, Mark						
Check Group:						
MAC Basketball Referee - 12/15/2017		1	0	MACBball12.15.1 7 12/15/2017	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$70.00
Vendor Total:						\$70.00
First Point Mechanical Services, LLC						
Check Group:						
Mechanical Repairs for Ross Room 102B		1	180622	W22658 11/29/2017	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$1,050.00
Fan Motor for Climate Master Unit		1	180622	W22658 11/29/2017	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$618.57
Check #: 0						
PO/InvoiceTotal:						\$1,668.57
Vendor Total:						\$1,668.57
First Student	00406					
Check Group:						
Transportation - MAC to Lincoln 12/11/2017		1	0	091-C-063037 12/11/2017	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$151.88
Check #: 0						
PO/InvoiceTotal:						\$151.88

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Voucher Detail Listing

Voucher Batch Number: 1144

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$151.88
Harris, Lance R.						
Check Group:						
MAC Basketball Referee - 11/28/2017		1	0	MACBball 7 11/28/2017	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$70.00
Vendor Total:						\$70.00
Holmes Middle School						
Check Group:						
MAC 7th/8th Gr. Volleyball Conference Invitational Tournament		1	0	2018 Vball Tourn 12/18/2017	10.5.0000.1503.640.04.0000 Interscholastic Sports Dues & Fees	\$150.00
Check #: 0						
PO/InvoiceTotal:						\$150.00
Vendor Total:						\$150.00
LaBuda, Mark						
Check Group:						
MAC Basketball Referee - 12/19/2017		1	0	MACBball 12.19.17 12/19/2017	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$70.00
Vendor Total:						\$70.00
Lakeshore Recycling System	80968					
Check Group:						
IKE Recycling 96 Gallon		1	180620	0003801324 11/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$40.00
MAC Trash 10 Yard		1	180620	0003801324 11/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$705.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mac Recycling 2 Yard		1	180620	0003801324 11/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$99.00
Sullivan Recycling 96 Gallon		1	180620	0003801324 11/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$29.00
Ross Recycling 96 Gallon		1	180620	0003801324 11/25/2017	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$32.00
Check #: 0						
PO/InvoiceTotal:						\$905.00
Vendor Total:						\$905.00
McGowan, Thomas						
Check Group:						
MAC Basketball Referee - 12/19/2017		1	0	MACBball 12.19.2017 12/19/2017	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$70.00
Vendor Total:						\$70.00
Milieu Design LLC	80225					
Check Group:						
IKE 12/11 Snow Removal 1.5" Parking/Drives		1	180633	127859 12/12/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$195.00
IKE 12/11 Snow Removal Playground		1	180633	127859 12/12/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$100.00
IKE 12/11 Salting Parking/Drives		1	180633	127859 12/12/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
IKE 12/11 Salting Playground		1	180633	127859 12/12/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
Main Campus 12/11 Snow Removal 1.5" Playgrounds		1	180633	127864 12/12/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$150.00
Main Campus 12/11 Snow Removal 1.5" Parking/Drives		1	180633	127864 12/12/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$150.00

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Voucher Batch Number: 1144

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Main Campus 12/11 Salting Playgrounds		1	180633	127864 12/12/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
Main Campus 12/11 Salting Parking/Drives		1	180633	127864 12/12/2017	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
Check #: 0						
PO/InvoiceTotal:						\$1,215.00
Vendor Total:						\$1,215.00
Panera, LLC						
Check Group:						
Staff Holiday Luncheon - Eisenhower 01/12/2018		1	180630	7482 12/19/2017	10.5.0000.2410.490.05.0000 Eisenhower Principal Staff/Student Food Account	\$542.82
Check #: 0						
PO/InvoiceTotal:						\$542.82
Vendor Total:						\$542.82
Penworthy Company LLC						
Check Group:						
books for library - Sullivan		1	180600	0535526-IN 12/12/2017	10.5.0000.2222.430.02.0000 Library Books - Elementary	\$512.83
Check #: 0						
PO/InvoiceTotal:						\$512.83
Vendor Total:						\$512.83
Performance Chemical & Supply						
Check Group:						
MAC H2Orange2 Concentrate 117, 4x1 Gallon		1	180621	217655 12/4/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$156.82
MAC Green Seal Certified Neutral Floor Cleaner		1	180621	217655 12/4/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$108.14
Sullivan H2Orange2 Concentrate 117, 4x1 Gallon		1	180621	217656 12/4/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$156.82

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Ross H2Orange2 Concentrate 117, 4x1 Gallon		1	180621	217657 12/4/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$156.82
IKE H2Orange2 Concentrate 117, 4x1 Gallon		1	180621	217658 12/4/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$156.82
Vacuum Bag, 10 PK, Tornado 6 Quart		2	180621	217681 12/4/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$26.18
Microfiber Cleaning Cloth 16x16 Green, 12/pkg		4	180621	217689 12/4/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$52.80
Check #: 0						
PO/InvoiceTotal:						\$814.40
Vendor Total:						\$814.40
Promethean Inc.						
Check Group:						
PRM-32 Projector Bulb (Ross RM216)		1	180568	200/60202735 12/11/2017	10.5.0000.2225.410.01.0000 General Supplies	\$108.00
Check #: 0						
PO/InvoiceTotal:						\$108.00
Vendor Total:						\$108.00
Ritter, Stephanie						
Check Group:						
Reimbursement - MAC 6th gr Science Materials		1	0	Reimburse11.28.2 017 12/20/2017	10.5.0000.1121.410.04.0000 Classroom Supplies - 6th	\$68.19
Check #: 0						
PO/InvoiceTotal:						\$68.19
Vendor Total:						\$68.19
Sound Incorporated						
02365						
Check Group:						
Power Supply Replacement for Ross Intercom System		1	180614	D1326808 12/6/2017	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$178.00
Check #: 0						

Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u> </u>
						\$178.00
						Vendor Total: <u> </u>
						\$178.00
The Library Store						
Check Group:						
Easy Hold™ Reinforcements - 250/Pkg		1	180597	306234 12/18/2017	10.5.0000.2222.410.05.0000 General Supplies	\$57.28
Vista-Gloves™ Slip-On Magazine Covers - 12"H x 9"W, 25/Pkg		1	180597	306234 12/18/2017	10.5.0000.2222.410.05.0000 General Supplies	\$46.45
						Check #: 0
						PO/InvoiceTotal: <u> </u>
						\$103.73
						Vendor Total: <u> </u>
						\$103.73
Warehouse Direct						
80219						
Check Group:						
Business Office - Office Supplies - T. Stephens		1	0	3724222-1 12/13/2017	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$1.00
B. Quesea - Classroom Supplies - MAC		1	0	3728106-0 12/14/2017	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$45.40
J. Lelito - Classroom Supplies - IKE		1	0	3731131-0 12/18/2017	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$30.89
						Check #: 0
						PO/InvoiceTotal: <u> </u>
						\$77.29
Check Group:						
Double Bucket System, Lrg Cap		1	180617	3700731-0 11/30/2017	20.5.0000.2544.553.01.0000 Capital Equipment	\$158.82
Mop, Tube, RED		10	180617	3705262-0 11/30/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$117.25
QRT Board, Mark-WPE,96x46		1	180617	3705474-0 12/14/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$249.00

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1144

12/26/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IKE Soap, Foam Blue, 1 Litre, 8 per CT		2	180617	3707824-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$105.46
IKE Tissue, 1 Ply, 96 CT, WH		1	180617	3707824-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$51.28
IKE Towel, Universal Roll, Natural		1	180617	3707824-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$19.26
IKE Liner, Can, 43x48, 1.35 MIL, 100		2	180617	3707824-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$45.82
ROSS Soap, Foam Blue, 1 Litre, 8 per CT		3	180617	3707828-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$158.19
ROSS Tissue, 1 Ply, 96 CT, WH		2	180617	3707828-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$102.56
ROSS Towel, Universal Roll, Natural		5	180617	3707828-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$96.30
ROSS Liner, Can, 43x48, 1.35 MIL, 100		3	180617	3707828-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$68.73
ROSS Liner,Can,LO,BK,1.0,24x32,250		3	180617	3707828-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$43.44
MAC Soap, Foam Blue, 1 Litre, 8 per CT		3	180617	3707856-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$158.19
MAC Tissue, 1 Ply, 96 CT, WH		3	180617	3707856-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$153.84
MACTowel, Universal Roll, Natural		4	180617	3707856-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$77.04
MAC Liner, Can, 43x48, 1.35 MIL, 100		6	180617	3707856-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$137.46
MAC Liner,Can,LO,BK,1.0,24x32,250		4	180617	3707856-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$57.92
MAC Napkins, SCott, Megacart, WE		1	180617	3707856-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$66.60

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1144

12/26/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
NUA, Mop Frame, 5x18 Pocket		2	180617	3707863-0 11/29/2017	20.5.0000.2544.553.01.0000 Capital Equipment	\$29.70
NUA, Mop, 18" Green Loop, Pocket		25	180617	3707863-0 11/29/2017	20.5.0000.2544.553.01.0000 Capital Equipment	\$153.75
NUA, Bucket, Sealing, Blue		1	180617	3707863-0 11/29/2017	20.5.0000.2544.553.01.0000 Capital Equipment	\$23.50
SULL Liner, Can, 43x48, 1.35 MIL, 100		2	180617	3707921-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$45.82
SULL Liner, Can, LO, BK, 1.0, 24x32, 250		2	180617	3707921-0 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$28.96
MOP, LRG, WET Microfbr, 12/ct		1	180617	3709930-0 11/30/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$8.75
Handle, GRPR, FBRGLS, 60", BE		2	180617	3711392-0 12/1/2017	20.5.0000.2544.553.01.0000 Capital Equipment	\$36.00
NUA, Bucket, Chemical, 1.5 Gal, Blue		2	180617	3713904-0 12/4/2017	20.5.0000.2544.553.01.0000 Capital Equipment	\$15.28
NUA, Handle, Alum. Telescopic		1	180617	3713904-0 12/4/2017	20.5.0000.2544.553.01.0000 Capital Equipment	\$8.95
Check #: 0						
PO/InvoiceTotal:						\$2,217.87
Vendor Total:						\$2,295.16
Wheeling/Prospect Chamber of Comm Ind	01032					
Check Group:						
District Membership Investment 2018		1	0	5089 12/15/2017	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$250.00
Check #: 0						
PO/InvoiceTotal:						\$250.00
Vendor Total:						\$250.00
Zeller and Associates	80970					
Check Group:						

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1144 12/26/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
e-Rate Consulting Fee 5% - Balance Due: Funding Year 2016 (July 1, 2016 to June 30, 2017)		1	0	20672 12/14/2017	10.5.0000.2225.319.01.0000 Professional Services	\$305.68
					Check #: 0	

PO/InvoiceTotal:	\$305.68
Vendor Total:	\$305.68
Grand Total:	\$18,219.37

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1145

12/26/2017

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 - November 2017		1 0		November2017 12/1/2017	10.5.0000.2560.315.01.0000 Contracted Food Service	\$36,242.38
Catering @ Sullivan - M. Zawacki - November 2017		1 0		November2017 12/1/2017	10.5.0000.2560.410.02.0000 D25 Food Service	\$34.00
Catering @ MAC C. Alms/Student Recognition - November 2017		1 0		November2017 12/1/2017	10.5.0000.2560.410.04.0000 D25 Food Service	\$15.25
Catering @ MAC C. Alms/Veterans Day - November 2017		1 0		November2017 12/1/2017	10.5.0000.2560.410.04.0000 D25 Food Service	\$320.71
EDP Breakfast/Snacks - November 2017		1 0		November2017 12/1/2017	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$3,071.44
					Check #: 0	
						PO/InvoiceTotal: <u>\$39,683.78</u>
						Vendor Total: <u>\$39,683.78</u>
Constellation NewEnergy, Inc.	80148					
Check Group:						
Monthly Electricity Charges - MAIN - 11/08/2017 to 12/10/2017		1 0		0042805266/12.1 7 12/13/2017	20.5.0000.2542.466.01.0000 Electricity	\$11,174.85
					Check #: 0	
						PO/InvoiceTotal: <u>\$11,174.85</u>
						Vendor Total: <u>\$11,174.85</u>
Honeywell International Inc						
Check Group:						
Honeywell Automation Contract		1 180619		5242360832 12/1/2017	20.5.0000.2542.319.01.0000 Professional Services	\$26,526.25
					Check #: 0	
						PO/InvoiceTotal: <u>\$26,526.25</u>
						Vendor Total: <u>\$26,526.25</u>

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1145

12/26/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$77,384.88

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1146

12/26/2017

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 - Subway 00048835 - Meziere, Traci		1 0		705474-1712 12/5/2017	10.5.0000.2410.490.02.0000 Sullivan Principal Staff/Student Food Account	\$22.40
BMO Harris MC - Dunkin #354960 Q35 - Alms, Christopher		1 0		705474-1712 12/5/2017	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$20.00
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1712 12/5/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$19.97
BMO Harris MC - Squ*sq *sliver Express - Samojedny, Evelyn C		1 0		705474-1712 12/5/2017	10.5.0000.2211.332.01.0000 Travel Expenses	\$17.25
BMO Harris MC - Corner Bakery 0175 - Samojedny, Evelyn C		1 0		705474-1712 12/5/2017	10.5.0000.2210.410.01.0000 General Supplies	\$14.30
BMO Harris MC - Trader Joe S #687 Qps - Akhteebo, Megan		1 0		705474-1712 12/5/2017	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$13.46
BMO Harris MC - Shop & Save - Des - Lelito, Jessica		1 0		705474-1712 12/5/2017	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$12.33
BMO Harris MC - Taxi Svc Chicago - Samojedny, Evelyn C		1 0		705474-1712 12/5/2017	10.5.0000.2211.332.01.0000 Travel Expenses	\$11.00
BMO Harris MC - Jimmy Johns - 511 - Mo - Alms, Christopher		1 0		705474-1712 12/5/2017	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$8.35
BMO Harris MC - Enterprise Rent-A-Car - Sroka, Chrystyna		1 0		705474-1712 12/5/2017	10.5.0000.1205.332.01.0000 Travel Expense	\$342.75
BMO Harris MC - Enterprise Rent-A-Car - Sroka, Chrystyna		1 0		705474-1712 12/5/2017	10.5.0000.1205.332.01.0000 Travel Expense	\$342.75
BMO Harris MC - Enterprise Rent-A-Car - Sroka, Chrystyna		1 0		705474-1712 12/5/2017	10.5.0000.1205.332.01.0000 Travel Expense	\$342.75

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1146

12/26/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Olive Garden 00011544 - Nystrom, Camron		1 0		705474-1712 12/5/2017	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$286.47
BMO Harris MC - North Cook Intermediat - Alms, Christopher		1 0		705474-1712 12/5/2017	10.5.0000.2410.312.04.0000 Principal Professional Development	\$225.00
BMO Harris MC - Rvt*cs District 158-W - Nystrom, Camron		1 0		705474-1712 12/5/2017	10.5.0000.1120.312.04.0000 Middle School Staff Professional Development (Mac)	\$200.00
BMO Harris MC - Amazon.Com Amzn.Com/bi - Stavropoulos, Maria		1 0		705474-1712 12/5/2017	10.5.0000.2225.410.01.0000 General Supplies	\$191.22
BMO Harris MC - Illinois Principals As - Alms, Christopher		1 0		705474-1712 12/5/2017	10.5.0000.2410.640.04.0000 Principal Dues & Fees	\$184.30
BMO Harris MC - Gfs Store #0204 - Angelaccio, Donald		1 0		705474-1712 12/5/2017	10.5.0000.2560.410.01.0000 D25 Food Service	\$169.79
BMO Harris MC - Iaase - Samojedny, Evelyn C		1 0		705474-1712 12/5/2017	10.5.0000.2211.640.01.0000 Asst Superintendent Dues & Fees	\$130.00
BMO Harris MC - #02507 Jewel - Alms, Christopher		1 0		705474-1712 12/5/2017	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$90.00
BMO Harris MC - Portillos Hot Dogs #51 - Sroka, Chrystyna		1 0		705474-1712 12/5/2017	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$84.02
BMO Harris MC - Ninos Pizzeria - Nystrom, Camron		1 0		705474-1712 12/5/2017	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$67.95
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1712 12/5/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$66.33
BMO Harris MC - Jewel #3478 - Alms, Christopher		1 0		705474-1712 12/5/2017	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$55.95
BMO Harris MC - Pm1315 Inc, - Sroka, Chrystyna		1 0		705474-1712 12/5/2017	10.5.0000.1205.332.01.0000 Travel Expense	\$49.10
BMO Harris MC - Pm1315 Inc, - Sroka, Chrystyna		1 0		705474-1712 12/5/2017	10.5.0000.1205.332.01.0000 Travel Expense	\$48.47

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1146

12/26/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Tony S Fresh Marke - Akhteebo, Megan		1	0	705474-1712 12/5/2017	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$47.22
BMO Harris MC - Exxonmobil 96712070 - Sroka, Chrystyna		1	0	705474-1712 12/5/2017	10.5.0000.1205.332.01.0000 Travel Expense	\$43.56
BMO Harris MC - Tony S Fresh Marke - Lynch, Abigail		1	0	705474-1712 12/5/2017	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$39.74
BMO Harris MC - Tst* Eggsperience Panc - Angelaccio, Donald		1	0	705474-1712 12/5/2017	10.5.0000.2310.490.00.0000 Board of Ed Food/Meals	\$35.61
BMO Harris MC - Buffalo Wild Wings - Alms, Christopher		1	0	705474-1712 12/5/2017	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$30.00
BMO Harris MC - Chipotle 1148 - Alms, Christopher		1	0	705474-1712 12/5/2017	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$30.00
BMO Harris MC - Dd/Br #301361 Q35 - Angelaccio, Donald		1	0	705474-1712 12/5/2017	10.5.0000.2321.410.01.0000 General Supplies	\$30.00
BMO Harris MC - Gamestop #3714 - Alms, Christopher		1	0	705474-1712 12/5/2017	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$25.00
BMO Harris MC - Tony S Fresh Marke - Angelaccio, Donald		1	0	705474-1712 12/5/2017	10.5.0000.2310.490.00.0000 Board of Ed Food/Meals	\$26.40
BMO Harris MC - Panera Bread #203287 - Sroka, Chrystyna		1	0	705474-1712 12/5/2017	10.5.0000.2560.410.01.0000 D25 Food Service	\$28.41
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1	0	705474-1712 12/5/2017	10.5.0000.1412.410.04.0000 Classroom Supplies	\$34.65
BMO Harris MC - Tony S Fresh Marke - Lynch, Abigail		1	0	705474-1712 12/5/2017	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$32.36
BMO Harris MC - Starbucks Store 50754 - Angelaccio, Donald		1	0	705474-1712 12/5/2017	10.5.0000.2560.410.01.0000 D25 Food Service	\$30.20
BMO Harris MC - Jersey Mike S Subs 270 - Alms, Christopher		1	0	705474-1712 12/5/2017	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$30.00

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1146

12/26/2017

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Best Buy Mht Christopher	00003152 - Alms,	1	0	705474-1712 12/5/2017	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$30.00
Check #: 0						

PO/InvoiceTotal:	\$3,509.06
Vendor Total:	\$3,509.06
Grand Total:	\$3,509.06

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1147

01/02/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AT & T						
Check Group: 2						
Monthly Phone Charges - 12/16/2017 to 01/15/2018		1	0	847R16011212x1 2.17 12/16/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$542.27
Check #: 0						
Check Group:						
Monthly Phone Charges - 12/16/2017 to 01/15/2018		1	0	847R16172712x1 2.17 12/16/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$632.94
Check #: 0						
PO/InvoiceTotal:						\$1,175.21
Vendor Total:						\$1,175.21
First Student	00406					
Check Group:						
Transportation - K - December 2017		1	0	091-H-004126 12/21/2017	40.5.0000.2551.331.01.0000 Regular Transportation	\$6,000.00
Transportation - PreK - December 2017		1	0	091-H-004126 12/21/2017	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$18,117.60
Transportation - Regular - December 2017		1	0	091-H-004126 12/21/2017	40.5.0000.2551.331.01.0000 Regular Transportation	\$68,090.10
Transportation - SPED - December 2017		1	0	091-H-004126 12/21/2017	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$11,713.65
Check #: 0						
PO/InvoiceTotal:						\$103,921.35
Vendor Total:						\$103,921.35
Itcovici, Bettina Ines	80673					
Check Group:						
IEP Meeting - Ross - Stasi 12/06/2017		1.5	0	10015 12/21/2017	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: 1147

01/02/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Eligibility & IEP Meeting - Ross - Lopez		2	0	12/14/2017	10015	10.5.0000.2920.319.01.0000
				12/21/2017	Cont. Translation Services	\$80.00
IEP Meeting - Eisenhower - Bozio		1.5	0	12/15/2017	10015	10.5.0000.2920.319.01.0000
				12/21/2017	Cont. Translation Services	\$60.00
					Check #: 0	
					PO/InvoiceTotal:	\$200.00
					Vendor Total:	\$200.00
Nicor Gas						
Check Group:						
Monthly Gas Charges - 11/20/2017 to 12/20/2017 - Main		1	0	23055400008x12.17	20.5.0000.2542.465.01.0000	\$112.22
				12/21/2017	Natural Gas	
Monthly Gas Charges - 11/21/2017 to 12/21/2017 - Sullivan		1	0	52741700000x12.17	20.5.0000.2542.465.01.0000	\$239.79
				12/21/2017	Natural Gas	
					Check #: 0	
					PO/InvoiceTotal:	\$352.01
					Vendor Total:	\$352.01
Relief Medical Services, Inc.						
Check Group:						
Sub RN - Ross - 11/29/2017		7	0	0010074400	10.5.0000.2134.319.03.0000	\$412.30
				12/2/2017	Professional Services	
					Check #: 0	
					PO/InvoiceTotal:	\$412.30
					Vendor Total:	\$412.30
					Grand Total:	\$106,060.87

End of Report

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1149

01/09/2018

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 Costs R/T McKinney-Vento - Dec 2017 - AM/RH/OH		15	0	6567 12/22/2017	40.5.0000.2900.331.01.0000 Transportation - Homeless	\$2,685.00
					Check #: 0	
					PO/InvoiceTotal:	\$2,685.00
					Vendor Total:	\$2,685.00
Amalgamated Bank of Chicago						
Check Group:						
Registrar & Paying Agent GO Limited School Bonds Series 2014 for Period 01/01/2018 thru 12/31/2018	80650			1855367003 x01/01/18 1/1/2018	30.5.0000.5320.319.01.0000 Service Charges - Bonds	\$475.00
					Check #: 0	
					PO/InvoiceTotal:	\$475.00
					Vendor Total:	\$475.00
AT & T Long Distance						
Check Group:						
Monthly Long Distance Charges - December 2017	01256			834687562x12/13 /17 12/13/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$153.75
					Check #: 0	
					PO/InvoiceTotal:	\$153.75
					Vendor Total:	\$153.75
AT & T Mobility						
Check Group:						
Monthly Cell Phone Charges - 11/20/17 thru 12/19/17	71927			827020302x1227 2017 12/19/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$117.72
					Check #: 0	
					PO/InvoiceTotal:	\$117.72
					Vendor Total:	\$117.72

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1149

01/09/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Home Depot	00063					
Check Group:						
Supplies - Home Depot - C. Schmidt		1	0	571546 11/29/2017	20.5.0000.2542.410.01.0000 Materials & Supplies	\$32.36
					Check #: 0	
					PO/InvoiceTotal:	\$32.36
					Vendor Total:	\$32.36
Nicor Gas						
Check Group:						
Monthly Gas Charges - ROSS - 11/21/17 to 12/21/17		1	0	72741700008x12. 21.17 12/21/2017	20.5.0000.2542.465.01.0000 Natural Gas	\$111.08
					Check #: 0	
					PO/InvoiceTotal:	\$111.08
					Vendor Total:	\$111.08
SuperFleet MasterCard Program						
Check Group:						
Gasoline - District Vehicles - 11/26/2017 thru 12/25/2017		1	0	FB235 x 12.26.2017 12/26/2017	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$255.13
					Check #: 0	
					PO/InvoiceTotal:	\$255.13
					Vendor Total:	\$255.13
Warehouse Direct	80219					
Check Group:						
N.Sorensen - ADMIN Office Supplies		1	0	3740107-0 12/27/2017	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$314.22
					Check #: 0	
					PO/InvoiceTotal:	\$314.22
					Vendor Total:	\$314.22
WOW Business	81068					

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Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1149

01/09/2018

Fiscal Year: 2017-2018

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
Monthly Charges - January 2018 - IKE		1	0	014047134x12.31 .17 12/31/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$400.00
Monthly Charges - January 2018 - MAIN		1	0	014047166x12.31 .17 12/31/2017	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,673.00

Check #: 0

PO/Invoice Total:	<u>\$4,073.00</u>
Vendor Total:	<u>\$4,073.00</u>
Grand Total:	<u>\$8,217.26</u>

End of Report

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Board Action Item

Date: January 4, 2018

Title: Recommendation to Approve the Resolution for Application and Request for Waiver of Limitation on Administrative Costs for 2017-18

Contact: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

BACKGROUND:

The Limitation of Administrative Costs Worksheet must be filed with the Illinois State Board of Education (ISBE) by November 15 of each fiscal year, in accordance with Section 17-1.5 of the School Code. The worksheet should report the actual administrative expenditures for the previous fiscal year and the budgeted administrative expenditures for the current fiscal year. School district's budgeted administrative expenditures cannot increase more than 5% over their prior year actual administrative expenditures. The following functions are included under administrative expenditures:

- 2320 Executive Administration Services
- 2330 Special Area Administration Services
- 2490 Other Support Services - School Administration
- 2510 Direction of Business Support Services
- 2570 Internal Services
- 2610 Direction of Central Support Services

Based upon where specific costs are coded, school districts can be under reporting or over reporting the actual expenditures for administrative costs.

School districts with administrative expenditures per pupil in the 25th percentile and below (the fourth quartile) for all districts of the same type (elementary, high school, or unit) may waive the limitation imposed under Section 17-1.5 for any year following a public hearing. District 23 is NOT in the lowest 25th percentile. Therefore, this type of waiver is not permissible for District 23.

A school district ineligible to waive the limitation on administrative expenditures by board action may request a waiver from the General Assembly pursuant to Section 2-

3.25g of the School Code. This is the situation District 23 finds itself in for the 2017-18 school year. If exceeding the limitation is solely because of circumstances beyond the control of the district and the district has exhausted all available and reasonable remedies to comply with the limitation a school district may apply for this waiver from the General Assembly. If approved, this waiver shall only apply to the specific school year for which the request is made.

District 23 falls within this category due to the fact that the following costs were contained in the 2017-18 budget that were NOT contained in the 2016-17 budget:

1. Full salary for Superintendent's Secretary (previously split between 2 accounts (1 account NOT included in the administrative cost calculation – Human Resource Coordinator)
2. Addition of part-time Receptionist/Registrar position
3. Post-retirement payment for Superintendent

These 3 expenditures caused the District to exceed the administrative expenditure limit. These expenses will not affect the District going forward since these will be waived for this year and will now be part of the base cost for administrative expenses. Further, based upon where the District believes the expenses listed in 1 & 2 above can be assigned in the future, these costs would no longer apply to the administrative expenditure limit. The expense listed in 3 above is truly a one-time expense and would not apply to the administrative expenditure limit in the future.

RECOMMENDATION:

The administration recommends the approval of the Resolution for Application and Request for Waiver of Limitation on Administrative Costs for 2017-18.

**RESOLUTION
APPROVING APPLICATION AND REQUEST FOR WAIVER
OF THE
LIMITATION ON ADMINISTRATIVE COSTS FOR 2017-18 SCHOOL YEAR**

Board of Education
Prospect Heights School District 23
Cook County, Illinois

WHEREAS, Section 17-1.5 of the School Code states: "School districts with administrative expenditures per pupil in the 25th percentile and below for all districts of the same type, as defined by the State Board of Education, may waive the limitation imposed under this section for any year with the affirmative vote of at least two-thirds of the members of the school board of the district," and

WHEREAS, Section 17-1.5 of the School Code further states: "If a school district that is ineligible to waive the limitation imposed by subsection (c) of this Section by board action exceeds the limitation solely because of circumstances beyond the control of the district and the district has exhausted all available and reasonable remedies to comply with the limitation, the district may request a waiver pursuant to Section 2-3.25g;

WHEREAS, the administrative expenditures per pupil of this district are not in or below the 25th percentile for districts of the same type for school year 2015-2016, the most recent year for which such data is available, but because the expenditures are beyond the control of the district and the district has exhausted all available and reasonable remedies to comply with the limitation, the district requests this waiver pursuant to Section 2-3.25g;

WHEREAS, a public hearing was held on this resolution on Wednesday, January 10, 2018 at Anne Sullivan Elementary School, 700 North Schoenbeck Road, Prospect Heights, Illinois.

NOW THEREFORE, BE IT RESOLVED by the Board of Education for Prospect Heights School District 23, Cook County, Illinois as follows:

- Section 1: The recitals above are incorporated herein by reference.
- Section 2: The Board of Education waives the limitation on administrative costs for school year 2017-2018 as authorized by Section 17-1.5 of the School Code.
- Section 3: The Superintendent is directed to notify the State Board of Education within 45 days of the date of this action.

Section 4: This Resolution shall be in full force and effect upon its passage by the Board of Education.

ADOPTED this 10th day of January 2018 upon receiving a motion from Member _____, and a second of the motion by Member _____ followed by a roll call vote recorded as follows:

AYES:

NAYS:

ABSENT/ABSTAIN:

President, Board of Education

ATTEST:

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF RESOLUTION AND MINUTES

I, the undersigned, do hereby certify that I am the duly qualified acting Secretary of the Board of Education of Prospect Heights School District 23, Cook County, Illinois (the "Board"), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete copy of a resolution entitled:

**RESOLUTION
APPROVING APPLICATION AND REQUEST FOR WAIVER
OF THE
LIMITATION ON ADMINISTRATIVE COSTS FOR 2017-18 SCHOOL YEAR**

as adopted by the Board at its meeting held on the 10th day of January, 2018.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board in the conduct of said meeting and in the adoption of said resolution.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 10th day of January, 2018.

Secretary, Board of Education



Illinois State Board of Education

100 North First Street, S-493
Springfield, Illinois 62777-0001

APPLICATION FOR WAIVER OR MODIFICATION OF STATE BOARD RULES AND/OR SCHOOL CODE MANDATES

Regulatory Support Division

Instructions: This application is to be used for seeking a waiver or modification of State Board of Education rules or of School Code mandates in accordance with Section 2-3.25g of the School Code [105 ILCS 5/2-3.25g]. The completed application must be submitted by certified mail, return receipt requested, to the above address. Please use the instructions on the reverse side when completing this application. **Please note that action on incomplete applications will be delayed until all required documentation is received.**

1. The application is for: (Check appropriate box(es) below.)

- Waiver of School Code Waiver of ISBE Rule Modification of School Code Modification of ISBE Rule

2. APPLICANT NAME Prospect Heights School District 23		CONTACT PERSON Micheal DeBartolo	
NAME OF SUPERINTENDENT/EXECUTIVE DIRECTOR Dr. Don Angelaccio		CONTACT TELEPHONE (Include Area Code and Extension) (847) 870-5562	
APPLICANT ADDRESS (Street, City, State, Zip Code) 700 North Schoenbeck Road		CONTACT FAX (Include Area Code) (847) 870-3896	CONTACT E-MAIL mdebartolo@d23.org
COUNTY Cook	May we contact your e-mail address? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

3. Provide citation or language of the rule(s) or School Code mandate(s) which are the subject of this application.

If you are requesting a modification, display it here, using strike through or underlining.

105 ILCS 5/17-1.5 of the Illinois School Code, specifically: "(c) . . . each school district shall undertake budgetary and expenditure control actions so that the increase in administrative expenditures for that school year over the prior school year does not exceed 5%." AND

"If a school district that is ineligible to waive the limitation imposed by subsection (c) of this Section by board action exceeds the limitation solely because of circumstances beyond the control of the district and the district has exhausted all available and reasonable remedies to comply with the limitation, the district may request a waiver pursuant to Section 2-3.25g."

4. Attach a narrative identifying and justifying the specific request.

- For proposed waivers and modifications of rules or of the School Code that are based upon meeting the intent of the rule or mandate in a more effective, efficient or economical manner, a narrative description must provide all of the required information (see Item 4(a) on the reverse side).
- All proposed waivers/modifications requested to stimulate innovation or improve student performance, including all proposed waivers of School Code mandates, shall provide the specific plan for improved student performance and school improvement upon which the request is being based and how the applicant will determine success (see Item 4(b) on the reverse side).
- Applications requesting waivers from Section 17-1.5 of the School Code must include the amount, nature, and reason for the requested relief and all remedies that have been exhausted by the district to comply with the administrative expenditure limitation.

5. **Public Testimony:**

Attach a description of the testimony provided, to include the information enumerated in item 5 on the reverse side.

6. This application is for: Initial Waiver/Modification Renewal of Previously Approved Waiver/Modification

This application requests waiver/modification for 1 years (from 7/1/2017 school year through 6/30/2018 school year).
(See Item 6 on reverse side for limits on the duration of waivers/modifications.)

7. Attach a copy of each public notice required. Any request not meeting the requirements will be returned as ineligible for consideration.

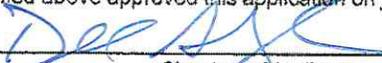
8. Compliance with Notice and Hearing Requirements

I certify that a hearing concerning this application and any associated plan for improved student performance was held on Wednesday, 1/10/2018.
(Date)

I further certify that the applicant has met all the notification and hearing requirements enumerated in items A and B on reverse side and that the board of education/board of directors of the applicant identified above approved this application on Wednesday, 1/10/2018.
(Date)

Wednesday, 1/10/2018

Date


Signature of Applicant
(i.e. District Superintendent/Executive Director/Regional Superintendent)

INSTRUCTIONS: Please use the following as a checklist in assembling your application package. Incomplete applications will not be considered until all required documentation is received. All applicants must hold a public hearing prior to submission of the application.

- A. **Public Hearing:** Each eligible applicant (see item 2 below) must hold a public hearing, providing for a time to take testimony about the request that is separate from the time when any other business is being conducted or testimony on other matters is being heard. The public hearing may be held during a regular board meeting.
- B. **Required Notices of Public Hearing:** Provide the following notices to inform the public and others of the hearing date. Each must state the time, date, location and general subject matter of the hearing.
 - **All applicants:** Publish a notice on the applicant's website at least 14 days in advance of the hearing. Applicants requesting an increased fee for driver's education (105 ILCS 5/27-24.2) must also publish the proposed amount of the fee as part of the website notice and as part of the notice placed in a newspaper of general circulation.
 - **School districts:** Publish a notice in a newspaper of general circulation within the applicant's area at least 7 days in advance of the hearing.
 - **Joint agreements, ISCs or regional superintendents:** Publish a notice in a newspaper of general circulation in each school district that is a member of the joint agreement or that is served by the educational service region or intermediate service center, provided that a notice in a newspaper generally circulated in more than one school district shall be considered sufficient notice to all of the affected districts.
 - **All applicants:** Provide a written notice to the applicant's exclusive bargaining agent(s) affected by the request at least 7 days in advance of the hearing; this notice must also state that testimony will be taken from staff.
 - **All applicants:** Provide a written advance notice to the applicant's state legislators affected by the request.

- Item 1. Indicate the type of action sought under this application:**
 - ISBE approval of waivers or modifications of ISBE rules and of modifications of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient or economical manner or when necessary to stimulate innovation or to improve student performance; or
 - General Assembly approval of waivers of School Code mandates to allow an applicant to meet the intent of the rule or mandate in a more effective, efficient or economical manner or when necessary to stimulate innovation or to improve student performance.

Waivers are not permitted from ISBE rules or School Code mandates pertaining to special education, educator licensure, teacher tenure and seniority, compliance with the Every Student Succeeds Act, or township treasurers (Sections 5-1 and 5-2.1 of the School Code). Waivers of mandates pertaining to the use of student performance data and performance categories for teacher and principal evaluations are not permitted after September 1, 2014.
- Item 2. Eligible applicants** are school districts, independent authorities established pursuant to Section 2-3.25f of the School Code, joint agreements made up of school districts, and Regional Superintendents of Schools and Intermediate Service Centers on behalf of schools and programs operated by them.
- Item 3. The exact language of, or citation to, the rule(s) or mandate(s)** involved may be obtained by contacting the office of Regulatory Support by mail at 100 North First Street, S-493, Springfield, Illinois, 62777-0001 or by telephone at 217/782-5270.
- Item 4. Identify the rationale for the specific waiver and/or modification sought.**

(4)(a) For requests to meet the intent of the rule or mandate in a more effective, efficient, or economical manner, provide a narrative description which sets forth:

 - i) the intent of the rule or mandate to be achieved;
 - ii) the manner in which the applicant will meet that intent; and
 - iii) how the manner proposed by the applicant will be more effective, efficient or economical.
 - iv) In those instances where the applicant proposes a more economical manner, provide a fiscal analysis showing current expenditures related to the request and the projected savings that would result if the request is granted.

(4)(b) Requests necessary for stimulating innovation or improving student performance must include the specific plan for improved student performance and school improvement upon which the request is based that describes how the applicant will determine success.

(4)(c) Requests for waivers of the administrative expenditure limitation established in Section 17-1.5 of the School Code can be submitted only when circumstances for exceeding the cap are beyond the control of the district, and the district has exhausted all available and reasonable remedies to comply with the limitation. ISBE is required to recommend that the General Assembly disapprove any request for a waiver of the administrative expenditure limitation not meeting these requirements

- Item 5. Describe the testimony provided, including:**
 - number of people attending the public hearing;
 - number speaking in favor of and against the request;
 - comments made during the hearing; and
 - whether any written comments were provided.
- Item 6. Waivers and modifications are limited to five years with the exception of** waivers of the administrative expenditure limitation which are limited to the year in which emergency relief is needed (i.e., one year only).
- Item 7. Attach copies of the following:** (a) website posting, which must be dated in order to verify that it was posted at least 14 days in advance of the public hearing; (b) newspaper notice; and (c) written notice to the collective bargaining agent, each of which must be dated in order to verify that each was provided at least 7 days in advance of the public hearing; and (d) written advance notice to the state legislators representing the applicant's territory.
- Item 8. Indicate the date of the public hearing.** Applicants with governing boards must hold a public hearing and provide for a separate time to take testimony about the request. The superintendent's/executive director's/ regional superintendent's signature on this application attests to the applicant's compliance with all hearing and notice requirements.
- Submission.** Applications must be postmarked not later than 15 calendar days following approval by the local board in the case of districts, joint agreements and ISCs, or by the regional superintendent of schools and be submitted by certified mail, return receipt requested, to:

Illinois State Board of Education
 Division of Regulatory Support, Attn: Waiver Coordinator
 100 North First Street, S-493, Springfield, Illinois 62777-0001

All complete applications for the waiver or modification of ISBE rules or for the modification of School Code mandates shall be deemed approved and effective 45 calendar days after the date of receipt by ISBE unless disapproved in writing. Receipt by ISBE shall be determined by the date of receipt shown on the return receipt form, except that material not properly addressed shall bear the date of receipt when the materials were provided to the Rules and Waivers Division.

Disapproval of an application upon which the ISBE must act shall be sent by certified mail to the applicant no later than 45 calendar days after receipt of the application. Applicants may appeal the ISBE's denial of an application by sending a written appeal to the address above by certified mail within 30 calendar days of receipt of the written denial.

Complete waiver applications and any appeals of ISBE action shall be submitted to the General Assembly for consideration in March and October of each year (for application deadlines, see <http://www.isbe.net/isbewaivers/default.htm>).

Planning Timelines

Presentation to Prospect Heights School District 23 Board of Education

January 10, 2018





18 Month At-A-Glance

	January 2018	February	March	April	May	June	July	August	September	October	November	December	January 2019	February	March	April	May	June
Strategic Planning	* Continue Interviews * Focus Groups * Community Forums * Survey	* HYA Summary Presentation	* Board/ Administration Mission and Vision Setting Workshop	* DRAFT of Strategic Plan	* Strategic Plan Presented	* Admin Retreat		* Administrative Advance * Strategic Plan Presented with Action Steps		* ECRA Student Growth and Achievement Report	* Trimester 1 Strategic Plan Update	* Board of Education Election Filings		* Trimester 2 Strategic Plan Update		* Board of Education Elections	* Trimester 3 Strategic Plan Update	* Strategic Plan Review and Update * Admin Retreat
Financial Planning	* Long Range Financial Projections * EDP Fees Approved	* Student Fees Proposed	* Student Fees Approved	* Q3 Financial Update	* Pre-Audit	* Debt Services Presentation * Revenue Considerations	* Q4 Financial Update * End of Year Report * Tentative Budget Presented * Revenue Considerations	* Final Budget Approval * Audit Conducted	* Draft Audit Presented	* Audit Approved * Q1 Financial Update	* Tentative Levy	* Adopt Levy	* Q2 Financial Update * Long Range Financial Projections	* Student Fees Proposed	* Student Fees Approved	* Q3 Financial Update	* Pre-Audit	
Curricula Planning					* Curriculum Adoption Cycle Presentation * Inquiry Based Instruction	* Tech Plan Review		* Professional Development Plan * TLT Committee	* Curriculum Committee	* Curriculum Gap Analysis		* Draft Tech Plan 3.0	* Curriculum Committee Update	* Tech Plan 3.0 Adopted			* Curriculum Adoption Recommendation	* Summer Curriculum Training
Labor Relations Planning		* Staffing Plan Presented	* Non-PHEA Compensation	* Negotiations Philosophy	* Negotiations Philosophy			* Labor Management Committee	* Labor Management Committee	* Labor Management Committee	* Labor Management Committee	* Begin Negotiations		* Staffing Plan Presented	* Non-PHEA Compensation	* Projected Ratification of New Agreement		* Current Contract Expires
Facilities Planning			* Spring/ Summer Projects Update				* Spring/ Summer Projects Update	* Certify Buildings	* Building and Grounds Review			* Building and Grounds Review			* Building and Grounds Review			

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	January 2018	February	March	April	May	June
Strategic Planning	<ul style="list-style-type: none"> * Continue Interviews * Focus Groups * Community Forums * Survey 	* HYA Summary Presentation	* Board/ Administration Mission and Vision Setting Workshop	* DRAFT of Strategic Plan	* Strategic Plan Presented	* Admin Retreat
Financial Planning	<ul style="list-style-type: none"> * Long Range Financial Projections * EDP Fees Approved 	* Student Fees Proposed	* Student Fees Approved	* Q3 Financial Update	* Pre-Audit	<ul style="list-style-type: none"> * Debt Services Presentation * Revenue Considerations
Curricula Planning					<ul style="list-style-type: none"> * Curriculum Adoption Cycle Presentation * Inquiry Based Instruction 	* Tech Plan Review
Labor Relations Planning		* Staffing Plan Presented	* Non-PHEA Compensation	* Negotiations Philosophy	* Negotiations Philosophy	
Facilities Planning			* Spring/ Summer Projects Update			

July	August	September	October	November	December
	<ul style="list-style-type: none"> * Administrative Advance * Strategic Plan Presented with Action Steps 		<ul style="list-style-type: none"> * ECRA Student Growth and Achievement Report 	<ul style="list-style-type: none"> * Trimester 1 Strategic Plan Update 	<ul style="list-style-type: none"> * Board of Education Election Filings
<ul style="list-style-type: none"> * Q4 Financial Update * End of Year Report * Tentative Budget Presented * Revenue Considerations 	<ul style="list-style-type: none"> * Final Budget Approval * Audit Conducted 	<ul style="list-style-type: none"> * Draft Audit Presented 	<ul style="list-style-type: none"> * Audit Approved * Q1 Financial Update 	<ul style="list-style-type: none"> * Tentative Levy 	<ul style="list-style-type: none"> * Adopt Levy
	<ul style="list-style-type: none"> * Professional Development Plan 	<ul style="list-style-type: none"> * Curriculum Committee * TLT Committee 	<ul style="list-style-type: none"> * Curriculum Gap Analysis 		<ul style="list-style-type: none"> * Draft Tech Plan 3.0
		<ul style="list-style-type: none"> * Labor Management Committee 	<ul style="list-style-type: none"> * Labor Management Committee 	<ul style="list-style-type: none"> * Labor Management Committee 	<ul style="list-style-type: none"> * Begin Negotiations
<ul style="list-style-type: none"> * Spring/Summer Projects Update 	<ul style="list-style-type: none"> * Certify Buildings 	<ul style="list-style-type: none"> * Building and Grounds Review 			<ul style="list-style-type: none"> * Building and Grounds Review

January 2019	February	March	April	May	June
	* Trimester 2 Strategic Plan Update		* Board of Education Elections	* Trimester 3 Strategic Plan Update	* Strategic Plan Review and Update * Admin Retreat
* Q2 Financial Update * Long Range Financial Projections	* Student Fees Proposed	* Student Fees Approved	* Q3 Financial Update	* Pre-Audit	
* Curriculum Committee Update	* Tech Plan 3.0 Adopted			* Curriculum Adoption Recommendation	* Summer Curriculum Training
	* Staffing Plan Presented	* Non-PHEA Compensation	* Projected Ratification of New Agreement		* Current Contract Expires
		* Building and Grounds Review			





DISTRICT FINANCIAL PROJECTIONS (OPENING SNAPSHOT)

PRESENTED BY

MICHEAL DEBARTOLO – ASSISTANT SUPERINTENDENT FOR FINANCE & OPERATIONS

IN CONJUNCTION WITH



BASIC EXPENDITURE ASSUMPTIONS IN PROJECTIONS

- + **Salary increases tied to current collective bargaining averages**
- + Insurance increases calculated at 6% based upon recent trends
- + **Retirements of certified staff projected at 2 per year based upon historical averages**
- + Maintenance of current FTE staffing levels; replace retirees NOT elimination of positions
- + **Transportation costs estimated to increase at 2.5% per year beginning in FY19 per contract**
- + NON-salary/NON-benefit expenses frozen (i.e. supplies, purchased services, dues/fees)



OTHER ASSUMPTIONS IN PROJECTIONS



Revenue –

- + 3-year CPI average for property tax increases
- + State/Federal revenue receipts maintained at current levels
- + Other local revenue frozen at current levels (i.e. facility rentals; IGAs; impact fees, etc.)

Other MAJOR Assumptions –

- + Status quo on all legislative mandates (i.e. property taxes, pension costs, GSA, etc.)
- + No NEW capital expenditures for operations/maintenance OR educational programs
(This includes NO items from long range facilities plan)



Starting Positive

GOOD NEWS =
97.13% OF ALL FY17 REVENUE
(STATE & FEDERAL) COLLECTED

Collected -- \$2,599,905

Outstanding -- \$74,577



BAD NEWS =

FY18 SHOWS SURPLUS
REVENUE AND FUND BALANCE



Aggregate | Projection Summary

Prospect Heights SD 23 | January BOE Meeting (update)



**The
Big
Picture**

	BUDGET	REVENUE / EXPENDITURE PROJECTIONS									
	FY 2018	FY 2019	% Δ	FY 2020	% Δ	FY 2021	% Δ	FY 2022	% Δ	FY 2023	% Δ
REVENUE											
Local	\$18,694,799	\$19,139,757	2.38%	\$19,501,307	1.89%	\$19,845,525	1.77%	\$20,196,179	1.77%	\$20,557,124	1.79%
State	\$2,673,423	\$2,157,698	-19.29%	\$2,157,698	0.00%	\$2,157,698	0.00%	\$2,157,698	0.00%	\$2,157,698	0.00%
Federal	\$1,160,717	\$731,350	-36.99%	\$731,350	0.00%	\$731,350	0.00%	\$731,350	0.00%	\$731,350	0.00%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
TOTAL REVENUE	\$22,528,940	\$22,028,805	-2.22%	\$22,390,355	1.64%	\$22,734,573	1.54%	\$23,085,227	1.54%	\$23,446,172	1.56%
EXPENDITURES											
Salary and Benefit Costs	\$17,103,697	\$17,618,721	3.01%	\$18,091,427	2.68%	\$18,575,417	2.68%	\$19,076,480	2.70%	\$19,595,261	2.72%
Other	\$5,103,825	\$5,137,421	0.66%	\$5,171,858	0.67%	\$5,207,155	0.68%	\$5,243,335	0.69%	\$5,280,419	0.71%
TOTAL EXPENDITURES	\$22,207,522	\$22,756,142	2.47%	\$23,263,284	2.23%	\$23,782,571	2.23%	\$24,319,815	2.26%	\$24,875,680	2.29%
SURPLUS / DEFICIT	\$321,418	(\$727,337)		(\$872,929)		(\$1,047,998)		(\$1,234,587)		(\$1,429,507)	
OTHER FINANCING SOURCES / USES											
Other Financing Sources	\$135,500	\$90,000		\$90,000		\$90,000		\$90,000		\$90,000	
Other Financing Uses	(\$135,500)	(\$90,000)		(\$90,000)		(\$90,000)		(\$90,000)		(\$90,000)	
TOTAL OTHER FIN. SOURCES / USES	\$0	\$0		\$0		\$0		\$0		\$0	
SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES	\$321,418	(\$727,337)		(\$872,929)		(\$1,047,998)		(\$1,234,587)		(\$1,429,507)	
BEGINNING FUND BALANCE	\$7,612,370	\$7,933,788		\$7,206,451		\$6,333,522		\$5,285,524		\$4,050,936	
AUDIT ADJUSTMENTS TO FUND BALANCE	\$0	\$0		\$0		\$0		\$0		\$0	
PROJECTED YEAR END BALANCE	\$7,933,788	\$7,206,451		\$6,333,522		\$5,285,524		\$4,050,936		\$2,621,429	
FUND BALANCE AS % OF EXPENDITURES	35.73%	31.67%		27.23%		22.22%		16.66%		10.54%	
FUND BALANCE AS # OF MONTHS OF EXPEND.	4.29	3.80		3.27		2.67		2.00		1.26	

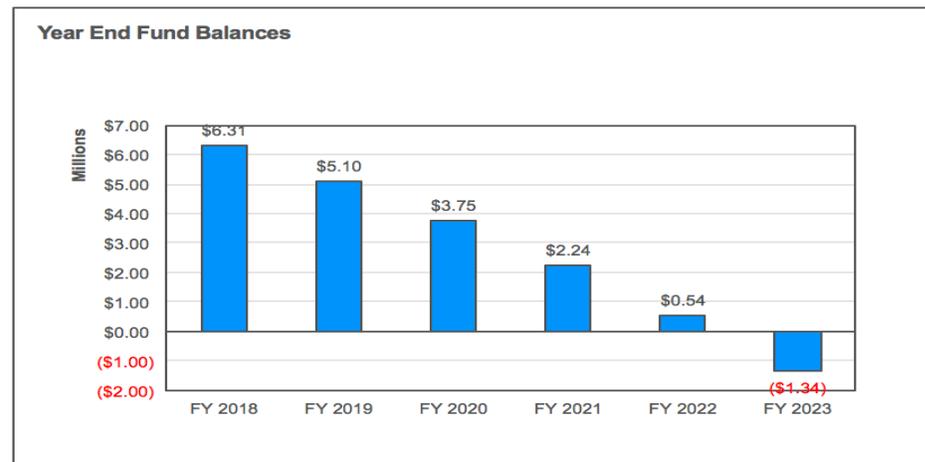
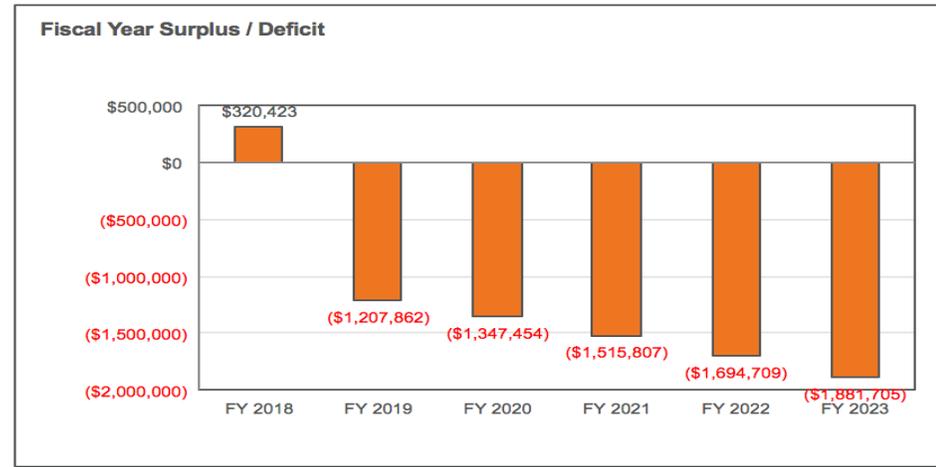
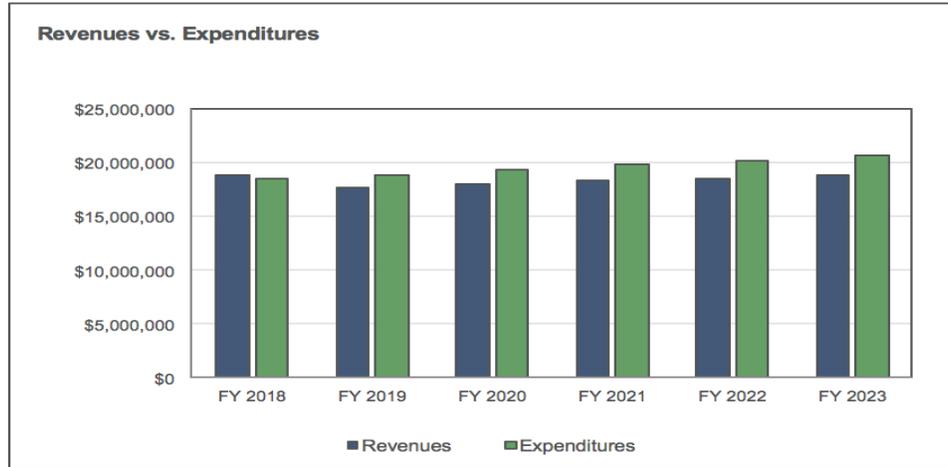
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SHOW ME THE MONEY – WHERE THE PROBLEM EXISTS



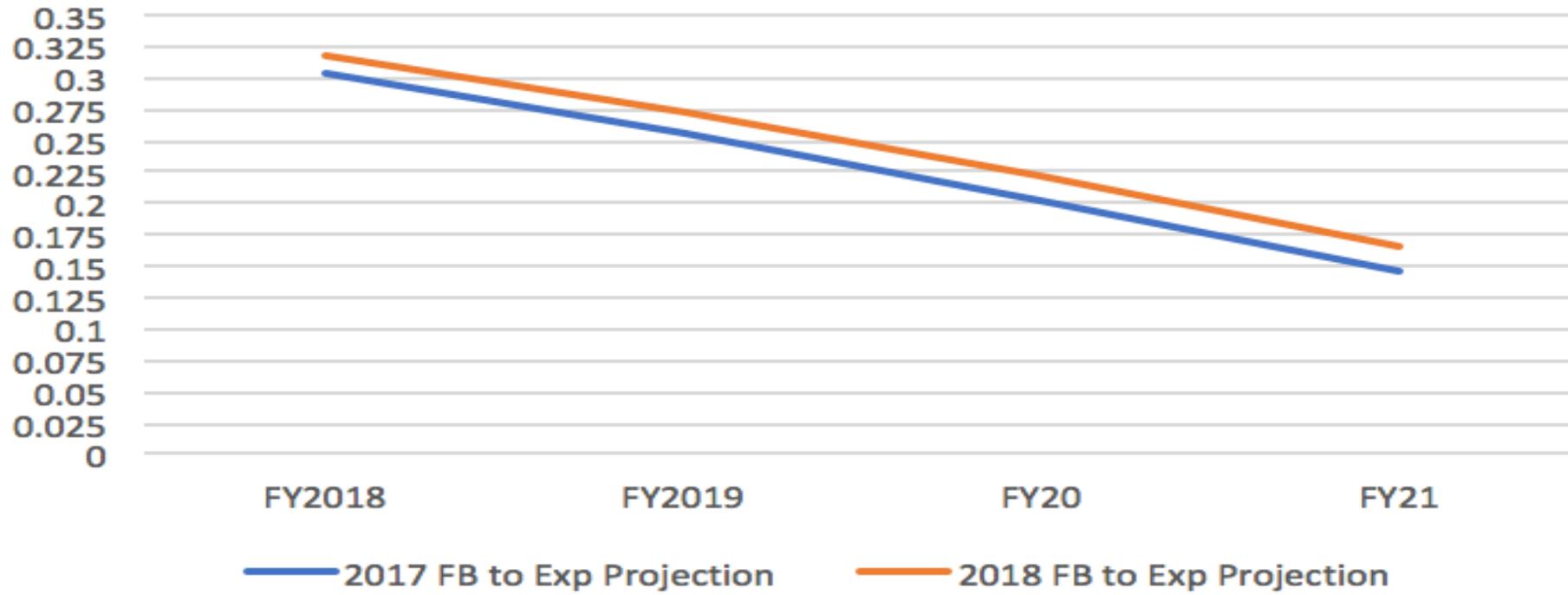
Educational Fund | Projection Summary

Prospect Heights SD 23 | January BOE Meeting (update)



FORECAST5™
ANALYTICS

2017 VS 2018 FUND BALANCE PROJECTION





Board Action Item

Date: January 4, 2018

Title: **RECOMMENDATION: Extended Day Program Fee Increase**

Contact: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

Background:

At the December 2017 meeting of the Board of Education, a number of options were produced for raising fees for participation in the Extended Day Program (EDP). These options were provided at the request of the Board due to (a) rising costs for providing a quality EDP option and (b) maintaining fiscally responsible practices in an effort to provide a quality EDP without negatively impacting the District's educational programs.

As you recall, the information reviewed was from the EDP options at the District 214 feeder schools AND the private options available to District 23 families – KinderCare and Flower Garden. The information demonstrated that the EDP option provided by District 23 was the lowest cost public option in the District 214 community by approximately 33%. If you compare the EDP option provided by District 23 with the private options (the private options are the ONLY actual other options for District 23 families), District 23 is the lowest cost option by 56% to 74% depending on the option chosen (i.e. AM only, PM only or both).

Thus, the administration proposes that the Board approve one of the following options:

Option 1 – 10% increase for 2018-19 school year.

At this option, the EDP option for District 23 is still the lowest public option in the District 214 community by 26.4% for AM only, 26.3% for PM only and 25.5% for AM and PM.

Option 2 – 17.5%

At this option, the EDP option for District 23 is still the lowest public option in the District 214 community by 21.4% for AM only, 17.5% for PM only and 20.4% for AM and PM.

Visual Recommendations for Approval:

ANALYSIS OF INCREASES IN EDP FEES FOR 2018-19			
		<i>Proposal # 1</i>	<i>Proposal # 2</i>
<i>ENROLLMENT</i>	<i>CURRENT RATE</i>	10%	17.5%
AM ONLY 1 Child per Month	\$103.00	\$113.30	\$121.03
YEARLY INCREASE	\$927.00	\$92.70	\$162.23
AM ONLY 2 Child per Month	\$178.00	\$195.80	\$209.15
YEARLY INCREASE	\$1,602.00	\$160.20	\$280.35
AM ONLY 3 Child per Month	\$263.00	\$289.30	\$309.03
YEARLY INCREASE	\$2,367.00	\$236.70	\$414.23
PM ONLY 1 Child per Month	\$158.00	\$165.90	\$185.65
YEARLY INCREASE	\$1,422.00	\$71.10	\$248.85
PM ONLY 2 Child per Month	\$277.00	\$290.85	\$325.48
YEARLY INCREASE	\$2,493.00	\$124.65	\$436.28
PM ONLY 3 Child per Month	\$410.00	\$430.50	\$481.75
YEARLY INCREASE	\$3,690.00	\$184.50	\$645.75
BOTH 1 Child per Month	\$252.00	\$277.20	\$296.10
YEARLY INCREASE	\$2,268.00	\$226.80	\$396.90
BOTH 2 Child per Month	\$445.00	\$489.50	\$522.88
YEARLY INCREASE	\$4,005.00	\$400.50	\$700.88
BOTH 3 Child per Month	\$666.00	\$732.60	\$782.55
YEARLY INCREASE	\$5,994.00	\$599.40	\$1,048.95



EVANS, MARSHALL & PEASE, P.C.

CERTIFIED PUBLIC ACCOUNTANTS
AND CONSULTANTS

1875 Hicks Road
Rolling Meadows, Illinois 60008

Telephone (847) 221-5700
Facsimile (847) 221-5701

December 28, 2017

Board of Education
Prospect Heights School District No. 23
700 Schoenbeck Road
Prospect Heights, IL 60070

To the Board of Education and Management of Prospect Heights School District No. 23:

We are pleased to confirm our understanding of the services we are to provide Prospect Heights School District No. 23 for the years ended June 30, 2018, 2019 and 2020. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of Prospect Heights School District No. 23 as of and for the years then ended. Accounting standards generally accepted in the United States of America provide for certain other information (OI), such as management's discussion and analysis (MD&A), to supplement Prospect Heights School District No. 23's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to Prospect Heights School District No. 23's OI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following OI will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Schedule of Employer's Proportionate Share of the Net Pension Liability – TRS
- 3) Schedule of Employer Contributions – TRS
- 4) Schedule of Changes in Net Pension Liability and Related Ratios – IMRF
- 5) Schedule of Employer Contributions – IMRF
- 6) Combining Schedule of Assets, Liabilities and Fund Balances – Modified Cash Basis – General Fund
- 7) Combining Schedule of Revenues Received, Expenditures Disbursed, and Changes in Fund Balance – Modified Cash Basis – General Fund
- 8) Schedules of Revenues Received, Expenditures Disbursed, and Changes in Fund Balance – Modified Cash Basis – Budget and Actual
- 9) Schedule of Revenues Received and Expenditures Disbursed – Activity Funds

10) Schedules of Bonded Debt Maturities and Interest

11) Schedule of Per Capita Tuition Charge and Average Daily Attendance

12) Notes to Other Information

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting. The objective also includes reporting on—

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Board of Education of Prospect Heights School District No. 23. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors are limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Prospect Heights School District No. 23's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable

procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of Prospect Heights School District No. 23's major programs. The purpose of these procedures will be to express an opinion on Prospect Heights School District No. 23's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of Prospect Heights School District No. 23 in conformity with the modified cash basis of accounting and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the modified cash basis of accounting and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements).

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to [include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon]. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other information (OI), which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the other information in any document that contains, and indicates that we have reported on, the other information. You also agree to include the audited financial statements with any presentation of the other information that includes our report thereon or make the audited financial statements readily available to users of the other information no later than the date the other information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the other information in accordance with the modified cash basis of accounting; (2) you believe the other information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the other information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees, and Other

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Evans, Marshall and Pease, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulatory agencies or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Evans, Marshall and Pease, P.C. personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the regulatory agencies. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Jeffery M. Rollefson, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be at our standard hourly rates plus out-of-pocket costs except that we agree that our gross fee, including expenses, will not exceed \$9,815, \$10,015 and \$10,215 for the years ended June 30, 2018, 2019 and 2020, respectively. In any year a Single Audit is required the fees covering those services will be \$3,215. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. We reserve the right to invoice half of the audit fees at the end of field work should circumstance warrant. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to Prospect Heights School District No. 23 and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Evans, Marshall and Pease, P.C.

RESPONSE:

This letter correctly sets forth the understanding of Prospect Heights School District No. 23.

By: _____

Title: _____

Date: _____



Board Action Item

Date: January 5, 2018

Title: Renewal of Contract for Audit Services – Evans Marshall & Pease

Contact: Micheal DeBartolo, Assistant Superintendent for Finance & Operations

BACKGROUND

The District's contract for audit services expired at the conclusion of the FY17 Audit. Evans Marshall and Pease has provided the District with a contract for renewal based upon parameters established by the Finance Committee and shared with the Board at the November 2017 meeting.

The renewal contract provides for an increase of 0.5% in FY2018 and 1.5% in FY19 and FY20.

Evans Marshall and Pease has provided excellent service to District 23 for many years, has been considerate of the price it charges and has worked diligently with the Business Office on matters outside of the general audit at no cost or a nominal fee. These items included the implementation of Infinite Visions, the monitoring and adjustments needed on the District's balances upon review of the transition from SDS to Infinite Visions as well as the creation of the resolution for weekly bill payments and reconciliation of the student activity accounts.

RECOMMENDATION

The Administration recommends the approval of the 3-year contract for audit services with Evans Marshall and Pease as presented.



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

Date: January 10, 2017

Subject: ECDEC and Harper College Memoranda of Understanding

Prepared by: Chrys Sroka and Christie Samojedny

Background Information:

School District 23 and the Early Childhood Developmental Enrichment Center (ECDEC) have been in partnership for over 10 years, providing preschool opportunities for School District 23 students who are considered at-risk of Kindergarten failure. These opportunities are funded via a Preschool for All Grant through the State of Illinois.

In the Fall of 2017, we were 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 a full day preschool opportunity to 20 students. One of the biggest roadblocks prior to applying for the expansion grant was a classroom space to host this full day program. ECDEC and District 23 have partnered with Harper College LCC in Wheeling to provide the classroom space for this program at no cost to either District 23 or ECDEC.

A Memorandum of Understanding is required to articulate the rights, roles, and responsibilities in the agreements between District 23 and ECDEC and between District 23 and Harper College. These documents have been reviewed by legal counsel and meet their approval.

Recommendation:

We recommend the approval of the ECDEC and Harper College Memoranda of Understanding for future partnership of a Preschool for All Expansion classroom pending final legal review and negotiation.

Memorandum of Understanding
between
Harper College and Preschool for All Expansion Partnership-D23
DRAFT DOCUMENT

A. Introduction and Purpose

By this Memorandum of Understanding (“MOU”), Harper College, an Illinois public community college organized and operating under the Public Community College Act (110 ILCS 805/1-1 *et seq.*) and other applicable Illinois statutes, through its Learning and Career Center (“LCC”), located at 1375 S. Wolf Rd, Prospect Heights, IL, and the Preschool for All Expansion Partnership for Prospect Heights School District 23, “PFAE-D23” (a partnership separately defined in the Memorandum of Understanding “Interagency Agreement between Prospect Heights School District 23 and Early Childhood Developmental Enrichment Center (ECDEC),” and which is comprised of two organizations: Prospect Heights School District 23, whose offices are located at Grodsky Administration Center, 700 N. Schoenbeck Rd. Prospect Heights, IL 60070, and The Center, Resources for Teaching and Learning/ECDEC, located at 2626 S Clearbrook Dr, Arlington Heights, IL 60005] (each a “Party” and collectively the “Parties”) commit to collaborate to ensure access to education for low-income area preschool children as well as to provide cross-generational support, including LCC academics and confidential wraparound services provided onsite. The Parties share the goals of deepening and broadening service delivery, and continuous educational and economic improvement within the community.

The purpose of this MOU is to identify the Parties’ roles and responsibilities in planning and implementing a functional, integrated service delivery system. In consideration of these recitals, and their respective undertakings pursuant to the terms and conditions of this MOU, the Parties agree as follows:

B. Mutual Rights and Responsibilities

1. Collaboration between the Parties and respect for the important role that each Party plays in the community are important to the success of this initiative. PFAE-D23 employees and agents will conduct themselves according to Harper College Policies and Procedures in performing their responsibilities and rendering services under this MOU, recognizing the authority of Harper College officials to manage the LCC site environment and working with them to positively support that environment. Harper College reserves the right to request any employee of PFAE-D23 be removed from providing services under this MOU for reasonable cause to be determined in Harper College’s sole discretion.

Memorandum of Understanding
between
Harper College and Preschool for All Expansion Partnership-D23
DRAFT DOCUMENT

2. Nothing in this MOU is intended or shall be deemed to constitute a partnership or joint venture of any kind between the Parties, nor constitute any Party the agent of the other Party for any purpose. Neither Party shall have authority to act as agent for the other in any way.

3. Harper College through its LCC and PFAE-D23 agree to:

- Record and share with one another those reports referencing program impact, including PFAE-D23 grant reports and instances of parental enrollment in LCC or Harper College academic programs;
- Cross-promote services through joint marketing efforts and referrals;
- Develop a protocol to respond to calendar conflicts as well as unexpected closures
- Develop a protocol for referrals to third-party service providers with the intent to maintain standards of accepted legal practices, indemnification, and Equal Opportunity as referenced in this MOU;
- Send an appropriate representative or representatives to meetings regarding program progress;
- Designate by name or position title an individual to serve as the administrative liaison for purposes of communicating information to the other Party required for collaboration.

C. Responsibilities of the LCC

The LCC agrees to provide:

- Building access when paid Harper College staff are on-site, unless prior arrangements are made for access at other times;
- Dedicated classroom space for PFAE-D23's preschool program, including phone;
- Dedicated area for gross motor activities;
- Dedicated office space (private or shared may vary) with dedicated storage;
- Free Wi-Fi, but no access to Harper College networks including networked printers;
- Access to common areas such as kitchenette and student lounge; and
- Access to and use of conference rooms and classrooms (other than dedicated classroom space for PFAE-D23's preschool program), based on availability. In the event PFAE-D23 needs to access and use conference rooms and classrooms other than dedicated classroom space for PFAE-D23's preschool program, PFAE-D23 will submit a written request for such access and use no less than forty-eight (48)

Memorandum of Understanding
between
Harper College and Preschool for All Expansion Partnership-D23
DRAFT DOCUMENT

hours prior to when such access and use is needed, the approval of which LCC will not unreasonably withhold.

- Heat, electrical, water, garbage, and sewer service at no cost to PFAE-D23.
- Space intended for use pursuant to this MOU that is compliant with all federal, State, and local laws, rules, regulations, and ordinances, including, but not limited to, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and the Illinois Accessibility Code and their regulations. In the event that any space LCC provides pursuant to this MOU is not compliant with the aforementioned laws, rules, regulations, and ordinances, LCC agrees to do whatever is necessary in order to be compliant at LCC's sole cost.
- Provide proof of property damage and liability insurance for PFAE-D23 services to be rendered and staff to be present at the LCC.

D. Responsibilities of PFAE-D23

PFAE-D23 agrees to provide services of the types described in the Partner Profile in Exhibit A attached to this MOU. The Parties affirm that the services which PFAE-D23 is to provide at the LCC are intended to be rendered to preschool children and by extension to promote the Parties' efforts to increase access to education and enhance community engagement, including promoting academic pathways and wraparound services to parents. PFAE-D23 further agrees to:

- Maintain a staff presence within the LCC according to the days/times mutually agreed upon;
- Give 30 days' advance written notice to Harper College of any change to schedule or services;
- Adhere to policies and procedures outlined in Harper College *Facilities Usage Regulations*, located in Section D of the Harper College *Facilities Usage Manual*;
- Share the D23 Parent-Student Handbook and District calendars
- Seek permission and assistance via the LCC Supervisor and Harper College Facilities department to install any equipment or modify any LCC area, the approval of which LCC will not unreasonably withhold;
- Provide any technology needed for information technology service delivery, with the exception of free Wi-Fi that will be provided by LCC, including but not limited to computer equipment and printer/copier;
- Identify any fees charged by PFAE-D23 to patrons of LCC as charges of PFAE-D23 delivering services under this MOU;

Memorandum of Understanding

between

Harper College and Preschool for All Expansion Partnership-D23

DRAFT DOCUMENT

- Reimburse Harper College for repair and replacement of any College property damaged at the LCC program site that occurs as a consequence of use by PFAE-D23 in delivery of service under this MOU; and
- Provide proof of property damage and liability insurance for PFAE-D23 services to be rendered and staff to be present at the LCC.

E. Persons Authorized to Act on Behalf of Parties in Implementing the MOU

Except as to approval, termination, or amendments of this MOU, which shall require approval of the respective *[insert titles of Executive Signatories]* of the Parties, actions to be taken by a “Party” or “Parties” under the provisions of this MOU shall be implemented under the direction, respectively, of the LCC Supervisor and of the managers of the PFAE-D23 partnership, ECDEC Project Director and District 23 Special Education Director, respectively, who are also authorized to effect, in consultation with one another, such routine adjustments of operations as may be needed to achieve the intended objectives of the MOU, and who are empowered to escalate any matters requiring executive decision-making to signatories of this MOU.

F. Confidentiality

All services provided by PFAE-D23 to students, employees, and visitors to the LCC will be kept confidential except as otherwise allowed under applicable state and federal laws, including the Family Educational Rights and Privacy Act (FERPA).

G. Indemnification

Each Party (the “Indemnifying Party”) shall indemnify, defend, and hold harmless the other Party and its governing board, board members individually, officers, administrators, employees, agents, representatives and volunteers (the “Indemnitees”), from and against any and all claims, demands, causes of action, losses, liabilities and damages, including reasonable attorneys’ fees and court costs, that one or more of the Indemnitees may incur, to the extent arising from any negligent act or omission of the Indemnifying Party or any of its agents or employees.

H. Term of Memorandum of Understanding

DRAFT DOCUMENT - DO NOT CIRCULATE

Last revised 1/3/2018

4

Memorandum of Understanding
between
Harper College and Preschool for All Expansion Partnership-D23
DRAFT DOCUMENT

This MOU commences on **[Month, Day, and Year]**, and will remain in effect until August 30, 2018. This MOU may be renewed at the option of PFAE-D23 for an additional period of one (1) year, unless PFAE-D23 gives a minimum of thirty (30) days' written notice prior to the date this MOU terminates of PFAE-D23's intent not to renew this MOU. Either Party may propose changes to the MOU at any time. Any such change will become effective only if agreed to and signed, dated writing by an authorized representative of each Party identified in Paragraph E. above, specifically referring to this MOU.

I. Notices

The Parties shall direct any written notice required to be provided to one another under this MOU to their respective representatives as follows:

To Harper College at:

Jennifer Brennan
Supervisor
1375 S. Wolf Rd.
Prospect Heights, IL 60070

and to representatives of PFAE-D23:

To Early Childhood Developmental Enrichment Center (ECDEC) at:

Kristen Ford
Project Director
2626 S Clearbrook Dr.
Arlington Heights, IL 60005

To Prospect Heights School District 23 at:

Chrystyna E. Sroka
Special Education Director
700 N. Schoenbeck Road
Prospect Heights, IL 60070

J. Governing Law

DRAFT DOCUMENT - DO NOT CIRCULATE

Last revised 1/3/2018

Memorandum of Understanding
between
Harper College and Preschool for All Expansion Partnership-D23
DRAFT DOCUMENT

This MOU shall be governed by and construed in accordance with the laws of the State of Illinois.

Signatures

Representative of Harper College:

Name

Title

Date

Representatives of PFAE-D23:

Prospect Heights School District 23

The Center, Resources for Teaching and Learning/ECDEC

Name

Name

Title

Title

Date

Title

Memorandum of Understanding
between
Harper College and Preschool for All Expansion Partnership-D23
DRAFT DOCUMENT

EXHIBIT A

PARTNERSHIP PROFILE

FOR OFFICE USE ONLY

Last updated: _____/_____/_____

_____/_____/_____

Date of initial occupancy: _____/_____/_____

Keys _____ – _____ Type, _____ date, _____ recipient:

LCC _____ onboarding _____ trainer, _____ trainee, _____ and _____ date:

Other notes:

1. ORGANIZATIONAL INFO

Organization Name:

Street Address:

Phone:

Principal email:

2. STAFF INFO

Mark designees for LCC Partner meetings with ()*

Onsite Staff: Name, Title, Email, Daytime phone:

Memorandum of Understanding
 between
Harper College and Preschool for All Expansion Partnership-D23
DRAFT DOCUMENT

 Staff Supervisor: Name, Title, Email, Daytime phone:

3. LOGISTICS INFO

LCC Office number:

Current schedule: *(Note: office may be shared off-shift with another partner, if 2 weeks' notice is given.)*

Day	Start	End	Hrs/day	Notes
M				
T				
W				
R (Thurs)				
F				
Total Days		Total Hours		

4. SERVICES INFO:

1) Describe the primary population/s you expect to serve onsite at LCC:

Memorandum of Understanding
between
Harper College and Preschool for All Expansion Partnership-D23
DRAFT DOCUMENT

2) What types of social services do you plan to provide onsite?

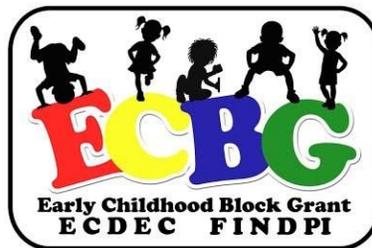
3) Do you have any eligibility criteria? (age, immigration status, income etc.)

4) For services you do not offer, what organizations do you refer clients to, and what do they provide?

5) Please share your process for taking walk-ins and/or setting appointments.

6) Target contact hours per month _____

7) Target headcount per month _____



Interagency Agreement Between

Prospect Heights School District 23 and Early Childhood Developmental Enrichment Center (ECDEC)

Introduction

A. Parties to the Agreement

Prospect Heights School District 23 (hereinafter referred to as “LEA”) and Early Childhood Developmental Enrichment Center (hereinafter referred to as “ECDEC”), who may be together referred to as the “Parties.”

B. Purpose

The purpose of this Memorandum of Understanding (“MOU”) is to ensure that each agency maintains communication and shared leadership responsibility at the local level and to ensure that cooperative arrangements between agencies are further developed, implemented, and preserved. It is recommended that this agreement be reviewed annually to ensure that the practices remain valid and appropriate.

It is the belief of the parties to this agreement that the local community, by achieving the goals and carrying out the tasks of this MOU, can forge effective partnerships to:

1. Provide services to children and families with acceptance and appreciation for differences within cultures
2. Provide continuity and coordination between early childhood programs and local schools
3. Facilitate local collaboration
4. Encourage partnerships between stakeholders
5. Link early childhood programs and families with other local, state, and national initiatives
6. Improve stability and quality of services for children and their families
7. Support children’s optimal development of readiness for school entry and success

Performance



- A. The Parties agree to perform the Child Find, Referral, Evaluation and Eligibility, Individualized Education Program and Service Delivery, Related Services, Transition, and Joint Training services described in Exhibit A, attached hereto.
- B. The Parties agree to utilize appropriate procedures for referring a child for an evaluation to determine whether the child is eligible for special education and related services, which may require a child to attend in-district programming.
- C. Whenever the Parties believe it will be necessary to share student record information, the Joint Partnership Agreement signed by D23 Superintendent and The Center: Resources for Teaching and Learning will act as the consent. The parties agree to keep records confidential except as otherwise allowed under applicable state and federal law, including the Family Education Records Privacy Act ("FERPA"), the Illinois School Student Records Act ("ISSRA"), the Individuals with Disabilities Education Improvement Act ("IDEA"), each of the aforementioned acts' implementing regulations, the Mental Health and Developmental Disabilities Confidentiality Act, and any other relevant law or regulation.

Administrative Procedures

A. Effective Date

This Agreement will become effective and binding upon signature from the following parties: Prospect Heights School District 23 and ECDEC. ECDEC will take the lead in initiating an annual review of this agreement, which will be signed by the aforementioned agencies if any changes are made.

B. Termination

Any party wishing to terminate this Agreement shall give a 60-day notice to the others in writing stating that the Agreement will be cancelled or terminated.

C. Confidentiality

Each agency will protect the rights of preschool children who are diagnosed as having a disability, at risk of academic failure and/or who are economically/environmentally disadvantaged and their families. Each agency and local program will respect the applicable rules for exercise of parental right to access and challenge the privacy of their child's educational record.

D. Evaluation

Prospect Heights School District 23 and ECDEC agree to evaluate the goals outlined in the Agreement and to ensure their implementation. The evaluation may be used as the basis to recommend modification of the terms of this Agreement at any time and as determined by any of the Parties to this Agreement.



E. Renewal and Modification

Renewal of the terms of this Agreement will only occur upon unanimous consent of all signatories of this Agreement.

F. Further Assistance

The parties acknowledge this MOU is general in nature and is intended to indicate each party's commitment to cooperate and communicate with each other. Nothing shall prohibit a party from requiring additional information or assistance to achieve the goals of the MOU.

G. Compliance

Each party agrees to comply with applicable State and federal laws and regulations, and in doing so, does not rely on any activity performed by another party to this Agreement to achieve such compliance.

Signatures

[Individual Authorized to Sign for LEA and/or District Superintendent]

Date

[Individual Authorized to Sign for ECDEC and/or Early Childhood Program Director]

Date

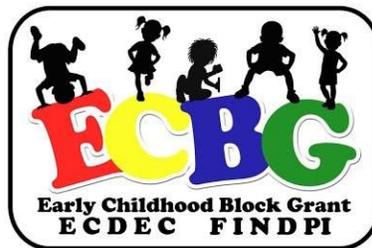


EXHIBIT A

Child Find and Screening

A. The LEA agrees to:

1. Child Find

- a. Ensure the identification of all 0-5 year olds that are eligible for special education services.
- b. Collaborate with ECDEC on the child find process.
- c. Share the child find screening calendar dates with ECDEC.

2. Screening

- a. Accept developmental screenings submitted by ECDEC for consideration, among other information about the child, to determine the need for an evaluation for special education and related services.
- b. Inform ECDEC about procedures for referral for evaluation and provide any relevant information.
- c. Collaborate with ECDEC on preferred screening procedures and tools, in order to achieve alignment between the LEA and ECDEC.

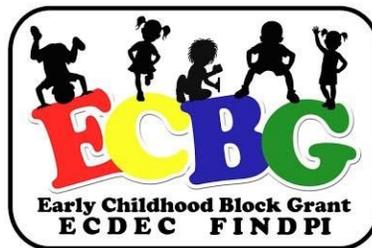
B. ECDEC agrees to:

1. Child Find

- a. Collaborate with LEA on the child find screening process.
- b. Ensure all children in the program receive developmental screenings, and together with a parent determine the need for referral to the LEA for further evaluation for special education and related services.

2. Screening

- d. Partner with the LEA to ensure that information about completed screenings of enrolled children is shared with the LEA for data collection purposes, and if necessary, complete an ISBE Screening Data Collection Form.
- e. Explain the LEA referral process to staff and parents.



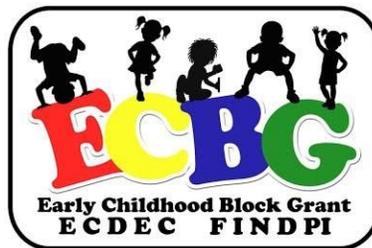
- f. Explain the purpose, types of screening and how families can access an evaluation, if necessary.
- g. Use a standardized screening instrument, and to the extent possible, the same tool the LEA uses for continuity.

Referral

- A. The LEA agrees to:
 1. Provide ECDEG with any preferred referral forms.
 2. Designate a contact person to receive ongoing communication with ECDEG.
 3. The LEA will conduct a Domain Meeting within 14 school days of referral from parent or school team member to determine if an evaluation is warranted, and if so, allow the parent to provide written consent for evaluation within 14 school days of the referral.
 4. If LEA determines an evaluation is not warranted, inform family in writing with reason for the decision and their right to appeal decision.
 5. Provide ECDEG with written information about summer assessment procedures, if any, prior to the end of the school year.

Evaluation and Eligibility Determination

- A. The LEA agrees to:
 1. If an evaluation is warranted, the LEA will conduct the evaluation within 60 school days from the date of parent consent.
 2. Inform parents of their rights and responsibilities concerning their child's education pursuant to IDEA.
 3. Notify ECDEG of any assistance needed in order to schedule meetings or communicate with parents.
 4. Conduct an individual evaluation in the native language, when support in native language is available, or other mode of communication and in the form most likely to yield accurate information.
- B. ECDEG agrees to:
 1. Maintain on-going communication with the LEA to facilitate the evaluation process.



2. Support families through the evaluation process.
3. Continue to monitor children found ineligible for early childhood special education services.

Individualized Education Program (IEP) and Service Delivery

A. The LEA agrees to:

1. At the IEP meeting, when appropriate, consider Prospect Heights School District 23 ECDEC Blended Classrooms as a location for the delivery of special education and related services.
2. As required in a student's IEP, communicate and offer assistance to ECDEC so that it can effectively support the IEP.
3. Collaborate with ECDEC to ensure there is continuity of services and that they are carried across settings.
4. Deliver special education and related services as appropriate per a child's IEP.

B. ECDEC agrees to:

1. Upon parent request and consent, ensure that teachers and/or other staff attend IEP meetings.
2. Support the child and parents during the IEP process.
3. Encourage families to utilize services offered through the LEA when a child has an IEP.
4. Collaborate with the LEA to ensure there is continuity of services and that they are carried across settings.

Transportation

A. The LEA agrees to:

1. Share transportation procedures with the program, including all written policies and forms.

B. ECDEC Program agrees to:

1. Share transportation resources when available and appropriate.



2. Promptly notify the LEA if children require transportation services, there is a change in family circumstances affecting transportation, there is a disruption in delivery of transportation, or transportation is needed.

Transition

A. The LEA agrees to:

1. Encourage appropriate school staff to participate in the ECDEC parent meetings and share useful information.
2. Encourage the LEA staff and teachers to collaborate with the ECDEC program staff and teachers throughout the year.

B. The ECDEC Program agrees to:

1. Establish a contact for transition and initiate introduction between the LEA and families.
2. Invite local school representative to visit the program and participate in parent meetings.
3. Coordinate informational packets to be used at local school parent meetings.
4. Arrange for ECDEC program teachers to develop coordinating activities with the LEA teachers throughout the year.

Joint Training

A. The LEA agrees to:

1. To provide joint training to the extent possible and assist the ECDEC program in supporting children with early childhood special education needs.
2. Share professional developmental and technical assistance opportunities with the ECDEC program as appropriate, including those available through STAR NET.

B. The ECDEC Program agrees to:

1. Partner with the LEA in joint training and as appropriate accept assistance from the LEA that would enable increased support of children with special education needs.
2. Share relevant professional development opportunities and training information with the LEA.



Micheal DeBartolo <mdebartolo@d23.org>

foia

Doris Janusek <doris_janusek@aol.com>
To: mdebartolo@d23.org

Sat, Dec 9, 2017 at 9:53 AM

This request is not for commercial purposes. I request pdf electronic copies of all separation agreements and settlement agreements the school district has made with any individual employee in the last 10 years.



Micheal DeBartolo <mdebartolo@d23.org>

foia

Micheal DeBartolo <mdebartolo@d23.org>
To: Don Angelaccio <dangelaccio@d23.org>
Cc: Carrie Vergil <cvergil@d23.org>

Sat, Dec 9, 2017 at 12:54 PM

Hey!

See the FOIA request below. The only individual who I am aware of signing such an agreement is the custodian from a few years back.

We may need some help with this one from Deb/Kathy/our attorneys.

Micheal DeBartolo
Assistant Superintendent for Finance & Operations

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

[\(847\) 870-5552](tel:8478705552) Telephone
[\(847\) 870-3896](tel:8478703896) Facsimile

[Quoted text hidden]

**RESIGNATION AGREEMENT AND GENERAL RELEASE
PROSPECT HEIGHTS SCHOOL DISTRICT NO. 23 AND DOTTIE SKIERKIEWICZ**

THIS AGREEMENT is made by, and entered into between, the Board of Education (the "Board") of Prospect Heights School District No. 23, Cook County, Illinois (the "School District"), and Dottie Skierkiewicz, a non-certified employee of the Board.

The Board and Ms. Skierkiewicz agree as follows:

1. **Payment of Wages:** The Board agrees to pay Ms. Skierkiewicz full wages for the period April 19, 2011 through and including April 29, 2011. The Board further agrees to pay Ms. Skierkiewicz all wages previously earned but not yet paid due to 12-month payroll option, a total of \$3,450.42, which will be paid on June 30, 2011.

2. **Paid Sick Leave:** The Board agrees to place Ms. Skierkiewicz on paid sick leave starting May 2, 2011 through June 9, 2011 as a part-time employee of 3.5 hours per day, with an hourly wage of \$18.01. For the 2011-2012 school year, the Board agrees to place Ms. Skierkiewicz on paid sick leave starting August 22, 2011, through November 2, 2011 as a part-time employee of 3.5 hours per day, with an hourly wage of \$18.01. Each day, one half (.5) sick day will be deducted from Ms. Skierkiewicz's 61.5 accumulated sick days. As of November 2, 2011, Ms. Skierkiewicz will have used 39 of her 61.5 accumulated sick days and will have 22.5 sick days remaining.

3. **Illinois Municipal Retirement Fund:** The Board agrees to make the usual Illinois Municipal Retirement Fund payments and deductions based upon Ms. Skierkiewicz's part-time position as an office aide. The Board does not warrant how the Illinois Municipal Retirement Fund will treat these payments; however, the Board agrees to use all reasonable efforts to ensure that Ms. Skierkiewicz receives service credit from the Illinois Municipal

Retirement Fund for all of her time spent employed by the District, including the time spent on paid sick leave as described in paragraph 2, above.

4. **Resignation:** Attached as Exhibit 1 is Ms. Skierkiewicz's irrevocable letter of resignation, effective as of the close of business on November 2, 2011.

5. **Future Employment:** Ms. Skierkiewicz agrees that she will neither seek nor accept employment with the Board at any time, and understands and agrees that the Board will have no obligation to consider any such application to employ her.

6. **Insurance Benefits:** Ms. Skierkiewicz was removed from health insurance as of May 31, 2011, and will not receive insurance benefits as a part-time employee.

7. **Reference:** Ms. Skierkiewicz will refer inquiries from prospective employers to the Board's Assistant Superintendent responsible for personnel matters. Unless otherwise required by law or agreed with Ms. Skierkiewicz, the Assistant Superintendent shall respond verbally to such inquiries in substance only as follows:

Ms. Skierkiewicz was employed by the School District as a secretary from October 5, 2005 to November 2, 2011, at an annual, full-time salary rate of \$43,968.00.

8. **Release:** Except for a breach of this Agreement, Ms. Skierkiewicz on behalf of herself, her agent, representatives, assigns, heirs, executors and administrators, and attorneys, hereby irrevocably waives, releases and discharges the Board from any and all claims, demands, damages, grievances, causes of action or suits that she has, had or may have had, arising from, growing out of or in any way connected with, directly or indirectly, Ms. Skierkiewicz's employment with the Board, the termination thereof, or any other action or inaction of the Board, its members or employees, up to and including November 2, 2011, including but not limited to, any and all claims arising under the *Illinois School Code*, Title VII of the *Civil Rights Act of*

1964, (as amended by the *Civil Rights Act of 1991*), 42 U.S.C. § 2000e *et seq.* and 42 U.S.C. § 1981a; 42 U.S.C. § 1981; the *Age Discrimination in Employment Act*, 29 U.S.C. § 621 *et seq.*; the *Americans with Disabilities Act*, 42 U.S.C. § 12101 *et seq.*; the *Family and Medical Leave Act*, 29 U.S.C. § 2601 *et seq.*; or the *Illinois Human Rights Act*; any and all claims arising under any other federal, State or local statute, regulation or ordinance pertaining to discrimination in employment, or the termination of employment; any and all claims under the collective bargaining agreement, for fraud, detrimental reliance, negligent hiring, negligent supervision, interference with contract or prospective economic advantage, intentional or negligent infliction of emotional distress, embarrassment, pain and suffering, libel, slander, defamation, or any other claim or cause of action asserted under the common law of any state; any and all claims for wrongful or tortuous termination, violation of public policy or similar claims; any and all claims for breach of express or implied employment contract and/or estoppels; any and all claims arising for unpaid wages, vacation, or other compensation of any kind under the *Fair Labor Standards Act*, 29 U.S.C. §§ 201 *et seq.*, breach of contract principles or applicable State or local law; any and all claims under any other federal, State or local statute or ordinance; any and all claims for compensatory, punitive, or other damages or relief of any kind relating to any claims; and any and all claims for attorneys' fees and costs incurred by Ms. Skierkiewicz in relation to such claims. As used in this Paragraph with regard to Ms. Skierkiewicz's acknowledgement, waiver or release and covenant not to sue, the term "Board" includes the School District, the Board, its current and former members, and employees and agents in their official and individual capacities.

9. **Acknowledgements:** Ms. Skierkiewicz represents and warrants that she has had the opportunity to consult with any attorney prior to executing this Settlement Agreement and

General Release and does hereby knowingly and voluntarily relinquish and waive all legal and equitable remedies provided under the *Age Discrimination in Employment Act*, 29 U.S.C. § 621 *et seq.*, as amended. Further, Ms. Skierkiewicz acknowledges that she is aware of and understands all rights and claims pursuant to the *Older Workers Benefit Protection Act of 1990*, 29 U.S.C. §§ 621, 623, 626 and 630, as amended, including, without limitation the following:

- (a) That by virtue of entering this Agreement, Ms. Skierkiewicz does not waive rights or claims that may arise after the date of execution of this Agreement, except those expressly stated herein; and,
- (b) That Ms. Skierkiewicz waives rights or claims under the *Older Worker Benefit Protection Act* only in exchange for consideration in addition to anything of value to which she is already entitled to arising out of her employment relationship with the Board; and
- (c) That Ms. Skierkiewicz will be provided twenty-one (21) days following the receipt of this Agreement to consider entering into and signing this Agreement; and
- (d) That for a period of at least seven (7) days following execution of this Agreement, Ms. Skierkiewicz will have the right to revoke this Agreement. Such revocation will be made and delivered in writing to Dr. Greg Guarrine, Superintendent of Prospect Heights School District No. 23.

Ms. Skierkiewicz further acknowledges and agrees that she understands the terms and provisions contained in this Agreement and enters into it voluntarily without any duress or undue influence on the part of, or on behalf of, the Board or anyone else.

10. **Non-Disparagement:** Ms. Skierkiewicz hereby covenants and agrees not to make any statement at any time in the future to any person or entity that is disparaging of the business, reputation, competence or good character of the Board or any of its present or former

officers, employees, agents, or Board members. The Board and Administration of Prospect Heights School District No. 23 covenant and agree not to make any statement at any time in the future to any person or entity that is disparaging of the business, reputation, competence or good character of Ms. Skierkiewicz. The Parties acknowledge and agree that any violation of this Paragraph will constitute a material breach of this Agreement.

11. **Warranty/Waiver:** Ms. Skierkiewicz warrants that she has not initiated or filed any claims of any type against the Board, or its current or former members or employees, with any court or governmental or administrative agency related to Ms. Skierkiewicz's employment. Ms. Skierkiewicz further unconditionally waives the right to receive any benefits or remedial relief as a consequence of any charge filed against the Board with the Equal Employment Opportunity Commission, the Illinois Department of Human Rights, any other federal, State or local governmental agency, or any lawsuit filed with any federal or State court.

12. **Terms of Agreement:** This Agreement sets forth all of the promises, agreements, terms, conditions and understandings between the Board and Ms. Skierkiewicz relative to the subject matter of this Agreement, and there are no promises, agreements or undertakings, either oral or written, express or implied, between Ms. Skierkiewicz and the Board, except as set forth in this Agreement. Except as expressly provided in this Agreement, no other payments or benefits of any kinds shall be due to Ms. Skierkiewicz.

13. **Effective Date:** This Agreement will become effective and be deemed dated as of the date the last of the Parties signs as set forth below.

By:


Dottie Skierkiewicz

Dated: 6-13-11

PROSPECT HEIGHTS SCHOOL DISTRICT NO. 23

By:

Martha H. Olsen
President

Dated: 6/23/2011

Attest:

Carol Potomski
Secretary

Dated: 6/23/2011

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RESIGNATION AGREEMENT AND GENERAL RELEASE

THIS RESIGNATION AGREEMENT AND GENERAL RELEASE is made and entered into on the dates hereinafter set forth by and between the BOARD OF EDUCATION OF PROSPECT HEIGHTS SCHOOL DISTRICT 23, COOK COUNTY, ILLINOIS (the "BOARD"), SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 73 ("SEIU" or "UNION") and PETER NIKOLICH ("NIKOLICH"), collectively referred to as the "Parties".

WITNESSETH:

WHEREAS, NIKOLICH has been employed by the BOARD as a night custodian; and

WHEREAS, on January 14, 2015, the BOARD approved NIKOLICH'S termination effective January 14, 2015; and

WHEREAS, SEIU filed grievance number GV150166 ("GRIEVANCE"), under the collective bargaining agreement between the BOARD and SEIU, over the BOARD'S decision to discharge NIKOLICH and SEIU has sought to arbitrate the GRIEVANCE under that agreement; and

WHEREAS, the GRIEVANCE is set for hearing on October 19, 2015; and

WHEREAS, the Parties wish to resolve any and all disputes between them related to NIKOLICH'S employment and his discharge, and to provide NIKOLICH the opportunity to voluntarily resign his employment in accordance with the terms and conditions of this Agreement and General Release.

NOW, THEREFORE, IN CONSIDERATION OF THE AFORESAID RECITALS, THE FOLLOWING MUTUAL PROMISES AND COVENANTS, AND OTHER GOOD AND VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, THE PARTIES AGREE:

Section 1. Upon execution of this Resignation Agreement and General Release, NIKOLICH agrees to execute and deliver his voluntary and irrevocable resignation, effective as of January 14, 2015 (the "Resignation Date"), as an employee of the BOARD, which resignation letter is attached as Exhibit "A", and his resignation is accepted by the BOARD.

Section 2. By accepting NIKOLICH'S voluntary resignation, the BOARD rescinds its previous action to terminate NIKOLICH'S employment, said action taken on January 14, 2015. Upon the BOARD'S acceptance of his letter of resignation, NIKOLICH understands and agrees that he is knowingly and voluntarily releasing and waiving any and all of his rights to continued employment by the BOARD as of the Resignation Date, under any and all statutes, laws, and contracts.

Section 3. NIKOLICH agrees to refrain from applying for unemployment compensation and agrees to refrain from applying or reapplying for employment with the BOARD or its successors.

Section 4. The BOARD agrees to pay NIKOLICH, the sum of FOURTEEN THOUSAND AND NO/100 DOLLARS (\$14,000.00), less all applicable withholdings. The settlement check for the net sum will be delivered to the UNION for transmission to NIKOLICH. The BOARD will issue the appropriate IRS W-2 form to NIKOLICH for this amount.

Section 5. With respect to the BOARD'S responses to any future reference, background, or character checks or pre-employment inquiries concerning NIKOLICH following the execution of this Agreement, the BOARD'S agents and employees shall refer the inquiry to the Superintendent who will respond only with NIKOLICH'S last position held, dates of employment, and last compensation rate.

Section 6. The UNION agrees to withdraw the GRIEVANCE, GV150166, which is currently set for arbitration on October 19, 2015.

Section 7. In consideration of the mutual promises and covenants contained herein, and

for other good and valuable consideration, the receipt of which is hereby acknowledged, and except as expressly provided herein, NIKOLICH fully and forever releases and discharges the BOARD, its members (individually and collectively), officers, agents, administrators, employees, insurers, and attorneys, and each and every one of them, whether acting as individuals in their personal capacity, or as governmental officials, and the BOARD fully and forever releases and discharges NIKOLICH of and from any and all claims, agreements, promises, obligations, damages (including, without limitations, special, compensatory, indirect and punitive damages), fees, attorneys' fees, costs and expenses, and actions or causes of action of every kind of nature, at law or equity, which NIKOLICH or the BOARD may now have or claim to have or which may hereinafter accrue, whether known or unknown, anticipated or unanticipated, asserted or which could have been asserted by reason of any act done or omitted to be done by any of them, as a result of any events, actions, omissions, transactions, discussions, communications, positions or statements previously occurring, taken or undertaken at any time prior to the date hereof, including, without limitation, all rights under the Constitution of the United States (including all amendments thereto) and the Constitution of the State of Illinois, the *Illinois School Code*, [105 ILCS 5/1-1 et seq.], any and all state and federal statutes, laws, and regulations, and any and all contracts (written, oral, or implied) with respect to continued employment, including but not limited to the *Illinois Human Rights Act*, 775 ILCS 5/1-101 et seq., *Section 504 of the Rehabilitation Act of 1973*, 29 U.S.C. 793 and 794, the *Age Discrimination in Employment Act*, 29 U.S.C. 621, et seq., *Title VII of the Civil Rights Act of 1964*, as amended, 29 U.S.C. 2000e, et seq., *the Civil Rights Act of 1991*, and *the Americans with Disabilities Act of 1990*, with respect to compensation, rights and benefits of any kind or nature whatsoever, and any and all claims which were asserted or could have been asserted arising or growing out of or in any manner connected with the relationships between NIKOLICH and the BOARD except as contemplated to be performed as express obligations

under this Agreement. IT IS THE INTENT OF NIKOLICH AND THE BOARD THAT THIS RELEASE SHALL BE A MUTUAL FULL AND FINAL GENERAL RELEASE, AS DESCRIBED ABOVE, AND THAT IT MAY NOT BE MODIFIED IN ANY MANNER. NIKOLICH and the BOARD further promise and agree never to institute or cause to be instituted any charge, suit, or action, at law, equity, or otherwise in any federal or state court, before any federal or state administrative agency or before any tribunal, public or private, relating to or arising from NIKOLICH'S employment relationship with the BOARD on or before the date this Resignation Agreement and Release is executed, except to enforce this Resignation Agreement and Release.

Section 8. NIKOLICH represents and warrants that he has had the opportunity to consult with counsel of his choice prior to executing this Agreement and does hereby knowingly and voluntarily relinquish and waive all legal and equitable remedies provided under the *Age Discrimination in Employment Act*, 29 U.S.C. 621, et seq., as amended. Further, notwithstanding the fact that NIKOLICH'S resignation is voluntary thereby obviating the applicability of the *Older Workers Benefit Protection Act*, 29 U.S.C. Secs. 621, 623, 626, and 630, as amended by Pub. L. 101-433, NIKOLICH nonetheless acknowledges that he is aware of and understands all rights and claims pursuant to said Act, including without limitation, the following:

- (a) That by virtue of entering this Agreement, NIKOLICH does not waive rights of claims that may arise after the date of execution of this Agreement; and
- (b) That NIKOLICH waives rights or claims under the Act only in exchange for consideration in addition to anything of value to which he already is entitled to arising out of his employment relationship with the BOARD; and
- (c) That NIKOLICH was provided twenty-one (21) days prior to the tender of his proffered resignation to consider his voluntary, unconditional and irrevocable decision to resign as an employee of the BOARD effective January 14, 2015; and
- (d) That for a period of at least seven (7) days following NIKOLICH'S execution of this Agreement, he has the right to revoke this Agreement.

In return for the monetary payments, promises, and other consideration provided herein, NIKOLICH

has agreed to and hereby waives the aforesaid twenty-one (21) day "consideration period". NIKOLICH hereby declares that his waiver of the "consideration period" and all other rights under the *Age Discrimination in Employment Act* is knowing and voluntary. NIKOLICH further agrees that any changes to this Agreement, whether material or immaterial, will not restart the running of the "consideration period".

Section 9. NIKOLICH hereby acknowledges that the UNION has provided full and fair representation to him throughout the grievance and settlement of this matter and in entering into this Agreement. NIKOLICH further acknowledges that he has been advised that the attorney for the UNION represents the UNION as a whole and does not represent individual members. NIKOLICH further acknowledges that the UNION has not and will not provide him with advice or representation concerning any private claims he may have, including claims that he is releasing by entering into this Agreement. NIKOLICH has further been advised by the UNION that he has the right to consult with an attorney of his choosing concerning any potential claims he may have or private claims he has pending before signing this Agreement.

Section 10. This Agreement sets forth all the promises, agreements, terms, conditions and understandings between the Parties relative to the subject matter hereof, and no other promises, agreements, or undertakings either oral or written, expressed or implied exist between the Parties.

Section 11. No subsequent alteration, amendment, change, addition, deletion, or modification to this Agreement shall be binding upon the Parties hereto unless reduced to writing and duly authorized and signed by each of them.

Section 12. This Agreement shall be interpreted and enforced according to the statutes and case laws of the State of Illinois regardless of the later residence or domicile of any of the Parties. Any litigation regarding the enforcement of this agreement shall be brought in the state courts of Cook County, Illinois.

Section 13. The Parties signing this Agreement do hereby warrant and represent that they have read this Agreement, that they have had sufficient time to consider and comprehend the terms contained herein and consult counsel of their choice, that they understand the terms and provisions contained herein, that they are mentally competent and under no physical or mental disability that precludes them from understanding the nature and implications of this Agreement, and that they have voluntarily signed hereafter.

Section 14. Each party does hereby agree to execute any and all additional documents which may be necessary to effectuate the intent and purposes of this Agreement.

Section 15. This Agreement may be executed in duplicate counterparts each with the same force and effect as the original.

Section 16. This Agreement shall be binding upon the BOARD, its successors and assigns, and shall be binding upon NIKOLICH, his heirs, agents, attorneys, and assigns.

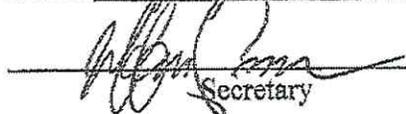
IN WITNESS WHEREOF, the BOARD OF EDUCATION OF PROSPECT HEIGHTS SCHOOL DISTRICT 23, COOK COUNTY, ILLINOIS, SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 73, and PETER NIKOLICH, have each executed this Resignation Agreement and General Release in their respective names.

BOARD OF EDUCATION OF PROSPECT
HEIGHTS SCHOOL DISTRICT 23,
COOK COUNTY, ILLINOIS



President

Dated: 10/14/15



Secretary

Dated: _____

PETER NIKOLICH

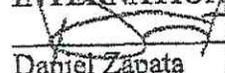


Peter Nikolich

Dated: 9-15-15

SERVICE EMPLOYEES

INTERNATIONAL UNION, LOCAL


Daniel Zapata

Dated:

9/16/15

g:\wp51\commom\sd0\sd0230\agr\nikelich resignation agreement.docx

EXHIBIT "A"

To: Board of Education of Prospect Heights School District 23

I hereby tender my voluntary and irrevocable resignation as an employee of the Board of Education of Prospect Heights School District 23, Cook County, Illinois, effective January 14, 2015.

Very truly yours,



Peter Nikolich

Dated: 9-16-15, 2015



Let's Grow Together

Strategic Planning

2018

Welcome

Thank you!!

Dr. Don Angelaccio

Superintendent

Dr. Christie Samojedny

Assistant Superintendent

Mr. Micheal DeBartolo

Assistant Superintendent



Engage

Engage stakeholders in **dialogue** related to a vision for student success as well as short and long-term priorities for the future.



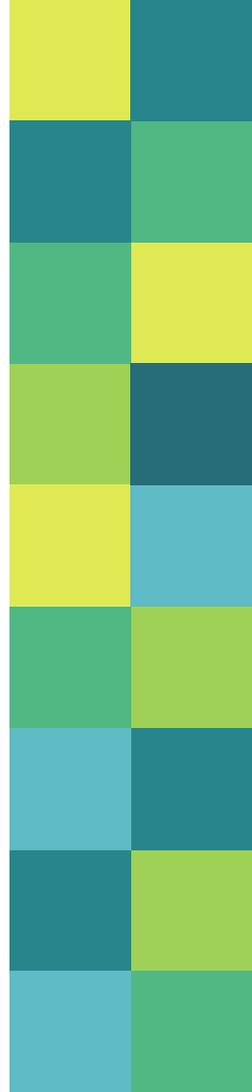
Envision

Create a focused and actionable **plan** aligned to the priorities of the community.

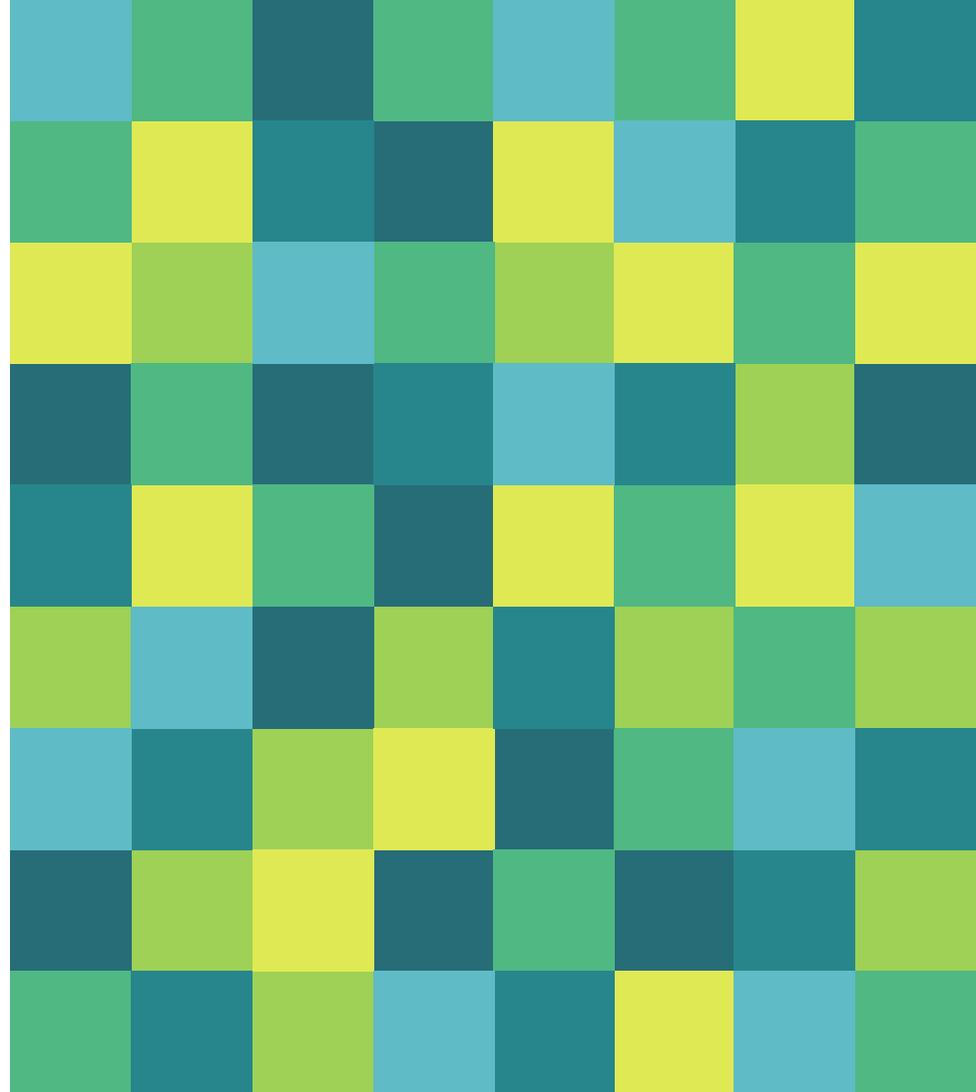


Enact

Articulate **specific actions**, timelines, resource allocations, and metrics to enact the plan.



Our Family



Our District

Prospect Heights SD #23



1598 Students

Eisenhower Elementary

Early Childhood - Grade 1: **378**



Betsy Ross Elementary

Grades 2-3: **341**



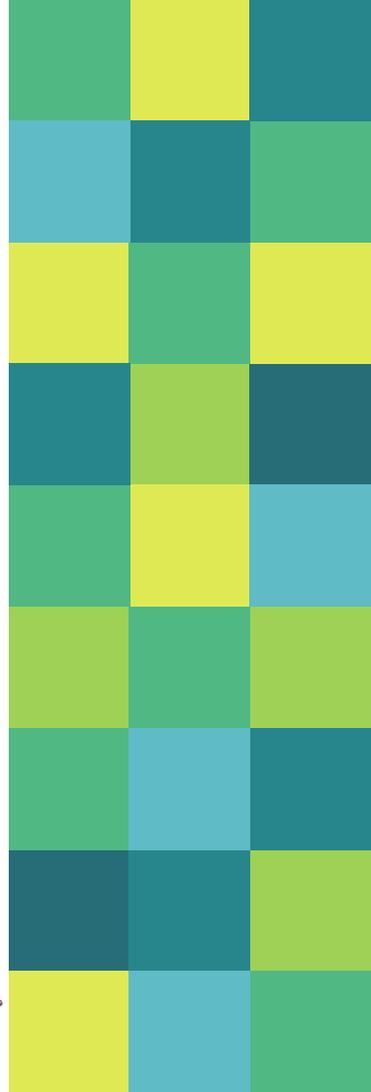
Anne Sullivan Elementary

Grades 4-5: **339**



MacArthur Middle School

Grades 6-8: **540**



Our Students



Student Demographics

- 66% White
- 20% Hispanic
- 10% Asian American
- 2% African American
- 2% Multiracial



33%
Low Income



12%
Individual
Education Plan
(IEP)



25%
Limited English
Proficiency

Our Faculty

245 Employees

55% Teachers/Certified Professionals - 135

15% Educational Support Staff - 36

13% Program Staff - 32

7% Support Staff - 17

5% Custodial Staff - 13

5% Administration - 12



Outside of the classroom



45%

Provide Teacher Leadership on District and School Committees

174



34%

Sponsor Extra-Curricular clubs, athletics, performing arts



65%

Master's Degree or higher



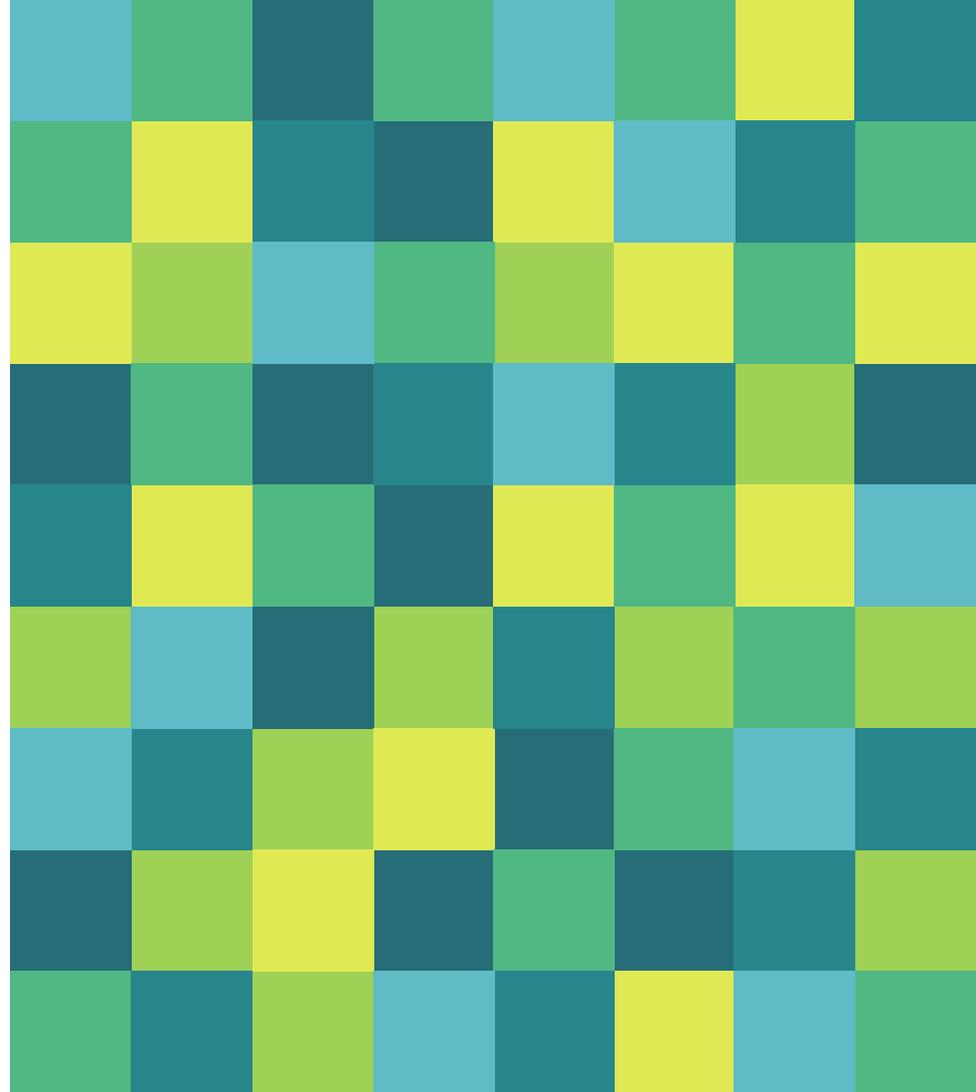
13.2%

Average Years of Teaching Experience



89%

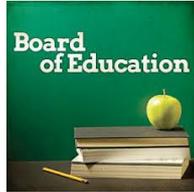
Teacher Retention Rate



Our Community

Leadership

Prospect Heights SD#23
Board of Education



Partnership

MacArthur PTO
Elementary PTO
Prospect Heights
Instrumental League



Collaborations

District 214

Link Together Coalition

Shared Services - D21, D25

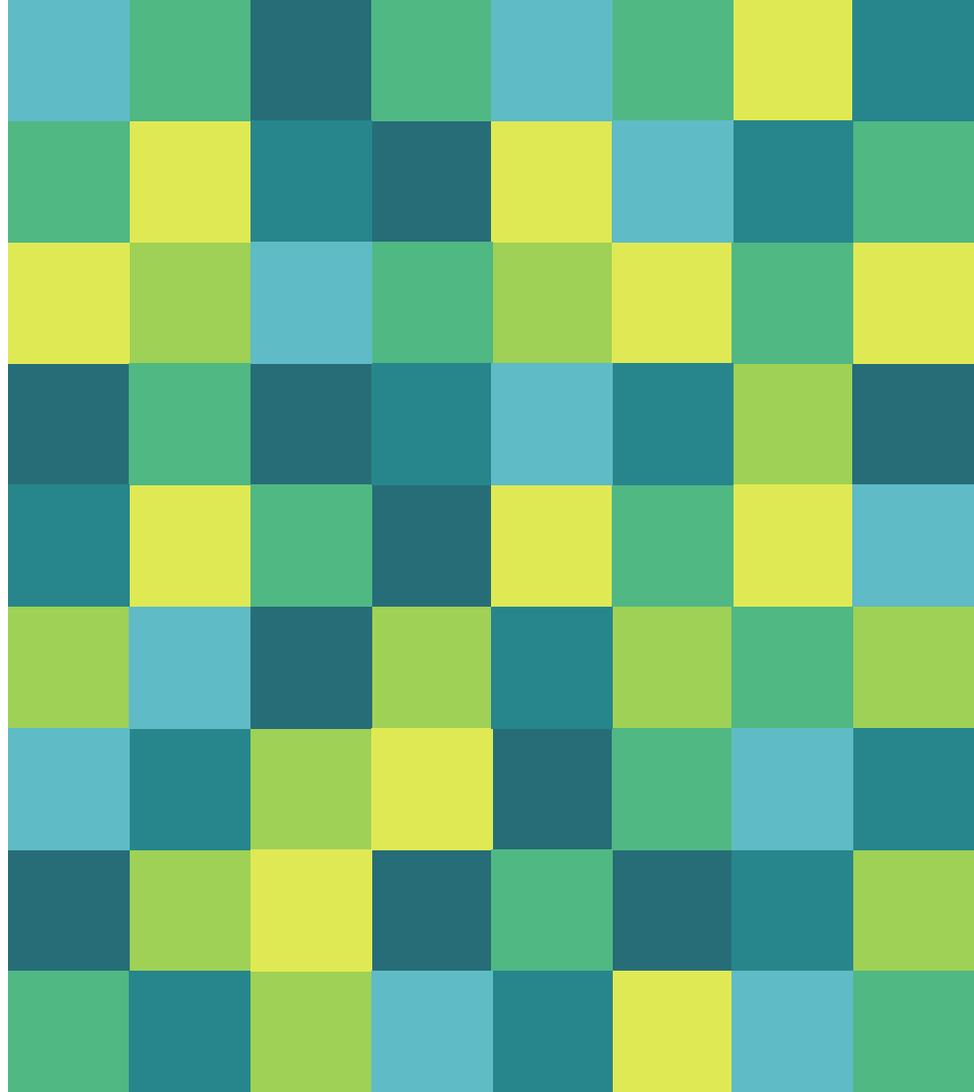


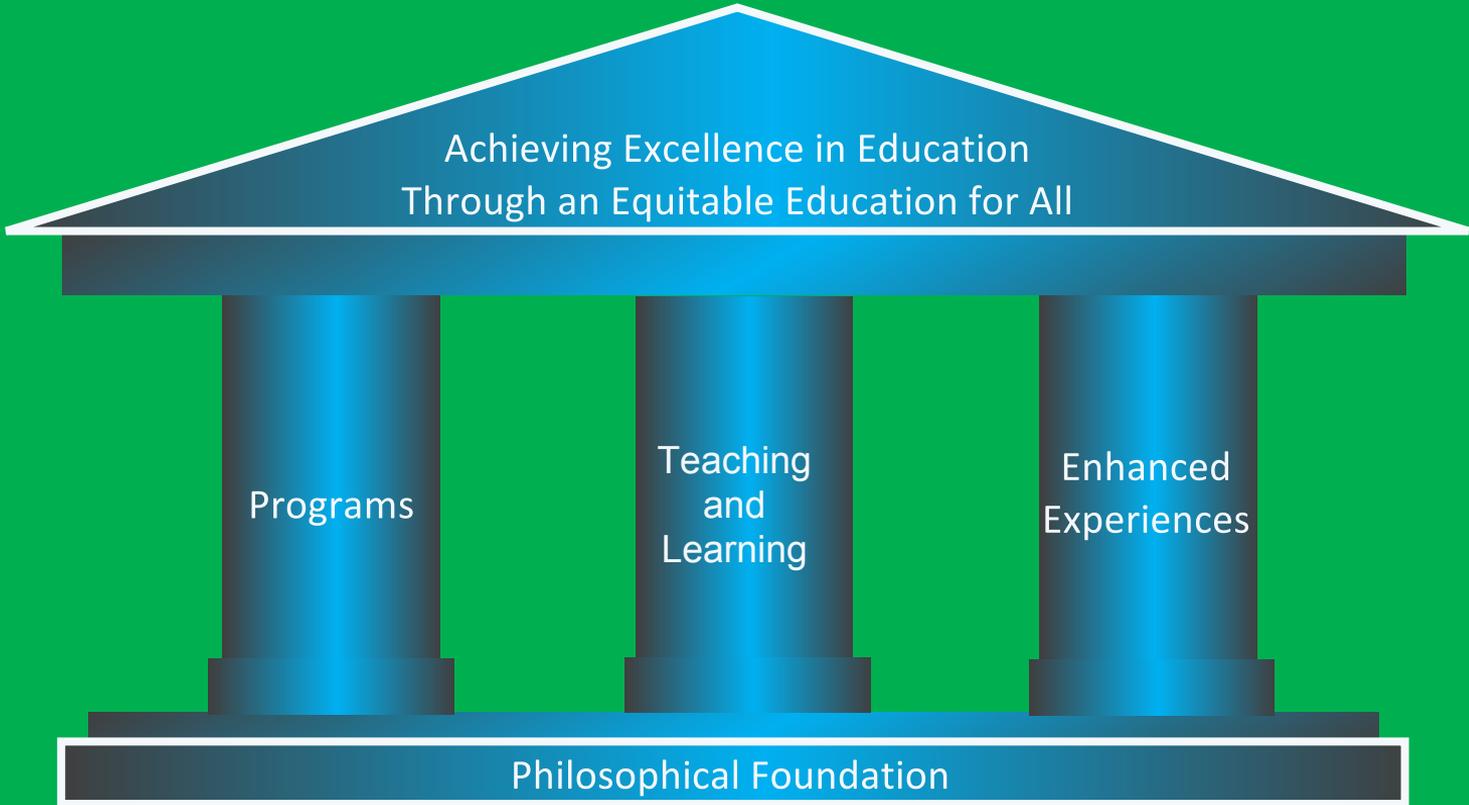
Services

Prospect Heights Library
Prospect Heights Park District
Arlington Heights Park District

Our Function

176



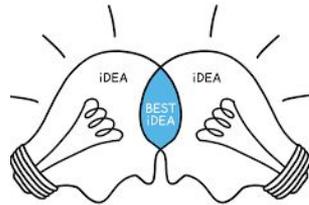


Our Philosophy

Provide educational opportunities that are responsive to the needs of all students



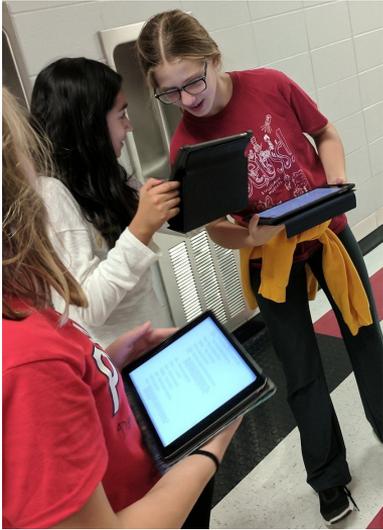
Engage stakeholders in collaboration around the common interests of D23



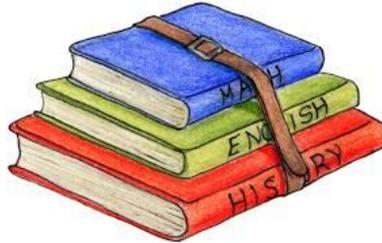
Manage resources efficiently and effectively; fiscal responsibility



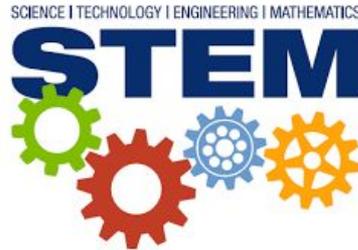
Our Programs



Technology
Integration



Rigorous General Education



Applied Science

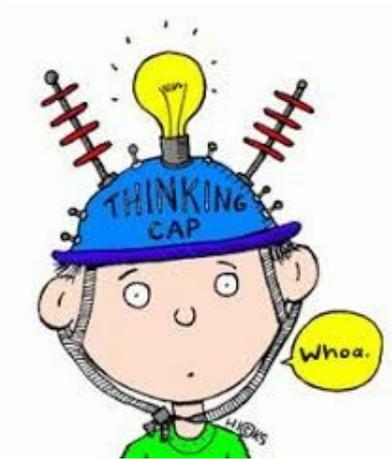


Inclusive Special Education



Bilingual and ESL

Teaching and Learning



Inquiry Based Learning



4 C's of Technology



Common Core Standards, NGSS

Enhanced Experiences



Choir: 160

Orchestra: 170

Band: 210



Over 500 participants in

one of 18 Clubs or
Activities



398 participants on one

of 9 athletic teams!

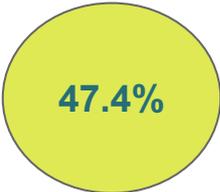
Our Performance - PARCC

All Subjects

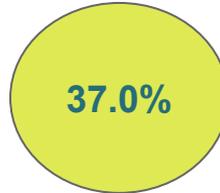
ELA

Math

D23



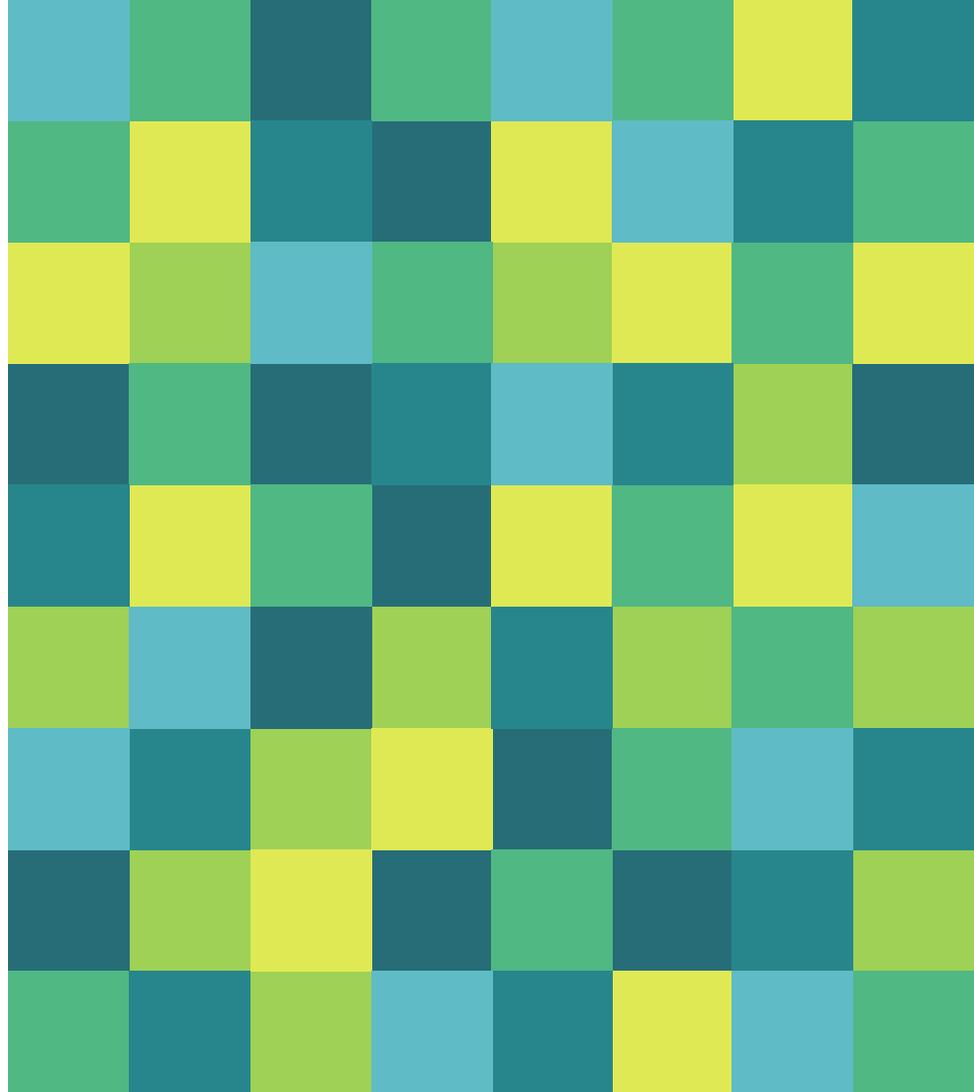
Illinois



Our Performance - NWEA MAP

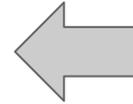
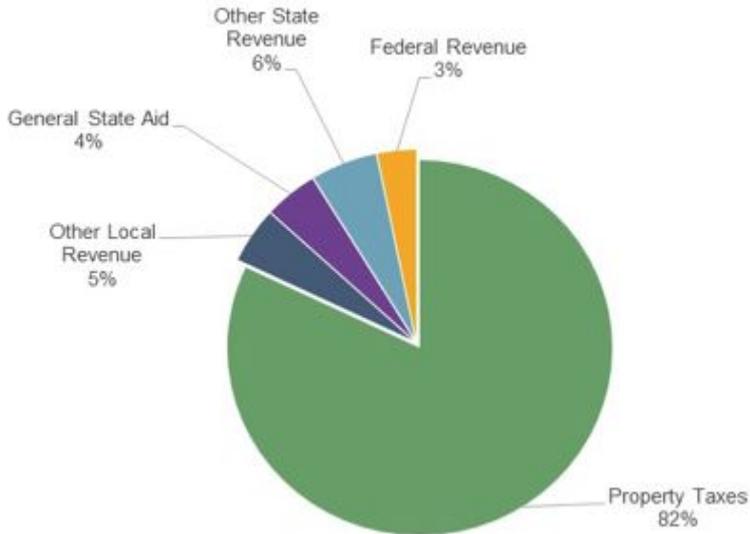


Our Funding



Revenue Review

2017 Budgeted Revenue Allocation by Source



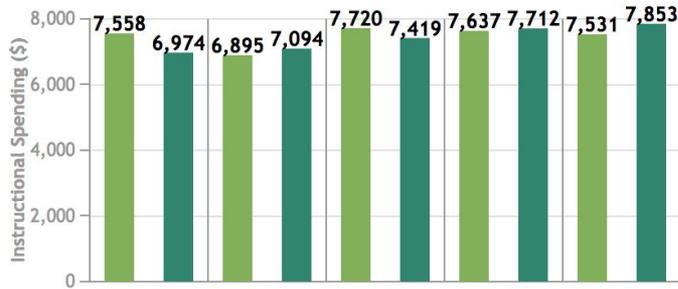
Local Revenue

Residential Property Taxes = 91%
Commercial Property Taxes = 9%

Residential Property Taxes Comparison w/ Neighbor Districts

District 21	59%
District 25	82%
District 26	64%
District 57	81%
District 59	38%

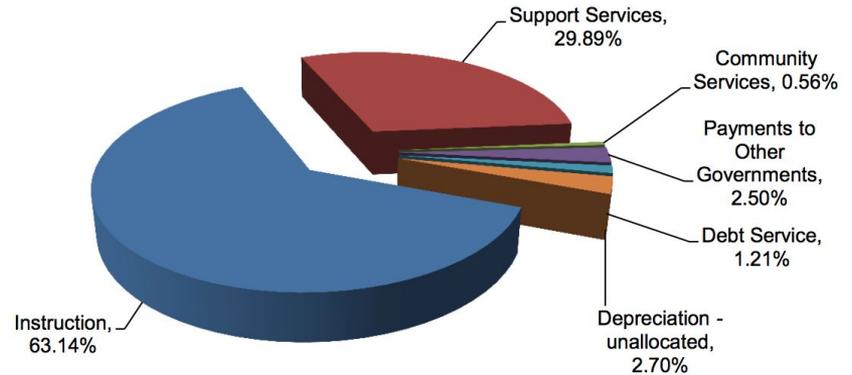
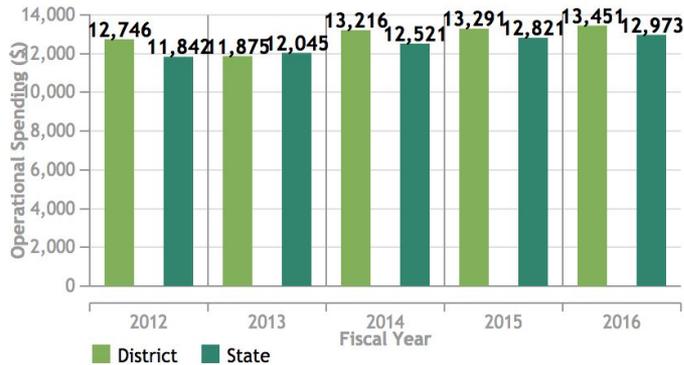
Expenditure Overview



← **Instructional/Operational Spending**

Funding by Category ↓

District-Wide Expenses by Function/Program - 2017



Now it's YOUR turn...

Please share your thoughts about each of the following questions. Responses may be recorded, but will remain anonymous and shared only in summary form.



Board of Education Meeting Dates - 2018

January 10	Grodsky Administration Bldg. 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
February 14	Betsy Ross Elementary School 600 N. Schoenbeck Rd. Prospect Heights, IL 60070
March 14	Grodsky Administration Bldg. 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
April 11	Dwight Eisenhower Elementary School 1 N. Schoenbeck Rd. Prospect Heights, IL 60070
May 9	Grodsky Administration Bldg. 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
June 13	Grodsky Administration Bldg. 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
July 11	Grodsky Administration Bldg. 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
August 8	Grodsky Administration Bldg. 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
September 12	MacArthur Middle School 710 N. Schoenbeck Rd. Prospect Heights, IL 60070
October 10	Grodsky Administration Bldg 700 N. Schoenbeck Rd. Prospect Heights, IL 60070
November 14	Anne Sullivan Elementary School 610 N. Schoenbeck Rd. Prospect Heights, IL 60070
December 12	Grodsky Administration Bldg 700 N. Schoenbeck Rd. Prospect Heights, IL 60070

**Prospect Heights School District 23
Board Information**

Date: January 10, 2018

Title: Policy Recommendations

Contacts: Don Angelaccio

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.

5:100 Staff Development Program: Revised to meet statutory language. New training requirements included in policy.

Adopt as presented

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.

Adopt as presented

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.

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, Colletta 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.

6:60 Curriculum Content: Revised to meet statutory language

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.

7:10 Student Testing and Assessment Program: Revised legal reference

Adopt as presented.

7:15 Student and Family Privacy Rights: Revised to meet statutory language

Adopt as presented.

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.

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.

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.

7:190 Student Behavior: Revised to meet statutory language

Adopt as presented. Reject option as we do not receive early childhood block grant funding.

7:250 Student Support Services: Revised to meet statutory language

Adopt as presented.

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

Prospect Heights School District 23

2:260

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 policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure policy 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/

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

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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

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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*.

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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.

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.

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

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LEGAL REF.: Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B).
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15 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~~

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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.

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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

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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(F-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

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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/ or 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.

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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.

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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.

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

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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

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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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6:50

Instruction

School Wellness¹

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

The Superintendent will ensure: ⁴

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

¹ State or federal law 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. Action for Healthy Kids is a national organization dedicated to overcoming the "epidemic of overweight, undernourished and sedentary youth by focusing on changes in schools;" see its resources at: www.actionforhealthykids.org/index.php.

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

The Ill. Dept. of Agriculture and ISBE are directed to create the Farm Fresh Schools Program. 105 ILCS 124/, Farm Fresh Schools Program Act; 30 ILCS 105/5.728, Farm Fresh Schools Program Fund. They are also directed to administer a grant program to further the Program's intent of "reduc[ing] obesity and 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.

² 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/>.

³ 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).

⁴ *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.

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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6:50

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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 Manual⁵; and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion ⁶

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*. ⁷

Goals for Physical Activity ⁸

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*.

⁵ 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.

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

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

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

Technical assistance for:

1. *Nutritional education* at: healthymeals.fns.usda.gov/nutrition-education-9.
2. *Nutritional promotion* at: 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/.

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

⁸ 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).

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

- 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*.¹⁰
- 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).¹¹

Nutrition Guidelines for Foods Available During the School Day: Marketing Prohibited¹²

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).¹³

In addition, in order to promote student health and reduce childhood obesity,¹⁴ 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.¹⁵

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

⁹ 105 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.

¹⁰ *Id.*

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

¹² 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.

¹³ 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)).

¹⁴ 7 C.F.R. §210.31(c)(3)(iv).

¹⁵ 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*.

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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.¹⁶

Exempted Fundraising Day (EFD) Requests ¹⁷

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 ¹⁸

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. ¹⁹

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.

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

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

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

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

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

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

¹⁷ 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*.

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

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

DRAFT UPDATE – REWRITTEN

Monitoring ²⁰

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).²¹ 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 ²²

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

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

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

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

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

²² *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^[23]

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*.²⁴

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.

²³ 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.

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."

²⁴ 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 ²⁵

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.

²⁵ 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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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 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat.
4096 (2008).
47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70
(Teaching About Religions), 7:190 (Student Discipline); 6:235 (Access to
Electronic Networks), 7:180 (Prevention of and Response to Bullying,
Intimidation, and Harassment, 7:185 (Teen Dating Violence Prohibited), 7:190
(Student Behavior), 7:260 (Exemption from Physical 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 30th day of each school year, and (2) made publicly available to parents and guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern recordkeeping and access issues.

LEGAL REF.: Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.
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.

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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:

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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 her.

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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 truant, ~~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. If individuals need to speak to someone directly, they can contact Schena Warren Harris at swarren@isbe.net or 1-312-814-0940; Jeff Aranowski at 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~~

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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~~⁷⁹⁶¹⁴⁵⁴ 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~~

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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.

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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.

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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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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.

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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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- 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.

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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.

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