

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
BOARD OF EDUCATION - REGULAR MEETING  
WEDNESDAY, JANUARY 9, 2019  
GRODSKY ADMINISTRATION CENTER at 7:00 PM**

*Create opportunities that inspire all students to grow as learners, individuals, and citizens.*

**AGENDA**

**I. CALL TO ORDER**

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

**II. PLEDGE OF ALLEGIANCE**

**We will be joined by former student Matt Bednar, who earned his Eagle Scout designation by completing a project at MacArthur Middle School. Matt installed a weather station at MacArthur and developed a training video for teachers to become familiar with the website and app. We thank Matt for his time and work on the project as well as the research and additional components needed for installation.**

**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. Amy Zaher, Assistant Superintendent of Instruction, and Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations.

**IV. RECOGNITION OF VISITORS AND PARTICIPATION**

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

**V. COMMUNICATIONS**

A. Thank you note

7

**VI. COMMITTEE REPORTS**

**A. BUILDING AND SITES**

**No report.**

**B. I.A.S.B.**

**No Report.**

**C. POLICY**

**Brian to report. Policies presented for 1st reading in New business tonight.**

**D. SCHOOL/COMMUNITY RELATIONS:**

**No report.**

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

**No report. Carol, Chrys, and Craig will attend the NSSEO meeting to represent the District as one of our students is being recognized as a Shining Star.**

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F. **FINANCE:**  
**No report.**

G. **NEGOTIATIONS:**  
**Jeff to report.**

**PHEA and the Board's negotiations team came to a tentative agreement on December 17, 2018. Final language is being drafted for review and ratification by PHEA in late January or early February. We anticipate bringing the agreement to the Board for vote on February 13.**

VII. **CONSENT AGENDA**

**The consent agenda includes the minutes from the Regular Board Meeting and Executive Session on December 12, 2018, Special Meeting minutes from December 17, 2018, and the January personnel report.**

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

- |   |    |
|---|----|
| A. Approval of Regular Meeting Minutes of December 12, 2018       | 8  |
| B. Approval of the Executive Meeting Minutes of December 12, 2018 | 14 |
| C. Approval of the Special Meeting Minutes of December 17, 2018   | 17 |
| D. Personnel Report   | 20 |

VIII. **FINANCIAL REPORT**

**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.**

IX. **SUPERINTENDENT'S REPORT**

- |   |    |
|---|----|
| A. Hazardous Routes and Transportation Review - INFORMATION   | 73 |
| <b>Assistant Superintendent for Finance and Operations Micheal DeBartolo has been working with consultant, Nelson Gray, to review and analyze our Hazardous Routes and overall transportation needs. They will provide an overview of their findings and recommendations for the board's information. We will ask the Board to approve the Hazardous Routes filing at our February meeting.</b> |    |
| B. Financial Projections - INFORMATION  | 79 |
| <b>Assistant Superintendent of Finance and Operations Micheal DeBartolo will present the financial projections. They demonstrate a more targeted approach to predictions and monitoring of accounts to more accurately forecast the future.</b>   |    |
| C. Assessment Overview - INFORMATION  | 83 |
| <b>Assistant Superintendent for Curriculum and Instruction Dr. Amy Zaher has prepared a memo that outlines the various assessments used by the District. There will not be a</b>  |    |

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**presentation, but Dr. Zaher is happy to answer any questions that the Board may have.**

**D. District Strategic Plan Dashboard - INFORMATION**

**After many months of deliberation, discussion, and research, the District Dashboard is ready for public display. The data points have been identified through our District Improvement Team and in consultation with the Board and Superintendent Advisory Committee. A preview of the Dashboard will be provided to the Board.**

**E. IMPACT Copier and Printer Renewal - ACTION**

85

**The Tech Department has been preparing for the end of the District's copier and printer lease at the end of the 2019-20 school year. Based upon the Tech Department's review of the current equipment with IMPACT, the District's provider, a proposal for renewal with certain equipment being replaced and a new maintenance contract has been proposed. The Business Office and the Tech Department recommend approval of the 5 year agreement per the terms attached for an overall savings to the District.**

**I move to approve the IMPACT Copier and printer proposal as presented.**

**F. eRate Contract (Zeller and Associates) - ACTION**

96

**The Tech Department and Business Office recommend the renewal of the contract for eRate consulting services. Gerry Zeller and Associates is instrumental in assisting the District in securing funding for projects from the federal government eRate program that aids our technology programs.**

**I move to approve the contract for eRate consulting services and letter of agency.**

**X. RECOGNITION OF VISITOR PARTICIPATION**

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**XI. OLD BUSINESS**

**XII. 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**

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**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 Session Minutes and also review audio recordings of closed meetings.**

- |   |     |
|---|-----|
| B. Policy 1st Read - DISCUSSION   | 100 |
| The Press Vol. 99 Overview provides insight into the changes per policy. Viewing each policy individually, the highlighted and edit marks provide insight into each recommended change. |     |
| 1. 2:80 Board Member Oath and Conduct   | 116 |
| <b>Updated to reflect new statutory language. Adopt as presented and invite all board members to recite together.</b>   |     |
| 2. 2:120 Board Member Development   | 118 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |
| 3. 4:20 Fund Balances   | 120 |
| <b>No change in policy language. 5 year review. Adopt as presented.</b>   |     |
| 4. 4:45 Insufficient Fund Checks and Debt Recovery  | 121 |
| <b>Modified per administration request to allow for collection of fees and costs incurred in collecting delinquent fees.</b>  |     |
| 5. 4:170 Safety   | 122 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |
| 6. 5:30 Hiring Process and Criteria   | 124 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |
| 7. 5:60 Expenses  | 127 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |
| 8. 5:100 Staff Development Program  | 129 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |
| 9. 5:220 Substitute Teachers  | 131 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |
| 10. 6:20 School Year Calendar and Day   | 133 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |
| 11. 6:60 Curriculum Content   | 134 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |
| 12. 7:70 Attendance and Truancy   | 136 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |
| 13. 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students  | 138 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |
| 14. 7:190 Student Behavior  | 141 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b>   |     |

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- |   |     |
|---|-----|
| 15. 7:250 Student Support Services                                    | 146 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b> |     |
| 16. 7:260 Exemption from Physical Education                           | 147 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b> |     |
| 17. 7:270 Administering Medicines to Students                         | 148 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b> |     |
| 18. 7:290 Suicide and Depression Awareness and Prevention             | 152 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b> |     |
| 19. 7:305 Student Athlete Concussions and Head Injuries               | 154 |
| <b>Updated to reflect new statutory language. Adopt as presented.</b> |     |

C. Board Candidate Forums-INFORMATION

**The Mount Prospect League of Women's Voters has offered to host a Candidate Forum/debate for all local government entities. As we do not have any contested seats, I have indicated that we would not participate. I have begun discussions with our governmental partners about a formal joint meeting or informal meet and greet after the April election. The intention would be to introduce the board members to one another and the public, as well as provide an avenue for each to share an overview of goals and vision for the future.**

**XIII. EXECUTIVE SESSION**

**I move we adjourn to Executive Session for matters regarding personnel and negotiations. 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. | 156 |
| B. Collective Negotiations -- Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.  |     |

**XIV. OPEN SESSION**

**XV. ADJOURNMENT**

**DISTRICT ORGANIZATIONAL GOALS**

- **Student Success:** Ensure all students are well rounded and emotionally and academically prepared for success in high school.
- **Teaching, Learning, and Innovation:** Encourage a learning environment that

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emphasizes excellence and retains high-quality staff.

- **Family and Community Partnership:** Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.
- **Sustainable Resources:** Advance effective use of resources to support safe, learner ready facilities that maximize student learning.

Dear Friends from Prospect  
High School District 23,

Thank you for the beautiful  
plant and kind words. I  
am so fortunate to work with  
such caring and supportive  
people. Know that you  
have brought me comfort  
during my time of sorrow.

Love,  
Vicki  
Stehn

Perhaps you sent a lovely card,  
or sat upon a chair.  
Perhaps you sent us beautiful flowers.  
If so, we saw them there.  
Perhaps you spoke the kindest words  
that any friend could say.  
Perhaps you were not there at all,  
just thought of us that day.  
Whatever you did to console our hearts,  
we thank you so very much  
whatever your part.

From the Family of  
Helen M. Mazurek



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

## MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Grodsky Administration Center 7:00 p.m. December 12, 2018

<u>Members Present</u> Jeff Bowes, Board President Kevin Novak Mari-Lynn Peters Carol Botwinski Jim Bednar Pat Chester Brian Greidanus	<u>Members Absent</u>
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<u>CALL TO ORDER</u>	Mr. Bowes, Board President, called the meeting to order at 7:00 p.m.
<u>PLEDGE OF ALLEGIANCE</u>	
<u>ROLL CALL</u>	<p><b>Present:</b> Mrs. Botwinski, Mr. Bowes, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Peters and Mr. Bednar.</p> <p><b>Absent:</b> None</p> <p><b>Also present:</b> Dr. Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction, and Mr. Micheal De Bartolo, Assistant Superintendent of Finance and Operations.</p>
<u>RECOGNITION OF VISITORS AND PARTICIPATION</u>	No one addressed the Board.
<u>COMMUNICATIONS</u>	Several thank you notes were received from staff and PHEA regarding the treats for American Education Week.
<u>COMMITTEE REPORTS</u>	<p><b>Building and Sites</b></p> <p>Mr. Chester reported on the meeting of December 4, 2018. Lost time/overtime report of the custodial staff was reviewed.</p>

A new hire recommendation was made as well as custodial staff realignment.

Two different job descriptions were discussed for the purpose of filling the anticipated vacant position beginning in June of 2019. The candidate pool will be the determining factor in which skill levels will be hired and the determination of salary level.

PHYBS update regarding the baseball fields at Eisenhower and MacArthur. A survey of Main Campus for identification of boundary lines and existing structures was discussed. Arlington Heights Park District was involved with discussion of ownership and use of current facilities and fields.

The District discussed the possibility of bidding for landscaping and snow removal services to ensure that they are receiving competitive pricing. The current contract terms were agreed to in April/May 2015.

Proposals were received for the Eisenhower HVAC retrofits as well as the full campus solution.

Mr. Chester thanked the buildings and grounds department for their dedication and hard work in response to the snow storm, coming in on the snow day to clear sidewalks and entrances.

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

No report.

**Policy**

No report.

**School/Community Relations**

No report.

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

Mrs. Botwinski reported on the December 5, 2018 meeting. The Continuous Improvement Plan Highlighted Focus with Goal 1 being Student outcomes. The NSSEO Shining Star was awarded to two District 214 students at Miner. It focused on Celebrating Student Independence.

The Resolution regarding ISBE Procedural change in the Allocations of IDEA Flow-Through and Pre-School Funds was discussed as well and the ISBE updates. This will be voted on

at a later date.

Supporting families in Need was discussed. An update on the Foundation 50th Anniversary BASH was given.

A bid was accepted for the Air-cooled condensing Unit.

**Finance**

Mrs. Botwinski reported on the December 4, 2018 meeting. Two position proposals for the anticipated maintenance position vacancy due to occur in June 2019 were presented. The candidate pool will be the determining factor in which skill levels will be hired and the salary level.

The District discussed the bidding for landscaping and snow removal services to ensure that they are receiving competitive pricing. The current contract terms were agreed to in April/May 2015.

There was discussion of the status of the bond issuance that was approved at the November 14, 2018 meeting of the BOE. The schedule of events for establishing the District's bond rating was discussed and refined during the December 3, 2018 phone call. On January 7, 2019 there will be a rating call with rating occurring on January 9, 2019.

A transportation study was commissioned on behalf of the district. A meeting took place on December 6, 2018 in which route efficiency, route viability, hazardous routes and analysis of current fee structure/funding of transportation were discussed. A report will be presented at the January Board meeting.

The status of residency investigation was discussed. Five families will have meetings to discuss the status of their residency.

EDP fees were discussed. Administration recommended no fee increase for the 2019-20 school year.

Two disposal resolutions were discussed, Sullivan office furniture and the disposal of tech equipment.

The property and liability insurance renewal invoice was reviewed.

**Negotiations**

Mr. Bowes reported on the status of the negotiations meeting.

	<p>In addition to the negotiations teams meeting, there are work groups discussing insurance and labor management who have been meeting to develop recommendations.</p>
<p><b><u>CONSENT AGENDA</u></b></p>	<p>The consent agenda included the minutes from the regular board meeting, of November 14, 2018 and the special minutes of executive session of November 10, 2018 and the December personnel report.</p> <p>Motioned by Mrs. Botwinski, seconded by Mr. Chester, to approve Item A of the Consent Agenda as presented. The motion passed by a vote of 5 Ayes (Bowes, Chester, Greidanus, Peters, Botwinski) 2 Abstained (Bednar, Novak) 0 Nays.</p> <p>Motioned by Mrs. Botwinski, seconded by Mr. Chester, to approve the Consent Agenda (Items B, C and D) as presented. The motion passed by a vote of 7 Ayes (Bowes, Chester, Greidanus, Peters, Botwinski, Bednar, Novak) 0 Nays.</p>
<p><b><u>FINANCIAL REPORT</u></b></p>	<p>Mr. DeBartolo presented the memo recommending payment of the voucher lists for materials, supplies, and services paid since the last BOE meeting. Also, the District payments for salaries and insurance benefits during the previous month that were included for approval.</p> <p>Motioned by Mrs. Botwinski, seconded by Mr. Chester, to approve the Financial Report as presented. Motion passed by a vote of 7 Ayes (Bowes, Chester, Novak, Greidanus, Peters, Bednar, Botwinski) 0 Nays.</p>
<p><b><u>SUPERINTENDENT'S REPORT</u></b></p>	<p>Dr. Angelaccio explained the Annual Statement of Affairs and it's need to be posted on the District website and published in the newspaper.</p> <p>The use of the emergency day was discussed. It was decided that parents will be notified of the make-up day that will be utilized in June. Wednesday, June 5th will be the last day of school pending any additional emergency days.</p> <p>Dr. Zaher presented an update to the progress of the Math Curriculum committee. There was discussion as to alignment with the elementary and the middle school, as well as the high school level.</p> <p>The Annual Immunization Compliance Report is filed with</p>

ISBE.

Mr. DeBartolo and Ms. Lebrecht prepared an overview of the EDP program enrollment and services. At this time, administration is not recommending an increase in fees for the 2019-20 school year.

The District received one Freedom of Information request. Mr. DeBartolo addressed the request.

Approval of Annual Insurance premium for Property and Liability Coverage with SSCIP.

Motioned by Mrs. Peters, seconded by Mr. Bednar, to approve the Annual Insurance premium for Property and Liability as presented. The motion passed by a vote of 7 Ayes (Bowes, Chester, Novak, Greidanus, Peters, Bednar, Botwinski) 0 Nays.

The 2019 Board of Education Meeting dates and locations were presented for approval.

Motioned by Mrs. Peters, seconded by Mr. Bednar, to approve the 2019 Board of Education meeting dates and locations as presented. The motion passed by a vote of 7 Ayes (Bowes, Chester, Greidanus, Peters Botwinski, Bednar, Novak) 0 Nays.

The eCube engineering contract was discussed. Mr. Geidanus, Mr. Chester and Mr. Novak had their questions answered. Mr. DeBartolo discussed importance of the contract to be approved.

Motioned by Mr. Bednar, seconded by Mrs. Botwinski to approve the eCube contract as presented. The motion passed by a vote of 7 Ayes (Bowes, Chester, Greidanus, Peters Botwinski, Bednar, Novak) 0 Nays.

Adoption of the 2018 Tax Levy.

Motioned by Mrs. Peters, seconded by Mrs. Botwinski, to approve the 2018 Tax Levy as presented. The motion passed by a vote of 7 Ayes (Bowes, Chester, Novak, Greidanus, Peters, Bednar, Botwinski) 0 Nays.

Mr. Rominski, Director of Buildings and Grounds, presented an overview of the projects and timelines for anticipated work to be completed across the District in the Spring/Summer of 2019.

<b><u>RECOGNITION OF VISITORS AND VISITOR PARTICIPATION</u></b>	No one addressed the Board.
<b><u>OLD BUSINESS</u></b>	Triple I 2018 Conference was discussed. Board members had many positive comments from this years' presentations. Privacy Procedures on student data were reviewed and discussed.
<b><u>NEW BUSINESS</u></b>	Mr. Greidanus proposed the idea of reporting on the current Board meeting at the ePTO meetings. Although the Board felt it was appropriate, they suggested that a member of the ePTO attend the Board meetings and receive the information first hand.
<b><u>EXECUTIVE SESSION</u></b>	Motioned by Mrs. Botwinski, seconded by Mr. Greidanus, to adjourn the Board meeting at 9:42 p.m. Voice vote followed 7 Ayes 0 Nays.
<b><u>ADJOURN</u></b>	

\_\_\_\_\_  
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    9:35 p.m. – 11:55 p.m.    December 12, 2018

### Members Present

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

### Members Absent

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### ROLL CALL AND VISITORS

Superintendent Dr. Don Angelaccio; Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction; Mr. Micheal DeBartolo, Assistant Superintendent of Finance and Operations; Mr. Brian Rominski, Director of Facilities; Mr. Ken Flores, Esquire, Robbins Schwartz.

### LITIGATION

Discussed HVAC mediation and acceptable settlement ranges.

**AT 10:22 PM Mr. Rominski and Mr. Flores left the meeting.**

### NEGOTIATIONS

Discussed labor and management issues, insurance and retirement options.

### PERSONNEL

Discussed the need to complete Superintendent evaluation. A replacement for Curt Schmidt will be needed as he is retiring.

### ADJOURNMENT

Motion moved by Mr. Chester and Mr. Bowes seconded the motion to return to Open Session at 11:55 p.m. Motion carried by a roll call vote of 7 AYES (Mrs. Botwinski, Mr. Bowes, Mr. Greidanus, Mrs. Peters, Mr. Chester, Mr. Bednar, Mr. Novak).

Nays; 0

ABSENT: 0

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Board President

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Board Secretary





# PROSPECT HEIGHTS SCHOOL DISTRICT 23

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

Executive Session    Grodsky Center    5:46 p.m. – 6:49 p.m.    December 17, 2018

### Members Present

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

### Members Absent

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### ROLL CALL AND VISITORS

Superintendent Dr. Don Angelaccio; Mr. Micheal DeBartolo,  
Assistant Superintendent of Finance and Operations; Mr. John Fester,  
Esquire, Scariano, Himes and Petrarca.

### NEGOTIATIONS

Discussed retirement incentive offer and limits.

### ADJOURNMENT

Motion moved by Mr. Novak and Mr. Chester seconded the motion to  
return to Open Session at 6:49 p.m. Motion carried by a roll call vote  
of 7 AYES (Mrs. Botwinski, Mr. Bowes, Mr. Greidanus, Mrs. Peters,  
Mr. Bednar, Mr. Novak, Mr. Chester).

Nays; 0

ABSENT: 0

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Board President

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Board Secretary



**PERSONNEL REPORT 11/14/18**

<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>2018-2019 Amount</u>
Christopher Reglis	Tech Support Technician	Sam Keopraseuth	New Hire	1		1/10/19	Admin		\$37,500
Wilbur Blanco	Custodian		Resignation	1		1/4/19	Ross		\$20.65/hr



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

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**Date:** January 4, 2019

**Subject:** Formal payment of bills from December 18, 2018 to January 8, 2019 pursuant to BOE Weekly Bill Payment Resolution Approved 5/9/2018

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

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Pursuant to the Bill Payment Resolution for FY 2019 approved at the May 9, 2018 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 18, 2018, through January 8, 2019.

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 2018 AND the insurance benefit payments made for December 2018. Dear BOE members:

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



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

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**Date: January 4, 2019**

**Subject: Salaries and Benefits Paid November 2019**

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

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

December 2018 Payroll and Insurance Information

December Payroll

December 2018 Payroll and Insurance Information

PP1 Hourly	\$14,281.09
PP1 Salary	\$552,535.33
Total	\$566,816.42
PP2 Hourly	\$25,865.18
PP2 Salary	\$560,423.17
Total	\$586,288.35
Total Salaries	\$1,153,104.77
Insurance	\$237,725.65
Total Salary and Insurance	\$1,390,830.42

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1147

11/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MasterCard						
Check Group:						
BMO Harris MC - New Albertsons Inc - Mariconda Melissa		1 0		705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$21.46
BMO Harris MC - Wal-Mart Stores, Inc - Lynch Abigail		1 0		705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$20.76
BMO Harris MC - Tony S Fresh Marke - Lynch Abigail		1 0		705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$18.36
BMO Harris MC - New Albertsons Inc - Akhteebo Megan		1 0		705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$16.95
BMO Harris MC - Target Corporation - Zaher Amy		1 0		705474-1811 11/26/2018	10.5.0000.2210.410.01.0000 General Supplies	\$15.45
BMO Harris MC - Tony S Fresh Marke - Lynch Abigail		1 0		705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$13.92
BMO Harris MC - Aldi Oak Creek Divisio - Akhteebo Megan		1 0		705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$13.45
BMO Harris MC - Roundy S Supermarkets, Inc. - Mariconda Melissa		1 0		705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$11.17
BMO Harris MC - Tony S Fresh Marke - Lynn Samantha		1 0		705474-1811 11/26/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$9.95
BMO Harris MC - Tony S Fresh Marke - Lynch Abigail		1 0		705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$9.17
BMO Harris MC - Reverb.Com, Llc - Nystrom Camron		1 0		705474-1811 11/26/2018	10.5.0000.1114.410.01.1929 VIM Desingated Account-SUPPLIES- (former PHIL)	\$699.99
BMO Harris MC - Homestead Hospitality - Angelaccio Donald		1 0		705474-1811 11/26/2018	10.5.0000.2640.410.01.0000 General Supplies	\$405.00
BMO Harris MC - Scholastic Inc - Meziere Traci		1 0		705474-1811 11/26/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$350.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1147

11/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Home Depot U.S.A., Inc. - Lambatos Lucas		1 0		705474-1811 11/26/2018	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$264.58
BMO Harris MC - Illinois Asso For Gifted - Zaher Amy		1 0		705474-1811 11/26/2018	10.5.0000.2211.312.01.0000 Professional Development	\$255.00
BMO Harris MC - North Cook Isc - Meziere Traci		1 0		705474-1811 11/26/2018	10.5.0000.2410.312.02.0000 Principal Professional Development	\$225.00
BMO Harris MC - Tony S Fresh Marke - Lynn Samantha		1 0		705474-1811 11/26/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$163.25
BMO Harris MC - Teacher Synergy - Meziere Traci		1 0		705474-1811 11/26/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$147.50
BMO Harris MC - Meijer - Zaher Amy		1 0		705474-1811 11/26/2018	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$140.66
BMO Harris MC - Wal-Mart Stores, Inc - Lebrecht Kris		1 0		705474-1811 11/26/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$125.44
BMO Harris MC - Tony S Fresh Marke - Lynn Samantha		1 0		705474-1811 11/26/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$110.37
BMO Harris MC - Math Olympiads - Meziere Traci		1 0		705474-1811 11/26/2018	10.5.0000.1110.640.02.0000 Building Staff Dues & Fees (Sullivan)	\$109.00
BMO Harris MC - Tony S Fresh Marke - Lynn Samantha		1 0		705474-1811 11/26/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$94.28
BMO Harris MC - Jo-Ann Stores Inc - Lebrecht Kris		1 0		705474-1811 11/26/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$80.87
BMO Harris MC - Gfs Marketplace Llc - Lynch Abigail		1 0		705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$74.44
BMO Harris MC - Walgreen Co - Lambatos Lucas		1 0		705474-1811 11/26/2018	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$69.98
BMO Harris MC - Hc Operating Company, Llc - Debartolo Micheal		1 0		705474-1811 11/26/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$66.74
BMO Harris MC - Tony S Fresh Marke - Lynn Samantha		1 0		705474-1811 11/26/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$64.37

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1147

11/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Estrellita Inc - Zaher Amy		1	0	705474-1811 11/26/2018	10.5.0000.1110.316.01.0000 Elem Contracted Software Services (District)	\$49.00
BMO Harris MC - Dollar Tree Stores, Inc. - Lebrecht Kris		1	0	705474-1811 11/26/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$43.00
BMO Harris MC - Walgreen Co - Lambatos Lucas		1	0	705474-1811 11/26/2018	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$39.90
BMO Harris MC - Tony S Fresh Marke - Akhteebo Megan		1	0	705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$37.98
BMO Harris MC - Sa Investments Llc - Alms Christopher		1	0	705474-1811 11/26/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$37.60
BMO Harris MC - New Albertsons Inc - Mariconda Melissa		1	0	705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$29.73
BMO Harris MC - Tony S Fresh Marke - Lynch Abigail		1	0	705474-1811 11/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$27.25
BMO Harris MC - Educational Design Llc - Curtis Craig		1	0	705474-1811 11/26/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$24.00
BMO Harris MC - Tony S Fresh Marke - Zaher Amy		1	0	705474-1811 11/26/2018	10.5.0000.2210.410.01.0000 General Supplies	\$23.96

Check #: 0

PO/InvoiceTotal:	<u>\$3,909.53</u>
Vendor Total:	<u>\$3,909.53</u>
Grand Total:	\$3,909.53

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1155

12/18/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Air Cleaning Specialist, Inc.						
Check Group:						
HVAC Filters Sullivan		1	190635	180647 10/17/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$107.95
HVAC Filters - MacArthur		1	190635	180648 10/17/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$239.20
HVAC Filters - Ross		1	190635	180649 10/17/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$122.80
HVAC Filters		1	190635	180650 10/17/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$97.90
Check #: 0						
PO/InvoiceTotal:						\$567.85
Vendor Total:						\$567.85
All-Illinois Junior Band						
Check Group:						
All- Illinois Junior Band Fees		2	190636	20190841 11/16/2018	10.5.0000.1114.640.04.0000 VIM Dues & Fees	\$100.00
Check #: 0						
PO/InvoiceTotal:						\$100.00
Vendor Total:						\$100.00
American Taxi	05741					
Check Group:						
SpEd Transportation - FF - 11/1/18 - 1/30/18		1	0	181104 12/3/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$938.00
Check #: 0						
PO/InvoiceTotal:						\$938.00
Vendor Total:						\$938.00
Boyer, Jonathan						
Check Group:						

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1155

12/18/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Payment for Concert Accompanist - MAC 12/18		1	0	MAC-Accomp.12/ 18 12/4/2018	10.5.0000.1118.319.04.0000  Orchestra Professional Services (Mac Arthur)	\$110.00
					Check #: 0	
					PO/InvoiceTotal:	\$110.00
					Vendor Total:	\$110.00
Citi Cards						
Check Group:						
Citi Cards - Sheraton Grand - C. Botwinski - III - M. DeBartolo		1	0	2744xDecember1 8 12/12/2018	10.5.0000.2310.332.01.0000  BOE Travel/Mileage Expenses	\$276.66
Citi Cards - Sheraton Grand - M. Peters- III - M. DeBartolo		1	0	2744xDecember1 8 12/12/2018	10.5.0000.2310.332.01.0000  BOE Travel/Mileage Expenses	\$276.66
Citi Cards - Sheraton Grand - J. Bowes- III - M. DeBartolo		1	0	2744xDecember1 8 12/12/2018	10.5.0000.2310.332.01.0000  BOE Travel/Mileage Expenses	\$276.66
Citi Cards - Sheraton Grand - B. Greidanus- III - M. DeBartolo		1	0	2744xDecember1 8 12/12/2018	10.5.0000.2310.332.01.0000  BOE Travel/Mileage Expenses	\$276.66
Citi Cards - Sheraton Grand - P. Chester- III - M. DeBartolo		1	0	2744xDecember1 8 12/12/2018	10.5.0000.2310.332.01.0000  BOE Travel/Mileage Expenses	\$476.66
Citi Cards - Intercontinental - K. Novak - III - M. DeBartolo**		1	0	2744xDecember1 8 12/12/2018	10.5.0000.2310.332.01.0000  BOE Travel/Mileage Expenses	\$648.06
Citi Cards - Marriot - M Debartolo - III - M. DeBartolo		1	0	2744xDecember1 8 12/12/2018	10.5.0000.2510.332.00.0000  Asst Supt Finance Travel/Mileage Reimbursement	\$257.88
Citi Cards - Marriot - A Zaher- III - M. DeBartolo		1	0	2744xDecember1 8 12/12/2018	10.5.0000.2211.332.01.0000  Travel Expenses	\$257.88
Citi Cards - Marriot - D Angelaccio - III - M. DeBartolo		1	0	2744xDecember1 8 12/12/2018	10.5.0000.2321.332.01.0000  Travel Expense	\$257.88

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1155

12/18/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Citi Cards - Jimmy John's - Admin Work Meeting - M. DeBartolo		1	0	2744xDecember18 12/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$21.55
Citi Cards - Joe & Giuseppe - BOE Business Lunch - M. DeBartolo		1	0	2744xDecember18 12/12/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$62.48
Citi Cards - COSTCO - BOE Supplies - M. DeBartolo		1	0	2744xDecember18 12/12/2018	10.5.0000.2310.410.01.0000 BOE General Supplies	\$29.38
Citi Cards - COSTCO - BPAC Churros - M. DeBartolo		1	0	2744xDecember18 12/12/2018	10.5.0000.3900.410.01.3305 General Supplies - Title III	\$100.00
Citi Cards - REFUND INTERCONTINENTAL(Kevin Novak) - M. DeBartolo**		1	0	2744xDecember18 12/12/2018	10.5.0000.2310.332.01.0000 BOE Travel/Mileage Expenses	(\$200.00)
Check #: 0						
PO/InvoiceTotal:						\$3,018.41
Vendor Total:						\$3,018.41
Davey Tree Expert Company	81059					
Check Group:						
IKE - Tree Removal - Remove elm over playground to 7ft. Remove low limb from neighbor's boxelder, reduce trees back from road		1	0	913216821 11/12/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$850.00
Check #: 0						
PO/InvoiceTotal:						\$850.00
Vendor Total:						\$850.00
Discovery Benefits						
Check Group:						
FSA Monthly - November 2018		1	0	0000948225-IN 11/30/2018	10.5.0000.2520.319.01.0000 Professional Services	\$106.25
Check #: 0						
PO/InvoiceTotal:						\$106.25

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1155

12/18/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$106.25
Hauser Izzo, LLC	00458					
Check Group:						
Review and record notice of Property tax appeal on target; review revenue at risk;email districts		1 0		22432 JMI 12/7/2018	10.5.0000.2369.318.01.0000 Legal Services	\$132.00
Check #: 0						
PO/InvoiceTotal:						\$132.00
Vendor Total:						\$132.00
Home Depot	00063					
Check Group:						
Braid FCT Sup Line		2 0		5085530 11/9/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$8.54
Tomcat Mouse KLR Bait		3 0		5087203 11/19/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$20.91
Hex Key Set		1 0		6072303 11/8/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$8.97
Refund for 8pc Hex Set		1 0		6192807 11/8/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	(\$5.97)
Kitchen Faucet		1 0		6614547 11/8/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$89.00
Toilet Seat Hinge Bolt		1 0		6614547 11/8/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$2.67
DAP Elastomeric		2 0		6614547 11/8/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$16.76
Check #: 0						
PO/InvoiceTotal:						\$140.88
Vendor Total:						\$140.88
IASPA						
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1155

12/18/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
IASPA Annual State Conference 1/24-25/19		1	0	IASPA.REG. CV2019 12/10/2018	10.5.0000.2640.312.01.0000 Professional Development	\$400.00
Check #: 0						
PO/InvoiceTotal:						\$400.00
Vendor Total:						\$400.00
JW Pepper & Son, Inc.						
Check Group:						
Choral Karate book		1	190511	11E11219 10/23/2018	10.5.0000.1117.410.04.0000 Chorus Instructional Supplies (Mac Arthur)	\$45.00
Choral Karate wall chart		1	190511	11E11219 10/23/2018	10.5.0000.1117.410.04.0000 Chorus Instructional Supplies (Mac Arthur)	\$2.50
American Folk Rhapsody 3part		2	190511	11E11219 10/23/2018	10.5.0000.1117.410.04.0000 Chorus Instructional Supplies (Mac Arthur)	\$4.50
The Arrow and the Song 3part		2	190511	11E11219 10/23/2018	10.5.0000.1117.410.04.0000 Chorus Instructional Supplies (Mac Arthur)	\$3.60
Nine Hundred Miles 3part		2	190511	11E11219 10/23/2018	10.5.0000.1117.410.04.0000 Chorus Instructional Supplies (Mac Arthur)	\$4.30
Something in the Dark 3part		30	190511	11E11219 10/23/2018	10.5.0000.1117.410.04.0000 Chorus Instructional Supplies (Mac Arthur)	\$63.00
Shipping		1	190511	11E11219 10/23/2018	10.5.0000.1117.410.04.0000 Chorus Instructional Supplies (Mac Arthur)	\$14.99
Check #: 0						
PO/InvoiceTotal:						\$137.89
Vendor Total:						\$137.89
Kwiecinski, Rick						
Check Group:						
MAC - Basketball ref 12/4/18		1	0	MAC.BBref.RK 12/5/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1155

12/18/2018

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$70.00
						Vendor Total: \$70.00
LaBuda, Mark						
Check Group:						
MAC - Basketball Ref 12/11/18		1 0		MAC.BBref.ML 12/12/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
						Check #: 0
						PO/InvoiceTotal: \$70.00
						Vendor Total: \$70.00
Loomis Armored US, LLC						
Check Group:						
Loomis - Armored Vault Services - November 2018		1 0		12338799 11/30/2018	10.5.0000.2520.319.01.0000 Professional Services	\$332.16
						Check #: 0
						PO/InvoiceTotal: \$332.16
						Vendor Total: \$332.16
Menards	05060					
Check Group:						
MAINTENANCE SUPPLIES		1	190631	27577 11/30/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$19.66
						Check #: 0
						PO/InvoiceTotal: \$19.66
						Vendor Total: \$19.66
Michael Wagner & Sons, Inc.	00974					
Check Group:						
1450053		1	190628	1450053 11/23/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$665.16
						Check #: 0
						PO/InvoiceTotal: \$665.16

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1155

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Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						Vendor Total: \$665.16
National Investigations, Inc.	80930					
Check Group:						
Residency - AP - 11/30/18		0.5 0		RI-18-1678A 12/13/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency - GM & OM 11/16/18		0.5 0		RI-18-1899R 12/10/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency - GM & OM 11/18/18		1.5 0		RI-18-1899R 12/10/2018	10.5.0000.2520.319.01.0000 Professional Services	\$97.50
Residency - GM & OM 11/30/18		1 0		RI-18-1899R 12/10/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - EG - 11/16/18		1 0		RI-18-1903R 12/10/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - EG - 11/18/18		0.5 0		RI-18-1903R 12/10/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
						Check #: 0
						PO/InvoiceTotal: \$325.00
						Vendor Total: \$325.00
Nicor Gas						
Check Group:						
NICOR Monthly Gas charges 11/20/18 - 11/21/18		1 0		2305540000x111 8.1 12/3/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$3.93
						Check #: 0
						PO/InvoiceTotal: \$3.93
						Vendor Total: \$3.93
Northwest Community Healthcare	01064					
Check Group:						
Heartsaver Instructor Renewal		1	190629	HEARTSAVER.20 18 12/6/2018	10.5.0000.2134.410.01.0000 General Supplies - Nurse	\$50.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1155

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$50.00
						Vendor Total: <u>                    </u>
						\$50.00
NSSEO	02336					
Check Group:						
Private Tuition - SpEd - September 2018		1 0		1900151 10/29/2018	10.5.0000.1912.673.01.0000 Private Tuition	\$5,059.84
Private Tuition SpEd - FF - August 2018		1 0		190153 10/29/2018	10.5.0000.1912.673.01.0000 Private Tuition	\$2,846.16
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$7,906.00
						Vendor Total: <u>                    </u>
						\$7,906.00
Peckworth, Susan						
Check Group:						
Reimbursement for Student of the Season Bizzards		12 0		MAC.SOTS.12/18 12/12/2018	10.5.0000.1122.410.04.0000 Classroom Supplies - 7th	\$27.00
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$27.00
						Vendor Total: <u>                    </u>
						\$27.00
Performance Health Supply, Inc.						
Check Group:						
Battery-Operated Scissors		1	190598	IN90878528 11/20/2018	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$112.95
Check #: 0						
						PO/InvoiceTotal: <u>                    </u>
						\$112.95
						Vendor Total: <u>                    </u>
						\$112.95
Perille, Stephen J.						
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAC - Basketball Ref 12/13/18		1	0	MAC.BBred1213S P 12/14/2018	10.5.0000.1503.319.04.0000  Professional Services	\$70.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$70.00</u>
						Vendor Total: <u>\$70.00</u>
Scariano Himes & Petrarca	01221					
Check Group:						
Legal Fees through 11/30/18		1	0	41430 11/30/2018	10.5.0000.2369.318.01.0000 Legal Services	\$2,516.85
					Check #: 0	
						PO/InvoiceTotal: <u>\$2,516.85</u>
						Vendor Total: <u>\$2,516.85</u>
Shunick, Thomas						
Check Group:						
MAC - Basketball Ref 12/4/18		1	0	MAC.BBref.TS.12/ 4 12/5/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$70.00</u>
						Vendor Total: <u>\$70.00</u>
Suburban Trim and Glass	00903					
Check Group:						
20 7/8 x 25 5/8 x 1/4" CL. TEMP GL (Glass only)		1	0	1140465 11/15/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$85.75
					Check #: 0	
						PO/InvoiceTotal: <u>\$85.75</u>
						Vendor Total: <u>\$85.75</u>
The Cove School, Inc						
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Private Tuition - AC - November 2018		16	0	SD23-1118 11/30/2018	10.5.0000.1912.673.01.0000 Private Tuition	\$4,196.16
					Check #: 0	
						PO/InvoiceTotal: <u>\$4,196.16</u>
						Vendor Total: <u>\$4,196.16</u>
Vergil, Carrie Ann						
Check Group:						
Reimburse District Staff Meeting Supplies - C Vergil		1	0	Reimb.CV. 1218 12/13/2018	10.5.0000.2210.410.01.0000 General Supplies	\$15.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$15.00</u>
						Vendor Total: <u>\$15.00</u>
Villa Park Office Equipment						
Check Group:						
SpEd - Classroom Dividers		1	0	64620 11/19/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$362.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$362.00</u>
						Vendor Total: <u>\$362.00</u>
Walsh, Patricia						
Check Group:						
Crafts for Grandbriar/Aspired		1	0	ROSS.Crafts.GB1 218 12/5/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$26.90
					Check #: 0	
						PO/InvoiceTotal: <u>\$26.90</u>
						Vendor Total: <u>\$26.90</u>
Warehouse Direct	80219					
Check Group:						

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1155

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Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SULL - Classroom Supplies N. Espinos		1	0	4090806-0 11/6/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$5.94
MAC - Classroom Supplies - B. Quesea		1	0	4099661-0 11/13/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$173.87
SULL- Classroom Supplies - K Caffero		1	0	4125896-0 12/7/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$89.45
Check #: 0						
PO/InvoiceTotal:						\$269.26
Check Group:						
HOSE DRAIN, FLOOR SCRUBBER		1	190632	4098229-0 12/12/2018	20.5.0000.2544.319.01.0000 Equipment Repairs	\$31.15
BATTERY, C , 12PK		4	190632	4114799-0 11/29/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$45.56
MAC - FEM. NAPKINS		1	190632	4116564-0 11/30/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$60.34
MAC - TOWEL , TORK, PAPER		2	190632	4116564-0 11/30/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$44.00
MAC - LINER, CAN 24X32		3	190632	4116564-0 11/30/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$45.18
MAC - LINER, CAN , 43X48		7	190632	4116564-0 11/30/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$166.74
Check #: 0						
PO/InvoiceTotal:						\$392.97
Vendor Total:						\$662.23
WOW Business	81068					
Check Group:						
Minthly Internet Charges - IKE - December 2018		1	0	014047134x1218 12/1/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$400.00
Check #: 0						
PO/InvoiceTotal:						\$400.00

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1155

12/18/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$400.00
Zaher, Amy M.						
Check Group:						
Reminbursement for lunch for auditors from North Cook ISC - A Zaher		1 0		Reim.Audlunch.A Z 12/14/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$98.62
Check #: 0						
PO/InvoiceTotal:						\$98.62
Vendor Total:						\$98.62
Zeller and Associates	80970					
Check Group:						
E-Rate Consulting Funding Y2019 (July 1, 2019-June 30, 2020)		1	190633	2018024 11/19/2018	10.5.0000.2225.319.01.0000 Professional Services	\$750.00
Check #: 0						
PO/InvoiceTotal:						\$750.00
Vendor Total:						\$750.00
Grand Total:						\$25,336.65

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1156

12/18/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
First Student	00406					
Check Group:						
MAC - SpEd - Walmart-Life Skills		1 0		091-C-065511 11/12/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
MAC - Basketball - London		1 0		091-C-065606 11/27/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
MAC - Basketball - Cooper		1 0		091-C-065619 11/28/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
MAC - Basketball - Lincoln		1 0		091-C-065629 11/29/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
Regular Bus Routes - Nov 2018		1 0		091-H-004230 12/3/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$69,790.50
Kindergarten Bus Routes - Nov 2018		1 0		091-H-004230 12/3/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$6,150.00
Pre-K Bus Routes - Nov 2018		1 0		091-H-004230 12/3/2018	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$18,767.84
SpEd Bus Routes - Nov 2018		1 0		091-H-004230 12/3/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$13,958.40
Check #: 0						
PO/InvoiceTotal:						\$109,289.46
Vendor Total:						\$109,289.46
Graham C Stores Company	00413					
Check Group:						
Diesel Fuel for Buses - Payment 1 of 4		1 0		INV-111756 9/28/2018	40.5.0000.2551.464.01.0000 Gasoline	\$20,016.15
Diesel Fuel for Buses - Payment 2 of 4		1 0		INV-112929 11/6/2018	40.5.0000.2551.464.01.0000 Gasoline	\$19,073.16
Check #: 0						
PO/InvoiceTotal:						\$39,089.31
Vendor Total:						\$39,089.31

Prospect Heights School District 23

Voucher Detail Listing

Voucher Batch Number: 1156

12/18/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$148,378.77

End of Report

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1157

12/13/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Amalgamated Bank of Chicago	80650					
Check Group:						
General Obligation Bond, Series 2013 - Interest Due 12/15/18		1 0		GO Bond2013Dec18 11/16/2018	30.5.0000.5220.620.01.0000 General Ob. Bonds - Interest	\$108,000.00
General Obligation Bond, Series 2013 - Principal Due 12/15/18		1 0		GO Bond2013Dec18 11/16/2018	30.5.0000.5320.610.01.0000 General Ob. Bonds - Principal	\$885,000.00
General Obligation Bond, Series 2014 - Insterest Due 12/15/18		1 0		GO Bond2014Dec18 11/16/2018	30.5.0000.5220.620.01.0000 General Ob. Bonds - Interest	\$44,406.25

Check #: 0

PO/InvoiceTotal:	\$1,037,406.25
Vendor Total:	\$1,037,406.25
Grand Total:	\$1,037,406.25

End of Report

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MasterCard						
Check Group:						
BMO Harris MC - Scholastic Inc - Meziere, Traci		1 0		705474-1812 12/26/2018	10.5.0000.1110.420.02.0000 Textbooks/Workbooks (Sullivan)	\$30.00
BMO Harris MC - Wal-Mart Stores, Inc - Lynch, Abigail		1 0		705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$28.16
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1812 12/26/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$26.45
BMO Harris MC - Menard Inc - Quesea, Bryan		1 0		705474-1812 12/26/2018	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$25.35
BMO Harris MC - Wal-Mart Stores, Inc. - Lynch, Abigail		1 0		705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$24.22
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1 0		705474-1812 12/26/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$23.98
BMO Harris MC - Target Corporation - Nystrom, Camron		1 0		705474-1812 12/26/2018	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$22.54
BMO Harris MC - Bear Estates #1 Llc - Quesea, Bryan		1 0		705474-1812 12/26/2018	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$20.64
BMO Harris MC - Bear Estates #1 Llc - Quesea, Bryan		1 0		705474-1812 12/26/2018	10.5.0000.1410.410.04.0000 General Supplies - Ind. Arts	\$20.64
BMO Harris MC - Wal-Mart Stores, Inc. - Lynch, Abigail		1 0		705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$18.80
BMO Harris MC - Aldi Oak Creek Divisio - Akhteebo, Megan		1 0		705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$11.84
BMO Harris MC - Roundy S Supermarkets, Inc. - Mariconda, Melissa		1 0		705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$11.02
BMO Harris MC - Tony S Fresh Marke - Lelito, Jessica		1 0		705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$10.49
BMO Harris MC - New Albertsons Inc - Mariconda, Melissa		1 0		705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$6.73

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - New Albertsons Inc - Akhteebo, Megan		1	0	705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$5.98
BMO Harris MC - Tony S Fresh Marke - Lynn, Samantha		1	0	705474-1812 12/26/2018	10.5.0000.1412.410.04.0000 Classroom Supplies	\$5.97
BMO Harris MC - Aldi Oak Creek Divisio - Akhteebo, Megan		1	0	705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$4.57
BMO Harris MC - Aldi Oak Creek Divisio - Akhteebo, Megan		1	0	705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$3.38
BMO Harris MC - Menard Inc - Nystrom, Camron		1	0	705474-1812 12/26/2018	10.5.0000.2410.410.04.0000 Principal Supplies Account	(\$13.28)
BMO Harris MC - Enterprise Holdings Inc - Sroka, Chrystyna		1	0	705474-1812 12/26/2018	10.5.0000.1205.332.01.0000 Travel Expense	(\$25.91)
BMO Harris MC - Enterprise Holdings Inc - Sroka, Chrystyna		1	0	705474-1812 12/26/2018	10.5.0000.1205.332.01.0000 Travel Expense	(\$51.15)
BMO Harris MC - North Cook Isc - Meziere, Traci		1	0	705474-1812 12/26/2018	10.5.0000.2410.312.02.0000 Principal Professional Development	(\$225.00)
BMO Harris MC - Enterprise Holdings Inc - Sroka, Chrystyna		1	0	705474-1812 12/26/2018	10.5.0000.1205.332.01.0000 Travel Expense	\$606.30
BMO Harris MC - Enterprise Holdings Inc - Sroka, Chrystyna		1	0	705474-1812 12/26/2018	10.5.0000.1205.332.01.0000 Travel Expense	\$370.73
BMO Harris MC - House Of Music And Entertainme - Meziere, Traci		1	0	705474-1812 12/26/2018	10.5.0000.2410.490.02.0000 Sullivan Principal Staff/Student Food Account	\$337.00
BMO Harris MC - Eventbrite Inc. - Alms, Christopher		1	0	705474-1812 12/26/2018	10.5.0000.1120.314.04.0000 Middle School Staff PD Services (Mac)	\$271.39
BMO Harris MC - Am Speech Lang Hearing - Sroka, Chrystyna		1	0	705474-1812 12/26/2018	10.5.0000.2150.312.01.0000 Professional Development	\$225.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1158

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Sheraton Hotels - O Donnell, Michelle		1	0	705474-1812 12/26/2018	10.5.0000.2310.332.01.0000 BOE Travel/Mileage Expenses	\$221.89
BMO Harris MC - Target Corporation - Lebrecht, Kris		1	0	705474-1812 12/26/2018	10.5.0000.3500.410.01.0000 EDP Materials & Supplies	\$168.30
BMO Harris MC - Nino S Pizzeria - Meziere, Traci		1	0	705474-1812 12/26/2018	10.5.0000.2410.490.02.0000 Sullivan Principal Staff/Student Food Account	\$132.38
BMO Harris MC - Kalahari Resort-Wi - Rominski, Brian		1	0	705474-1812 12/26/2018	20.5.0000.2541.312.01.0000 Professional Development	\$92.04
BMO Harris MC - Meijer - Zaher, Amy		1	0	705474-1812 12/26/2018	10.5.0000.2210.410.01.0000 General Supplies	\$84.24
BMO Harris MC - Meijer - Zaher, Amy		1	0	705474-1812 12/26/2018	10.5.0000.2210.410.01.0000 General Supplies	\$63.31
BMO Harris MC - Wal-Mart Stores, Inc - Lynch, Abigail		1	0	705474-1812 12/26/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$60.79
BMO Harris MC - Marathon Petroleum Company Lp - Sroka, Chrystyna		1	0	705474-1812 12/26/2018	10.5.0000.1205.332.01.0000 Travel Expense	\$59.11
BMO Harris MC - Ark Therapeutic Services - Sroka, Chrystyna		1	0	705474-1812 12/26/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$55.94
BMO Harris MC - Walgreen Co - Lambatos, Lucas		1	0	705474-1812 12/26/2018	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$52.97
BMO Harris MC - 199 Randhurst, Llc - Angelaccio, Donald		1	0	705474-1812 12/26/2018	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$48.82
BMO Harris MC - Dollar Tree Stores, Inc. - Zaher, Amy		1	0	705474-1812 12/26/2018	10.5.0000.2210.410.01.0000 General Supplies	\$40.00
BMO Harris MC - Exxonmobil Oil Corporation - Sroka, Chrystyna		1	0	705474-1812 12/26/2018	10.5.0000.1205.332.01.0000 Travel Expense	\$35.40
BMO Harris MC - Toast Inc - Angelaccio, Donald		1	0	705474-1812 12/26/2018	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$33.88

Check #: 0

# Prospect Heights School District 23

## Voucher Detail Listing

Voucher Batch Number: 1158

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$2,944.91
						Vendor Total: \$2,944.91
						Grand Total: \$2,944.91

End of Report

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1167

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Accurate Document Destruction Inc.	05314					
Check Group:						
DECEMBER SHREDDING SERVICES		1	190652	15640865 11/30/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$210.66
					Check #: 0	
						PO/InvoiceTotal: \$210.66
						Vendor Total: \$210.66
Amazon.com Corporate Credit Line						
Check Group:						
Plastic Tweezers		2	190576	454987465989 11/12/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$9.06
Dizzy Disc Jr.		1	190576	456537877468 11/13/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$187.97
Plastic Lacing Needles		1	190576	456537877468 11/13/2018	10.5.0000.2130.410.01.0000 Materials & Supplies - OT	\$5.99
					Check #: 0	
						PO/InvoiceTotal: \$203.02
Check Group:						
Sterilite 14978006 64 quart/61 L Latching Box (6 Pack)		1	190582	456938575637 11/19/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$47.88
					Check #: 0	
						PO/InvoiceTotal: \$47.88
Check Group:						
Keurig K55/K-Classic Coffee Maker, K-Cup Pod, Single Serve, Programmable, Black		1	190583	557738698699 11/12/2018	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$79.99
					Check #: 0	
						PO/InvoiceTotal: \$79.99
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1167

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
VIAHART Gunther The German Shepherd   20 Inch Large German Shepherd Stuffed Animal Plush Dog   by Tiger Tale Toys		1	190613	958996365945 11/29/2018	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$14.99
VIAHART Chance The Chimpanzee   17 Inch (with Hanging Arms Outstretched) Large Hanging Monkey Chimp Stuffed Animal Plush Ape   by Tiger Tale Toys		1	190613	958996365945 11/29/2018	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$16.99
Check #: 0						
PO/InvoiceTotal:						\$31.98
Check Group:						
EazyHold Therapist/Teacher Grip Assist (7 Pack) Daily Living Eating Aids for Special Needs- Universal Cuff- Adaptive Utensils - Occupational Therapy Tools - Special Education Supplies		3	190621	437535974444 12/6/2018	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$155.97
Check #: 0						
PO/InvoiceTotal:						\$155.97
Check Group:						
Chalkboard adhesive contact paper		1	190622	766856398355 12/9/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$9.75
Check #: 0						
PO/InvoiceTotal:						\$9.75
Vendor Total:						\$528.59
Anderson Pest Solutions						
Check Group:						
MONTHLY PEST CONTROL SERVICES		1	190651	5018818 12/3/2018	20.5.0000.2542.319.01.0000 Professional Services	\$220.37
Check #: 0						
PO/InvoiceTotal:						\$220.37
Vendor Total:						\$220.37
Arlington Heights Garibaldis						
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1167

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Tech Team Holiday Luncheon		1	190670	18190715 12/19/2018	10.5.0000.2225.410.01.0000 General Supplies	\$66.98
					Check #: 0	
						PO/InvoiceTotal: \$66.98
						Vendor Total: \$66.98
Authorized Food Equip Services-V Graham						
Check Group:						
MAC KITCHEN OVEN SERVICE CALL		1	190673	2276 12/1/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$200.00
					Check #: 0	
						PO/InvoiceTotal: \$200.00
Check Group:						
MAC KITCHEN STEAM KETTLE SERIVCE		1	190674	2292 12/11/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$200.00
					Check #: 0	
						PO/InvoiceTotal: \$200.00
						Vendor Total: \$400.00
Balla, Stacy						
Check Group:						
BPAC Gingerbread House Materials		1	0	BPAC.Ginger.121 8 12/19/2018	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$98.87
					Check #: 0	
						PO/InvoiceTotal: \$98.87
						Vendor Total: \$98.87
Belmont, Alice						
Check Group:						
SULL - Accompanist for Sullivan Choir Concert 12/10/18		1	0	SULL.ChoirACC.1 21018 12/10/2018	10.5.0000.1117.319.02.0000 Chorus Professional Services (Sullivan)	\$150.00
					Check #: 0	

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1167

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$150.00</u>
						Vendor Total: <u>\$150.00</u>
City of Prospect Heights						
Check Group:						
Crossing Guard Salary - November 2018		1 0		CG11-18 11/30/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$3,648.16
Employer portion of OASDI (Social Security)		1 0		CG11-18 11/30/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$226.22
Employer portion of Medicare		1 0		CG11-18 11/30/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$52.89
Administrative Fee		1 0		CG11-18 11/30/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$364.82
Check Fee		11 0		CG11-18 11/30/2018	10.5.0000.2191.319.01.0000 Crossing Guards	\$55.00
						Check #: 0
						PO/InvoiceTotal: <u>\$4,347.09</u>
						Vendor Total: <u>\$4,347.09</u>
Clark, Steven						
Check Group:						
MAC - Basketbakk Ref for 12/13/18		1 0		MAC.RefBB12131 8.SC 12/14/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
						Check #: 0
						PO/InvoiceTotal: <u>\$70.00</u>
						Vendor Total: <u>\$70.00</u>
Davey Tree Expert Company						
Check Group:						
TREE BRANCH REMOVAL @ SULL	81059		1 190662	913248582 11/29/2018	20.5.0000.2543.323.01.0000 Repair & Maintenance Services	\$170.00
						Check #: 0

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1167

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$170.00
						Vendor Total: \$170.00
DeFranco Plumbing						
Check Group:						
MAC KITCHEN/WASHROOM SINK REPAIRS		1	190672	24871 11/30/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$276.80
					Check #: 0	
						PO/InvoiceTotal: \$276.80
						Vendor Total: \$276.80
Essentra Specialty Tapes	81028					
Check Group:						
Teachers' Tape		15	190335	62117106 8/27/2018	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$452.30
					Check #: 0	
						PO/InvoiceTotal: \$452.30
Check Group:						
teacher tape		1	190435	62117996 9/21/2018	10.5.0000.1110.410.03.0000 Classroom/Instructional Supplies (Ross)	\$35.82
					Check #: 0	
						PO/InvoiceTotal: \$35.82
Check Group:						
Teacher's Tape		1	190436	62117997 9/21/2018	10.5.0000.2222.410.03.0000 General Supplies	\$35.82
Teacher's Tape		4	190436	62121373 12/17/2018	10.5.0000.2222.410.03.0000 General Supplies	\$116.28
					Check #: 0	
						PO/InvoiceTotal: \$152.10
						Vendor Total: \$640.22
Fast Signs	01114					

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1167

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
DESK INSERT FOR MICHELLE		1	190650	447-36300 12/12/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$5.85
					Check #: 0	
					PO/InvoiceTotal:	\$5.85
					Vendor Total:	\$5.85
First Point Mechanical Services, LLC						
Check Group:						
SERVICE CALL FOR GEOTHERMAL PUMPS		1	190671	W26038 11/29/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$490.00
					Check #: 0	
					PO/InvoiceTotal:	\$490.00
					Vendor Total:	\$490.00
50 First Student	00406					
Check Group:						
MAC - Hersey High School - 11/30/18		1	0	091-C-065652 11/30/2018	40.5.0000.2551.336.04.0000 VIM Trips (ALL)	\$203.13
MAC - Basketball - Cooper - 12/04/18		1	0	091-C-065675 12/4/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
MAC - SpEd - Gails Carriage House - 12/7/18		1	0	091-C-065701 12/7/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
MAC - Atlantis Banquets - 12/10/18		1	0	091-C-065732 12/10/2018	40.5.0000.2551.336.04.0000 VIM Trips (ALL)	\$155.68
MAC - Basketball - Holmes - 12/13/18		1	0	091-C-065761 12/13/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
SpEd - Community Trip - Woodfield Mall - 12/14/18		1	0	091-C-065774 12/14/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68
SpEd - Community Trip - Ross - McDonald's		1	0	091-C-065807 12/18/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$155.68

## Prospect Heights School District 23

### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAC - Choir - St. Emilys & Rob Roy Clubhouse - 12/07/18		1	0	091-C065700 12/7/2018	40.5.0000.2551.336.04.0000 VIM Trips (ALL)	\$164.60
MAC - Basketball - St. Peter - 12/11/18		1	0	091-C065736 12/11/2018	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$155.68
Check #: 0						
PO/InvoiceTotal:						\$1,457.49
Vendor Total:						\$1,457.49
Follett School Solutions, Inc						
Check Group:						
61 Fiction and Nonfiction books		1	190529	341755 10/30/2018	10.5.0000.2222.430.05.0000 Library Books - Elementary	\$494.02
61 Fiction and Nonfiction books		1	190529	341755F 12/20/2018	10.5.0000.2222.430.05.0000 Library Books - Elementary	\$214.13
Check #: 0						
PO/InvoiceTotal:						\$708.15
Vendor Total:						\$708.15
Gopher Sport						
Check Group:						
All Around Goal		2	190637	9544838 12/17/2018	10.5.0000.1116.410.02.0000 PE Instructional Supplies/Equipment (Sullivan)	\$372.06
Check #: 0						
PO/InvoiceTotal:						\$372.06
Vendor Total:						\$372.06
Great Minds						
Check Group:						
Eureka Math - A story of units: Grade K Student Edition Book #1 (Module 1)		1	190626	INV024293 12/11/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$7.74
Eureka Math - A story of units: Grade K Teacher Edition Book #2 (Module 2)		1	190626	INV024293 12/11/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$22.25

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## Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Eureka Math - A story of units: Grade 2 Student Edition Book #1 (Modules 1-3)		1	190626	INV024293 12/11/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$7.74
Eureka Math - A story of units: Grade 2 Teacher Edition Book #1 (Module 1&2)		1	190626	INV024293 12/11/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$19.06
Eureka Math - A story of units: Grade 4 Student Edition Book #1 (Module 1&2)		1	190626	INV024293 12/11/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$7.74
Eureka Math - A story of units: Grade 4 Teacher Edition Book #1 (Module 1&2)		1	190626	INV024293 12/11/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$22.25
Eureka Math - A story of units: Grade 5 Student Edition Book #1 (Module 1&2)		1	190626	INV024293 12/11/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$9.67
Eureka Math - A story of units: Grade 5 Teacher Edition Book #1 (Module 1)		1	190626	INV024293 12/11/2018	10.5.0000.1110.420.01.0000 Textbook Adoption	\$22.23
Check #: 0						
PO/InvoiceTotal:						\$118.68
Vendor Total:						\$118.68
GSF USA, Inc.						
Check Group:						
Buildings & Grounds - Special Services - Extra Coverage		134	0	IN523847 12/13/2018	20.5.0000.2542.319.01.0000 Professional Services	\$3,685.00
Check #: 0						
PO/InvoiceTotal:						\$3,685.00
Vendor Total:						\$3,685.00
Hess, Richard						
Check Group:						
MAC - Basketball Ref 12/18/18		1	0	MAC.BBRef12181 8RH 12/19/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00

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## Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAC - Basketball Ref - 12/1//18		1	0	MAC.Ref.BB1218 8.RH 12/12/2018	10.5.0000.1503.319.04.0000  Professional Services	\$70.00
Check #: 0						
PO/InvoiceTotal:						\$140.00
Vendor Total:						\$140.00
Holmes Middle School						
Check Group:						
MAC - VBall Conference Invatational Tournament - 7th & 8th Grade		1	0	MAC.VBall.Conf1 8 12/17/2018	10.5.0000.1503.640.04.0000  Interscholastic Sports Dues & Fees	\$150.00
Check #: 0						
PO/InvoiceTotal:						\$150.00
Vendor Total:						\$150.00
53 Illinois Grade School Music Assoc.	02106					
Check Group:						
IGSMA Registration Fees - Band		1	0	IGSMA.RegFee.C ontest 12/11/2018	10.5.0000.1114.640.04.0000  VIM Dues & Fees	\$319.50
IGSMA Registration Fees - Choir		1	0	IGSMA.RegFee.C ontest 12/11/2018	10.5.0000.1117.640.04.0000  Chorus Dues & Fees (Mac Arthur)	\$259.00
Check #: 0						
PO/InvoiceTotal:						\$578.50
Vendor Total:						\$578.50
Itcovici, Bettina Ines	80673					
Check Group:						
SpEd Translation Services October-November 2018		1	0	10020 10/31/2018	10.5.0000.2920.319.01.0000  Cont. Translation Services	\$300.00
Check #: 0						
PO/InvoiceTotal:						\$300.00
Vendor Total:						\$300.00

## Prospect Heights School District 23

### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Key2Ed, Inc.						
Check Group:						
IEP Meeting Facilitation Charts		5	190625	1413 12/7/2018	10.5.0000.1205.410.01.0000 LBS Classroom Supplies	\$195.00
					Check #: 0	
					PO/InvoiceTotal:	\$195.00
					Vendor Total:	\$195.00
LaBuda, Mark						
Check Group:						
MAC - Basketball Ref 12/20/18		1	0	MAC.BBRef.1220 18ML 12/21/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
					Check #: 0	
					PO/InvoiceTotal:	\$70.00
					Vendor Total:	\$70.00
Lakeshore Recycling System						
Check Group:						
IKE - Recycle July 2018	80968	1	0	0003969845 12/18/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$362.71
MAC - Recycle July 2018		1	0	0003969845 12/18/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$645.12
ROSS - Recycle July 2018		1	0	0003969845 12/18/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$32.60
SULL - Recycle July 2018		1	0	0003969845 12/18/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$442.42
IKE - Recycle - Aug 2018		1	0	0003987434 12/18/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$251.82
MAC - Recycle - Aug 2018		1	0	0003987434 12/18/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$831.81
ROSS - Recycle - Aug 2018		1	0	0003987434 12/18/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$32.60

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**Prospect Heights School District 23**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SULL - Recycle - Aug 2018		1	0	0003987434 12/18/2018	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$422.10
					Check #: 0	
						PO/InvoiceTotal: \$3,021.18
						Vendor Total: \$3,021.18
LamTech Laminating Solutions, Inc.	80929					
Check Group:						
Service Call - Labor - Travel Time Fee		1	0	4234 12/6/2018	10.5.0000.2222.323.03.0000 Repair & Maintenance	\$300.00
Leather Mandrel Break Washers - Ross		1	0	4234 12/6/2018	10.5.0000.2222.323.03.0000 Repair & Maintenance	\$19.20
					Check #: 0	
						PO/InvoiceTotal: \$319.20
						Vendor Total: \$319.20
Mackin Book Company						
Check Group:						
13 books		1	190447	557166 11/8/2018	10.5.0000.2222.430.05.0000 Library Books - Elementary	\$30.69
Short pay for taxes charged INV#557166		1	190447	557166 11/8/2018	10.5.0000.2222.430.05.0000 Library Books - Elementary	(\$1.81)
Short pay for taxes charged INV#554594		1	190447	557166 11/8/2018	10.5.0000.2222.430.05.0000 Library Books - Elementary	(\$7.80)
					Check #: 0	
						PO/InvoiceTotal: \$21.08
						Vendor Total: \$21.08
McGowan, Thomas						
Check Group:						
MAC - Basketball Ref 12/20/18		1	0	MAC.BBRef.1220 18TM 12/21/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
					Check #: 0	

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## 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>
						\$70.00
						Vendor Total: <u>                    </u>
						\$70.00
Milieu Design LLC	80225					
Check Group:						
MAIN CAMPUS - 12/3 SALTING		1	190659	134747 12/7/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
IKE - 12/3 SALTING		1	190659	134748 12/7/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
						Check #: 0
						PO/InvoiceTotal: <u>                    </u>
						\$310.00
Check Group:						
IKE SNOW REMOVAL 11/26		12	190660	134700 12/5/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$1,740.00
IKE SALTING 11/26		3	190660	134700 12/5/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$540.00
IKE SALTING 11/29		1	190660	134700 12/5/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
IKE SALTING 11/30		1	190660	134700 12/5/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
MAIN CAMPUS SNOW REMOVAL 11/26		20	190660	134701 12/5/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$2,900.00
MAIN CAMPUS SALTING 11/26		4.5	190660	134701 12/5/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$810.00
MAIN CAMPUS SALTING 11/29		1	190660	134701 12/5/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
MAIN CAMPUS SALTING 11/30		1	190660	134701 12/5/2018	20.5.0000.2543.319.01.0000 Contracted Services	\$155.00
						Check #: 0
						PO/InvoiceTotal: <u>                    </u>
						\$6,610.00
						Vendor Total: <u>                    </u>
						\$6,920.00

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**Prospect Heights School District 23**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Napa Auto Parts	00654					
Check Group:						
WORK GLOVES		1	190647	3563-151873 12/7/2018	20.5.0000.2545.410.01.0000 General Supplies	\$16.68
				Check #: 0		
					PO/InvoiceTotal:	\$16.68
					Vendor Total:	\$16.68
Northwest Community Healthcare	01064					
Check Group:						
2019 Affiliation Fee - Kris Brand		1	0	Aff.Fee KB2019 10/25/2018	10.5.0000.2134.312.01.0000 Professional Development	\$40.00
				Check #: 0		
					PO/InvoiceTotal:	\$40.00
					Vendor Total:	\$40.00
Palos Sports Inc	00718					
Check Group:						
Kan Jam School Set		1	190639	306157-00 12/17/2018	10.5.0000.1116.410.02.0000 PE Instructional Supplies/Equipment (Sullivan)	\$169.99
12"X12" Heavy Duty Scooter Set		1	190639	306157-00 12/17/2018	10.5.0000.1116.410.02.0000 PE Instructional Supplies/Equipment (Sullivan)	\$79.97
				Check #: 0		
					PO/InvoiceTotal:	\$249.96
Check Group:						
Junior Racquet Pack		1	190640	306158-00 12/17/2018	10.5.0000.1116.410.02.0000 PE Instructional Supplies/Equipment (Sullivan)	\$149.97
48" Ultra Light Omnikin		1	190640	306158-00 12/17/2018	10.5.0000.1116.410.02.0000 PE Instructional Supplies/Equipment (Sullivan)	\$229.99
				Check #: 0		
					PO/InvoiceTotal:	\$379.96
					Vendor Total:	\$629.92

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1167

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Performance Chemical & Supply						
Check Group:						
MAC - CUSTODIAL SUPPLIES		1	190666	228286 12/7/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$203.84
Check #: 0						
PO/InvoiceTotal:						\$203.84
Check Group:						
SULL - CUSTODIAL SUPPLIES		1	190667	228306 12/7/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$231.62
Check #: 0						
PO/InvoiceTotal:						\$231.62
Check Group:						
ROSS - CUSTODIAL SUPPLIES		1	190668	228305 12/7/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$293.11
Check #: 0						
PO/InvoiceTotal:						\$293.11
Check Group:						
ROSS VACUUM BAGS		1	190669	228485 12/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$7.17
SULL VACUUM BAGS		1	190669	228486 12/14/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$7.17
Check #: 0						
PO/InvoiceTotal:						\$14.34
Vendor Total:						\$742.91
Quenan, Timothy						
Check Group:						
MAC - Basketball Ref 11/28/18		1	0	MAC.BBRef.1128 TQ 11/29/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00
Check #: 0						

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## Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$70.00
						Vendor Total: \$70.00
Samiotakis, Vasiliki						
Check Group:						
SpEd - Gas for rental vehicle for Special Olympics Unified Champion Schools Summit	1	0		SPED.GAS.SO 11/12/2018	10.5.0000.1205.332.01.0000 Travel Expense	\$10.01
						Check #: 0
						PO/InvoiceTotal: \$10.01
						Vendor Total: \$10.01
Sunbelt Staffing, LLC						
Check Group:						
Agency Sub for Sara Craig Maternity Leave - Mary Kripner-Rosen	1	0		10161294 12/16/2018	10.5.0000.2140.319.01.0000 Pysch Extra Time	\$1,182.50
						Check #: 0
						PO/InvoiceTotal: \$1,182.50
						Vendor Total: \$1,182.50
Super Duper Publications						
Check Group:						
Expressive One-Word Picture Vocabulary Test-4: Spanish-Bilingual Edition	1	190630		2400260A 12/11/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$203.95
Receptive One-Word Picture Vocabulary Test-4: Spanish-Bilingual Edition Complete Kit	1	190630		2400260A 12/11/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$203.95
						Check #: 0
						PO/InvoiceTotal: \$407.90
						Vendor Total: \$407.90
Systems Forms Inc.						
Check Group:						

## Prospect Heights School District 23

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Voucher Batch Number: 1167

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
5000 #10 Regualr Envelopes - Admin		1	0	18771 12/13/2018	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$212.86
					Check #: 0	
						PO/InvoiceTotal: <u>\$212.86</u>
						Vendor Total: <u>\$212.86</u>
TLK Marketing						
Check Group:						
IKE - Staff Spiritwear		1	0	IKE.Stafftshirt 12/19/2018	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$252.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$252.00</u>
						Vendor Total: <u>\$252.00</u>
Vanities Manufacturing	00960					
Check Group:						
PLAM CABINET FOR SULLIVAN WASHROOM		1	190649	211997 12/10/2018	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$195.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$195.00</u>
						Vendor Total: <u>\$195.00</u>
Warehouse Direct	80219					
Check Group:						
ADMIN - Supplies - L. Ellison		1	0	4129742-0 12/12/2018	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$45.33
MAC - Supplies - V Hehn		1	0	4131768-0 12/13/2018	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$110.86
					Check #: 0	
						PO/InvoiceTotal: <u>\$156.19</u>
Check Group:						
UNRULED 3X5 INDEX CARDS		3	190643	4128232-0 12/11/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$1.53

## Prospect Heights School District 23

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Voucher Batch Number: 1167

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
WASHABLE MARKERS SET OF 40		2	190643	4128232-0 12/11/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$44.40
ELMERS GLUE STICKS 30/BOX		2	190643	4128232-0 12/11/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$21.24
Color sidewalk chalk - 52 pieces		1	190643	4128232-0 12/11/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$10.19
Construction Paper		3	190643	4128232-0 12/11/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$11.22
Crayola Crayons 96 pk		1	190643	4128232-0 12/11/2018	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$9.11
Check #: 0						
PO/InvoiceTotal:						\$97.69
Check Group:						
HIGH CAPACITY CLEANING CART		1	190653	4124798-0 12/7/2018	20.5.0000.2544.553.01.0000 Capital Equipment	\$475.95
Check #: 0						
PO/InvoiceTotal:						\$475.95
Check Group:						
ICEMELT FOR SIDEWALKS		1	190654	4115916-0 12/7/2018	20.5.0000.2543.410.01.0000 General Supplies	\$471.00
Check #: 0						
PO/InvoiceTotal:						\$471.00
Check Group:						
CUSTODIAL SUPPLIES		1	190655	4122999-0 12/6/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$75.49
Check #: 0						
PO/InvoiceTotal:						\$75.49
Check Group:						
ROSS - CUSTODIAL SUPPLIES		1	190656	4122983-0 12/6/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$375.35

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1167

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Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount	
Check #: 0							
PO/InvoiceTotal:						\$375.35	
Check Group:							
MAC CUSTOIDAL SUPPLIES		1	190657	4122983-1 12/10/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$102.56	
Check #: 0							
PO/InvoiceTotal:						\$102.56	
Check Group:							
ROSS CUSTODIAL SUPPLIES		1	190658	4117790-0 12/3/2018	20.5.0000.2542.410.01.0000 Materials & Supplies	\$102.56	
Check #: 0							
PO/InvoiceTotal:						\$102.56	
Vendor Total:						\$1,856.79	
WPS	81047						
Check Group:							
ABAS-3 Parent Online Form (10 Uses)		1	190607	WPS-240098 11/20/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$32.00	
ABAS-3 Teacher Online Form (10 Uses)		1	190607	WPS-240098 11/20/2018	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$32.00	
Check #: 0							
PO/InvoiceTotal:						\$64.00	
Vendor Total:						\$64.00	
Zinn, Michael							
Check Group:							
MAC - Basketball Ref 12/18/18		1	0	MAC-BBRef1218 MZ 12/19/2018	10.5.0000.1503.319.04.0000 Professional Services	\$70.00	
Check #: 0							
PO/InvoiceTotal:						\$70.00	
Vendor Total:						\$70.00	

# Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Grand Total:						\$31,552.34

End of Report

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1168

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Arlington Heights School District 25	71838					
Check Group:						
Admin - 5 cases of water - Board Room - Ordered by: Nancy Sorensen		1 0		FoodService.11.1 8 12/1/2018	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$16.65
MAC - Sunshine Club - Ordered by: Jodi Hernandez** see note below		1 0		FoodService.11.1 8 12/1/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$112.00
MAC - Cookies for P/T Conference 11/8 - Ordered by: Vicki Hehn		1 0		FoodService.11.1 8 12/1/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$58.50
MAC - Cookies for P/T Conference 11/15 - Ordered by: Vicki Hehn		1 0		FoodService.11.1 8 12/1/2018	10.5.0000.2560.410.04.0000 D25 Food Service	\$40.95
EDP		1 0		FoodService.11.1 8 12/1/2018	10.5.0000.3500.315.01.0000 EDP Snack and Food (D25)	\$3,786.56
Contract		1 0		FoodService.11.1 8 12/1/2018	10.5.0000.2560.315.01.0000 Contracted Food Service	\$32,638.86

Check #: 0

PO/InvoiceTotal:	<u>\$36,653.52</u>
Vendor Total:	\$36,653.52

Constellation NewEnergy, Inc. 80148

Check Group:

Monthly Electric Charges - Main - December 2018		1 0		7287540-1x12.18 12/12/2018	20.5.0000.2542.466.01.0000 Electricity	\$12,970.50
Monthly Electric Charges - Ike - December 2018		1 0		7287540-2x12.18 12/11/2018	20.5.0000.2542.466.01.0000 Electricity	\$2,497.38

Check #: 0

PO/InvoiceTotal:	<u>\$15,467.88</u>
Vendor Total:	\$15,467.88

Honeywell International Inc

Check Group:

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1168

12/26/2018

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
HONEYWELL SERVICE CONTRACT		1	190661	5246499595 12/2/2018	20.5.0000.2542.319.01.0000 Professional Services	\$27,056.75

Check #: 0

PO/InvoiceTotal:	<u>\$27,056.75</u>
Vendor Total:	<u>\$27,056.75</u>
Grand Total:	\$79,178.15

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1173

01/08/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Alexian Brothers Behavioral Hospital	80528					
Check Group:						
School Billing - Tutoring Services - NW11/19/18 - 11/20/18		1 0		ABTutor1118.NW 12/5/2018	10.5.0000.1205.314.01.0000 Contracted Sp. Ed. Inst./Tutor	\$80.00
					Check #: 0	
					PO/InvoiceTotal:	\$80.00
					Vendor Total:	\$80.00
AssetGenie, Inc						
Check Group:						
iPad 6 - 4607 - Broken Glass		1 0		1352794 12/18/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$119.00
iPad Air 2 Repair - 3290 - Cracked Glass		1 0		1354810 12/28/2018	10.5.0000.2225.323.01.0121 One-to-One Repair Protection Plan	\$219.00
					Check #: 0	
					PO/InvoiceTotal:	\$338.00
					Vendor Total:	\$338.00
AT & T						
Check Group: 2						
Monthly Phone Charges - Main - 11/7/18 - 12/16/18		1 0		R16-01121129x12 18 12/16/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,235.84
					Check #: 0	
Check Group:						
AT&T Monthly Charges - 11/17/18 - 12/16/18		1 0		R16-17273039x12 18 12/16/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$888.64
					Check #: 0	
					PO/InvoiceTotal:	\$4,124.48
					Vendor Total:	\$4,124.48
AT & T Mobility	71927					
Check Group:						

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1173

01/08/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Monthly Wireless Phone Charges 11/20/18 - 12/19/18		1	0	B27020302x1218 12/20/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$122.14
					Check #: 0	
					PO/InvoiceTotal:	\$122.14
					Vendor Total:	\$122.14
Fleischmann, Candice M						
Check Group:						
American Speech-Language-Hearing Association PD Access		1	0	REIM.ASHA.1218 12/19/2018	10.5.0000.2150.312.01.0000 Professional Development	\$175.00
American Speech-Language-Hearing Association Membership Dues		1	0	REIM.ASHA.1218 12/19/2018	10.5.0000.2150.640.01.0000 Speech Pathology Dues & Fees	\$50.00
					Check #: 0	
					PO/InvoiceTotal:	\$225.00
					Vendor Total:	\$225.00
Illinois ASBO						
Check Group:						
IASBO Membership Fee to join the Support Professionals Program - L. Ellison		1	190676	LE.IASBOMem20 12/21/2018	10.5.0000.2520.312.01.0000 Professional Development	\$75.00
					Check #: 0	
					PO/InvoiceTotal:	\$75.00
Check Group:						
IASBO 2019 Conference & Exhibitions - May 2-3, 2019 - M. DeBartolo		1	190677	MD.2019IASBO51 12/19/2018	20.5.0000.2541.312.01.0000 Professional Development	\$545.00
					Check #: 0	
					PO/InvoiceTotal:	\$545.00
					Vendor Total:	\$620.00
Kolka, Kaitlin						
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1173

01/08/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
American Speech-Language-Hearing Association PD Access		1	0	REIM.ASHA.2018 KK 12/10/2018	10.5.0000.2150.312.01.0000 Professional Development	\$175.00
American Speech-Language-Hearing Association Membership Fees		1	0	REIM.ASHA.2018 KK 12/10/2018	10.5.0000.2150.640.01.0000 Speech Pathology Dues & Fees	\$50.00
Check #: 0						
PO/InvoiceTotal:						\$225.00
Vendor Total:						\$225.00
National Investigations, Inc.	80930					
Check Group:						
Residency - AE - 11/16/18		1	0	RI-18-1909R 12/27/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - AE - 11/18/18		1.5	0	RI-18-1909R 12/27/2018	10.5.0000.2520.319.01.0000 Professional Services	\$97.50
Residency - AE - 11/23/18		0.5	0	RI-18-1909R 12/27/2018	10.5.0000.2520.319.01.0000 Professional Services	\$32.50
Residency - AE - 11/30/18		1	0	RI-18-1909R 12/27/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - AE - 12/11/18		1	0	RI-18-1909R 12/27/2018	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - DE - 12/29/18		1	0	RI-18-2371 1/4/2019	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - DE - 12/30/18		1	0	RI-18-2371 1/4/2019	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - DS - 12/28/18		1	0	RI-18-2372 1/3/2019	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
Residency - DS - 12/30/18		1.5	0	RI-18-2372 1/3/2019	10.5.0000.2520.319.01.0000 Professional Services	\$97.50
Residency - EV & CV - 12/28/18		0.5	0	RI-18-2374 1/4/2019	10.5.0000.2520.319.01.0000 Professional Services	\$32.50

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1173

01/08/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Residency - EV & CV - 12/30/18		1	0	RI-18-2374 1/4/2019	10.5.0000.2520.319.01.0000 Professional Services	\$65.00
					Check #: 0	
					PO/InvoiceTotal:	\$715.00
					Vendor Total:	\$715.00
Nicor Gas						
Check Group:						
Monthly Gas Charges - Ross - 11/21/18 - 12/21/18		1	0	0138570030x121 8 12/26/2018	20.5.0000.2542.465.01.0000 Natural Gas	\$122.98
					Check #: 0	
					PO/InvoiceTotal:	\$122.98
					Vendor Total:	\$122.98
Paddock Publications						
Check Group:						
Advertisement for Bid per B Rominski		1	0	T4515307 12/22/2018	10.5.0000.2630.350.01.0000 Advertising/Publications	\$166.05
Advertisement for Bid per B Rominski		1	0	T4515308 12/22/2018	10.5.0000.2630.350.01.0000 Advertising/Publications	\$175.50
Advertisement for Bid per B Rominski		1	0	T4515310 12/22/2018	10.5.0000.2630.350.01.0000 Advertising/Publications	\$168.75
					Check #: 0	
					PO/InvoiceTotal:	\$510.30
					Vendor Total:	\$510.30
Personnel Planners, Inc	00734					
Check Group:						
Quarterly UI Claims Management Fee - 01/01/2019 - 03/31/2019		1	0	140492 1/2/2019	80.5.0000.2363.232.01.0000 Unemployment Compensation	\$85.00
					Check #: 0	
					PO/InvoiceTotal:	\$85.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1173

01/08/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$85.00
Robbins Schwartz						
Check Group:						
8614.17004 HVAC Defects through 11/30/18		1.25	0	285216 KMF 11/30/2018	10.5.0000.2369.318.01.0000 Legal Services	\$325.00
Check #: 0						
PO/InvoiceTotal:						\$325.00
Vendor Total:						\$325.00
Sunbelt Staffing, LLC						
Check Group:						
Agency Sub for Sara Craig Maternity leave - 12/18, 12/19, 12/20/2018		21.25	0	10176009 12/23/2018	10.5.0000.2140.319.01.0000 Pysch Extra Time	\$1,827.50
Check #: 0						
PO/InvoiceTotal:						\$1,827.50
Vendor Total:						\$1,827.50
SuperFleet MasterCard Program						
Check Group:						
Monthly Fuel Charges - November 2018		1	0	FB235x1118 11/26/2018	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$206.06
Rebate		1	0	FB235x1118 11/26/2018	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	(\$6.17)
Monthly Fuel Costs - Deember 2018		1	0	FB235x1218 12/26/2018	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$200.24
Rebate		1	0	FB235x1218 12/26/2018	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	(\$4.10)
Late Fee-to be reimbursed in next billing cycle		1	0	FB235x1218 12/26/2018	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$75.00
Check #: 0						
PO/InvoiceTotal:						\$471.03

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1173

01/08/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$471.03
Warehouse Direct	80219					
Check Group:						
Admin Office Supplies - LEllison		1	0	4140665-0 12/21/2018	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$17.97
Check #: 0						
PO/InvoiceTotal:						\$17.97
Vendor Total:						\$17.97
WOW Business	81068					
Check Group:						
Monthly Internet Charges - Main - 12/30/18 - 1/29-19		1	0	0140147166x121 8 12/31/2018	10.5.0000.2630.341.01.0000 Telephone/Network	\$3,673.00
Check #: 0						
PO/InvoiceTotal:						\$3,673.00
Vendor Total:						\$3,673.00
Grand Total:						\$13,482.40

End of Report

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1174

01/08/2019

Fiscal Year: 2018-2019

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
First Student	00406					
Check Group:						
Regular Routes - 12/18		1 0		091-H-004236 12/21/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$69,790.50
Kindergarten Routes - 12/18		1 0		091-H-004236 12/21/2018	40.5.0000.2551.331.01.0000 Regular Transportation	\$6,150.00
Pre-K Routes - 12/18		1 0		091-H-004236 12/21/2018	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$20,108.40
SpEd Routes - 12/18		1 0		091-H-004236 12/21/2018	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$13,958.40

Check #: 0

PO/InvoiceTotal:	<u>\$110,007.30</u>
Vendor Total:	<u>\$110,007.30</u>
Grand Total:	<u>\$110,007.30</u>

**End of Report**

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January 4, 2018

Don Angelaccio Ed.D, Superintendent  
Mr. Micheal DeBartolo, Assistant Superintendent for Finance & Operations  
Prospect Heights School District 23  
700 N. Schoenbeck Rd.  
Prospect Heights, IL 60070

**RE: Review of Prospect Heights School District 23 Regular Student Transportation Program**

The District 23 Administration began a review of the District's transportation program as a result of challenges in the school transportation industry that have impacted the current transportation program effectiveness and cost. There are a number of factors that have impacted the district's ability to deliver effective and efficient transportation services for students. The challenges include increasing costs, industry wide driver shortage, change to the ability to pair routes with other school districts, and a dated bus stop location model.

**Background**

In recent years, school districts have experienced increasing transportation costs related to providing regular to and from school student transportation services. Increasing costs and beginning of the school year performance issues are directly related to the national and industry-wide driver shortage, and is not unique to School District 23. In a tight labor market with the lowest unemployment rate in 50 years, student transportation companies are competing for limited qualified drivers and trainee candidates. The driver shortage will not end in the near future and will likely continue for a number of years to come. With a "new normal", districts will continue to incur increasing student transportation costs as the pay scale and signing bonuses for drivers continues to escalate.

While student transportation is an ancillary service and not core to the mission of education, it is often times an essential service and impacts the start of a student school day and learning experience. To address the industry challenges, districts have started to look for solutions in areas that they can control to improve costs and student transportation efficiencies. While changes are difficult, changes to most district student transportation models and services will be necessary.

## **Student Transportation Ridership**

There are three categories of riders, (1) students that live greater than or equal to 1.5 miles from their assigned school, (2) qualified students that have a hazardous route approved from the Illinois Department of Transportation (IDOT), and (3) students that live less than 1.5 miles. Only students that live greater than or equal to 1.5 miles from their home school, or have an approved hazardous route are reimbursable from the State based upon the annual transportation claim. Students that live less than 1.5 miles are considered “walkers” and do not qualify as reimbursable under the State annual transportation claim.

The following table provides the number of SD23 student riders by category:

School Year	2015-2016	2016-2017	2017-2018
Less than 1.5 miles	452	495	333
Greater than 1.5 miles	590	441	494
Hazardous Route*	467	386	425
Total Riders	1514	1322	1252

\*IDOT hazardous routes are determined based upon a point system, which includes a number of factors. These factors include grade level, traffic controls, width of road/street, traffic count and speed limit and other factors, including discretionary points (up to 2 points) that can be assigned by the Board of Education. Applications for hazardous routes must be approved by the Board of Education prior to being submitted to IDOT for review for either approval or denial. Until recently only vehicular hazards were considered in qualifying a hazardous route. However, House Bill 5195, once it becomes law, will allow a Board of Education to consider conditions walking to or from school constitute a serious hazard to the safety of pupils due to a “course or pattern of criminal activity.”

IDOT hazardous routes are based on the attendance site and the walking route to and from them. Currently the district 36 hazardous routes for the school sites that have been approved by IDOT.

Districts are not required to transport students that live less than 1.5 miles. In many districts the Board of Education offer a fee-based option for families to pay for student transportation services.

**Actual School Year 2018-2019 Rider Data**

<b>Route Number</b>	<b>Registered Riders</b>
EC LLC	12
Eisenhower 224 A (AM)	13
Eisenhower 224 A (PM)	11
Eisenhower 224 B (AM)	10
Eisenhower 224 B (PM)	9
Eisenhower 224 C (AM)	3
Eisenhower 224 C (PM)	1
Eisenhower 224 G (PM)	10
Eisenhower 224 H (PM)	12
Eisenhower A	35
Eisenhower B	15
Eisenhower C	28
Eisenhower D	8
Eisenhower Black AM	16
Eisenhower Black PM	11
Eisenhower Blue AM	28
Eisenhower Blue PM	19
Eisenhower Brown AM	24
Eisenhower Brown PM	25
Eisenhower Green AM	40
Eisenhower Green PM	36
Eisenhower Red AM	38
Eisenhower Red PM	53
Eisenhower White AM	28
Eisenhower White PM	26
Eisenhower Yellow AM	25
Eisenhower Yellow PM	20
Ross/Sullivan 1	53/53 (difference = 0)
Ross/Sullivan 2	38/44 (difference = 6)
Ross/Sullivan 3	33/41 (difference = 8)
Ross/Sullivan 4	50/51 (difference = 1)
Ross/Sullivan 5	46/47 (difference = 1)
Ross/Sullivan 6	43/47 (difference = 4)
Ross/Sullivan 7	55/57 (difference = 2)
Ross/Sullivan 8	53/53 (difference = 0)
Ross/Sullivan 9	50/51 (difference = 1)
Ross/Sullivan 10	39/43 (difference = 4)
Ross/Sullivan 11	45/54 (difference = 9)
Ross/Sullivan 12	4/4 (difference = 0)
Ross/Sullivan 13	2/6 (difference = 4)

Chart Continued Below for MacArthur School Routes

Route Number	Registered Riders
MacArthur 223	46/46 (difference = 0)
MacArthur 225	22/27 (difference = 5)
MacArthur 226	42/43 (difference = 1)
MacArthur 227	50/62 (difference = 12)
MacArthur 228	22/33 (difference = 11)
MacArthur 229	62/58 (difference = 4)
MacArthur 230	44/46 (difference = 2)
MacArthur 231	58/59 (difference = 1)
MacArthur 232	4/4 (difference = 0)

### Requirement to Provide Student Transportation

Per Section 29-3 of the School Code, only certain types of school districts are required by law to provide free transportation services. Specifically, community consolidated districts, community unit districts, consolidated districts and consolidated high school districts, and combined school districts (if the combined school district includes any district that was previously required to provide transportation) shall provide free transportation for pupils residing at a distance of one and one-half miles or more from any school to which they are assigned for attendance maintained within the district. If a district does not meet one of the above-mentioned criteria, they are not required to provide regular student transportation or can offer a fee-based transportation program for a portion or all students. Prospect Heights School District 23, falls within the latter classification and is not required to offer regular student transportation.

The following table provides historical transportation information.

### Regular Student Transportation Ridership and Cost

School Year	Number of riders	Miles	Annual Cost	Cost per Pupil
2009-2010	1150	123,016	\$750,265	\$652
2010-2011	1244	123,775	\$738,269	\$593
2011-2012*	1417	90,385	\$858,204	\$605
2012-2013	1410	138,580	\$937,042	\$665
2013-2014	1468	136,068	\$940,636	\$641
2014-2015	1420	134,328	\$874,547	\$615
2015-2016	1514	134,328	\$898,436	\$583
2016-2017	1322	135,069	\$925,001	\$700
2017-2018**	1252	148,752	\$1,280,299	\$1,023

\*2011-2012 was the first year for the implementation of grade level centers

\*\*2017-2018 was the first year under the new transportation bid

## **Regular Student Transportation Cost and Funding**

A formal bid process must solicit student transportation services and the districts typically award the contract to the most qualified low bidder. Transportation contracts can be entered into with a service provider for an initial three-year period, with the option for a two-year contract extension. After the combined five-year contract period, districts can enter into a one-year renewal with the same service provider on an annual basis unless the district receives a request to bid from another transportation company.

Prospect Heights School District 23 last awarded the bid for its regular student transportation services in December 2016 for services starting in August of school year 2017-2018. The District received 6 requests for bid packets and received only one formal bid. The qualified low bidder was First Student, which was the then current regular student transportation services provider for the district, allowing for no disruption of service that typically occurs with a transition to a new regular student transportation services to a new company.

Cost for service did increase under the new bid, which was consistent with the trend in pricing increases received by most districts that sought bids during the same period. The route cost increase, due to a number of factors, including the increase in hourly driver wages in an attempt to retain drivers during the driver shortage and also the change of route pairings/cost sharing with High School District 214.

## **Transportation Revenue and Expense**

School Districts have limited options to generate revenues for their transportation programs. They can Levy property taxes for transportation services, receive State reimbursement for qualified student riders, and School Board approved bus fees.

The property tax Levy is the most reliable funding source, State reimbursement may be pro-rated based upon the States ability to pay school districts, student fees for non-reimbursement riders tend to be significantly less than the per pupil cost.

Districts may utilize Grant funding to a limited extent to defer the cost of specific programs. An example of this is the Early Childhood Grant which allows for transportation costs as a qualified expense.

Transportation expenses often times outpace the district's transportation revenues, resulting in reduction in the transportation Fund balance or requiring Districts to make an inter-Fund transfer. Below is a table that provides historical data for transportation revenue to expenses.

## Regular Student Transportation Revenue and Expense

School Year	Tax Levy	Reimbursement	Expense	Difference
2009-2010	\$309,000.00	376,772.33	\$750,265	(\$64,492.67)
2010-2011	\$334,750.00	310,155.55	\$738,269	(\$93,363.45)
2011-2012	\$927,000.00	207,484.01	\$858,204	\$276,280.01
2012-2013	\$772,500.00	272,554.79	\$937,042	\$108,012.79
2013-2014	\$901,250.00	300,248.44	\$940,636	\$260,862.44
2014-2015	\$721,000.00	243,572.33	\$874,547	\$90,025.33
2015-2016	\$901,250.00	193,793.36	\$898,436	\$196,607.36
2016-2017	\$978,500.00	168,707.36	\$925,001	\$222,206.36
2017-2018	\$1,287,500.00	\$408,508.31	\$1,280,299	\$415,709.31

Note: Reimbursement data source is the ISBE FRIS Inquiry Website

### Route and Stop Efficiency

Factors that impact the efficiency of bus routes include the time of day, navigating high traffic count roads, the number and type of turns, the number of stops, route configuration, access to school sites for parent drop off/pick-up. A review of the current regular student transportation routes indicates opportunities to update bus stop guidelines and location.

### Moving Forward

Option:

- Fee based transportation for riders that live less than 1.5 miles or have a qualified hazardous route
- Fee based Transportation for all
- No transportation services provided for Pre-K
- No Transportation offered for any students – this will likely increase parent pick-up and drop-off traffic at the school sites and supervision staff
- Shift start times at the grade level centers to balance pairing of routes (e.g. Pre-K starts later/end sooner)
- Review and update/expand Hazardous designations of areas to increase qualified free riders – using the two (2) discretionary points – this could result in greater State reimbursement
- Use Early Childhood grant dollars to pay for Pre-K routes
- Geographic Kindergarten AM and PM Attendance
- Shorten AM and PM Kindergarten hours to gain more time between middays
- Explore sharing midday routes with another school district (e.g. SD21)
- Retain current transportation program with no change

PLEASE NOTE:

BEGINNING FUND BALANCE BASED UPON FY18 BUDGET AS FY18 AFR RECEIVED OCTOBER 5<sup>th</sup> AND IS BEING UPLOADED INTO SYSTEM

**Educational | O & M | Transportation | IMRF / SS | Working Cash**

**Prospect Heights SD 23 | Base Scenario 10.5.18 (PHEA Proposal)**

**Projection Summary**

	BUDGET	REVENUE / EXPENDITURE PROJECTIONS									
	FY 2019	FY 2020	% Δ	FY 2021	% Δ	FY 2022	% Δ	FY 2023	% Δ	FY 2024	% Δ
<b>REVENUE</b>											
Local	\$18,466,419	\$19,463,256	5.40%	\$19,859,094	2.03%	\$20,269,002	2.06%	\$20,681,789	2.04%	\$21,113,807	2.09%
State	\$2,673,423	\$2,713,423	1.50%	\$2,753,423	1.47%	\$2,793,423	1.45%	\$2,793,423	0.00%	\$2,833,423	1.43%
Federal	\$1,160,717	\$1,160,717	0.00%	\$1,160,717	0.00%	\$1,160,717	0.00%	\$1,160,717	0.00%	\$1,160,717	0.00%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$22,300,560</b>	<b>\$23,337,397</b>	<b>4.65%</b>	<b>\$23,773,235</b>	<b>1.87%</b>	<b>\$24,223,143</b>	<b>1.89%</b>	<b>\$24,635,930</b>	<b>1.70%</b>	<b>\$25,107,948</b>	<b>1.92%</b>
<b>EXPENDITURES</b>											
Salary and Benefit Costs	\$17,100,197	\$17,775,827	3.95%	\$18,298,728	2.94%	\$18,801,913	2.75%	\$19,358,664	2.96%	\$19,895,242	2.77%
Other	\$4,946,899	\$4,756,899	-3.84%	\$4,756,899	0.00%	\$4,756,899	0.00%	\$4,756,899	0.00%	\$4,756,899	0.00%
<b>TOTAL EXPENDITURES</b>	<b>\$22,047,096</b>	<b>\$22,532,726</b>	<b>2.20%</b>	<b>\$23,055,627</b>	<b>2.32%</b>	<b>\$23,558,812</b>	<b>2.18%</b>	<b>\$24,115,563</b>	<b>2.36%</b>	<b>\$24,652,141</b>	<b>2.23%</b>
<b>SURPLUS / DEFICIT</b>	<b>\$253,464</b>	<b>\$804,671</b>		<b>\$717,607</b>		<b>\$664,331</b>		<b>\$520,366</b>		<b>\$455,807</b>	
<b>OTHER FINANCING SOURCES / USES</b>											
Other Financing Sources	\$3,750	\$3,750		\$3,750		\$3,750		\$3,750		\$3,750	
Other Financing Uses	(\$135,500)	(\$135,500)		(\$135,500)		(\$135,500)		(\$135,500)		(\$135,500)	
<b>TOTAL OTHER FIN. SOURCES / USES</b>	<b>(\$131,750)</b>	<b>(\$131,750)</b>		<b>(\$131,750)</b>		<b>(\$131,750)</b>		<b>(\$131,750)</b>		<b>(\$131,750)</b>	
<b>SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES</b>	<b>\$121,714</b>	<b>\$672,921</b>		<b>\$585,857</b>		<b>\$532,581</b>		<b>\$388,616</b>		<b>\$324,057</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$7,734,573</b>	<b>\$7,856,287</b>		<b>\$8,529,208</b>		<b>\$9,115,066</b>		<b>\$9,647,647</b>		<b>\$10,036,263</b>	
<b>AUDIT ADJUSTMENTS TO FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
<b>PROJECTED YEAR END BALANCE</b>	<b>\$7,856,287</b>	<b>\$8,529,208</b>		<b>\$9,115,066</b>		<b>\$9,647,647</b>		<b>\$10,036,263</b>		<b>\$10,360,320</b>	
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>35.63%</b>	<b>37.85%</b>		<b>39.54%</b>		<b>40.95%</b>		<b>41.62%</b>		<b>42.03%</b>	
<b>FUND BALANCE AS # OF MONTHS OF EXPEND.</b>	<b>4.28</b>	<b>4.54</b>		<b>4.74</b>		<b>4.91</b>		<b>4.99</b>		<b>5.04</b>	

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# 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 CBA with tentative agreement included**
- + Insurance increases calculated at 5% 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)



**FORECAST**5™  
ANALYTICS

## 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 will be updated after bonds are secured)

**FORECAST**5™  
ANALYTICS



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

**Date:** January 9, 2019

**Subject:** Assessment Update

**Prepared by:** Dr. Amy Zaher

As we begin the new year and “Assessment Season” begins, it is important to update the Board about the assessments administered in the District and the purpose behind those assessments. As indicated in the chart below, the majority of the assessments administered are required by the State for accountability purposes. Although many of these tests are mandated, they provide useful information to our students, parents, teachers administrators and community about how our students “measure up”.

We choose to administer a few assessments locally, such as the FAST and MAP, which also provide valuable information that we use for placement as well as a temperature check on how our students are meeting the State Standards. We study this data and use this information for a portion of the evaluation of teachers, schools, programs and etc. We always keep in mind that these types of assessments are just *one piece* of data and do not comprise the entire evaluation.

Although there are many assessments listed, we are focused on our day-to-day work of the District 23 Mission to create opportunities that inspire ALL students to grow as learners, individuals and citizens.

Assessments	Purpose	Schedule●	Grades Administered									
<b><i>State Assessments</i></b>												
<b>Kindergarten Individual Development Survey (KIDS) Assessment</b>	Screening assessment to measure Kindergarten skills readiness. Administered in the first 60 days of school.	September		K								
<b>ACCESS for English Learners (ELs)</b>	Assessment to measure English Language proficiency for ELs in grades K-8	Jan 17 – Feb 20		K	1	2	3	4	5	6	7	8
<b>Illinois Constitution Test</b>	Assessment required by Illinois School Code to measure understanding of the Illinois Constitution.	Winter										8
<b>Illinois Assessment of Readiness (IAR) Reading and Math - formerly known as PARCC</b>	State accountability measure for Illinois students enrolled in a public school district. IAR assesses the Illinois Learning Standards in English Language Arts and Mathematics.	Mar 5 – April 20					3	4	5	6	7	8
<b>Dynamic Learning</b>	Alternate assessment for special education students with significant	Mar 5 –					3	4	5	6	7	8

<b>Maps (DLM)</b>	cognitive disabilities in grades 3-8	April 20													
<b>Illinois Science Assessment (ISA)</b>	State accountability measure for Illinois students enrolled in a public school district. ISA assesses the Illinois Learning Standards in Science.	Mar 1 – April 30								5					8
<b>Early Learning Scale (ELS)</b>	Assessment to measure the progress of children ages 3-5 to determine school readiness.	Ongoing	E C												
<b>U.S. Constitution Test</b>	Assessment required by Illinois School Code to measure understanding of the U.S. Constitution.	Spring												7	
<b>Local Assessments</b>															
<b>❖Formative Assessment System for Teachers (FAST) Benchmarking Literacy and Math</b>	A computer adaptive assessment to identify those who may experience lower than expected academic outcomes. It is a component of a Multi Tiered System of Support (MTSS) which involves a strategic approach to providing targeted instruction for all students.	Fall/Winter	E C	K	1	2	3	4	5	6	7	8			
<b>Measures of Academic Progress (MAP) in Literacy and Math</b>	A computer adaptive assessment administered in the Spring. The data is used to measure student growth and determine placement.	April 16 – May 4		K	1	2	3	4	5	6	7	8			

- All dates are tentative and represent “windows” in which testing may occur.
- ❖ Literacy Assessment is delivered in Spanish for students in the TBE program. Directions and responses in Spanish are permissible for Math benchmarks



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

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**Date:** January 3, 2019

**Subject:** Early Copier/Printer Renewal

**Prepared by:** Maria Stavropoulos

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**BACKGROUND**

This memo is intended to provide a summary of our current copier and printer status and to provide information for an opportunity to expand the current contract with our copier and printer supplier, IMPACT.

As you may recall, the District entered into a five-year agreement with IMPACT beginning July 1, 2015. At the time we upgraded six of our copiers, added twenty-two of the multi-function units in each of the buildings, four colored table top printers, and reduced the number of tabletop HP printers throughout the district. Although our agreement is not coming due this year, we worked with IMPACT to review the status of each unit in our District, and to assist us by making recommendations for how we can expand the life of the devices while replacing any units that require such action. During the review process, many factors were considered: (1) lifespan of our current units, (2) potential for upgrading our fleet in needed areas, and (3) shuffling our remaining inventory to expand the life of those areas that are not upgraded.

Upon completion of our review, IMPACT found that 90% of our units are in good condition and that 10% would require replacement. The timing of the review and year-end pricing for the equipment has created an unexpected opportunity for us to replace these units and lock in rates on the total service agreement for the next five years.

**RECOMMENDATION**

After completing the review with IMPACT and discussing their solutions for upgrades and sustainability, the District would be receiving a total monthly savings of \$980.74 for the next five years with the new proposal. Knowing the intensive bidding process that is required for purchasing new copiers and printers, and the cost, we recommend that the Board of Education review the agreement and consider this cost-saving proposal with IMPACT.

For further details please reference the IMPACT Proposal for the district dated December 2018.



Business Process Optimization  
for Growing Companies

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December 20, 2018

## PROPOSAL FOR

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**Prospect Heights School District 23**

## PROJECT

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**Kyocera 2018 Refresh**

## PREPARED BY

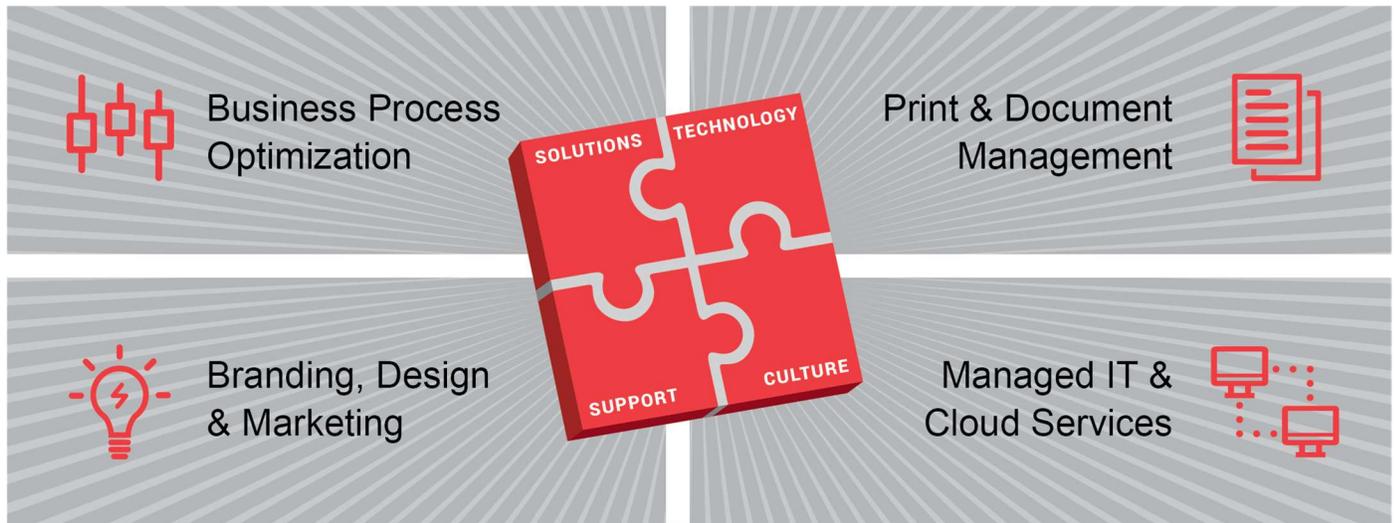
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**Nathan Robinson**

(847) 785-2288  
nrobinson@impactnetworking.com

*This document is confidential and property of Impact Networking, LLC.*

## YOUR ONE SOURCE FOR IMAGING SOLUTIONS



### Our Model for Success

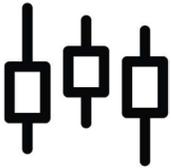
Our 'One Source' model is both efficient and flexible. The process cuts your administrative time and money spent coordinating vendors and paying invoices.

### Independence

Because Impact is an independent dealer and not owned by any manufacturer, we have no restrictions on what solutions we recommend to our clients.

## BUSINESS PROCESS OPTIMIZATION

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*Encourage growth and acceleration of your business by implementing lean and efficient organizational processes. Our Business Process Optimization solutions measure, automate, and provide quick insights and visibility into organizational health. On top of that, it offers an intuitive reporting platform to turn data into business intelligence. Use that intelligence to perpetuate an active culture of continuous improvement.*

## PRINT & DOCUMENT MANAGEMENT

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*Rid your workplace of inefficient paper-based processes by engaging with our team of Document Analysts to create a fully customizable document strategy that solves issues specific to your organization. Our solutions utilize multi-channel capture of documents and data, transforming them for storage in one place. Organize, search, and retrieve information from anywhere, at anytime with our Document solutions.*

## BRANDING, DESIGN & MARKETING

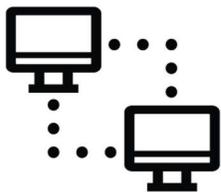
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*We provide brand strategy, design, web and marketing communications based on research, informed insights and creative innovation. Our strategists and content producers will analyze your organization's current online presence and then develop an integrated omni-channel customer experience for your audiences. Because the customer journey is fragmented across time, channels and devices, our team designs all touch points and interactions with a brand in order to develop a consistent and meaningful path to engagement.*

## MANAGED IT & CLOUD SERVICES

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*Impact understands the business challenges that small to mid-sized businesses face when tasked with managing core business processes and keeping up with continuous technology demands. Most struggle to get past fixing broken systems and fail to reap the benefits of the big picture of their technology infrastructure. We provide knowledge, toolset, and structured resources to help achieve business goals by overcoming the break, fix, and repair loop that hold most businesses back.*

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## 18+ YEARS OF GROWTH • 27% YEAR OVER YEAR

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Since our start in 1999, Impact has helped many different businesses meet their functional needs by providing leading-edge systems, support and technology. Customer service remains our number one priority. The people we hire to serve companies like yours have catapulted Impact to the top level in our field. Passionate about technology, our staff is motivated to help make your company succeed.

### Integrated Document Solutions

Impact is the 7<sup>th</sup> largest independent imaging solutions provider in nation. Our four distinct Impact solutions support one another with custom software and hardware integrations. We provide more than a list of products and services. We assess the way your enterprise uses documents in its workflow. And specialists from each of our four solutions then collaborate to create a custom solution based on those insights.

### Value Added Consulting

Our process aims to change the way end users interact with documents — whether digital or paper — to become more productive, cost-effective, and to ultimately lower the total cost of ownership.



## CURRENT SCENARIO

The information below is actual numbers compiled from client site meter readings and client invoices.

Hardware	Notes	Location
(22 Kyocera M3550idn		Pod Printers
(1) Kyocera FS-3640		Pod Printers
(1) RISO X1-7150		Color Production workroom
(4) Kyocera TASKalfa 8001i		B/W Production
(1) Kyocera TASKalfa 5551ci		District office color
(4) Kyocera P6030cidn		Color tabletop printers
PaperCut software w/follow-me printing		

Copier Printer Monthly Usage	B&W	Color
Contracted allowance:	369,350	14,301

Monthly Costs	
Current Lease:	\$6,765.51
Contracted service and supplies:	Included
Overages:	\$329.71
Papercut Support Renewal:	\$312.44
<b>Total Monthly Costs:</b>	<b>\$7,407.66</b>

## IMPACT SOLUTION

The Impact solution is an all-encompassing plan, which includes service, support, supplies, toner and refresh costs all in one monthly payment.

Hardware		Notes	Locations
(4) Kyocera	TASKalfa 9002i		B/W Production
(1) Kyocera	TASKalfa 6052ci		Color District Office
(6) Kyocera	ECOSYS M3655idn		POD Printers
(1) Kyocera	ECOSYS P3045dn		MacArthur Library
(4) Kyocera	ECOSYS P6230cidn		School Color Printers

Monthly Usage Included	B&W	Color
Copier / Printer Allowance:	247,000	22,000

Monthly Investment	
Impact Program:	\$6,554.54
Total Monthly Savings:	\$853.12
Total 60 Month Term Savings*:	\$51,187.20

*\*Includes the software renewal for PaperCut & SMUA renewal for 5 years*

*\*\*Includes all delivery, installation, and unlimited training*

*\*\*Current DLL lease would be pro-rated for new lease term*

## FULL COVERAGE MAINTENANCE PROGRAM

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(Included in Total Monthly Payment)

- Delivery, installation and training
- Add'l B&W can be added at **\$0.005 per image**
- Add'l Color can be added at **\$0.05 per image**
- All service calls, parts, labor and supplies
- 3 hour average response time
- 30-minute call-back policy
- 24/7 availability
- Live dispatch
- Automatic meter reporting
- Quarterly reviews/reconciliation
- Local warehouse
- Auto toner fulfillment on network devices
- Backup/Overflow facility at  
13875 West Boulton Boulevard  
Lake Forest, Illinois 60045

## BENEFITS

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### Operational

- Lower total cost of ownership
- Increased speed, processing & capacity
- Improved service response & up-time
- Capacity for growth & increased volume
- On-demand print usage reporting
- Consolidated one monthly invoice

### Environmental

- Decrease in wasted & lost prints
- Redundancy without the need for additional hardware
- Zero landfill recycling program

## IMPACT ONE-CALL



### Advanced Service and Support

- Impact technician is **immediately dispatched** when a customer calls
- Technician calls the customer within **30 minutes** to begin advanced troubleshooting over the phone
- Saves time and resources by often **eliminating travel** if problem is solved with call back
- Accurate **arrival time** based on technician schedule

### Speed / Availability / Effectiveness

- Technicians are available **24 hours each day, 7 days a week**
- Service calls are handled within **3 hours** during business hours
- **Centrally located distribution center** enables efficient delivery of parts and equipment
- Technicians **stock most common parts** at your local branch
- **First-Call Effectiveness:** The majority of issues technicians successfully service on first call

### Replacement Guarantee

- Full replacement for any leased/purchased equipment that cannot be repaired  
*(Subject to terms and conditions in attached documents.)*

### Impact Certifications

Impact Technicians are trained and certified by Konica Minolta, Kyocera & Ricoh

#### Pro-tech Certification from Konica Minolta

- Ranked in **top 8 percent** of 350 dealers (including Konica Minolta branches)
- Impact service calls are ushered to the **front-of-the-line**
- Impact parts requests placed on **top priority** for anything on back-order

**Ricoh's Prestige Certification, the highest level of service certifications**

**3rd largest independent Kyocera dealer, out of 700 nationwide**

**Better Business Bureau rating of A+**





## CONTACT INFORMATION

### Impact Networking

13875 West Boulton Boulevard  
Lake Forest, Illinois 60045  
[www.ImpactNetworking.com](http://www.ImpactNetworking.com)

### Nathan Robinson

Document Solutions Account Executive - Major  
(847) 785-2288  
[nrobinson@impactnetworking.com](mailto:nrobinson@impactnetworking.com)



Prospect Heights School District 23 - Proposed Refresh Solution

ERP Equip ID	Manufacturer	Model	Serial Number	Location	Serial Number	IP Address	Mono Pages Last	Color Pages Last	Last Meter Date	Mono Pages	Color Pages	Projected B&W	Projected Color	Projected Total	Refreshed Model
31190	KYOCERA	ECOSYS M3550idn	LSM4905720	Admin- Business Office	LSM4905720	10.8.50.60	98,302	0	12/10/2018 4:08 PM	2,512	0	249,022	0	249,022	
31199	KYOCERA	ECOSYS M3550idn	LSM4206829	Admin- Sup Office	LSM4206829	10.8.50.61	86,725	0	12/10/2018 4:08 PM	2,203	0	218,905	0	218,905	
29265	HP	LaserJet 4250	USBXM08550	Admin-Maintenance	USBXM08550	10.8.50.31	33,930	0	12/10/2018 4:08 PM	130	0	41,730	0	41,730	
29262	HP	LaserJet P4015	CNDY412965	Admin-Tech	CNDY412965	10.8.50.21	215,410	0	12/10/2018 4:08 PM	102	0	221,530	0	221,530	
31177	KYOCERA	TASKalfa 5551ci	L895102690	Admin-Workroom	L895102690	10.8.50.62	192,088	159,758	12/10/2018 4:08 PM	7,034	3,966	614,128	397,718	1,011,846	Kyocera TASKalfa 6052ci
31198	KYOCERA	ECOSYS M3550idn	LSM4206828	Eisenhower- Library	LSM4206828	10.4.30.60	64,605	0	12/10/2018 4:08 PM	1,617	0	161,625	0	161,625	
31181	KYOCERA	ECOSYS P6030cdn	LWR4X02954	Eisenhower- Library	LWR4X02954	10.4.30.62	7,185	103,825	12/10/2018 4:08 PM	148	2,423	16,065	249,205	265,270	
31192	KYOCERA	ECOSYS M3550idn	LSM4905722	Eisenhower- Room 300	LSM4905722	10.4.30.61	141,971	0	12/10/2018 4:08 PM	4,681	0	422,831	0	422,831	
24999	KYOCERA	FS-3540MFP	NNB3X07037	Eisenhower School	NNB3X07037	10.4.30.23	267,254	0	12/10/2018 4:08 PM	1,664	0	367,094	0	367,094	
31201	KYOCERA	ECOSYS M3550idn	LSM4206831	Eisenhower-Hallway Room 112	LSM4206831	10.4.30.27	246,475	0	12/10/2018 4:08 PM	5,983	0	605,455	0	605,455	Kyocera ECOSYS M3655idn
29382	HP	LaserJet 4250	CNGXD44850	Eisenhower-Library	CNGXD44850	10.4.30.11	72,260	0	12/10/2018 4:08 PM	563	0	106,040	0	106,040	
31179	KYOCERA	TASKalfa 8001i	L8T4Y01680	Eisenhower-Workroom	L8T4Y01680	10.4.30.63	2,067,969	0	12/10/2018 4:08 PM	46,303	0	4,846,149	0	4,846,149	Kyocera TASKalfa 9002i
31196	KYOCERA	ECOSYS M3550idn	LSM4206826	Mac Confrence Room 109	LSM4206826	10.6.30.60	34,312	0	12/10/2018 4:08 PM	542	0	66,832	0	66,832	
31193	KYOCERA	ECOSYS M3550idn	LSM4905723	MacArthur- Hallway Room 205	LSM4905723	10.6.30.61	145,969	0	12/10/2018 4:08 PM	4,268	0	402,049	0	402,049	
31186	KYOCERA	ECOSYS M3550idn	LSM4905713	MacArthur- Hallway Room 315	LSM4905713	10.6.30.62	148,267	0	12/10/2018 4:08 PM	3,404	0	352,507	0	352,507	
31183	KYOCERA	ECOSYS P6030cdn	LWR4X02982	MacArthur- Library	LWR4X02982	10.6.30.65	20,426	126,041	12/10/2018 4:08 PM	558	2,081	53,906	250,901	304,807	
31194	KYOCERA	ECOSYS M3550idn	LSM4905724	MacArthur- Library	LSM4905724	10.6.30.64	38,543	0	12/10/2018 4:08 PM	1,163	0	108,323	0	108,323	
31187	KYOCERA	ECOSYS M3550idn	LSM4905715	MacArthur- Office	LSM4905715	10.6.30.66	127,577	0	12/10/2018 4:08 PM	3,494	0	337,217	0	337,217	
30071	HP	LaserJet 4250	USBXM08458	MacArthur- Office	USBXM08458	10.6.30.11	267,373	0	12/10/2018 2:08 PM	334	0	287,413	0	287,413	
31188	KYOCERA	ECOSYS M3550idn	LSM4905716	MacArthur- Room 208	LSM4905716	10.6.30.67	49,811	0	12/10/2018 4:08 PM	951	0	106,871	0	106,871	
31189	KYOCERA	ECOSYS M3550idn	LSM4905717	MacArthur- Room 417	LSM4905717	10.6.30.68	72,500	0	12/10/2018 4:08 PM	1,780	0	179,300	0	179,300	
31184	RISO	IS950C-G	33832546	MacArthur- Workroom-Library	33832546	10.6.30.100	305,252	255,166	12/10/2018 4:08 PM	6,097	10,439	671,072	881,506	1,552,578	
31204	KYOCERA	ECOSYS M3550idn	LSM4206835	MacArthur-Hallway Room 502	LSM4206835	10.6.30.63	231,984	0	12/10/2018 4:08 PM	6,539	0	624,324	0	624,324	Kyocera ECOSYS M3655idn
29368	HP	LaserJet 4250	USBXP10377	MacArthur-Library James Bond	USBXP10377	10.6.30.12	501,106	0	12/10/2018 4:08 PM	1,379	0	583,846	0	583,846	Kyocera ECOSYS P3045dn
29264	HP	LaserJet 4250	CNRXY19952	MacArthur-Room 309	CNRXY19952	10.6.30.21	50,117	0	9/18/2018 8:08 AM	71	0	54,377	0	54,377	
29263	HP	LaserJet 4250	CNGXF42447	MacArthur-Room 311	CNGXF42447	10.6.30.22	78,560	0	6/12/2018 8:08 AM	8	0	79,040	0	79,040	
31296	KYOCERA	TASKalfa 8001i	L8T4X01539	MacArthur-Workroom Library	L8T4X01539	10.6.30.69	1,213,517	0	12/10/2018 4:08 PM	22,977	0	2,592,137	0	2,592,137	Kyocera TASKalfa 9002i
29267	HP	LaserJet 4250	CNDXB07756	Ross - Conference Room	CNDXB07756	10.7.30.17	143,233	0	7/30/2018 8:08 AM	100	0	149,233	0	149,233	
31195	KYOCERA	ECOSYS M3550idn	LSM4206824	Ross- Hallway Room 104	LSM4206824	10.7.30.60	188,213	0	12/10/2018 4:08 PM	4,081	0	433,073	0	433,073	
31206	KYOCERA	ECOSYS M3550idn	LSM4206841	Ross- Hallway Room 116	LSM4206841	10.7.30.62	124,431	0	12/10/2018 4:08 PM	4,150	0	373,431	0	373,431	
31197	KYOCERA	ECOSYS M3550idn	LSM4206827	Ross- Library	LSM4206827	10.7.30.63	114,226	0	12/10/2018 4:08 PM	3,057	0	297,646	0	297,646	
31180	KYOCERA	ECOSYS P6030cdn	LWR4X02934	Ross- Library	LWR4X02934	10.7.30.64	5,316	84,489	12/10/2018 4:08 PM	82	1,660	10,236	184,089	194,325	
31205	KYOCERA	ECOSYS M3550idn	LSM4206837	Ross- Office	LSM4206837	10.7.30.65	66,557	0	12/10/2018 4:08 PM	1,440	0	152,957	0	152,957	
30129	HP	LaserJet 4250	USBXP10402	Ross- Room 105	USBXP10402	10.7.30.13	180,530	0	12/10/2018 4:08 PM	333	0	200,510	0	200,510	
31185	KYOCERA	ECOSYS M3550idn	LSM4905669	Ross-Hallway Room 110	LSM4905669	10.7.30.61	274,666	0	12/10/2018 4:08 PM	6,312	0	653,386	0	653,386	Kyocera ECOSYS M3655idn
30069	HP	LaserJet 4250	CNGXF46427	Ross-Library	CNGXF46427	10.7.30.21	61,453	0	12/10/2018 4:08 PM	753	0	106,633	0	106,633	
30070	HP	LaserJet 4250	CNRXY19960	Ross-Room 116	CNRXY19960	10.7.30.12	39,120	0	6/13/2018 8:08 AM	388	0	62,400	0	62,400	
31178	KYOCERA	TASKalfa 8001i	L8T4Y01668	Ross-Workroom Office	L8T4Y01668	10.7.30.66	1,853,946	0	12/10/2018 4:08 PM	43,053	0	4,437,126	0	4,437,126	Kyocera TASKalfa 9002i
30066	HP	LaserJet 4250	CNRXX07734	Spare	CNRXX07734	10.4.30.17	69,120	0	12/10/2018 4:08 PM	699	0	111,060	0	111,060	
31182	KYOCERA	ECOSYS P6030cdn	LWR4X02978	Sullivan - Com P Lab.	LWR4X02978	10.5.30.62	5,166	61,193	12/10/2018 4:08 PM	103	1,220	11,346	134,393	145,739	
29305	HP	LaserJet 4250	USBXX11691	Sullivan - Conference Room	USBXX11691	10.5.30.238	207,560	0	12/10/2018 4:08 PM	11	0	208,220	0	208,220	
31200	KYOCERA	ECOSYS M3550idn	LSM4206830	Sullivan- Hallway Library	LSM4206830	10.5.30.60	211,000	0	12/10/2018 4:08 PM	6,240	0	585,400	0	585,400	Kyocera ECOSYS M3655idn
31191	KYOCERA	ECOSYS M3550idn	LSM4905721	Sullivan- Office	LSM4905721	10.5.30.63	41,611	0	12/10/2018 4:08 PM	1,208	0	114,091	0	114,091	
31203	KYOCERA	ECOSYS M3550idn	LSM4206834	Sullivan- Room 152	LSM4206834	10.5.30.64	157,529	0	12/10/2018 4:08 PM	3,108	0	344,009	0	344,009	
31202	KYOCERA	ECOSYS M3550idn	LSM4206833	Sullivan-Hallway Room 119	LSM4206833	10.5.30.61	182,886	0	12/10/2018 4:08 PM	6,111	0	549,546	0	549,546	Kyocera ECOSYS M3655idn
29268	HP	LaserJet 4250	CNGXF46424	Sullivan-Library	CNGXF46424	10.5.30.15	55,121	0	12/10/2018 4:08 PM	415	0	80,021	0	80,021	
29306	HP	LaserJet 4250	CNDXB09221	Sullivan-Room 130	CNDXB09221	10.5.30.23	67,650	0	12/14/2017 6:08 PM	0	0	67,650	0	67,650	
29269	HP	LaserJet 4250	CNRXY14701	Sullivan-Room 150	CNRXY14701	10.5.30.20	55,630	0	6/13/2018 10:08 AM	0	0	55,630	0	55,630	
31297	KYOCERA	TASKalfa 8001i	L8T4X01568	Sullivan-Workroom Office	L8T4X01568	10.5.30.65	1,840,657	0	12/10/2018 4:08 PM	38,124	0	4,128,097	0	4,128,097	Kyocera TASKalfa 9002i
	HP	LaserJet M402n	PHBHC35663		PHBHC35663	10.8.50.118	26,245	0	12/10/2018 4:08 PM	809	0	74,785	0	74,785	

**AGREEMENT FOR E-RATE CONSULTING SERVICES  
For Funding Year 2019**

**THIS AGREEMENT** (the "Agreement") is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2018 by and between **PROSPECT HTS SCHOOL DIST 23**, 700 N SCHOENBECK RD, PROSPECT HTS, IL, 60070-1231, **BEN 135314** (the "Applicant") and **ZELLER AND ASSOCIATES, LLC**, 2827 Covert Road, Glenview, IL 60025-4606 CRN 16051885, (the "Consultant").

**RECITALS:**

- The Applicant desires to have a Consultant the prepare documentation, forms and applications regarding the Federal Communications Commission ("FCC") Schools and Libraries Program, commonly referred to as the E-Rate Program (E-Rate).
- Applicant has the authority to enter into an Agreement with a Consultant for purposes of complying with the FCC E-Rate Program.
- Consultant is duly qualified to provide the services called for in this Agreement in consideration for the fee stipulated in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Applicant and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

**Professional Services Provided.** The Applicant hereby agrees to engage the Consultant to provide the Applicant with services (the "Services") consisting of:

Best practices consulting services in all matters related to Category One and Category Two applications of the Federal Communication Commission E-Rate filings with the schools and library division ("SLD"); including E-Rate Program rules, regulations, policies, procedures, guidelines and deadlines.

**Services provided by the Consultant under this agreement to include the following:**

1. Advise Applicant on E-Rate compliance including updates on rules or regulatory changes, as applicable.
2. Advise Applicant of eligible services (USAC Eligible Service List "ESL").
3. Advise and assist Applicant in the vendor selection process, sharing all vendor proposals and ensuring compliance with program rules and regulations.
4. Advise and coordinate the preparation and filling of FCC Forms: 470, 471, 486, 500; item 21 attachments and related forms, e.g. RAL:
  - a. Notify service providers of applicant's reimbursement payment option(s): by filing vendor specific documents indicating the monthly discount option (SPI) or the applicant reimbursement option (BEAR) as necessary;
  - b. Prepare and file as required:
    1. Invoice Deadline Extension Request(s) (IDER);
    2. Service Provider Identification Number (SPIN) change requests;
    3. Service Substitution Requests.
5. Respond to requests from USAC:
  - a. Program Integrity Assurance (PIA) requests;
  - b. Selective Review Information Requests (SRIR) related to a contracted filing year (current); and/or
  - c. Payment Quality Assurance (PQA) requests.
6. Prepare and file USAC and/or FCC appeals, if necessary.
7. Track, file, and reconcile applicant invoices for current funding year.
8. Act as the applicant's main point of contact with the SLD.
9. Provide Applicant with copies of documents and correspondence that must be maintained for ten (10) years after the last date of service
10. Other services or tasks which the Parties may agree on.

### **Applicant Responsibilities**

- USAC – EPC Portal: Applicant agrees to designate Zeller and Associates, LLC, as the Applicant’s “E-Rate” consultancy with “Full Rights” as defined by USAC granted to Gerry Zeller, Alison Kusinski, and any other consultant as requested, in consultation with the Applicant, by Zeller and Associates, LLC;
- Provide all required / requested information and data necessary for successful filing of all forms with the SLD in a timely manner;
- Take official action to review drafts and promptly sign and return all forms required for filing with a third party in a timely manner;
- Inform the Consultant at least forty-five (45) days prior to the signing of any contract that may concern E-Rate Eligible services;
- Inform the Consultant within two (2) business days of any communication the Applicant receives from the SLD of the Universal Service Administrative Company (“USAC”);
- Promptly pay Consultant’s fee(s) for services rendered. All payments are due and payable upon receipt of the invoice, unless other payments options have been agreed upon by the parties;
- Retain all necessary E-Rate documentation and correspondence relative to the program for at least ten (10) years from the last date of service as required by the FCC.

**Compensation.** For the services rendered by the Consultant as described by this Agreement, the Applicant will provide compensation (the "Compensation") to the Consultant as follows:

- For Funding Year 2019 (July 1, 2019 to June 30, 2020): Five percent (5%) of the actual funding received by the applicant with \$750 of this fee due at the signing of this agreement. The balance will fall due after the last day of the Funding Year (June 30, 2020) or when the applicant receives Funding Year 2019’s reimbursements.

**Additional Compensation.** The Applicant understands that the Compensation as provided in this Agreement will constitute the full and exclusive monetary consideration and compensation for all services in all matters related to Category One and Category Two applications performed by the Consultant. At the written request of the Applicant, the Consultant will provide additional Professional Services, compensation as agreed to by the parties.

**Term.** The term of this Agreement ("Term") will commence with the signing of this agreement, and will remain in full force and effect until the Program has paid the applicant all approved amounts for the specified funding year or until all issues with the funding year are resolved. The Term of this Agreement may be extended by mutual written agreement of the Parties.

**Termination.** Either party may terminate this Agreement by delivering written notice of at least (30) days of the termination date.

**Conflict of Interest.** No business or personal relationship exists between any applicant employee and the consultant.

**Attorney’s Fees and Costs.** In any litigation, arbitration or other proceeding by which one party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Agreement, each party shall bear its own attorney fees, together with any costs and expenses to resolve the dispute and to enforce the final judgement.

**Severability.** In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

**Confidentiality.** Confidential information refers to any data or information relating to the Applicant, whether business or personal, which would reasonably be considered to be private or proprietary to the Applicant and that is not generally known and where the release of that Confidential Information could reasonably be expected to cause harm

to the Applicant. The Consultant agrees that (s)he will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Consultant has obtained, except as authorized by the applicant, or required by law. This obligation will survive for a period of one (1) year from the termination of this Agreement.

**Independent Contractor.** While engaged in carrying out and complying with the terms and conditions of this Agreement, Consultant is an independent contractor and not an officer, employee, or agent of the Applicant.

**Limitation of Liability.** The Applicant is responsible for verifying the accuracy of information submitted to the Consultant. The Consultant disclaims and makes no warranty, express or implied, nor assumes any legal liability or responsibility for the validity, accuracy, correctness, or completeness of any information that is provided by the Applicant to the Consultant. By submitting information, the Applicant understands that Consultant will submit the information to USAC, and shall not be liable for any direct, indirect, incidental, consequential or exemplary damages, including but not limited to, damages for loss of funding, data or other intangible losses, resulting from the Applicant's non-response or incomplete response and/or the Applicant's inaccurate, invalid, incorrect, or incomplete provision of information.

**Modification of Agreement.** Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

**Assignment.** The Consultant will not voluntarily or by operation of law assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Applicant.

In the event the Consultant is unable to perform the above duties; with the consent of the Applicant, they may be assumed by David Gornstein, of E-Rate Funding Services, LLC, 718 Saint Nicholas Drive, O'Fallon, IL 62269 CRN 16082747; Home Office: 618-589-9233; Fax: 866-735-8070; Cell: 973-714-3724; Email: [dave.erfs@att.net](mailto:dave.erfs@att.net).

**Governing Law.** It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Illinois, without regard to the jurisdiction in which any action or special proceeding may be instituted.

**Authority.** The individuals executing this Agreement represent and warrant that they have the legal capacity and authority to execute and contractually bind their respective legal entities.

**Entire Agreement.** This Agreement supersedes any and all other agreements, whether oral or in writing, between the parties with respect to the subject of this Agreement. The Agreement contains all the covenants and agreements between the parties with respect to the subject of this Agreement, and each party acknowledges that no representations, inducements, promises, or agreements have been made by or on behalf of any party except the covenants and agreements embodied in this Agreement. No agreement, statement, or promise not contained in this Agreement shall be valid or binding on the parties with respect to the subject of this Agreement.

**ACCEPTED** on this \_\_\_ day of \_\_\_\_\_ 2018.

**Print Name of Authorized Signatory:**

\_\_\_\_\_  
Title:

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

**X**

**For Zeller and Associates, LLC:**

Gerard "Gerry" F. Zeller

\_\_\_\_\_  
Title:

Consultant

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

**LETTER OF AGENCY FOR THE  
 FCC'S SCHOOL AND LIBRARIES PROGRAM (E-RATE PROGRAM)  
 FY2019 (July 1, 2019 – June 30, 2020)  
 PROSPECT HTS SCHOOL DIST 23  
 700 N SCHOENBECK RD  
 PROSPECT HTS, Illinois 60070-1231**

**PROSPECT HTS SCHOOL DIST 23, BEN 135314**, has retained **Zeller and Associates, LLC (CRN 16051885)**, under contract as an Independent Consultant to serve as its' agent in all matters related to E-Rate Funding Year 2019. This letter authorizes the Consultant and its authorized representatives to engage in all necessary and appropriate E-Rate application activities for the funding years(s) described herein, as well as follow-up actions as necessary related to ALL prior funding years.

I understand that, in submitting any E-Rate Program forms on our behalf, E-Rate Funding Services is making certifications for our school/district/library/consortium. By signing this Letter of Agency, I make the following certifications:

- a. I certify that the school(s) in our district are all schools under the statutory definitions of elementary and secondary schools found in the No Child Left Behind Act of 2001, 20 U.S.C. §§ 7801(18) and (38), that do not operate as for-profit businesses and do not have endowments exceeding \$50 million. I certify that the services that our school/district/library purchases under E-Rate, will be used solely for educational purposes and will not be sold, resold, or transferred in consideration for money or any other thing of value.
- b. I certify that the school/district/library has secured access to all of the resources necessary to make effective use of the services purchased as well as to pay the discounted charges for eligible services. I acknowledge that the discount level used for shared services is conditional, for future years, upon ensuring that the most disadvantaged schools and libraries that are treated as sharing in the service, receive an appropriate share of benefits from those services.
- c. I certify that our school/district/library is compliant, or will be compliant at the time funded services are provided, with the Children's Internet Protection Act.
- d. I certify that our school/district has complied with all E-Rate program rules and I acknowledge that failure to do so may result in denial of discount funding and/or cancellation of funding commitments. I acknowledge that failure to comply with program rules could result in civil or criminal prosecution by the appropriate law enforcement authorities. I certify that I am authorized to procure eligible services. I certify that I am authorized to submit this request on behalf of the eligible entity listed on this form.
- e. I certify that we will retain all E-Rate related documents for at least Ten years after the last day of service delivered; we will retain all documents necessary to demonstrate compliance with the statute and Commission rules, and I acknowledge that we may be audited pursuant to participation in the schools and libraries program.
- f. I certify that the non-discount portion of the costs for eligible services will not be paid by the service provider. The pre-discount costs of eligible services are net of any rebates or discounts offered by the service provider. I acknowledge that the provision, by the provider of a supported service, of free services or products unrelated to the supported service or product constitutes a rebate of some or all of the cost of the supported services.
- g. I certify that our Form 470 (RFP) is posted and make it available for at least 28 days before considering all bids received. I certify that all bids submitted will be considered and the bid selected will be for the most cost-effective product/service offering, with price being the primary factor. I certify that I have reviewed all applicable FCC, state, and local procurement/competitive bidding requirements and that I have complied with them.

I certify that I am authorized to sign this letter of agency and, to the best of my knowledge, information, and belief, all information provided to E-Rate Funding Services for E-Rate submission is true. That entities receiving discounted services under this Letter pursuant to this application have complied with the terms, conditions and purposes of the program, that no kickbacks were paid to anyone and that false statements on this form can be punished by fine or forfeiture under the Communications Act, 47 U.S.C. §§ 502, 503(b), or fine or imprisonment under Title 18 of the United States Code, 18 U.S.C. § 1001 and civil violations of the False Claims Act.

**Print Name of Authorized Signatory:**

**Title:**

**Signature:**

**Date:**

**X**

\_\_\_\_\_ day of \_\_\_\_\_ 2018

# Update Memo

Please distribute to board members and appropriate staff.

## Contents

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**Next Issue: Veto Session Updates**

### Online Instructions

Please follow these three easy steps to log in to **PRESS**:

1. Go to [www.iasb.com](http://www.iasb.com) and click on **MY ACCOUNT**.
2. Log in using your email address and password:
  - If you do not know your password, do not create a new account; reset your password using your district email address.
  - If you are still having difficulty logging in, please contact your district's superintendent or administrative assistant to make sure you are listed as an authorized user on the district roster.
  - If you continue to have difficulty, please contact Ken Carter at [kcarter@iasb.com](mailto:kcarter@iasb.com).
3. Under **My Account Links**, click on **PRESS Login**.

For additional help, click the ? in the upper right corner. Also available is a 10-minute video tutorial at [www.iasb.com/policy](http://www.iasb.com/policy).

# PRESS

## Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219; Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211; or Brian Zumpf, Director, Policy Services, 630/629-3776, ext. 1214.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated **Policy Reference Manual (PRM)** pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to [www.iasb.com/policy/](http://www.iasb.com/policy/) to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

## PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 8.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

## Governance

The school board governance-related laws passed during the 100th General Assembly's session included:

1. 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19. It changes the school board member oath of office to add six additional board member responsibilities, including, but not limited to a board member's "role in the equitable and quality education of every student in the school district" and

that board members “shall strive to work together with the district superintendent to lead the school district toward fulfilling the vision the board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.”

2. 105 ILCS 5/24-12 and 105 ILCS 5/24A-4, amended by P.A. 100-768. An Alliance initiative, this law answers the Open Meetings Act (OMA) questions that arose when *Education Reform* (Senate Bill 7) laws passed years ago by specifically exempting the Reduction in Force (RIF) and Performance Educational Reform Act (PERA) Joint Committees from the OMA.
3. 105 ILCS 5/10-10.5, amended by P.A. 100-800, eff. 1-1-19. It requires a board to submit a proposition to its voters when it fails to fill a vacancy created with an area of residence qualification.

The following **PRESS** materials are updated:

- 2:70, Vacancies on the School Board – Filling Vacancies
- 2:80, Board Member Oath and Conduct
- 2:80-E, Board Member Code of Conduct
- 2:150, Committees
- 2:150-AP, Superintendent Committees

## Employee Benefits

The General Assembly addressed several employee benefit laws. Those laws included:

1. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, provides that a school district that enters into a contract or employment agreement that contains a provision for severance pay with an employee must include specified provisions in the contract. It also limits severances that exceed an amount greater than 20 weeks of compensation and prohibits severance if an employee is fired for *misconduct* (including sexual harassment or sexual discrimination).
2. The Local Records Act, 50 ILCS 205/, amended by P.A. 100-1040, requires a school district to post on its website and make available to news media specific information about severance agreements it enters into because an employee or contractor was *found* to have engaged in sexual harassment or sexual discrimination. Certain restrictions apply.
3. For school years beginning on or after July 1, 2018, the Ill. Pension Code, 40 ILCS 5/, amended by P.A. 100-587, caps end-of-career salary increases for Ill. Teachers Retirement System (TRS) members at three percent (formerly six percent).
4. The Nursing Mothers in the Workplace Act, 820 ILCS 260/, amended by P.A. 100-1003, requires employers to provide employees reasonable paid break time for nursing mothers to express milk.

## PRESS Terminology

What are the meanings of the “AP” and “E” after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between – documents and staff documents, board work, and staff work.

**Policy.** The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

**After adoption by the board, each policy should have an adoption date.**

**Administrative Procedures.** Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190’s related administrative procedure is 6:190-AP.

**It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.**

**Exhibits.** Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

**Exhibits labeled with an “E” may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.**

**Administrative procedures exhibits, always labeled with the “AP, E” format should be dated for implementation by the administrative staff.**

5. The Ill. Wage Payment and Collection Act, 820 ILCS 115/, amended by P.A. 100-1094, requires employers to reimburse employees for all *necessary expenditures* or losses incurred by the employee that are within the scope of employment and directly related to services performed for the employer.

The following **PRESS** materials are updated:

- 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
- 2:260, Uniform Grievance Procedure
- 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process

- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:10-AP, Workplace Accommodations for Nursing Mothers
- 5:20, Workplace Harassment Prohibited
- 5:60, Expenses
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:300, Schedules and Employment Year

## Safety

The following laws addressing safety issues impacted several sample materials in the IASB **PRESS PRM**:

1. 775 ILCS 50/5(e), amended by P.A. 100-671, eff. 1-1-19, requires school administrators to post the Ill. Dept. of Human Service's model human trafficking notice in the administrative office or another location in view of school employees.
2. 20 ILCS 2630/3.3, amended by P.A. 100-718, establishes authority for the Ill. Dept. of State Police to collect fees from districts wishing to participate in the Federal Rap Back Service.
3. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19, establishes a definition of *school resource officer* and incorporates certification requirements for school resource officers contained in the new 50 ILCS 705/10.22.
4. 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19, requires that schools conduct active shooter drills

no later than 90 days after the first day of school each year, that the drill be conducted when students are normally present, and that all personnel and students present participate unless exempted by administrators or school support personnel.

The following **PRESS** materials are updated:

- 3:60-E, Event Reporting and Notice Requirements for Building Principals Concerning School Safety and Security – **RENAMED & REWRITTEN**
- 4:170, Safety
- 4:170-AP1, Comprehensive Safety and Security Plan
- 4:170-AP2, Routine Communications Concerning Safety and Security
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 7:150-AP, Agency and Police Interviews – **REWRITTEN**
- 7:190-AP7, Student Discipline Guidelines
- 7:190-E3, Memorandum of Understanding

## Teacher Licensure & Recruitment

Laws impacting licensure qualifications and teacher recruitment include:

1. 40 ILCS 5/16-118 and 105 ILCS 5/21B-20, amended by P.A. 100-596, permit until 6-30-20, substitute teachers who are TRS annuitants to teach up to 120 paid days or 600 paid hours in each school year (increased from 100 paid days or 500 paid hours). The amendments to 105 ILCS 5/21B-20, amended by P.A. 100-596, also established a Short-Term Substitute Teaching License (eff. 7-1-18 through 6-30-23) and require boards to develop, in collaboration with teachers or their exclusive bargaining representatives, a short-term substitute teacher training program.

2. 40 ILCS 5/16-150.1, amended by P.A. 100-743, allows TRS annuitants to return to teaching in a subject shortage area until 6-30-19 (previously 6-30-13).
3. 105 ILCS 5/24-5(b-5), added by P.A. 100-855, allows schools to require new substitute teachers to provide evidence of physical fitness to perform duties, and requires new substitute teachers to provide evidence of freedom of communicable diseases.

The following **PRESS** materials are updated:

- 5:190, Teacher Qualifications
- 5:220, Substitute Teachers
- 5:220-AP, Substitute Teachers

## Instruction & Curriculum | School Calendar & Day

Many School Code provisions were amended to clarify existing instruction and curriculum requirements. Other changes adding new requirements also occurred. These included:

1. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582, formerly allowed flexible scheduling options for parent-teacher conferences yet ISBE rules implementing it are still in effect at 23 Ill.Admin.Code §1.420(f).
2. 105 ILCS 5/27-20.4, amended by P.A. 100-634, eff. 1-1-19, permits schools to meet Black history study requirements through an online program or course.
3. 105 ILCS 5/27-9.1, amended by P.A. 100-684, requires all grade 6-12 sex education courses to include material and instruction on what constitutes sexual consent and what may be considered sexual harassment or sexual assault.
4. Two Public Acts addressed dual credit opportunities:
  - a. 105 ILCS 5/10-20.62, renumbered and amended by P.A. 100-792, eff. 1-1-19, mandates that qualified dual enrollment students are allowed to enroll in and earn an unlimited amount of academic credits from dual credit courses if the courses are taught by an Illinois Instructor.
  - b. The Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 100-1049, requires community college districts to enter into a dual credit partnership agreement with any school districts within their jurisdictions that request one. It also created new provisions governing out-of-state dual credit contracts, recognition of dual credit coursework completion, and the development of a Model Partnership Agreement through a Dual Credit Committee involving collaboration between ISBE and the Ill. Community College Bd.
5. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel. It also permits districts to employ a school social worker or licensed mental health professional to oversee an in-school suspension program.
6. 105 ILCS 5/27-23.1, amended by P.A. 100-1043, requires ISBE to assist school districts that offer an evidence-based parenting educational model. It also requires ISBE to implement a 3-year pilot program for parenting education beginning with the 2019-2020 school year.
7. 105 ILCS 5/27-23.11, added by P.A. 100-1056, requires all boards serving K-8 students to adopt a policy on educating students on the effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

The following **PRESS** materials are updated:

- 2:20-E, Waiver and Modification Request Resource Guide
- 5:230, Maintaining Student Discipline
- 6:20, School Year Calendar and Day
- 6:60, Curriculum Content
- 6:60-AP, Comprehensive Health Education Program
- 6:60-~~AP~~, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes – **RENUMBERED**
- 6:60-AP, E2, Resources for Biking and Walking Safety Education – **NEW**
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students
- 7:190, Student Behavior
- 7:190-E2, Student Handbook Checklist
- 7:200, Suspension Procedures

## Student Health

Laws addressing student health issues impacted the most sample materials in the IASB **PRESS PRM**. These laws included:

1. 105 ILCS 5/22-33 (*Ashley's Law*), added by P.A. 100-660, requires school districts to authorize a parent, guardian or designated caregiver of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or a school bus if both the student and the parent, guardian or designated caregiver have been issued registry identification cards. Certain restrictions apply.
2. 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19, changes the definition of asthma medication to mean quick-relief asthma medication approved by the U.S. Food and Drug Administration for the treatment of respiratory distress. It also allows school districts to maintain a supply of undesignated asthma medication.
3. 105 ILCS 5/22-30, amended by P.A. 100-759, eff. 1-1-19 addressed a district supply of undesignated opioid antagonists.
4. 105 ILCS 5/22-30, amended by P.A. 100-799, eff. 1-1-19, amends the definition of epinephrine injector to include pre-filled syringes approved by the U.S. Food and Drug Administration and deleted *auto-* from ~~auto-~~ injector.

5. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741, requires the Ill. Dept. of Public Health (IDPH) to provide all students entering sixth grade and their parent(s)/guardian(s) with written information about the link between human papillomavirus (HPV) and certain cancers, as well as the availability of an HPV vaccine.
6. The Dept. of Public Health Powers and Duties Law, 20 ILCS 2310/, amended by P.A.s 100-977 and 100-747, eff. 1-1-19, requires the IDPH to:
  - a. Develop, provide, or approve and publish informational materials for school districts regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations (P.A. 100-977). Also 105 ILCS 5/27-8.1, amended by P.A. 100-977, requires school districts to include such materials when they provide information on school health issues to students' parent(s)/guardian(s).
  - b. Develop, publish, and disseminate a brochure regarding the effects of concussions in children, and requires schools to distribute this brochure to any child (or the child's parent/guardian) who may have sustained a concussion (P.A. 100-747, eff. 1-1-19).
7. A big change for high school and unit school districts, 105 ILCS 5/27-8.1, amended by P.A. 100-829, requires all children entering kindergarten, second, sixth, and ninth grades to have a dental examination.
8. 105 ILCS 5/10-22.39, amended by P.A. 100-903, requires in-service training to identify the warning signs of mental illness and suicidal behavior in youth at least once every two years for all licensed school personnel and administrators who work with K-12 students.
9. The Hunger-Free Students' Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092, allows students, regardless of ability to pay, to accumulate a minimum school lunch debt of \$500 dollars. Once the \$500 threshold has been passed, the law allows schools to go through the Office of the Illinois Comptroller's offset system to attempt to recoup the money owed.
10. 105 ILCS 5/14-6.01, amended by P.A. 100-1112, requires schools boards to provide notice that students found ineligible for special education services under the Individuals with Disabilities Education Act may be eligible for services under Section 504 of the Rehabilitation Act of 1973.

The following **PRESS** materials are updated:

- 4:45, Insufficient Fund Checks and Debt Recovery
- 4:130, Free and Reduced-Price Food Services
- 4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications
- 5:100, Staff Development Program
- 6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights
- 7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students
- 7:190, Student Behavior
- 7:260, Exemption from Physical Education
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine ~~Auto~~-Injectors, and/or Opioid Antagonists – **RENAMED**
- 7:270-E1, School Medication Authorization Form – **RE-NUMBERED**
- 7:270-E2, School Medication Authorization Form – Medical Cannabis – **NEW**
- 7:285-AP, Implementing a Food Allergy Management Program
- 7:290, Suicide and Depression Awareness and Prevention
- 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness Prevention Program
- 7:305, Student Athlete Concussions and Head Injuries
- 7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries

## Student Attendance & Truancy

Several School Code provisions were amended regarding how schools must address student attendance and truancy issues. Those legislative amendments included:

1. 105 ILCS 5/10-22.6, amended by P.A. 100-810, requires school districts to make reasonable efforts to provide ongoing professional development on the appropriate and available supportive services for the promotion of student attendance and engagement.
2. 105 ILCS 5/26-2, amended by P.A. 100-825, removes the ability of a school district to deny reenrollment for 17 year old students who fail to meet minimum academic standards.
3. 105 ILCS 5/26-12, amended by P.A. 100-825, prohibits a truant minor from being expelled for nonattendance unless: he/she has accrued 15 consecutive days of absences without valid cause; and the student cannot be located or the student has been located but the school district cannot, after exhausting all available support services, compel the student to return to school.
4. 105 ILCS 5/26-2a, amended by P.A. 100-918, defines a truant as a child who is absent without valid cause for more than 1% but less than 5% of the past 180 school days.

The following **PRESS** materials are updated:

- 2:120, Board Member Development
- 5:100, Staff Development Program
- 7:70, Attendance and Truancy
- 7:190, Student Behavior

## Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous review changes. These are also detailed in the [Revisions to Policies, Administrative Procedures, and Exhibits Table](#) in numerical order beginning on p. 8.

Please also spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

The following **PRESS** materials are included in this catch-all bundle:

- 3:40, Superintendent
- 4:15, Identity Protection
- 6:50, Wellness
- 6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct
- 7:250, Student Support Services
- 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Needs Problems

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

Topics	Our Response
<p><b>IEP – Assistive Technology</b></p> <p>105 ILCS 4/14-8.02(b), amended by P.A. 100-993, provides that if a child’s individualized education program (IEP) team determines that the child does not require assistive technology services or devices, the team shall include a statement in the child’s IEP that informs the child’s parent/guardian of the decision and the basis for it.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Youth With Disabilities</b></p> <p>The Interagency Coordinating Council Act, 20 ILCS 3970/, repealed by P.A. 100-866, added responsibilities in 20 ILCS 4095/15 to the work of the Employment and Economic Opportunity for Persons with Disabilities Task Force that concern the post-secondary transition of youth with disabilities.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Due Process Hearing Written Decision Timeline</b></p> <p>105 ILCS 5/14-8.02a(g-55), amended by P.A. 100-849, clarifies that written due process hearing decisions must be issued within 10 calendar days, excluding Saturday, Sunday, and any State holiday, after the conclusion of the due process hearing.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>ESEA Section 8546 Policy Requirement</b></p> <p>On 6-27-18, the U.S. Dept. of Education’s Office of Elementary and Secondary Education issued a <i>Dear Colleague Letter</i> to all Chief State School Officers reminding them of their obligation under Section 8546 of the Elementary and Secondary Education Act (ESEA) that “every State, SEA, or LEA that receives ESEA funds must have in place laws, regulations, or policies that prohibit the SEA, an LEA, or school, as well as any school employee, contractor, or agent, from providing a recommendation of employment for an employee, contractor, or agent that the SEA, LEA, or school, or the individual acting on behalf of the SEA, LEA, or school, knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.”</p>	<p>No <b>PRESS</b> materials are affected at this time. We will monitor the situation, collaborate with ISBE, and update if necessary.</p>

## Progress Report *continued* - The contents of this table frequently change.

Topics	Our Response
<p><b>Substitute Teacher Recruitment</b></p> <p>105 ILCS 5/2-3.173, added by P.A. 100-813, requires ISBE to implement a program and adopt rules to allow school districts to supplement their substitute teacher recruitment with the use of recruiting firms by 1-1-19.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>Ill. Human Rights Act Complaint Timeline</b></p> <p>775 ILCS 5/7A-102, amended by P.A. 100-1066; 23 Ill.Admin.Code Part 2520, amended at 42 Ill.Reg. 17235, extends the timeline for filing a complaint under the Ill. Human Rights Act from 180 days to 300 days.</p>	<p>No <b>PRESS</b> materials are affected.</p>
<p><b>IDPH Certificate of Child Health Examination Form</b></p> <p>The IDPH Social and Emotional Learning Stakeholder group began meeting in March 2018 to review changes to the IDPH Certificate of Child Health Examination Form and develop the rules required by 105 ILCS 5/27-8.1, amended by P.A. 99-927, that will require that health examinations to contain age-appropriate developmental and age-appropriate social and emotional screenings. The IDPH anticipates this process will take 12-18 months, and the law's requirements will not be implemented until at least the 2019-2020 school year.</p>	<p>We will address any required changes once the IDPH Certificate of Child Health Examination Form is updated and IDPH rules are established, in approximately 12-18 months.</p>
<p><b>School Bus Identification</b></p> <p>625 ILCS 5/12-806, amended by P.A. 100-791, specifies that its restrictions on the use of a school bus's signs, stop signal arm, and flashing signal system apply when a school bus is transporting passengers over 18 years old not in connection with an activity of the district.</p>	<p>No <b>PRESS</b> materials are affected.</p>

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

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:20-E, Waiver and Modification Request Resource Guide	<p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/2-3.25g, amended by P.A. 100-465, governing waivers of mandates in the School Code.</li> <li>2. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582. This allowed flexible scheduling options for parent-teacher conferences, and ISBE rules implementing it are still in effect at 23 Ill.Admin.Code §1.420(f).</li> </ol>	<input type="checkbox"/>
2:70, Vacancies on the School Board – Filling Vacancies	<p>The policy is unchanged. The footnotes are updated to:</p> <ol style="list-style-type: none"> <li>1. Clarify the meanings of infamous crime and official misconduct.</li> <li>2. Incorporate 105 ILCS 5/10-10.5, amended by P.A. 100-800, eff. 1-1-19, which requires a board proposition to be submitted to voters if a board failed to fill a vacancy due to area of residence requirements.</li> </ol>	<input type="checkbox"/>
2:80, Board Member Oath and Conduct	The policy and footnotes are updated. The oath reflects 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19.	<input type="checkbox"/>
2:80-E, Board Member Code of Conduct	The exhibit is unchanged.	<input type="checkbox"/>
2:120, Board Member Development	The policy and footnotes are updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-810. It requires school districts to make reasonable efforts to provide ongoing professional development about appropriate and available supportive services for the promotion of student attendance and engagement.	<input type="checkbox"/>
2:150, Committees	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/24-12 and 105 ILCS 5/24A-4, amended by P.A. 100-768, exempting the Reduction in Force (RIF) and Performance Educational Reform Act (PERA) Joint Committees from the Open Meetings Act.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure is updated to align with the same law discussed in 2:150, Committees, above. The <b>Title I Parent Advisory Committee</b> subhead is updated as underscored for continuous improvement and to reflect changes in federal law.	<input type="checkbox"/>
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records	<p>The exhibit is updated in response to a new transparency law 50 ILCS 205/3c, amended by P.A. 100-1040. It requires school districts to post certain information within 72 hours about severance agreements when an employee or contractor is found to have engaged in sexual harassment or sexual discrimination.</p> <p>A note is also added to discuss the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19. It prohibits severance agreements for employees with contract provisions from receiving any severance when they are fired for misconduct, which includes sexual harassment and/or discrimination.</p>	<input type="checkbox"/>
2:260, Uniform Grievance Procedure	The policy is unchanged. The footnotes are updated to reflect 50 ILCS 205/3c, added by P.A. 100-1040 and the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19. Both laws are discussed in 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> , above, and in 3:40-E, <i>Checklist for the Superintendent Employment Contract Negotiation Process</i> , below.	<input type="checkbox"/>

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

3:40, Superintendent	The policy is unchanged. The footnotes are updated to reflect an amendment to 23 Ill. Admin.Code §25.355 and for continuous improvement.	<input type="checkbox"/>
3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process	<p>The exhibit is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 40 ILCS 5/15-155(g-1), amended by P.A. 100-587 (the threshold to prevent school districts from granting double-digit pension-boosting raises to employees approaching retirement was reduced from six percent (in place since 2005) to three percent).</li> <li>2. Severance pay restriction, prohibition, and transparency laws: <ol style="list-style-type: none"> <li>a. The Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19 provides severance pay restrictions and prohibitions – most notably prohibiting severances for employees who are fired for misconduct (discussed above in 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records).</li> <li>b. 50 ILCS 205/3c, added by P.A. 100-1040 provides specific transparency requirements for severance agreements with employees who are found to have engaged in sexual harassment and/or discrimination as defined by the Ill. Human Rights Act or Title VII of the Civil Rights Act of 1964.</li> </ol> </li> </ol>	<input type="checkbox"/>
3:60-E, <u>Event Reporting and Notice</u> Requirements for Building Principals Concerning School Safety and Security	This exhibit is <b>RENAMED</b> and <b>REWRITTEN</b> . It is updated with additional items and separates reporting requirements from notice requirements.	<input type="checkbox"/>
4:15, Identity Protection	The policy is unchanged. The footnotes are updated to clarify requirements under the Personal Information Protection Act, 815 ILCS 530/, amended by P.A. 99-503. An option is also clarified. Districts choosing that option should update the policy.	<input type="checkbox"/>
4:45, Insufficient Fund Checks and Debt Recovery	The policy, Legal References, and footnotes are updated in response to the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:130, Free and Reduced-Price Food Services	The policy is unchanged. The footnotes include a new option for boards that want to inform their communities about the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:130-E, Free and Reduced-Price Food Services; Meal Charge Notifications	The exhibit is updated in response to the Hunger-Free Students’ Bill of Rights Act, 105 ILCS 123/, added by P.A. 100-1092.	<input type="checkbox"/>
4:170, Safety	The policy is updated in response to 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19, requiring schools to conduct active shooter drills no later than 90 days after the first day of school each year. The footnotes are updated to discuss this addition and for continuous improvement. A correction is made to a Legal References citation.	<input type="checkbox"/>
4:170-AP1, Comprehensive Safety and Security Plan	The procedure and footnotes are updated in response to 105 ILCS 128/, amended by P.A. 100-996, eff. 1-1-19, and 105 ILCS 5/10-20.67 (final citation pending), amended by P.A. 100-984, eff. 1-1-19. Additional continuous improvement updates are made to the procedure.	<input type="checkbox"/>
4:170-AP2, Routine Communications Concerning Safety and Security	The procedure is updated in response to Ashley’s Law, 105 ILCS 5/22-3, added by P.A. 100-660, to add reference to 7:270-E2, <i>School Medication Authorization Form – Medical Cannabis</i> .	<input type="checkbox"/>

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

5:10, Equal Employment Opportunity and Minority Recruitment	The policy is unchanged. The footnotes are updated to incorporate amendments to the Right to Breastfeed Act, 820 ILCS 260/, amended by P.A. 100-1003, the Medical Cannabis Pilot Program Act, 410 ILCS 130/, amended by P.A. 100-660, and <i>Ashley's Law</i> , 105 ILCS 5/22-33, added by P.A. 100-660.	<input type="checkbox"/>
5:10-AP, Workplace Accommodations for Nursing Mothers	The procedure and footnotes are updated to reflect amendments to the Nursing Mothers in the Workplace Act, 820 ILCS 260/, amended by P.A. 100-1003. It prohibits employers from reducing an employee's compensation for time used for the purpose of expressing milk or nursing a baby.	<input type="checkbox"/>
5:20, Workplace Harassment Prohibited	The policy is unchanged. The footnotes discuss a new sexual harassment reporting hotline and website, along with discussions about the new severance pay restriction, prohibition, and transparency laws (1) the Government Severance Pay Act, 5 ILCS 415/, added by P.A. 100-895, eff. 1-1-19, and (2) 50 ILCS 205/3c, amended by P.A. 100-1040, both discussed in 2:250-E2, <i>Immediately Available District Public Records and Web-Posted Reports and Records</i> and 3:40-E, <i>Checklist for the Superintendent Employment Contract Negotiation Process</i> above.	<input type="checkbox"/>
5:30, Hiring Process and Criteria	The policy, footnotes, Legal References, and cross references are updated in response to: <ol style="list-style-type: none"> <li>1. 20 ILCS 2630/3.3, added by P.A. 100-718 (federal Rap Back Service).</li> <li>2. Continuous improvements related to: <ol style="list-style-type: none"> <li>a. <i>Facebook Password Law</i>, 820 ILCS 55/10, amended by P.A. 99-610.</li> <li>b. IASB Foundational Principles of Governance.</li> </ol> </li> </ol> Legal References are also updated for style and two cross references are added.	<input type="checkbox"/>
5:30-AP2, Investigations	The procedure is updated for the reasons discussed in 5:30, <i>Hiring Process and Criteria</i> , above.	<input type="checkbox"/>
5:60, Expenses	The policy, footnotes, and Legal References are updated in response to the Ill. Wage Payment Collection Act (WPCA), 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19. The optional policy sentence clarifies that school districts are not responsible for losses due to employee negligence, normal wear, or losses due to theft, unless the theft was due to the district's own negligence. Legal References are updated in response to the WPCA and for style.	<input type="checkbox"/>
5:100, Staff Development Program	The policy is unchanged. A Legal Reference is updated. Footnotes options for the staff development program text include are updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.39(b), amended by P.A. 100-903, eff. 1-1-19 (changing training for licensed school personnel and administrators who work with students in grades kindergarten (previously grade 7) through 12).</li> <li>2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19 (adding appropriate and available services for the promotion of student attendance and engagement to the list of professional development requirements pertaining to the adverse consequences of school exclusion, etc.).</li> </ol>	<input type="checkbox"/>
5:190, Teacher Qualifications	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-20, amended by P.A. 100-596 (teacher shortage provisions); and 23 Ill.Admin.Code Part 25, amended at 42 Ill. Reg. 8830 (governing educator licensure).	<input type="checkbox"/>

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

5:200, Terms and Conditions of Employment and Dismissal	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 820 ILCS 260, amended by P.A. 100-1003. It requires employers to provide employees reasonable paid break time for nursing mothers to express milk.</li> <li>2. 105 ILCS 5/18-8.05(F), repealed by P.A. 100-582. It governed clock hour requirements for student attendance days.</li> <li>3. Continuous improvement.</li> </ol>	<input type="checkbox"/>
5:220, Substitute Teachers	<p>The policy, footnotes, and Legal References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 40 ILCS 5/16-118, amended by P.A. 100-596, permitting substitute teachers who are TRS annuitants to teach up to 120 paid days or 600 paid hours in each school year (instead of 100 paid days or 500 paid hours).</li> <li>2. 105 ILCS 5/21B-20, amended by P.A. 100-596, establishing a Short-Term Substitute Teaching License (eff. 7-1-18 through 6-30-23).</li> <li>3. 40 ILCS 5/16-150.1, amended by P.A. 100-743, allowing TRS annuitants to return to teaching in a subject shortage area until 6-30-19 (previously 6-30-13).</li> <li>4. 105 ILCS 5/24-5(b-5), added by P.A. 100-855, allowing schools to require new substitute teachers to provide evidence of physical fitness to perform duties, and requiring new substitute teachers to provide evidence of freedom of communicable diseases.</li> </ol> <p>Additional continuous improvement updates are made to the footnotes.</p>	<input type="checkbox"/>
5:220-AP, Substitute Teachers	The procedure and footnotes are updated. See 5:220, Substitute Teachers, above.	<input type="checkbox"/>
5:230, Maintaining Student Discipline	The policy is unchanged. Footnote 3 is updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-1035. It allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel.	<input type="checkbox"/>
5:300, Schedules and Employment Year	The policy is unchanged. A footnote is updated in response to 820 ILCS 260, amended by P.A. 100-1003 (requiring employers to provide employees reasonable paid break time for nursing mothers to express milk).	<input type="checkbox"/>
6:20, School Year Calendar and Day	The policy is unchanged. Footnote 5 is updated in response to the repeal of 105 ILCS 5/18-8.05(F), which governed clock hour requirements for student attendance days. Additional continuous improvement updates are made to the footnotes and Legal References.	<input type="checkbox"/>
6:50, School Wellness	The policy is unchanged. Footnotes are updated to reflect a state rule amendment and updated web links.	<input type="checkbox"/>
6:60, Curriculum Content	<p>The policy, footnotes, and Legal References are updated to:</p> <ol style="list-style-type: none"> <li>1. More comprehensively discuss driver education course requirements.</li> <li>2. Clarify that a unit of instruction is to be determined by the Superintendent or designee.</li> <li>3. Reflect the requirement of 105 ILCS 5/27-23.11, added by P.A. 100-1056, to make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling.</li> <li>4. Reflect the requirements of 105 ILCS 5/27-23.1, amended by P.A. 100-1043, for ISBE to assist school districts that offer an evidence-based parenting educational model and to implement a 3-year pilot program for parenting education beginning with the 2019-2020 school year</li> <li>5. Other minor style changes.</li> </ol>	<input type="checkbox"/>

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

6:60-AP, Comprehensive Health Education Program	<p>The procedure and its footnotes are updated to:</p> <ol style="list-style-type: none"> <li>1. Reflect statutes amended by new Public Acts.</li> <li>2. Reflect the requirement of 105 ILCS 5/27-23.11, added by P.A. 100-1056, to make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling.</li> </ol>	<input type="checkbox"/>
6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	The exhibit is <b>RENUMBERED</b> . The exhibit and its footnotes are updated to allow a waiver of attendance for all areas of instruction required by 105 ILCS 5/27-9.1.	<input type="checkbox"/>
6:60-AP, E2, Resources for Biking and Walking Safety Education	This <b>NEW</b> exhibit lists educational resources related to biking and walking safety education.	<input type="checkbox"/>
6:120-AP1, E1, Notice to Parents/Guardians Regarding Section 504 Rights	The exhibit and footnotes are updated for continuous improvement. A new footnote is added in response to 105 ILCS 5/14-6.01, amended by P.A. 100-1112, requiring schools boards to provide notice that students found ineligible for special education services under the Individuals with Disabilities Education Act may be eligible for services under Section 504 of the Rehabilitation Act of 1973.	<input type="checkbox"/>
6:220, Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct	Legal Reference correction.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students	<p>The policy, footnotes, and Legal References are updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-20.62, renumbered and amended by P.A. 100-792, eff. 1-1-19, mandating that qualified dual enrollment students are allowed to enroll in and earn an unlimited amount of academic credits from dual credit courses taught by an Ill. Instructor.</li> <li>2. The Dual Credit Quality Act, 110 ILCS 27/, amended by P.A. 100-1049, requiring community college districts to enter into a dual credit partnership agreement with any school districts within their jurisdiction that request one.</li> <li>3. 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542, governing substitutions for physical education.</li> <li>4. 105 ILCS 5/2-3.173, added by P.A. 100-992, establishing a registered apprenticeship program.</li> </ol>	<input type="checkbox"/>
7:70, Attendance and Truancy	<p>The policy, footnotes, and Cross References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/26-2(c), amended by P.A. 100-825, to only permit reenrollment denial to a student 17 years of age or older for failure to meet minimum attendance standards.</li> <li>2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19, requiring ongoing professional development on appropriate and available supportive services to promote student attendance and engagement.</li> <li>3. 105 ILCS 5/26-12, amended by P.A. 100-825, prohibiting punitive action “unless available supportive services and other school resources have been provided to the student.”</li> </ol> <p>Additional continuous improvement updates are made to the footnotes and Cross References.</p>	<input type="checkbox"/>

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

<p>7:100, Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students</p>	<p>The policy, footnotes, and Legal References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> <li>1. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741, requires the Ill. Dept. of Public Health (IDPH) to provide all students entering sixth grade and their parent(s)/guardian(s) with written information about the link between human papillomavirus (HPV) and certain cancers, as well as the availability of an HPV vaccine.</li> <li>2. The Dept. of Public Health Powers and Duties Law, 20 ILCS 2310/, amended by P.A. 100-977, requires the IDPH to develop, provide, or approve and publish informational materials for school districts regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations. An accompanying amendment to 105 ILCS 5/27-8.1 requires school districts to include such materials when they provide information on school health issues to students' parent(s)/guardian(s).</li> <li>3. 105 ILCS 5/27-8.1, amended by P.A. 100-829, requires all children entering kindergarten, second, sixth, and ninth grades to have a dental examination. Note: The addition of ninth grade affects high school and unit school districts.</li> </ol> <p>Additional continuous improvement updates are made to the policy, footnotes and Legal References.</p>	<input type="checkbox"/>
<p>7:150-AP, Agency and Police Interviews</p>	<p>The exhibit is <b>REWRITTEN</b>. It now directs the reader to the <i>Ill. Council of School Attorney Guidelines for Interviews of Students at School by Law Enforcement Authorities</i> and provides a website link.</p>	<input type="checkbox"/>
<p>7:190, Student Behavior</p>	<p>The policy, footnotes, and Legal References are updated to incorporate amendments to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allowing in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel.</li> <li>2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19, requiring ongoing professional development on appropriate and available supportive services to promote student attendance and engagement.</li> <li>3. 105 ILCS 5/22-33 (<i>Ashley's Law</i>), added by P.A. 100-660, requiring school districts to authorize a parent, guardian or designated caregiver of a student who is a qualifying patient to administer a medical cannabis infused product to the student on school premises or a school bus if both the student and the parent, guardian or designated caregiver have been issued registry identification cards.</li> <li>4. 105 ILCS 5/26-2a, amended by P.A. 100-918, defining a truant.</li> </ol> <p>Additional continuous improvement updates are made to the policy, footnotes and Legal References.</p>	<input type="checkbox"/>
<p>7:190-AP7, Student Discipline Guidelines</p>	<p>The procedure and footnotes are updated for continuous improvement and to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, discussed 7:190, <i>Student Behavior</i>, above.</li> <li>2. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19, defining school resource officer.</li> </ol>	<input type="checkbox"/>

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

7:190-E2, Student Handbook Checklist	<p>The exhibit is updated to reflect:</p> <p>105 ILCS 5/27-23.11, added by P.A. 100-1056 (make education available to students in grades kindergarten through 8 concerning methods of preventing and avoiding traffic injuries related to walking and bicycling); and</p> <p><i>Ashley's Law</i>, 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCs 130/, amended by P.A. 100-660 (allows students to be given medical cannabis infused products at school or on the school bus subject to certain conditions).</p>	<input type="checkbox"/>
7:190-E3, Memorandum of Understanding	<p>The exhibit and footnotes are updated to reflect 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-984, eff. 1-1-19 (definition of school resource officer and certification requirements). In addition, information about including a district's targeted school violence prevention program in the MOU is added. Other minor continuous improvement updates are made.</p>	<input type="checkbox"/>
7:200, Suspension Procedures	<p>The policy is unchanged. The footnotes are updated for continuous improvement and to incorporate amendments to 105 ILCS 5/10-22.6 by P.A.s 100-810 and 100-1035 (see 7:190, <i>Student Behavior</i>, above).</p>	<input type="checkbox"/>
7:250, Student Support Services	<p>The policy is updated for continuous improvement. The footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/14-1.09, amended by P.A. 100-750 (amending the definition of school psychologist); and</li> <li>2. 23 Ill.Admin.Code §§ 1.760(a), 23.130, 25.235, amended at 42 Ill. Reg. 8900 (governing school support personnel).</li> </ol>	<input type="checkbox"/>
7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health <u>Needs Problems</u>	<p><b>RENAMED.</b> The procedure is updated for continuous improvement. The footnotes are updated to align with the same laws discussed in 7:250, <i>Student Support Services</i>, above.</p>	<input type="checkbox"/>
7:260, Exemption from Physical Education	<p>The policy, footnotes, and Legal References are updated in response to 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542, governing substitutions for physical education and to align with 6:310, <i>High School Credit for Non-District Experiences; Course Substitutions; Re-entering Students</i>.</p>	<input type="checkbox"/>
7:270, Administering Medicines to Students	<p>The policy, footnotes, Legal References, and Administrative Procedure References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19 (district supply of undesignated asthma medication);</li> <li>2. <i>Ashley's Law</i>, 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCs 130/, amended by P.A. 100-660 (allows students to be given medical cannabis infused products at school or on the school bus subject to certain conditions);</li> <li>3. 105 ILCS 5/20-30, amended by P.A. 100-799, eff. 1-1-19 (defining epinephrine injector to mean an auto-injector and a pre-filled syringe); and</li> <li>4. 105 ILCS 5/22-30, amended by P.A. 100-759, eff. 1-1-19 (district supply of undesignated opioid antagonists).</li> </ol>	<input type="checkbox"/>

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

7:270-AP1, Dispensing Medication	The procedure and Legal References are updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-AP2, Checklist for District Supply of Undesignated <u>Asthma Medication</u> , Epinephrine <del>Auto</del> -Injectors, and/or Opioid Antagonists	<b>RENAMED.</b> The procedure and Legal References are updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-E1, School Medication Authorization Form	<b>RENUMBERED.</b> The exhibit is updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above.	<input type="checkbox"/>
7:270-E2, School Medication Authorization Form – Medical Cannabis	<b>NEW.</b> The exhibit is created in response to <i>Ashley’s Law</i> , 105 ILCS 5/22-33, added by P.A. 100-660 and 410 ILCS 130/, amended by P.A. 100-660.	<input type="checkbox"/>
7:285-AP, Implementing a Food Allergy Management Program	The procedure is updated for the reasons discussed in 7:270, <i>Administering Medicines to Students</i> above along with continuous improvement pinpoint legal citations.	<input type="checkbox"/>
7:290, Suicide and Depression Awareness and Prevention	The policy, footnotes, and Legal References are updated to incorporate amendments to 105 ILCS 5/10-22.39 by P.A. 100-903, eff. 1-1-19. It requires in-service training to identify the warning signs of mental illness and suicidal behavior in youth at least once every two years for all licensed school personnel and administrators who work with K-12 students. Other continuous improvement updates are made.	<input type="checkbox"/>
7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness Prevention Program	The procedure is updated for the same reasons discussed in 7:290, <i>Suicide and Depression Awareness and Prevention</i> , above.	<input type="checkbox"/>
7:305, Student Athlete Concussions and Head Injuries	The policy and footnotes are updated in response to the Youth Sports Concussion Safety Act, 105 ILCS 5/22-80, amended by P.A. 100-747, eff. 1-1-19. It requires schools to distribute an IDPH brochure to any child (or the child’s parent/guardian) who may have sustained a concussion. Other continuous improvement updates are made.	<input type="checkbox"/>
7:305-AP, Program for Managing Student Athlete Concussions and Head Injuries	The procedure is updated for the same reasons discussed in 7:305, <i>Student Athlete Concussions and Head Injuries</i> , above.	<input type="checkbox"/>



The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.



**Kimberly Small**

PRESS Editor, IASB General Counsel  
(ext. 1226), [ksmall@iasb.com](mailto:ksmall@iasb.com)



**Maryam Brotine**

Assistant PRESS Editor,  
Assistant General Counsel  
(ext. 1219), [mbrotine@iasb.com](mailto:mbrotine@iasb.com)



**Debra Jacobson**

Assistant PRESS Editor,  
Assistant General Counsel  
(ext. 1211), [djacobson@iasb.com](mailto:djacobson@iasb.com)

## Acknowledgement to PRESS Advisory Board

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— **Kimberly Small, Maryam Brotine, Debra Jacobson, and Brian Zumpf**

**Sara Boucek**, Associate Director/Legal Counsel, Illinois Association of School Administrators

**Heather K. Brickman**, Attorney, Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP

**Marcy Dutton**, General Counsel, Teachers' Retirement System

**Dr. James Gay**, Superintendent, Community High School District 230

**Dr. Michael Kiser**, Attorney, Law Office of Michael L. Kiser, Esq.

**Larry D. Kuster**, Attorney, Rammelkamp Bradney, Attorneys at Law

**Fred Munding**, Assistant Superintendent, DuPage County Regional Office of Education

**Gregg Murphy**, Assistant Regional Superintendent, Iroquois-Kankakee Regional Office of Education

**David G. Penn**, Attorney, Schmiedeskamp, Robertson, Neu & Mitchell LLP

**Merry Rhoades**, Attorney, Tueth, Keeney, Cooper, Mohan & Jackstadt P.C.

**M. Curt Richardson**, Attorney, McLean County Unit District 5

**Caroline Roselli**, Attorney, Robbins Schwartz

**Wayne Savageau**, former IASB Policy Consultant, and former Superintendent

**Brian Schwartz**, Deputy Director & General Counsel, Illinois Principals Association

**Melinda Selbee**, former IASB General Counsel

**Dr. Lisa L. Smith**, Associate Superintendent for Educational Services, Community School District 308

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**Christine Crilly**, Office of General Counsel, preparation, formatting, quality assurance, editor

**Bridget Trojan**, Office of General Counsel, State and federal regulations monitor, editor

## Document Status: Draft Update

### BOARD OF EDUCATION

#### 2:80 Board Member Oath and Conduct

Each Board of Education member, before taking his or her seat on the Board, shall take the following oath of office:

**I, (name), do solemnly swear (or affirm)** that I will faithfully discharge the duties of the office of member of the Board of Education of Prospect Heights School District 23 in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

**I further swear (or affirm) that:**

**I shall** respect taxpayer interests by serving as a faithful protector of the School District's assets;

**I shall** encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

**I shall** recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

meeting; ~~and~~

**I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;:

**As part of the Board of Education**, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District; [PRESSPlus1](#)

**I shall foster** with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for *(name of School District)*;

**I shall assist** in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

**I shall strive** to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

**I shall serve** as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for *(name of School District)*; and

**I shall strive** to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting ; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.

The Board adopts the Illinois Association of School Boards ' Code of Conduct for Members of School Boards. A copy of the Code shall be displayed in the regular Board meeting room.

LEGAL REF.:

[105 ILCS 5/10-16.5.](#)

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the Board of Education), 2:50 (Board Member Term of Office), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational Board of Education Meeting)

~~ADOPTED: February 13, 2013~~

#### PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-16.5, amended by P.A. 100-1055, eff. 1-1-19, added six additional board member responsibilities to the school board member oath of office. To ensure compliance, those members that are newly elected or

appointed and returning by re-appointment and/or re-election should take the oath as the policy directs it to be administered. **Issue 99, October/November 2018**

## Document Status: Draft Update

### BOARD OF EDUCATION

#### **2:120 Board Member Development**

The Board of Education desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

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

#### Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member elected or appointed to fill a vacancy of at least one year's duration must complete at least four hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term.
2. Each Board member must complete training on the Open Meetings Act no later than 90 days after taking the oath of office for the first time. After completing the training, each Board member must file a copy of the certificate of completion with the Board. Training on the Open Meetings Act is only required once.
3. Each Board member must complete a training program on evaluations under the Performance Evaluation Reform Act (PERA) before participating in a vote on a tenured teacher's dismissal using the optional alternative evaluation dismissal process. This dismissal process is available after the District's PERA implementation date.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

#### Professional Development; Adverse Consequences of School Exclusion; Student Behavior

The Board President or Superintendent, or their designees, will make reasonable efforts to provide ongoing professional development to Board members about the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, **appropriate and available supportive services for the promotion of student attendance and engagement**, [PRESSPlus1](#) and developmentally appropriate disciplinary methods that promote positive and healthy school climates, i.e., *Senate Bill 100 training topics*.

#### Board Self-Evaluation

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

#### New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

#### Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.:

[5 ILCS 120/1.05](#) and [120/2](#).

[105 ILCS 5/10-16a](#) and [5/24-16.5](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:125 (Board Member Compensation; Expenses), 2:200 (Types of Board of Education Meetings)

~~ADOPTED: January 11, 2017~~

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6, amended by P.A. 100-810. **Issue 99, October/November 2018**

## *Document Status: 5-Year-Review - Needs Review*

### OPERATIONAL SERVICES

#### **4:20 Fund Balances**

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

The School District seeks to maintain an operating fund balance to operating fund expenditure ratio equal to or greater than 33%.

The school board may direct administration to prepare a debt reduction plan should fund balances fall below the designated range.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: November 13, 2013

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## OPERATIONAL SERVICES

### **4:45 Insufficient Fund Checks and Debt Recovery**

The Superintendent or designee is responsible for collecting the maximum fee authorized by State law for returned checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the Board Attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

#### Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt (**i.e. registration, technology damage, activity fees, etc.**) owed the District, **including collection costs and expenses, and interest**, to the fullest extent of the law.

LEGAL REF.:

[15 ILCS 405/10.05](#) and [10.05d](#).

[810 ILCS 5/3-806](#).

ADOPTED: September 9, 2015

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**Prospect Heights School District 23**

## Document Status: Draft Update

### OPERATIONAL SERVICES

#### 4:170 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.

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 and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or school support personnel. [PRESSPlus1](#)

##### 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](#)).

##### 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.

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.

##### 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.

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.

LEGAL REF.:

105 ILCS 5/10-20.2, 5/10-20.5~~6~~<sup>7</sup>, 5/18-12, and 5/18-12.5.

[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: February 14, 2018**

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 128/20, amended by P.A. 100-996, eff. 1-1-19. **Issue 99, October/November 2018**

# Document Status: Draft Update

## General Personnel

### 5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

No individual will be employed who has been convicted of a criminal offense listed in [Section 5/21B-80\(c\)](#) of the School Code.

All applicants must complete a District application in order to be considered for employment.

#### Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration. [PRESSPlus1](#)

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

#### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. [PRESSPlus2](#) The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, appropriate Intermediate Service Center, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the [Ill. Department](#) Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws. [PRESSPlus3](#)

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in [Section 5/21B-80](#) of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. The District does not request of an applicant or employee access in any manner to his or her personal online account, [PRESSPlus4](#) such as social networking websites, including a request for passwords to such sites/accounts.
4. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

#### Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who

has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

#### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

#### LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

820 ILCS 55/, Right to Privacy in the Workplace Act.

~~Employee Credit Privacy Act,~~ 820 ILCS 70/, Employee Credit Privacy Act.

~~Right to Privacy in the Workplace Act, 820 ILCS 55/.~~

Americans with Disabilities Act, 42 U.S.C. §12112, and 29 C.F.R. Part 1630.

Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.*

Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.*

~~105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 *et seq.*~~

~~820 ILCS 55/ and 70/.~~

*Duldulao v. St. Mary of Nazareth Hospital*, 136 Ill. App. 3d 763 (1st Dist. 1985) ~~483 N.E.2d 956 (Ill.App.1, 1985)~~, *aff'd in part and remanded* 115 Ill.2d 482 ~~505 N.E.2d 314 (Ill. 1987)~~.

*Kaiser v. Dixon*, 127 Ill. App. 3d 251 (2nd Dist. 1984) ~~468 N.E.2d 822 (Ill.App.2, 1984)~~.

*Molitor v. Chicago Title & Trust Co.*, 325 Ill. App. 124 (1st Dist. 1945) ~~59 N.E.2d 695 (Ill.App.1, 1945)~~.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

~~ADOPTED: December 10, 2014~~

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#### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-16.7. The foundation for a productive employment relationship begins with a board's policy, a thoughtfully crafted employment contract and job description, and procedures for communications and ongoing assessment. See IASB's *Foundational Principles of Effective Governance*, **Principle 3. The board employs a superintendent**, at: [www.iasb.com/pdf/found\\_prin.pdf](http://www.iasb.com/pdf/found_prin.pdf). See also 3:40-E, *Checklist for the Superintendent Employment Contract Negotiation Process*, for best practice discussions about establishing the board-superintendent employment relationship and contract. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-21.9(b) and 105 ILCS 5/21B-10. The School Code requires the board president to keep a conviction record confidential. It is impossible to know whether a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases on a successful superintendent candidate will come

back with a conviction record.

Therefore, in accordance with best practice (ensuring compliance and aligning with good governance principles), this policy does not assign a designee for the board president to complete this task. However, to balance the requirement to keep conviction records confidential with the practical implementation of ensuring a fingerprint-based criminal history records check and a check of the Statewide Sex Offender and Violent Offender Against Youth Databases are performed on each successful superintendent applicant, a board president may want to designate the duty to order these checks to the individuals otherwise listed in 105 ILCS 5/10-21.9(b). **Issue 99, October/November 2018**

PRESSPlus 3. If a board wants to require additional background inquiries beyond the fingerprint-based criminal history records information check required by 105 ILCS 5/10-21.9, including the federal *Rap Back Service* (20 ILCS 2630/3.3, added by P.A. 100-718) and/or checks through consumer reporting agencies regulated by the Fair Credit Reporting Act (15 U.S.C. § 1681 *et seq.*), consult the board attorney. **Issue 99, October/November 2018**

PRESSPlus 4. Revised to more closely align to the legislative changes made to 820 ILCS 55/10 (*Facebook Password Law*) by P.A. 99-610. A *personal online account* is defined as an online account used primarily by a person for personal purposes. *Personal online account* does not include an account created, maintained, used, or accessed for the business purpose of a person's employer or prospective employer. **Issue 99, October 2018**

## Document Status: Draft Update

### General Personnel

#### 5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. The District is not responsible for losses due to an employee's own negligence, losses due to normal wear, or losses due to theft, unless the theft was a result of the District's negligence. [PRESSPlus1](#) Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

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

#### Advancements

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

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

#### Reimbursements and Purchase Orders

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

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

#### Use of Credit and Procurement Cards

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

#### Exceeding the Maximum Allowable Expense Amount(s)

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

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

#### Registration

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

### Travel

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

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

### Meals

Employees will be reimbursed for meal costs and tips up to \$60 per day consistent with the maximum reimbursement amount(s) set by the Board for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

### Lodging

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

### Miscellaneous Expenses

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

LEGAL REF.:

50 ILCS 150/, Local Government Travel Expense Control Act.

105 ILCS 5/10-22.32.

Local Government Travel Expense Control Act, 50 ILCS 150/

820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

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

ADOPTED: January 11, 2017

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### **PRESSPlus Comments**

PRESSPlus 1. Optional. 820 ILCS 115/9.5, added by P.A. 100-1094, eff. 1-1-19. The purpose of this sentence is to provide information to employees and the community about Ill. Wage Payment and Collection Act exclusions from reimbursable expenses. **Issue 99, October/November 2018**

## Document Status: Draft Update

### General Personnel

#### 5:100 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 two 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 two 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 two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two 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 for licensed school personnel and administrators who work with students in grades kindergarten<sup>7</sup> through 8 to identify the warning signs of mental illness and suicidal behavior in youth~~adolescents and teens~~ <sup>PRESSPlus1</sup> along with appropriate intervention and referral techniques.
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 five 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.
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, the appropriate and available supportive services for the promotion of student attendance and engagement, <sup>PRESSPlus2</sup> 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.
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.

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

#### LEGAL REF.:

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, 5/10-20.610 (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), and 5/24-5.

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[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.

[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: February 14, 2018

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#### PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-22.39(b), amended by P.A. 100-903, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810, eff. 1-1-19. **Issue 99, October/November 2018**

# Document Status: Draft Update

## Professional Personnel

### 5:220 Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent. [PRESSPlus1](#)

A substitute teacher must hold either a valid teaching or substitute license or short-term 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.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days. [PRESSPlus2](#)

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. [PRESSPlus3](#) Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach 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.

#### Short-Term Substitute Teachers [PRESSPlus4](#)

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. [PRESSPlus5](#) Short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

#### 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 5/10-20.67 (P.A. 100-596, final citation pending), 5/21B-20(2), and 5/21B-20(3), and 5/21B-20(4).

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License).

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

~~ADOPTED: February 14, 2018~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Each board may require new substitute teacher employees to furnish evidence of physical fitness to perform duties assigned and must require new substitute teacher employees to furnish evidence of freedom from communicable disease. 105 ILCS 5/24-5(b-5), added by P.A. 100-855. Evidence may consist of a physical examination, which must be performed within 90 days before the time it is presented to the board, and the substitute teacher bears the cost of the physical examination. Id. A new or existing substitute teacher may also be subject to additional health examinations as required by the Ill. Dept. of Public Health or by order of a local public health official. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/21B-20(4), added by P.A. 100-596. (Eff. 7-1-18 through 6-30-23) **Issue 99, October/November 2018**

PRESSPlus 3. 40 ILCS 5/16-118, amended by P.A. 100-596. **Issue 99, October/November 2018**

PRESSPlus 4. 105 ILCS 5/21B-20(4), added by P.A. 100-596, governs Short-Term Substitute Teaching Licenses, which may be issued from 7-1-18 until 6-30-23. Short-Term Substitute Teaching Licenses are not eligible for endorsements. Id. Applicants for a Short-Term Substitute Teaching License must hold an associate's degree or have completed at least 60 credit hours from a regionally accredited institution of higher education. Individuals who have had their Professional Educator License or Educator License with Stipulations suspended or revoked are not eligible to be short-term substitutes. Id. Short-term substitutes may not be hired for teacher absences lasting six or more days. **Issue 99, October/November 2018**

PRESSPlus 5. 105 ILCS 5/10-20.67 (final citation pending), added by P.A. 100-596, requires boards to conduct this training. This requirement provides an opportunity for each board and the superintendent to examine all current policies, collective bargaining agreements, and administrative procedures on this subject. Each board may then want to have a conversation with the superintendent and direct him or her to develop a curriculum for a short-term substitute teacher training program that provides individuals who hold a Short-Term Substitute Teaching License with information on curriculum, classroom management techniques, school safety, and district and building operations. See also 5:220-AP, *Substitute Teachers*, and f/n 3 in 5:220-AP. These expectations will be most effective when they reflect local conditions and circumstances. Training and curriculum for a short-term substitute teacher training program may be subjects of mandatory collective bargaining, therefore consulting with the board attorney should be a part of this process. A district would commit an unfair labor practice by implementing new programs for staff without first offering to negotiate them with the applicable exclusive bargaining representative.

School boards may choose to also offer this training program to individuals who hold a Substitute Teaching License and/or substitute teachers holding a Professional Educator License. This provision repeals on 7-1-23. **Issue 99, October/November 2018**

## Document Status: Draft Update

### INSTRUCTION

#### 6:20 School Year Calendar and Day

##### School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

##### Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

##### School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

##### LEGAL REF.:

105 ILCS 5/10-19, 5/10-24.46, ~~5/18-8.05~~ [PRESSPlus1](#) 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

[10 ILCS 5/11-4.1.](#)

[23 Ill.Admin.Code §1.420\(f\).](#)

*Metz v. Leininger*, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

~~ADOPTED: April 8, 2015~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Repealed by 100-582, eff. 3-23-18. **Issue 99, October/November 2018**

## Document Status: Draft Update

### INSTRUCTION

#### 6:60 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. A unit of cursive instruction will be offered in grade 3.
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 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 policy 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.
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 as determined by the Superintendent or designee 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. [PRESSPlus1](#)

14. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee 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.
17. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling. [PRESSPlus2](#)

#### LEGAL REF.:

Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.

Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

47 C.F.R. §54.520

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, 5/27-20.7, 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, 5/27-23.11, 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)

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#### PRESSPlus Comments

PRESSPlus 1. Edited to clarify that a *unit of instruction* is to be determined by the Superintendent or designee. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/27-23.11, added by P.A. 100-1056, requires districts that maintain any of the grades kindergarten through 8 to adopt policy language regarding biking and walking safety education. The law is silent about how to educate students on this topic. See 6:60-AP, E1, *Resources for Biking and Walking Safety Education*, for additional information. **Issue 99, October/November 2018**

## Document Status: Draft Update

### STUDENTS

#### 7:70 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, 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, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement. [PRESSPlus1](#)
9. 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.
10. 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.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant minor. [PRESSPlus2](#) for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. 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.: [5:100 \(Staff Development Program\)](#), [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 14, 2018](#)

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**PRESSPlus Comments**

PRESSPlus 1. [105 ILCS 5/10-22.6\(c-5\)](#), amended by P.A. 100-810, eff. 1-1-19. **Issue 99, October/November 2018**

PRESSPlus 2. [105 ILCS 5/26-12](#), amended by P.A. 100-825. A truant minor may not be expelled for nonattendance unless he or she has accrued 15 consecutive days of absences without valid cause and the student cannot be located by the school district or the school district has located the student but cannot, after exhausting all available support services, compel the student to return to school. **Issue 99, October/November 2018**

## Document Status: Draft Update

### STUDENTS

#### 7:100 Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students

*Title has been updated. Original Title: Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*

##### Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth grade; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grade 6.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
  - a. If proof of the developmental screening or the social and emotional screening portions of the health examination are not presented, qualified school support personnel may, with a parent/guardian's consent, offer the screenings to the child.
  - b. Once a student presents proof that he or she received a developmental screening or a social and emotional screening, the school may, with a parent/guardian's consent, make available appropriate school personnel to work with the parent/guardian, child, and provider who signed the screening form to obtain any appropriate evaluations and services.
4. Before admission and in conjunction with required physical examinations, parent(s)/guardian(s) of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.
5. The IDPH will provide all female students entering sixth grade and their parent(s)/guardian(s) information about the link between human papilloma-virus (HPV) and cervical HPV-related cancers and the availability of the HPV vaccine. [PRESSplus1](#)
6. The District will provide informational materials regarding influenza, influenza vaccinations, meningococcal disease, and meningococcal vaccinations developed, provided, or approved by the IDPH when it provides information on immunizations, infectious diseases, medications, or other school health issues to students' parent(s)/guardian(s). [PRESSplus2](#)

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is

permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### Eye Examination

Parent(s)/guardian(s) are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parent(s)/guardian(s) of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parent(s)/guardian(s) are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### Exemptions

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

1. Religious ~~or medical~~ grounds, if the student's parent(s)/guardian(s) present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parent(s)/guardian(s) of exclusion procedures pursuant to Board policy 7:280, *Communicable and Chronic Infectious Disease* and State rules if there is an outbreak of one or more diseases from which the student is not protected.
2. Health examination or immunization requirements on medical grounds, if ~~at the examining physician, advanced registered practice nurse, or physician assistant~~ provides written verification.
3. Eye examination requirement, if the student's parent(s)/guardian(s) show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
4. Dental examination requirement, if the student's parent(s)/guardian(s) show an undue burden or a lack of access to a dentist.

### Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board of Education policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

### LEGAL REF.:

~~42 U.S.C. §11431 et seq.~~, McKinney-Vento Homeless Assistance Act, ~~42 U.S.C. §11431 et seq.~~

[105 ILCS 5/27-8.1](#) and [45/1-20](#).

[410 ILCS 45/7.1](#) and [315/2e](#).

[23 Ill.Admin.Code §1.530](#).

[77 Ill.Admin.Code Part 665](#).

[77 Ill.Admin.Code Part 690](#).

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:280 (Communicable and Chronic Infectious Disease)

**PRESSPlus Comments**

PRESSPlus 1. The Communicable Disease Prevention Act, 410 ILCS 315/, amended by P.A. 100-741. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/27-8.1(8.5), added by P.A. 100-977, eff. 1-1-19. **Issue 99, October/November 2018**

## Document Status: Draft Update

### STUDENTS

#### 7:190 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~~, and ~~medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law~~), [PRESSPlus1](#)
  - 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 cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited ~~unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law~~.
  - 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.
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 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. [PRESSPlus2](#)
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 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 *lookalikes* 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.

### 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.

### LEGAL REF.:

20 U.S.C. §6081, Pro-Children Act of 1994. ~~Gun-Free Schools Act, 20 U.S.C. §7961 et seq.~~

~~Pro-Children Act of 1994, 20 U.S.C. §6081~~ 20 U.S.C. §7961 et seq., Gun Free Schools 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, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.

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: February 14, 2018

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### PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/22-33 (*Ashley's Law*), added by P.A. 100-660, provides that school districts "shall authorize a parent or guardian or any other individual registered with the Ill. Dept. of Public Health as a designated caregiver of a student who is a registered qualifying patient to administer a medical cannabis infused product to the student on the premises of the child's school or on the child's school bus if both the student (as a registered qualifying patient) and the parent or guardian or other individual (as a registered designated caregiver) have been issued registry identification cards under the Compassionate Use of Medical Cannabis Pilot Program Act." Once the product is administered, the designated caregiver must remove the product from the school premises/bus. The product may not be administered in a manner that would (in the school or district's opinion) create a disruption or expose other students to the product, and schools are not required to authorize use of the product if the school or district would lose federal funding as a result. For more discussion, see 7:270, *Administering Medicines to Students*. **Issue 99, October/November 2018**

PRESSPlus 2. 105 ILCS 5/10-22.6, amended by P.A. 100-1035, allows in-school suspension programs for K-12 students to focus on promoting non-violent conflict resolution and positive interaction with other students and school personnel, and districts may employ a school social worker or a licensed mental health professional to oversee in-school suspension programs. Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. **Issue 99, October/November 2018**

## Document Status: Draft Update

### STUDENTS

#### 7:250 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 ~~need/problems~~ [PRESSPlus1](#) that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such ~~need/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.:

[405 ILCS 49/](#), Children's Mental Health Act of 2003.

[740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.

[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 14, 2018~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated for continuous improvement. **Issue 99, October/November 2018**

## Document Status: Draft Update

### STUDENTS

#### 7:260 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.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course: [PRESSPlus1](#)

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

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 14, 2018~~

#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 23 Ill.Admin.Code §1.425, amended at 42 Ill. Reg. 11542. The board may insert additional criteria; if additional criteria is adopted, insert it and select "Adopted with Additional District Edits" as the Save Status. **Issue 99, October/November 2018**

# Document Status: Draft Update

## STUDENTS

### 7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

#### Self-Administration of Medication

A student may possess an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or medication, or the storage of any medication by school personnel.

#### School District Supply of Undesignated Asthma Medication [PRESSPlus1](#)

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law.

*Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, [PRESSPlus2](#) may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### School District Supply of Undesignated Epinephrine ~~Auto~~-Injectors [PRESSPlus3](#)

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law.

*Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### Designated Caregiver Administration of Medical Cannabis [PRESSPlus4](#)

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; [PRESSPlus5](#) and

3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.[PRESSPlus6](#)

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped.[PRESSPlus7](#) Smoking and/or vaping medical cannabis is prohibited.[PRESSPlus8](#)

After administering the product to the student, the designated caregiver shall immediately[PRESSPlus9](#) remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.[PRESSPlus10](#)

Discipline of a student for being administered a product by a designated caregiver pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy [Disclaimer](#)

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.[PRESSPlus11](#)

The **School District Supply of Undesignated Epinephrine Auto-Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine ~~auto~~-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine ~~auto~~-injectors.

The **Designated Caregiver Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

#### Administration of Undesignated Medication

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

#### Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated asthma medication or, an undesignated epinephrine ~~auto~~-injector. This policy does not guarantee the availability of undesignated medications ~~an epinephrine auto-injector~~. Students and their parent(s)/guardian(s) should consult their own physician regarding ~~such~~ these medication(s).

#### LEGAL REF.:

105 ILCS 5/10-20.14b, 5/10-22.21b, ~~and~~ 5/22-30, and 5/22-33.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act, and scheduled to be repealed on July 1, 2020.

720 ILCS 550/, Cannabis Control Act.

23 Ill.Admin.Code §1.540.

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

~~ADOPTED: September 14, 2016~~

Question 1. Has the Board adopted the optional subsection regarding a School District Supply of Undesignated Asthma Medication? Type yes or no.

Answer:

Question 2. Has the Board adopted the subsection regarding Designated Caregiver Administration of Medical Cannabis? Type yes or no.

Answer:

## PRESSPlus Comments

PRESSPlus 1. Optional. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19. The law permits a district to maintain a supply of undesignated asthma medication in any secure location that is accessible before, during, and after school where a person is most at risk, including, but not limited to a classroom or the nurse's office, and use them when necessary. The P.A. 100-726, eff. 1-1-19, amendment requiring accessibility before, during, and after school does not address the logistical issues that classrooms are typically locked before and after school. Consult the board attorney about the implementation issues with this new phrase in the law.

Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated asthma medication, implement a plan for its use, and then not doing it, as doing so may be fraught with legal liabilities. Also fraught with legal liabilities is when the district provides them, but does not have them accessible before, during, and after school where an asthmatic person is most at risk as required by 105 ILCS 5/22-30, amended by P.A. 100-726, eff. 1-1-19.

The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated asthma medication in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs.

See **Questions** to indicate whether the board has adopted the School District Supply of Undesignated Asthma Medication subsection.

### Issue 99, October/November 2018

PRESSPlus 2. 105 ILCS 5/22-30(a), amended by P.A. 100-726, eff. 1-1-19, defines *trained personnel* as any school employee or volunteer personnel authorized in Sections 10-22.34, 10-22.34a, and 10-22.34b of the School Code who has completed training required by 105 ILCS 5/22-30(g), amended by P.A. 100-726, eff. 1-1-19 to recognize and respond to anaphylaxis, an opioid overdose, or respiratory distress. ISBE must develop the training curriculum for trained personnel, and it may be conducted online or in person. **Issue 99, October/November 2018**

PRESSPlus 3. 105 ILCS 5/20-30, amended by P.A. 100-799, eff. 1-1-19, defines epinephrine injector to mean an auto-injector and a pre-filled syringe. Auto-injector is updated to injector throughout. **Issue 99, October/November 2018**

PRESSPlus 4. 105 ILCS 5/22-33(g), added by P.A. 100-660 (*Ashley's Law*), allows students to be given medical cannabis infused products at school or on the school bus and requires school boards to adopt a policy to implement the law. **Important: Implementation of this policy may cause a district to lose federal funding. Consult the board attorney.**

See **Questions** to indicate whether the board has adopted the Designated Caregiver Administration of Medical Cannabis subsection.

### Issue 99, October/November 2018

PRESSPlus 5. The laws are silent about copies of the cards being provided to the district. Requiring copies of the registry cards is a best practice. Consult the board attorney about any records laws implicated in requiring and maintaining copies of these registry cards. **Issue 99, October/November 2018**

PRESSPlus 6. A completed and signed school medication authorization form is not required by *Ashley's Law* but is a best practice and consistent with this sample policy's language for other medications. See sample exhibit 7:270-E2, *School Medication Authorization Form - Medical Cannabis*, available by logging in to **PRESS Online** at iasb.com. **Issue 99, October/November 2018**

PRESSPlus 7. Consult the board attorney regarding the controversial issue of students using at, or bringing to school, cannabis-infused products without THC that are derived from *industrial hemp* (hemp oil or cannabidiol (CBD) oil, the naturally occurring cannabinoid constituent of cannabis). **Issue 99, October/November 2018**

PRESSPlus 8. Optional sentence. 410 ILCS 130/10(q), amended by P.A. 100-660, and scheduled to be repealed on July 1,

2020, prohibits medical cannabis from being smoked. District administrators may find providing this information to the community helpful to enforcement of this policy. **Issue 99, October/November 2018**

PRESSPlus 9. The word *immediately* is not in *Ashley's law*. It is added to ensure legal compliance with federal laws that could affect federal funding. For example, consider administrators who may be in the situation where a designated caregiver provides his or her child the product and then wants to volunteer in the school or greet another child in the school while carrying the product in the building which may violate the Cannabis Control Act (720 ILCS 550/). Consult the board attorney about the best term to use here, if any, as nothing in the law addresses these common scenarios that school administrators will encounter. **Issue 99, October/November 2018**

PRESSPlus 10. 105 ILCS 5/22-33(e), added by P.A. 110-660. **Issue 99, October/November 2018**

PRESSPlus 11. Discuss with the board attorney whether the board should remove this sentence when the district reaches full implementation of this section. **Issue 99, October/November 2018**

## Document Status: Draft Update

### STUDENTS

#### 7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

##### Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code 3.166-3.168 ~~Section 5/2-3.163~~(c)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
  - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5.2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
  - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate: [PRESSPlus1](#)
  - a. ~~For students in grades 7 through 12, implementation shall incorporate~~ The training required by 105 ILCS 5/10-22.39 for ~~school guidance counselors, teachers, school social workers, and other~~ licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth adolescents and teens along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
  - b. ~~For all students, implementation shall incorporate~~ Illinois III. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide. Implementation will incorporate paragraph number 2, above, along with:
  - a. Board policy 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the III. Learning Standards and [405 ILCS 49/15](#)(b) (requiring student social and emotional development in the District's educational program);
  - b. Board policy 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and [105 ILCS 5/10-22.24a](#) and [22.24b](#), which allow a qualified guidance specialist or any licensed staff member to provide school counseling services.
  - c. Board policy 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, [405 ILCS 49/](#) (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
  - d. State and/or federal resources that address emotional or mental health safety plans for students who are at a potentially increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
5. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
6. A process to incorporate ISBE-recommend resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

##### Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention

Strategic Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

### Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

### Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District.

### Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, [405 ILCS 49/](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

[105 ILCS 5/2-3.1663](#), [5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02b](#).

[745 ILCS 10/](#).

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

ADOPTED: January 14, 2016

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### **PRESSPlus Comments**

PRESSPlus 1. 105 ILCS 5/10-22.39, amended by P.A. 100-903, eff. 1-1-19, requires licensed school personnel and administrators who work with students in kindergarten through grade 12 to be trained to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques. **Issue 99, October/November 2018**

## Document Status: Draft Update

### STUDENTS

#### 7:305 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 member(s) 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.
  - 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.
7. Include a requirement for staff members to distribute the Ill. Dept. of Public Health concussion brochure to any student or the parent/guardian of a student who may have sustained a concussion, regardless of whether or not the concussion occurred while the student was participating in an interscholastic athletic activity, if available. [PRESSPlus1](#)

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 14, 2018~~

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### **PRESSPlus Comments**

PRESSPlus 1. Required by 20 ILCS 2310/2310-307, added by P.A. 100-747, eff. 1-1-19. **Issue 99, October/November 2018**

# Angelaccio Goals

	2017	2018	2019
Professional	<ul style="list-style-type: none"> <li>• Participate in ISAL Program</li> <li>• Continue teaching @ NLU</li> <li>• Continue Dissertation Committee work</li> </ul>	<ul style="list-style-type: none"> <li>• Complete ISAL Program</li> <li>• Continue teaching @ NLU</li> <li>• Continue Dissertation Committee work</li> <li>• NLU Intern Supervision</li> <li>• Present at Local Conference(s)</li> </ul>	<ul style="list-style-type: none"> <li>• Continue teaching @ NLU</li> <li>• Continue Dissertation Committee work</li> <li>• Continue Intern Supervision</li> <li>• Present at Local Conference(s)</li> <li>• Pursue leadership role in professional organization</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>• Transition to new role</li> <li>• Hire new Asst. Supt.</li> <li>• Form and Norm new Leadership Team</li> <li>• Focus on Norms</li> </ul>	<ul style="list-style-type: none"> <li>• Hire new Asst. Supt.</li> <li>• Form and Norm new Leadership Team</li> <li>• Revise and Update Principal Evaluation and Leadership goal setting process</li> <li>• Complete 360 Evaluation</li> <li>• Focus on Alignment</li> </ul>	<ul style="list-style-type: none"> <li>• Develop Leadership Team</li> <li>• Book Study</li> <li>• Continue 360 Evaluation</li> <li>• Revise and Update Admin Retreat/Advance calendar</li> <li>• Focus on Functioning</li> </ul>
Student Success	<ul style="list-style-type: none"> <li>• Develop Strategic Plan</li> <li>• Science Curriculum Adoption</li> <li>• District</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Strategic Plan (Internal)</li> <li>• District Improvement Team - School</li> </ul>	<ul style="list-style-type: none"> <li>• Articulate Strategic Plan (External)</li> <li>• Pilot ECRA PLP and expand implementation</li> </ul>

	<p>Improvement Team - ECRA Data review</p> <ul style="list-style-type: none"> <li>• Develop High School Readiness Profile</li> </ul>	<p>Improvement Alignment</p> <ul style="list-style-type: none"> <li>• Develop ECRA Personalized Learner Profile</li> <li>• Refine High School Readiness Profile</li> <li>• Math Curriculum Review</li> <li>• Develop District Dashboard</li> </ul>	<ul style="list-style-type: none"> <li>• Evaluate High School Readiness Profile Data</li> <li>• Math Curriculum Adoption</li> <li>• ELA Curriculum Review</li> <li>• Launch District Dashboard</li> </ul>
Teaching, Learning and Innovation	<ul style="list-style-type: none"> <li>• Inquiry Based Instruction Focused PD</li> <li>• Complete Tech Plan 2.0</li> <li>• Review Mentor program</li> </ul>	<ul style="list-style-type: none"> <li>• Alignment to Strategic Plan</li> <li>• Continue Cohort Model</li> <li>• Develop Passport to Learning - IU</li> <li>• Review and Revise Tech Plan 2.0</li> <li>• Update Recruitment and Hiring Process</li> <li>• Launch Mentor Program</li> </ul>	<ul style="list-style-type: none"> <li>• Launch Passport to Learning - IU</li> <li>• Investigate D214 Articulation Institute Days</li> <li>• Launch Tech Plan 3.0</li> <li>• Revise and enhance Mentor Program</li> </ul>
Family and Community Partnerships	<ul style="list-style-type: none"> <li>• Develop Communications Plan</li> <li>• Revise Website</li> <li>• Conduct Focus Group and Community Forums</li> <li>• Establish</li> </ul>	<ul style="list-style-type: none"> <li>• Implement Communications Plan</li> <li>• Launch new website</li> <li>• Develop Superintendent's Advisory Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Develop and launch Community Campaign - #Proud2BD23</li> <li>• Review and update MOUs</li> <li>• Continue Superintendent's Advisory</li> </ul>

	connections with supporting groups and partners	<ul style="list-style-type: none"> <li>Strengthen connections and relationships with supporting groups and partners</li> </ul>	<p>Committee</p> <ul style="list-style-type: none"> <li>Seek opportunity for more active role in partnerships</li> </ul>
Sustainable Resources	<ul style="list-style-type: none"> <li>Review fiscal stability options</li> <li>Revise 10 Year facility projects</li> <li>Investigate HVAC resolution</li> </ul>	<ul style="list-style-type: none"> <li>Research and present fiscal stability options</li> <li>Expand rental opportunities</li> <li>Review Bond options and authorize sale</li> <li>Develop Summer work schedule</li> <li>Implement HVAC resolution plan and mediation</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate Summer Construction Projects</li> <li>Establish construction monitoring process</li> <li>Bring HVAC Mediation to close and articulate remediation plan</li> <li>Enhance transparency and information re: budget and District finances</li> </ul>