



Board of Education Regular Meeting August 20, 2020

VIRTUAL MEETING INFORMATION

Due to the Covid-19 pandemic, District 64 is continuing to conduct Board of Education meetings online through Zoom. You can connect as an attendee through Zoom via a computer, mobile device, or phone, and you will be able to listen and view the meeting. While public attendees will be muted, they have the opportunity to email comments which will be read aloud during the public comments section of the meeting with the name of the submitter. Please write your comments in accordance with [Board Policy 2:230](#), including ensuring a 3-minute time limit when read.

Public comments will be read at the beginning of the meeting for non-agenda items, and during discussion of agenda items. Please email your comments to:

d64-publiccomments@d64board.org

Attendee Options to Connect:

- Please click this [link](#) to join the webinar through a computer or mobile device.
Password: 739497
- iPhone one-tap: **US: +13126266799,,99194746884#,,,,,0#,,739497#**
- Telephone: **312 626 6799 US (Chicago)**
and dial when prompted –
Meeting ID: 991 9474 6884
Password: 739497

One District 64 administrator will participate in the virtual meeting from a public location and a limited number of the public will be able to attend. For the regular Board meeting on Thursday, August 20, Emerson School (Multipurpose Room), 8101 N Cumberland, Niles, will be the designated meeting location. The doors to the building will open 15 minutes prior to the start of the meeting. There is a strict limit of **no more than 50 people** gathering in one place in effect for this meeting, and face masks are mandatory. Anyone present at this location will be allowed to participate during the public comments portion of the meeting.

Please note that District 64 is following all meeting guidelines identified by the state.

Notes for online Board of Education meetings through Zoom:

- Attendees will be muted by default when calling or logging in to the Zoom meeting. The meeting will be in “listen only” mode.
- During the Public Comment portions, the Administrative Assistant to the Superintendent will read the emails that have been sent to d64-publiccomments@d64board.org
- The District will make every effort to post recorded online Board meetings afterwards.

Inspire every child to



**Meeting of the Board of Education
Park Ridge – Niles School District 64**

**Regular Board Meeting Agenda
Thursday, August 20, 2020**

VIRTUAL MEETING

Alternate Remote Attendance Location: Emerson School - Multipurpose Room

On some occasions, the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of session, breaks, and other needs.

7:00 p.m. Meeting of the Board Convenes

- Roll Call

Pledge of Allegiance

Opening Remarks from President of the Board

Public Comments

Each speaker is given 3 minutes to address the Board. Comments may be made on almost any matter related to the operation of schools. Each person appearing before the Board will be treated with courtesy and respect, and the Board requests the same in return. In light of the privacy of personnel and student matters, commenters are strongly discouraged from speaking about individual staff or students during public comment. Commenters are instead encouraged to first raise such concerns privately with the Board President or Administration. The Board, however, recognizes each commenter's First Amendment rights; thus, it will not prohibit commenters from speaking about individual staff or students, subject to well-recognized exceptions under the First Amendment, such as obscenity, threats, fighting words, or incitements to violence.

A-1 Approval of Meeting Agenda

--Board President

7:15 p.m. Board Adjourns from Regular Meeting and Convenes to a Public Hearing on the 2020-21 Budget

7:30 p.m. Board Adjourns from Public Hearing on the 2020-21 Budget and Resumes the Regular Board Meeting

A-2 2019-20 Year-End Budget Results

--Chief School Business Official

A-3 2020-21 Learning Plan Update

--Assistant Superintendent for Student Learning/Director of Student Services

- A-4 Approval of Donation from Hewlett Packard Enterprise**
 --Director of Innovation and Instructional Technology/
 Chief School Business Official **Action Item 20-08-1**
- A-5 First Reading of Policies from PRESS Issue 104**
 --Superintendent
- A-6 Approval of First Amendment to Superintendent's Employment Contract**
 --Board President **Action Item 20-08-2**
- A-7 Approval of Recommended Personnel Report**
 --Board President **Action Item 20-08-3**
- A-8 Consent Agenda**
 --Board President **Action Item 20-08-4**
- Bills, Payroll and Benefits
 - Approval of Intergovernmental Agreement between the Governing Board of the Niles Township District for Special Education 807 and Park Ridge-Niles Community Consolidated School District 64 for the Provision of Certain Special Education Services
 - Approval of Intergovernmental Agreement between the Governing Board of the Niles Township District for Special Education 807 and Park Ridge School District 64 for the Provision of Certain Staff
 - Approval of Maine Township School Treasurer Depositories
 - Destruction of Audio Closed Recordings
- A-9 Approval of Minutes**
 --Board President **Action Item 20-08-5**
- July 9, 2020 - Closed Meeting
 - July 9, 2020 - Regular Meeting
 - July 28, 2020 - Special Meeting
- A-10 Other Discussion and Items of Information**
 --Superintendent
- Upcoming Agenda
 - FOIA requests (None)
 - Memorandum of Information (None)
 - Enrollment Update
- A-11 New Business**

Adjournment

Next Meeting: **Thursday, September 10, 2020**
 7:00 p.m. - Regular Meeting - **Virtual Meeting**
Alternate Remote Attendance Location: Carpenter School - North Gym
 (300 N Hamlin Ave, Park Ridge, Illinois)

Approval of Meeting Agenda

The Board reserves the right to review the agenda at the beginning of each meeting and request additions, amendments, or deletions prior to approval.

To: Board of Education
Dr. Eric Olson, Superintendent
From: Luann Kolstad, Chief School Business Official
Date: August 20, 2020
Re: 2019-20 Year-End Budget Results

2019-20 Unaudited Actuals

Unaudited figures for the recently concluded 2019-20 Fiscal Year (FY) are now available. We have closed the 2019-20 fiscal year in Infinite Visions. Below are the highlights of the District's performance related to revenues and expenditures in each fund. The unaudited figures will be used to update the 2020-21 tentative budget as we move forward toward final adoption of the budget on September 10, 2020.

Referring to Attachment 1, in the seven Operating Funds (10, 20, 40, 50, 51, 70, 80), the District finished the year with a positive balance with revenues exceeding expenditures by \$2.944M and an estimated ending Operating Fund balance of 52.62%. The Operating Fund balance is approximately 6.23% lower than the ending fund balance in 2019-20. The reduction in the Operating Fund Balance is due to the transfer of \$2M from the Education Fund to the Capital Projects Fund and a \$4M transfer from the Operations and Maintenance Fund to the Capital Projects Fund.

Below are some key highlights from the 2019-20 fiscal year.

The District's outside auditing firm will begin its work on the 2019-20 fiscal year in September. The Board will receive a final report and findings at a Board meeting later in the fall.

Education Fund (10)

The Education Fund, Revenues over Expenditures, exceeded the 2019-20 budget by \$2.560M (Attachment 1), bringing the Education Fund Balance to \$32.1M for the 2019-20 FY. Below is a brief synopsis of revenue and expenditure variances in the Education Fund budget.

Revenue (Attachment 2)

- **Local Revenue Sources (1000) Decreased by \$696K**
 - Major decreases are due to COVID-19:
 - Our Summer School Tuition (WOW) had no tuition attributable to summer 2020. Revenue received in 2019-20 is from summer 2019. This is a loss of approximately \$278K.
 - Pupil lunch receipts were down by \$356K.

- Registration Fees were down by \$182K, this is attributable to the administration's change in billing for registration fees to the fall allowing families to register and delay paying their fees. More families opted for this option during the 2019-20 registration.
- **State Revenues (3000) Increased by \$76K**
 - The State Revenue in the Education fund came in slightly over budget, due to reimbursements for Special Education Private Facility and Orphanage being higher than budgeted. It is difficult to budget these items since the proration is reset every year.
- **Federal Revenue (4000) Increased by \$439K**
 - The Federal revenue exceeded the budget due to remaining payments received in 2019-20 for 2018-19 from the IDEA Grant.
 - Medicaid Administrative Outreach reimbursements were higher than anticipated.

Expenditures (Attachment 3)

The Expenditures in the Education Fund were less than budgeted by \$1.546M. Spending was less than budgeted in Purchased Services and Materials and Supplies. This is to be expected with the 2019-20 school year going into remote learning in March 2020. The need for these expenditures was reduced.

Operations & Maintenance Fund (20)

The Operations and Maintenance fund ended the year with a surplus of \$900K.

Revenue (Attachment 2)

The Revenue receipts in the Operations & Maintenance (O&M) Fund came in \$412K over the budget in 2019-20. Both property tax receipts and the TIF-New Student revenue sources exceeded their budgets.

Expenditures (Attachment 3)

In terms of Expenditures, the Operations and Maintenance Fund budget was underspent by \$522K. Again mostly attributable to the District going into remote learning in March 2020. The 2019-20 fiscal year does not include the PPE costs, which are all in the 2020-21 budget.

Transportation Fund (40)

The Transportation Fund ended the fiscal year with a negative balance of \$558K with expenditures exceeding anticipated revenues.

Revenue (Attachment 2)

The Revenues within the Transportation Fund were approximately \$30K less than budgeted. The difference is due to less than anticipated revenue in Interest on Investments and reduced reimbursement

from the State of Illinois for Special Education Transportation. The proration from the state is set every year generally after the budgets are adopted.

Expenditures

Expenditures in the Transportation Fund exceeded the budget by \$214K. Lakeview did not bill the District for some of the 2018-19 expenditures until after the 2018-19 fiscal year was closed resulting in \$400K of expenditures being charged against the 2019-20 fiscal year. Accounts payable is working with Lakeview to ensure that invoices are received in time to pay prior to the close of the fiscal year.

IMRF and Social Security Funds (50 & 51)

The IMRF Fund Balance increased this year by \$15K with an ending balance of \$835K, while the Social Security Fund's balance decreased by \$230K to about \$586K. The administration works to keep the balances in both funds minimal, since by law we are not allowed to transfer funds out of either fund to another fund in need. These are both funds that will raise Property Tax Appeal Board (PTAB) tax objections if they have significant fund balances.

Working Cash Fund (70)

This fund has a small tax levy and accrues interest income on basically the District's "savings account." The ending fund balance for 2019-20 is \$812K.

Tort Fund (80)

Much like the IMRF and Social Security Funds, the administration works to not maintain a large fund balance in the Tort Fund, since funds may not be transferred from this fund to another fund in need. The Tort Fund ended the year with a fund balance of \$618K. The expenditures in this fund are paid out in July of each fiscal year totalling approximately \$500K for the 2019-20 fiscal year. Unemployment benefits are also paid out of the Tort Fund. Administration is expecting additional expenses this year due to the state allowing 10-month employees (non teachers) to apply for unemployment during the summer months which has never been allowed before.

	10	20	40	50	51	70	80	Total	30	60	61	All Funds
	Education	Operations & Maintenance	Transportation	IMRF	Social Security	Working Cash	Tort	Operating Funds	Debt Service	Capital Projects	Capital Projects	Total
2017-18 Audited Financials (Cash Basis)												
Revenue	\$ 62,312,075	\$ 6,480,873	\$ 5,080,804	\$ 1,079,673	\$ 1,695,314	\$ 664,267	\$ 608,704	\$ 77,921,710	\$ 2,483,877	\$ 71,102	\$ 96,855	\$ 80,573,544
Expenditures	\$ 60,322,898	\$ 5,779,326	\$ 3,232,797	\$ 1,026,579	\$ 1,209,447	\$ -	\$ 652,612	\$ 72,223,659	\$ 3,833,179	\$ 587,812	\$ 4,400,883	\$ 81,045,533
Excess (Deficit) for Year	\$ 1,989,177	\$ 701,547	\$ 1,848,007	\$ 53,094	\$ 485,867	\$ 664,267	\$ (43,908)	\$ 5,698,051	\$ (1,349,302)	\$ (516,710)	\$ (4,304,028)	\$ (471,989)
Other Financing - Sources	\$ 1,000,000							\$ 1,000,000	\$ 1,037,509			\$ 2,037,509
Other Financing - Uses	\$ (250,877)	b. \$ (786,632)	\$ (1,000,000)	e.				\$ (2,037,509)				\$ (2,037,509)
Beginning Fund Balance - Audited	\$ 26,522,419	\$ 8,559,168	\$ 2,800,917	\$ 832,865	\$ 338,377	\$ 5,913,179	\$ 911,192	\$ 45,878,117	\$ 3,984,231	\$ 4,051,425	\$ 8,985,462	\$ 62,899,235
Ending Fund Balance (Unaudited)	\$ 29,260,719	\$ 8,474,083	\$ 3,648,924	\$ 885,959	\$ 824,244	\$ 6,577,446	\$ 867,284	\$ 50,538,659	\$ 3,672,438	\$ 3,534,715	\$ 4,681,434	\$ 62,427,246
								Op. Fd. Bal.	69.98%			
2018-19 Audited Financials (Cash Basis)												
Revenue	\$ 63,792,420	\$ 6,067,581	\$ 4,046,306	\$ 994,097	\$ 1,234,541	\$ 670,385	\$ 479,819	\$ 77,285,149	\$ 2,084,866	\$ 16,169	\$ 20,030	\$ 79,406,214
Expenditures	\$ 63,082,219	\$ 6,388,007	\$ 3,212,831	\$ 942,483	\$ 1,242,160	\$ -	\$ 541,025	\$ 75,408,725	\$ 3,061,636	\$ 4,910,089	\$ 4,543,581	\$ 87,924,031
Excess (Deficit) for Year	\$ 710,201	\$ (320,426)	\$ 833,475	\$ 51,614	\$ (7,620)	\$ 670,385	\$ (61,206)	\$ 1,876,423	\$ (976,770)	\$ (4,893,920)	\$ (4,523,551)	\$ (8,517,818)
Other Financing - Sources								\$ -	\$ 1,033,426	\$ 7,000,000	d	\$ 8,033,426
Other Financing - Uses	\$ (246,501)	b. \$ (786,925)					\$ (7,000,000)	d.	\$ (8,033,426)			\$ (8,033,426)
Beginning Fund Balance - Audited	\$ 29,260,719	\$ 8,474,083	\$ 3,648,924	\$ 885,959	\$ 824,244	\$ 6,577,446	\$ 867,284	\$ 50,538,659	\$ 3,672,438	\$ 3,534,715	\$ 4,681,434	\$ 62,427,246
Ending Fund Balance - Audited	\$ 29,724,419	\$ 7,366,732	\$ 4,482,399	\$ 937,573	\$ 816,624	\$ 247,831	\$ 806,078	\$ 44,381,656	\$ 3,729,094	\$ 5,640,795	\$ 157,883	\$ 53,909,428
								Op. Fd. Bal.	58.85%			
2019-20 Unaudited Financials (Cash Basis)												
Revenue	\$ 66,939,407	\$ 6,958,537	\$ 2,951,017	\$ 900,055	\$ 1,033,795	\$ 564,390	\$ 311,857	\$ 79,659,058	\$ 2,007,743	\$ 47,676	\$ 2,176	\$ 81,716,653
Expenditures	\$ 64,379,608	\$ 6,058,748	\$ 3,509,136	\$ 1,002,812	\$ 1,264,613	\$ -	\$ 500,303	\$ 76,715,220	\$ 3,019,008	\$ 8,588,159	\$ 160,057	\$ 88,482,444
Excess (Deficit) for Year	\$ 2,559,799	\$ 899,789	\$ (558,119)	\$ (102,757)	\$ (230,818)	\$ 564,390	\$ (188,446)	\$ 2,943,838	\$ (1,011,265)	\$ (8,540,483)	\$ (157,881)	\$ (6,765,791)
Other Financing - Sources	\$ 2,000,000	\$ 2,000,000						\$ 4,000,000	\$ 956,658	\$ 6,000,000	d	\$ 10,956,658
Other Financing - Uses	\$ (2,168,333)	b. \$ (6,788,325)	\$ (2,000,000)					d.	\$ (10,956,658)			\$ (10,956,658)
Beginning Fund Balance - Audited	\$ 29,724,419	\$ 7,366,732	\$ 4,482,399	\$ 937,573	\$ 816,624	\$ 247,831	\$ 806,078	\$ 44,381,656	\$ 3,729,094	\$ 5,640,795	\$ 157,883	\$ 53,909,428
Ending Fund Balance (Unaudited)	\$ 32,115,885	\$ 3,478,196	\$ 1,924,280	\$ 834,816	\$ 585,806	\$ 812,221	\$ 617,632	\$ 40,368,836	\$ 3,674,487	\$ 3,100,312	\$ 2	\$ 47,143,637
								Op. Fd. Bal.	52.62%			

- a. Interest transfer from Working Cash
- b. Lease payment transfer to Debt Service Fund
- c. Transfer from IMRF to new SS Fund
- d. Transfer from Working Cash to Capital Projects
- e. Transfer from Transportation to Education

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Revenue

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE	FY1920 Budget	Year To Date	Budget Balance
10 - Education Fund			
1111 - Current Year Levy	(\$28,320,680.00)	(\$27,586,393.37)	(\$734,286.63)
1112 - Prior Year Levy	(\$23,407,956.00)	(\$23,991,714.87)	\$583,758.87
1113 - Other Prior Years Levy	\$566,000.00	\$469,869.06	\$96,130.94
1141 - Special Ed Current Year Levy	(\$2,722,500.00)	(\$2,676,085.08)	(\$46,414.92)
1142 - Special Ed Prior Year Levy	(\$2,294,325.00)	(\$2,426,804.18)	\$132,479.18
1143 - Spec Ed Other Prior Years Levy	\$61,800.00	\$51,262.79	\$10,537.21
1230 - Corp Personal Prop Replacement Tax	(\$1,012,000.00)	(\$1,127,818.80)	\$115,818.80
1311 - Regular Tuition	(\$184,000.00)	(\$147,510.00)	(\$36,490.00)
1321 - Summer School Tuition	(\$245,000.00)	\$33,348.58	(\$278,348.58)
1510 - Interest on Investments	(\$693,000.00)	(\$751,374.78)	\$58,374.78
1611 - Pupil Lunch	(\$1,216,841.00)	(\$861,235.80)	(\$355,605.20)
1690 - Other Food Service	(\$10,000.00)	\$0.00	(\$10,000.00)
1710 - Athletic Fees	(\$28,800.00)	(\$31,174.00)	\$2,374.00
1711 - Athletics Admissions	(\$500.00)	(\$550.00)	\$50.00
1723 - Instrumental Music Fees	(\$36,000.00)	(\$29,126.91)	(\$6,873.09)
1724 - Chorus Fees	(\$900.00)	(\$450.00)	(\$450.00)
1725 - Textbook & Equipment Fines	(\$500.00)	(\$20.00)	(\$480.00)
1726 - Library Fines	(\$1,500.00)	(\$787.93)	(\$712.07)
1727 - Chromebook Fees	(\$95,000.00)	(\$87,100.85)	(\$7,899.15)
1728 - Outdoor Education Fees	(\$72,200.00)	(\$67,056.50)	(\$5,143.50)
1729 - Power Fees	(\$5,500.00)	\$0.00	(\$5,500.00)
1790 - Miscellaneous Student Fees	(\$3,500.00)	(\$1,692.47)	(\$1,807.53)
1810 - Registration Fees	(\$1,060,000.00)	(\$878,215.64)	(\$181,784.36)
1910 - Rentals	(\$75,000.00)	(\$75,250.00)	\$250.00
1921 - PTO Donations	(\$7,000.00)	\$162.20	(\$7,162.20)
1950 - Refund Prior Year Expenditures	(\$8,000.00)	(\$255.44)	(\$7,744.56)
1960 - TIF - New Property	(\$416,000.00)	(\$443,763.40)	\$27,763.40
1993 - PREA Reimbursement	(\$1,000.00)	\$0.00	(\$1,000.00)
1997 - E-Rate	(\$37,000.00)	(\$50,280.05)	\$13,280.05
1998 - Extended Day Kdgn Fees	(\$584,000.00)	(\$536,817.00)	(\$47,183.00)
1999 - Other Local Revenues	(\$5,000.00)	(\$2,776.59)	(\$2,223.41)
3001 - Evidence-Based Funding	(\$3,362,248.00)	(\$3,367,111.42)	\$4,863.42
3100 - Special Ed Private Facility	(\$99,476.00)	(\$150,139.95)	\$50,663.95

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Revenue

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE	FY1920 Budget	Year To Date	Budget Balance
3120 - Special Ed Orphanage Individ	\$0.00	(\$23,178.48)	\$23,178.48
3360 - State Free Lunch	(\$675.00)	(\$739.07)	\$64.07
3999 - Other State Revenue	(\$2,600.00)	\$0.00	(\$2,600.00)
4215 - Special Milk	(\$27,000.00)	(\$16,317.83)	(\$10,682.17)
4300 - Title I Low Income	(\$210,000.00)	(\$201,263.00)	(\$8,737.00)
4400 - Title IV SSAE	(\$22,000.00)	(\$9,874.00)	(\$12,126.00)
4600 - IDEA Preschool	(\$20,000.00)	(\$23,567.00)	\$3,567.00
4620 - IDEA Flow Through	(\$1,150,000.00)	(\$1,485,043.00)	\$335,043.00
4625 - IDEA Room & Board	(\$25,000.00)	(\$49,894.91)	\$24,894.91
4932 - Title II Teacher Quality	(\$65,000.00)	(\$67,040.00)	\$2,040.00
4991 - Medicaid Admin Outreach	(\$36,000.00)	(\$149,300.19)	\$113,300.19
4992 - Medicaid Fee for Service	(\$185,000.00)	(\$176,326.97)	(\$8,673.03)
10 - Education Fund	(\$67,120,901.00)	(\$66,939,406.85)	(\$181,494.15)

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Revenue

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE	FY1920 Budget	Year To Date	Budget Balance
20 - Operations & Maintenance Fund			
1111 - Current Year Levy	(\$3,448,925.00)	(\$3,478,910.60)	\$29,985.60
1112 - Prior Year Levy	(\$2,793,952.00)	(\$2,863,628.90)	\$69,676.90
1113 - Other Prior Years Levy	\$67,900.00	\$56,388.46	\$11,511.54
1510 - Interest on Investments	(\$140,000.00)	(\$120,824.02)	(\$19,175.98)
1729 - Power Fees	(\$300.00)	\$0.00	(\$300.00)
1910 - Rentals	(\$90,955.00)	(\$74,873.06)	(\$16,081.94)
1921 - PTO Donations	(\$40,000.00)	(\$42,167.27)	\$2,167.27
1950 - Refund Prior Year Expenditures	\$0.00	(\$250,844.00)	\$250,844.00
1961 - TIF - New Student	(\$100,000.00)	(\$164,260.86)	\$64,260.86
1999 - Other Local Revenues	\$0.00	(\$19,416.68)	\$19,416.68
20 - Operations & Maintenance Fund Total:	(\$6,546,232.00)	(\$6,958,536.93)	\$412,304.93

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Revenue

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE	FY1920 Budget	Year To Date	Budget Balance
40 - Transportation Fund			
1111 - Current Year Levy	(\$530,604.00)	(\$535,217.02)	\$4,613.02
1112 - Prior Year Levy	(\$1,089,168.00)	(\$1,116,329.92)	\$27,161.92
1113 - Other Prior Years Levy	\$37,000.00	\$30,757.42	\$6,242.58
1411 - Pay Rider Fees	(\$19,010.00)	(\$14,921.70)	(\$4,088.30)
1510 - Interest on Investments	(\$86,900.00)	(\$61,138.99)	(\$25,761.01)
3500 - Regular Transportation	(\$28,536.00)	(\$28,082.50)	(\$453.50)
3510 - Special Ed Transportation	(\$1,263,804.00)	(\$1,226,083.89)	(\$37,720.11)
40 - Transportation Fund Total:	(\$2,981,022.00)	(\$2,951,016.60)	(\$30,005.40)

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: **2019-2020** From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Revenue

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE	FY1920 Budget	Year To Date	Budget Balance
50 - Municipal Retirement Fund			
1111 - Current Year Levy	(\$451,013.00)	(\$454,934.46)	\$3,921.46
1112 - Prior Year Levy	(\$378,841.00)	(\$388,288.65)	\$9,447.65
1113 - Other Prior Years Levy	\$13,600.00	\$11,277.57	\$2,322.43
1230 - Corp Personal Prop Replacement Tax	(\$49,900.00)	(\$49,895.00)	(\$5.00)
1510 - Interest on Investments	(\$18,400.00)	(\$18,213.98)	(\$186.02)
50 - Municipal Retirement Fund Total:	(\$884,554.00)	(\$900,054.52)	\$15,500.52

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: **2019-2020** From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????????????

Account Type: Revenue

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE	FY1920 Budget	Year To Date	Budget Balance
51 - Social Security/Medicare Fund			
1151 - Soc Sec Current Year Levy	(\$530,604.00)	(\$535,217.02)	\$4,613.02
1152 - Soc Sec Prior Year Levy	(\$426,196.00)	(\$436,824.75)	\$10,628.75
1153 - Soc Sec Other Prior Years Levy	\$18,500.00	\$15,379.02	\$3,120.98
1230 - Corp Personal Prop Replacement Tax	(\$67,500.00)	(\$58,700.00)	(\$8,800.00)
1510 - Interest on Investments	(\$21,500.00)	(\$18,431.83)	(\$3,068.17)
51 - Social Security/Medicare Fund Total:	(\$1,027,300.00)	(\$1,033,794.58)	\$6,494.58

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: **2019-2020** From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????????????

Account Type: Revenue

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE

FY1920 Budget Year To Date Budget Balance

70 - Working Cash Fund

1111 - Current Year Levy	(\$299,475.00)	(\$294,369.36)	(\$5,105.64)
1112 - Prior Year Levy	(\$252,376.00)	(\$266,948.46)	\$14,572.46
1113 - Other Prior Years Levy	\$6,800.00	\$5,638.77	\$1,161.23
1510 - Interest on Investments	(\$5,000.00)	(\$8,710.49)	\$3,710.49
70 - Working Cash Fund Total:	(\$550,051.00)	(\$564,389.54)	\$14,338.54

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: **2019-2020** From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Revenue

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE	FY1920 Budget	Year To Date	Budget Balance
80 - Tort Fund			
1121 - Tort Current Year Levy	(\$212,242.00)	(\$214,086.81)	\$1,844.81
1122 - Tort Prior Year Levy	(\$94,710.00)	(\$97,072.16)	\$2,362.16
1123 - Tort Other Prior Years Levy	\$9,260.00	\$7,689.18	\$1,570.82
1510 - Interest on Investments	(\$12,800.00)	(\$7,666.06)	(\$5,133.94)
1950 - Refund Prior Year Expenditures	(\$5,000.00)	(\$720.76)	(\$4,279.24)
80 - Tort Fund Total:	(\$315,492.00)	(\$311,856.61)	(\$3,635.39)

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????????????????

Account Type: Revenue

- Print accounts with zero balance
- Include Inactive Accounts
- Include PreEncumbrance

FUND / SOURCE

FY1920 Budget	Year To Date	Budget Balance
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Grand Total:	(\$79,425,552.00)	(\$79,659,055.63)	\$233,503.63
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End of Report

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [3][0]????????????????????

Account Type: Revenue

- Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE	FY1920 Budget	Year To Date	Budget Balance
30 - Debt Services Fund			
1111 - Current Year Levy	(\$1,139,631.00)	(\$1,029,739.35)	(\$109,891.65)
1112 - Prior Year Levy	(\$911,096.00)	(\$933,817.75)	\$22,721.75
1113 - Other Prior Years Levy	\$25,000.00	\$20,711.42	\$4,288.58
1510 - Interest on Investments	(\$60,700.00)	(\$64,897.45)	\$4,197.45
30 - Debt Services Fund Total:	(\$2,086,427.00)	(\$2,007,743.13)	(\$78,683.87)

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [3][0]????????????????????

Account Type: Revenue

- Print accounts with zero balance
- Include Inactive Accounts
- Include PreEncumbrance

FUND / SOURCE

	FY1920 Budget	Year To Date	Budget Balance
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Grand Total:	(\$2,086,427.00)	(\$2,007,743.13)	(\$78,683.87)
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End of Report

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [6][0,1]????????????????????

Account Type: Revenue

- Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE	FY1920 Budget	Year To Date	Budget Balance
60 - Capital Projects Fund			
1510 - Interest on Investments	(\$19,500.00)	(\$40,946.15)	\$21,446.15
1950 - Refund Prior Year Expenditures	\$0.00	(\$6,730.00)	\$6,730.00
60 - Capital Projects Fund Total:	(\$19,500.00)	(\$47,676.15)	\$28,176.15

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [6][0,1]????????????????????

Account Type: Revenue

- Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE

FY1920 Budget Year To Date Budget Balance

61 - Cap Projects Fund - 2017 Debt Certs

1510 - Interest on Investments	\$0.00	(\$2,175.66)	\$2,175.66
61 - Cap Projects Fund - 2017 Debt Certs Total:	\$0.00	(\$2,175.66)	\$2,175.66

Community Consolidated School District No. 64

General Ledger - Revenue

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [6][0,1]????????????????????

Account Type: Revenue

- Print accounts with zero balance
- Include Inactive Accounts
- Include PreEncumbrance

FUND / SOURCE

FY1920 Budget	Year To Date	Budget Balance
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Grand Total:	(\$19,500.00)	(\$49,851.81)	\$30,351.81
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End of Report

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
10 - Education Fund			
0000 - Undesignated			
1110 - Elementary Education			
1000 - Salaries	\$11,167,268.73	\$11,041,315.33	\$125,953.40
2000 - Employee Benefits	\$1,420,665.83	\$1,456,976.80	(\$36,310.97)
3000 - Purchased Services	\$188,208.00	\$100,797.25	\$87,410.75
4000 - Supplies <\$500	\$461,136.00	\$169,927.20	\$291,208.80
6000 - Other Objects	\$90.00	\$824.00	(\$734.00)
1110 - Elementary Education Total:	\$13,237,368.56	\$12,769,840.58	\$467,527.98
1111 - Response to Intervention			
1000 - Salaries	\$2,702,070.75	\$2,760,265.52	(\$58,194.77)
2000 - Employee Benefits	\$277,446.84	\$284,158.14	(\$6,711.30)
3000 - Purchased Services	\$5,000.00	\$3,692.50	\$1,307.50
4000 - Supplies <\$500	\$58,487.00	\$59,582.13	(\$1,095.13)
1111 - Response to Intervention Total:	\$3,043,004.59	\$3,107,698.29	(\$64,693.70)
1112 - General Music			
1000 - Salaries	\$1,093,822.79	\$1,105,220.79	(\$11,398.00)
2000 - Employee Benefits	\$154,264.74	\$154,200.28	\$64.46
3000 - Purchased Services	\$3,000.00	\$440.00	\$2,560.00
4000 - Supplies <\$500	\$26,120.00	\$20,831.02	\$5,288.98
5000 - Capital Expenditures > \$1,500	\$2,020.00	\$3,995.69	(\$1,975.69)
6000 - Other Objects	\$290.00	\$283.00	\$7.00
7000 - Equipment \$500 - \$1,500	\$9,050.00	\$4,348.15	\$4,701.85
1112 - General Music Total:	\$1,288,567.53	\$1,289,318.93	(\$751.40)
1113 - Art Program			
1000 - Salaries	\$1,006,387.30	\$1,009,601.15	(\$3,213.85)
2000 - Employee Benefits	\$113,910.59	\$114,933.90	(\$1,023.31)
3000 - Purchased Services	\$2,000.00	\$2,300.00	(\$300.00)
4000 - Supplies <\$500	\$68,743.00	\$54,373.94	\$14,369.06
6000 - Other Objects	\$65.00	\$100.00	(\$35.00)
7000 - Equipment \$500 - \$1,500	\$3,088.00	\$3,121.95	(\$33.95)
1113 - Art Program Total:	\$1,194,193.89	\$1,184,430.94	\$9,762.95
1114 - Instrumental Music			
1000 - Salaries	\$603,679.90	\$586,786.63	\$16,893.27

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
2000 - Employee Benefits	\$65,915.23	\$73,943.31	(\$8,028.08)
3000 - Purchased Services	\$11,500.00	\$4,406.31	\$7,093.69
4000 - Supplies <\$500	\$14,500.00	\$16,140.73	(\$1,640.73)
5000 - Capital Expenditures > \$1,500	\$6,000.00	\$1,995.00	\$4,005.00
6000 - Other Objects	\$2,000.00	\$530.00	\$1,470.00
7000 - Equipment \$500 - \$1,500	\$4,500.00	\$1,688.88	\$2,811.12
1114 - Instrumental Music Total:	\$708,095.13	\$685,490.86	\$22,604.27
1116 - Physical Education Program			
1000 - Salaries	\$2,092,291.36	\$2,172,347.95	(\$80,056.59)
2000 - Employee Benefits	\$237,166.64	\$257,098.36	(\$19,931.72)
3000 - Purchased Services	\$14,750.00	\$11,409.12	\$3,340.88
4000 - Supplies <\$500	\$36,625.00	\$55,355.51	(\$18,730.51)
7000 - Equipment \$500 - \$1,500	\$0.00	\$19,948.75	(\$19,948.75)
1116 - Physical Education Program Total:	\$2,380,833.00	\$2,516,159.69	(\$135,326.69)
1117 - Chorus Program			
1000 - Salaries	\$26,907.76	\$12,919.61	\$13,988.15
2000 - Employee Benefits	\$1,599.64	\$425.76	\$1,173.88
4000 - Supplies <\$500	\$0.00	(\$115.15)	\$115.15
1117 - Chorus Program Total:	\$28,507.40	\$13,230.22	\$15,277.18
1119 - Foreign Language			
1000 - Salaries	\$1,181,151.31	\$1,174,380.89	\$6,770.42
2000 - Employee Benefits	\$134,155.37	\$135,911.59	(\$1,756.22)
3000 - Purchased Services	\$6,065.00	\$5,993.87	\$71.13
4000 - Supplies <\$500	\$36,648.00	\$29,791.68	\$6,856.32
1119 - Foreign Language Total:	\$1,358,019.68	\$1,346,078.03	\$11,941.65
1120 - Middle School Education			
1000 - Salaries	\$6,081,688.75	\$6,022,497.12	\$59,191.63
2000 - Employee Benefits	\$746,526.82	\$775,832.74	(\$29,305.92)
3000 - Purchased Services	\$141,183.00	\$77,750.61	\$63,432.39
4000 - Supplies <\$500	\$279,013.00	\$191,953.86	\$87,059.14
6000 - Other Objects	\$1,350.00	\$294.00	\$1,056.00
1120 - Middle School Education Total:	\$7,249,761.57	\$7,068,328.33	\$181,433.24
1130 - Reg. Ed. Curriculum Specialist			
1000 - Salaries	\$372,029.78	\$380,848.46	(\$8,818.68)
2000 - Employee Benefits	\$36,615.00	\$47,224.27	(\$10,609.27)

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
3000 - Purchased Services	\$300.00	\$226.20	\$73.80
1130 - Reg. Ed. Curriculum Specialist Total:	\$408,944.78	\$428,298.93	(\$19,354.15)
1200 - Special Education			
1000 - Salaries	\$5,500,525.18	\$5,472,064.01	\$28,461.17
2000 - Employee Benefits	\$1,033,231.31	\$1,095,086.42	(\$61,855.11)
3000 - Purchased Services	\$76,000.00	\$86,207.59	(\$10,207.59)
4000 - Supplies <\$500	\$213,500.00	\$110,143.82	\$103,356.18
5000 - Capital Expenditures > \$1,500	\$6,000.00	\$1,549.99	\$4,450.01
6000 - Other Objects	\$3,000.00	\$2,806.80	\$193.20
7000 - Equipment \$500 - \$1,500	\$3,000.00	\$2,809.99	\$190.01
1200 - Special Education Total:	\$6,835,256.49	\$6,770,668.62	\$64,587.87
1225 - Pre-K Special Education			
1000 - Salaries	\$716,981.14	\$769,764.87	(\$52,783.73)
2000 - Employee Benefits	\$131,355.08	\$152,967.15	(\$21,612.07)
3000 - Purchased Services	\$300.00	\$265.76	\$34.24
4000 - Supplies <\$500	\$31,569.00	\$17,210.98	\$14,358.02
7000 - Equipment \$500 - \$1,500	\$5,000.00	\$0.00	\$5,000.00
1225 - Pre-K Special Education Total:	\$885,205.22	\$940,208.76	(\$55,003.54)
1250 - Remedial Programs			
1000 - Salaries	\$74,040.00	\$109,989.44	(\$35,949.44)
2000 - Employee Benefits	\$18,085.14	\$24,354.82	(\$6,269.68)
4000 - Supplies <\$500	\$1,000.00	\$13,200.79	(\$12,200.79)
6000 - Other Objects	\$15,944.00	\$0.00	\$15,944.00
1250 - Remedial Programs Total:	\$109,069.14	\$147,545.05	(\$38,475.91)
1410 - Industrial Arts			
1000 - Salaries	\$413,047.78	\$414,727.78	(\$1,680.00)
2000 - Employee Benefits	\$58,505.24	\$57,899.21	\$606.03
3000 - Purchased Services	\$880.00	\$0.00	\$880.00
4000 - Supplies <\$500	\$35,400.00	\$26,471.53	\$8,928.47
5000 - Capital Expenditures > \$1,500	\$2,800.00	\$4,102.46	(\$1,302.46)
1410 - Industrial Arts Total:	\$510,633.02	\$503,200.98	\$7,432.04
1412 - Family & Consumer Science			
1000 - Salaries	\$367,074.50	\$366,811.83	\$262.67
2000 - Employee Benefits	\$50,455.84	\$51,433.56	(\$977.72)
3000 - Purchased Services	\$4,000.00	\$4,085.08	(\$85.08)

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
4000 - Supplies <\$500	\$28,600.00	\$14,424.64	\$14,175.36
5000 - Capital Expenditures > \$1,500	\$2,000.00	\$1,695.00	\$305.00
1412 - Family & Consumer Science Total:	\$452,130.34	\$438,450.11	\$13,680.23
1413 - Health			
1000 - Salaries	\$367,231.38	\$360,099.14	\$7,132.24
2000 - Employee Benefits	\$43,644.54	\$43,668.66	(\$24.12)
3000 - Purchased Services	\$40,380.00	\$18,555.99	\$21,824.01
4000 - Supplies <\$500	\$45,848.00	\$50,023.10	(\$4,175.10)
1413 - Health Total:	\$497,103.92	\$472,346.89	\$24,757.03
1510 - Clubs			
1000 - Salaries	\$75,038.09	\$121,210.61	(\$46,172.52)
2000 - Employee Benefits	\$5,599.12	\$2,716.12	\$2,883.00
3000 - Purchased Services	\$5,000.00	\$0.00	\$5,000.00
4000 - Supplies <\$500	\$8,500.00	\$4,428.26	\$4,071.74
1510 - Clubs Total:	\$94,137.21	\$128,354.99	(\$34,217.78)
1520 - Interscholastic Athletics			
1000 - Salaries	\$89,508.85	\$97,992.39	(\$8,483.54)
2000 - Employee Benefits	\$5,855.19	\$3,078.41	\$2,776.78
3000 - Purchased Services	\$7,800.00	\$6,800.00	\$1,000.00
4000 - Supplies <\$500	\$4,500.00	\$4,679.25	(\$179.25)
6000 - Other Objects	\$1,000.00	\$725.00	\$275.00
1520 - Interscholastic Athletics Total:	\$108,664.04	\$113,275.05	(\$4,611.01)
1530 - Intramurals			
1000 - Salaries	\$15,880.00	\$15,880.00	\$0.00
2000 - Employee Benefits	\$1,057.10	\$278.20	\$778.90
1530 - Intramurals Total:	\$16,937.10	\$16,158.20	\$778.90
1600 - WOW Program			
1000 - Salaries	\$88,042.52	\$102,867.13	(\$14,824.61)
2000 - Employee Benefits	\$2,218.06	\$2,699.76	(\$481.70)
3000 - Purchased Services	\$3,500.00	\$2,669.64	\$830.36
4000 - Supplies <\$500	\$7,500.00	\$7,597.02	(\$97.02)
1600 - WOW Program Total:	\$101,260.58	\$115,833.55	(\$14,572.97)
1601 - Early Start of Year Program			
1000 - Salaries	\$57,904.77	\$83,527.78	(\$25,623.01)
2000 - Employee Benefits	\$437.12	\$784.71	(\$347.59)

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
4000 - Supplies <\$500	\$500.00	\$73.39	\$426.61
1601 - Early Start of Year Program Total:	\$58,841.89	\$84,385.88	(\$25,543.99)
1650 - Channels of Challenge Program			
1000 - Salaries	\$1,608,022.50	\$1,607,762.53	\$259.97
2000 - Employee Benefits	\$159,806.26	\$173,693.52	(\$13,887.26)
3000 - Purchased Services	\$290.00	\$114.55	\$175.45
4000 - Supplies <\$500	\$17,300.00	\$13,350.47	\$3,949.53
6000 - Other Objects	\$265.00	\$169.00	\$96.00
1650 - Channels of Challenge Program Total:	\$1,785,683.76	\$1,795,090.07	(\$9,406.31)
1800 - Bilingual Program			
1000 - Salaries	\$740,712.41	\$744,451.20	(\$3,738.79)
2000 - Employee Benefits	\$105,798.51	\$114,626.62	(\$8,828.11)
3000 - Purchased Services	\$1,533.00	\$4,324.45	(\$2,791.45)
4000 - Supplies <\$500	\$1,400.00	\$328.00	\$1,072.00
1800 - Bilingual Program Total:	\$849,443.92	\$863,730.27	(\$14,286.35)
1912 - Private Tuition Special Ed			
6000 - Other Objects	\$480,000.00	\$564,043.89	(\$84,043.89)
1912 - Private Tuition Special Ed Total:	\$480,000.00	\$564,043.89	(\$84,043.89)
2110 - Attendance & Social Work Svcs			
3000 - Purchased Services	\$0.00	\$3,720.00	(\$3,720.00)
2110 - Attendance & Social Work Svcs Total:	\$0.00	\$3,720.00	(\$3,720.00)
2112 - Attendance Services			
1000 - Salaries	\$942.48	\$942.48	\$0.00
3000 - Purchased Services	\$50,000.00	\$51,039.25	(\$1,039.25)
2112 - Attendance Services Total:	\$50,942.48	\$51,981.73	(\$1,039.25)
2113 - Social Work			
1000 - Salaries	\$1,019,650.37	\$975,727.94	\$43,922.43
2000 - Employee Benefits	\$120,235.60	\$128,304.34	(\$8,068.74)
3000 - Purchased Services	\$100.00	\$0.00	\$100.00
4000 - Supplies <\$500	\$500.00	\$238.38	\$261.62
2113 - Social Work Total:	\$1,140,485.97	\$1,104,270.66	\$36,215.31
2120 - Guidance Services			
1000 - Salaries	\$188,356.00	\$188,446.80	(\$90.80)
2000 - Employee Benefits	\$10,011.65	\$10,022.44	(\$10.79)
3000 - Purchased Services	\$4,000.00	\$0.00	\$4,000.00

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
4000 - Supplies <\$500	\$1,200.00	\$0.00	\$1,200.00
2120 - Guidance Services Total:	\$203,567.65	\$198,469.24	\$5,098.41
2130 - Health Services			
1000 - Salaries	\$544,940.43	\$598,157.83	(\$53,217.40)
2000 - Employee Benefits	\$108,045.14	\$107,757.45	\$287.69
3000 - Purchased Services	\$14,570.00	\$10,233.85	\$4,336.15
4000 - Supplies <\$500	\$14,000.00	\$18,668.54	(\$4,668.54)
5000 - Capital Expenditures > \$1,500	\$5,000.00	\$0.00	\$5,000.00
7000 - Equipment \$500 - \$1,500	\$5,000.00	\$2,204.92	\$2,795.08
2130 - Health Services Total:	\$691,555.57	\$737,022.59	(\$45,467.02)
2131 - OT/PT Services			
1000 - Salaries	\$502,446.30	\$531,302.94	(\$28,856.64)
2000 - Employee Benefits	\$55,483.04	\$59,599.33	(\$4,116.29)
3000 - Purchased Services	\$500.00	\$226.76	\$273.24
4000 - Supplies <\$500	\$6,000.00	\$1,094.32	\$4,784.68
6000 - Other Objects	\$400.00	\$0.00	\$400.00
2131 - OT/PT Services Total:	\$564,829.34	\$592,223.35	(\$27,515.01)
2132 - Assistive Tech			
1000 - Salaries	\$69,764.00	\$69,764.00	\$0.00
2000 - Employee Benefits	\$11,018.08	\$11,045.72	(\$27.64)
2132 - Assistive Tech Total:	\$80,782.08	\$80,809.72	(\$27.64)
2140 - Psychological Services			
1000 - Salaries	\$614,224.27	\$590,833.00	\$23,391.27
2000 - Employee Benefits	\$38,953.92	\$38,828.57	\$125.35
3000 - Purchased Services	\$5,500.00	\$21,125.80	(\$15,625.80)
4000 - Supplies <\$500	\$11,000.00	\$7,385.67	\$3,614.33
6000 - Other Objects	\$500.00	\$0.00	\$500.00
2140 - Psychological Services Total:	\$670,178.19	\$658,173.04	\$12,005.15
2150 - Speech & Hearing Services			
1000 - Salaries	\$1,405,510.18	\$1,398,187.22	\$7,322.96
2000 - Employee Benefits	\$217,047.26	\$213,612.68	\$3,434.58
3000 - Purchased Services	\$500.00	\$2,037.98	(\$1,537.98)
4000 - Supplies <\$500	\$5,000.00	\$4,924.46	\$75.54
2150 - Speech & Hearing Services Total:	\$1,628,057.44	\$1,618,762.34	\$9,295.10
2190 - Other Support Services			

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
1000 - Salaries	\$0.00	\$301.00	(\$301.00)
2000 - Employee Benefits	\$0.00	\$0.63	(\$0.63)
3000 - Purchased Services	\$26,200.00	\$19,751.33	\$6,448.67
4000 - Supplies <\$500	\$10,000.00	\$4,875.26	\$5,124.74
2190 - Other Support Services Total:	\$36,200.00	\$24,928.22	\$11,271.78
2191 - Lunchroom Supervision			
1000 - Salaries	\$630,484.80	\$678,900.29	(\$48,415.49)
2000 - Employee Benefits	\$91.05	\$7,319.02	(\$7,227.97)
4000 - Supplies <\$500	\$2,000.00	\$215.05	\$1,784.95
2191 - Lunchroom Supervision Total:	\$632,575.85	\$686,434.36	(\$53,858.51)
2192 - Outside Supervision			
1000 - Salaries	\$154,000.00	\$158,359.78	(\$4,359.78)
2000 - Employee Benefits	\$0.00	\$2,702.34	(\$2,702.34)
2192 - Outside Supervision Total:	\$154,000.00	\$161,062.12	(\$7,062.12)
2210 - Improvement of Instruction			
1000 - Salaries	\$566,534.74	\$431,176.61	\$135,358.13
2000 - Employee Benefits	\$74,580.46	\$73,217.95	\$1,362.51
3000 - Purchased Services	\$275,727.00	\$197,331.72	\$78,395.28
4000 - Supplies <\$500	\$8,000.00	\$9,291.56	(\$1,291.56)
6000 - Other Objects	\$1,000.00	\$600.00	\$400.00
2210 - Improvement of Instruction Total:	\$925,842.20	\$711,617.84	\$214,224.36
2212 - QIT			
1000 - Salaries	\$12,784.98	\$4,038.00	\$8,746.98
2000 - Employee Benefits	\$70.75	\$60.41	\$10.34
3000 - Purchased Services	\$10,870.00	\$2,044.95	\$8,825.05
4000 - Supplies <\$500	\$3,780.00	\$2,689.20	\$1,090.80
2212 - QIT Total:	\$27,505.73	\$8,832.56	\$18,673.17
2222 - Learning Resource Center			
1000 - Salaries	\$896,434.60	\$889,353.70	\$7,080.90
2000 - Employee Benefits	\$193,769.67	\$199,800.41	(\$6,030.74)
3000 - Purchased Services	\$23,000.00	\$77,234.67	(\$54,234.67)
4000 - Supplies <\$500	\$97,149.00	\$89,209.81	\$7,503.45
6000 - Other Objects	\$400.00	\$0.00	\$400.00
2222 - Learning Resource Center Total:	\$1,210,753.27	\$1,255,598.59	(\$45,281.06)
2225 - Comp. Assist. Instruct. Serv.			

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
1000 - Salaries	\$1,315,583.92	\$1,308,159.29	\$7,424.63
2000 - Employee Benefits	\$201,100.16	\$215,280.41	(\$14,180.25)
3000 - Purchased Services	\$240,140.00	\$176,014.15	\$64,125.85
4000 - Supplies <\$500	\$875,200.00	\$560,360.23	\$314,839.77
5000 - Capital Expenditures > \$1,500	\$170,000.00	\$40,541.11	\$129,458.89
6000 - Other Objects	\$3,000.00	\$1,000.00	\$2,000.00
7000 - Equipment \$500 - \$1,500	\$0.00	\$220,895.00	(\$220,895.00)
2225 - Comp. Assist. Instruct. Serv. Total:	\$2,805,024.08	\$2,522,250.19	\$282,773.89
2230 - Assessment & Testing			
3000 - Purchased Services	\$67,350.00	\$100,018.95	(\$32,668.95)
2230 - Assessment & Testing Total:	\$67,350.00	\$100,018.95	(\$32,668.95)
2310 - Board of Education			
1000 - Salaries	\$208.33	\$208.33	\$0.00
2000 - Employee Benefits	\$186,000.00	\$188,892.79	(\$2,892.79)
3000 - Purchased Services	\$501,400.00	\$305,888.99	\$195,511.01
4000 - Supplies <\$500	\$12,250.00	\$3,341.70	\$8,908.30
6000 - Other Objects	\$5,000.00	\$4,025.00	\$975.00
2310 - Board of Education Total:	\$704,858.33	\$502,356.81	\$202,501.52
2320 - Office of the Superintendent			
1000 - Salaries	\$263,892.80	\$266,866.67	(\$2,973.87)
2000 - Employee Benefits	\$59,539.18	\$59,528.39	\$10.79
3000 - Purchased Services	\$11,520.00	\$15,184.77	(\$3,664.77)
4000 - Supplies <\$500	\$7,500.00	\$7,129.74	\$370.26
6000 - Other Objects	\$0.00	\$1,375.00	(\$1,375.00)
2320 - Office of the Superintendent Total:	\$342,451.98	\$350,084.57	(\$7,632.59)
2330 - Special Area Administration			
1000 - Salaries	\$667,723.63	\$666,616.75	\$1,106.88
2000 - Employee Benefits	\$227,126.37	\$221,509.60	\$5,616.77
3000 - Purchased Services	\$10,860.00	\$3,738.78	\$7,121.22
4000 - Supplies <\$500	\$1,000.00	\$648.42	\$351.58
2330 - Special Area Administration Total:	\$906,710.00	\$892,513.55	\$14,196.45
2410 - Office of the Principal			
1000 - Salaries	\$2,296,864.45	\$2,280,060.11	\$16,804.34
2000 - Employee Benefits	\$701,389.53	\$678,110.49	\$23,279.04
3000 - Purchased Services	\$64,100.00	\$34,093.06	\$30,006.94

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
4000 - Supplies <\$500	\$13,911.00	\$5,278.75	\$8,632.25
2410 - Office of the Principal Total:	\$3,076,264.98	\$2,997,542.41	\$78,722.57
2510 - Direction of Business Support			
1000 - Salaries	\$185,377.92	\$179,203.92	\$6,174.00
2000 - Employee Benefits	\$56,261.85	\$54,275.00	\$1,986.85
3000 - Purchased Services	\$4,160.00	\$3,675.21	\$484.79
2510 - Direction of Business Support Total:	\$245,799.77	\$237,154.13	\$8,645.64
2520 - Fiscal Services			
1000 - Salaries	\$439,653.10	\$434,794.74	\$4,858.36
2000 - Employee Benefits	\$60,899.14	\$59,081.51	\$1,817.63
3000 - Purchased Services	\$195,260.00	\$265,960.30	(\$70,700.30)
4000 - Supplies <\$500	\$9,000.00	\$9,438.60	(\$455.57)
6000 - Other Objects	\$110,000.00	\$97,671.19	\$12,328.81
2520 - Fiscal Services Total:	\$814,812.24	\$866,946.34	(\$52,151.07)
2542 - Care & Upkeep of Buildings			
4000 - Supplies <\$500	\$0.00	\$2,025.00	(\$2,025.00)
2542 - Care & Upkeep of Buildings Total:	\$0.00	\$2,025.00	(\$2,025.00)
2546 - Security Services			
1000 - Salaries	\$0.00	\$1,320.00	(\$1,320.00)
2000 - Employee Benefits	\$0.00	\$11.71	(\$11.71)
2546 - Security Services Total:	\$0.00	\$1,331.71	(\$1,331.71)
2560 - Food Service			
3000 - Purchased Services	\$1,206,952.00	\$801,651.58	\$405,300.42
4000 - Supplies <\$500	\$7,500.00	\$1,574.43	\$5,925.57
5000 - Capital Expenditures > \$1,500	\$15,000.00	\$0.00	\$15,000.00
7000 - Equipment \$500 - \$1,500	\$7,500.00	\$1,131.92	\$6,368.08
2560 - Food Service Total:	\$1,236,952.00	\$804,357.93	\$432,594.07
2620 - Planning, R&D, Evaluation Svcs			
3000 - Purchased Services	\$15,000.00	\$0.00	\$15,000.00
2620 - Planning, R&D, Evaluation Svcs Total:	\$15,000.00	\$0.00	\$15,000.00
2633 - Information Services			
1000 - Salaries	\$66,269.06	\$66,269.06	\$0.00
2000 - Employee Benefits	\$13,400.44	\$13,400.44	\$0.00
3000 - Purchased Services	\$244,160.00	\$251,016.46	(\$6,856.46)
4000 - Supplies <\$500	\$6,400.00	\$9,846.35	(\$3,446.35)

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
6000 - Other Objects	\$0.00	\$125.00	(\$125.00)
2633 - Information Services Total:	\$330,229.50	\$340,657.31	(\$10,427.81)
2640 - Human Resources			
1000 - Salaries	\$436,668.50	\$450,066.42	(\$13,397.92)
2000 - Employee Benefits	\$92,475.69	\$87,673.23	\$4,802.46
3000 - Purchased Services	\$208,560.00	\$132,584.65	\$75,975.35
4000 - Supplies <\$500	\$3,000.00	\$1,460.36	\$1,539.64
6000 - Other Objects	\$100.00	\$209.00	(\$109.00)
8000 - Undesignated	\$288,402.14	\$362,122.20	(\$73,720.06)
2640 - Human Resources Total:	\$1,029,206.33	\$1,034,115.86	(\$4,909.53)
2660 - Data Processing Services			
3000 - Purchased Services	\$125,700.00	\$172,123.90	(\$46,423.90)
4000 - Supplies <\$500	\$100,000.00	\$65,860.00	\$34,140.00
5000 - Capital Expenditures > \$1,500	\$53,000.00	\$52,560.00	\$440.00
2660 - Data Processing Services Total:	\$278,700.00	\$290,543.90	(\$11,843.90)
3200 - Community Recreation Services			
1000 - Salaries	\$0.00	\$6,506.73	(\$6,506.73)
3000 - Purchased Services	\$0.00	\$8.94	(\$8.94)
3200 - Community Recreation Services Total:	\$0.00	\$6,515.67	(\$6,515.67)
3500 - Extended Day Kindergarten			
1000 - Salaries	\$293,598.26	\$308,004.22	(\$14,405.96)
2000 - Employee Benefits	\$61,855.67	\$60,502.76	\$1,352.91
4000 - Supplies <\$500	\$20,000.00	\$12,161.07	\$7,838.93
3500 - Extended Day Kindergarten Total:	\$375,453.93	\$380,668.05	(\$5,214.12)
3600 - Community Services			
1000 - Salaries	\$40,000.00	\$23,844.82	\$16,155.18
2000 - Employee Benefits	\$0.00	\$24.14	(\$24.14)
4000 - Supplies <\$500	\$300.00	\$100.61	\$199.39
3600 - Community Services Total:	\$40,300.00	\$23,969.57	\$16,330.43
3700 - Parochial/Private Services			
1000 - Salaries	\$208,036.96	\$217,127.09	(\$9,090.13)
2000 - Employee Benefits	\$26,120.89	\$27,868.11	(\$1,747.22)
3000 - Purchased Services	\$12,276.00	\$11,189.39	\$1,086.61
4000 - Supplies <\$500	\$5,234.00	\$4,831.34	\$402.66
3700 - Parochial/Private Services Total:	\$251,667.85	\$261,015.93	(\$9,348.08)

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
4120 - Sp. Ed. Services			
3000 - Purchased Services	\$176,000.00	\$86,201.17	\$89,798.83
4120 - Sp. Ed. Services Total:	\$176,000.00	\$86,201.17	\$89,798.83
4220 - SpEd Tuition-Other Governments			
6000 - Other Objects	\$1,130,507.00	\$1,423,265.14	(\$292,758.14)
4220 - SpEd Tuition-Other Governments Total:	\$1,130,507.00	\$1,423,265.14	(\$292,758.14)
6000 - Contingency			
6000 - Other Objects	\$400,000.00	\$0.00	\$400,000.00
6000 - Contingency Total:	\$400,000.00	\$0.00	\$400,000.00
10 - Education Fund Total:	\$65,926,226.52	\$64,379,607.66	\$1,546,045.15

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
20 - Operations & Maintenance Fund			
0000 - Undesignated			
2541 - O&M Service Area Direction			
1000 - Salaries	\$163,567.60	\$163,571.07	(\$3.47)
2000 - Employee Benefits	\$15,128.85	\$15,070.11	\$58.74
3000 - Purchased Services	\$3,500.00	\$230.00	\$3,270.00
4000 - Supplies <\$500	\$16,000.00	\$12,783.15	\$3,216.85
2541 - O&M Service Area Direction Total:	\$198,196.45	\$191,654.33	\$6,542.12
2542 - Care & Upkeep of Buildings			
1000 - Salaries	\$2,435,913.29	\$2,366,039.12	\$69,874.17
2000 - Employee Benefits	\$423,538.68	\$403,255.07	\$20,283.61
3000 - Purchased Services	\$1,273,370.00	\$1,188,197.69	\$85,172.31
4000 - Supplies <\$500	\$1,235,000.00	\$998,819.35	\$236,180.65
5000 - Capital Expenditures > \$1,500	\$156,000.00	\$132,420.78	\$23,579.22
7000 - Equipment \$500 - \$1,500	\$40,000.00	\$65,920.73	(\$25,920.73)
2542 - Care & Upkeep of Buildings Total:	\$5,563,821.97	\$5,154,652.74	\$409,169.23
2543 - Care & Upkeep of Grounds			
1000 - Salaries	\$119,075.86	\$122,200.80	(\$3,124.94)
2000 - Employee Benefits	\$19,873.38	\$19,873.38	\$0.00
3000 - Purchased Services	\$162,417.00	\$141,422.97	\$20,994.03
4000 - Supplies <\$500	\$75,000.00	\$98,778.01	(\$23,778.01)
5000 - Capital Expenditures > \$1,500	\$197,000.00	\$149,985.91	\$47,014.09
7000 - Equipment \$500 - \$1,500	\$0.00	\$3,349.00	(\$3,349.00)
2543 - Care & Upkeep of Grounds Total:	\$573,366.24	\$535,610.07	\$37,756.17
2545 - Care & Upkeep of Vehicles			
3000 - Purchased Services	\$8,500.00	\$4,997.52	\$3,502.48
4000 - Supplies <\$500	\$15,000.00	\$35,211.03	(\$20,211.03)
7000 - Equipment \$500 - \$1,500	\$2,500.00	\$0.00	\$2,500.00
2545 - Care & Upkeep of Vehicles Total:	\$26,000.00	\$40,208.55	(\$14,208.55)
2546 - Security Services			
3000 - Purchased Services	\$87,000.00	\$64,016.10	\$22,983.90
4000 - Supplies <\$500	\$15,000.00	\$6,081.44	\$8,918.56
5000 - Capital Expenditures > \$1,500	\$50,000.00	\$0.00	\$50,000.00
2546 - Security Services Total:	\$152,000.00	\$70,097.54	\$81,902.46
2547 - Warehouse Services			

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
1000 - Salaries	\$44,444.06	\$43,944.06	\$500.00
2000 - Employee Benefits	\$18,995.12	\$18,995.12	\$0.00
2547 - Warehouse Services Total:	\$63,439.18	\$62,939.18	\$500.00
4190 - Payments In-State Governments			
3000 - Purchased Services	\$3,600.00	\$3,585.15	\$14.85
4190 - Payments In-State Governments Total:	\$3,600.00	\$3,585.15	\$14.85
20 - Operations & Maintenance Fund Total:	\$6,580,423.84	\$6,058,747.56	\$521,676.28

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
40 - Transportation Fund			
0000 - Undesignated			
2550 - Transportation Services			
1000 - Salaries	\$27,044.78	\$26,834.78	\$210.00
2000 - Employee Benefits	\$22.88	\$1,990.00	(\$1,967.12)
3000 - Purchased Services	\$3,118,760.00	\$3,357,679.79	(\$238,919.79)
4000 - Supplies <\$500	\$500.00	\$0.00	\$500.00
2550 - Transportation Services Total:	\$3,146,327.66	\$3,386,504.57	(\$240,176.91)
3700 - Parochial/Private Services			
3000 - Purchased Services	\$135,000.00	\$99,887.28	\$35,112.72
3700 - Parochial/Private Services Total:	\$135,000.00	\$99,887.28	\$35,112.72
4120 - Sp. Ed. Services			
3000 - Purchased Services	\$14,000.00	\$22,744.53	(\$8,744.53)
4120 - Sp. Ed. Services Total:	\$14,000.00	\$22,744.53	(\$8,744.53)
40 - Transportation Fund Total:	\$3,295,327.66	\$3,509,136.38	(\$213,808.72)

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
50 - Municipal Retirement Fund			
0000 - Undesignated			
1110 - Elementary Education			
2000 - Employee Benefits	\$40,000.00	\$7,018.84	\$32,981.16
1110 - Elementary Education Total:	\$40,000.00	\$7,018.84	\$32,981.16
1120 - Middle School Education			
2000 - Employee Benefits	\$35,270.02	\$316.80	\$34,953.22
1120 - Middle School Education Total:	\$35,270.02	\$316.80	\$34,953.22
1200 - Special Education			
2000 - Employee Benefits	\$202,383.03	\$233,690.61	(\$31,307.58)
1200 - Special Education Total:	\$202,383.03	\$233,690.61	(\$31,307.58)
1225 - Pre-K Special Education			
2000 - Employee Benefits	\$31,620.87	\$36,172.70	(\$4,551.83)
1225 - Pre-K Special Education Total:	\$31,620.87	\$36,172.70	(\$4,551.83)
1250 - Remedial Programs			
2000 - Employee Benefits	\$0.00	\$12.44	(\$12.44)
1250 - Remedial Programs Total:	\$0.00	\$12.44	(\$12.44)
1510 - Clubs			
2000 - Employee Benefits	\$55.93	\$1,195.12	(\$1,139.19)
1510 - Clubs Total:	\$55.93	\$1,195.12	(\$1,139.19)
1520 - Interscholastic Athletics			
2000 - Employee Benefits	\$260.88	\$1,672.38	(\$1,411.50)
1520 - Interscholastic Athletics Total:	\$260.88	\$1,672.38	(\$1,411.50)
1600 - WOW Program			
2000 - Employee Benefits	\$1,049.06	\$1,637.22	(\$588.16)
1600 - WOW Program Total:	\$1,049.06	\$1,637.22	(\$588.16)
1601 - Early Start of Year Program			
2000 - Employee Benefits	\$1,613.35	\$1,918.20	(\$304.85)
1601 - Early Start of Year Program Total:	\$1,613.35	\$1,918.20	(\$304.85)
1650 - Channels of Challenge Program			
2000 - Employee Benefits	\$0.00	\$933.28	(\$933.28)
1650 - Channels of Challenge Program Total:	\$0.00	\$933.28	(\$933.28)
2112 - Attendance Services			
2000 - Employee Benefits	\$100.28	\$100.28	\$0.00
2112 - Attendance Services Total:	\$100.28	\$100.28	\$0.00

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
2130 - Health Services			
2000 - Employee Benefits	\$36,285.26	\$42,237.83	(\$5,952.57)
2130 - Health Services Total:	\$36,285.26	\$42,237.83	(\$5,952.57)
2131 - OT/PT Services			
2000 - Employee Benefits	\$53,460.30	\$62,437.53	(\$8,977.23)
2131 - OT/PT Services Total:	\$53,460.30	\$62,437.53	(\$8,977.23)
2140 - Psychological Services			
2000 - Employee Benefits	\$6,402.75	\$7,078.33	(\$675.58)
2140 - Psychological Services Total:	\$6,402.75	\$7,078.33	(\$675.58)
2190 - Other Support Services			
2000 - Employee Benefits	\$0.00	\$7.95	(\$7.95)
2190 - Other Support Services Total:	\$0.00	\$7.95	(\$7.95)
2191 - Lunchroom Supervision			
2000 - Employee Benefits	\$14.43	\$16,549.53	(\$16,535.10)
2191 - Lunchroom Supervision Total:	\$14.43	\$16,549.53	(\$16,535.10)
2192 - Outside Supervision			
2000 - Employee Benefits	\$0.00	\$691.68	(\$691.68)
2192 - Outside Supervision Total:	\$0.00	\$691.68	(\$691.68)
2210 - Improvement of Instruction			
2000 - Employee Benefits	\$16,371.00	\$17,797.61	(\$1,426.61)
2210 - Improvement of Instruction Total:	\$16,371.00	\$17,797.61	(\$1,426.61)
2222 - Learning Resource Center			
2000 - Employee Benefits	\$20,877.51	\$22,664.66	(\$1,787.15)
2222 - Learning Resource Center Total:	\$20,877.51	\$22,664.66	(\$1,787.15)
2225 - Comp. Assist. Instruct. Serv.			
2000 - Employee Benefits	\$63,880.54	\$72,252.92	(\$8,372.38)
2225 - Comp. Assist. Instruct. Serv. Total:	\$63,880.54	\$72,252.92	(\$8,372.38)
2320 - Office of the Superintendent			
2000 - Employee Benefits	\$6,159.90	\$7,033.30	(\$873.40)
2320 - Office of the Superintendent Total:	\$6,159.90	\$7,033.30	(\$873.40)
2330 - Special Area Administration			
2000 - Employee Benefits	\$11,911.97	\$12,920.78	(\$1,008.81)
2330 - Special Area Administration Total:	\$11,911.97	\$12,920.78	(\$1,008.81)
2410 - Office of the Principal			

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
2000 - Employee Benefits	\$56,044.68	\$58,208.61	(\$2,163.93)
2410 - Office of the Principal Total:	\$56,044.68	\$58,208.61	(\$2,163.93)
2520 - Fiscal Services			
2000 - Employee Benefits	\$45,842.34	\$49,525.07	(\$3,682.73)
2520 - Fiscal Services Total:	\$45,842.34	\$49,525.07	(\$3,682.73)
2541 - O&M Service Area Direction			
2000 - Employee Benefits	\$17,403.49	\$18,876.56	(\$1,473.07)
2541 - O&M Service Area Direction Total:	\$17,403.49	\$18,876.56	(\$1,473.07)
2542 - Care & Upkeep of Buildings			
2000 - Employee Benefits	\$240,551.29	\$266,677.88	(\$26,126.59)
2542 - Care & Upkeep of Buildings Total:	\$240,551.29	\$266,677.88	(\$26,126.59)
2543 - Care & Upkeep of Grounds			
2000 - Employee Benefits	\$12,669.74	\$14,101.17	(\$1,431.43)
2543 - Care & Upkeep of Grounds Total:	\$12,669.74	\$14,101.17	(\$1,431.43)
2547 - Warehouse Services			
2000 - Employee Benefits	\$4,675.77	\$5,069.93	(\$394.16)
2547 - Warehouse Services Total:	\$4,675.77	\$5,069.93	(\$394.16)
2550 - Transportation Services			
2000 - Employee Benefits	\$2,196.72	\$2,384.37	(\$187.65)
2550 - Transportation Services Total:	\$2,196.72	\$2,384.37	(\$187.65)
2633 - Information Services			
2000 - Employee Benefits	\$6,557.50	\$7,158.36	(\$600.86)
2633 - Information Services Total:	\$6,557.50	\$7,158.36	(\$600.86)
2640 - Human Resources			
2000 - Employee Benefits	\$19,346.61	\$20,059.28	(\$712.67)
2640 - Human Resources Total:	\$19,346.61	\$20,059.28	(\$712.67)
3200 - Community Recreation Services			
2000 - Employee Benefits	\$0.00	\$549.86	(\$549.86)
3200 - Community Recreation Services Total:	\$0.00	\$549.86	(\$549.86)
3500 - Extended Day Kindergarten			
2000 - Employee Benefits	\$12,685.34	\$13,860.88	(\$1,175.54)
3500 - Extended Day Kindergarten Total:	\$12,685.34	\$13,860.88	(\$1,175.54)
50 - Municipal Retirement Fund Total:	\$945,690.56	\$1,002,811.96	(\$57,121.40)

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
51 - Social Security/Medicare Fund			
0000 - Undesignated			
1110 - Elementary Education			
2000 - Employee Benefits	\$250,917.22	\$157,236.79	\$93,680.43
1110 - Elementary Education Total:	\$250,917.22	\$157,236.79	\$93,680.43
1111 - Response to Intervention			
2000 - Employee Benefits	\$39,195.40	\$38,700.29	\$495.11
1111 - Response to Intervention Total:	\$39,195.40	\$38,700.29	\$495.11
1112 - General Music			
2000 - Employee Benefits	\$14,680.11	\$14,929.57	(\$249.46)
1112 - General Music Total:	\$14,680.11	\$14,929.57	(\$249.46)
1113 - Art Program			
2000 - Employee Benefits	\$13,882.82	\$13,993.03	(\$110.21)
1113 - Art Program Total:	\$13,882.82	\$13,993.03	(\$110.21)
1114 - Instrumental Music			
2000 - Employee Benefits	\$7,744.02	\$8,002.52	(\$258.50)
1114 - Instrumental Music Total:	\$7,744.02	\$8,002.52	(\$258.50)
1116 - Physical Education Program			
2000 - Employee Benefits	\$29,112.95	\$30,319.66	(\$1,206.71)
1116 - Physical Education Program Total:	\$29,112.95	\$30,319.66	(\$1,206.71)
1117 - Chorus Program			
2000 - Employee Benefits	\$132.87	\$180.61	(\$47.74)
1117 - Chorus Program Total:	\$132.87	\$180.61	(\$47.74)
1119 - Foreign Language			
2000 - Employee Benefits	\$16,118.36	\$16,191.77	(\$73.41)
1119 - Foreign Language Total:	\$16,118.36	\$16,191.77	(\$73.41)
1120 - Middle School Education			
2000 - Employee Benefits	\$106,103.29	\$83,523.79	\$22,579.50
1120 - Middle School Education Total:	\$106,103.29	\$83,523.79	\$22,579.50
1130 - Reg. Ed. Curriculum Specialist			
2000 - Employee Benefits	\$5,304.48	\$5,159.71	\$144.77
1130 - Reg. Ed. Curriculum Specialist Total:	\$5,304.48	\$5,159.71	\$144.77
1200 - Special Education			
2000 - Employee Benefits	\$188,449.54	\$199,097.38	(\$10,647.84)
1200 - Special Education Total:	\$188,449.54	\$199,097.38	(\$10,647.84)

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
1225 - Pre-K Special Education			
2000 - Employee Benefits	\$27,553.11	\$29,742.42	(\$2,189.31)
1225 - Pre-K Special Education Total:	\$27,553.11	\$29,742.42	(\$2,189.31)
1250 - Remedial Programs			
2000 - Employee Benefits	\$110.78	\$1,550.11	(\$1,439.33)
1250 - Remedial Programs Total:	\$110.78	\$1,550.11	(\$1,439.33)
1410 - Industrial Arts			
2000 - Employee Benefits	\$5,714.16	\$5,732.96	(\$18.80)
1410 - Industrial Arts Total:	\$5,714.16	\$5,732.96	(\$18.80)
1412 - Family & Consumer Science			
2000 - Employee Benefits	\$5,070.04	\$5,011.87	\$58.17
1412 - Family & Consumer Science Total:	\$5,070.04	\$5,011.87	\$58.17
1413 - Health			
2000 - Employee Benefits	\$5,280.88	\$5,001.48	\$279.40
1413 - Health Total:	\$5,280.88	\$5,001.48	\$279.40
1510 - Clubs			
2000 - Employee Benefits	\$528.97	\$2,336.06	(\$1,807.09)
1510 - Clubs Total:	\$528.97	\$2,336.06	(\$1,807.09)
1520 - Interscholastic Athletics			
2000 - Employee Benefits	\$713.08	\$2,132.79	(\$1,419.71)
1520 - Interscholastic Athletics Total:	\$713.08	\$2,132.79	(\$1,419.71)
1530 - Intramurals			
2000 - Employee Benefits	\$110.84	\$225.72	(\$114.88)
1530 - Intramurals Total:	\$110.84	\$225.72	(\$114.88)
1600 - WOW Program			
2000 - Employee Benefits	\$2,919.76	\$3,427.82	(\$508.06)
1600 - WOW Program Total:	\$2,919.76	\$3,427.82	(\$508.06)
1601 - Early Start of Year Program			
2000 - Employee Benefits	\$2,424.62	\$2,948.13	(\$523.51)
1601 - Early Start of Year Program Total:	\$2,424.62	\$2,948.13	(\$523.51)
1650 - Channels of Challenge Program			
2000 - Employee Benefits	\$23,193.49	\$23,308.50	(\$115.01)
1650 - Channels of Challenge Program Total:	\$23,193.49	\$23,308.50	(\$115.01)
1800 - Bilingual Program			

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
2000 - Employee Benefits	\$10,258.58	\$10,263.03	(\$4.45)
1800 - Bilingual Program Total:	\$10,258.58	\$10,263.03	(\$4.45)
2112 - Attendance Services			
2000 - Employee Benefits	\$64.52	\$64.52	\$0.00
2112 - Attendance Services Total:	\$64.52	\$64.52	\$0.00
2113 - Social Work			
2000 - Employee Benefits	\$13,942.10	\$13,595.04	\$347.06
2113 - Social Work Total:	\$13,942.10	\$13,595.04	\$347.06
2120 - Guidance Services			
2000 - Employee Benefits	\$2,726.92	\$2,728.28	(\$1.36)
2120 - Guidance Services Total:	\$2,726.92	\$2,728.28	(\$1.36)
2130 - Health Services			
2000 - Employee Benefits	\$26,333.27	\$30,363.78	(\$4,030.51)
2130 - Health Services Total:	\$26,333.27	\$30,363.78	(\$4,030.51)
2131 - OT/PT Services			
2000 - Employee Benefits	\$30,963.23	\$33,091.20	(\$2,127.97)
2131 - OT/PT Services Total:	\$30,963.23	\$33,091.20	(\$2,127.97)
2132 - Assistive Tech			
2000 - Employee Benefits	\$1,007.34	\$1,007.33	\$0.01
2132 - Assistive Tech Total:	\$1,007.34	\$1,007.33	\$0.01
2140 - Psychological Services			
2000 - Employee Benefits	\$13,483.86	\$13,484.35	(\$0.49)
2140 - Psychological Services Total:	\$13,483.86	\$13,484.35	(\$0.49)
2150 - Speech & Hearing Services			
2000 - Employee Benefits	\$20,626.13	\$19,343.10	\$1,283.03
2150 - Speech & Hearing Services Total:	\$20,626.13	\$19,343.10	\$1,283.03
2190 - Other Support Services			
2000 - Employee Benefits	\$0.00	\$23.08	(\$23.08)
2190 - Other Support Services Total:	\$0.00	\$23.08	(\$23.08)
2191 - Lunchroom Supervision			
2000 - Employee Benefits	\$1,090.66	\$33,123.15	(\$32,032.49)
2191 - Lunchroom Supervision Total:	\$1,090.66	\$33,123.15	(\$32,032.49)
2192 - Outside Supervision			
2000 - Employee Benefits	\$0.00	\$2,571.28	(\$2,571.28)
2192 - Outside Supervision Total:	\$0.00	\$2,571.28	(\$2,571.28)

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
2210 - Improvement of Instruction			
2000 - Employee Benefits	\$12,739.44	\$14,088.84	(\$1,349.40)
2210 - Improvement of Instruction Total:	\$12,739.44	\$14,088.84	(\$1,349.40)
2212 - QIT			
2000 - Employee Benefits	\$67.07	\$57.14	\$9.93
2212 - QIT Total:	\$67.07	\$57.14	\$9.93
2222 - Learning Resource Center			
2000 - Employee Benefits	\$20,578.76	\$21,255.99	(\$677.23)
2222 - Learning Resource Center Total:	\$20,578.76	\$21,255.99	(\$677.23)
2225 - Comp. Assist. Instruct. Serv.			
2000 - Employee Benefits	\$56,283.04	\$54,351.16	\$1,931.88
2225 - Comp. Assist. Instruct. Serv. Total:	\$56,283.04	\$54,351.16	\$1,931.88
2320 - Office of the Superintendent			
2000 - Employee Benefits	\$7,338.95	\$7,569.49	(\$230.54)
2320 - Office of the Superintendent Total:	\$7,338.95	\$7,569.49	(\$230.54)
2330 - Special Area Administration			
2000 - Employee Benefits	\$15,990.59	\$16,171.43	(\$180.84)
2330 - Special Area Administration Total:	\$15,990.59	\$16,171.43	(\$180.84)
2410 - Office of the Principal			
2000 - Employee Benefits	\$60,441.03	\$59,757.39	\$683.64
2410 - Office of the Principal Total:	\$60,441.03	\$59,757.39	\$683.64
2510 - Direction of Business Support			
2000 - Employee Benefits	\$2,649.52	\$2,654.85	(\$5.33)
2510 - Direction of Business Support Total:	\$2,649.52	\$2,654.85	(\$5.33)
2520 - Fiscal Services			
2000 - Employee Benefits	\$31,790.22	\$32,270.44	(\$480.22)
2520 - Fiscal Services Total:	\$31,790.22	\$32,270.44	(\$480.22)
2541 - O&M Service Area Direction			
2000 - Employee Benefits	\$11,979.01	\$11,294.29	\$684.72
2541 - O&M Service Area Direction Total:	\$11,979.01	\$11,294.29	\$684.72
2542 - Care & Upkeep of Buildings			
2000 - Employee Benefits	\$168,054.10	\$173,414.52	(\$5,360.42)
2542 - Care & Upkeep of Buildings Total:	\$168,054.10	\$173,414.52	(\$5,360.42)
2543 - Care & Upkeep of Grounds			

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
2000 - Employee Benefits	\$8,970.99	\$9,194.83	(\$223.84)
2543 - Care & Upkeep of Grounds Total:	\$8,970.99	\$9,194.83	(\$223.84)
2546 - Security Services			
2000 - Employee Benefits	\$0.00	\$34.02	(\$34.02)
2546 - Security Services Total:	\$0.00	\$34.02	(\$34.02)
2547 - Warehouse Services			
2000 - Employee Benefits	\$2,978.27	\$2,984.31	(\$6.04)
2547 - Warehouse Services Total:	\$2,978.27	\$2,984.31	(\$6.04)
2550 - Transportation Services			
2000 - Employee Benefits	\$1,579.50	\$1,542.15	\$37.35
2550 - Transportation Services Total:	\$1,579.50	\$1,542.15	\$37.35
2633 - Information Services			
2000 - Employee Benefits	\$4,871.54	\$4,871.55	(\$0.01)
2633 - Information Services Total:	\$4,871.54	\$4,871.55	(\$0.01)
2640 - Human Resources			
2000 - Employee Benefits	\$25,976.34	\$28,060.90	(\$2,084.56)
2640 - Human Resources Total:	\$25,976.34	\$28,060.90	(\$2,084.56)
3200 - Community Recreation Services			
2000 - Employee Benefits	\$0.00	\$497.74	(\$497.74)
3200 - Community Recreation Services Total:	\$0.00	\$497.74	(\$497.74)
3500 - Extended Day Kindergarten			
2000 - Employee Benefits	\$11,609.48	\$11,169.83	\$439.65
3500 - Extended Day Kindergarten Total:	\$11,609.48	\$11,169.83	\$439.65
3600 - Community Services			
2000 - Employee Benefits	\$0.00	\$1,824.05	(\$1,824.05)
3600 - Community Services Total:	\$0.00	\$1,824.05	(\$1,824.05)
3700 - Parochial/Private Services			
2000 - Employee Benefits	\$3,001.55	\$3,136.76	(\$135.21)
3700 - Parochial/Private Services Total:	\$3,001.55	\$3,136.76	(\$135.21)
51 - Social Security/Medicare Fund Total:	\$1,312,656.80	\$1,264,612.80	\$48,044.00

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????

Account Type: Expenditure

Print accounts with zero balance
 Include Inactive Accounts
 Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT	FY1920 Budget	Year To Date	Budget Balance
80 - Tort Fund			
0000 - Undesignated			
2362 - Workers Compensation			
3000 - Purchased Services	\$327,572.00	\$327,572.00	\$0.00
 2362 - Workers Compensation Total:			
	\$327,572.00	\$327,572.00	\$0.00
2363 - Unemployment Insurance			
2000 - Employee Benefits	\$0.00	\$12,588.68	(\$12,588.68)
3000 - Purchased Services	\$1,000.00	\$1,250.00	(\$250.00)
 2363 - Unemployment Insurance Total:			
	\$1,000.00	\$13,838.68	(\$12,838.68)
2364 - Liability Insurance			
3000 - Purchased Services	\$71,997.50	\$74,725.00	(\$2,727.50)
 2364 - Liability Insurance Total:			
	\$71,997.50	\$74,725.00	(\$2,727.50)
2367 - Loss Prevention			
3000 - Purchased Services	\$2,400.00	\$1,778.00	\$622.00
4000 - Supplies <\$500	\$300.00	\$0.00	\$300.00
 2367 - Loss Prevention Total:			
	\$2,700.00	\$1,778.00	\$922.00
2371 - Property Insurance			
3000 - Purchased Services	\$85,316.50	\$82,389.00	\$2,927.50
 2371 - Property Insurance Total:			
	\$85,316.50	\$82,389.00	\$2,927.50
 80 - Tort Fund Total:			
	\$488,586.00	\$500,302.68	(\$11,716.68)

Community Consolidated School District No. 64

General Ledger - Expenditure

Fiscal Year: 2019-2020 From Date:7/1/2019 To Date:6/30/2020

Account Mask: [1,2,4,5,7,8][0,1]????????????????????????????????

Account Type: Expenditure

Print accounts with zero balance Include Inactive Accounts Include PreEncumbrance

FUND / SOURCE / FUNCTION / OBJECT

FY1920 Budget Year To Date Budget Balance

Grand Total:	\$78,548,911.38	\$76,715,219.04	\$1,833,118.63
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End of Report

2020-21 Learning Plan Update

Assistant Superintendent for Student Learning Dr. Lori Lopez and Student Services Director Dr. Lea Anne Frost will update the Board on the learning plan for the start of the 2020-21 school year.

08/20/20

To: Board of Education
 Dr. Eric Olson, Superintendent

From: Mary Jane Warden, Director of Innovation and Instructional Technology
 Luann Kolstad, Chief School Business Official

Date: August 20, 2020

Re: Approval of Donation from Hewlett Packard Enterprise

Board Policy 8:80 [Gifts to the District](#) guides the acceptance of gifts to District 64 and states that gifts over \$500 must be approved by the Board.

Hewlett Packard Enterprise has chosen Park Ridge-Niles School District 64 to be a recipient at no cost of the Aruba Education Connectivity Kit to support any outdoor networking needs of remote learning during the COVID-19 crisis. Below is a list of the equipment provided in the Aruba Education connectivity kit and the list prices:

SKU	Description	Unit Cost	Quantity	Total
JX967A	Aruba AP-365 (US) Outdoor AP	\$1,360.00	2	\$2,720.00
JW053A*	AP-270-MNT-V2 AP-270 Series Outdoor Pole/Wall Short Mount Kit	\$135.00	2	\$270.00
JW055A^	AP-270-MNT-H2 270 Series Mt Kit	\$65.00	2	\$130.00
Q9X65A	Aruba UXI Sensor	\$790.00	1	\$790.00
H4XN9E	NBD Exchange Foundation Care for 6 months for AP-365 [for JX967A]	\$28.50	1	\$28.50
JW471AAE	Aruba LIC-ENT Enterprise (LIC-AP LIC-PEF LIC-RFP and LIC-AW) Licence Bundle E-LTU	\$300.00	1	\$300.00
Donation Total Value				\$4,238.50

This donation adheres to the points in the policy. The acceptance of this gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. James Levi from Hodges Loizzi has reviewed the document prior to being brought to the Board of Education for approval. Please accept this donation on behalf of Park Ridge-Niles School District 64.

ACTION ITEM 20-08-1

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the donation from Hewlett Packard Enterprises of the Aruba Education Connectivity Kit in the total amount of \$4,238.50

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

HEWLETT PACKARD ENTERPRISE TERMS AND CONDITIONS FOR DONATIONS OF ARUBA EDUCATION CONNECTIVITY BUNDLES DURING THE COVID-19 PANDEMIC

Under the Aruba COVID-19 Pandemic Response program (“Program”), Hewlett Packard Enterprise Company or its affiliates (“HPE”) are donating, at no cost to the Recipient, secure Aruba Education connectivity kits, described in more detail in Exhibit 1, to support qualified education organizations in quickly meeting networking needs for students during the COVID-19 crisis. These Terms and Conditions shall apply to the Organization identified in the signature section (hereinafter, “Requestor” or “Recipient”)’s request and receipt of a donation under the Program.

Requestor hereby acknowledges and agrees that its submission of a request does not obligate HPE in any way to award any or all portions of the request. HPE shall determine Program Donations at its sole discretion. All donations shall be subject to these terms and conditions. No other terms and conditions executed shall apply to any Program donation unless pursuant to a writing executed by Recipient and HPE.

These Terms and Conditions shall convert to a binding agreement if and when HPE determines to provide a donation and upon Requestor’s signature.

1. DEFINITIONS

a) “Delivery” means the date of delivery of a Program Donation pursuant to HPE’s standard shipping method to a “Ship To” address identified by Recipient and approved by HPE, as evidenced by a proof of delivery (provided by HPE’s designated freight carrier) and/or confirmation of receipt by Recipient.

b) “Manufacturer” means the entity, whether HPE or a third party, that manufactures Product(s) contained in a Program Donation.

c) “Product” means hardware, Software, documentation, accessories, supplies, parts and/or upgrades that are provided by the respective Manufacturer pursuant to a Program Donation.

d) “Program” means the provision of Aruba education connectivity kits as described in Exhibit 1.

e) “Program Donation” means the Product and Support services based on the configurations described in Exhibit 1.

f) “Recipient” shall have the definition provided above and shall include the entity that receives a Program Donation.

g) “Software” means any software program capable of operating on a controller, processor or other hardware Product, whether a separate Product included with another Product or fixed in hardware and not removable in normal operation.

h) "Specifications" means specific technical information about Products that is published in Product documentation in effect on the date Recipient's Program Donation is shipped.

i) "Support" means hardware maintenance and repair, Software updates and maintenance, training, and other standard support services that may or may not be provided by HPE or a third party designated by HPE ("Designee"), at HPE's sole discretion, pursuant to any Program Donation.

2. DELIVERY

Product is subject to Product availability should HPE grant Recipient's Program Donation. HPE shall undertake reasonable efforts to meet Recipient's Delivery requirements; provided, however, that nothing in these Terms and Conditions shall create an obligation for HPE to meet Recipient's Delivery requirements.

3. SHIPMENT AND RISK OF LOSS

Products will ship according to HPE's standard commercial shipping practice. Title and risk of loss and damage will pass to Recipient at the agreed upon "Ship To" address. Delivery of Products awarded may vary depending upon availability. HPE will attempt to consolidate a Product shipment to the extent that the Program Donation contains more than one Product; however, multiple Product shipments may occur.

4. ACCEPTANCE

Acceptance by Recipient occurs upon Delivery.

5. SUPPORT (if applicable; the terms of this Section 5 apply only if Support is provided as part of a Program Donation)

a) Grants of, or orders for, Support are subject to the terms of a Support Terms Exhibit or quotation in effect on the date of the Program Donation and included in writing with such Program Donation. Such terms shall be incorporated herein by reference.

b) To be eligible for Support, if any, Products must be at current specified revision levels and in good operating condition.

c) The Manufacturer may, at no additional charge, modify Products to (i) improve operation, supportability or reliability, or (ii) meet legal requirements.

d) Relocation of Products is solely Recipient's responsibility. Relocation may result in additional Support charges and modified service response times outside of the scope and coverage of the Program Donation. Support for Products moved to another country is subject to availability.

e) Notwithstanding any contrary provisions in these Terms and Conditions, Support shall not be provided with respect to any damage or failure of Products caused by (i) use of media, supplies, or other products not listed in the Program Donation, (ii) site conditions that do not conform to Specifications, or (iii) neglect, improper use, casualty, power disturbances, transportation by Recipient, work or modification by people other than authorized employees or subcontractors of HPE or as designated by HPE, or other causes beyond the control of HPE or a third party Manufacturer.

f) Recipient is solely responsible for maintaining a procedure (or procedures) external to the Products to reconstruct lost or altered Recipient files, data or programs. Recipient will have a representative present when any Support services are provided at Recipient's site. Recipient will notify HPE if Products are being used in an environment which poses a potential health hazard to employees or subcontractors of HPE or HPE designated entities whom are providing Support. HPE may, at its sole discretion, require Recipient to maintain such Products under HPE's supervision.

6. WARRANTY

The only Product warranty(ies) is/are the then-current warranty(ies) that ship with the Products. Nothing in a Program Donation or in these Terms and Conditions shall be deemed to affect such warranty(ies).

7. LICENSES

Software shall be licensed to Recipient pursuant to any license that accompanies the Software. Nothing in the Program Donation or in these Terms and Conditions shall be deemed to affect such license.

8. LIMITATION OF LIABILITY AND REMEDIES

a) Products are not specifically designed, manufactured or intended for sale as parts, components or assemblies for the planning, construction, maintenance, or direct operation of a nuclear facility. Recipient is solely responsible and liable, and waives all claims against HPE and each Manufacturer, if Products or Support are used for such purposes.

b) To the extent HPE is held legally liable to Recipient, HPE's liability is limited to (i) damages for bodily injury, and, (ii) direct damages to tangible property up to a limit of U.S. \$10,000.

c) To the fullest extent permitted by law, in no event will HPE or its affiliates, subcontractors or suppliers be liable for any of the following: (i) actual losses or direct damages other than the losses or damages identified in Section 8(b) above, (ii) damages for loss of data or software restoration, (iii) damages relating to Recipient's procurement of substitute products or services (i.e., "cost of cover"), or (iv) punitive, incidental, special, indirect, or consequential damages (including downtime costs or lost profits), even if the Recipient has

informed HPE of the possibility of such damages.

d) THE REMEDIES IN THESE TERMS AND CONDITIONS SHALL BE RECIPIENT'S SOLE AND EXCLUSIVE REMEDIES.

9. RECIPIENT'S REPRESENTATIONS, WARRANTIES, ACKNOWLEDGMENTS AND OBLIGATIONS

a) Recipient acknowledges that any Program Donation may only be used to provide networking capability to students as part of their response to the COVID-19 pandemic. Recipient represents and warrants that any Program Donation will be used for the intended purpose. At the conclusion of the COVID-19 pandemic, Recipient may retain title and license to Program Donation only subject to the restriction in Section 10.

b) Recipient further acknowledges and agrees that a Program Donation cannot be changed by the Recipient after HPE has made the Program Donation, but that HPE may choose a suitable substitute if any Product or service contained in a Program Donation is unavailable for any reason.

c) Recipient shall include the grant reference number ("Grant Reference Number"), if available, in all communications with HPE for Program Donation inquiries such as shipment status, delivery or warranty issues. If issued, Recipient's Grant Reference Number can be found on Recipient's "Approval Confirmation" email and the "Shipment Confirmation" email or on the packing slip of the Program Donation shipment.

e) Recipient acknowledges and agrees that upon Delivery of a Program Donation, it may be required to sign an acknowledgement of receipt and certification of use form required by the IRS, or as may be required by the government of the country in which the Recipient resides for HPE's tax returns. Where required, this form shall be executed and returned to HPE, or its designated agent, within 15 calendar days of Delivery of the Program Donation.

f) Recipient acknowledges and agrees that HPE may publicize a Program Donation in any reasonable and lawful manner. Photographs and names of minors will not be used without parental written consent. Recipient must obtain HPE's written consent prior to publicizing a Program Donation.

g) Recipient represents and warrants that its acceptance of a Program Donation under these Terms and Conditions is not in violation of any federal, state/provincial or local law or any code of conduct or internal rules or by-laws that govern the activities of the Recipient and that Recipient is authorized to receive the Program Donation.

10. ANTI-CORRUPTION CERTIFICATION

Recipient certifies that:

- a) Recipient, its owners, employees, officers, and directors are in compliance with legal requirements of all applicable laws relating to corruption, bribery, money laundering, political contributions, and gifts and gratuities in connection with private and Public Officials¹ (collectively, the “Anti-Corruption Laws”). Recipient has not received any notice that suggests or alleges that Recipient or any employee, officer, director, representative, or any other person associated with or acting on behalf of Recipient is, or may be, under investigation for violations of, or in violation of, any Anti-Corruption Laws.
- b) HPE advises the Recipient that HPE is subject to the US Foreign Corrupt Practices Act (“FCPA”), the UK Bribery Act (“UKBA”), as well as other global anti-corruption laws. These laws prohibit the payment or promise of payment of anything of value by HPE or its affiliates either directly or indirectly, to the representative of a commercial entity or an official of a foreign government, foreign political party, party official, or candidate for foreign office, for the purpose of influencing any act or decision in their official capacity, or inducing that official to use their influence with a foreign government to assist HPE or its affiliates, in obtaining, retaining, or directing business to any person, or in securing any improper business advantage. Recipient agrees that it has not and will not take any action which could cause HPE to be in violation of the FCPA, UKBA or any other applicable anti-corruption law or regulation in connection with this Program Donation. If the Recipient becomes aware of any such violation, it will immediately notify HPE.
- c) Where applicable in the United States, this Program Donation is being made pursuant to the Federal Communications Commission’s March 18, 2020 Order temporarily waiving the E-rate and Rural Health Care Programs’ gift rules to “enable service providers to offer, and participants to solicit and accept, improved connections or additional equipment for telemedicine or remote learning during the coronavirus outbreak.”
- d) Recipient will maintain books and records that accurately reflect its use of any Program Donation from HPE. Recipient will make those records available to HPE promptly upon request.

¹ “Public Official” means:

- Officers and employees of any (i) national, regional, local, or other government entity or any department or agency thereof, (ii) entity that is owned or controlled by a government entity, such as a state-owned enterprise, or (iii) public international organization
- Members of royal families
- Candidates for a political office, elected government officials at any level of government, political parties, and political party officials
- Any person acting in an official capacity for or on behalf of any such government or any of the foregoing
- Immediate family members (parents, children, spouses, and in-laws), significant others, close friends, and business associates of any person described above

- e) Recipient represents that accepting this Program Donation does not violate any rules or regulations applicable to Recipient and has obtained approval from its ethics officer, if required.
- f) Recipient will not sell, trade or give away the Program Donation for one year from date of delivery. Recipient will be eligible to maintain Support on the Product after six months.
- g) All information submitted by Recipient to HPE remains accurate and complete as of the date of this Certification. Recipient agrees to notify HPE promptly if any event occurs that would make any of the information previously submitted no longer accurate.

11. GENERAL

- a) HPE and its affiliates will not be liable for performance delays or for nonperformance, due to causes beyond its reasonable control.
- b) Recipient may not transfer any Program Donation, or assign any rights or obligations under a Program Donation, to another third party without the prior written approval of HPE's Corporate Affairs Office.
- c) Recipient will comply with all applicable laws and regulations related to its use of Products and Software, and a Program Donation, generally, including export and privacy laws and regulations, and shall obtain any required export and import authorizations.
- d) Disputes arising in connection with these Terms and Conditions will be governed by the laws of the country and state of Recipient's headquarters, excluding its conflict of laws principles.
- e) These Terms and Conditions and any exhibits constitute the entire agreement between HPE and Recipient, and supersede any previous communications, representations, understandings, or agreements between the parties, whether oral or written, regarding the Program. Recipient's additional or different terms and conditions will not apply. Recipient's receipt or use of Products and Support, if any, will constitute Recipient's further acceptance of these Terms and Conditions. The Terms and Conditions may not be changed except by an amendment signed by authorized representatives of HPE and Recipient.
- f) Notices. Any notices to be sent to HPE shall be directed to:

Contact Information: grant.request@HPE.com

Any notices to Recipient shall be directed to: The contact information as contained in the HPE grant administration system information sheet incorporated herein by reference.

By providing Recipient's signature, Recipient agrees that these Terms and Conditions establishes the agreement under which Recipient shall receive the Program Donation should HPE make such Program Donation.

I hereby represent that I am authorized to accept these Terms and Conditions on behalf of Recipient.

Signature

Title

Organization

Date

EXHIBIT 1

EDUCATION CONNECTIVITY BUNDLE

SKUs, parts, pricing and quantities are subject to change based on availability and market fluctuation. Any substitution will be based on a functionally equivalent offering. Recipient may receive two Aruba Education Connectivity Kit #1 or two Aruba Education Connectivity Kit #2 or a combination thereof based on their needs and existing IT systems. Exact Product information will be included on the packing slip. Prices listed estimate the value of the donation and will not be charged to the recipient.

Aruba Education Connectivity Kit #1

Part Number	Description	Quantity	Unit Price (USD)	Total (USD)
JX966A or JX967A	Aruba AP-365 Outdoor AP	1	\$1,360.00	\$1,360.00
H4XN9E	NBD Exchange Foundation Care for 6 months for AP-365	1	\$28.50	\$28.50
JW053A*	AP-270-MNT-V2 AP-270 Series Outdoor Pole/Wall Short Mount Kit	1	\$135.00	\$135.00
JW055A^	AP-270-MNT-H2 270 Series Mt Kit	1	\$65.00	\$65.00
Q9X65A or Q9X66A or Q9X67A	Aruba UXI Sensor	1	\$790.00	\$790.00
JW471AAE	Aruba LIC-ENT Enterprise (LIC-AP LIC-PEF LIC-RFP and LIC-AW) License Bundle E-LTU	1	\$300.00	\$300.00
			Total:	\$2,678.50

*Note- If JW053A is unavailable at time of shipment, JW052A can be substituted

^Note- If JW055A is unavailable at time of shipment, JW054A can be substituted



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Aruba Education Connectivity Kit #2

Part Number	Description	Quantity	Unit Price (USD)	Total (USD)
JL258A	Aruba 2930F 8G PoE+ 2SFP+ Switch	2	\$1,680.00	\$3,360.00
HQ1M6E	Aruba 6 Months 24x7 Technical Support 2930F 8G 4SFP POE Service	2	\$47.00	\$94.00
J4858D	Aruba 1G SFP LC SX 500m MMF Transceiver	2	\$340.00	\$680.00
JX966A or JX967A	Aruba AP-365 Outdoor AP	3	\$1,360.00	\$4,080.00
H4XN9E	NBD Exchange Foundation Care for 6 months for AP-365	3	\$28.50	\$85.50
JW053A*	AP-270-MNT-V2 AP-270 Series Outdoor Pole/Wall Short Mount Kit	3	\$135.00	\$405.00
JW055A^	AP-270-MNT-H2 270 Series Mt Kit	3	\$65.00	\$195.00
Q9X65A or Q9X66A or Q9X67A	Aruba UXI Sensor	1	\$790.00	\$790.00
JW471AAE	Aruba LIC-ENT Enterprise (LIC-AP LIC-PEF LIC-RFP and LIC-AW) License Bundle E-LTU	5	\$300.00	\$1,500.00
			Total:	\$11,189.50

*Note- If JW053A is unavailable at time of shipment, JW052A can be substituted

^Note- If JW055A is unavailable at time of shipment, JW054A can be substituted



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First Reading of Policies from PRESS 104

Policy	Issue	Title	District Policy Committee 08/07/2020 Change/No Change	Board Policy Committee 08/14/2020 Change/No Change	Board Meeting 08/20/2020 Change/No Change
2:220	104	School Board Meeting Procedures	N/C	N/C	
4:180	104	Pandemic Preparedness; Management; and Recovery	N/C	Recommends further discussion at the Board meeting	
7:40	104	Nonpublic School Students, Including Parochial and Homel-Schooled Students	N/C	N/C	
7:190	104	Student Behavior	N/C	N/C	
7:340	104	Student Records	N/C	N/C	
7:345	104	Use of Educational Technologies, Student Data Privacy & Security	N/C	N/C	

School Board

School Board Meeting Procedure 1

Agenda

The School Board President is responsible for focusing the Board meeting agendas on appropriate content.² The Superintendent shall prepare agendas in consultation with the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that usually do not require extensive discussion before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.³

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting.⁴ Items submitted by Board members to the Superintendent or the President shall be placed on the agenda for an upcoming meeting.⁵ District residents may suggest inclusions for the agenda.⁶ The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.⁷

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

¹ State law requires boards to have a policy concerning: (1) the public's right to record meetings (5 ILCS 120/2.05), and (2) if applicable, attendance by video or audio means (5 ILCS 120/7, [amended by P.A. 101-640](#)). Boards are not mandated to have a policy on the remaining topics covered in this policy. The following items are matters of local discretion: agenda preparation and contents, process for board members to have items placed on agenda, receipt and handling of residents' requests for agenda inclusions, and order of business.

² Appropriate agenda content includes: establishing board processes, clarifying the district's purpose, delegating authority, defining operating limits, monitoring district progress, and taking legally required board action. See *IASB Foundational Principles of Effective Governance*.

³ To comply with the Open Meetings Act's (OMA's) mandate that minutes contain a "summary of discussion on all matters proposed, deliberated, or decided," a board should include a list of consent items in the agenda. OMA also requires that any final action "be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted." 105 ILCS 120/2(e). Some level of explanation of the consent agenda items must be verbally given before a board votes to approve a consent agenda. The Ill. Supreme Court has held that "the recital must announce the nature of the matter under consideration, with sufficient detail to identify the particular transaction or issue, but need not provide an explanation of its terms or its significance." *Bd. of Education of Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill.*, 77 N.E.3d 625 (Ill. 2017).

⁴ 5 ILCS 120/2.02(c). The Ill. Appellate Court held that OMA prohibits a board from voting on a matter at a regular meeting that is not on the pre-meeting published agenda. *Rice v. Board of Trustees of Adams County*, 326 Ill.App.3d 1120 (4th Dist. 2002).

⁵ An alternative follows:

Any Board member may submit suggested agenda items to the Board President for his or her consideration.

⁶ See policy 2:230, *Public Participation at School Board Meetings and Petitions to the Board*. In districts governed by a board of school directors, an appointed board official must give a person requesting consideration of a matter by the board a formal written response no later than 60 days after receiving the request. The response must establish a meeting before the board or list the reasons for denying the request. 105 ILCS 5/10-6.

Options follow to restrict the addition of new agenda items; the phrases between [] may be used together, separately, or eliminated.

Discussion items may be added to the agenda [at the beginning of a regular meeting] [upon unanimous approval of those Board members present].

⁷ An opinion from the Ill. Public Access Counselor found no violation of the OMA when a board removed an item from the agenda within the 48-hour notice time period. PAO 14-3. Removals inform the public that the board does not plan to proceed on the topic.

The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency.⁸ The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

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

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome.⁹ A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of *abstain* or *present*, or a vote other than *yea* or *nay*, or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated. ¹⁰

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⁸ State law does not require this, except that 105 ILCS 5/10-16 requires members to receive a written notice of a special meeting that includes the meeting's purpose.

⁹ In most situations, the failure of a member to vote has the effect of acquiescence or concurrence with the majority of votes cast. *Prosser v. Village of Fox Lake*, 438 N.E.2d 134 (Ill. 1982); *People v. Bertrand*, 978 N.E.2d 681 (1st Dist. 2012). For example, a motion passes with a vote of two *yeas*, one *nay*, and four *abstentions*. A motion fails with a vote of two *yeas*, three *nays*, and two *abstentions*. A motion fails with a vote of three *yeas*, three *nays*, and one *abstain* because there is no majority. Exceptions include when a statute requires the *affirmative vote* of a majority or extra. Statutory exceptions include the following board actions:

1. Dismissing a teacher for any reason other than reduction of staff or elimination of that position requires approval by the majority of all members. 105 ILCS 5/24-12.
2. Directing the sale of district real property or buildings thereon must be approved by at least 2/3 of the board members (105 ILCS 5/5-22), unless the sale is residential property constructed or renovated by students as part of a curricular program, in which case, the board could engage the services of a licensed real estate broker to sell the property for a commission not to exceed 7%, contingent upon the public listing of the property on a multiple listing service for a minimum of 14 calendar days and a sale of the property happens within 120 days.
3. Making or renewing a lease of school property to another school district or municipality or body politic and corporate for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds 10 years, requires approval by at least 2/3 of the board's full membership. 105 ILCS 5/10-22.11.
4. Leasing any building, rooms, grounds, and appurtenances to be used by the district for school or administration purposes for a term longer than ten years, or to alter the terms of such a lease whose unexpired term exceeds ten years, requires approval by at least 2/3 of the board's full membership. 105 ILCS 5/10-22.12.
5. Obtaining personal property by lease or installment contract requires approval by an affirmative vote of at least 2/3 of the board members. *Personal property* includes computer hardware and software and all equipment, fixtures, and improvements to existing district facilities to accommodate computers. 105 ILCS 5/10-22.25a.
6. Adopting a supplemental budget after a successful referendum requires approval by a majority of the full board. 105 ILCS 5/17-3.2.
7. Petitioning the circuit court for an emergency election requires approval by a majority of the members. 10 ILCS 5/2A-1.4.
8. Expending funds in emergency situation in the absence of required bidding requires approval by at least 3/4 of the board. 105 ILCS 5/10-20.21.
9. Exchanging school building sites requires approval by at least a 2/3 majority of the board. 105 ILCS 5/5-23.
10. Waiving the administrative cost cap requires approval by an affirmative vote of at least 2/3 of the board. 105 ILCS 5/17-1.5.
11. Authorizing an advisory question of public policy to be placed on the ballot at the next regularly scheduled election requires approval by a majority of the board. 105 ILCS 5/9-1.5.

¹⁰ Voting sequence is at the board's discretion. A board may indicate how frequently it changes the voting sequence by adding *after each vote*, *monthly*, or *annually* to the end of the sentence. All board members, including officers, may make motions and vote.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the President or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present. **11**

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the President and the Secretary.**12** The minutes include: **13**

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted *yea* and *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act ([OMA](#)) authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion;**14** and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later. **15**

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require

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11 This paragraph's first sentence contains the requirements in 105 ILCS 5/10-7. The second sentence is optional and may be deleted or amended. Other optional provisions include:

Option 1: Any Board member may include a written explanation of his or her vote in the District file containing individual Board member statements; the explanation will not be part of the minutes.

Option 2: Any Board member may request that his or her vote be changed before the President announces the result.

12 105 ILCS 5/10-7 and 5 ILCS 120/2.06. The minutes are the only record showing that the board took official action, including necessary prerequisites to make such action legally sufficient. A non-member recording secretary or clerk may be given these responsibilities. 105 ILCS 5/10-14.

13 All items listed are required to be recorded in minutes **except** items 7-9; other items may be included at the board's discretion. 5 ILCS 120/2.06 and 120/2a; 105 ILCS 5/10-7. The Ill. Public Access Counselor (PAC) found a board's vague reference to a *personnel matter* insufficient to meet the requirements of #3. PAO 13-07.

14 The intent behind this optional item is to give an individual member a means of recording his or her support or opposition to a motion that was taken by oral vote; it will record that the individual took an alternative position to that of the majority without having the minutes recite unnecessary detail.

15 Required by 5 ILCS 120/2.06(b).

confidential treatment and are available for public inspection.¹⁶ The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release. ¹⁷

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require. ¹⁸

The official minutes are in the custody of the Board Secretary.¹⁹ Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval;²⁰ they may be inspected in the District's main office, in the presence of the Secretary, the Superintendent or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member.²¹ The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the Board or by court order. ²²

The Board's open meeting minutes shall be posted on the District website within ten days after the Board approves them; the minutes will remain posted for at least 60 days. ²³

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings.²⁴ If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed

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

¹⁶ Required by 5 ILCS 120/2.06(c). While board notes from closed sessions may be confidential under the Freedom of Information Act (FOIA), they may be discoverable by the opposing party in a lawsuit. Bobkoski v. Cary School Dist., 26, 141 F.R.D. 88 (N.D. Ill. 1992).

The failure to strictly comply with the semi-annual review does not cause the written minutes or related verbatim record to become public, provided that the board, within 60 days of discovering its failure to strictly comply, reviews the closed session minutes and reports the result of that review in open session. 5 ILCS 120/2.06.

¹⁷ 5 ILCS 120/2 allows boards to discuss the confidentiality needs of closed meeting minutes in closed meetings.

¹⁸ Required by 105 ILCS 5/10-7.

¹⁹ Optional provision: "A copy of the minutes is kept in a secure location appropriate for valuables."

²⁰ Required by 5 ILCS 120/2.06(b).

²¹ 5 ILCS 120/2.06(e). The listed individuals in the statute are matched to the titles in the IASB Policy Reference Manual. If the board wishes to mirror the statutory language, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

See the discussion in paragraph two of f/n 27 below about what *in the presence of* means.

²² Id.

²³ Posting on the website is required *only if* the district has a website that is maintained by a full-time staff member; if not, this sentence may be omitted. 5 ILCS 120/2.06(b).

²⁴ Boards must keep a verbatim record of their closed meetings in the form of an audio or video recording. 5 ILCS 120/2.06. This sample policy uses audio recording only; a board that uses a video recording should amend this policy and exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*.

The interests of continuity, efficiency, and ease of holding someone accountable suggest that the superintendent be made responsible for making and storing the verbatim recordings. If the superintendent is not present, e.g., during discussions concerning the superintendent's contract, the tasks should be given to a board member.

meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location. ²⁵

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting. ²⁶

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any elected Board member.²⁷ Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location.²⁸ Requests shall be made to the Superintendent or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the District's main office or official storage location, except by vote of the Board or by court order. ²⁹

Before making such requests, Board members should consider whether such requests are germane to their responsibilities, service to District, and/or Oath of Office in policy 2:80, *Board Member Oath and Conduct*. In the interest of encouraging free and open expression by Board members during closed

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²⁵ Alternatively, use: "is maintained within the District's administrative offices or their official storage location."

²⁶ This paragraph paraphrases 5 ILCS 120/2.06(c). No notification to, or the approval of, a records commission or the State Archivist is needed if a recording is destroyed under the conditions listed.

²⁷ 5 ILCS 120/2.06(e). The listed individuals align with the other titles used in the IASB Policy Reference Manual. If the board wishes to mirror the statute, delete: ~~the Recording Secretary, the Superintendent or designated administrator, or any elected Board member~~ and replace with: "a records secretary, an administrative official of the public body, or any elected official of the public body."

The intent of the *in the presence of* language is meant to protect both (1) the verbatim recordings/closed session minutes (see f/n 21 above), and (2) the board members requesting access to them. It ensures that a school district official is present at all times when a requesting board member accesses the verbatim recording/closed session minutes. The requirement is meant to prevent misuse and removal of the verbatim recording/closed session minutes from the district offices or official storage location. It is also meant to protect the board member who requests the access from being alone and in a situation where he or she could potentially be accused of tampering with or taking the verbatim recording/closed session minutes.

Consult the board attorney about:

1. The practice of sending an *appointed* board member to be present with a board member who requests access to verbatim recordings/closed session minutes. 5 ILCS 120/2.06(e) states, "any *elected* member of the Board;" appointed is not listed but is mentioned elsewhere in the language of this section of the law;
2. Access to verbatim recordings/closed session minutes by other officials employed by the district, e.g., superintendent or other high-level administrators and even the board attorney; and
3. How this law affects the sharing of closed session minutes with board members prior to a meeting at which the closed session minutes will be approved.

The intent of P.A. 99-515, which amended 5 ILCS 120/2.06(e), was to manage a board member's *individual* request for access to these items in his or her individual capacity (see 2:80, *Board Member Oath and Conduct*), not change prior practices in regard to other officials and board attorneys or the required work of school boards under various laws. While many attorneys do not interpret the new law to restrict access or change procedures for these other high-level school officials and attorneys employed by the district, some attorneys do and it is important to obtain legal advice on this specific issue.

²⁸ Id.

²⁹ Id.

meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections. **30**

Quorum and Participation by Audio or Video Means **31**

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

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

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration **32**

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster

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

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

31 5 ILCS 120/2.01 and 120/7, amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. In order to allow attendance by video or audio means, a board must adopt a policy conforming to the restrictions in OMA. The statute requires the board member who wishes to attend remotely to notify the “recording secretary or clerk of the public body.” The policy includes the superintendent as a possible person to receive the notice. Everything in this section is required aside from provisions on the length of notification that is given the secretary and the process for accommodating the request. Alternatively, a board may: (1) prohibit members from participating by video or audio means by omitting this section, (2) add other requirements, or (3) alter the 24 hour notification. Note that the statute does not contemplate someone either approving or denying a request, only that the request be accommodated if the notification is provided.

In a non-binding opinion, the PAC found a public body violated OMA when it allowed a board member to join a closed session meeting remotely without first taking action at that particular meeting in open session to approve the remote participation. 2019 PAC 57660. Therefore, even with the adoption of this policy to approve remote participation, best practice is to ensure the public is informed of any board members that are participating remotely for a particular board meeting. Consult the board attorney for advice on whether the board should take action every time it wishes to permit a member to participate remotely or in those instances where a board member objects to such participation.

32 5 ILCS 120/2.01 and 120/7(e)(1)-(10), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12. During the 2020 COVID-19 pandemic, Ill. Gov. Pritzker issued Executive Order (EO) 2020-07 pursuant to 20 ILCS 3305/7 (disaster proclamation due to public health emergency) that temporarily suspended OMA’s physical quorum requirement. The Governor extended this OMA relief through subsequent Executive Orders as the crisis continued. See EOs 2020-18, 2020-33, and 2020-39. During the period covered by EO 2020-39, 5 ILCS 120/120/7(e), amended by P.A. 101-640 was enacted, immediately requiring public bodies to meet a number of conditions before suspending the physical quorum requirement.

Boards must remember that public comment is still required when a quorum is not physically present at the meeting location. See Public Comment section of the Ill. Atty. Gen.’s guidance entitled *Guidance to Public Bodies on the Open Meetings Act and the Freedom of Information Act During the COVID-19 Pandemic* on p. 5 at:

www.foia.ilattorneygeneral.net/pdf/OMA_FOIA_Guide.pdf

declaration related to a public health emergency.³³ The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.³⁴

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes,³⁵ and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.³⁶

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use Robert's Rules of Order, Newly Revised (11th Edition), as a guide when a question arises concerning procedure.³⁷

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting.³⁸ Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

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

³³ The phrase "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, which provides the governor with the power to declare a disaster. 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns because [the governor has declared] a disaster" and while not aligning with IEMA text, means "public health emergency." For ease of understanding and alignment with IEMA, this policy uses "public health emergency."

To avoid confusion, note that the triggers under 5 ILCS 120/7(e), amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad than the School Code's triggers to implement remote and/or blended remote learning days (RLD/BRLDs). OMA states (1) the "governor or the director of IDPH has issued a disaster declaration of a disaster as defined in 20 ILCS 3305/" This means that it is possible for the board to meet remotely if the director of IDPH declares a disaster under OMA, but that may not mean a district must implement RLD/BRLDs because the School Code states that the governor must declare the disaster.

³⁴ 5 ILCS 120/7(e)(2), amended by P.A. 101-640 states "the head of the public body as defined in [the Freedom of Information Act (FOIA), 5 ILCS 140/2(e), FOIA]." FOIA defines *head of the public body* to mean the *president* or "such person's duly authorized designee." 5 ILCS 140/2(e). Policy 2:110, *Qualifications, Term, and Duties of Board Officers*, designates the vice president to perform the duties of the president if that office is vacant or he or she is absent or unable to perform the office's duties.

For practical purposes if a disaster is declared due to a public health concern, this policy designates the superintendent as "[the president or vice president's] duly authorized designee" pursuant to the authority of 5 ILCS 140/2(e) for the board to move forward with the required determination to meet by audio or video with no physical presence of a quorum.

³⁵ While this phrase of the sentence is not required in OMA, many attorneys agree that transparency best practices in this situation include the individual making the determination to: (1) put it in writing referring to the specific disaster declaration applicable to the board's jurisdiction and the public health concern/public health emergency that applies to not having an in-person meeting; and (2) include that written determination (a) on the board's published notice and agenda for the audio or video meeting, and (b) in the meeting minutes.

³⁶ See 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*.

³⁷ Boards are not required to follow any particular rules of order. Rules, however, must be in writing and available for public inspection, in order to have any legal effect. 105 ILCS 5/10-20.5.

³⁸ The public's right to record meetings must be addressed in board policy. 5 ILCS 120/2.05. However, a provision requiring advance notice to record a meeting is invalid. PAO 12-10.

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

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, ~~and 120/2.06~~, [and 120/7](#).
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

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

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Operational Services

Pandemic Preparedness; Management; and Recovery 1

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public’s health and safety ~~if during an influenza pandemic occurs.~~ 2

~~A pandemic influenza is a worldwide/global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the~~

Commented [KS1]: The former last paragraph of this footnote is moved to the second sentence of the second paragraph.
The fourth paragraph was moved to footnote 3.

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

~~1 Certain subheads of this policy are required: specifically **Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)** (see f/n 12, below), and depending upon the specific terms of government orders and/or guidance issued during a pandemic, if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, **Payment of Employee Salaries During Emergency School Closures** (see f/n 11, below). Other subheads and text in this policy are optional. Its purpose is to establish board direction about pandemic preparedness, management, and recovery issues and ~~inform/provide information to~~ the community about the board’s role during an influenza pandemic.~~

~~Boards are authorized to adopt a policy on pandemic preparedness even though State and federal law provide little guidance. On 3-11-20, the World Health Organization (WHO) characterized the COVID-19 outbreak as a pandemic. See www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19---11-march-2020. Before the COVID-19 pandemic, most research and guidance around pandemics was specific to influenza, but the same principles for influenza pandemics were applied to the management of the COVID-19 pandemic. State law grants boards broad authority to formulate, adopt, and modify school board policies, at the board’s sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. 105 ILCS 5/10-20.5 and 115 ILCS 5/1 et seq. See 2:20, *Powers and Duties of the School Board; Indemnification*, and also 2:240, *Board Policy Development*.~~

~~Information similar to this policy’s content may also be a part of a district’s safety plans, which the superintendent uses to implement the board’s direction in this policy.~~

~~See f/n 3, below for a definition of A pandemic, is a worldwide outbreak of a disease for which there is little or no natural immunity. During an influenza pandemic, a new influenza virus will cause thousands or even millions of people to contract the disease and, in turn, spread the illness to others because people have not been previously exposed to the new virus. Seasonal influenza viruses are similar to those already circulating among people. See **School Guidance During an Influenza Pandemic**, December 2006, Illinois State Board of Education opening letter to School Officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. This letter may be found at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf.~~

~~According to the Centers for Disease Control and Prevention (CDC) guidance, schools serve as an “amplification point” of flu epidemics. **School Superintendent’s Insider**, April 2007. School officials should be preparing for the flu pandemic as a U.S. Health and Human Services Pandemic Influenza Plan estimates that about 30 percent of the general population would become ill in a pandemic. The agency estimates among school-aged children the figure would be higher, about 40 percent. Sources: **NSBA and School Board News**, 3-14-2006. ~~Boards are authorized to adopt a policy on pandemic preparedness even though State and federal law provide little guidance. State law grants boards broad authority to formulate, adopt, and modify school board policies, at the board’s sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. 105 ILCS 5/10-20.5 and 115 ILCS 5/1 et seq. See 2:20, *Powers and Duties of the School Board; Indemnification*, and also 2:240, *Board Policy Development*.~~~~

~~2 Multiple stakeholders at many levels and in many groups have important roles in effective pandemic influenza preparedness, management, and recovery efforts/response. Stakeholders include federal departments and agencies, public health organizations, State and local health departments and laboratories, private health care organizations, influenza vaccine and antiviral manufacturers, and vaccine distributors and vaccinators. **Effective response to an influenza pandemic requires planning, infrastructure, and action at many levels and by many groups. Illinois Pandemic Influenza Preparedness and Response Plan**, Version 2.055.0, October 10, 2006/May 2014, *Concept of Operations 2.0*, page 3836, which is located at: www.idph.state.il.us/pandemic_flu/planning.htm.~~

~~new virus, it spreads sustainably for which there is little or no natural immunity and no vaccine; it spreads quickly to people who have not been previously exposed to the new virus.~~³

To prepare the School District community for a pandemic, the Superintendent or designee shall:⁴ (1) learn and understand ~~how~~ the roles that the federal, State, and local government ~~function would play in an epidemic~~; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic ~~influenza~~-school action plan; and (3) build awareness of the final plan among staff, students, and community.

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³ This paragraph embodies the CDC's pandemic definition. See www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html. The **Illinois Pandemic Influenza Preparedness and Response Plan, Version 5.0, May 2014**, also defines pandemic at page 9; however, that definition is specific to influenza. The new COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by the World Health Organization. At the time of publication during the 2020 COVID-19 pandemic, it was not clear whether this Illinois resource's definition will be amended. www.dhs.gov/sites/default/files/publications/cikrpandemicinfluenzaguide.pdf.

Prior to the COVID-19 pandemic, literature discussed that during an influenza pandemic, a new influenza virus will cause thousands or even millions of people to contract the disease and, in turn, spread the illness to others because people have not been previously exposed to the new virus. ~~Seasonal influenza viruses are similar to those already circulating among people.~~ See **School Guidance During an Influenza Pandemic**, December 2006; Illinois State Board of Education (ISBE) opening letter to School Officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. ~~This letter may be found at:~~ www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf.

⁴ 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration.

Emergency School Closing ⁵

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education. ⁶

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⁵ In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the 2020 COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art. I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the 2020 COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. In general, President Trump's administration set broad national policy, particularly with respect to international travel and the approval of treatments, and suggested guidance that States could follow regarding mitigation measures. The states' governors and local leaders made other state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

Local health departments, emergency medical agencies, and the Regional Office of Education may direct a school to close during a pandemic. See **School Guidance During an Influenza Pandemic**, December 2006; ~~Illinois State Board of Education~~ ISBE opening letter to school officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. This letter is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf.

The Ill. Dept. of Public Health (IDPH) is also authorized to order a place to be closed and made off-limits to the public to prevent the probable spread of a dangerously contagious or infectious disease. 20 ILCS 2305/2(b).

The Governor also has emergency powers upon his or her declaration of a disaster, which includes among other things public health emergencies. 20 ILCS 3305/4 and 3305/7. Upon such proclamation, the Governor has, and may exercise for a period not to exceed 30 days, several emergency powers. *Id.*

Since ~~this~~ the 2006 **School Guidance During an Influenza Pandemic** letter was written, several Illinois schools faced an H1N1 outbreak in 2009, and all Illinois schools faced the 2020 COVID-19 pandemic.

During the 2009 H1N1 outbreak, ISBE directed schools with a statement titled *Closing School in Response to H1N1* that outlined "the decision to close school must be made locally by the school district and in conjunction and support with the relevant local public health department. The impact of a pandemic influenza may vary from region to region. Therefore, it is crucial that district administrators rely on the advice and recommendations of their local public health department." See www.isbe.net/Documents/SP42-2009-school-dismissals.pdf.

During the 2020 COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf. And see other 2020 COVID-19 guidance documents as follows:

Ill. Gov. Pritzker, ISBE, Ill. Association of School Admin., Ill. Principals' Assoc., Ill. Ed. Assoc., and Ill. Fed. of Teachers Joint Statement:

www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf.

IDPH-ISBE joint schools guidance:

www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance

IDPH-ISBE joint workplace health and safety guidance:

www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance

Restore Illinois Plan:

www2.illinois.gov/dceo/Pages/RestoreILP3.aspx.

During the 2020 COVID-19 pandemic, several protests occurred and many lawsuits were filed challenging Ill. Gov. Pritzker's extensions of disaster declaration emergency power under IEMA, 20 ILCS 3305/7. See the 2020 COVID-19 Executive Orders (EO) at: coronavirus.illinois.gov/s/resources-for-executive-orders. Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's EOs faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced a/k/a *Restore Illinois Plan* (coronavirus.illinois.gov/s/restore-illinois-introduction).

⁶ Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center." ~~P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.~~

Commented [KS2]: PRESS Subscribers:

The third and fourth paragraphs are moved up. The third paragraph is now the second paragraph and the fourth paragraph is now the third paragraph.

Then the applications of these laws through recent Illinois history is addressed.

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The intent with this additional text is to acknowledge what f/n 5 had always informed subscribers re: IEMA statute – but including in the policy text also informs the community (and others who will rarely read the footnotes).

During an emergency school closing, the Board President and the Superintendent⁷ may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic. ⁸

Board Meeting Procedure: No Physical Presence of Quorum and Participation by Audio or Video ⁹

A disaster declaration related to a public health emergency¹⁰ may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures ¹¹

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction: Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote*

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⁷ For a board that prefers its policy committee to engage in this work, delete Board President and the Superintendent and insert: Board Policy Committee. See policies 2:150, *Committees* and 2:240, *Board Policy Development*. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc.

⁸ For an example of some issues that these entailed during the 2020 COVID-19 pandemic, see paragraph six of f/n 12, below.

⁹ 5 ILCS 120/2.01 and 120/7(e), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12.

¹⁰ While 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." For more discussion, see f/n 33 in sample policy 2:220, *School Board Meeting Procedure*.

¹¹ Required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf, extended until 9-30-20 by www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf) and 30 ILCS 708/. See sample procedure 4:180-AP3, *Grant Flexibility: Payment of Employee Salaries During a Pandemic*, and its footnotes.

During the 2020 COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

Learning Days or Blended Remote Learning Days, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan¹² (Plan) that: 13

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

¹² 105 ILCS 5/10-30(3), added by P.A. 101-643, requires the “[board] to adopt and the superintendent to approve” these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State. See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)* for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), added by P.A. 101-643 (stating that it does not increase or diminish any collective bargaining rights under existing law, and that aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s)).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7, amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the “governor or the director of IDPH has issued a disaster declaration as defined in 20 ILCS 3305/,” and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCS 3305/ in order for the state superintendent of education to declare that a district implement RLD/BLRDs.

RLD/BLRDs and *e-learning days/e-learning programs* are different. RLD/BLRDs are for use when the governor declares a disaster under 20 ILCS 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), amended by P.A. 101-643, 105 ILCS 5/10-30(1), added by P.A. 101-643. BLRDs allow districts to utilize “hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56(b), amended by P.As. 101-12 and 101-643. School districts with e-learning programs may adapt them for use during RLDs and BLRDs (105 ILCS 5/10-20.56(a), amended by P.As. 101-12 and 101-643, and 5/10-30(2), added by P.A. 101-643).

If the board has adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, added by P.A. 101-12, add the following text to number two after 105 ILCS 5/10-30:

2. _____ by adapting into a Plan the District’s e-learning program implemented pursuant to 105 ILCS 5/10-20.56

See policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*, and Executive Order 2020-31 (addressing the statutory minimum state graduation requirements (not local requirements that exceed the State-identified minimums)) and allowing local school boards to amend policies to reduce any local graduation requirements adopted in excess of the minimum requirements specified in School Code that school districts were unable to complete during the 2019-20 school year due to the suspension of in-person instruction and/or the *Stay-at-Home* orders issued in response to the 2020 COVID-19 pandemic). Executive Order 2020-31 provided the following proclamations:

Section 8. The following provisions of the Illinois School Code, 105 ILCS 5/1-1 et seq., requiring certain assessments and courses for twelfth grade students, are suspended:

- a. 105 ILCS 5/2-3.64a-5(c) (requirement to take State assessments),
- b. 105 ILCS 5/27-3 (requirement to pass a satisfactory examination on patriotism and the principles of representative government),
- c. 105 ILCS 5/27-6(a) (requirement to engage in a course of physical education for a minimum of 3 days per 5-day week), and
- d. 105 ILCS 5/27-12.1(a) (requirement to be taught consumer education).

Section 9. The provision of the Illinois School Code, 105 ILCS 5/10-22.43a, requiring the successful completion of a foreign language proficiency examination for students whose foreign language credit is met through an approved ethnic school program, is suspended.

Section 10. The provision of the Illinois School Code, 105 ILCS 5/27-6.5, requiring physical assessments, is suspended.

Section 11. The provision of the Illinois School Code, 105 ILCS 5/27-22(e), requiring the successful completion of certain courses as a prerequisite to receiving a high school diploma, is suspended for twelfth grade students who are unable to complete such coursework as a result of the suspension of in-person instruction due to COVID-19.

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic; 14
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.: 105 ILCS 5/10-16.7, ~~and 5/10-20.5, 5/10-20.56, and 5/10-30.~~
5 ILCS 120/2.01 and 120/7(e), Open Meetings Act,
~~Ill. Dept. of Public Health Act (Part 1), 20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1),~~
~~Ill. Emergency Management Agency Act, 20 ILCS 3305/, Ill. Emergency Management Agency Act.~~
~~Ill. Educational Labor Relations Act, 115 ILCS 5/, Ill. Educational Labor Relations Act.~~

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), ~~2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)~~

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

Section 12. The provision of the Illinois School Code, 105 ILCS 5/27-21, requiring eight grade students to demonstrate evidence of having a comprehensive knowledge of the history of the United States as a prerequisite to eight grade graduation, is suspended.

Section 13. Twelfth grade students shall not be denied credit for apprenticeships or vocational or technical education courses allowed to be substituted for graduation requirements under the Illinois School Code, 105 ILCS 5/27-22.05, due to the student's inability to complete those course substitutions as a result of the suspension of in-person instruction due to COVID-19.

Section 14. The Illinois State Board of Education shall file emergency rules as needed to effectuate the intent of this Executive Order, including to suspend any regulatory provision related to: (1) student graduation requirements; or (2) student teaching, supervised field experience, or internship requirements for professional educator licenses or endorsements.

13 105 ILCS 5/10-30(3), added by P.A. 101-643 states "the district shall adopt a remote and blended remote learning day plan approved by the district superintendent." For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance (www.iasb.com/principles_popup.cfm), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by "the district" to the board. In alignment with this policy, administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to *approve* the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district's website.

14 105 ILCS 5/10-30(8), added by P.A. 101-643 does not excuse districts from completing all statutory and regulatory curricular mandates and offerings.

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Students

Nonpublic School Students, Including Parochial and Home-Schooled Students 1

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis.² Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.³

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students.⁴ Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability 5

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students

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

¹ State or federal law controls this policy's content. The compulsory attendance law (~~105 ILCS 5/26-1 et seq.~~) requires that parent(s)/guardian(s) of a child between the ages of 7 and 17 years send their child to public school. [105 ILCS 5/26-1 et seq.](#) An exception is provided for any child attending a private or parochial school "where children are taught the branches of education taught to children of corresponding age and grades in public schools, and where the instruction of the child in the branches of education is in the English language." (~~Id.~~) Home schooling is included in this exception if the teacher is competent, the required subjects are taught, and the student receives an education that is at least equivalent to public schooling. (*People v. Levisen*, 404 Ill. 574, ~~90 N.E.2d 213~~ (1950).

² As of January 1, 1996, many of the duties imposed on school boards became powers. (~~105 ILCS 5/10-20~~). Thus, boards have the power to accept students enrolled in nonpublic schools for part-time attendance. (~~105 ILCS 5/10-20.24~~). A board should consult its attorney before deciding not to accept nonpublic students for part-time attendance.

³ ~~Id.~~ The deadline for submitting a request is at the local district's option. Consult the board attorney if the district or a school receives a request after this deadline.

⁴ Such transportation is required by 105 ILCS 5/29-4.

⁵ This paragraph restates State law. (~~105 ILCS 5/14-6.01~~). Federal law requires districts to develop and implement a system to locate, identify, and evaluate children with disabilities who attend private schools (including religiously affiliated schools and home-schools) located within the district. Moreover, the district must conduct child find activities for private school children with disabilities that are similar to those for children with disabilities in public schools. See 34 C.F.R. §§300.130-300.144 (children with disabilities enrolled by their parents in private schools). See Section 2, **Child Find**, in the [IASB/III. Council of School Attorneys sample 2015-Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities](#), at www.iasb.com/law/icsaspeded.cfm. Information from the U.S. Dept. of Education is at: www2.ed.gov/admins/lead/speced/privateschools/index.html?exp=3, including the publication *Provisions Related to Children with Disabilities Enrolled by their Parents in Private Schools*.

shall be provided only if required in the child's Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch.⁶ A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.⁷

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration.⁸ Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.⁹

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to School Board policy 7:30, *Student Assignment and Intra-District Transfer*, as well as administrative procedures implementing this policy.

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

⁶ State law is silent on this issue; however, the Illinois High School Association Bylaws, 3.011 and 4.011, state that in order to be eligible to participate in interscholastic competition a student must be enrolled in a district school and take a minimum of 25 credit hours of work for which the district will grant high school credit upon the student's completing and passing the courses. If the board decides not to allow such participation, consider omitting this section of the policy and substituting:

Nonpublic school students, regardless of whether they attend a District school part-time, will not be allowed to participate in any extracurricular activities.

⁷ This paragraph is optional; districts are not required to accept the grade placement or academic credits from nonpublic schools. However, the Ill. State Board of Education (ISBE) provides a *recognition* status to nonpublic schools in order to, among other things, provide assurance that the school's educational program meets at least minimum State requirements. See 105 ILCS 5/2-3.250; 23 Ill.Admin.Code Part 425, and ISBE's guidance at: www.isbe.net/Pages/Nonpublic-Elementary-and-Secondary-School-Registration-and-Recognition.aspx. Nonpublic schools may seek a *Certificate of Nonpublic School Recognition* by complying with these guidelines. While nonpublic school certification is entirely voluntarily, only nonpublic schools that have met the voluntary recognition requirements are eligible to receive school safety and education improvement block grant funding. See 23 Ill.Admin.Code §425.80.

⁸ The question whether to award academic credit based on proficiency is complex. If credit is not given, any incoming secondary student from a nongraded school begins high school as a freshman, regardless of age or proficiency. On the other hand, to award credit based on a student's proficiency only if the student is transferring from a nongraded school will seem unfair to other students. State law is silent on this issue and boards should consult their administrative team for guidance.

⁹ Optional.

LEGAL REF.: 105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment and Intra-District Transfer), 7:300 (Extracurricular Athletics)

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Students

Student Behavior 1

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. ²

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¹ All districts must have a policy on student discipline, including school searches and bullying prevention (105 ILCS 5/10-20.14); re-engagement of students returning from an exclusionary discipline or an alternative school (105 ILCS 5/10-22.6(b-25)); and corporal punishment (105 ILCS 5/24-24). See also 23 Ill.Admin.Code §1.280. See the Cross References for policies on searches and bullying. Each district must furnish a copy of the discipline policy to parents/guardians within 15 days after the beginning of the school year, or within 15 days after starting classes for a student who transfers into the district. 105 ILCS 5/10-20.14(a). The school board must require that each school inform its pupils of the discipline policy’s contents. Id.

School boards, along with the parent-teacher advisory committee, must annually review their pupil discipline policies, those policies’ implementation, and any other factors related to the safety of their schools, students, and staff. Id. For more information about the parent-teacher advisory committee, see 2:150, *Committees*. The parent-teacher advisory committee, in cooperation with local law enforcement agencies, must develop, with the school board, a reciprocal reporting system. 105 ILCS 5/10-20.14(b). See 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*. School districts are encouraged to create memoranda of understanding that define law enforcement’s role in schools. See 7:190-E3, *Memorandum of Understanding*.

Given the unique concerns facing school officials, school disciplinary codes are not required to be drafted as narrowly or with the same precision as criminal statutes. Bethel Sch. Dist. v. Fraser, 478 U.S. 675 (1986).

² The goals and objectives in this policy give the board a focus for monitoring it. This list can be deleted, replaced, or modified by the board. Data on student discipline is available at: www.isbe.net/Pages/Expulsions-Suspensions-and-Truants-by-District.aspx.

When and Where Conduct Rules Apply ³

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. ⁴

Prohibited Student Conduct ⁵

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. ⁶

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³ Board policy should provide a jurisdictional statement telling students and staff the circumstances under which the district will take disciplinary action. Jurisdictional rules in board policy should generally be as broad as possible to give staff members authority to respond to unforeseen situations. Taking jurisdiction over off-campus misconduct generally survives the test of reasonableness when the misconduct has a direct nexus to the school. A countervailing interest concerns liability for off-campus student injuries, i.e., the greater the jurisdiction a district is willing to impose, the greater the scope of liability it may be assuming. Ultimately, a decision whether to discipline for off-campus misconduct requires a factual inquiry to determine the degree of nexus and impact on the school. Many decisions address disciplining a student for off-campus misconduct; for example, see: *J.S. v. Blue Mountain Sch. Dist.*, combined with *Layshock v. Hermitage Sch. Dist.*, 650 F.3d 205 (3d Cir. 2011), cert. denied 565 U.S. 1116 (2012)(absent evidence that parodies of school personnel caused, or could cause, substantial disruption, school districts may not punish out-of-school expressive conduct, even if it is lewd, indecent, or offensive speech).

Note that the law is different regarding participants in athletics and extracurricular activities. See policy 7:240, *Conduct Code for Participants in Extracurricular Activities*.

A judge may transfer a student to another school for committing stalking or non-consensual sexual contact against another student, or for aiding and abetting such an act; the parents/guardians are responsible for transportation and other costs associated with the transfer. Stalking No Contact Order Act and the Civil No Contact Order Act, 740 ILCS 21/80 and 22/213. A school district is seldom notified when a transfer order is requested. When notified, school officials should immediately seek the board attorney's advice concerning available options.

⁴ The factual context will determine the appropriateness of taking jurisdiction. Contact the board attorney before disciplining a student for off-campus conduct. See *Doe v. Superintendent of Schs. of Stoughton*, 767 N.E.2d 1054 (Mass. 2002)(suspension for off-campus commission of a felony was upheld).

⁵ Consult the board attorney for advice on deleting or modifying any of the items in this section on prohibited student conduct.

⁶ 105 ILCS 5/10-20.5b prohibits use of tobacco on school property. Federal law prohibits smoking within schools by anyone. Pro-Children Act of 1994, 20 U.S.C. §6081 *et seq.* Districts that fail to comply risk a civil penalty of up to \$1,000 per violation per day. 20 U.S.C. §6083(f)(1). See 8:30, *Visitors to and Conduct on School Property*, for more information.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.⁷ 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 marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*). ⁸
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription. ⁹
 - 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. ¹⁰
 - 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

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The U.S. Food and Drug Administration now regulates electronic cigarettes. 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed.Reg. 28973. An electronic or e-cigarette resembles a regular cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. The liquid may contain nicotine. E-cigarettes are sometimes referred to as e-cigs, vapes, e-hookahs, vape pens, and electronic nicotine delivery systems (ENDS), and they are generally involved in *vaping*. Vaping is the act of inhaling and exhaling the aerosol, often referred to as vapor that is produced by an e-cigarette or similar device. An e-cigarette resembles a cigarette and contains a battery-operated heating element that turns a liquid into a mist for inhaling. Some e-cigarettes do not look like tobacco products and are shaped like other objects, such as USB flash drives, and are more easily concealed.

Information and resources are available at:

www.isbe.net/Pages/School-Health-Issues.aspx

www.fda.gov/tobaccoproducts/default.htm

www.cdc.gov/tobacco/basic_information/e-cigarettes/index.htm

www.dph.illinois.gov/topics-services/prevention-wellness/tobacco/e-cigarettes-and-vapes

www.drugabuse.gov/drugs-abuse/tobacconicotine-vaping

⁷ *Alcoholic beverages* are defined in 235 ILCS 5/1-3.01 to 3.05.

⁸ *Controlled substance* is defined in 720 ILCS 570/102(f); *cannabis* is defined in 720 ILCS 550/3(a) and in 410 ILCS 705/1-10, added by P.A. 101-27. Either spelling, *marihuana* or *marijuana*, is correct; however, *marijuana* is more common. See f/n 11 for a discussion of medical cannabis and *Ashley's Law*.

⁹ *Anabolic steroid* is defined in 720 ILCS 570/102(c-1).

¹⁰ See policies 7:240, *Conduct Code for Participants in Extracurricular Activities*, and 7:300, *Extracurricular Athletics*.

unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*. **11**

- 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. **12**
- 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

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11 To legally use medical cannabis, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program. 410 ILCS 130/, amended by P.A.s 100-660 and 101-363, scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis. This includes in a school bus or on the grounds of any preschool, or primary or secondary school unless the student meets the requirements of 105 ILCS 5/22-33, a/k/a *Ashley's Law*. 410 ILCS 130/30(a)(2) and (3), amended by P.A.s 100-660 and 101-363, scheduled to be repealed on 7-1-20. *Ashley's Law* provides that school districts "shall authorize a parent or guardian or any other individual registered with the Department 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 Program Act." 105 ILCS 5/22-33(b), added by P.A. 100-660 and amended by P.A. 101-363. Once the product is administered, the designated caregiver must remove the product from the school premises/bus. *Id.* 105 ILCS 5/22-33(b-5), added by 101-370, ~~eff. 1-1-20~~, allows a properly trained school nurse or administrator to administer medical cannabis infused products to a student while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school 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. 105 ILCS 5/22-33(c), added by P.A. 100-660. For more discussion, see f/n 25 in 7:270, *Administering Medicines to Students*. Contact the board attorney for advice concerning medical cannabis, including whether a federal or State law requires the district to accommodate a student who is a *registered qualifying patient*. See Americans with Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Individuals with Disabilities Education Improvement Act of 2004, 20 U.S.C. §1400 *et seq.*; Rehabilitation Act of 1973, Section 504, 29 U.S.C. §794; 105 ILCS 5/14-1.01 *et seq.*, 5/14-7.02, and 5/14-7.02b; and 23 Ill.Admin.Code Part 226.

12 The Powdered Caffeine Control and Education Act states: "No person may sell, offer for sale, give away, or provide free samples of powdered pure caffeine to any person under age 18 located within the State or to any person under age 18 making the purchase from within the State." A limited exception to this prohibition exists for "the sale of any powdered pure caffeine product that receives explicit approval as safe and effective for its intended use under the federal Food, Drug, and Cosmetic Act or is lawfully marketed under an over-the-counter monograph issued by the United States Food and Drug Administration." 410 ILCS 647/20.

the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy. **13**

- 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. **14**

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. **15**
- 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. **16**
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

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13 *Counterfeit* and *look-alike substances* are defined in 720 ILCS 570/102(g) and (y). This provision is broader because it would apply, for example, if a student represents a powdered vitamin to be pure caffeine – pure caffeine is prohibited on campus even though it is a legal substance. Look-alike drugs should be defined; an unpublished Ill. appellate decision in 2000 found a policy prohibiting possession of *look-alikes* had vagueness problems.

14 *Drug paraphernalia* is defined in 720 ILCS 600/2(d). Contact the board attorney for advice concerning a student who is a *registered qualifying patient*, as explained in f/n 11.

15 This language is broader than the **Weapons** section of this policy. The **Weapons** section contains the statutorily required punishment for “a student who is determined to have brought” a weapon to school along with the statutory definition of *weapon*. 105 ILCS 5/10-22.6(d). The language in item #4 is broader because it prohibits “using, possessing, controlling, or transferring” a weapon in addition to violating the **Weapons** section. See the footnotes in the **Weapons** section for a discussion of the Firearm Concealed Carry Act's provisions.

16 105 ILCS 5/10-21.10 prohibits student possession of electronic paging devices, but State law leaves to local boards the discretion whether to prohibit student possession of cellular phones. 105 ILCS 5/10-20.28. The misuse of camera phones can seriously invade a student's privacy. A board wanting a sweeping prohibition may use the following alternative for item #5:

Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

Operating transmitters designed to jam or block wireless communications violates the federal Communications Act of 1934. 47 U.S.C. §§301, 302a, and 333. Fines are as high as \$10,000 for each violation and/or imprisonment, and the device may also be seized. 47 U.S.C. §§501-510.

Making a video recording or live video transmission of another person without their consent in a restroom, locker room, or changing room is a Class 4 felony. 720 ILCS 5/26-4. A minor who distributes or disseminates an indecent visual depiction of another minor through the use of a computer or electronic communication device may be subject to adjudication as a minor in need of supervision. 705 ILCS 405/3-40.

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. **17**
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*. **18**
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. **19**
13. Entering school property or a school facility without proper authorization.

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17 All districts must have a policy on bullying. 105 ILCS 5/27-23.7(d). Policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, contains the statutory definition of bullying. Districts must also have an age-appropriate policy on sexual harassment. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, ~~eff. 1-1-20~~. See policy 7:20, *Harassment of Students Prohibited*, and its f/n 7 for further detail.

105 ILCS 5/10-20.14 requires boards, in consultation with their parent-teacher advisory committees and other community-based organizations, to include provisions in their student discipline policy to address aggressive behavior, including bullying. These provisions must include procedures for notifying a student's parents/guardians about his/her aggressive behavior and early intervention procedures based upon available community-based and district resources. See 7:190-E1, *Aggressive Behavior Reporting Letter and Form*.

Suspending students for hazing was upheld in Gendelman v. Glenbrook North High Sch. and Northfield Township Sch. Dist. 225, 2003 WL 21209880 (N.D.Ill. 2003). This decision may have been legislatively overturned by P.A. 99-456, amending 105 ILCS 5/10-20.14.

The failure of a school official (including any administrator, teacher, counselor, support staff, or coach) to report hazing is a Class B misdemeanor. 720 ILCS 5/12C-50.1.

A person commits a felony hate crime when, by reason of the actual or perceived race, color, creed, religion, ancestry, gender, sexual orientation, physical or mental disability, or national origin of another individual or group of individuals, regardless of the existence of any other motivating factor or factors, he or she commits assault, battery, aggravated assault, intimidation, stalking, cyberstalking, misdemeanor theft, criminal trespass to residence, misdemeanor criminal damage to property, criminal trespass to vehicle, criminal trespass to real property, mob action, disorderly conduct, transmission of obscene message, harassment by telephone, or harassment through electronic communications as these crimes are defined in the Criminal Code. 720 ILCS 5/12-7.1, amended by P.A.s 100-197 and 100-260. The penalty is heightened when the offense is committed in a school or administrative facility.

720 ILCS 5/26-1(a)(3.5) and (b) make transmitting a threat of violence, death, or bodily harm directed against persons at a school, school function, or school event, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

18 All school boards must have a policy on prohibited teen dating violence. 105 ILCS 110/3.10. Verify that the board adopted the policy listed and amend its title in this policy, if necessary.

19 720 ILCS 5/26-1(a)(3.5) and (b) make threatening to destroy a school building or school property, whether or not school is in session, or causing such a threat to be transmitted, a Class 4 felony.

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. **20**
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. **21**
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia. **22**
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. **23**
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. **24**
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. **25**

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20 105 ILCS 5/26-2a, amended by P.A.s 100-918 and 100-810; 5/26-9; and 5/26-12, amended by P.A.s 100-810 and 101-81. See policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*, and 7:70, *Attendance and Truancy*.

21 State law requires schools to suspend or expel any student who engages in this activity. 105 ILCS 5/31-3.

22 See *Kelly v. Bd. of Educ. of McHenry Community High Sch. Dist. 156*, 2007 WL 114300 (N.D.Ill. 2007)(upheld student’s expulsion for drawing gang symbols while at school; testimony that the danger posed by gang signs and the presence of gangs at school supported the board’s insistence on strict enforcement of board policy prohibiting gang related behavior and made expulsion a proper remedy).

740 ILCS 147/15 et seq. allows a school district to bring a civil suit against a gang, gang officers, or gang members for losses it suffers due to their criminal activity.

23 This statement of misconduct restates 105 ILCS 5/10-22.6(d-5), amended by P.A. 100-810. The following alternative provides a shorter statement but will require the administrator to check the statute before imposing discipline based on it:

Making an explicit threat on an Internet website against a school, employee, or any school-related personnel under circumstances described in 105 ILCS 5/10-22.6(d-5).

24 For more information regarding unmanned aircraft systems, see www.faa.gov/uas/.

25 A catchall provision, e.g., this one, gives staff members authority to respond to unforeseen situations.

If the board adopts a mandatory uniform policy (see 7:165, *School Uniforms*), add the following item to the list as number 22: “Failing to comply with the mandatory uniform policy, but only after repeated attempts to secure compliance, such as conferences with parents/guardians, have been unsuccessful.”

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. **26**

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.**27** 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. **28**

Disciplinary Measures **29**

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.**30** School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties.**31** Potential disciplinary measures include, without limitation, any of the following: **32**

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26 *Possession* should be defined to avoid vagueness problems.

27 See f/n 17.

28 Mandated by 105 ILCS 5/10-20.36.

29 **IMPORTANT:** The practice of suspending or expelling a student based on the number of accumulated disciplinary infractions is illegal under 105 ILCS 5/10-22.6. This includes a system of assigning points to specific infractions and then tallying the points a student receives over a period of time to determine a disciplinary exclusion from school.

Before [P.A. 99-456 amendments](#) to 105 ILCS 5/10-22.6, courts used the following factors to determine if a board abused its discretion when it expelled a student: (1) the egregiousness of the student's conduct; (2) the record of the student's past conduct; (3) the likelihood that such conduct will affect the delivery of educational services to other students; (4) the severity of the punishment; and (5) the intent of the child. *Robinson v. Oak Park*, 213 Ill.App.3d (1st Dist. 1991); *Wilson ex rel. Geiger v. Hinsdale Elementary Dist.*, 349 Ill.App.3d 243 (2nd Dist. 2004). Whether courts will continue to use these factors is yet to be determined. The [amendments to enactment of P.A. 99-456 105 ILCS 5/10-22](#) calls into question the validity of relying on past misconduct in suspension or expulsion decisions.

Aside from procedural due process protection, students have a constitutional substantive due process right. This right protects them from an abuse of government power which "shocks the conscience." While the scope of substantive due process is very limited, it is available to students who believe they were subject to arbitrary and excessive discipline. Generally, however, school officials need not fear being found guilty of a substantive due process violation. Federal courts are loath to second-guess school officials. See *Tun v. Whitticker*, 398 F.3d 899 (7th Cir. 2005)(expulsion did not amount to a substantive due process violation because it fell short of the required *shocks the conscience* standard).

30 105 ILCS 5/10-22.6(b-5). In addition, subsection c-5 states, "[s]chool districts must make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on 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, and developmentally appropriate disciplinary methods that promote positive and healthy school climates." 105 ILCS 5/10-22.6(c-5), amended by P.A. 100-810.

31 105 ILCS 5/10-22.6(h).

32 Most school attorneys advise against using a grade reduction as a disciplinary measure. A decision upholding such a policy is *Knight v. Bd. of Educ.*, 38 Ill.App.3d 603 (4th Dist. 1976). A decision striking one is *Smith v. Sch. City of Hobart*, 811 F.Supp. 391 (N.D.Ind. 1993)(grade reduction policy requiring 9-week grades to be reduced 4% for each day of a suspension was found unconstitutional).

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. **33**
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised. **34**
7. After-school study or Saturday study³⁵ 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.³⁶ 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. **37**
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*. **38**
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*.³⁹ A student who has been suspended may also be restricted from being on school grounds and at school activities. **40**
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*.⁴¹ A student

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33 While restitution is permitted, issuing a fine or fee as a disciplinary consequence is not permitted. 105 ILCS 5/10-22.6(i). Possible parental liability for damages under the Parental Responsibility Law (740 ILCS 115/5) is discussed in a footnote in sample policy 7:170, *Vandalism*.

34 An in-school suspension program may 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. 105 ILCS 5/10-22.6(l), added by P.A. 100-1035. Providing programming during in-school suspensions is not required, however providing such programming will help distinguish them from exclusionary suspensions. See f/n 3 in policy 5:230, *Maintaining Student Discipline*, for further discussion of in-school suspension programs.

35 Teachers may not be required to teach on Saturdays. 105 ILCS 5/24-2.

36 See *Herndon v. Chapel Hill-Carrboro City Bd.*, 89 F.3d 174 (4th Cir. 1996)(upheld policy requiring students to complete community service in order to graduate).

37 Consult the board attorney for advice concerning confiscated devices. There is no binding Ill. court decision regarding school personnel seizing and retaining a student's property. The Supreme Court of Arkansas held that a teacher and principal did not violate a student's state or federal rights when they confiscated and retained a student's cell phone for two weeks for violating school rules on cell phones. *Koch v. Adams*, 361 S.W.3d 817 (Ark. 2010).

38 105 ILCS 5/10-22.6(b) and (b-30).

39 A suspension may be imposed in only limited situations that vary according to the suspension's length. 105 ILCS 5/10-22.6(b-15). This is explained in sample board policy 7:200, *Suspension Procedures*, and its footnotes

40 This sentence is optional. A board may make this mandatory by replacing "may also be" with "shall also be."

41 An expulsion may be imposed in only limited situations. 105 ILCS 5/10-22.6(b-20). This is explained in sample policy 7:210, *Expulsion Procedures*, and its footnotes.

who has been expelled may also be restricted from being on school grounds and at school activities. **42**

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. **43**
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. **44**

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. **45**

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105 ILCS 5/10-22.6(d) permits expulsion for a definite period of time not to exceed two calendar years. School officials must document whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

42 This sentence is optional. A board may make this mandatory by replacing “may also be” with “shall also be.”

43 105 ILCS 5/10-22.6(a) and (b). Subsection 10-22.6(b) uses the phrase “is suspended in excess of 20 school days” even though a 20-consecutive day suspension should be treated as an expulsion. *Goss v. Lopez*, 419 U.S. 565 (1975). An alternative program is probably available to a student who is suspended for 11 to 20 consecutive days because that student is technically expelled and, as such, qualifies under subsection (a) of Section 10-22.6. Contact the board attorney if the district wants to interpret the statute as referring to *cumulative* school days so that it can transfer a student to an alternative program upon his or her suspension in excess of 20 *cumulative* school days.

Contact the board attorney regarding the necessary due process procedures before imposing a disciplinary transfer to an alternative school. The court in *Leak v. Rich Twp. High Sch. Dist. 227* (397 Ill.Dec. 90 (1st Dist. 2015)), held that placement in an alternative school is tantamount to an expulsion. Thus, according to dicta in this decision, districts must follow expulsion procedures before a student is transferred to an alternative school. Schools may still reach agreements with parents/guardians to transfer students to such schools without completing the expulsion procedures.

The alternative program may not deny the transfer on the basis of the suspension or expulsion, except in cases in which the transfer is deemed to cause a threat to the safety of students or staff in the alternative program.

44 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, ~~eff. 1-1-20~~. See policy 7:150, *Agency and Policy Interviews*.

45 Note: Districts that receive early childhood block grant funding (authorized by 105 ILCS 5/1C-2 of the School Code) are prohibited from expelling children from their early childhood programs. 105 ILCS 5/2-3.71(a)(7) and 105 ILCS 5/10-22.6(k), amended by P.A. 100-105. A district may, however, transition a child to a new program if: (1) it has documented evidence that all available interventions and supports recommended by a qualified professional have been exhausted; (2) the program determines that transitioning a child is necessary for the well-being of the child or his or her peers and staff; and (3) the current and pending programs create a transition plan for the child with parent or legal guardian permission. 105 ILCS 5/2-3.71(a)(7)(C). A district may temporarily remove a child from attendance in the group setting in the case of a serious safety threat to a child or others, or in the case of possession of a weapon as described in 105 ILCS 5/10-22.6(d), but it must then begin the process of documenting interventions and supports as outlined in the law. 105 ILCS 5/2-3.71(a)(7)(E). ~~As of PRESS Issue 102 (Oct. 2019), the Ill. State Board of Education (ISBE) has not adopted rules to implementing these new requirements are at 23 Ill.Admin.Code §§ 235.300-235.340. As of PRESS Issue 104 (June 2020), the ISBE forms required to document steps taken in accordance with these rules were being developed and projected to be available in late summer 2020 at: www.isbe.net/Pages/Early-Childhood.aspx. Consult the board attorney for advice to ensure compliance with ISBE rules.~~ Compliance with this law does not relieve a district of its obligations to also comply with the Individuals with Disabilities Education Improvement Act of 2004 when disciplining students with disabilities. For further information, see sample policy 7:230, *Misconduct by Students with Disabilities*. For districts that receive early childhood block grant funding, add the following:

Students enrolled in the District’s State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

If this language is inserted, add 105 ILCS 5/2-3.71(a)(7) to the Legal References for this policy.

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. ⁴⁶

Isolated Time Out, Time Out, and Physical Restraint ⁴⁷

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons ⁴⁸

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 two 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

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⁴⁶ This paragraph paraphrases 105 ILCS 5/24-24.

⁴⁷ Isolated time out, time out, or physical restraint may be used by Sstaff members may not use isolated time out or physical restraint unless only if their use is authorized by policy and administrative procedure. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c), ~~amended at 41 Ill.Reg. 6932~~, and 1.285. See 7:190-AP4, *Use of Isolated Time Out, Time Out, and Physical Restraint*. The sample policy prohibits allows the use of isolated time out, time out, and physical restraint by not specifically permitting their use pursuant only to the conditions allowed in the School Code and ISBE rules. State statute and ISBE rules contain complex restrictions on the use of isolated time out, time out, and physical restraints. 105 ILCS 5/2-3.130, 5/10-20.33, and 5/24-24; 23 Ill.Admin.Code §§1.280(c), ~~amended at 41 Ill.Reg. 6932~~, and 1.285. According to the ISBE rule, isolated time out, time out, and physical restraints are ~~prohibited unless allowed only if~~ a board authorizes their use in a policy containing the numerous components identified in the rule. To comply with ISBE's rule, a board must also incorporate by reference the district's procedure, i.e., 7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint. By doing this, the policy includes the district's procedure. ~~For a board that wants to authorize prohibit the use of isolated time out, time out, and physical restraints should insert the paragraph below~~ (1) delete this subhead and its contents; ~~To comply with ISBE's rule, a board must also incorporate by reference the procedure developed by the superintendent, i.e., 7:190-AP4, Use of Isolated Time Out and Physical Restraint.~~ By doing this, the procedure becomes part of the policy.

~~School staff members shall not use isolated time out and physical restraints other than as permitted in 105 ILCS 5/10-20.33, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.~~

~~If the above option is used, (2) amend the Legal References as follows "23 Ill.Admin.Code §§1.280, 1.285," and (3) add/delete the following before the Legal References on the final page: "Incorporated by Reference: 7:190-AP4; (Use of Isolated Time Out, Time Out, and Physical Restraint)."~~

⁴⁸ This section paraphrases 105 ILCS 5/10-22.6(d) and contains the statutorily required punishment for bringing a weapon to school along with the statutory definition of *weapon*. When preparing for a due process hearing, a principal needs to use the applicable State and federal law definitions of *firearm* – not just the School Code.

While subsection 105 ILCS 5/10-22.6(b-10) explicitly forbids zero tolerance policies, it provides an exception for those zero tolerance policies established by State or federal law, which includes weapons in school. Section 10-22.6(d) provides that a student who brings a weapon to school, as defined in the section, "shall be expelled for a period not less than one year," unless modified by the superintendent or board. The federal Gun-Free Schools Act (20 U.S.C. §7961 *et seq.*) provides for at least a one year expulsion for students who bring firearms to school. As directed by 20 U.S.C. §7961(b)(1), 105 ILCS 5/10-22.6(d), the superintendent and the board may modify that consequence; however, the superintendent/board may decline to exercise that discretion and instead impose the maximum penalty authorized by law. Analyzing the student's circumstances on a case-by-case basis may avoid a judicial finding that an expulsion is too severe. See *Washington v. Smith*, 248 Ill.App.3d 534 (1st Dist. 1993).

Item #4 in the **Prohibited Student Conduct** section is broader because it prohibits "using, possessing, controlling, or transferring" a weapon in addition to violating the **Weapons** section.

Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including *look-alikes* of any *firearm* as defined above.

The expulsion requirement under either paragraph one or two 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. **49**

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. **50**

Re-Engagement of Returning Students **51**

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. **52**

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.**53** Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's

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49 Optional.

50 The Firearm Concealed Carry Act permits a properly licensed individual to carry a concealed firearm within a vehicle into a school parking area and store it a locked vehicle out of plain view. 430 ILCS 66/65(b). The federal Gun-Free Schools Act has a similar provision. 20 U.S.C. §7961(g). The School Code, however, contains no similar exception to the ban on firearms at schools. Contact the board attorney before permitting students to store their firearms in their vehicle's trunk while parked at school.

51 Required by 105 ILCS 5/10-22.6(b-25). See 7:190-AP8, *Student Re-Engagement Guidelines*.

52 A goal for re-engagement is optional. Schools must permit students who were suspended to make-up work for equivalent academic credit. 105 ILCS 5/10-22.6(b-30).

53 105 ILCS 5/10-27.1A, 5/10-27.1B, and 5/10-21.7. *School grounds* includes the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground. To satisfy the reporting requirement, ISBE created the School Incident Reporting System (SIRS), a web-based application on IWAS for schools to report incidents electronically. Reporting on SIRS does not satisfy the requirement to report incidents to local law enforcement authorities.

parent/guardian.⁵⁴ *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. ⁵⁵

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 ten consecutive school days, provided the appropriate procedures are followed.⁵⁶ The Board may suspend a student from riding the bus in excess of ten school days for safety reasons. ⁵⁷

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee,⁵⁸ 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.

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⁵⁴ *Id.* State law imposes this duty to report firearm possession only on school officials; this duty may be also imposed on volunteers and community members. Only staff members, however, are vulnerable to committing a petty offense for their failure to report, and only staff members are protected from civil or criminal liability that might arise as a result of making a report (although the liability potential for anyone making a report is remote).

The building principal must notify the student's parents/guardians only when the alleged offense is firearm possession. The policy expands this notification duty; a board disinclined to do this should substitute the following sentence:

Upon receiving such a report, the Building Principal or designee shall immediately notify the applicable local law enforcement agency, Ill. Dept. of State Police (ISP), and, if a student is reportedly in possession of a firearm, also the student's parents/guardians.

⁵⁵ 105 ILCS 5/24-24 and 23 Ill.Admin.Code §1.280, ~~amended at 41 Ill.Reg. 6932~~, require: (1) teachers and other certificated [licensed] employees (except for individuals employed as paraprofessionals) to maintain discipline, and (2) the district to have a policy on discipline that provides that:

[A] teacher, other certificated employee, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for the other students, school personnel or persons or for the purpose of self defense or the defense of property, shall provide that a teacher may remove a student from the classroom for disruptive behavior, and shall include provisions which provide due process to students. The policy shall not include slapping, paddling or prolonged maintenance of students in physically painful positions nor shall it include the intentional infliction of bodily harm. 105 ILCS 5/24-24.

⁵⁶ Required by 105 ILCS 5/10-22.6(b).

⁵⁷ *Id.*

⁵⁸ The board must establish and maintain a parent-teacher advisory committee to develop guidelines on student discipline. See 2:150, *Committees*. This policy's dissemination requirements are from 105 ILCS 5/10-20.14.

A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Illinois Principals Association maintains a handbook service that coordinates with **PRESS** material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

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.

Incorporated

by Reference: [7:190-AP4 \(Use of Isolated Time Out, Time Out, and Physical Restraint\)](#)

LEGAL REF.: 20 U.S.C. §6081, Pro-Children Act of 1994.
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.
23 Ill.Admin.Code §§ 1.280, [1.285](#).

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)

Students

Student Records 1

School student records are confidential. Information from them shall not be released other than as provided by law.² A school student record is any writing or other recorded information concerning a

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¹ State law requires school boards to adopt a policy and procedures implementing the Illinois School Student Records Act (ISSRA) and specifying the content of school student records. 23 Ill.Admin.Code §§375.100 and 226.740. Both State and federal law address school student records. See the federal Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232g) implemented by federal rules at 34 C.F.R. Part 99) and ISSRA (105 ILCS 10/, amended by P.A.s [101-515](#) and [100-532](#), implemented by ISBE rules at 23 Ill.Admin.Code Part 375).

In addition, the U.S. Dept. of Education's ([DOE](#)) *Protecting Student Privacy* webpage, a service of the Privacy Technical Assistance Center (PTAC) and the ~~Family Student Privacy Policy Compliance~~ Office, is a *one-stop* resource for education stakeholders to learn about student privacy and confidentiality, including data privacy and security practices related to student-level longitudinal data systems, at: www.studentprivacy.ed.gov/. PTAC published a guide for school officials titled *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices* (2014), at:

www.studentprivacy.ed.gov/resources/protecting-student-privacy-while-using-online-educational-services-requirements-and-best.

The DOE also issued a summary of resources on FERPA and virtual learning (2020) at: www.studentprivacy.ed.gov/resources/ferpa-and-virtual-learning. **School officials/Boards that wish to enter into cloud computing and other operator contracts must comply with the Student Online Personal Protect Act (SOPPA), 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21, and should contact the board attorney for implementation guidance.** See also f/n 2, item #7, below.

Confusion persists regarding the interplay between the FERPA and the Health Insurance Portability and Accountability Act of 1996 (HIPAA) (Pub. L. 104-191). The Privacy Rule implementing HIPAA, issued by the U.S. Dept. of Health and Human Services (DHS), addresses the disclosure of individuals' health information by *covered entities*. 45 C.F.R. Parts 160 and 164, Subparts A and E. Generally speaking, a school district becomes a *covered entity*, and must comply with applicable sections in the Privacy Rule, if it provides health care and transmits health information in electronic form in connection with transactions. However, *educational records* as defined by FERPA are excluded from HIPAA's definition of *protected health information*. 45 C.F.R. §160.103. In most cases this exception relieves school districts of complying with burdensome privacy notices and authorization forms. In December 2019, DHS and DOE issued an update to its *Joint Guidance on the Application of FERPA and HIPAA to Student Health Records*, at:

www.studentprivacy.ed.gov/sites/default/files/resource_document/file/2019%20HIPAA%20FERPA%20Joint%20Guidance%20508.pdf.

The board attorney should be consulted on all HIPAA-related questions.

² A plethora of statutory and decisional law protects student records. Aside from the laws identified in f/n 1, other laws protecting student records include:

1. Schools may not provide a student's *personal information* to a business organization or financial institution that issues credit or debit cards. 105 ILCS 5/10-20.38.
2. Schools may not sell personal information concerning a child under the age of 16, with a few exceptions, unless a parent has consented. Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.
3. The release of confidential information given by a student to a therapist, e.g., school counselor or psychologist, is governed by the Mental Health and Developmental Disabilities Confidentiality Act. 740 ILCS 110/.
4. Schools must keep a sex offender registration form received from law enforcement separately from school student records maintained on behalf of the juvenile sex offender. 730 ILCS 152/121.
5. Divorced or separated parents/guardians with and without *parental responsibility* (formerly custody) are both permitted to inspect and copy the student's school student records. The ~~Illinois~~ Marriage and Dissolution of Marriage Act (IMDMA), 750 ILCS 5/602.11.
6. Schools may not provide a parent/guardian access to his or her child's school records if the parent is prohibited by an order of protection from inspecting or obtaining such records pursuant to the Domestic Violence Act of 1986 or the Code of Criminal Procedure of 1963. Id. IMDMA, 750 ILCS 5/602.11.

student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below: 3

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school. 4
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses⁵) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody. 6

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy⁷, and challenge school student records.⁸ The information contained in school student

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7. ~~The protection of student data collected by educational technology companies is governed by the Student Online Personal Protection Act, 105 ILCS 85/, added by P.A. 100-315. The Student Online Personal Protection Act-SOPPA (105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21) addresses a school district's obligations related to covered information of students and contracts with educational technology operators. In some instances, covered information as defined under SOPPA may also qualify as education records under FERPA and school student records under ISSRA. See policy 7:345, *Educational Technology Use; Student Data Privacy and Security*, and administrative procedure 7:345-AP1, *Educational Technology Use; Student Data Privacy and Security*, for a description of SOPPA obligations.~~

Note: Nos. 5 and 6 [above](#) may conflict with FERPA in that they restrict a parent/guardian's right to access his or her child's school records more than is expressly permitted by FERPA. 20 U.S.C. 1232g(a)(1)(A), (B); 34 C.F.R. 99.10(a). **Consult the board attorney for guidance.**

Allowing students to grade each other's papers does not violate FERPA; such student work is not a *school record* until it is recorded by the teacher. *Owasso I.S.D. No. I-011 v. Falvo*, 534 U.S. 426 (2002). School student records are *per se* prohibited from disclosure; a district is under no obligation to redact them. *Chicago Tribune Co. v. Chicago Bd. of Educ.*, 332 Ill.App.3d 60 (1st Dist. 2002).

3 20 U.S.C. §1232g(a)(4); 34 C.F.R. §99.3; 105 ILCS 10/2(d); 705 ILCS 405/1-7 and 5-905; 23 Ill.Admin.Code §375.10. Rather than listing the exceptions in the policy, a school board may choose to end the sentence after the proviso "except as provided in State or federal law."

4 For a helpful resource, see f/n 1 in policy 7:150, *Agency and Police Interviews*.

5 For an explanation, see footnotes in [policy 7:220, Bus Conduct](#).

6 Many lawyers believe that once these records are received by a school, they are protected as *education records* under FERPA. Consult the board attorney for advice.

7 105 ILCS 10/5(a).

105 ILCS 10/5(c), amended by P.A. 100-532, requires that a parent's or student's request to inspect and copy records be granted no later than 10 business days (previously 15 school days) after the date of receipt of such a request by the official records custodian.

105 ILCS 10/5(c-5), added by P.A. 100-532, outlines how a school district may extend the timeline for response by not more than five business days from the original due date if one or more of these six reasons applies:

1. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. The request required the collection of a substantial number of specified records;
3. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
5. The request for records cannot be complied with by the school district within the time limits prescribed by subsection (c) without unduly burdening or interfering with the operations of the school district; or

records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child.⁹ The District may release directory information as permitted by law, but a parent/guardian shall have the right to ~~object to~~opt-out of the release of directory information regarding his or her child.¹⁰ However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.¹¹ Upon request, the District discloses school student records without parent consent to the officials records custodian of another school ~~district~~ in which a

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6. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district among two or more components of a public body or school district having a substantial interest in the determination or in the subject matter of the request.

The person making the request and the school district may also agree in writing to extend the timeline for compliance for a period to be determined by the parties. *Id.*

8 23 Ill.Admin.Code §375.10, ~~amended at 42 Ill. Reg. 5899~~, provides that districts may, through board policy, allow scores received on college entrance examinations to be included on a student's academic transcript if that inclusion is requested in writing by a student, parent or person who enrolled the student. If the board of a unit or high school district wants to allow this, insert:

A student or the student's parent/guardian may request, in writing, that scores received on college entrance examinations be included on the student's academic transcript.

Note: Though 23 Ill.Admin.Code §375.10 uses the phrase "student, parent or person who enrolled the student," student records rights under ISSRA and FERPA attach to *eligible students* and their parents/guardians, not to "a person who enrolled the student" (though that person is typically a parent or guardian).

If a board allows for the inclusion of college entrance examination scores on academic transcripts, amend the district's notification to parents/guardians and students of their school student records rights with the process for requesting the inclusion. 23 Ill.Admin.Code §375.30(d)(5), ~~amended at 42 Ill. Reg. 5899~~. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, for an example.

9 23 Ill.Admin.Code §226.740(a).

10 This sentence is required if the board allows schools to release student directory information. 20 U.S.C. §1232g; 23 Ill.Admin.Code §375.80; 34 C.F.R. §99.37. There is at least one instance in Illinois in which parents were upset that their school district released students' names and addresses pursuant to a Freedom of Information Act (FOIA) request. FOIA contains an exemption for home addresses. Many lawyers, however, say that a district must release student information pursuant to a FOIA request when each of the following has occurred: the FOIA request seeks information that is included in the district's definition of student directory information, the district notified parents that it releases directory information, and the parents did not opt out of allowing directory information to be released concerning their child. An opinion from the Ill. Public Access Counselor supports that a district may not rely on the FOIA exemption for home addresses. PAO 12-3.

The **PRESS** policy does not identify the components of *directory information*, leaving that task to implementing material. Boards may want to discuss this quagmire with the superintendent knowing that there are good reasons to release directory information, e.g., to allow the district to publish information about specific students, and good reasons to not release directory information, e.g., to avoid releasing names and addresses pursuant to a FOIA request.

23 Ill.Admin.Code §375.80(a)(1), ~~amended at 42 Ill. Reg. 5899~~, no longer includes *gender* as information which may be designated as directory information. This is consistent with attorneys' views that Illinois' past practice of including *gender* within directory information may have violated FERPA. FERPA regulations provide that directory information "means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed" and it "includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; and the most recent educational agency or institution attended." 34 C.F.R. §99.3. Though FERPA regulations do not explicitly preclude the designation of *gender* as directory information, U.S. Dept. of Education (DOE) guidance has consistently advised schools not to disclose a student's sex as directory information because it would be considered harmful or an invasion of privacy. See *Letter to Institutions of Postsecondary Education*, DOE Family Policy Compliance Office (September 2009). Consult the board attorney about the practical implementation of this issue. Some attorneys, for example, believe photos of the "Girls Volleyball Team" may contradict DOE guidance.

11 20 U.S.C. §1232(g)(j), as added by ~~the~~ Sec. 507 of the U.S.A. Patriot Act of 2001.

student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law. ¹²

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records. ¹³

Student Biometric Information Collection ¹⁴

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention.¹⁵ Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody/parental responsibility¹⁶ or the student (if over the age of 18).¹⁷ Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information.¹⁸ Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

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¹² 34 C.F.R. §99.31; 105 ILCS 10/6.

¹³ Each school must have an *official records custodian*. 105 ILCS 10/4(a). Districts must notify students and parents/guardians of their rights concerning school student records. 105 ILCS 10/3; 105 ILCS 10/4, amended by P.A. 101-161, ~~eff. 1-1-20~~; 23 Ill.Admin.Code §375.30; 34 C.F.R. §99.7. Comprehensive faculty and student handbooks can provide required notices, along with other important information, to recipients. Handbooks can be developed by the building principal, but should be reviewed and approved by the superintendent and board. See 7:340-AP1, E1, *Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records*, and 7:340-AP1, *School Student Records*.

¹⁴ This program is optional; however, districts either wishing to implement such a program or districts that have already engaged in the collection of student biometric information must have a policy consistent with the requirements of 105 ILCS 5/10-20.40 ~~et seq.~~ This section restates the School Code's requirements for a student biometric information policy.

¹⁵ For districts already collecting biometric information, the following is an alternative:

The Superintendent or designee shall maintain a biometric screening program that is consistent with budget requirements and in compliance with State law.

¹⁶ Several statutes define legal custody and when a court may grant it; the term requires statutory construction/interpretation and school boards should discuss this issue with their attorney prior to adopting a policy on collection of student biometric information.

105 ILCS 5/10-20.40(b)(1) states the definition of legal custody is the same as the definition of legal custody for purposes of residency, payment of tuition, hearings, and criminal penalties at 105 ILCS 5/10-20.12b(2)(i)-(v).

The IMDMA, 750 ILCS 5/, changed the terms *custody* and *visitation* to *parental responsibility* and *parenting time*, respectively. It also requires a *parenting plan* that allocates: (1) significant decision-making responsibilities; and (2) each parent's right to access his or her child's school records. The new law does not amend ISSRA or the School Code.

¹⁷ Based upon 105 ILCS 5/10-20.40, written permission is not required annually; it is valid until a request for discontinuation of the use of biometric information is received or until the student reaches the age of 18. See 7:340-AP1, E5, *Biometric Information Collection Authorization*.

¹⁸ Districts must reissue 7:340-AP1, E5, *Biometric Information Collection Authorization* to students turning 18 years of age during the school year. This is because all rights and privileges accorded to a parent under ISSRA become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first. 105 ILCS 10/2(g).

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited. **19**

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18).**20** Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law. **21**

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19 State law contains two exceptions: (1) the individual who has legal custody/parental responsibility of the student or the student (if over the age of 18) consents to the disclosure; and (2) the disclosure is required by court order. 105 ILCS 10-20.40(b)(5).

20 105 ILCS 5/10-20.40(d). No notification to or approval from the district's local records commission, pursuant to the Local Records Act, is required to destroy student biometric information. See f/n 15 for a discussion about the terms *custody* and *parental responsibility*.

21 Whether the student biometric information is an education record under FERPA, ~~20 U.S.C. §1232g~~, or falls under an exception to an education record under FERPA is an issue about which school boards should consult their board attorney. Protected Health Information under the DHS's interpretations of HIPAA excludes education records covered by FERPA, and thus HIPAA requirements are not expected to be triggered by districts collecting student biometric information. However, before implementing policies and procedures to collect student biometric information, a board should discuss these issues with the board attorney.

- LEGAL REF.: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
50 ILCS 205/7.
105 ILCS 5/10-20.21b, 5/20.37, 5/20.40, and 5/14-1.01 et seq.
105 ILCS 10/, Ill. School Student Records Act.
[105 ILCS 85/, Student Online Personal Protection Act.](#)
325 ILCS 17/, Children’s Privacy Protection and Parental Empowerment Act.
750 ILCS 5/602.11, Ill. Marriage and Dissolution of Marriage Act.
23 Ill.Admin.Code Parts 226 and 375.
Owasso I.S.D. No. I-011 v. Falvo, 534 U.S. 426 (2002).
Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).
- CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct),
[7:345 \(Use of Educational Technologies; Student Data Privacy and Security\)](#)
- ADMIN. PROC.: 7:15-E (Notification to Parents of Family Privacy Rights), 7:340-AP1 (School Student Records), 7:340-API, E1 (Notice to Parents/Guardians and Students of Their Rights Concerning a Student’s School Records), 7:340-API, E3 (Letter to Parents and Eligible Students Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information), 7:340-API, E4 (Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information, 7:340-API, E5 (Biometric Information Collection Authorization), 7:340-AP2 (Storage and Destruction of School Student Records), 7:340-AP2, E1 ([Letter Containing](#) Schedule for Destruction of School Student Records)

Students

Use of Educational Technologies; Student Data Privacy and Security 1

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*.² The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited.³ Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. ⁴

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¹ The Student Online Personal Protection Act (SOPPA) (105 ILCS 85/), amended by P.A. 101-516, eff. 7-1-21, controls the content of this policy. SOPPA specifically requires boards to adopt a policy for designating which district employees are authorized to enter into agreements with *operators* (see **Operator Contracts** subhead). SOPPA is the State law that governs how educational technology companies, schools, and the Ill. State Board of Education (ISBE) use and protect *covered information* of students. The amendments to SOPPA were intended to strengthen protections for online student data, in part by centralizing the vetting and contracting process within schools, and to give parents ready access to information about how their children's data is being used at school. SOPPA does not, however, require a district to obtain parent opt-in or separate consent for the use of online services or applications, nor is such consent required if the operator is acting as a *school official* pursuant to the delineated exception in the Family Educational Rights and Privacy Act's (FERPA)(20 U.S.C. §1232g) implementing regulations. See 34 C.F.R. §99.3(a).

² See policy 7:340, *Student Records*, and its implementing administrative procedure, 7:340-API, *School Student Records*, for requirements addressing school student records under federal and State law. SOPPA does not override or otherwise supersede the requirements of FERPA or the Ill. School Student Records Act (ISSRA) (105 ILCS 10/). 105 ILCS 85/30(9), amended by P.A. 101-516, eff. 7-1-21.

Covered information is a broader concept than student records, and may include information that does not qualify as a student record. However, even if the covered information is not maintained as a student record, it may still qualify as a *public record* under the Local Records Act (50 ILCS 205/), such that a district would have an obligation to maintain it. Consult the board attorney for guidance on these issues.

³ 105 ILCS 85/26(1), added by P.A. 101-516, eff. 7-1-21. SOPPA includes a clarification that schools and operators are not prohibited from producing and distributing, free or for consideration, student class photos and yearbooks to the school, students, parents, or others authorized by parents, as long as there is a written agreement between the operator and district. 105 ILCS 85/30(10), amended by P.A. 101-516, eff. 7-1-21.

⁴ SOPPA permits, but does not require, districts to designate an appropriate staff person as a Privacy Officer, who may also be an official records custodian under ISSRA, to carry out the duties and responsibilities assigned to schools and to ensure a district's compliance with the requirements of SOPPA. 105 ILCS 85/27(f), added by P.A. 101-516, eff. 7-1-21. For boards that wish to designate a Privacy Officer, add the below sentence to the end of the paragraph. Boards may designate an individual other than the Superintendent to serve in the capacity of Privacy Officer, such as a Business Manager, IT Director, or District Records Custodian.

The Board designates the Superintendent to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.

Definitions ⁵

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes. ⁶

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District. ⁷

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval.⁸ Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law. ⁹

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure.¹⁰ In the event the District receives notice from an operator of a breach or has determined a breach has

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⁵ 105 ILCS 85/5, amended by P.A. 101-516, eff. 7-1-21. See f/n 3 above for more discussion about *covered information*.

⁶ SOPPA specifically provides that it does not apply to general audience websites, online services, online applications, or mobile applications, even if login credentials are required to access the general audience sites, services, or applications. 105 ILCS 85/30(3), amended by P.A. 101-516, eff. 7-1-21. Consult the board attorney for guidance regarding whether certain applications that may be widely used by schools, but which may not have been originally marketed to K-12 (e.g., certain video conference applications), come within the scope of SOPPA.

⁷ Operators must notify districts of a breach of covered information within the most expedient time possible and without reasonable delay, but no later than 30 calendar days after the determination that a breach has occurred. 105 ILCS 85/15(5), added by P.A. 101-516, eff. 7-1-21.

⁸ This statement is required by 105 ILCS 85/27(b), added by P.A. 101-516, eff. 7-1-21. SOPPA provides that any agreement entered into in violation of SOPPA "is void and unenforceable as against public policy." *Id.* SOPPA does not provide for a private right of action against school districts; the Ill. Attorney General has enforcement authority under SOPPA through the Consumer Fraud Deceptive Trade Practices Act. 105 ILCS 85/35.

⁹ SOPPA requires specific provisions be included in a contract with any operator that seeks to receive covered information from a school district. 105 ILCS 85/15(4), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for details.

¹⁰ 105 ILCS 85/27(e), added by P.A. 101-516, eff. 7-1-21. SOPPA does not provide specifics regarding security procedures or practices, nor is there a formal, nationalized standard specific to K-12. However, SOPPA requires ISBE to make available on its website guidance for schools pertaining to reasonable security procedures and practices. 105 ILCS 85/28, added by P.A. 101-516, eff. 7-1-21. ISBE, the U.S. Dept. of Education (DOE) and other experts in the field agree that training of all staff with access to a school's network is important to protecting schools against cyber threats, although such training is not currently mandated in Illinois. ISBE's grant-funded program, the Learning Technology Center of Illinois, offers cybersecurity training to administrators and educators throughout the State. See www.ltc.org. The U.S. Dept. of Education has also issued multiple guidance documents on security best practices for schools, available at www.studentprivacy.ed.gov/topic/security-best-practices.

occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law. **11**

LEGAL REF.: 20 U.S.C. §1232g, Family and Educational Rights and Privacy Act, implemented by 34 C.F.R. Part 99.
105 ILCS 10/, Ill. School Student Records Act.
105 ILCS 85/, Student Online Personal Protection Act.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

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11 In the event of a breach of covered information of students, SOPPA requires school districts to provide two types of notices: (1) individual notices to the parents of students whose covered information was involved in the breach and (2) a more general notice about the breach on the district's website (or at the district administrative office, if it does not maintain a website) if the breach involved 10% or more of the district's student enrollment. 105 ILCS 85/27(a)(5) & (d), added by P.A. 101-516, eff. 7-1-21. See 7:345-AP, *Use of Educational Technologies; Student Data Privacy and Security*, for details about the required notices.

Operational Services

Pandemic Preparedness; Management; and Recovery 1

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety ~~if during an influenza pandemic occurs.~~ 2

~~A pandemic influenza is a worldwide global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the~~

Commented [KS1]: The former last paragraph of this footnote is moved to the second sentence of the second paragraph.
The fourth paragraph was moved to footnote 3.

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~~1 Certain subheads of this policy are required: specifically **Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)** (see f/n 12, below), and depending upon the specific terms of government orders and/or guidance issued during a pandemic, if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, **Payment of Employee Salaries During Emergency School Closures** (see f/n 11, below). Other subheads and text in this policy are optional. Its purpose is to establish board direction about pandemic preparedness, management, and recovery issues and ~~inform provide information to~~ the community about the board's role during an influenza pandemic.~~

~~Boards are authorized to adopt a policy on pandemic preparedness even though State and federal law provide little guidance. On 3-11-20, the World Health Organization (WHO) characterized the COVID-19 outbreak as a pandemic. See www.who.int/dg/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19---11-march-2020. Before the COVID-19 pandemic, most research and guidance around pandemics was specific to influenza, but the same principles for influenza pandemics were applied to the management of the COVID-19 pandemic. State law grants boards broad authority to formulate, adopt, and modify school board policies, at the board's sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. 105 ILCS 5/10-20.5 and 115 ILCS 5/1 et seq. See 2:20, *Powers and Duties of the School Board; Indemnification*, and also 2:240, *Board Policy Development*.~~

~~Information similar to this policy's content may also be a part of a district's safety plans, which the superintendent uses to implement the board's direction in this policy.~~

~~See f/n 3, below for a definition of A pandemic, is a worldwide outbreak of a disease for which there is little or no natural immunity. During an influenza pandemic, a new influenza virus will cause thousands or even millions of people to contract the disease and, in turn, spread the illness to others because people have not been previously exposed to the new virus. Seasonal influenza viruses are similar to those already circulating among people. See **School Guidance During an Influenza Pandemic**, December 2006, Illinois State Board of Education opening letter to School Officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. This letter may be found at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf.~~

~~According to the Centers for Disease Control and Prevention (CDC) guidance, schools serve as an "amplification point" of flu epidemics. **School Superintendent's Insider**, April 2007. School officials should be preparing for the flu pandemic as a U.S. Health and Human Services Pandemic Influenza Plan estimates that about 30 percent of the general population would become ill in a pandemic. The agency estimates among school-aged children the figure would be higher, about 40 percent. Sources: **NSBA and School Board News**, 3-14-2006. ~~Boards are authorized to adopt a policy on pandemic preparedness even though State and federal law provide little guidance. State law grants boards broad authority to formulate, adopt, and modify school board policies, at the board's sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. 105 ILCS 5/10-20.5 and 115 ILCS 5/1 et seq. See 2:20, *Powers and Duties of the School Board; Indemnification*, and also 2:240, *Board Policy Development*.~~~~

~~2 Multiple stakeholders at many levels and in many groups have important roles in effective pandemic influenza preparedness, management, and recovery efforts response. Stakeholders include federal departments and agencies, public health organizations, State and local health departments and laboratories, private health care organizations, influenza vaccine and antiviral manufacturers, and vaccine distributors and vaccinators. **Effective response to an influenza pandemic requires planning, infrastructure, and action at many levels and by many groups. Illinois Pandemic Influenza Preparedness and Response Plan**, Version 2.055.0, October 10, 2006/May 2014, *Concept of Operations 2.0*, page 3836, which is located at: www.idph.state.il.us/pandemic_flu/planning.htm.~~

~~new virus, it spreads sustainably for which there is little or no natural immunity and no vaccine; it spreads quickly to people who have not been previously exposed to the new virus.~~³

To prepare the School District community for a pandemic, the Superintendent or designee shall:⁴ (1) learn and understand ~~how~~ the roles that the federal, State, and local government ~~function would play in an epidemic~~; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic ~~influenza~~-school action plan; and (3) build awareness of the final plan among staff, students, and community.

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³ This paragraph embodies the CDC's pandemic definition. See www.cdc.gov/coronavirus/2019-ncov/cases-updates/summary.html. The **Illinois Pandemic Influenza Preparedness and Response Plan, Version 5.0, May 2014**, also defines pandemic at page 9; however, that definition is specific to influenza. The new COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by the World Health Organization. At the time of publication during the 2020 COVID-19 pandemic, it was not clear whether this Illinois resource's definition will be amended. www.dhs.gov/sites/default/files/publications/cikrpandemicinfluenzaguide.pdf.

Prior to the COVID-19 pandemic, literature discussed that during an influenza pandemic, a new influenza virus will cause thousands or even millions of people to contract the disease and, in turn, spread the illness to others because people have not been previously exposed to the new virus. ~~Seasonal influenza viruses are similar to those already circulating among people.~~ See **School Guidance During an Influenza Pandemic**, December 2006; Illinois State Board of Education (ISBE) opening letter to School Officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. ~~This letter may be found at:~~ www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf.

⁴ 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration.

Emergency School Closing ⁵

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education. ⁶

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⁵ In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the 2020 COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art. I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the 2020 COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. In general, President Trump's administration set broad national policy, particularly with respect to international travel and the approval of treatments, and suggested guidance that States could follow regarding mitigation measures. The states' governors and local leaders made other state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

Local health departments, emergency medical agencies, and the Regional Office of Education may direct a school to close during a pandemic. See **School Guidance During an Influenza Pandemic**, December 2006; ~~Illinois State Board of Education~~ ISBE opening letter to school officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. This letter is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf.

The Ill. Dept. of Public Health (IDPH) is also authorized to order a place to be closed and made off-limits to the public to prevent the probable spread of a dangerously contagious or infectious disease. 20 ILCS 2305/2(b).

The Governor also has emergency powers upon his or her declaration of a disaster, which includes among other things public health emergencies. 20 ILCS 3305/4 and 3305/7. Upon such proclamation, the Governor has, and may exercise for a period not to exceed 30 days, several emergency powers. *Id.*

Since ~~this~~ the 2006 **School Guidance During an Influenza Pandemic** letter was written, several Illinois schools faced an H1N1 outbreak in 2009, and all Illinois schools faced the 2020 COVID-19 pandemic.

During the 2009 H1N1 outbreak, ISBE directed schools with a statement titled *Closing School in Response to H1N1* that outlined "the decision to close school must be made locally by the school district and in conjunction and support with the relevant local public health department. The impact of a pandemic influenza may vary from region to region. Therefore, it is crucial that district administrators rely on the advice and recommendations of their local public health department." See www.isbe.net/Documents/SP42-2009-school-dismissals.pdf.

During the 2020 COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See www.isbe.net/Documents/ISBE-Guidance-to-School-Coronavirus.pdf. And see other 2020 COVID-19 guidance documents as follows:

Ill. Gov. Pritzker, ISBE, Ill. Association of School Admin., Ill. Principals' Assoc., Ill. Ed. Assoc., and Ill. Fed. of Teachers Joint Statement:

www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf.

IDPH-ISBE joint schools guidance:

www.dph.illinois.gov/topics-services/diseases-and-conditions/diseases-a-z-list/coronavirus/schools-guidance

IDPH-ISBE joint workplace health and safety guidance:

www.dph.illinois.gov/covid19/community-guidance/workplace-health-and-safety-guidance

Restore Illinois Plan:

www2.illinois.gov/dceo/Pages/RestoreILP3.aspx.

During the 2020 COVID-19 pandemic, several protests occurred and many lawsuits were filed challenging Ill. Gov. Pritzker's extensions of disaster declaration emergency power under IEMA, 20 ILCS 3305/7. See the 2020 COVID-19 Executive Orders (EO) at: coronavirus.illinois.gov/s/resources-for-executive-orders. Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's EOs faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced a/k/a *Restore Illinois Plan* (coronavirus.illinois.gov/s/restore-illinois-introduction).

⁶ Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center." ~~P.A. 96-893 abolished the Regional Office of Education for Suburban Cook County and transferred its duties and powers to Intermediate Service Centers.~~

Commented [KS2]: PRESS Subscribers:

The third and fourth paragraphs are moved up. The third paragraph is now the second paragraph and the fourth paragraph is now the third paragraph.

Then the applications of these laws through recent Illinois history is addressed.

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The intent with this additional text is to acknowledge what f/n 5 had always informed subscribers re: IEMA statute – but including in the policy text also informs the community (and others who will rarely read the footnotes).

During an emergency school closing, the Board President and the Superintendent⁷ may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic. ⁸

Board Meeting Procedure: No Physical Presence of Quorum and Participation by Audio or Video ⁹

A disaster declaration related to a public health emergency¹⁰ may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

Payment of Employee Salaries During Emergency School Closures ¹¹

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction: Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote*

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

⁷ For a board that prefers its policy committee to engage in this work, delete ~~Board President and the Superintendent~~ and insert: Board Policy Committee. See policies 2:150, *Committees* and 2:240, *Board Policy Development*. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc.

⁸ For an example of some issues that these entailed during the 2020 COVID-19 pandemic, see paragraph six of f/n 12, below.

⁹ 5 ILCS 120/2.01 and 120/7(e), amended by P.A. 101-640. See also 105 ILCS 5/10-6 and 5/10-12.

¹⁰ While 5 ILCS 120/7(e)(1), amended by P.A. 101-640, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with Ill. Emergency Act (IEMA), 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." For more discussion, see f/n 33 in sample policy 2:220, *School Board Meeting Procedure*.

¹¹ Required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf, extended until 9-30-20 by www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf) and 30 ILCS 708/. See sample procedure 4:180-AP3, *Grant Flexibility: Payment of Employee Salaries During a Pandemic*, and its footnotes.

During the 2020 COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

Learning Days or Blended Remote Learning Days, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan¹² (Plan) that: ¹³

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

¹² 105 ILCS 5/10-30(3), added by P.A. 101-643, requires the “[board] to adopt and the superintendent to approve” these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State. See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)* for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), added by P.A. 101-643 (stating that it does not increase or diminish any collective bargaining rights under existing law, and that aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s)).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7, amended by P.A. 101-640, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the “governor or the director of IDPH has issued a disaster declaration as defined in 20 ILCS 3305/,” and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCS 3305/ in order for the state superintendent of education to declare that a district implement RLD/BRLDs.

RLD/BRLDs and *e-learning days/e-learning programs* are different. RLD/BRLDs are for use when the governor declares a disaster under 20 ILCS 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), amended by P.A. 101-643, 105 ILCS 5/10-30(1), added by P.A. 101-643. BRLDs allow districts to utilize “hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present due to inclement weather and other unexpected events. 105 ILCS 5/10-20.56(b), amended by P.As. 101-12 and 101-643. School districts with e-learning programs may adapt them for use during RLDs and BLRDs (105 ILCS 5/10-20.56(a), amended by P.As. 101-12 and 101-643, and 5/10-30(2), added by P.A. 101-643).

If the board has adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, added by P.A. 101-12, add the following text to number two after 105 ILCS 5/10-30:

2. _____ by adapting into a Plan the District’s e-learning program implemented pursuant to 105 ILCS 5/10-20.56

See policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*, and Executive Order 2020-31 (addressing the statutory minimum state graduation requirements (not local requirements that exceed the State-identified minimums)) and allowing local school boards to amend policies to reduce any local graduation requirements adopted in excess of the minimum requirements specified in School Code that school districts were unable to complete during the 2019-20 school year due to the suspension of in-person instruction and/or the *Stay-at-Home* orders issued in response to the 2020 COVID-19 pandemic). Executive Order 2020-31 provided the following proclamations:

Section 8. The following provisions of the Illinois School Code, 105 ILCS 5/1-1 et seq., requiring certain assessments and courses for twelfth grade students, are suspended:

- a. 105 ILCS 5/2-3.64a-5(c) (requirement to take State assessments),
- b. 105 ILCS 5/27-3 (requirement to pass a satisfactory examination on patriotism and the principles of representative government),
- c. 105 ILCS 5/27-6(a) (requirement to engage in a course of physical education for a minimum of 3 days per 5-day week), and
- d. 105 ILCS 5/27-12.1(a) (requirement to be taught consumer education).

Section 9. The provision of the Illinois School Code, 105 ILCS 5/10-22.43a, requiring the successful completion of a foreign language proficiency examination for students whose foreign language credit is met through an approved ethnic school program, is suspended.

Section 10. The provision of the Illinois School Code, 105 ILCS 5/27-6.5, requiring physical assessments, is suspended.

Section 11. The provision of the Illinois School Code, 105 ILCS 5/27-22(e), requiring the successful completion of certain courses as a prerequisite to receiving a high school diploma, is suspended for twelfth grade students who are unable to complete such coursework as a result of the suspension of in-person instruction due to COVID-19.

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic; 14
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.: 105 ILCS 5/10-16.7, ~~and 5/10-20.5, 5/10-20.56, and 5/10-30.~~
5 ILCS 120/2.01 and 120/7(e), Open Meetings Act,
~~Ill. Dept. of Public Health Act (Part 1), 20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1),~~
~~Ill. Emergency Management Agency Act, 20 ILCS 3305/, Ill. Emergency Management Agency Act.~~
~~Ill. Educational Labor Relations Act, 115 ILCS 5/, Ill. Educational Labor Relations Act.~~

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), ~~2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)~~

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

Section 12. The provision of the Illinois School Code, 105 ILCS 5/27-21, requiring eight grade students to demonstrate evidence of having a comprehensive knowledge of the history of the United States as a prerequisite to eight grade graduation, is suspended.

Section 13. Twelfth grade students shall not be denied credit for apprenticeships or vocational or technical education courses allowed to be substituted for graduation requirements under the Illinois School Code, 105 ILCS 5/27-22.05, due to the student's inability to complete those course substitutions as a result of the suspension of in-person instruction due to COVID-19.

Section 14. The Illinois State Board of Education shall file emergency rules as needed to effectuate the intent of this Executive Order, including to suspend any regulatory provision related to: (1) student graduation requirements; or (2) student teaching, supervised field experience, or internship requirements for professional educator licenses or endorsements.

13 105 ILCS 5/10-30(3), added by P.A. 101-643 states "the district shall adopt a remote and blended remote learning day plan approved by the district superintendent." For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance (www.iasb.com/principles_popup.cfm), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by "the district" to the board. In alignment with this policy, administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to *approve* the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district's website.

14 105 ILCS 5/10-30(8), added by P.A. 101-643 does not excuse districts from completing all statutory and regulatory curricular mandates and offerings.

Approval of First Amendment to Superintendent's Employment Contract

ACTION ITEM 20-08-2

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the first amendment to the Superintendent's 2019-22 employment contract dated July 28, 2020 as attached hereto.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

**FIRST AMENDMENT
TO
SUPERINTENDENT'S 2019-2022 EMPLOYMENT CONTRACT**

THIS FIRST AMENDMENT (the “First Amendment”) is made this 28th day of July, 2020, between the **BOARD OF EDUCATION OF COMMUNITY CONSOLIDATED SCHOOL DISTRICT NO. 64, COOK COUNTY, ILLINOIS**, (the “Board”) and **DR. ERIC OLSON**, (the “Superintendent”).

WHEREAS, the Board and the Superintendent previously entered into the 2019-2022 Superintendent’s Employment Contract (“Contract”) dated March 18, 2019; and

WHEREAS, the Board, after completing the Superintendent’s 2019-2020 performance evaluation, desires to provide the Superintendent with a 2.9% increase to his annual salary for the 2020-2021 Contract Year; and

WHEREAS, due to the inability of the Superintendent to fully utilize his vacation days for the 2019-2020 Contract Year due the increased work related responsibilities caused by the COVID-19 Pandemic circumstances that were both unforeseen and beyond the Parties’ control, the Board desires to allow the Superintendent to roll-over a certain amount of unused vacation days from the 2019-2020 Contract Year for use during the 2020-2021 Contract Year.

NOW THEREFORE, in consideration of the Superintendent’s continued employment, and terms and conditions contained in this First Amendment, and other good and valuable consideration, the receipt of which is hereby acknowledged, the parties agree to amend the Contract as follows:

1. **INCORPORATION OF RECITALS.** The recitals set forth above are repeated and incorporated herein and made a part of this First Amendment as though fully set forth.
2. **SALARY AND TERM OF EMPLOYMENT.** Paragraph A.1 of the Contract shall be amended to provide the Superintendent with an annual salary of \$211,974.00 effective July 1, 2020.
3. **VACATION.** The Superintendent shall be permitted to roll-over up to ten (10) unused vacation days from the 2019-2020 Contract Year for use during the 2020-2021 Contract Year in addition to his normal annual allotment of vacation days for the 2020-2021 Contract Year. If such days are not utilized by June 30, 2021, they shall be lost.
4. **EFFECT OF AGREEMENT.** All other terms and conditions of the Contract shall remain in full force and effect.

SIGNATURE PAGE TO FOLLOW

IN WITNESS WHEREOF, the Board of Education approved this First Amendment as of the date indicated above.

SUPERINTENDENT

**BOARD OF EDUCATION OF
COMMUNITY CONSOLIDATED
SCHOOL DISTRICT NO. 64
COOK COUNTY, ILLINOIS**

DR. ERIC OLSON

BY: _____
PRESIDENT

ATTEST:

SECRETARY

Approval of Recommended Personnel Report

ACTION ITEM 20-08-3

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report for August 20, 2020, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

August 20, 2020
Personnel Report
Revised

Alannah Baresky	Employ as .8 EL Teacher at Field and Washington Schools effective August 24, 2020 - BA+12, Step 1 - \$44,120.
Paige Dalton	Employ as Science and Social Studies Teacher at Lincoln School effective August 24, 2020 - BA, Step 1 - \$53,166.
Natalie Nuzzo	Employ as .65 Physical Education Teacher at Washington School effective August 24, 2020 - BA, Step 1 - \$34,557.90.
Molly Petray	Employ as .7 EL Teacher at Franklin Elementary School effective August 24, 2020 - BA, Step 1 - \$37,216.20.
Alexis Schumacher	Employ as C of C Teacher at Washington School effective August 24, 2020 - MA, Step 1 - \$61,151.
Ashley Stange	Employ as .5 Special Education and .5 Intervention Teacher at Franklin School effective August 24, 2020 - MA, Step 1 - \$61,151.
Jillian Coen	Change in Assignment from Office Associate at Lincoln School to Office Associate at Field School effective August 24, 2020 - \$18.26 hourly.
Julie Bartoski	Rehire as .9 Occupational Therapist for Jefferson and Washington Schools effective August 24 - \$70,240.50.
Aimee Bergeron	Rehire as .54 Foreign Language Teacher at Carpenter School effective August 24, 2020 - MA+12, Step 2 - \$35,169.87.
Jennifer Buti	Rehire as .91 Channels of Challenge and Intervention Teacher at Roosevelt School effective August 24, 2020 - MA, Step 17 - \$77,398.23.
Zachary Beyer	Rehire as .78 Physical Education Teacher at Field School effective August, 24, 2020 - BA, Step 3 - \$43,032.60.
Helen Gossel Pasley	Rehire as .5 C of C Teacher at Carpenter School effective August 24, 2020 - MA, Step 2 - \$30,575.50.
Richard Hobson	Rehire as .92 Foreign Language and ASC Teacher at Emerson and Lincoln Middle Schools effective August 24, 2020, MA, Step 7 - \$61,829.95.

Ilona Hutter	Rehire as .84 Instrumental Music and General Music Teacher for District and Carpenter School effective August 24, 2020 - MA+12 Step 2 - \$54,708.36 .
Roxanne Kieme	Rehire as .7 Instrumental Music Teacher for the District effective August 24, 2020 - MA, Step 2 - \$43,503.60
Colleen McCloskey	Rehire as .4 Occupational Therapist for the District effective August 24, 2020 - \$22,397.80
Cheryl McNally	Rehire as .6 Psychologist at Jefferson School effective August 24, 2020 - MA+24, Step 2 - \$40,865.40.
Marie Murphy	Rehire as .5 Kindergarten Teacher at Franklin School effective August 24, 2020 - BA, Step 2 - \$27,079.50.
Samantha Neumer	Rehire as .86 Health Teacher at Emerson School effective August 24, 2020 - BA - Step 4 - \$48,301.90.
Brandon Perl	Rehire as .72 Art Teacher at Emerson School effective August 24, 2020 - MA, Step 2 - \$44,746.56.
Sue Sirvinskas	Rehire as Office Associate at Lincoln School effective August 19, 2020 - \$20.62 hourly.
Lisa Trunek	Rehire as .5 EL Teacher at Washington School effective August 24, 2020 - MA, Step 1 - \$30,575.50.
Jamie Zimniok	Rehire as .6 Instrumental Music Teacher effective August 24, 2020 - MA, Step 16 - \$50,134.80
Selviye Dzolovic	Resign as Teaching Assistant at Field School effective August 20, 2020.
Casey Gibbons	Resign as Special Education Teacher at Lincoln School effective June 4, 2020.
Mary Granquist	Resign as Teaching Assistant at Field School effective August 17, 2020.
Sara Frank	Resign as Language Arts Teacher at Emerson School effective August 12, 2020.
Jennifer Sherman	Resign as Social Worker at Franklin School effective August 19, 2020.

Andrew Duerkop	Leave of absence request, personal - Teacher at Lincoln School effective 2020-21 school year.
Jennifer Fragale	Leave of absence request, personal - Teacher at Field School effective 2020-21 school year.
Matthew Keating	Leave of absence request, personal - Teacher at Emerson School effective 2020-21 school year.
Ron DeGeorge	Retire as Director of Facility Management effective January 5, 2021.
Rosemary Montejo	Retire as Teaching Assistant at Jefferson School effective August 18, 2020.

Consent Agenda

ACTION ITEM 20-08-4

I move that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda for August 20, 2020, which includes: Bills, Payroll and Benefits; Approval of Intergovernmental Agreement between the Governing Board of the Niles Township District for Special Education 807 and Park Ridge-Niles Community Consolidated School District 64 for the Provision of Certain Special Education Services; Approval of Intergovernmental Agreement between the Governing Board of the Niles Township District for Special Education 807 and Park Ridge School District 64 for the Provision of Certain Staff; approval of Maine Township School treasurer depositories; and the Destruction of Audio Closed Recordings (none).

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

Community Consolidated School District No. 64

Disbursement Detail Listing

Bank Name: Accounts Payable

Date Range: 08/17/2020 - 08/20/2020

Sort By: Vendor

Bank Account: 885360644

Voucher Range: 1029 - 1033

Dollar Limit: \$0.00

Fiscal Year: 2020-2021

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Account	Description	Amount
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<u>Fund</u>	<u>Amount</u>
10	\$1,737,884.59
20	\$256,942.78
40	\$6.74
60	\$1,397,169.14
80	\$198.00
<hr/>	
Fund Totals:	\$3,392,201.25

End of Report

Disbursements Grand Total:	\$3,392,201.25
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Community Consolidated School District No. 64

Fund Balances

Fiscal Year: 2020-2021

Month: July
 Year: 2020
 Fund Type:

Include Cash Balance
 FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
10	Education Fund	\$0.00	(\$9,973.10)	(\$1,974,510.55)	\$0.00	(\$1,984,483.65)
20	Operations & Maintenance Fund	\$0.00	\$56,889.83	(\$532,572.32)	\$0.00	(\$475,682.49)
30	Debt Services Fund	\$0.00	\$0.00	(\$25,718.10)	\$0.00	(\$25,718.10)
40	Transportation Fund	\$0.00	\$0.00	(\$1,636.06)	\$0.00	(\$1,636.06)
50	Municipal Retirement Fund	\$0.00	\$0.00	(\$40,457.35)	\$0.00	(\$40,457.35)
51	Social Security/Medicare Fund	\$0.00	\$0.00	(\$28,636.80)	\$0.00	(\$28,636.80)
60	Capital Projects Fund	\$0.00	\$0.00	(\$1,627,562.99)	\$0.00	(\$1,627,562.99)
61	Cap Projects Fund - 2017 Debt Certs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
70	Working Cash Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
80	Tort Fund	\$0.00	\$0.00	(\$313,677.50)	\$0.00	(\$313,677.50)
Grand Total:		\$0.00	\$46,916.73	(\$4,544,771.67)	\$0.00	(\$4,497,854.94)

End of Report

This Report Can be Viewed on the

[Financial Data Current](#)

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE GOVERNING BOARD OF THE NILES TOWNSHIP DISTRICT FOR
SPECIAL EDUCATION 807 AND PARK RIDGE CONSOLIDATED COMMUNITY
SCHOOL DISTRICT 64 FOR THE PROVISION OF CERTAIN SPECIAL EDUCATION
SERVICES

This Agreement dated this 1st day of July, 2020 by and the Niles Township District for Special Education 807, Cook County, Illinois, 8701 North Menard Avenue, Morton Grove, Illinois 60053 (“NTDSE”), Consolidated Community School District 64 (“School District”), Cook County, Illinois, 164 S. Prospect Avenue, Park Ridge, Illinois 60068.

RECITALS

WHEREAS, Article VII, Section 10, of the Constitution of the State of Illinois, and the *Intergovernmental Cooperation Act of 1973*, as amended, 5 ILCS 220/1 *et seq.*, authorize units of local government and school districts to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, Section 10-20.12(a) of the *School Code of Illinois (School Code)*, 105 ILCS 5/10-20.12(a), empowers a school board to admit non-resident pupils to its schools, provided the district of attendance assesses each non-resident pupil tuition in an amount at least equal to the per capita cost of maintaining the schools of the district; and

WHEREAS, Section 14-7.01 of the *School Code*, 105 ILCS 5/14-7.01, empowers a school district to permit students with disabilities who are residents of that district and who must attend school in another district due to their disabilities to pay tuition to that other district in behalf of such persons; and

WHEREAS, NTDSE and the School District have determined that it is in their best and mutual interests for the School District to send students to the programs operated by NTDSE.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

1. Term.

Commencing August 25, 2020 through June 10, 2021, the School District may enroll eligible students in NTDSE’s LIFE Skills, Early Childhood Satellite, Project CLASS or Project ABLE (collectively “Special Education Services”) programs. NTDSE may, however, terminate the services hereunder for any student, if, in the sole opinion of NTDSE, NTDSE’s services are no longer necessary for that student, there is insufficient space at NTDSE for member district students, or the student’s conduct requires the student’s removal. In the event of such termination, NTDSE shall reimburse the School District for any prepaid tuition.

2. **Tuition.**

The estimated annual tuition for each full time 1.0 FTE student for the regular school year shall be sixty three thousand eight hundred fifty nine dollars (\$63,859) per year. The School District shall pay such tuition to NTDSE upon receipt of invoice. Tuition for School District students which are admitted to NTDSE after the commencement of the school year shall be prorated based upon the percent of the school year remaining after enrollment. Should unforeseen circumstances occur mid term whereas the student does not complete the term, (such as student death or family relocation), NTDSE will reimburse D64. However, a 30-day notice is required for all other changes of student placements or student withdrawal. Temporary placements during the school year may occur at the per diem rate when the parties agree beforehand as to the estimated number of days a student will attend.

3. **Services.**

NTDSE shall have sole discretion to determine whether a Student is eligible for Special Education Services based upon the student's IEP and such other documents NTDSE deems necessary. NTDSE shall provide Special Education Services to the students enrolled at NTDSE in accordance with the student's IEP. It shall be the School's responsibility, however, to prepare and maintain a proper and adequate IEP. NTDSE's responsibility to provide services shall be limited to Special Education Services as defined herein. Any other services required of a student shall be the sole responsibility of the School District.

4. **Challenges to Services Provided.**

In the event that there is a dispute arising out of or related to services provided by NTDSE, the School District shall be responsible for all costs associated with the defense thereof, including, but not limited to, attorney's fees. Moreover, the School District waives any and all claims it may have against NTDSE for providing services to any student.

5. **Relationship of the Parties.**

Nothing in this Agreement shall be deemed to create any joint venture, cooperative, partnership or other relationships between the parties. Neither party shall have the power to bind or obligate the other except as to the extent expressly set forth in this Agreement.

6. **Indemnification.**

The School District shall defend, indemnify and hold harmless NTDSE, its employees, agents and Governing Board members from any and all causes of action, damages, whether to person or property, costs or losses arising out of or related to the services provided under this Agreement.

7. **Transportation.**

The School District shall be responsible for providing its students with transportation to and from the NTDSE classroom.

15. Complete Understanding.

This Agreement contains the entire agreement between the parties and cannot be modified or terminated except by a written instrument subsequently executed by the parties hereto. This Agreement and all terms and conditions herein shall apply to, be binding upon and inure to legal representatives, successors and assigns of both parties.

16. Waiver.

No waiver of any default of Party hereunder shall be implied from omission by Party to take any action on account of such default, and no express waiver shall affect any default other than the default specified in the express waiver and then only for the time and to the extent herein stated.

17. Remedies.

Any party required to engage the services of an attorney so as to enforce the terms hereof shall be entitled to the reasonable costs and expenses thereof, provided that said party prevails in obtaining the relief requested. For the purposes of this paragraph, services shall include, but are not limited to, the preparation of a demand letter, negotiation or the resolution of a dispute through any form of dispute resolution whatsoever. Additionally, any challenge to the validity or enforcement of this provision shall be subject to the terms hereof. For the purposes of this paragraph “prevails” shall mean the award or settlement to the claiming party of fifty-one percent (51%) of any money sought by said party.

18. Student Records.

NTDSE shall maintain all student records and reports in accordance with NTDSE policies on student records, as well as applicable state and federal laws. All student records generated by NTDSE shall be the property of the District, however, NTDSE shall have access to such records so that it may provide any services required under this Agreement.

19. Amendments.

This Agreement may only be modified upon written agreement of the parties.

IN WITNESS WHEREOF, NTDSE and the School District have caused this Agreement to be executed on the day and year first above written.

**NILES TOWNSHIP DISTRICT
FOR SPECIAL EDUCATION NO. 807**

**CONSOLIDATED COMMUNITY
SCHOOL DISTRICT 64**

By: _____
Executive Director

By: _____
Superintendent

**INTERGOVERNMENTAL AGREEMENT BETWEEN THE GOVERNING BOARD OF
NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION 807 AND PARK RIDGE
SCHOOL DISTRICT 64 FOR THE PROVISION OF CERTAIN STAFF**

This Agreement dated this 1st day of July, 2020 by and between the Governing Board of Niles Township District for Special Education 807 (“NTDSE”), Cook County, Illinois, 8701 North Menard Avenue, Morton Grove, Illinois 60053, and Park Ridge School District 64, Cook County, Illinois, 164 S. Prospect Avenue, Park Ridge, Illinois 60068 (“School District”).

RECITALS

WHEREAS, Article VII, Section 10, of the Constitution of Illinois 1970, and the *Intergovernmental Cooperation Act* (5 ILCS 220/1 *et seq.*) authorize units of local government and School Districts to contract among themselves to combine and transfer powers and functions by intergovernmental cooperation; and

WHEREAS, the School District operates special education programs for its students; and

WHEREAS, the NTDSE is responsible for providing special education and related services to the students of its member districts; and

WHEREAS, the NTDSE provides related services to students within its special education programs; and

WHEREAS, the NTDSE and the School District have determined that it is in their best and mutual interests for NTDSE to provide occupational, and physical therapy (hereinafter the “Related Services”) to students attending programs operated by the School District.

NOW THEREFORE, in consideration of the mutual promises contained in this Agreement, the parties agree as follows:

Section 1. Term.

This Agreement shall commence on August 25, 2020 and shall terminate on June 10, 2021. The Agreement may be renewed upon mutual written agreement of the parties.

Section 2. Staff.

During the term of this Agreement, NTDSE shall provide the School District with the following NTDSE employee for the stated services and stated hours:

Services

FTE to be Provided

One-to-One Teaching Assistants

1.0

The aforementioned staff member shall perform the respective services at an NTDSE satellite location (Hynes School). Notwithstanding the above, however, the staff member is an employee of NTDSE and shall be bound by NTDSE rules and regulations governing NTDSE employees. Said staff members shall be evaluated by NTDSE with input from the School District.

In the event that the employee specified in this Section is terminated from NTDSE for any reason whatsoever or is unable to perform the job for an extended period of time (excluding normal vacation, sick and personal days) NTDSE and the School District shall work together in good faith to assign a new NTDSE employee to provide such services.

Section 3. Payment for Related Services.

The School District shall pay NTDSE the total of forty-two thousand six hundred thirty (\$42,630) for the provision of the Related Services. The School District shall make the payment to NTDSE for the school year 2020-2021 upon receipt of invoice.

Section 4. Adjustment of Related Services.

NTDSE and the School District recognize that, from time to time, during the school year the parties may need to adjust the amount of services provided under this Agreement. If the School District believes that it is necessary to adjust the amount of the Related Services it is receiving, it shall notify NTDSE in writing of the requested adjustment. Upon receipt of the notice, NTDSE shall evaluate its ability to accommodate the School's request and shall notify the School District in writing as to whether it will modify the amount of Related Services it provides. In the event that the amount of Related Services is increased, NTDSE shall perform an accounting to determine the amount of the additional payment due from the School. The School District shall pay such sum prior to the adjustment in Related Services. If, however, the amount of Related Services is reduced, the NTDSE staff member's obligation to be present at the School District shall be reduced in accordance therewith but the payment shall not be reduced unless approved by NTDSE in writing.

Section 5. Relationship of the Parties.

Nothing in this Agreement shall be deemed to create any joint venture, cooperative or partnership between the parties. Neither party shall have the power to bind or obligate the other except as to the extent expressly set forth in this Agreement. The staff provided to the School District shall under no circumstances be considered an employee of the School.

Section 6. Indemnification.

The School District and NTDSE each agree to mutually indemnify, defend and hold the other party, their respective board members and employees harmless from all causes of action, damages, whether to person or property, costs, and losses for the indemnifying party's negligent acts or omissions that arise from or are related to this Agreement.

Section 7. Personnel.

The School District shall not, directly or indirectly, hire or offer to hire any of the staff provided under this Agreement when such person is employed by NTDSE or during six (6) months after such employee's employment ends with NTDSE. For purposes of this Agreement, "hire" means to employ as an employee or to engage as an independent contractor, whether on a full-time, part-time or temporary basis. This provision shall remain in effect during the term of this Agreement, any renewal thereof and for a period of one (1) year after termination of this Agreement. In the event any of the aforesated prohibited activity occurs, the School District shall pay NTDSE, not as a penalty, but as liquidated damages, the amount of Fifty thousand dollars (\$50,000). Based upon the difficulty in locating and employing qualified staff to perform Related Services, the parties hereto agree that as of the date hereof the liquidated damages amount is a fair and adequate estimate of the damages that NTDSE shall suffer in the event of breach hereof. This remedy shall be in addition to any other remedies afforded NTDSE in law or equity.

Section 8. No Third Party Beneficiaries.

This Agreement is for the sole and exclusive benefit of the parties hereto and their respective successors, and no third party is intended to have any rights hereunder.

Section 9. Further Actions.

The Parties agree to take all actions necessary and desirable to comply with the provisions of this Agreement and its intent.

Section 10. Multiple Counterparts.

This Agreement may be executed in multiple counterparts, each of which shall, for all purposes, constitute a duplicate original.

Section 11. Governing Law.

This Agreement and the interpretation thereof shall be governed by the laws of the State of Illinois.

Section 12. Notices.

Any and all notices required to be sent pursuant to the terms of this Agreement shall be personally delivered or sent via certified mail addressed as follows:

For School District: Dr. Eric Olson, Superintendent
Park Ridge School District 64
164 S. Prospect Avenue
Park Ridge, Illinois 60068

For NTDSE: Tarin Kendrick, Executive Director
Niles Township District for
Special Education 807
8701 North Menard Avenue
Morton Grove, Illinois 60053

Section 13. Authority.

The individual officers of the School District and NTDSE who have executed this Agreement represent and warrant that they have full power and lawful authority to execute this Agreement and perform and fulfill the obligations and responsibilities contemplated hereunder on behalf of and in the name of their respective Parties.

Section 14. Severability.

If any provision of this Agreement shall be found to be invalid or unenforceable, such finding shall in no way affect, impair or invalidate any other provision, and such other provisions shall remain in full force and effect. Moreover, no provision of this Agreement shall be construed as contrary to law when it is possible to find an alternate construction that is consistent with law and with the Parties' overall intent.

IN WITNESS WHEREOF, NTDSE and the School District have caused this Agreement to be executed on the day and year first above written.

**NILES TOWNSHIP DISTRICT FOR
SPECIAL EDUCATION 807**

**COMMUNITY CONSOLIDATED
SCHOOL DISTRICT 64**

By: _____
Executive Director

By: _____
Superintendent

To: Board of Education
Dr. Eric Olson, Superintendent

From: Valerie Varhalla, Director of Business Services

Date: August 20, 2020

Subject: Approval of Maine Township School Treasurer Depositories

The Board of Education's Operational Services Policy 4:30 (Revenue and Investments) requires an annual review and approval of the list of depositories, investment managers, and dealers and brokers used by the Maine Township School Treasurer. A list of these institutions is attached.

Maine Township School Treasurer Depositories

Banks:

Bank of America
Citibank
Fifth Third Bank
First Midwest Bank
Glenview State Bank
Harris Bank
Huntington Bank
JP Morgan Chase Bank
Northern Trust Bank
PNC Bank
US Bank
Wells Fargo Bank
Associated Bank
Wintrust

Investment Pools/Funds:

Illinois School District Liquid Asset Fund (ISDLAF)
Illinois School District Liquid Asset Fund Max (ISDMAX)
Illinois Funds – Office of the Illinois State Treasurer

Brokerage Firms:

RBC Dain Rauscher Incorporated
JP Morgan Chase
Fifth Third Securities, Inc.
First Tennessee

First Trust
Huntington Investment Company
Mizuho USA
Pierpont Securities
Vining Sparks
Wells Fargo

Approved 8/13/20

Approval of Minutes

ACTION ITEM 20-08-5

I move that the Board of Education of Community Consolidated School District 64 Park Ridge-Niles, Illinois approve the minutes from the Closed Meeting on July 9, 2020; the Regular Meeting on July 9, 2020; and the Special Meeting on July 28, 2020.

The votes were cast as follows:

Moved by _____ Seconded by _____

AYES:

NAYS:

PRESENT:

ABSENT:

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**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Regular Board of Education Meeting held at 7:00 p.m.
July 9, 2020
VIRTUAL MEETING DUE TO COVID-19
Alternate Remote Attendance at Jefferson School (Multipurpose Room)**

Board President Rick Biagi called the meeting to order at 5:30 p.m. All participants attended via remote participation. Other Board members in attendance via remote participation were Tom Sotos, Carol Sales, Fred Sanchez, and Rebecca Little. Board member Larry Ryles was absent from the meeting. Dr. Denise Pearl joined the meeting during the closed session. Also present were Superintendent Eric Olson; Assistant Superintendent for Human Resources Joel T. Martin; Board Legal Counsel Tony Loizzi; and no member of the public.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at <http://www.d64.org>. The agenda and reports for this meeting are also available on the website or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge, IL 60068.

BOARD RECESSES AND ADJOURNS TO CLOSED MEETING

At 5:31 p.m. it was moved by Board member Sanchez and seconded by Board member Little to adjourn to closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors, or specific volunteers of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor, or a volunteer of the District or against legal counsel for the District to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with this Act [5ILCS 120/2(c)(1)].

The votes to adjourn to the closed meeting were cast as follows:

Ayes: Biagi, Little, Sales, Sotos, Sanchez

Nays: None

Present: None

Absent: Pearl, Ryles

The motion carried.

BOARD ADJOURNS FROM CLOSED MEETING AND RESUMES THE REGULAR MEETING

The Board resumed the regular meeting at 7:01 p.m. In addition to those listed above, also attending via remote participation were Assistant Superintendent for Student Learning Lori Lopez; Chief School Business Official Luann Kolstad; Director of Student Services Lea Anne Frost, Director of Innovation and

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Instructional Technology Mary Jane Warden; Director of Facility Management Ronald DeGeorge; Public Information Coordinator Peter Gill (attending but not participating); Administrative Assistant to the Superintendent Natasha Nedeljkovic; and approximately 40 members of the public.

PLEDGE OF ALLEGIANCE

President Biagi led the pledge.

OPENING REMARKS FROM PRESIDENT OF THE BOARD

President Biagi offered no particular remark.

PUBLIC COMMENTS

Public comments were invited through a posted email address on the District website and in the Board report. Public comments were also welcomed at the alternate remote location. Public comments were received via email and read as follows:

- Emilie Molidor from the American Heart Association wanted to recognize staff members Bob Barker and Aaron Schauer from Franklin and Emerson Schools for partnering with the AHA this year to make an impact in the fight against heart disease through the Kids Heart Challenge program at their schools this year. She also acknowledged staff member Andrew Bielenda who had been preparing to do the same this past spring but could not implement the program due to COVID. Mrs. Molidor thanked District 64 for its support of the program as well as the donations raised through it.
- Robert Schoensedt, District 64 parent, shared his feedback on the remote learning implemented this past spring and how to improve it in the future. He also shared his feedback on the parent survey recently circulated by the District to gain feedback concerning the reopening of schools for the 2020-21 school year.

APPROVAL OF MEETING AGENDA

No changes were made to the agenda as posted prior to the meeting.

UPDATE ON WASHINGTON SCHOOL CONSTRUCTION PROJECT

Studio GC Architect Rick Petricek joined the meeting to update the Board on the progress thus far at Washington, noting that the construction crew and architects are meeting on a weekly basis to stay abreast of the progress. Mr. Petricek stated that the roof on the new addition was almost completed and shingles would be installed next week. First and second floors were about 80% complete, with the crew waiting on additional material delivery. He said COVID-19 had caused some delays but things were moving at a good pace. The weather had also impacted construction with some rainy days causing delays as well. Director of Facility Management DeGeorge also updated the Board on the sewer issue which had been discovered during the construction. Mainly, the existing sewer line was filled with tree roots and not pitched properly according to existing plans. The sewer line will have to be dug up, as rodding had not been successful, a lift station installed to bring the line to the correct pitch, or a pump installed to insure ejection. This issue has had consequences for the water retention system, with plans being resubmitted, causing more delays and

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additional costs. The City is now also requiring the storm and sanitary sewer lines to be separated due to flooding concerns in the area, and water retention capacity to be increased. Mr. Petricek estimated the additional cost of the storm water retention modifications to be at approximately \$113,000, but could not give a cost estimate on the sewer line replacement.

APPROVAL OF MEMORANDUM OF UNDERSTANDING TO EXTEND THE PREA/BOARD COLLECTIVE BARGAINING AGREEMENT FOR 1 YEAR

President Biagi noted that work had been done to reach an agreement with all 3 unions to extend existing contracts for a year until the Board, administration and Union representatives could sit down and meet for negotiations. The impact of the COVID-19 pandemic had prevented this from happening. The memoranda of understanding were posted on the District’s website for public viewing and information on the modifications.

ACTION ITEM 20-07-1

It was moved by Board member Pearl and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the Memorandum of Understanding to extend the collective bargaining agreement between the Park Ridge Education Association (PREA) and the Board of Education for one year.

The votes were cast as follows:

AYES: Sanchez, Pearl, Little, Sotos, Sanchez, Biagi

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

APPROVAL OF MEMORANDUM OF UNDERSTANDING TO EXTEND THE PRATAA/BOARD COLLECTIVE BARGAINING AGREEMENT FOR 1 YEAR

ACTION ITEM 20-07-2

It was moved by Board member Sanchez and seconded by Board member Pearl that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the Memorandum of Understanding to extend the collective bargaining agreement between the Park Ridge Teachers Assistants' Association (PRATAA) and the Board of Education for one year.

The votes were cast as follows:

AYES: Sotos, Pearl, Sanchez, Sales, Biagi, Little

NAYS: None

PRESENT: None

ABSENT: Ryles

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The motion carried.

APPROVAL OF MEMORANDUM OF UNDERSTANDING TO EXTEND THE SSC/BOARD COLLECTIVE BARGAINING AGREEMENT FOR 1 YEAR

ACTION ITEM 20-07-3

It was moved by Board member Little and seconded by Board member Sanchez that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve the Memorandum of Understanding to extend the collective bargaining agreement between the Support Staff Council (SSC) and the Board of Education for one year.

The votes were cast as follows:

AYES: Sanchez, Sales, Little, Pearl, Biagi, Sotos

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

DISCUSSION AND APPROVAL OF ADMINISTRATIVE & EXEMPT SALARY INCREASES

Dr. Olson noted that administrators and staff had gone above and beyond during the pandemic and worked remotely to ensure the District continued to function as needed. He also stated that the request for a 2.9% increase was in line with the contract extensions approved by the Board for the unions. He stated that he was grateful to the District staff for its work and efforts.

ACTION ITEM 20-07-4

It was moved by Board member Biagi and seconded by Board member Little that the Board of Education of Community Consolidated School District 64, Park Ridge-Niles, Illinois, approve a 2.9% raise for all administrative and exempt employees.

The votes were cast as follows:

AYES: Little, Sanchez, Biagi, Pearl, Sotos, Sales

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

DISCUSSION OF SUPERINTENDENT GOALS DEVELOPMENT AND EVALUATION TEMPLATE

President Biagi explained that the Board had conducted its evaluation of Dr. Olson during closed sessions, and had talked amongst themselves as well. The Board has consensus on how they wish to proceed. He also

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stated that the Board had requested a new strategic plan and a full scale facilities plan be added to Dr. Olson’s goals for the upcoming year. The proper language item will be added to the agenda for the next meeting and the Board will vote on the compensation package for Dr. Olson for 2020-21.

RESOLUTION #1252 APPROVAL OF 2020-21 TENTATIVE BUDGET & ESTABLISHMENT OF PUBLIC HEARING DATE

Chief School Business Official Luann Kolstad reviewed the steps necessary for the Board to approve the final budget for the 2020-21 school year. She noted that the District had received good news with a higher tax levy revenue for 2019 than originally anticipated, with new construction in particular higher than forecasted. She proceeded to review the preliminary financial projections, noting additional construction costs at Washington as explained earlier in the meeting, a reduction in the tax rate collection in the fall due to COVID-19 and economic impact on taxpayers, but an increase in the anticipated new construction tax collection. With all those factors taken into consideration, the District expects to see an increase of 2.71% over the 2018 Tax Levy. She stressed that the impact of additional costs due to COVID-19 and measures yet to be implemented throughout the schools left some uncertainty in the budget, although the District was still within Board policy of 33% fund balance. She noted the Board was adopting the tentative budget tonight; it will then be put on display for public viewing on the District website, a copy available by emailing a request to Dr. Olson, and a notice published in the local newspaper. The Board expressed their wish to see Mrs. Kolstad bring a balanced final budget for approval.

ACTION ITEM 20-07-6

It was moved by Board member Pearl and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve Resolution #1252 the Fiscal Year 2020-21 Tentative Budget and Establishment of Public Hearing on August 20, 2020.

The votes were cast as follows:

AYES: Pearl, Sales, Little, Sanchez, Sotos, Biagi

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

APPROVAL OF RECOMMENDED PERSONNEL REPORT

It was noted that the Board is relying upon the recommendation of the Superintendent and administration in their professional judgment as to the hiring of these individuals per Policy 2:130.

Anne Clark - Employ as Special Education Coordinator for the District effective the first day that Special Education Coordinators are to report for the 2020-21 school year - \$80,000. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for

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crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Paul Endre - Employ as Washington Building Technologist effective the first day building technologists are scheduled to report for the 2020-2021 school year - \$20.50 hourly. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Addison Norris - Employ as Special Education Instructional Teacher at Field School effective the first day teachers are scheduled to report for the 2020-2021 school year - salary is based on the 2019-2020 salary schedule; thus, it is subject to change once the 2020-2021 salary schedule is agreed upon - lane placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$52,175. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Olivia Gembis - Employ as Special Education Resource Teacher at effective the first day teachers are scheduled to report for the 2020-2021 school year - salary is based on the 2019-2020 salary schedule; thus, it is subject to change once the 2020-2021 salary schedule is agreed upon - lane placement is contingent upon confirmation of education by official transcripts - MA, Step 1 - \$60,011. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Iлона Hutter - Rehire as .7 Instrumental Music Teacher effective the first day teachers are scheduled to report for the 2020-2021 school year - salary is based on the 2019-2020 salary schedule; thus, it is subject to change once the 2020-2021 salary schedule is agreed upon - MA, Step 2 - \$42,692.30.

Roxanne Keim - Rehire as .7 Instrumental Music Teacher effective the first day teachers are scheduled to report for the 2020-2021 school year - salary is based on the 2019-2020 salary schedule; thus, it is subject to change once the 2020-2021 salary schedule is agreed upon - MA, Step 3 - \$43,388.80.

Alice Beauvais - Transfer from LRC Teaching Assistant at Emerson School to 10.5-month Office Associate at Emerson School effective the first day 10.5-month Office Associates are scheduled to report for the 2020-21 school year - \$19.02 hourly.

Renee Fasanella - Resign as Special Education Teacher at Field School effective June 23, 2020.

ACTION ITEM 20-07-7

It was moved by Board member Sanchez and seconded by Board member Little that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report, noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

AYES: Sanchez, Pearl, Sales, Sotos, Little, Biagi

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NAYS: None
PRESENT: None
ABSENT: Ryles
The motion carried.

CONSENT AGENDA

- Bills, Payroll and Benefits

Bills

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund	\$ 1,802,787.65
20 - Operations and Maintenance Fund	\$ 198,541.14
30 - Debt Services	\$ 12,859.05
40 - Transportation Fund	\$ 171.74
50 - Retirement (IMRF/SS/MEDICARE)	\$ -
60 - Capital Projects	\$ 70,429.40
61 - Capital Projects-2017 Debt Certificates	\$ -
80 - Tort Immunity Fund	\$ -
90 - Fire Prevention and Safety Fund	\$ -
Total:	\$ 2,084,788.98

Payroll & Benefits

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund	\$64,373,351.83
20 - Operations and Maintenance Fund	\$ 6,058,747.56
30 - Debt Services Fund	\$ 3,019,008.22
40 - Transportation Fund	\$ 3,509,136.38
50 - IMRF/FICA Fund	\$ 1,002,811.96
51 - SS/Medicare	\$ 1,264,612.80
60 - Capital Projects Fund	\$ 8,588,158.65
61 - Cap Projects Fund - 2017 Debt Certs	\$ 160,056.70
80 - Tort Immunity Fund	\$ 500,302.68
Total:	\$88,476,186.78

The Accounts Payable detailed list can be viewed on the District 64 website's business services page at www.d64.org.

- Approval of Amended 2020-21 School Calendar
- Destruction of Audio Closed Recordings

ACTION ITEM 20-07-8

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It was moved by Board member Pearl and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Consent Agenda for June 22, 2020 which includes: Bills, Payroll and Benefits; Approval of Amended 2020-21 School Calendar; and Destruction of Audio Closed Recordings.

The votes were cast as follows:

AYES: Pearl, Sanches, Sales, Little, Biagi, Sotos

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

APPROVAL OF MINUTES

ACTION ITEM 20-07-9

It was moved by Board member Biagi and seconded by Board member Pearl that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the minutes from the Closed Meeting on June 17, 2020; the Special Meeting on June 17, 2020; the Closed Meeting on June 22, 2020; and the Regular Meeting on June 22, 2020.

The votes were cast as follows:

AYES: Sanchez, Biagi, Little, Pearl, Sales, Sotos

NAYS: None

PRESENT: None

ABSENT: Ryles

The motion carried.

OTHER DISCUSSION AND ITEMS OF INFORMATION

Dr. Olson gave an update on the ongoing planning for the return to schools in the fall. He stated that the District had conducted a parent survey that will conclude tomorrow. Over 3,300 responses were received with the general trends indicating anxiety for the return to schools, two thirds of the parents responding felt comfortable sending their students back to school as long as guidelines were followed, and a preference for limited in-person instruction. A quarter of respondents were undecided. The wearing of masks was a divisive issue. Parents expressed the need for a more robust remote learning plan and, though they were eager to know the plan, would prefer to wait for more information to come as the situation changes daily. Dr. Olson stated that the plan will be shared with the families in the next couple of weeks, and that the administration understood the anxiety the parents expressed. The survey data would be used to inform decisions. He noted the possibility that Illinois could move back into Phase 3 of Governor Pritzker's COVID-19 plan. If this happens, more opportunity for feedback from parents would be offered. He stressed

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that the students’ and staff’s safety was at the top of the concerns guiding the creation of a plan for the reopening of schools.

Board president Biagi invited comments from the virtual attendees, which were received as follows:

- Robina Button: Field parent, inquired if parents would have access to curriculum and teachers’ assistance should they choose to keep their students home. Dr. Olson confirmed that the District would provide support for any registered student.
- Milutin Cejovic: District parent, inquired about the logistics of a blended in-person and remote learning instruction plan. Dr. Olson said administration was working through that now and would share the information soon.
- Sonja Dziedzic: District staff member, inquired how District staff was involved in the planning

NEW BUSINESS

No new business was discussed.

ADJOURNMENT

At 8:14 p.m. it was moved by Board member Sanchez and seconded by Board member Pearl to adjourn, which was approved by unanimous voice vote.

Signed Date: August 20, 2020.

President

Secretary

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**BOARD OF EDUCATION
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 64
Minutes of the Special Board of Education Meeting held at 7:00 p.m.
July 28, 2020**

**Virtual Meeting Held via Zoom Due to COVID-19
(Alternate Remote Attendance Location at Emerson School -multipurpose room)**

Board President Rick Biagi called the meeting to order at 7:00 p.m. All participants attended via remote participation, with the exception of those attending at the alternate remote location in the multipurpose room at Emerson Middle School. Board members in attendance via remote participation were Rick Biagi, Dr. Denise Pearl, Rebecca Little, Fred Sanchez, and Larry Ryles. Also present at the alternate remote location were Superintendent Eric Olson; Assistant Superintendent of Human Resources Dr. Joel T. Martin; Director of Student Services Dr. Lea Anne Frost; Board members Tom Sotos and Carol Sales. Also attending remotely were Assistant Superintendent for Student Learning Dr. Lori Lopez; Chief School Business Official Luann Kolstad; Director of Technology and Innovation Mary Jane Warden; Public Information Coordinator Peter Gill ; Administrative Assistant to the Superintendent Natasha Nedeljkovic; and Board Legal Counsel Tony Loizzi. Two members of the public were physically present at the alternate remote location and over 1100 attended virtually.

Board of Education meetings are videotaped and may be viewed in their full length from the District's website at <http://www.d64.org>. The agenda and reports for this meeting are also available on the website or through the District 64 Educational Service Center, 164 S. Prospect Ave., Park Ridge, IL 60068.

PLEDGE OF ALLEGIANCE

Board member Ryles led the pledge.

OPENING REMARKS FROM PRESIDENT OF THE BOARD

Board President Biagi opened the meeting explaining the need to conduct the meeting virtually, while also adhering to the State regulations and Open Meeting Act requirements, with an administrator present at a physical location. During the opening remarks, the meeting had to be interrupted due to technical difficulties. The attendee capacity for the meeting was originally planned to be over 3000 but was mistakenly set for only 100. The Board stopped the meeting to reset the virtual setup and allow for up to 3000 attendees. Following a delay of approximately 40 minutes, the meeting reconvened virtually.

PUBLIC COMMENTS

Public comments were invited through a posted email address on the District website and in the Board report. Public comments were also welcomed at the alternate remote location. Public comments on non-agenda items were received via email and read as follows:

D. Hickey: Park Ridge resident, inquired about the District including the 1619 Project in its curriculum.

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APPROVAL OF MEETING AGENDA

No changes were made to the agenda as posted prior to the meeting.

APPROVAL TO SUSPEND THE PORTION OF BOARD POLICY 2:230 THAT RESTRICTS THE BOARD’S ABILITY TO RESPOND TO QUESTIONS OR COMMENTS MADE DURING THE PUBLIC PARTICIPATION PORTIONS OF A BOARD MEETING

The Board suspended this rule for tonight’s meeting in order to address and respond to public comments and questions pertaining to the reopening of schools in the fall.

ACTION ITEM 20-07-10

It was moved by Board member Biagi and seconded by Board member Pearl that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the suspension of the portion of its policy 2:230 that restricts the Board’s ability to respond to questions or comments made during tonight’s special meeting.

The votes were cast as follows:

AYES: Little, Biagi, Pearl, Sotos, Sales, Sanchez, Ryles

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

APPROVAL OF RECOMMENDED PERSONNEL REPORT

It was noted that the Board is relying upon the recommendation of the Superintendent and administration in their professional judgment as to the hiring of these individuals per Policy 2:130.

Theodora Cudnowski - Employ as Language Arts Teacher at Lincoln School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Colleen Drage - Employ as Special Education Resource Teacher at Field School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - MA, Step 1 - \$61,151. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Sara Frank - Employ as Language Arts Teacher at Emerson School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is

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contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Sofia Garcia - Employ as Instructional Technology Coach at Franklin School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - MA+12, Step 1 - \$64,133. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Shelby Greenstein - Employ as Special Education Resource Teacher at Franklin School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Lauren Gryzik - Employ as Math/Science Teacher at Lincoln School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Michelle Krupa - Employ as Channels of Challenge Teacher at Franklin and Washington Schools effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - MA, Step 1 - \$61,151. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Brandon Melnychuk - Employ as Science Teacher at Emerson School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Brittney O'Grady - Employ as Elementary Teacher at Field School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 2 - \$54,159. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

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Lindsey Plantan - Employ as Kindergarten Teacher at Carpenter School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 2 - \$54,159. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Amanda Ragsdale - Employ as Special Education Teacher at Field School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Alyssa Reno - Employ as Fifth Grade Teacher at Washington School effective the first day teachers are scheduled to report for the 2020-2021 school year, salary schedule placement is contingent upon confirmation of education by official transcripts - BA, Step 1 - \$53,166. Employment with the District is contingent on the results of the criminal history background check. If the results reveal convictions for crimes other than a misdemeanor, such conviction shall be a valid cause to terminate this agreement immediately.

Dina Greenberg - Resign as Special Education Teacher at Field School effective July 28, 2020.

Sue Balek - Retire as Teaching Assistant at Jefferson School effective July 13, 2020.

Charlene John - Retire as Science Teacher at Emerson School effective July 28, 2020.

Joanne Mulvihill - Retire as 2nd Grade Teacher at Roosevelt School effective July 14, 2020.

Veda Neumann - Retire as C of C Teacher at Carpenter School effective July 14, 2020.

ACTION ITEM 20-07-11

It was moved by Board member Pearl and seconded by Board member Little that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve the Personnel Report for July 28, 2020 noting that the Personnel Report is based on the recommendation of the Superintendent and not upon the Board’s direct knowledge regarding any of the specific individuals selected for employment.

The votes were cast as follows:

AYES: Ryles, Sanchez, Pearl, Biagi, Sales, Little, Sotos

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

APPROVAL OF CERTAIN CURRENT BILLS FOR PAYMENT

ACTION ITEM 20-07-12

DRAFT

It was moved by Board member Sanchez and seconded by Board member Sotos that the Board of Education of Community Consolidated School District 64, Park Ridge – Niles, Illinois, approve payment of the current bills as shown on the list submitted in the total amount of \$ 2,476,153.32.

The votes were cast as follows:

AYES: Biagi, Sanchez, Sales, Sotos, Pearl, Ryles, Little

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

Bills

<u>Fund</u>	<u>Fund Total</u>
10 - Education Fund	\$ 455,770.91
20 - Operations and Maintenance Fund	\$ 136,712.27
30 - Debt Services	\$ 12,859.05
60 - Capital Projects	\$ 1,557,133.59
80 - Tort Immunity Fund	\$ 313,677.50
Total:	\$ 2,476,153.32

PRESENTATION OF SCHOOL REOPENING PLAN FOR 2020-21

Superintendent Olson presented the District's plan for the safe reopening of schools in August. He noted that the District wanted to give the community and parents an opportunity to share their concerns tonight, answer their questions to help them make their decision. The plan gives parents a choice between a hybrid in-person model or a full 5-day remote learning plan, with a deadline of August 5 to make the choice. Dr. Olson explained that under the hybrid model, students would be coming to school on Monday-Tuesday or Thursday-Friday, leaving Wednesday free for a deep-cleaning of the facilities. The other three days would be dedicated to remote learning. Students' desks would be spaced 6 feet apart and all facing the same direction, masks would be mandatory, hand sanitizer would be provided along with sanitizing stations, with mandatory handwashing before lunch. Students would eat lunch at their desk, and remain in the same classroom. Outdoor classes and time spent outside would be maximized whenever possible, the District is considering purchasing tents for this purpose. Dr. Olson stressed that the remote learning plan would be a lot more rigorous than what had been offered in the spring, with more live conferencing and synchronous or asynchronous learning taking place. Parents who choose remote learning would need to commit through the end of the first trimester on November 20. Following the presentation, Dr. Olson asked for public comments to be read and addressed to answer community members' questions. The Board received over 300 comments through the posted email link, with parents asking varied questions about remote learning plans, masks exemptions and enforcement, air ventilation, special education services, PE classes and mask wearing, dedicated remote learning teachers, attendance days requests, and many other topics. Over 150 comments were read during the meeting, and at 1:00 a.m. legal counsel noted that over 100 were still left and emails still coming in. He noted that the Board and administration had been transparent with the public and made all efforts to address the comments but due to time constraints, the remaining public comments would be posted on the [District's website](#). Dr. Olson noted that this plan is fluid, due to the ever-changing circumstances of the pandemic, and could be modified before the start of the school year.

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NEW BUSINESS

No new business was discussed.

ADJOURNMENT

At 1:05 a.m. it was moved by Board member Sanchez and seconded by Board member Little to adjourn from the special meeting.

The votes were cast as follows:

AYES: Pearl, Sotos, Little, Sanchez, Sales, Biagi, Ryles

NAYS: None

PRESENT: None

ABSENT: None

The motion carried.

Signed Date: August 20, 2020

President

Secretary

DRAFT

DRAFT

DRAFT

DRAFT

DRAFT

Inspire every child to



Meeting of the Board of Education Park Ridge – Niles School District 64

Regular Board Meeting Agenda
Thursday, September 10, 2020

VIRTUAL MEETING

Alternate Remote Attendance Location: Carpenter School - North Gym

On some occasions, the order of business may be adjusted as the meeting progresses to accommodate Board members' schedules, the length of session, breaks, and other needs.

7:00 p.m. Meeting of the Board Convenes

- Roll Call

Pledge of Allegiance

Opening Remarks from President of the Board

Public Comments

Each speaker is given 3 minutes to address the Board. Comments may be made on almost any matter related to the operation of schools. Each person appearing before the Board will be treated with courtesy and respect, and the Board requests the same in return. In light of the privacy of personnel and student matters, commenters are strongly discouraged from speaking about individual staff or students during public comment. Commenters are instead encouraged to first raise such concerns privately with the Board President or Administration. The Board, however, recognizes each commenter's First Amendment rights; thus, it will not prohibit commenters from speaking about individual staff or students, subject to well-recognized exceptions under the First Amendment, such as obscenity, threats, fighting words, or incitements to violence.

A-1 Approval of Meeting Agenda

--Board President

The Board reserves the right to review the agenda at the beginning of each meeting and request additions, amendments, or deletions prior to approval.

A-2 Adoption of District 64 Budget for 2020-21

--Chief School Business Official

Action Item 20-09-1

A-3 Opening Enrollment and Staffing Report

--Assistant Superintendent for Human Resources/
Chief School Business Official

- A-4 Remote Learning Update**
--Assistant Superintendent for Student Learning
- A-5 Approval of Recommended Personnel Report**
--Board President **Action Item 20-09-2**
- A-6 Presentation of Superintendent Goals**
--Superintendent **Action Item 20-09-3**
- A-7 Consent Agenda**
--Board President **Action Item 20-09-4**
- Bills, Payroll and Benefits
 - Approval of Financial Update for the Period Ending July 31, 2020
 - Approval of Financial Update for the Period Ending August 31, 2020
 - Approval of Intergovernmental Agreement for Facilities Use & Operations by Beyond-the-Bell Program
 - Second Reading and Approval of Policies from PRESS 104
 - Destruction of Audio Closed Recordings (None)
- A-8 Approval of Minutes**
--Board President **Action Item 20-09-5**
- August 20, 2020 - Regular Meeting
- A-9 Other Discussion and Items of Information**
--Superintendent
- Upcoming Agenda
 - FOIA requests
 - New Teacher Orientation, District Institute Days, and Opening Days Report
 - District Committee Updates
 - PTO/A Presidents' Meeting on August 18, 2020
 - Memorandum of Information
 - ISBE Report: Administrator and Teacher Salary and Benefits for School Year 2020
 - Minutes of Board Committees:
 - Board Policy Committee Meeting on August 14, 2020
- A-10 New Business**
- Adjournment**

Next Meeting: **Thursday, October 8, 2020**
Regular Meeting - 7:00 p.m.
Franklin School - Gym
2401 Manor Lane, Park Ridge, IL 60068

In accordance with the Americans with Disabilities Act (ADA), the Board of Education of Community Consolidated School District 64 Park Ridge-Niles will provide access to public meetings to persons with disabilities who request special accommodations. Any persons requiring special accommodations should contact the Director of Facility Management at (847) 318-4313 to arrange assistance or obtain information on accessibility. It is recommended that you contact the District, 3 business days prior to a school board meeting so we can make every effort to accommodate you or provide for any special needs.