



AGENDA

Meeting of the Board of Education

To be held at The Administration Center
2123 S. Arlington Heights Road, Arlington Heights, IL 60005
Monday, January 9, 2017

- 1.0 CALL TO ORDER – 7:00 P.M. – Barbara Somogyi, President**
- 2.0 ROLL CALL – Karen Osmanski, Secretary**
- 3.0 PLEDGE OF ALLEGIANCE**
- 4.0 COMMENTS AND SUGGESTIONS FROM THE AUDIENCE**
- 5.0 STUDENT CELEBRATIONS - Byrd Elementary School**
- 6.0 CONSENT AGENDA**
 - 6.01 Approval of Minutes-Prior Meetings
 - a. Regular Meeting Minutes of December 12, 2016
 - b. Closed Meeting Minutes of December 12, 2016
 - 6.02 Disbursements Resolution
 - a. Disbursement Listing for 2016-17
 - 6.03 Acceptance of Financial Reports Reports
 - a. Detail Balance Sheet as of November 30, 2016
 - b. Combined Revenue and Expense Report as of November 30, 2016
 - c. Investment Report as of November 30, 2016
 - d. Activity Fund Statements as of November 30, 2016
 - 6.04 Acceptance of Recommendations: Human Resources Report
 - a. Certified Contracts
 - b. ESP Contracts
 - c. ESP Termination
 - d. ESP Temporary Contract
 - e. CAMEO Contracts
 - f. CAMEO Termination
 - g. Certified Lane Changes
 - 6.05 Approval to Destroy 18 Month Old or Older Closed Session Recordings
- 7.0 REPORTS OF THE BOARD OF EDUCATION**
- 8.0 SPECIAL INTEREST TOPICS**
 - 8.01 FOIA Requests
- 9.0 ACTION ITEMS**
 - 9.01 Adoption of Board Policies
 - a. Section 2 - Board of Education
 - 1. 2:110 School Treasurer
 - b. Section 4 - Operational Services
 - 1. 4:110 - Transportation
 - 2. 4:30 Revenue and Investments

3. 4:80 - Accounting and Audits
- c. Section 6 - Instruction
 1. 6:140 - Homeless
- d. Section 7 - Students
 1. 7:50 - Admissions And Transfers To and From Non-District Schools
 2. 7:250 - Student Support Services

- 9.02 Program Fee For Typically Developing Pre-School Students For The 2017/2018 School Year Fee Comparisons Program Assumptions
- 9.03 K-8 Instructional Materials Fees: 2017/2018 School Year List of District Fees
- 9.04 Junior High School Extra-Curricular Participation Fees: 2017/2018 School Year
- 9.05 Acceptance Of Donations To Brentwood Elementary School, Des Plaines Alderman, Mr. Dick Sayad Thank You Letter

10.0 DISCUSSION ITEMS

- 10.01 Appointment Of Superintendent To Cause A Budget To Be Prepared For Fiscal Year 2018
- 10.02 Board Policy Changes - Press Update #93 Template - Press Policy Update 93
- 10.03 Donation/Fundraising Policy
- 10.04 Admin Center Bid Alternatives
- 10.05 Award Of Bid For Purchase of Replacement School Bus Bids Summary Sheet

11.0 NEW/CONTINUING BUSINESS AND ANNOUNCEMENTS

- 11.01 2016-17 Board Calendar Agenda
- 11.02 Board Beliefs
- 11.03 Follow-up From IASB Workshop
- 11.04 Legislative Issues for Summit

12.0 REPORTS OF THE SUPERINTENDENT'S TEAM

13.0 CLOSED SESSION- for discussion of "the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body", "Collective negotiating matters...", "Student disciplinary cases", "The placement of individual students in special education programs and other matters relating to individual students", "Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the district finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes" -5ILCS 120/2 (c) (1, 2, 9,10, 11) of the Open Meetings Act.

14.0 RECONVENE

15.0 ADJOURNMENT

Individuals who require special accommodations because of a disability should contact the Educational Services Department at 847.593.4335.

The next regular meeting of the Board of Education will be held on January 23, 2017 at the District 59 Administration Center, 2123 S. Arlington Heights Rd., Arlington Heights, IL 60005

www.CCSD59.org <http://www.ccsd59.org>

School District 59-Preparing Students to be Successful for Life

ROLL CALL

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

Roll Call:

Meeting of Monday, January 9, 2017

Attendance	Present	Absent
Bhave	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>

CONSENT AGENDA

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59

Elk Grove Township Schools

RESOLUTION: CONSENT AGENDA

Background

A consent agenda consists of items that are, by general agreement, acceptable to all Board Members without discussion and can be approved by a single vote. The Consent Agenda shall include items of a routine nature on which the Board of Education has received sufficient background information to take action on the items presented for approval. Typically, the following routine items are included as part of a Consent Agenda: 1) minutes; 2) bills for payment; 3) periodic reports; 4) personnel; and 5) resolutions that are adopted annually.

If any member of the Board of Education requests removal of any item from the Consent Agenda or a member of the public requests to speak on a Consent Agenda Item, then that item shall be removed from the Consent Agenda and become the first item under the Action Agenda Item Section of the agenda. If an item is so removed from the Consent Agenda and added to the Action Agenda, then with respect to those items only, the Board of Education may take such action as it deems appropriate including the right to vote thereon.

Recommendation

Approval of the Consent Agenda as presented.

Resolution

Motion was made by _____, seconded by _____ to adopt the following resolution:

BE IT RESOLVED THAT on the 9th day of January 2016 the Community Consolidated School District 59 Board of Education approve the Consent Agenda as presented/amended:

- 6.01 Approval of Minutes-Prior Meetings
 - a. December 12, 2016 Regular Meeting Minutes
 - b. December 12, 2016 Closed Meeting Minutes

- 6.02 Disbursements Resolution
 - a. January 9, 2017 Disbursement Listing for FY 2016-17

- 6.03 Acceptance of Financial Reports Reports
 - a. Detail Balance Sheet as of November 30, 2016
 - b. Combined Revenue and Expense Report as of November 30, 2016
 - c. Investment Report as of November 30, 2016
 - d. Activity Fund Statements as of November 30, 2016

6.04 Acceptance of Recommendations: Human Resources Report

- a. Certified Contracts
- b. ESP Contracts
- c. ESP Termination
- d. ESP Temporary Contract
- e. CAMEO Contracts
- f. CAMEO Termination
- g. Certified Lane Changes

6.05 Approval to Destroy 18 Month Old or Older Closed Session Recordings

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE: - - -

ATTEST:

President

Secretary

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: APPROVAL OF MINUTES - PRIOR MEETINGS

Background

Minutes become the official and legal record of the acts and deliberations of the Board of Education. They reach this status on approval by the Board of Education completed during open session at a school board meeting.

Recommendation

Minutes should be approved as presented or amended by Board action.

Resolution

Motion made by _____, seconded by
_____ to adopt the following resolution:

BE IT RESOLVED THAT on the 9th day of January, 2017 the Community Consolidated School District 59 Board of Education approve the minutes of the following meetings (as presented/amended) by Board action:

- 6.01 Approval of Minutes-Prior Meetings
 - a. Regular Meeting Minutes of December 12, 2016
 - b. Closed Meeting Minutes of December 12, 2016

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE: - - -

President

ATTEST:

Secretary

**Official Minutes of the Monday, December 12, 2016
Board of Education Meeting**

Call to Order The Board of Education of Community Consolidated School District 59 in County of Cook, State of Illinois, held a meeting in accordance with provisions of the Open Meetings Act, according to Illinois law, at the District 59 Administration Center, 2123 South Arlington Heights Road, Arlington Heights, Illinois on Monday, December 12, 2016. The meeting was called to order at 7:00PM.

Roll Call **Members Present:** President Barbara Somogyi, Vice-President Janice Krinsky, Secretary Pro Tem

Members: Tim Burns, Sharon Roberts and Mardell Schumacher

Members Absent: Sunil Bhave and Karen Osmanski

Others Superintendent, Dr. Arthur Fessler; Associate Superintendent, Tom Luedloff; Assistant Superintendent for Business Services, Vickie Nissen; Ben Grey, Assistant Superintendent for Innovation and Communications; Assistant Superintendent for Human Resources, Kelley Zerfahs; Assistant Superintendent for Educational Services, Karen Starr; Assistant Superintendent for Instruction, Maureen McAbee; Executive Director of Facilities and Operations, Tony Rossi; Executive Director of Student Growth and Accountability, Dr. Josh Carpenter; and Recording Secretary, Kathie Lange.

Also Present Eydie Cohen, DEA President; Christy Prikkel, Director of Fiscal Services; Janet Fisher, Purchasing/School Nutrition Coordinator; Michele Lara, Salt Creek; Mrs. Katie Ahsell, Director of SEL and FACE; Rose Kelly, John Jay; Mr. Rob Bowers, Holmes Jr. High Principal; Mrs. Michele Ramsey, ELC Principal; Mrs. Melissa Ward, ELC Coordinators; Mrs. Marybeth Niles, John Jay Principal; Agnes Panek, Forest View; Dawn Suarez, Forest View; Agnes Szczurek, Forest View; Melissa Dominguez, Forest View; Mrs. Seana McPherson, Ridge parent; Colleen Carlberg, Ridge parent

Pledge of Allegiance

The Pledge of Allegiance to the Flag of the United States of America was recited.

AUDIENCE RECESS

No one came forward to address the Board of Education.

STUDENT CELEBRATIONS - ELC Presentation

Mrs. Marlyn Orozco shared a presentation with the Board of Education providing an update on the D59 Play N' Learn Program. The program is offered by the ELC and designed for children (birth - 5 years old) and their caregivers.

The program is offered free of charge and is open to all residents of District 59. The Play 'N' Learn sessions provide children with learning opportunities such as early literacy, math skills and social skills. The classes are held at the ELC and at Blackhawk Touhy Mobile Home Estates.

CONSENT AGENDA CONSENT AGENDA

MOTION

by Mrs. Schumacher, seconded by Mrs. Roberts to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December, 2016, the Community Consolidated School District 59 Board of Education approve the Consent Agenda as presented/amended:

- 6.01 Approval of Minutes-Prior Meetings
 - a. Regular Meeting Minutes of November 14, 2016
 - b. Regular Meeting Minutes of November 28, 2016
- 6.02 Disbursements Resolution
 - a. Disbursement Listing for 2016-17
- 6.03 Acceptance of Financial Reports
 - a. Detail Balance Sheet as of October 31, 2016
 - b. Combined Revenue and Expense Report as of October 31, 2016
 - c. investment Report as of October 31, 2016
 - d. Activity Fund Statements as of October 31, 2016
- 6.04 Acceptance of Recommendations: Human Resources Report
- 6.05 Approval to Destroy 18 Month Old or Older Closed Session Recordings
- 6.06 Board Policy 2:125
- 6.07 Board Policy 4:55
- 6.08 Board Policy 5:60

Roll Call

Ayes: 5 Burns, Krinsky, Roberts, Schumacher and Somogyi
Nays: 0
Absent: 2 Bhave and Osmanski
Abstain: 0

Motion carried: 5-0-2-0

Dr. Burns will contact Ms. Nissen with a question regarding details of a P-Card purchase made for gasoline.

REPORTS OF THE BOARD OF EDUCATION

Ms. Krinsky attended the following events since the last update:

- Volunteering to read to students in 4th grade
- NSSEO Governing Board Meeting
- Shining Stars Program at Hersey High School
- NSSEO Negotiations sessions
- A mentoring group at Highland Park High School for College Bound Opportunities
- Ms. Krinsky also shared a copy of the Timber Ridge Highlight newsletter with the Board of Education.

Mrs. Schumacher noted that the cost for Chromebook repairs was \$39,000. She would like to have a cost analysis for student devices added to a future Board meeting agenda. Other Board members also expressed interest in having an update on technology use in the District.

Mr. Ben Grey stated that he will share the timeline for the “Refresh Process” for technology needs with the Board of Education. An open process will be used for input from staff; the same as it was in the past. The last time, 55 staff members participated.

SPECIAL INTEREST TOPIC

FOIA REQUESTS

The District has not received any FOIA requests since the last Board update.

SEL NEXT STEPS

Mrs. Katie Ahsell provided the Board of Education with an update and a timeline for Social Emotional Learning in District 59.

Ms. Ahsell shared that Information about a new committee focusing on Intervention/Discipline was shared last week with school social workers and psychologists. Mrs. Schumacher expressed interest in attending these meetings.

ACTION ITEMS

MOTION **Appointment of School Treasurer**
by Mrs. Roberts, seconded by Mrs. Schumacher to adopt the following resolution:

WHEREAS the Board of Education of Community Consolidated School District 59 has operated under the jurisdiction of the Township School

Treasurer and the Township Trustees of Schools for Township 41 North, Range 11, commonly known as Elk Grove Township; and WHEREAS pursuant to Section 5/5-1(c) of the *Illinois School Code* and the results of the consolidated election held on November 8, 2016, the offices of Township School Treasurer and the Trustees of Schools have been abolished effective January 1, 2017; and

WHEREAS the Board is required to appoint a School Treasurer effective January 1, 2017.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of Community Consolidated School District No. 59, Cook County, Illinois, as follows:

Section 1. The Board incorporates the foregoing paragraphs of this Resolution as if set forth fully herein.

Section 2. The Board hereby appoints Assistant Superintendent for Business Services/CSBO, Ms. Vickie Nissen, as School Treasurer, effective January 1, 2017.

Section 3. Commencing with the fiscal year beginning July 1, 2017, the Board shall appoint a School Treasurer in accordance with Section 5/8-1(c) of the *Illinois School Code*.

Section 4. This Resolution shall be in full force and effect upon its passage.

Roll Call

Ayes:	5	Burns, Krinsky, Roberts, Schumacher and Somogyi
Nays:	0	
Absent:	2	Bhave and Osmanski
Abstain:	0	

Motion carried: 5-0-2-0

Ms. Nissen indicated that she has had conversation with Mr. Saviano regarding the timeline for Treasurer's transition. Ms. Nissen has been working with all agencies and partners in preparation for this change.

APPROVAL OF THE TREASURER'S PARTICIPATION IN THE ILLINOIS SCHOOL DISTRICT LIQUID ASSET FUND

MOTION

by Mrs. Roberts, seconded by Mrs. Schumacher to adopt the following resolution:

WHEREAS, this Board deems it to be in the best interest of Community Consolidated School District 59, to participate in the Illinois School District Liquid Asset Fund Plus (the "Fund"); and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, the Fund and its programs, including the Multi-Class Series (Liquid Class and MAX Class), Term Series, Fixed Income Investments, and other Fund services that may be offered by the Trustees of the Fund; and

WHEREAS, this Board deems it to be in the best interest of this school entity for its Treasurer to make use of, from time to time, PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc. and Harris N.A., and/or their successors; and

WHEREAS, various materials regarding the Fund have been presented to this Board, including copies of its Information Statement and Declaration of Trust,

NOW, THEREFORE, BE IT RESOLVED BY THIS BOARD:

- That the Board authorizes (or reauthorizes) its participation in the Fund by the Treasurer of this school entity; and
- That the Treasurer or those acting on behalf of the Treasurer shall invest the school entity's available funds from time to time and withdraw such funds from time to time in accordance with the provisions of the Declaration of Trust; and
- That the Treasurer or those acting on behalf of the Treasurer shall make use of, from time to time, Fixed Income Investments offered by the Fund and which are legal under Illinois investment statutes, including but not limited to 30 ILCS235 and that which are also permitted by this school entity's investment policy; and
- That monies of this entity may be invested at the discretion of the Treasurer or those acting on behalf of the Treasurer through the intermediaries PMA Securities, Inc., PMA Financial Network, Inc., and Prudent Man Advisors, Inc. and/or their successors; and
- That the entity may open depository accounts, make permitted investments, enter into wire transfer agreements, safekeeping agreements, third party surety agreements securing deposits, collateral agreements, letters of credit, and lockbox agreements with institutions

participating in Fund programs including BMO Harris Bank, its successor, or programs of PMA Financial Network, Inc. and PMA Securities, Inc., and that any depository institutions shall be deemed eligible depositories for District funds per Illinois School Code Section 8-7. Monies of this entity may be deposited in financial institutions, from time to time in the discretion of the Authorized Officials, pursuant to the Fixed Income Investment Program available to participants of the Fund through the intermediaries PMA Financial Network, Inc. and PMA Securities, Inc. PMA Financial Network Inc. and/or PMA Securities, Inc. are authorized to act on behalf of this school entity as its agent with respect to such accounts and agreements; and

- That the Treasurer or those acting on behalf of the Treasurer may execute documents, financial planning contracts, financial advisory contracts and other applicable agreements, as necessary, with PMA Financial Network, Inc., PMA Securities, Inc., Prudent Man Advisors, Inc., and Harris N.A., and/or their successors. The following individuals, or

- Their successors, currently holding the office or position are designated as “Authorized Officials” with full power and authority to effectuate the investment and withdrawal of monies, contracts and agreements on behalf of this school entity.

It is hereby certified that Vickie Nissen, the Treasurer of which is Community Consolidated School District 59 adopted this Resolution at a duly convened meeting of the Board of the entity held on the 12th day of December, 2016, and that such Resolution is in full force and effect on this date, and that such Resolution has not been modified, amended, or rescinded since its adoption.

Roll Call Ayes: 5 Burns, Krinsky, Roberts, Schumacher and Somogyi

Nays: 0

Absent: 2 Bhave and Osmanski

Abstain: 0

Motion carried: 5-0-2-0

ADOPTION OF 2016 TAX LEVY

MOTION

by Ms.Krinsky, seconded by Mrs. Roberts to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December 2016 the Community Consolidated School District 59 Board of Education approves the adoption of a total levy in the amount of \$79,270,000 for 2016, which is 3.98% above the 2015 extended levy of \$76,232,604. This amount is to be distributed in the district's funds as indicated in the Certificate of Tax Levy. A signed copy of the *Certificate of Levy* is to be attached to and made a part of the official minutes.

Roll Call Ayes: 5 Burns, Krinsky, Roberts, Schumacher and Somogyi
 Nays: 0
 Absent: 2 Bhave and Osmanski
 Abstain: 0
 Motion carried: 5-0-2-0

AUTHORIZING REDUCTION OF CERTAIN FUND LEVIES FOR THE 2016 TAX LEVY

MOTION by Mrs. Roberts, seconded by Ms. Krinsky to adopt the following resolution:

WHEREAS, on December 12, 2016 the Board of Education of School District 59, Cook County, Illinois ("School District") did file a duly approved certificate of tax levy for the 2016 levy year with the County Clerk of Cook County ("County Clerk"); and

WHEREAS, Public Act 89-01 subjected Cook County school districts to the Property Tax Extension Limitation Act ("PTELA") for the 2016 levy year and imposed a limit on the increase in tax extensions from the 2015 levy year to the 2016 levy year; and

WHEREAS, the County Clerk has notified each Cook County taxing district now subject to the PTELA that it may direct the County Clerk's Office, by proper resolution, to make specific and necessary reductions to its tax levy for the 2016 levy year to meet the requirements of the PTELA.

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Community Consolidated School District 59, Cook County, Illinois as follows:

Section 1. That the Board of Education hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does hereby incorporate them into this Resolution by reference.

Section 2. That the Board of Education hereby authorizes and directs the County Clerk to make the necessary reductions to the School District's tax levy for the 2016 levy year in order that the levies by fund shall be no less than the following amounts as indicated:

Education	\$66,950,000
Special Education	925,000
Building	6,000,000
Transportation	3,500,000
Working Cash	0
Municipal Retirement	0
Social Security	1,895,000

Section 3. That the Board of Education further authorizes and directs the County Clerk that if any additional reductions are required to be made to the School District's tax levy beyond those projected and specified by the Board of Education Section 2 above, that such reductions shall be made to the following funds as indicated: Operations & Maintenance - 100%.

Section 4. That all other resolutions or parts of resolutions in conflict herewith be and the same are hereby repealed and this Resolution shall be in full force and effect immediately and forthwith upon its passage.

Roll Call

Ayes:	5	Burns, Krinsky, Roberts, Schumacher and Somogyi
Nays:	0	
Absent:	2	Bhave and Osmanski
Abstain:	0	

Motion carried: 5-0-2-0

ACCEPTANCE OF DONATION TO RIDGE FAMILY CENTER FOR LEARNING, MR. AND MRS. GRIFFIN

MOTION by Ms. Krinsky, seconded by Mrs. Roberts to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December, 2016, the Community Consolidated School District 59 Board of Education accepts the donation of furniture from Mr. and Mrs. Griffin, 308 Mendon Lane Schaumburg, IL 60193.

BE IT RESOLVED THAT on the 12th day of December, 2016, the Community Consolidated School District 59 Board of Education accepts the donation of furniture to Ridge Family Center For Learning's student reading lounge.

BE IT FURTHER RESOLVED THAT the Superintendent shall communicate to the donors, in writing, expressing the appreciation of the members of the Board of Education, and that these donations shall be listed in the "official" minutes of this meeting.

Roll Call Ayes: 5 Burns, Krinsky, Roberts, Schumacher and Somogyi
 Nays: 0
 Absent: 2 Bhave and Osmanski
 Abstain: 0
 Motion carried: 5-0-2-0

Acceptance Of Donation To Ridge Family Center For Learning, Mr. and Mrs. Jasinek

MOTION by Mrs. Roberts, seconded by Mrs. Schumacher to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December, 2016, the Community Consolidated School District 59 Board of Education accepts the donation of furniture from Mr. and Mrs. Jasinek, 142 Brandywine Avenue Elk Grove, IL 60007.

BE IT RESOLVED THAT on the 12th day of December, 2016, the Community Consolidated School District 59 Board of Education accepts the donation of furniture to Ridge Family Center For Learning's student reading lounge.

BE IT FURTHER RESOLVED THAT the Superintendent shall communicate to the donors, in writing, expressing the appreciation of the members of the Board of Education, and that these donations shall be listed in the "official" minutes of this meeting.

Roll Call Ayes: 5 Burns, Krinsky, Roberts, Schumacher and Somogyi
 Nays: 0
 Absent: 2 Bhave and Osmanski
 Abstain: 0
 Motion carried: 5-0-2-0

**ACCEPTANCE OF DONATION TO GROVE JUNIOR HIGH SCHOOL,
CORNERSTONE BARINGS REAL ESTATE ADVISERS LLC**

MOTION by Mrs. Roberts, seconded by Mrs. Schumacher to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December, 2016, the Community Consolidated School District 59 Board of Education accepts the donation of \$2,500 from Cornerstone Barings Real Estate Advisors LLC, One Financial Plaza Hartford, CT 6103-2604.

BE IT RESOLVED THAT on the 12th day of December, 2016, the Community Consolidated School District 59 Board of Education accepts the donation of \$2,500 to Grove Junior High School to be used towards funding Grove building initiatives and improvements.

BE IT FURTHER RESOLVED THAT the Superintendent shall communicate to the donors, in writing, expressing the appreciation of the members of the Board of Education, and that these donations shall be listed in the “official” minutes of this meeting.

Roll Call

Ayes:	5	Burns, Krinsky, Roberts, Schumacher and Somogyi
Nays:	0	
Absent:	2	Bhave and Osmanski
Abstain:	0	

Motion carried: 5-0-2-0

BALANCED CALENDAR 2017-18

MOTION by Mrs. Roberts, seconded by Ms. Krinsky to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December 2016, the Community Consolidated School District 59 Board of Education hereby approves the 2017/2018 balanced school calendar for a total of 198 calendar days.

A copy of the adopted calendar will be attached to the approved minutes of the December 12, 2016 school board meeting.

Roll Call Ayes: 5 Burns, Krinsky, Roberts, Schumacher and Somogyi
 Nays: 0
 Absent: 2 Bhave and Osmanski
 Abstain: 0
 Motion carried: 5-0-2-0

TRADITIONAL CALENDAR 2017-18

MOTION by Mrs. Roberts, seconded by Ms. Krinsky to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December 2016, the Community Consolidated School District 59 Board of Education hereby approves the 2017/2018 traditional school year calendar with a total of 198 calendar days.

A copy of the adopted calendar will be attached to the approved minutes of the December 12, 2016 school board meeting.

Mrs. Schumacher indicated that although she is not personally in favor of starting school a week sooner, she will support the adoption due the survey results.

Dr. Burns indicated that community members approached him at a recent Park District event and that there was overwhelming support from those individuals to follow District 214's calendar.

Other Board members indicated that the data from the surveys supported the District's decision to align the calendar with HS District 214's calendar.

Roll Call Ayes: 5 Burns, Krinsky, Roberts, Schumacher and Somogyi
 Nays: 0
 Absent: 2 Bhave and Osmanski
 Abstain: 0
 Motion carried: 5-0-2-0

HOLIDAYS 2017-18

MOTION by Mrs. Schumacher, seconded by Dr. Burns to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December 2016, the Community Consolidated School District 59 Board of Education, in accordance with the provisions of the Illinois School code, designates the following days as holidays for negotiated contracts and administrative/non-negotiated employees for the 2017/2018 fiscal year:

July 4	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017
Columbus Day	Monday October 10, 2017
Veterans Day	Wednesday, November 22, 2017
Thanksgiving Day	Thursday, November 23, 2017
Day-After Thanksgiving	Friday, November 24, 2017
Christmas Eve	Observed Friday, December 22, 2017
Christmas Day	Monday, December 25, 2017
New Year's Eve	Observed Friday, December 29, 2017
New Year's Day	Monday, January 1, 2018
Martin Luther King's Birthday	Monday January 15, 2018
President's Day	Monday, February 19, 2018
Memorial Day	Monday, May 28, 2018
Floating Holiday (1)	

DISCUSSION ITEMS

PROGRAM FEE FOR TYPICALLY DEVELOPING PRE-SCHOOL STUDENTS FOR THE 2017/2018 SCHOOL YEAR

Ms Vickie Nissen shared information about program fees with the Board of Education. Currently District 59's Pre-School Program has space to host 60 typically developing students. In 2012/13, the District moved to offering the 4-day afternoon program to typically developing children, thereby reserving the 5-day morning program solely for At-Risk and Special Education students.

The 2016/17 school year rate charged to families with typically developing children attending the District preschool programs is:

- September - June: \$214 per month (\$1,070 per semester, \$2,140 per year).

The administration recommends a 2.8% increase to the fee for 2017/18. Families are now required to pay the first month fee at the time of

confirmation of placement in the program, with a family eligible for a refund of the first month payment through July 31, 2017.

Ms. Nissen indicated that the 2.8% increase in fees was suggested to cover the cost of salary increases.

K-8 INSTRUCTIONAL MATERIALS FEES: 2017/2018 SCHOOL YEAR LIST OF DISTRICT FEES

Members of the Board of Education will be asked to authorize the Instructional Materials Fees for the 2017/18 school term to offset a portion of the cost of instructional materials and supplies. Effective with the 2014/15 school year, the Student Fee was renamed as the Instructional Materials Fee to better describe the purpose of the fee. Effective with the 2012/13 school year, the historical junior high school-based Fine and Practical Arts Fee was combined with the Board-established Student Fee.

It is permissible for the Board of Education to establish a fee to cover the cost of school supplies and special activities offered by the school district even though the result of a referendum approved in 1973 requires the district to provide free textbooks to students enrolled in school. The 2002/03 school year marked the first year for the District 59 to require a student fee. The following chart presents the history of this fee charged since its inception:

Historical Instructional Materials Fees	2002/03 thru 2005/06	2006/07 thru 2009/10	2010/11 thru 2011/12	2012/13	2013/14 thru 2015/16	2016/17	Proposed 2017/18
Half-Day K	\$20.00	\$25.00	\$30.00	\$32.00	\$35.00	\$0	\$35.00
Full-Day K-5	\$40.00	\$45.00	\$50.00	\$53.00	\$55.00	\$0	\$55.00
Grades 6-8	\$40.00	\$45.00	\$50.00	\$63.00	\$65.00	\$0	\$65.00

Fees were last increased in 2013/14 to provide easier cash handling at the school level. In 2016/17, the Board of Education eliminated the

instructional fees. Administration is recommending an increase for the 2017/18 school year fees to return to the established 2013/14 fees to offset instructional materials and supply costs.

Students who have qualified for a waiver of school fees are not required to pay these fees. Students qualify for a waiver either through a Direct Certification process (a direct notification from the State of Illinois) or through a district-level application process.

Additional background data provided includes a listing of the fees students at the various grade levels within District 59 may pay along with a comparison of fees of surrounding districts.

Ms. Nissen indicated that the cost of supplies for 2015-16 was 2.4 million dollars. The instructional fee is suggested to offset the cost of consumable supplies.

Ms. Krinsky stated that she is philosophically opposed to having parents pay instructional fees.

JUNIOR HIGH SCHOOL EXTRA-CURRICULAR PARTICIPATION FEES: 2017/2018 SCHOOL YEAR

Members of the Board of Education will be asked to authorize the Junior High School Extra-Curricular Participation Fee for the 2017/18 school term to offset a portion of the cost of materials and supplies.

Historical Extracurricular Participation Fees	2016-17	Proposed 2017-18
Basketball	\$30.00	\$30.00
Cheerleading	\$30.00	\$30.00
Cross Country	\$15.00	\$15.00
Spirit Squad/Pom Poms	\$30.00	\$30.00
Soccer	\$30.00	\$30.00

Volleyball	\$30.00	\$30.00
Wrestling	\$30.00	\$30.00

The Administration is not recommending an increase for the 2017/18 school year.

Students who have qualified for a waiver of school fees are not required to pay these fees. Students qualify for a waiver either through a Direct Certification process (a direct notification from the State of Illinois) or through a district-level application process.

NEW/CONTINUING BUSINESS

Update on Board Beliefs

Suggestions were made to modify the Board Beliefs statements. A draft containing these modifications will be shared at the January 9, 2017 Board meeting.

Update on Board Governance Cycle

Mrs. Roberts led the Board members through proposed changes to the the Board Governance Cycle document. Because the document was designed to be a fluid document, changes can be made as necessary. Board members expressed their appreciation for the work Mrs. Roberts has done to keep this document up to date.

Donation/Fundraising Policy

Mrs. Roberts will meet with Dr. Fessler to refine the suggestions for Board Policy 8:80. A draft will be brought to the Board at the January 9, 2017 meeting with action to follow at the January 23, 2017 meeting.

District 214 Wildstang Program

District 214 has decided to house their Wildstang Program in District 21 as the location will better meet their needs.

Dr. Burns inquired about the possibility of adding a District 59 Wildstang Program as an option for an open classroom at Ridge. Board members indicated they would like to revisit the options for open classrooms at Ridge. Ms. Krinsky suggested adding full day at risk preschool as an option. Dr. Fessler will discuss Ridge options with the SLT and bring information back to the Board for discussion.

REPORTS OF THE SUPERINTENDENT’S TEAM

Mrs. Maureen McAbee extended an invitation for the Board to see Dr. Layne present to the Jr. High students at Holmes Jr. High on Wednesday, December 14, 2016.

Ms. Kelley Zerfahs indicated that D214 approved their 2018-19 calendar last January. The Board expressed interest in having Ms. Zerfahs begin working on a draft for the 2018-19 calendars and bring information to the Board in the spring.

Dr. Fessler has had conversation with representatives from Thought Exchange. They offer a service that helps to organize community surveys. The Board requested to review information from the March 2016 IASB Community Engagement Workshop in preparation for a conversation on this topic.

CLOSED SESSION

MOTION at 9:20 PM by Mrs. Roberts, seconded by Mrs. Schumacher to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December, 2016,

Roll Call Ayes: 5 Burns, Krinsky, Roberts, Schumacher and Somogyi
Nays: 0
Absent: 2 Bhave and Osmanski
Abstain: 0
Motion carried: 5-0-2-0

RECONVENE

MOTION at 9:52PM by Mrs. Roberts, seconded by Mrs. Schumacher to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December, 2016, the Community Consolidated School District 59 Board of Education meeting is reconvened.

Roll Call Ayes: 5 Burns, Krinsky, Roberts, Schumacher and Somogyi
Nays: 0
Absent: 2 Bhave and Osmanski
Abstain: 0
Motion carried: 5-0-2-0

ADJOURNMENT

MOTION at 9:53 PM by Mrs. Schumacher, seconded by Mrs. Roberts to adopt the following resolution:

BE IT RESOLVED THAT on the 12th day of December, 2016, the Community Consolidated School District 59 Board of Education meeting is adjourned.

Roll Call Ayes: 5 Burns, Krinsky, Roberts, Schumacher and Somogyi
 Nays: 0
 Absent: 2 Bhave and Osmanski
 Abstain: 0
 Motion carried: 5-0-2-0

Barbara Somogyi, President

ATTEST

Karen Osmanski, Secretary



TRADITIONAL 2017-2018 SCHOOL CALENDAR

AUGUST 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - August 16, 23, 30</p> <p>14 Teacher Inservice Day - No School for Students 15 Teacher Inservice Day - No School for Students 16 First Day of Student Attendance</p>
SEPTEMBER 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - September 6, 13, 20, 27</p> <p>4 Labor Day - School Closed</p>
OCTOBER 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - October 4, 11, 18, 25</p> <p>4 Student Attendance Day with Evening Parent Conferences 5 No School for Students with Afternoon and Evening Parent Conferences 6 Non Attendance Day - School Closed 9 Columbus Day - School Closed</p>
NOVEMBER 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - November 1, 8, 15, 29</p> <p>21 One Hour Early Dismissal (Before Holiday) 22 Non Attendance Day - School Closed 23 Thanksgiving Holiday - School Closed 24 Non Attendance Day - School Closed</p>
DECEMBER 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - December 6, 13, 20</p> <p>20 One Hour Early Dismissal (Before Break) 21 - 29 Winter Break - School Closed</p>
JANUARY 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - January 10, 17, 24, 31</p> <p>1-5 Winter Break Continues - School Closed 8 Classes Resume 15 Martin Luther King Jr. Day - School Closed</p>
FEBRUARY 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - February 7, 14, 21, 28</p> <p>14 Student Attendance Day with Evening Parent Conferences 15 No School for Students with Afternoon and Evening Parent Conferences 16 Non Attendance Day - School Closed 19 Presidents' Day - School Closed</p>
MARCH 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - March 7, 14, 21</p> <p>20 Teacher Institute Day - No School for Students 26 - 30 Spring Break - School Closed</p>
APRIL 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - April 4, 11, 18, 25</p> <p>2 Classes Resume</p>
MAY 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - May 2, 9, 16, 23, 30</p> <p>28 Memorial Day - School Closed</p>
JUNE 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - June 6</p> <p>8 Last Day of Student Attendance (Tentative)</p>



BALANCED 2017-2018 SCHOOL CALENDAR

JULY 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - July 26</p> <p>24 Teacher Inservice Day - No School for Students 25 Teacher Inservice Day - No School for Students 26 First Day of Student Attendance</p>
AUGUST 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - August 2, 9, 16, 23, 30</p> <p>30 Student Attendance Day with Evening Parent Conferences 31 No School for Students with Afternoon and Evening Conferences</p>
SEPTEMBER 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - September 6, 13, 20</p> <p>1 Non Attendance Day - School Closed 4 Labor Day - School Closed 25-29 Intercession - School Closed</p>
OCTOBER 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - October 11, 18, 25</p> <p>2-6 Intercession Continues - School Closed 9 Columbus Day - School Closed 10 Classes Resume</p>
NOVEMBER 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - November 1, 8, 15, 29</p> <p>21 One Hour Early Dismissal (Before Holiday) 22 Non Attendance Day - School Closed 23 Thanksgiving Holiday - School Closed 24 Non Attendance Day - School Closed</p>
DECEMBER 2017	<p>Wednesday Schedule: Students Dismissed One Hour Early - December 6, 13, 20</p> <p>20 One Hour Early Dismissal (Before Break) 21 - 29 Winter Break - School Closed</p>
JANUARY 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - January 10, 17, 24, 31</p> <p>1-5 Winter Break Continues - School Closed 8 Classes Resume 15 Martin Luther King Jr. Day - School Closed</p>
FEBRUARY 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - February 7, 14, 21, 28</p> <p>14 Student Attendance Day with Evening Parent Conferences 15 No School for Students with Afternoon and Evening Parent Conferences 16 Non Attendance Day - School Closed 19 Presidents' Day - School Closed</p>
MARCH 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - March 7, 14, 21</p> <p>20 Teacher Institute Day - No School for Students 26 - 30 Spring Break - School Closed</p>
APRIL 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - April 11, 18, 25</p> <p>2-6 Intercession - School Closed 9 Classes Resume</p>
MAY 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - May 2, 9, 16, 23, 30</p> <p>28 Memorial Day - School Closed</p>
JUNE 2018	<p>Wednesday Schedule: Students Dismissed One Hour Early - June 6</p> <p>8 Last Day of Student Attendance (Tentative)</p>

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

APPROVAL OF DISBURSEMENTS

RESOLUTION: **January 9, 2017 -- FISCAL YEAR 2016-17**
DISBURSEMENTS

SPECIAL NOTE: Board members are encouraged to call the Assistant Superintendent for Business Services on Friday prior to the meeting, should they have questions relative to individual items on the list. Further documentation can then be provided prior to the meeting.

Recommendation

The Administration recommends approval of the list as presented.

Resolution

Motion made by _____, seconded by _____ to adopt the following resolution:

BE IT RESOLVED THAT on the 9th day of January, 2017, the Community Consolidated School District 59 Board of Education approves disbursements for fiscal year 2016-17 in the amount of \$14,353,431 as presented per the attachments to this resolution.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

MOTION (approved/defeated) VOTE:



COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59

DISBURSEMENTS SUMMARY
January 9, 2017

We, the undersigned officers of the Board of Education of Community Consolidated School District 59, Cook County, Illinois, hereby approve

		Bills Payable			Payroll Summary			Combined	
General Account	Activity Account	Insurance Account	Imprest Account	Salaries	Deductions & Benefits Checks	Total			
\$ 1,163,167	\$ 1,700	\$ 1,265,838	\$ 7,341	\$ 7,907,210	\$ 4,001,105	\$ 14,346,361			
	\$ 7,071					\$ 7,071			
\$ 1,163,167	\$ 8,771	\$ 1,265,838	\$ 7,341	\$ 7,907,210	\$ 4,001,105	\$ 14,353,431			

President, Board of Education

Date

Secretary, Board of Education

Date

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: ACCEPTANCE OF FINANCIAL REPORTS

Background

Financial statements showing the budget status; Investment Report, Activity Statement, Balance Sheet, and monthly Financial Summary Statement are generally presented to the Board of Education approximately six weeks following the month being reported. It is the method by which the Board is apprised of financial activities for the District.

Recommendation

The Administration recommends acceptance of the monthly financial reports. Because the district's finances are subject to audit, the term "accept" is used rather than "approve."

Resolution

Motion made by _____, seconded by _____
to adopt the following resolution:

BE IT RESOLVED THAT on the 9th day of January, 2017 the Community Consolidated School District 59 Board of Education accept the following Financial Reports:

- 5.03 Acceptance of Financial Reports
- a. Detail Balance Sheet as of November 30, 2016
 - b. Combined Revenue and Expense Report as of November 30, 2016
 - c. Investment Report as of November 30, 2016
 - d. Activity Fund Statements as of November 30, 2016

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE: - - -

**MONTHLY
FINANCIAL STATEMENTS
NOVEMBER 2016**

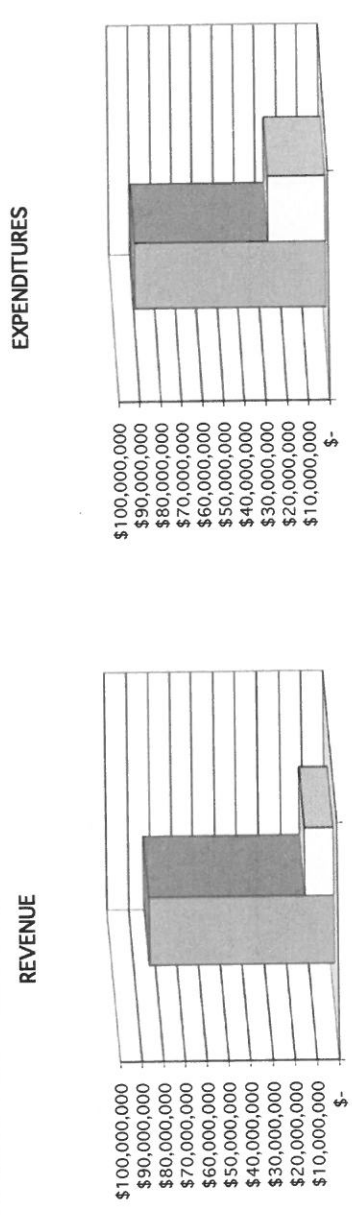
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
BALANCE SHEET
ALL FUNDS
NOVEMBER 2016

	2016-2017 Beginning Balance	Current Month Activity	Year to Date Activity	2016-2017 Ending Balance
Cash	\$ 11,696,228	\$ 6,436,044	\$ 3,052,875	\$ 14,749,103
Taxes Receivable	37,285,959	-	(27,173,768)	10,112,191
Accounts Receivable	684,576	1,590	(680,185)	4,391
Due From Other Govt Units	8,493,722	-	(1,891,866)	6,601,856
Accrued Interest Receivable	249,023	(1,824)	(135,442)	113,581
Investments	96,296,819	(12,917,411)	(3,195,188)	93,101,631
Prepaid Expenses	709	(4)	(21)	688
TOTAL ASSETS	\$ 154,707,036	\$ (6,481,605)	\$ (30,023,595)	\$ 124,683,441
Accounts Payable	\$ 3,881,030	\$ 198,958	\$ (1,243,445)	\$ 2,637,585
Due to Other Government Unit	567,393	-	-	567,393
Payroll Withholding	4,627,215	(1,918)	(4,010,874)	616,341
Salary and Wages Payable	5,166,346	-	(5,166,346)	-
Deferred Income	112,431	-	(28,479)	83,952
Due to Activity Funds	47,787	1,915	5,332	53,119
Deferred Revenue	16,714,236	(36,128)	(38,233)	16,676,003
TOTAL LIABILITIES	\$ 31,116,438	\$ 162,827	\$ (10,482,045)	\$ 20,634,393
TOTAL FUND BALANCE	123,590,598	(6,644,432)	(19,541,550)	104,049,048
TOTAL LIABILITIES AND FUND BALANCE	\$ 154,707,036	\$ (6,481,605)	\$ (30,023,595)	\$ 124,683,441

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
SUMMARY STATEMENT OF REVENUES AND EXPENDITURES
EDUCATIONAL FUND
NOVEMBER 2016

	Budget	Month Actual	Year to Date Actual	Remaining	YTD %
Revenue					
Local	\$ 67,330,078	\$ 490,793	\$ 9,065,041	\$ 58,265,037	13.46%
State	11,804,113	754,476	3,026,153	8,777,960	25.64%
Federal	5,462,154	437,004	968,960	4,493,194	17.74%
TOTAL REVENUE	\$ 84,596,345	\$ 1,682,273	\$ 13,060,154	\$ 71,536,191	15.44%
Expenditures					
Salaries	\$ 64,834,503	\$ 4,803,982	\$ 18,119,137	\$ 46,715,366	27.95%
Benefits	10,869,760	884,535	3,228,341	7,641,419	29.70%
Purchased Services	6,601,966	844,237	2,652,903	3,949,063	40.18%
Supplies	4,514,054	648,481	1,541,310	2,972,744	34.14%
Capital Outlay	11,470	-	-	11,470	0.00%
Other	3,385,430	28,256	1,459,491	1,925,939	43.11%
Equipment	467,947	151,263	173,835	294,112	37.15%
TOTAL EXPENDITURES	\$ 90,685,130	\$ 7,360,754	\$ 27,175,017	\$ 63,510,113	29.97%

Revenue Over Expenditures \$ (6,088,785) \$ (5,678,481) \$ (14,114,863)



The above Revenue and Expense Budget and YTD figures exclude TRS In-Kind and "Other Financing Sources (Uses)."
The Fiscal Year 2016/17 allocation for both Revenue and Expense for TRS On-Behalf Contribution is \$20,492.304

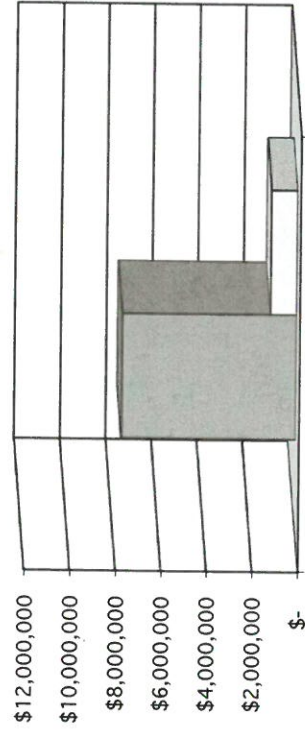
COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
STATEMENT OF REVENUES AND EXPENDITURES
OPERATIONS AND MAINTENANCE FUND
 NOVEMBER 2016

Revenue	Budget	Month Actual	Year to Date Actual	Remaining	YTD %
Local	\$ 7,645,320	\$ 26,385	\$ 1,130,865	\$ 6,514,455	14.79%
TOTAL REVENUE	\$ 7,645,320	\$ 26,385	\$ 1,130,865	\$ 6,514,455	14.79%
Expenditures					
Salaries	\$ 4,052,340	\$ 306,094	\$ 1,472,641	\$ 2,579,699	36.34%
Benefits	795,889	63,710	259,749	536,140	32.64%
Purchased Services	1,175,533	114,017	529,479	646,054	45.04%
Supplies	1,461,703	115,306	569,995	891,708	39.00%
Capital Outlay	3,312,000	35,957	2,144,456	1,167,544	64.75%
Other	192,500	319	3,059	189,441	1.59%
Equipment	10,000	2,182	2,182	7,818	21.82%
TOTAL EXPENDITURES	\$ 10,999,965	\$ 637,585	\$ 4,981,561	\$ 6,018,404	45.29%

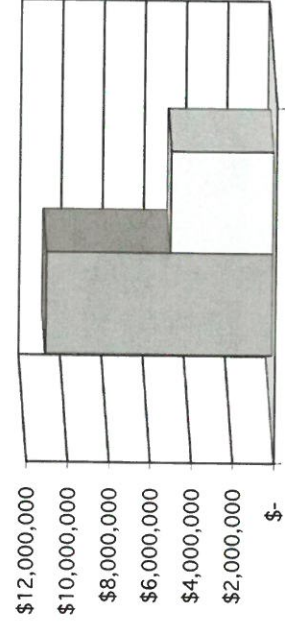
Revenue Over Expenditures

(3,354,645) **(611,200)** **(3,850,696)**

REVENUE



EXPENDITURE



BUDGET YTD

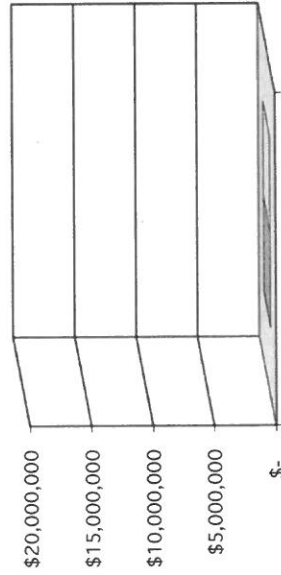
BUDGET YTD

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
STATEMENT OF REVENUES AND EXPENDITURES
CAPITAL PROJECT FUNDS
NOVEMBER 2016

	Budget	Month Actual	Year to Date Actual	Remaining	YTD %
Revenue					
Interest on Investment	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	0.00%
Expenditures					
Purchased Services	\$ 1,443,500	\$ -	\$ 319,654	\$ 1,123,846	22.14%
Supplies	400,000	-	-	400,000	0.00%
Equipment	-	-	-	-	0.00%
Capital Outlay	10,500,000	-	-	10,500,000	0.00%
Contingency/Other	-	-	-	-	0.00%
TOTAL EXPENDITURES	\$ 12,343,500	\$ -	\$ 319,654	\$ 12,023,846	2.59%

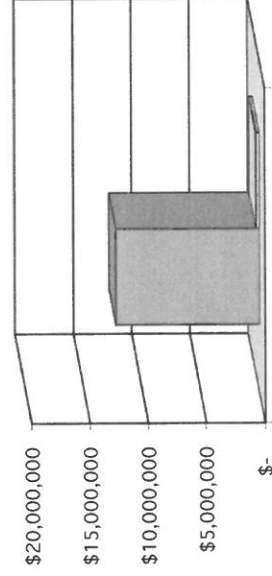
Revenue Over Expenditures (12,343,500) - (319,654)

REVENUE



BUDGET YTD

EXPENDITURE

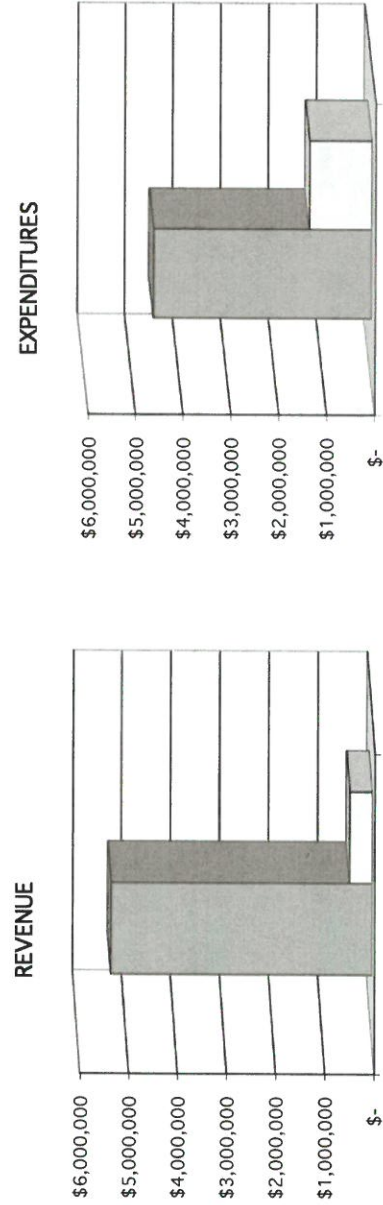


BUDGET YTD

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
STATEMENT OF REVENUES AND EXPENDITURES
TRANSPORTATION FUND
NOVEMBER 2016

Revenue	Budget	Month Actual	Year to Date Actual	Remaining	YTD %
Local	\$ 3,596,105	\$ 20,640	\$ 460,024	\$ 3,136,081	12.79%
State	1,728,982	-	-	1,728,982	0.00%
TOTAL REVENUE	\$ 5,325,087	\$ 20,640	\$ 460,024	\$ 4,865,063	8.64%
Expenditures					
Salaries	\$ 244,150	\$ 11,220	\$ 47,897	\$ 196,253	19.62%
Benefits	41,905	3,894	16,053	25,852	38.31%
Purchased Services	4,013,007	378,232	1,177,324	2,835,683	29.34%
Supplies	164,000	18,265	45,909	118,091	27.99%
Capital Outlay	50,500	-	-	50,500	0.00%
Other	15,300	-	65	15,235	0.42%
Equipment	30,000	-	17,997	12,003	59.99%
TOTAL EXPENDITURES	\$ 4,558,862	\$ 411,611	\$ 1,305,245	\$ 3,253,617	28.63%

Revenue Over Expenditures **766,225** **(390,971)** **(845,221)**

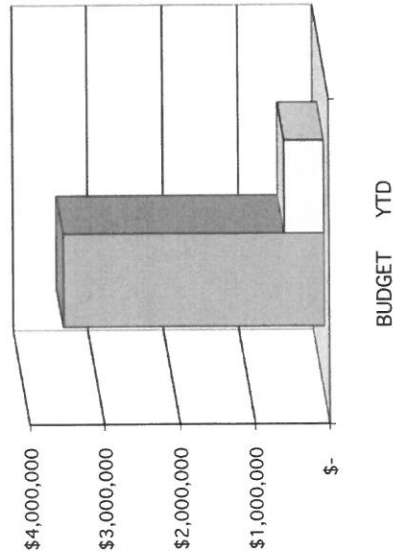


COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
STATEMENT OF REVENUES AND EXPENDITURES
ILLINOIS MUNICIPAL RETIREMENT/SOCIAL SECURITY FUND
NOVEMBER 2016

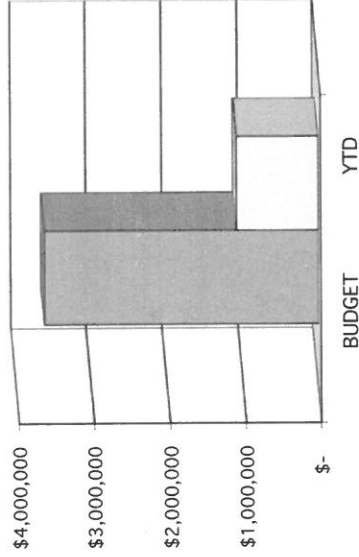
Revenue	Budget	Month Actual	Year to Date Actual	Remaining	YTD %
Local	\$ 3,476,916	\$ 11,368	\$ 536,385	\$ 2,940,531	15.43%
TOTAL REVENUE	\$ 3,476,916	\$ 11,368	\$ 536,385	\$ 2,940,531	15.43%
Expenditures					
Benefits	\$ 3,605,108	\$ 271,838	\$ 1,088,974	\$ 2,516,134	30.21%
Other	20,000	-	-	20,000	0.00%
TOTAL EXPENDITURES	\$ 3,625,108	\$ 271,838	\$ 1,088,974	\$ 2,536,134	30.04%

Revenue Over Expenditures (148,192) (260,470) (552,589)

REVENUE



EXPENDITURES

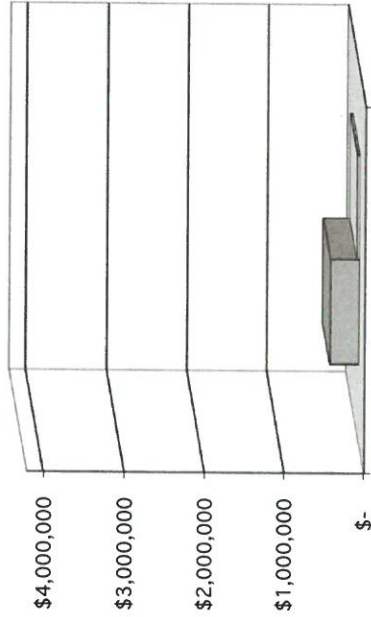


COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
STATEMENT OF REVENUES AND EXPENDITURES
WORKING CASH FUND
NOVEMBER 2016

Revenue	Budget	Month Actual	Year to Date Actual	Remaining	YTD %
Local	\$ 365,133	\$ 7,581	\$ 33,918	\$ 331,215	9.29%
TOTAL REVENUE	\$ 365,133	\$ 7,581	\$ 33,918	\$ 331,215	9.29%
Expenditures					
Inter-Fund Transfer	\$ 3,309,000	-	-	\$ 3,309,000	0.00%
TOTAL EXPENDITURES	\$ 3,309,000	-	-	\$ 3,309,000	0.00%

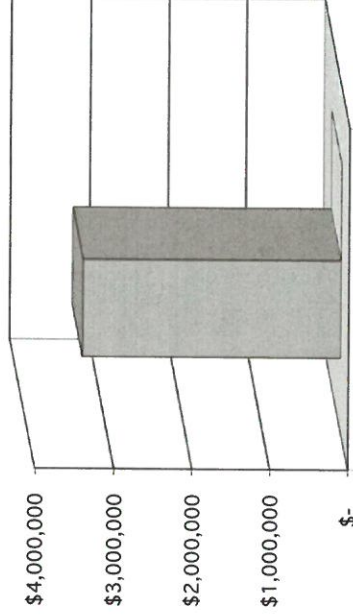
Revenue Over Expenditures \$ (2,943,867) \$ 7,581 \$ 33,918

REVENUE



BUDGET YTD

EXPENDITURES

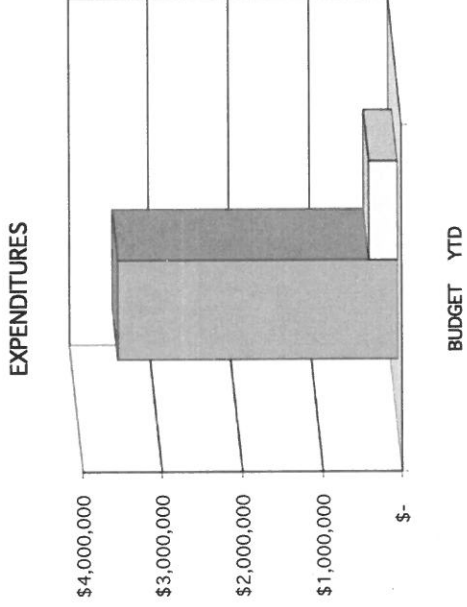
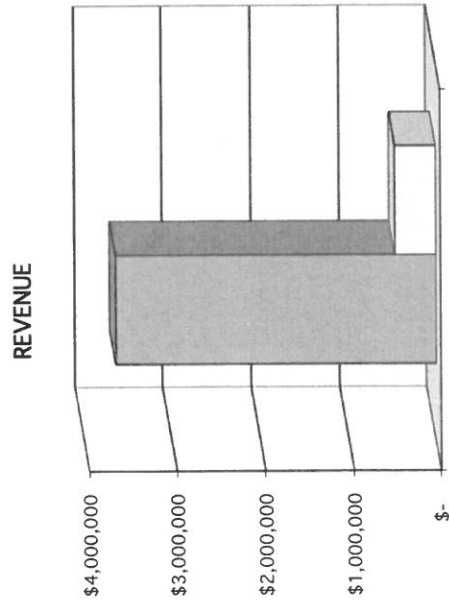


BUDGET YTD

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
STATEMENT OF REVENUES AND EXPENDITURES
DEBT SERVICE FUND
NOVEMBER 2016

	Budget	Month Actual	Year to Date Actual	Remaining	YTD %
Revenue					
Local	\$ 3,645,021	\$ 17,615	\$ 472,730	\$ 3,172,291	12.97%
TOTAL REVENUE	\$ 3,645,021	\$ 17,615	\$ 472,730	\$ 3,172,291	12.97%
Expenditures					
Bond Interest Payment	\$ 729,400	\$ -	\$ 365,175	\$ 364,225	50.07%
Bond Principal Payment	2,770,000	-	-	2,770,000	0.00%
Bank Fees	3,500	-	-	3,500	0.00%
TOTAL EXPENDITURES	\$ 3,502,900	\$ -	\$ 365,175	\$ 3,137,725	10.42%

Revenue Over Expenditures 142,121 17,615 107,555



The above Revenue and Expense Budget and YTD figures exclude "Other Financing Sources (Uses)."

**INVESTMENT REPORT
NOVEMBER 2016**

**Community Consolidated School District 59
Investment Summary Report
At November 2016**

Average Interest Rate of Investments at Month End	2.29%
Average Days to Maturity from Month End	1,584
Interest Received	\$312,544

Investment Totals by Type

	Cost	Market Value
Certificates of Deposit	\$39,600	\$39,279
Commercial Paper	3,198,363	3,199,367
Government Agencies	57,185,023	55,754,614
Treasuries	5,248,824	5,190,610
Money Market	28,250,184	28,250,184
Total Investments	\$93,921,994	\$92,434,053

Interest Percentage Allocation by Fund

Educational Fund	74%
Operations and Maintenance Fund	5%
Transportation Fund	4%
IMRF Fund	1%
Bond & Interest	3%
Capital Project	0%
Working Cash Fund	14%
Total	100%

Investments at November 2016

Institution	Type	Holding	Purchase Date	Maturity Date	Interest Rate	Total	Market Value
Northern Trust	FNMA	555299	10/6/09	11/1/17	7.000%	\$834	\$14
Northern Trust	FNMA	741793	10/6/09	10/1/18	5.500%	92,651	75,633
Northern Trust	FNMA	752273	10/6/09	11/1/18	5.500%	12,430	6,146
Northern Trust	FNMA	750563	10/6/09	12/1/18	5.500%	24,402	10,834
Northern Trust	FNMA	767471	10/6/09	1/1/19	5.500%	16,729	8,013
Northern Trust NT2-057185	FHLMC		7/31/12	7/30/19	2.000%	1,017,100	1,267,713
Northern Trust NT2-057185	FHLMC		8/29/12	7/30/19	2.000%	254,375	-
William Blair	FNMA	932333	8/26/13	1/1/25	4.000%	44,174	42,051
William Blair	FHLMC	B11903	8/28/13	1/1/19	4.500%	158,448	127,921
William Blair	FHLMC	B14217	8/28/13	5/1/19	4.500%	32,175	25,876
William Blair	FHLMC	G02037	8/28/13	1/1/36	6.500%	89,483	82,600
William Blair	TREASURY		8/29/13	1/15/18	1.625%	395,760	827,101
William Blair	TREASURY		11/27/13	1/15/18	1.625%	153,831	-
William Blair	TREASURY		1/2/14	1/15/18	1.625%	303,022	-
William Blair	FNMA	845514	8/30/13	7/1/21	6.000%	213,262	178,970
William Blair	FHLMC	J10600	8/30/13	8/1/24	4.000%	116,262	109,640
William Blair	FNMA	AL1125	8/30/13	9/1/26	4.500%	91,254	85,465
William Blair	FHLMC	G04053	8/30/13	3/1/38	5.500%	425,418	392,016
William Blair	FNMA	AC1619	8/30/13	8/1/39	5.500%	627,409	617,574
William Blair	FHLMC	A92646	8/30/13	6/1/40	5.500%	39,723	38,207
William Blair	FNMA	AD8164	9/17/13	8/1/25	4.000%	30,721	-
William Blair	FNMA	AD8164	12/30/13	8/1/25	4.000%	474,666	450,937
William Blair	FNMA	785259	11/18/13	8/1/19	5.000%	33,992	28,273
William Blair	FNMA	932095	11/29/13	11/1/24	4.000%	957,555	1,028,648
William Blair	FNMA	931299	12/17/13	6/1/24	4.500%	603,988	553,636
William Blair	FNMA	688764	12/26/13	2/1/18	5.500%	40,533	25,659
William Blair	FNMA	AK1629	12/26/13	1/1/27	4.000%	71,943	65,591
William Blair	FNMA	735357	12/30/13	5/1/18	5.500%	28,011	20,076
William Blair	FNMA	982878	12/30/13	5/1/23	4.500%	51,181	45,413
William Blair	FNMA	AE1176	12/30/13	8/1/25	4.000%	160,125	146,995
William Blair	FHLMC	J13022	12/30/13	9/1/25	4.000%	85,837	75,287
William Blair	FNMA	AL2590	12/30/13	7/1/27	4.000%	178,909	166,564
William Blair	FNMA	AL2851	12/30/13	8/1/26	4.000%	62,275	-
William Blair	FNMA	AL2851	4/29/15	8/1/26	4.000%	632,601	656,619
William Blair	FNMA	886220	12/30/13	7/1/36	6.000%	81,242	73,559
William Blair	FHLMC	A66843	12/30/13	10/1/37	6.500%	55,119	49,579
William Blair	FHLMC	A81799	12/30/13	9/1/38	6.500%	57,158	49,471
William Blair	FHLMC	G06964	12/30/13	11/1/38	5.500%	25,132	-
William Blair	FNMA	991911	12/30/13	11/1/38	7.000%	114,839	112,731
William Blair	FHLMC	C03665	12/30/13	4/1/41	9.000%	73,392	65,674
William Blair	FNMA	932723	1/15/14	4/1/25	4.000%	257,455	238,682
William Blair	FNMA	993231	4/30/14	7/1/24	4.000%	382,468	352,118
William Blair	FNMA	745877	5/14/14	1/1/20	5.000%	108,785	93,878
William Blair	TREASURY		5/23/14	7/15/19	1.875%	995,602	962,213

Investments at November 2016

Institution	Type	Holding	Purchase Date	Maturity Date	Interest Rate	Total	Market Value
William Blair	FNMA	AA2922	5/30/14	4/1/24	4.000%	378,968	352,279
William Blair	FHLMC	G06964	6/27/14	11/1/38	5.500%	276,887	287,358
William Blair	FNMA	AL3449	7/25/14	7/1/36	6.000%	896,614	848,420
Northern Trust(NT2-057185)	FFCB		8/29/14	1/17/17	0.000%	1,097,250	1,508,460
Northern Trust(NT2-057185)	FFCB		9/5/14	1/17/17	4.875%	548,300	-
Northern Trust	FFCB		8/29/14	1/17/17	4.875%	386,232	353,985
William Blair	FHMA	888703	9/11/14	8/1/37	6.500%	132,548	-
William Blair	FHLMC	G14236	1/28/15	6/1/26	4.500%	94,556	89,897
William Blair	FHMA	888703	2/17/15	8/1/37	6.500%	382,442	474,011
William Blair	FNMA	AL5815	3/12/15	4/1/41	5.500%	170,241	183,732
William Blair	TREASURY		6/24/15	4/30/17	0.890%	1,000,019	1,000,356
William Blair	FNMA	AK7384	6/29/15	3/1/27	4.000%	97,323	94,997
William Blair	FNMA	932095	7/16/15	11/1/24	4.000%	156,634	-
William Blair	FHLMC	G04466	8/25/15	7/1/38	5.500%	198,939	194,291
William Blair	FNMA	AL0957	8/25/15	7/1/21	4.000%	73,535	70,158
William Blair	Treasury		9/28/15	7/1/39	0.084%	899,926	900,250
William Blair	FHLMC	E99416	10/19/15	9/1/18	5.000%	66,741	62,819
Northern Trust	CD		12/7/15	8/21/18	0.728%	39,600	39,279
Northern Trust(NT2-057185)	FHLB		3/15/16	12/15/16	1.000%	750,000	747,555
Northern Trust(NT2-057185)	FHLMC		3/22/16	12/22/16	1.000%	750,000	748,290
Northern Trust(NT2-057185)	FHLB		3/30/16	12/30/16	1.000%	500,000	498,030
Northern Trust	FHLMC		3/22/16	12/22/16	1.000%	300,000	299,316
William Blair	FNMA	AL5831	3/17/16	1/1/20	5.000%	188,378	182,328
Northern Trust(NT2-057185)	FNMA		4/27/16	1/29/17	1.400%	250,000	247,555
Northern Trust(NT2-057185)	FHLB		4/29/16	1/29/17	1.500%	250,000	-
Northern Trust(NT2-057185)	FHLB		4/29/16	1/29/17	1.500%	500,000	745,875
Northern Trust(NT2-057185)	FHLB		4/29/16	12/6/16	1.350%	500,000	740,888
Northern Trust(NT2-057185)	FNMA		4/27/16	1/29/17	1.400%	250,000	247,555
Northern Trust	FHLB		4/29/16	12/6/16	1.350%	150,000	246,963
Northern Trust	FHLB		5/2/16	12/6/16	1.350%	100,000	-
Northern Trust(NT2-057185)	FHLB		5/2/16	12/6/16	1.350%	250,000	-
Northern Trust(NT2-057185)	FHLMC		5/24/16	1/26/17	1.500%	312,000	302,964
Northern Trust(NT2-057185)	FHLB		6/1/16	2/25/17	0.875%	499,750	496,165
Northern Trust(NT2-057185)	FHLMC		6/6/16	11/23/18	1.000%	800,000	798,096
Northern Trust(NT2-057185)	FHLB		6/8/16	2/28/17	1.500%	500,000	494,905
Northern Trust(NT2-057185)	FHLMC		6/10/16	2/26/17	1.000%	335,000	331,231
Northern Trust(NT2-057185)	FHLB		6/23/16	12/23/16	1.000%	550,798	547,261
Northern Trust(NT2-057185)	FFCB		6/23/16	12/6/16	1.100%	658,000	653,085
Northern Trust(NT2-057185)	FHLMC		6/29/16	12/29/16	1.500%	750,750	1,450,485
Northern Trust(NT2-057185)	FHLMC		6/29/16	12/29/16	1.500%	750,000	-
Northern Trust(NT2-057185)	FHLMC		6/30/16	12/30/16	1.500%	750,000	722,160
Northern Trust(NT2-057185)	FHLB		6/30/16	12/30/16	1.500%	300,000	290,343
Northern Trust(NT2-057185)	FHLMC		6/30/16	12/30/16	1.000%	334,334	329,127
Northern Trust(NT2-057185)	FHLMC		6/30/16	12/30/16	1.000%	215,000	-
Northern Trust(NT2-057185)	FHLMC		6/30/16	12/30/16	1.000%	1,000,000	1,194,066

Investments at November 2016

Institution	Type	Holding	Purchase Date	Maturity Date	Interest Rate	Total	Market Value
Northern Trust (NT2-057185)	FHLB		6/30/16	12/30/16	1.000%	500,000	493,090
Northern Trust	FHLMC		6/29/16	12/29/16	1.500%	250,000	241,748
Northern Trust	FHLMC		6/30/16	12/30/16	1.500%	250,000	240,720
Northern Trust	FHLMC		6/30/16	12/30/16	1.000%	334,334	329,127
Northern Trust	FHLMC		6/30/16	12/30/16	1.000%	245,000	240,779
William Blair	FHLMC		6/27/16	6/1/37	6.000%	194,548	194,957
William Blair	FHLMC		6/13/16	4/1/40	6.000%	759,004	748,797
Northern Trust (NT2-057185)	FHLMC		7/7/16	12/30/16	1.000%	1,041,040	1,015,258
Northern Trust (NT2-057185)	FNMA		7/7/16	12/27/16	1.400%	100,200	99,554
Northern Trust (NT2-057185)	FHLB		7/12/16	12/30/16	1.500%	635,635	613,296
Northern Trust (NT2-057185)	FHLB		7/12/16	1/12/17	1.030%	1,000,000	1,482,150
Northern Trust (NT2-057185)	FHLB		7/15/16	1/12/17	1.030%	500,000	-
Northern Trust (NT2-057185)	FFCB		7/18/16	12/6/16	1.290%	970,000	944,334
Northern Trust (NT2-057185)	FHLB		7/19/16	12/6/16	1.385%	715,000	707,535
Northern Trust (NT2-057185)	FNMA		7/27/16	1/27/17	0.940%	725,000	719,621
Northern Trust	FHLMC		7/6/16	12/30/16	1.000%	210,210	205,004
William Blair	FHLMC		7/19/16	4/1/20	5.500%	74,083	72,626
Northern Trust (NT2-057185)	FHLB		8/16/16	2/16/17	1.500%	500,000	479,745
Northern Trust (NT2-057185)	FHLB		8/17/16	2/17/17	0.750%	500,000	495,860
Northern Trust (NT2-057185)	FHLMC		8/22/16	4/26/17	1.200%	1,001,300	988,630
Northern Trust (NT2-057185)	FNMA		8/24/16	2/24/17	1.000%	1,000,000	990,730
Northern Trust (NT2-057185)	FNMA		8/24/16	2/24/17	1.000%	300,000	296,961
Northern Trust (NT2-057185)	FHLMC		8/29/16	2/23/17	1.250%	605,000	590,704
Northern Trust	FFCB		8/15/16	2/25/17	1.300%	250,225	246,510
Northern Trust	FHLB		8/16/16	2/16/17	1.500%	500,000	479,745
Northern Trust	FNMA		8/24/16	2/24/17	1.000%	250,000	247,468
William Blair	Treasury		8/2/16	7/31/17	7.520%	1,500,664	1,500,690
Northern Trust (NT2-057185)	FHLMC		9/1/16	2/24/17	0.750%	274,863	272,938
Northern Trust (NT2-057185)	FHLMC		9/2/16	2/28/17	1.500%	230,000	220,756
Northern Trust (NT2-057185)	FFCB		9/8/16	12/1/16	1.620%	690,000	677,732
Northern Trust (NT2-057185)	FHLMC		9/9/16	2/24/17	1.000%	700,000	693,343
Northern Trust (NT2-057185)	FHLB		9/15/16	12/15/16	1.000%	750,000	740,910
Northern Trust (NT2-057185)	FFCB		9/19/16	12/6/16	1.420%	1,000,000	985,750
Northern Trust (NT2-057185)	FHLB		9/22/16	3/22/17	1.830%	500,000	476,355
Northern Trust (NT2-057185)	FHLB		9/21/16	12/15/16	1.000%	750,000	1,203,438
Northern Trust (NT2-057185)	FHLB		9/22/16	12/15/16	1.000%	500,000	-
Northern Trust (NT2-057185)	FFCB		9/26/16	12/6/16	1.930%	500,000	472,335
Northern Trust (NT2-057185)	FFCB		9/30/16	12/23/16	2.000%	601,200	574,758
Northern Trust	FHLMC		9/2/16	2/28/17	1.500%	239,000	229,395
Northern Trust	FFCB		9/30/16	12/23/16	2.000%	400,800	383,172
Northern Trust (NT2-057185)	FHLB		10/14/16	2/18/17	2.600%	167,542	492,505
Northern Trust (NT2-057185)	FNMA		10/25/16	2/18/17	1.500%	1,000,570	997,110
Northern Trust (NT2-057185)	FFCB		10/4/16	12/30/16	2.000%	250,000	236,053
Northern Trust (NT2-057185)	FFCB		10/4/16	1/4/17	1.730%	500,000	-
Northern Trust (NT2-057185)	FFCB		10/13/16	1/4/17	1.730%	824,175	1,759,355
Northern Trust (NT2-057185)	FFCB		10/24/16	1/4/17	1.730%	500,000	-
Northern Trust (NT2-057185)	FFCB		10/5/16	1/5/17	1.820%	750,000	717,480
Northern Trust (NT2-057185)	FHLB		10/17/16	1/25/17	1.500%	501,350	500,180

Investments at November 2016

Institution	Type	Holding	Purchase Date	Maturity Date	Interest Rate	Total	Market Value
Northern Trust (NT2-057185)	FHLB		10/20/16	1/26/17	1.500%	750,000	724,335
Northern Trust (NT2-057185)	FHLMC		10/27/16	1/27/17	1.000%	500,000	-
Northern Trust (NT2-057185)	FHLMC		10/31/16	1/27/17	1.000%	750,000	1,236,050
Northern Trust	FFCB		10/5/16	1/5/17	1.820%	250,000	239,160
Northern Trust	FFCB		10/13/16	1/4/17	1.730%	174,825	168,705
Northern Trust	FHLMC		10/31/16	1/27/17	1.000%	250,000	247,210
Northern Trust	FNMA		10/14/16	1/1/42	6.000%	870,602	862,433
Williams Blair	FNMA		10/14/16	12/1/41	5.500%	575,239	569,306
Williams Blair	CP		10/20/16	12/19/16	1.740%	349,708	349,913
Williams Blair	CP		10/25/16	12/6/16	1.250%	249,859	249,975
Williams Blair	CP		11/9/16	12/13/16	2.000%	1,001,000	974,350
Northern Trust NT2-057185	FHLB		11/22/16	3/29/17	1.250%	1,000,000	996,550
Northern Trust NT2-057185	FFCB		11/1/16	12/6/16	1.125%	19,950	19,757
Northern Trust	FHLB		11/1/16	12/6/16	1.480%	19,950	19,361
Northern Trust	FNMA		11/1/16	12/24/16	1.600%	4,988	4,976
Northern Trust	FHLB		11/17/16	12/13/16	2.000%	499,000	487,175
Williams Blair	CP		11/1/16	12/16/16	1.500%	299,828	299,941
Williams Blair	CP		11/2/16	12/5/16	1.750%	349,860	349,983
Williams Blair	CP		11/7/16	12/27/16	1.250%	249,806	249,897
Williams Blair	CP		11/8/16	12/15/16	1.500%	299,859	299,945
Williams Blair	CP		11/10/16	12/20/16	1.500%	299,832	299,911
Williams Blair	CP		11/16/16	12/5/16	1.250%	249,940	249,987
Williams Blair	CP		11/16/16	12/15/16	1.500%	299,867	299,934
Williams Blair	CP		11/16/16	12/20/16	1.250%	249,901	249,943
Williams Blair	CP		11/22/16	12/16/16	1.500%	299,902	299,939
Williams Blair	FNMA		11/29/16	11/1/24	6.000%	204,118	204,024
PMA	Money Mkt.					19,143,938	19,143,938
PMA	Money Mkt.					-	-
PMA	Money Mkt.					646	646
William Blair	Money Mkt.					14,157	14,157
American Community Bank & Trust	Money Mkt.					243,337	243,337
Illinois Institutional Investors Trust	Money Mkt.					-	-
BMO Harris Bank	Money Mkt.					2,806,505	2,806,505
IP TIP	Money Mkt.					924,387	924,387
MB Financial Bank	Money Mkt.					249,199	249,199
First Merit Bank	Money Mkt.					123,890	123,890
Mount Prospect State Bank	Money Mkt.					244,407	244,407
Northern Trust	Money Mkt.					312,115	312,115
Northern Trust	Money Mkt.					4,187,604	4,187,604
Total						\$93,921,994	\$ 92,434,053

**ACTIVITY FUND STATEMENTS
NOVEMBER 2016**

Activity Funds Statement
Detail for the Month of November 2016

80L002	4800	Mobile Home Back To School	1,314.96
		Current Month Beginning Balance	
		Ending Balance	1,314.96
<hr/>			
80	L006	4800	Educational Services Special Needs Trust Activity Fund
			Current Month Beginning Balance
			2,345.33
<hr/>			
80L	006	4810	Educational Services Sarbaugh Trust Activity Fund
			Current Month Beginning Balance
			105.05
<hr/>			
80L	063	4800	Gifted and Talented Association
			Current Month Beginning Balance
			587.71
<hr/>			
80L	121	4800	Brentwood Student Store
			Current Month Beginning Balance
			366.47
<hr/>			
80L	128	4800	Frost Jan Gram Memorial Fund
			Current Month Beginning Balance
			30.63
<hr/>			
80L	128	4810	Frost Jayleen Fund
			Current Month Beginning Balance
			848.01
<hr/>			
80L	131	4800	John Jay Children's Fund
			Current Month Beginning Balance
			2,485.36
<hr/>			
80L	131	4801	John Jay Student Store
			Current Month Beginning Balance
			5.85
<hr/>			
			Ending Balance
			5.85

80 L132 4800 Low Student Store

Current Month Beginning Balance 0.99

Ending Balance 0.99

80L 133 4800 Ecology Club

Current Month Beginning Balance 413.67

Ending Balance 413.67

80L 134 4800 Rupley Trust Activity Fund

Current Month Beginning Balance 3,269.76

Ending Balance 3,269.76

80L 134 4801 Rupley Patrol

Current Month Beginning Balance 338.04

Ending Balance 338.04

80L 134 4802 Rupley Student Council

Current Month Beginning Balance 1,098.61

Ending Balance 1,098.61

80L 135 4801 Salt Creek Forum Activity Fund

Current Month Beginning Balance 1,493.61

Ending Balance 1,493.61

80L 242 4800 Grove Activity Fund

Current Month Beginning Balance 10,936.73

11/04/16	CR	Grove Jr High School				
11/18/16	AP	James Kretch	54834	BBall Tourny Receipts	702.00	
11/18/16	AP	James Kretch	26655	Basketball Scheduling	(200.00)	
11/18/16	AP	James Kretch	26655	Grove Basketball Scheduling	200.00	
11/21/16	CR	Grove Jr High School	26656	Grove Basketball Scheduling	(200.00)	
11/21/16	CR	Grove Jr High School	54835	Student Council	199.76	
11/21/16	CR	Grove Jr High School	54836	Girls BB Tourney	240.00	
11/21/16	SB	Yearbook	54839	Drama club attire	271.00	
11/21/16	SB	Yearbook			25.00	
11/22/16	CR	Grove Jr High School			25.00	
11/30/16	AP	Cherrydale Farms	54838	Drama Club Attire	483.00	
11/30/16	AP	Cherrydale Farms	26666	Fundraising items Invoice	(4,358.40)	
11/30/16	AP	Cherrydale Farms	26666	Credit 1006504	516.60	
11/30/16	AP	Great American		Fundraising items	(5,300.75)	
11/30/16	JE	Return Check S Tate	161700910		(7.00)	
11/30/16	SB	Yearbook			25.00	

Ending Balance 3,557.94

80L 242 4810 Grove Jack (Hayden) Keen Trust Activity Fund

5,730.30

Current Month Beginning Balance

5,730.30

Ending Balance

80L 242 4820 Grove Cahill Brown Scholarship

983.20

Current Month Beginning Balance

983.20

Ending Balance

80L 243 4800 Holmes Junior High Activity Fund

9,921.12

Current Month Beginning Balance

Date	Account	Description	Amount
11/04/16	CR	Holmes Jr High School	282.00
11/04/16	CR	Holmes Jr High School	2,058.94
11/04/16	CR	Holmes Jr High School	1,755.30
11/14/16	CR	Holmes Jr High	21.00
11/14/16	SB	Yearbook	25.00
11/21/16	CR	Holmes Jr High	115.00
11/21/16	CR	Holmes Jr High	115.00
11/21/16	CR	Holmes Jr High	115.00
11/21/16	CR	Holmes Jr High	917.00
11/21/16	CR	Holmes Jr High	244.00
11/21/16	CR	Holmes Jr High	76.00
11/21/16	CR	Holmes Jr High	21.00
11/21/16	CR	Holmes Jr High	6.00
11/21/16	CR	Holmes Jr High	115.00
11/22/16	AP	Dairy Queen	(228.00)
11/22/16	AP	Northern Illinois Music	(180.00)
11/22/16	CR	Holmes Jr High School	18.00
11/22/16	CR	Holmes Jr High School	398.00
11/22/16	CR	Holmes Jr High School	128.00
11/22/16	CR	Holmes Jr High School	155.50
11/22/16	CR	Holmes Jr High School	182.00
11/22/16	CR	Holmes Jr High	15.00
11/22/16	CR	Holmes Jr High	105.00
11/22/16	CR	Holmes Jr High School	66.00
11/30/16	AP	Northern Illinois Music	180.00
11/30/16	AP	Korney Boards(PO#2431700072)	(119.95)
11/30/16	AP	Northern Illinois Music	(180.00)
11/30/16	AP	Sam's Club	(41.96)
11/30/16	CR	Holmes Jr High	40.00
11/30/16	CR	Holmes Jr High	10.00
11/30/16	AP	Bmo Financial Group	(50.31)
11/30/16	AP	Bmo Financial Group	(32.68)
11/30/16	AP	Bmo Financial Group	(26.04)
11/30/16	SB	Yearbook	25.00
11/30/16	SB	Yearbook	25.00

16,275.92

Ending Balance

80L 243 4810 Holmes Sue Bove Memorial

Current Month Beginning Balance 5,227.61

Ending Balance 5,227.61

80L 245 4800 Friendship Junior High Activity Fund

Current Month Beginning Balance 3,700.13

11/04/16	SB	Yearbook		25.00
11/04/16	SB	Yearbook		25.00
11/04/16	CR	Friendship Jr High School	School store	50.00
11/14/16	CR	Friendship Jr High School	School fundraiser	3,629.00
11/21/16	CR	Friendship Jr High School	Student Senate Spirit Wear	204.00
11/21/16	CR	Friendship Jr High School	Friendship - Student senate	265.23
11/21/16	CR	Friendship Jr High School	School fundraiser	4,367.75
11/21/16	CR	Friendship Jr High School	School store-calculators	64.00
11/22/16	CR	Friendship Jr High School	Student senate Spirit wear	222.00
11/22/16	CR	Friendship Jr High School	Friendship - Student senate dance	275.00
11/22/16	CR	Friendship Jr High School	School store-calculators	210.00
11/30/16	AP	Screen Machine Co Inc	Student Senate Spirit Wear	(426.00)
11/30/16	AP	Great American	School Fundraiser	(5,817.60)
11/30/16	AP	Margaret M Osterman	161700910	(179.86)
11/30/16	SB	Yearbook	161700911	25.00

Ending Balance 6,638.65

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: HUMAN RESOURCES

Recommendation
Approval

Resolution

Motion made by _____, seconded by _____ that the following resolution be adopted:

BE IT RESOLVED THAT on the 9th day of January, 2017 the Community Consolidated School District 59 Board of Education approve the following Human Resources items:

a. Certified Contract

<u>Name</u>	<u>Position/Location</u>	<u>Lane/Step</u>	<u>Salary</u>	<u>Effective</u>
Jennifer Rodriguez	Social Worker / Rupley/SC	B/MA30 Step 1	\$53,356* *prorated	01/03/2017

b. ESP Contracts

<u>Name</u>	<u>Position/Location</u>	<u>Lane/Step</u>	<u>Salary</u>	<u>Effective</u>
Lisa Berlinger-Zimmerman	Supported Ed Asst / Byrd	INSTA / Step 2	\$18.04	01/05/2017
Seana McPherson	Supported Ed Asst/ Friendship	INSTA / Step 1	\$17.50	01/03/2017
Enrique Medina	Technology Assistant	SP TA / Step 3	\$19.16	01/03/2017
Sheila Salas Gonzalez	LRC Assistant / Low	INSTA / Step 2	\$18.04	01/03/2017

c. ESP Termination

<u>Name</u>	<u>Position/Location</u>	<u>Effective</u>
Traci Marquardt	EC Assistant / ELC	Deceased 12/20/2016

d. ESP Temporary Contracts

<u>Name</u>	<u>Position/Location</u>	<u>Wage</u>	<u>Effective</u>
Cherie Barts	Nurse / Ridge Intersession	\$24.26	01/03-01/06/17

e. CAMEO Contracts

<u>Name</u>	<u>Position/Location</u>	<u>Lane/Step</u>	<u>Salary</u>	<u>Effective</u>
Roel Acevedo SR	Night Custodian / Holmes	CUST / Step 1	\$16.28	01/03/2017
Kevin Smith	Night Custodian / Friendship	CUST / Step 1	\$16.28	01/03/2017

f. CAMEO Termination

<u>Name</u>	<u>Position/Location</u>	<u>Effective</u>
Nicholas Charles	Night Custodian	01/09/2017

g. Certified Lane Changes

<u>Name</u>	<u>Position/Location</u>	<u>Lane/Step</u>	<u>Salary</u>	<u>Effective</u>
Cameron Dall	Teacher / Friendship	A/MA30 Step 16	\$93,933	08/22/2016
Kaitlin Parrett	Teacher / Salt Creek	A/MA15 Step 12	\$81,469	11/30/2016
Stephanie Stimson	Speech/Lang Path / Rupley	A/MA30 Step 3	\$58,756	11/15/2016
Christopher Wallace	Teacher / Grove	A/MA Step 10	\$72,072	12/19/2016
Diane Winfrey	Teacher / Grove	A/MA30 Step 11	\$81,469	12/14/2016

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE: - - -

President

ATTEST:

Secretary

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: APPROVAL TO DESTROY 18 MONTH OLD OR OLDER AUDIO RECORDINGS OF CLOSED MEETING SESSIONS

Background The State Law requires the Board of Education to audio-record all Board of Education Closed Meeting Sessions.

Recommendation

Approval to destroy certain closed meeting session audio files.

Resolution

Motion made by _____, seconded by _____ to adopt the following resolution:

WHEREAS, the Community Consolidated School District 59 Board of Education has determined that a need no longer exists to keep audio recordings of closed meeting sessions that are 18 months old or older;

WHEREAS, the Community Consolidated School District 59 Board of Education has previously approved written minutes of such closed meeting sessions that meet the standard for written minutes required by the Illinois Open Meetings Act (5 ILCS 120/2.06);

BE IT RESOLVED THAT on the 9th day of January 2017, the Community Consolidated School District 59 Board of Education approves the destruction of closed session audio recordings prepared by the Board 18 months or more prior to the date of this meeting and authorizes the Board's Secretary to destroy such recordings.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE: - - -

[foi_request] SmartProcure FOIA Request Community Consolidated School District No. 59 For PO/Vendor Information

1 message

glauricella@smartprocure.us <glauricella@smartprocure.us>

Mon, Jan 2, 2017 at 6:26 AM

Reply-To: glauricella@smartprocure.us

To: foi_request@ccsd59.org

Dear Kelley or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Community Consolidated School District No. 59 for any and all purchasing records from 2016-09-28 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address
7. What is the beginning of your fiscal year?

The attached document may be helpful as a reference to fulfill this request if the Community Consolidated School District No. 59 stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:

<http://upload.smartprocure.us/?st=IL&org=CommunityConsolidatedSchoolDistrictNo59>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-613-9528.

Regards,

Gabriella Lauricella

Data Acquisition Specialist

SmartProcure

Direct: 954-613-9528

Email: glauricella@smartprocure.us | www.smartprocure.us

700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

--

You received this message because you are subscribed to the Google Groups "FOI Requests" group.

To unsubscribe from this group and stop receiving emails from it, send an email to foi_request+unsubscribe@ccsd59.org.

To post to this group, send email to foi_request@ccsd59.org.

Visit this group at https://groups.google.com/a/ccsd59.org/group/foi_request/.

For more options, visit <https://groups.google.com/a/ccsd59.org/d/optout>.

[foi_request] SmartProcure FOIA Request Community Consolidated School District No. 59 For PO/Vendor Information

1 message

glauricella@smartprocure.us <glauricella@smartprocure.us>
Reply-To: glauricella@smartprocure.us
To: foi_request@ccsd59.org

Mon, Jan 2, 2017 at 6:26 AM

Dear Kelley or Custodian of Public Records,

SmartProcure is submitting a commercial FOIA request to the Community Consolidated School District No. 59 for any and all purchasing records from 2016-09-28 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address
7. What is the beginning of your fiscal year?

The attached document may be helpful as a reference to fulfill this request if the Community Consolidated School District No. 59 stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:
<http://upload.smartprocure.us/?st=IL&org=CommunityConsolidatedSchoolDistrictNo59>

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

If you have any questions, please feel free to respond to this email or I can be reached at 954-613-9528.

Regards,

Gabriella Lauricella
Data Acquisition Specialist
SmartProcure
Direct: 954-613-9528
Email: glauricella@smartprocure.us | www.smartprocure.us
700 W. Hillsboro Blvd. Suite 4-100, Deerfield Beach, FL 33441

--
You received this message because you are subscribed to the Google Groups "FOI Requests" group.
To unsubscribe from this group and stop receiving emails from it, send an email to foi_request+unsubscribe@ccsd59.org.
To post to this group, send email to foi_request@ccsd59.org.
Visit this group at https://groups.google.com/a/ccsd59.org/group/foi_request/.
For more options, visit <https://groups.google.com/a/ccsd59.org/d/optout>.

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: **ADOPTION OF BOARD POLICIES (*District Aims*)**

Background

IASB PRESS UPDATE #93 included four revised policies pertaining to students in the foster care system. The policy revisions reflect the new guidelines of the “Every Student Succeeds Act” (ESEA). To meet the deadline of 1/16/17 for submitting plans and policies to ISBE related to the enrollment, records, and transportation of foster care students, the Board of Education will take action on the following amended policies during the meeting on January 9, 2017.

4:110 - TRANSPORTATION - In order to meet new obligations of ESEA, we must add a provision that students in foster care placement, or awaiting foster care placements, be transported in accordance with ESEA guidelines.

6:140 - HOMELESS - McKinney-Vento has been amended by ESEA; the definition of homeless no longer includes children “awaiting foster care placement.”

7:50 - ADMISSIONS AND TRANSFERS - Authorizes the Superintendent to appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services. Ms. Karen Starr will act as the District liaison.

7:250 - STUDENT SUPPORT SERVICES - Adds a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools to the list of student support services. Ms. Karen Starr will act as the District liaison.

Pursuant to the results of the consolidated election held on November 8, 2016, the offices of Township School Treasurer and the Trustees of Schools have been abolished effective January 1, 2017. On December 12, 2016, the Board appointed Ms. Vickie Nissen as School Treasurer effective January 1, 2017. The reference to the Township Treasurer and Trustees will be removed from the following policies.

- 2:110 - SCHOOL TREASURER
- 4:30 - REVENUE AND INVESTMENTS
- 4:80 - ACCOUNTING AND AUDITS

Recommendation

Approval

Motion made by _____, seconded by _____ to adopt the following resolution:

BE IT RESOLVED THAT on the 9th day of January 2017, the Community Consolidated School District 59 Board of Education approve the following updates to the Community Consolidated School District 59 Board of Education Policy Manual.

SECTION 2 - Board of Education

2:110 SCHOOL TREASURER

SECTION 4 - Operational Services

- 4:110 - TRANSPORTATION
- 4:30 REVENUE AND INVESTMENTS
- 4:80 - ACCOUNTING AND AUDITS

SECTION 6 - Instruction

- 6:140 - HOMELESS

SECTION 7 - Students

- 7:50 - ADMISSIONS AND TRANSFERS
- 7:250 - STUDENT SUPPORT SERVICES

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE: - - -

President

ATTEST:

Secretary

Comment [KAS1]: The policy, Legal References, Cross References, and footnotes are updated to implement ESSA requirements (20 U.S.C. §6312(c)(5)(B)) (foster care student transportation).

Operational Services

Transportation 1

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, 2 or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.³ A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.⁴ Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program.⁵ Non-public school students shall be transported in accordance with State law.⁶ Homeless students shall be transported in accordance with Section 45/1-

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

¹ State law controls this policy's content (105 ILCS 5/29-1 *et seq.* and 23 Ill.Admin.Code Part 120). **Important: The board of a district that does not provide transportation must amend this policy.** F/n 2 discusses when districts must provide free transportation. Please contact an IASB Policy Consultant for *gratis* help customizing this policy. You may also need to consult the board attorney.

A district that chooses to consider locations other than individual students' residences as pick-up and drop-off locations must adopt a policy establishing this practice to receive State reimbursement (23 Ill.Admin.Code §120.30(a)(1)(B)).

Each district must have a pre-trip and post-trip inspection policy (625 ILCS 5/12-816(a)). An ISBE rule requires boards to "institute policies and practices that promote the safety and well-being of school bus passengers," (23 Ill.Admin.Code §1.510(g)). To comply with these requirements, this policy lists relevant administrative procedures at the end.

The policy does not address an *automatic traffic enforcement* system which may be enacted by a municipality or county. An *automatic traffic law enforcement system* is a device that senses and records a motor vehicle that illegally fails to stop for a school bus (625 ILCS 5/11-208.9). Each school board within that municipality or county's jurisdiction may approve the system's implementation. The board is then required to enter into an intergovernmental agreement with the municipality or county and contract with vendors for the system's installation, maintenance, and operation. Each applicable school bus must be posted with a sign indicating that it is being monitored by an automated traffic law enforcement system. The proceeds from a school district's automated traffic law enforcement system's fines shall be divided equally between the school district and the municipality or county administering the automated traffic law enforcement system.

² Only the following districts must provide free transportation as described in the sample policy: community consolidated districts, community unit districts, consolidated districts, consolidated high school districts, and combined school districts if the combined district includes any district that was previously required to provide transportation (105 ILCS 5/29-3 and 23 Ill.Admin.Code §1.510(a)). Districts that are not required to provide free transportation may do so (*Id.*). To qualify for State reimbursement, districts electing to provide transportation when they are not required to do so must afford the same service to all students in that same situation (23 Ill.Admin.Code §1.510(b)). Districts may provide transportation within ~~1+2~~ one and one-half miles and may charge for such transportation (105 ILCS 5/29-2).

Optional provision: (105 ILCS 5/29-3.1)

The District may provide transportation to and from school-sponsored activities and may charge for such transportation.

³ 105 ILCS 5/29-3 and 23 Ill.Admin.Code §1.510.

⁴ Required by 105 ILCS 5/29-3. Another statute provides a process for *qualifying students* to seek reimbursement from ISBE for *qualified transportation expenses* (105 ILCS 5/29-5.2; 23 Ill.Admin.Code §120.240). 23 Ill.Admin.Code §120.230 requires, among other things, that each attendance center designate a representative to assist parents/guardians with this process. This process does not need to be in board policy and is not covered herein.

⁵ 34 C.F.R. §300.34 and 23 Ill.Admin.Code §226.750.

⁶ 105 ILCS 5/29-3.2 and 5/29-4.

15 of the Education for Homeless Children Act.⁷ Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.⁸

Comment [MB2]: New obligation per ESEA.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the ~~1½~~ one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.⁹

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.¹⁰

No school employee may transport students in school or private vehicles unless authorized by the administration.¹¹

Comment [MB3]: Policies referenced in fn 11 have been reordered to consistently be listed in numerical order. Policy title of 5:100 has also been updated.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.¹² The strobe light

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

⁷ 105 ILCS 45/. State law implements the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

⁸ Required if the district receives Title I funds (20 U.S.C. §6312(c)(5)(B)). It requires the district to collaborate with the State or local child welfare agency to, by December 10, 2016, develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin (when in their best interest) will be provided, arranged, and funded for the duration of their time in foster care. The U.S. Departments of Education and Health and Human Services, in *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care* (June 23, 2016), opine that ESEA requirements apply to students who meet the definition of *foster care* set forth at 45 C.F.R. §1355.20(a):

Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the title IV-E agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, Tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

Effective December 10, 2016, ESEA foster care transportation requirements also apply to students *awaiting* foster care placement.

¹⁰ 105 ILCS 5/10-20.58, added by P.A. 99-781 permits school boards to appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Department of Children and Family Services (DCFS) when enrolling in or changing schools. Liaison responsibilities may include, among other things, working with DCFS to help students maintain their school placement, if appropriate.

⁹ This paragraph should be deleted if a district will not seek State reimbursement for transportation to and from locations other than individual students' residences. As a condition for receiving State reimbursement, an ISBE rule requires boards to have a policy with the provisions in this paragraph (23 Ill.Admin.Code §120.30(a)(1)(B)). This rule also contains the non-discrimination language.

¹⁰ The paragraph is optional. As an alternative, a board may state that pick-up and discharge points "should be as safe and convenient as possible."

¹¹ Optional. This presents an opportunity for each board to discuss this issue with the superintendent and direct the superintendent to include it in the curriculum for the required in-service on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). See 5:120, *Ethics and Conduct* (fn 2), and 5:100 *Staff Development Program* (fn 3), and 5:120, *Ethics and Conduct* (fn 2), for more detailed discussions. Include policies 5:100, *Staff Development Program* and 5:120, *Ethics and Conduct*, in the cross references when this sentence is used.

on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.¹³ The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.¹⁴

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.¹⁵

¹² 625 ILCS 5/13-109. The vehicle and other requirements for transporting students to and from interscholastic or school-sponsored activities, including curriculum-related activities, are found in 105 ILCS 5/29-6.3 and 625 ILCS 5/11-1414.1. These statutes also contain requirements for the use of multi-function school activity buses (defined at 625 ILCS 5/1-148.3a-5). The legislature frequently amends these statutes, along with many transportation laws; they should be double-checked before relying on them.

¹³ 625 ILCS 5/12-815. The statute, like the policy, identifies the conditions in which illuminating the strobe light is permissible instead of mandating when they must be illuminated.

¹⁴ 625 ILCS 5/12-821(b) requires districts that own school busses and multifunction school activity busses to establish procedures for accepting comment calls and responding to them. In accordance with good governance principles, this duty is delegated to the superintendent. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*.

¹⁵ 105 ILCS 5/10-20.21a, requires all contracts for providing charter bus services to transport students to or from interscholastic athletic or interscholastic or school sponsored activities to contain clause (A) except that a contract with an out-of-state company may contain clause (B) or clause (A). The clause must be set forth in the contract's body in at least 12 points typeface and all upper case letters:

(A) "ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINT CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

(B) "NOT ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINT CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

Pre-Trip and Post-Trip Vehicle Inspection¹⁶

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

- LEGAL REF.: Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B).
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.
- CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct),
5:280 (Educational Support Personnel - Duties and Qualifications), 6:140
(Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus
Conduct)
- ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip
Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules),
4:110-E (Emergency Medical Information for Students Having Special Needs or
Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless
Children)

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

¹⁶ 625 ILCS 5/12-816(a) requires school districts to have a school bus pre- and post-trip inspection policy with the components as contained in this policy. See also 23 Ill.Admin.Code §1.510(i)(3) and 92 Ill.Admin.Code §440-3458.1030. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*. School district contracts with a private sector school bus company must require the company to have a pre- and post-trip inspection policy that is equivalent to this section of the policy (625 ILCS 5/12-816(b)).

Each school bus must contain an operating two-way radio or cellular radio telecommunication device while the school bus driver is in possession of a school bus (625 ILCS 5/12-813.1(e)). "Cellular radio telecommunication device" means a device capable of sending or receiving telephone communications without an access line for service and which requires the operator to dial numbers manually; it does not include citizens band radios or citizens band radio hybrids (625 ILCS 5/12-813.1(a)). The two-way radio or cellular radio telecommunication device must be turned on and adjusted in a manner that would alert the driver of an incoming communication request (625 ILCS 5/12-813.1(e)). A school bus driver may not operate a school bus while using a cellular radio telecommunication device except in the following situations: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities about bus operation or the safety of a passenger on the bus; and (4) when the bus is parked (625 ILCS 5/12-813.1(c)). However under no circumstances may the cellular radio telecommunication device be used for anything else including personal use (625 ILCS 5/12-813.1(c)(2)).

Instruction

Education of Homeless Children¹

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education.² A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act.³ The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.⁴

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.⁵

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth

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

¹ State and federal law control this policy's content. This sample policy contains the basic requirements of the Ill. Education for Homeless Children Act, 105 ILCS 45/, as well as the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.* Other policies that are relevant to the education of homeless children are listed in the Cross References, e.g., school admissions and immunizations.

² For high school districts, delete "including a public pre-school education" at the end of the sentence.

³ Under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a(2)),

"*Homeless Children*" (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1)); and (B) includes —

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of Section 11302(a)(2)(C));
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- iv. migratory children (as such term is defined in section 6399 of Title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

Note: Effective 12-10-16, Section §11434a(2) will no longer include children "awaiting foster care placement" within the definition of *homeless children*.

Under State law the Ill. Education for Homeless Children Act (105 ILCS 45/1-5),

"*Homeless person, child, or youth*" includes, but is not limited to, any of the following:

- (1) An individual who lacks a fixed, regular, and adequate nighttime place of abode.
- (2) An individual who has a primary nighttime place of abode that is:
 - (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
 - (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (C) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

See www.isbe.net/homeless/default.htm for helpful informational resources and training with regard to the education of homeless children in Illinois. See www2.ed.gov/programs/homeless/legislation.html for the U.S. Dept. of Education's information about federal requirements.

⁴ 42 U.S.C. §11432(g)(1)(J)(ii).

⁵ 105 ILCS 45/1-10.

Comment [KAS1]: The policy, Legal References and footnotes are updated to align with amendments made to the McKinney-Vento Homeless Assistance Act by ESSA. Effective 12-10-16, the McKinney-Vento definition of *homeless children* will no longer include children "awaiting foster care placement."

certificates, school records and other documentation, and guardianship.⁶ Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law.⁷ The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.⁸ If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.⁹ Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.¹⁰

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Ill. Education for Homeless Children Act, 105 ILCS 45/.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADMIN. PROC.: 6:140-AP (Education of Homeless Children)

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

⁶ The first sentences in this paragraph are required by 42 U.S.C. §11432(g)(7).

⁷ 42 U.S.C. §11432(g)(1)(J)(iii), 42 U.S.C. §11432(g)(4)(A), and 105 ILCS 45/1-15.

⁸ Required by 42 U.S.C. §11432(g)(7)(C).

⁹ Required by 105 ILCS 45/1-25.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." ~~Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" 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.~~

¹⁰ ~~Optional, but allowed by~~ 105 ILCS 45/1-25(a-5). As an alternative, a school board may omit this sentence or use a permissive verb, such as, "...the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct..." Any change required as a result of this review becomes effective at the close of the school year. Any person who knowingly or willfully presents false information in any review commits a Class C misdemeanor.

Students

School Admissions and Student Transfers To and From Non-District Schools¹

Age [Elementary or Unit Districts only]

To be eligible for admission, a child must be ~~five~~⁵ years old on or before September 1 of that school term.² A child entering first grade must be ~~six~~⁶ years of age on or before September 1 of that school term.³ Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be ~~six~~⁶ years old on or before December 31.⁴ A child with exceptional needs who qualifies for special education services is eligible for admission at ~~three~~³ years of age.⁵ ⁶

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within

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 some of the subject matter contained in this sample policy to be covered by policy and controls this policy's content. Boards must adopt a policy on school admissions (105 ILCS 5/10-21.2) and restricting a student from transferring from another school while under a suspension or expulsion from that school (105 ILCS 5/10-22.6). A registration guidance document, updated annually, is available from the Ill. State Board of Education (ISBE) at: www.isbe.net/pdf/guidance_reg.pdf.

² 105 ILCS 5/10-20.12. The district may, however, establish a kindergarten for children between the ages of 4 and 6 years old (105 ILCS 5/10-20.19a and 5/10-22.18). Any child between the ages of 7 and 17 (unless the child has already graduated from high school) must attend public or private school, with certain exceptions allowed for physical and mental disability, lawful employment, or other reasons as specified by statute (105 ILCS 5/26-1). The phrase "a child between the ages of 7 and 17" is liberally construed to fully carry out the true intent and meaning of the General Assembly (5 ILCS 70/1.01), which is to ensure that students graduate from high school (105 ILCS 5/26-1). Therefore "the ages of 7-17" means a child is 17 until his or her 18th birthday.

³ Optional sentence.

⁴ Required by 105 ILCS 5/10-20.12. Use the following alternative in a district operating on a full year school basis:

To be eligible for admission, a child must be at least ~~five~~⁵ years old within 30 days after the commencement of that school term. Based upon an assessment of the child's readiness, a child may attend first grade if he or she attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will attain age ~~six~~⁶ within ~~four~~⁴ months after the commencement of the term.

⁵ 105 ILCS 5/14-1.02 and 5/14-1.03a. An ISBE rule states: "Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district (and those parentally-placed private school children for whom the district is responsible under 34 C.F.R. §300.131) who may be eligible for special education and related services," (23 Ill.Admin.Code §226.100). Note that after a child is determined to be eligible for special education services, the child must be placed in the appropriate program no later than the beginning of the next school semester (105 ILCS 5/14-8.02(b)).

⁶ 105 ILCS 5/10-20.12. Districts that wish to permit early admission may add the following optional paragraph:

Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Districts that implement this option should also consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age.

30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate.⁷ When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ~~10~~^{ten} days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ~~10~~^{ten}-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.⁸

2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.⁹

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year.¹⁰ Students who are children of active duty military personnel transferring will be allowed to enter: (a)

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

⁷ Presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue **that may not be used for denying enrollment**. See **Guidance Documents** subhead in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*, for more information about enrollment and residency issues. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa or other governmental documentation of identity. To balance the tension between the missing children's laws reporting requirements and *Plyler v. Doe*, many attorneys advise not to report a student's failure to produce a birth certificate; however always consult the board attorney for assistance based upon the specific facts of the enrollment situation (see fn 8 below).

⁸ Two almost identical laws govern this requirement: Missing Children Records Act (325 ILCS 50/) and Missing Children Registration Law (325 ILCS 55/). We reconciled their differences as much as possible but chiefly used the language from the Registration Law because it has the clearest explanation. The statutory enforcement requirements, as nonsensical as they may seem, are quoted in the policy. **Important:** Schools cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. See *Plyler v. Doe*, 102 S.Ct. 2382 (1982). See also fn 12 below.

According to the State Police, a certified copy of the student's birth certificate is the only acceptable proof of the child's identity and age (20 Ill. Admin. Code §1290.60(a)). For more discussion about acceptable proof of identity, see fn 1 in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*. The Missing Children's Records Act requires schools to make prompt copies of these certified copies. Once made, schools need not request another certified copy with respect to that child for any other year in which the child is enrolled in that school or other entity. While the Act does not mandate where the copy should be kept, it is appropriate for placement in the student's temporary record. See 23 Ill. Admin. Code §375.10. The school person who receives the copy of the certified birth certificate should initial and date the document. That way, if there is a question or an investigation (which can happen even years after enrollment) there will not be an issue as to who received the document and the date it was processed.

A district must also *flag* a student's record on notification by the State police of the student's disappearance and report to the State police any request for a *flagged* student record.

⁹ Each school must maintain records for each student that reflect compliance with the examinations and immunizations required by 105 ILCS 5/27-8.1; 23 Ill. Admin. Code §1.530(a). A Tuberculosis skin test is required if the student lives in an area designated by the Dept. of Public Health as having a high incidence of Tuberculosis.

¹⁰ This paragraph is optional in the policy; it reflects the requirements of State and federal law. P.A. 99-30 repealed the Military Compact Act at 105 ILCS 5/22-65 because of the Educational Opportunity for Military Children Act; this exact language is not contained in the recoded Educational Opportunity for Military Children Act, 105 ILCS 70/.

the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.¹¹

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.¹² Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.¹³

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

¹¹ ~~Optional sentence.~~ The Educational Opportunity for Military Children Act, 105 ILCS 70/33, added by P.A. 98-672, further details enrollment and entrance requirements for children of active military personnel. After enrollment, the law allows a district to perform evaluations to ensure appropriate placement of the student. Course, program, graduation, extracurricular(s), and other placement options for this student population are further discussed in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

¹² Required by 105 ILCS 45/ and the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 ~~et seq.~~ amended by the No Child Left Behind Act. See §11432(g)(3)(C)(i).

¹³ Optional. 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." Liaison responsibilities may include:

1. Streamlining the enrollment process for students in foster care;
2. Implementing student data tracking and monitoring mechanisms;
3. Ensuring that students in DCFS custody receive all school nutrition and meal programs available;
4. Coordinating student withdrawal from a school, record transfers, and credit recovery;
5. Becoming experts on the foster care system and State laws and policies in place that support students in DCFS custody;
6. Coordinating with child welfare partners;
7. Providing foster care-related information and training to the district;
8. Working with DCFS to help students maintain their school placement, if appropriate;
9. Reviewing student schedules to ensure students are on track to graduate;
10. Encouraging a successful transition into adulthood and post-secondary opportunities;
11. Encouraging involvement in extracurricular activities; and
12. Knowing what support is available within the district and community for students in DCFS custody.

Student Transfers To and From Non-District Schools¹⁴

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students [High School or Unit Districts only]¹⁵

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

¹⁴ 105 ILCS 5/2-3.13a requires each transferor (original) school to keep documentation of transfers in the student's record. It also requires "notification [by the transferee (recipient) school] of the transfer on or before July 31 following the school year during which the student withdraws from the transferor school or school district or the student shall be counted in the calculation of the transferor school's or school district's annual student dropout rate." ISBE rule, 23 Ill. Admin. Code §375.75(e), is consistent with this requirement. The rule also requires the transferring school or district to maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district (105 ILCS 5/10-8.1 & 70/32, added by P.A. 98-672). See also 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

A board has two basic options for students transferring into the district who are serving a suspension or expulsion. Under option one, it may comply with the minimum requirements of section 2-3.13a by refusing to allow a student transferring from any public school to attend classes until the period of any suspension or expulsion has expired when the penalty was for: (1) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act, (2) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or (3) battering a staff member of the school. Under option two, a board may require a student who was suspended or expelled for any reason from any public or private school in this or any other state to complete the entire term of the suspension or expulsion before being admitted to the school district. The sample policy uses the second, more simple, more comprehensive alternative.

A board may adopt a policy providing that if a student is suspended or expelled for any reason from any school, anywhere, the student must complete the suspension's or expulsion's entire term in an alternative school program under Article 13A before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program (105 ILCS 5/2-3.13a; 5/10-22.6-(g)). If a board wants to provide for this alternative, it may add the following to either of the above options:

The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code for the remainder of the suspension or expulsion.

¹⁵ Generally, a citizen of a foreign country who wishes to enter the U.S. must first obtain either: (1) a nonimmigrant visa (for temporary stay for tourism, medical treatment, business, temporary work, or study), or (2) an immigrant visa for permanent residence. Common visas presented by foreign students are:

1. J-1 nonimmigrant visas for participants in educational and cultural exchange programs designated by the U.S. Department of State, Exchange Visitor Program, and Designation Staff. These students are enrolled provided they otherwise qualify for admission. For information about J-1 visas and the Exchange Visitor Program, see j1visa.state.gov/programs.
2. F-1 nonimmigrant student visa. F-1 visas are not issued for attendance at an elementary or middle school (K-8). Before obtaining an F-1 student visa, the individual must submit evidence that the school district has been reimbursed for the unsubsidized per capita cost of the education. These students are enrolled provided they otherwise qualify for admission. However, attendance at U.S. public high schools cannot exceed a total of 12 months.
3. B-2 visitor nonimmigrant visas. There is disagreement over whether these students must be enrolled tuition free. Their *visitor* visa is evidence of non-resident status. Call INS or the district's attorney for guidance.
4. The qualified school-age child of an alien who holds another type of visa (i.e., A, E, H, I, L, etc.), other than a visitor visa. These students are enrolled provided they otherwise qualify for admission. Likewise, dependents of foreign nationals on long-term visas are enrolled provided they otherwise qualify for admission.
5. No immigration documentation. *Plyler v. Doe*, 102 S.Ct. 2382 (1982). A school cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. Thus, undocumented aliens are enrolled, provided they otherwise qualify for admission.
6. Immigrant visa. These students are enrolled provided they otherwise qualify for admission.

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.¹⁶

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate.¹⁷ F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment¹⁸ [*High School or Unit Districts only*]

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring, with access to accurate and current information on nonimmigrant students (F and M visas) and exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). See §641, *Illegal Immigration Reform and Immigrant Responsibility Act*. Section 641 is an exception to the *Family Educational Rights and Privacy Act*. See 8 C.F.R. §214.1(h). SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the INS and Department of State throughout a student's or exchange visitor's stay. SEVIS will provide system alerts, event notifications, and reports to the end-user schools and programs, as well as for INS and DOS offices.

According to federal regulations, students who apply for F-1, M-1, F-3, or M-3 visas must pay a \$100 fee, and students who apply for J-1 visas must pay a \$35 fee, to the Department of Homeland Security. The regulations describe when and how the fee is to be paid, who is exempt from the fee, and the consequences for failure to pay (8 C.F.R. Parts 103, 214, and 299).

~~Important: Admitting students on an F-1 visa may require the district to admit students transferring from another district under NCLBA's school choice provisions. See policy 7:60, *Residence*.~~

¹⁶ State law allows, but does not require, boards to waive nonresident tuition for these students (105 ILCS 5/10-22.5a).

¹⁷ Exchange students on F-1 visas must pay the full-unsubsidized public education costs before entering the U.S. (8 U.S.C. §1101). Boards may not waive the fee.

¹⁸ 105 ILCS 5/26-2(b). The requirements in this section are provided in State law, that is: (1) it is mandatory that a district deny re-enrollment as provided in this section, (2) it is permissive whether to enroll the individual in a district graduation incentives program or alternative learning opportunities program (although depending on circumstances, a student below the age of 20 may be entitled to enroll in a graduation incentives program), (3) it is mandatory to provide due process before denying re-enrollment, (4) it is mandatory to offer the individual who is denied re-enrollment counseling and to direct that person to alternative educational programs, and (5) it is mandatory that this section not apply to students eligible for special education.

105 ILCS 5/26-2(c) allows a district to deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic or attendance standards if certain conditions are met. See policy 7:70, *Attendance and Truancy*.

LEGAL REF.:

Family Educational Rights and Privacy Act, 20 U.S.C. §1232.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
~~Family Educational Rights and Privacy Act, 20 U.S.C. §1232.~~
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 et seq.
Rehabilitation Act, Section 504, 29 U.S.C. §794.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,
5/27-8.1, 10/8.1, 45/, and 70/.
325 ILCS 50/ and 55/.
410 ILCS 315/2e.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School
Registration.
23 Ill.Admin.Code Part 375, Student Records.

Comment [KAS2]: Relocated because Legal
References are listed in numerical order

CROSS REF.:

4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for
Students At Risk of Academic Failure and/or Dropping out of School and
Graduation Incentives Program), 6:140 (Education of Homeless Children), 6:300
(Graduation Requirements), 6:310 (High School Credit for Non-District
Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence),
7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations;
Immunizations; and Exclusion of Students), 7:340 (Student Records)

Students

Student Support Services ¹

The following student support services may be provided by the School District:²

1. Health services supervised by a qualified nurse.³ The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.
- 4.5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.⁴

Comment [KAS1]: The policy, Legal References, and footnotes are updated to address 105 ILCS 5/10-20.58, added by P.A. 99-781 (student support services provided by the district may include a liaison to facilitate the enrollment and transfer of records of foster care students) and more.

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.

² All districts are required to conduct a comprehensive needs assessment to determine the scope of student personnel services needs (23 Ill. Admin. Code §1.420(q)).

⁴ 105 ILCS 5/2-2.142 P.A. 95-558 created the Ensuring Success in School Task Force. This task force developed recommendations for policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The intent of the recommendations is to ensure these student populations' ability to: (1) stay in school, (2) stay safe at school and (3) successfully complete their education. A copy of this report is available at: www.povertylaw.org/advocacy/women-and-family/essa-task-force/essa-task-force-report [http://povertylaw.org/sites/default/files/webfiles/final-essa-task-force-report-with-appendix%20\(1\).pdf](http://povertylaw.org/sites/default/files/webfiles/final-essa-task-force-report-with-appendix%20(1).pdf). School boards and superintendents may want to create their own study groups to discuss implementation of the task force's recommendations for policies, procedures and protocols.

³ ~~Any nurse first employed on or after 7-1-76, whose duties require teaching or the exercise of instructional judgment or educational evaluation of students, must be certified. School districts may employ noncertificated/non-professional-educator-licensed registered professional nurses to perform professional nursing services (105 ILCS 5/10-22.23; 23 Ill. Admin. Code §1.760(c)). A registered professional nurse means any nurse who is licensed to practice professional nursing in Illinois under the Nurse Practice Act (225 ILCS 65/) and whose license is active and in good standing with the Ill. Dept. of Financial and Professional Regulation (23 Ill. Admin. Code §1.760(b)).~~

~~A school nurse means any registered professional nurse who also holds a professional educator license endorsed for school support services in school nursing, or any registered professional nurse who does not hold the professional educator license but was employed in the school district of current employment before 7-1-76 (23 Ill. Admin. Code §1.760(c)).~~

~~105 ILCS 5/10-22.23 provides that any nurse first employed on or after 7-1-76, whose duties require teaching or the exercise of instructional judgment or educational evaluation of students, must be certificated/licensed under Section 21-25 (105 ILCS 5/21-25). However, that certification/licensure Section 5/21-25 of the School Code was repealed by P.A. 98-413, eff. 8-16-13. A non-certificated registered professional nurse may perform nursing services (105 ILCS 5/10-22.23 and 5/21-25; 23 Ill. Admin. Code §1.760).~~

~~A school nurse may be an educator licensed under a school support personnel endorsement (105 ILCS 5/21B-25(2)(G); 23 Ill. Admin. Code §25.245). An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator (105 ILCS 5/21B-20; 23 Ill. Admin. Code §25.245).~~

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability.⁵ The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/
105 ILCS 5/10-20.58.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

⁴ Optional. 105 ILCS 5/10-20.58, added by P.A. 99-781 allows a liaison. Be sure this policy is consistent with policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. See fn 13 in 7:50, *School Admissions and Student Transfers To and From Non-District Schools* for liaison responsibilities and requirements.

⁵ Required by the Children's Mental Health Act of 2003, 405 ILCS 49/15.

School Board

Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice-President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board of Education elects a President from its members for a one-year term. The duties of the President are:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments after conferring with members;
3. Be an ex-officio member of all Board committees;
4. Sign official District documents requiring the President's signature, including Board Minutes and Certificate of Tax Levy;
5. Call special meetings of the Board;
6. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
7. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members.

The Vice President fills a vacancy in the Presidency.

Vice-President

The Board of Education elects a Vice-President from its members for a one-year term. The Vice-President performs the duties of the President if:

1. the office of President is vacant;
2. the President is absent; or
3. the President is unable to perform the office's duties.

A vacancy in the Vice-Presidency is filled by special Board election.

Secretary of the Board

The Board elects a Secretary for a one-year term. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep records of the Board's official acts, and sign them, along with the President;
2. Act as the local election authority for the District, unless the Board designates another; and
3. Sign official District documents requiring the Secretary's signature.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

If the Secretary is absent from any meeting or is unable to perform the duties of the office, a Secretary Pro Tempore, who may be a member of the Board, shall be appointed.

Recording Secretary

The Recording Secretary shall:

1. Post notice of Board meetings;
2. Assist the Secretary by taking minutes for all open Board meetings and by storing the verbatim recordings of closed meetings;
3. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting;
4. Send meeting notification and agenda to news media requesting copies and post agenda on district website; and
5. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or designee of the President shall record all closed meeting minutes.

Township School Treasurer

1. Furnish a bond, ~~which shall be approved by a majority of the Township Trustees,~~
2. Maintain custody of school funds,
3. Maintain records of school funds and balances,
4. Prepare a monthly reconciliation report for the Superintendent and Board,
5. Receive, hold, and expend District funds only upon the order of the Board, and
6. Perform those duties in Section 8-17 of the School Code.

LEGAL REF.: 5 ILCS 420/4A-106.
 105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,
 5/10-13, 5/10-13.1, 5/10-14, and 5/17-1.

CROSS REF.: 2.210 (Organizational School Board Meeting)

ADOPTED: May 13, 1996

REVISED: December 9, 2002; January 26, 2010; December 13, 2010; April 11, 2011; September 8, 2014, January 9, 2017

Operational Services

Revenue and Investments

Revenue

The Assistant Superintendent for Business Services is responsible for making all claims for property tax revenue, State Aid, special state funds for specific programs, federal funds, and categorical grants when such grants may assist in improving the educational program.

The Board of Education shall determine, after receiving the Assistant Superintendent for Business Services' recommendation, which fund is in most need of interest income. The Board of Education may direct the Assistant Superintendent for Business Services to execute a transfer.

Investment of School District Funds

The ~~Township~~ Treasurer shall be custodian of all District funds and shall invest same funds in accordance with the Illinois Public Funds Investment Act, 30 ILCS 235/0/01 *et seq.* (the "Act"). The ~~Township~~ Treasurer and the District shall maintain a set of regulations for the investment of District funds that includes the following elements:

1. A listing of authorized investments.
2. The standard of care that must be maintained by the persons investing the public funds.
3. Investment and diversification guidelines that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio.
4. Guidelines regarding collateral requirements, if any, for the deposit of public funds in a financial institution made pursuant to the Act, and, if applicable, guidelines for contractual arrangements for the custody and safekeeping of that collateral.
5. A system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District.
6. Performance measures that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the District's investment portfolio.
7. Appropriate periodic review of the investment portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and its general performance.
8. Monthly written reports of investment activities by the Treasurer for submission to the Board of Education and the Superintendent, including information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.
9. A procedure for the selection of investment advisors, money managers, and financial institutions.
10. A policy regarding ethics and conflicts of interest.

The Treasurer and the District shall establish and submit regulations for the Board's approval and shall periodically review and propose needed amendments thereto. Such regulations and this policy shall be kept available at all times for public review at the District's administrative offices.

LEGAL REF.: 30 ILCS 235/2.5
105 ILCS 5/8-7, 5/17-1, and 5/17-11.

CROSS REF.: 4.20

ADOPTED: April 8, 1996

REVISED: April 13, 1998, October 25, 1999, March 13, 2000, January 9, 2017

Operational Services

Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education, State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent.

The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the Illinois State Board of Education. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The District's capitalization threshold for capital assets shall be established at \$5,000 or to a lesser amount if deemed required or appropriate. The District shall maintain a listing of fixed assets which shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property

The Board of Education directs the Superintendent or designee to dispose of surplus District personal property (property other than buildings and land) that is no longer needed for school purposes in any manner to be to the best advantage of the District. Only the Board of Education may authorize the disposition of a school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds

Revolving funds are established in Board policy 4:50, *Payment Procedures*. A revolving fund means a fund out of which disbursements can be made quickly, to address emergencies and other timing issues that prevent the District from following its regular procedures for disbursements. District 59 maintains an Imprest Account for this purpose. The Superintendent shall: (1) designate a custodian for each revolving fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and Illinois State Board of Education rules. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written from revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the superintendent consistent with the annual budget.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the school district must be signed by the ~~Township~~ School Treasurer, except checks from an account containing student activity funds and Imprest accounts require two signatures by the designated administrative staff.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8,
and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit
and Procurement Cards), 4:90 (Activity Funds)

ADOPTED: September 8, 2008

REVISED: April 11, 2011; May 9, 2011; April 9, 2012, November 14, 2016; January 9, 2017

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: HUMAN RESOURCES

Recommendation
Approval

Resolution

Motion made by _____, seconded by _____ that the following resolution be adopted:

BE IT RESOLVED THAT on the 9th day of January, 2017 the Community Consolidated School District 59 Board of Education approve the following Human Resources items:

a.		<u>Certified Contract</u>		
<u>Name</u>	<u>Position/Location</u>	<u>Lane/Step</u>	<u>Salary</u>	<u>Effective</u>
Jennifer Rodriguez	Social Worker / Rupley/SC	B/MA30 Step 1	\$53,356*	01/03/2017
			*prorated	
b.		<u>ESP Contracts</u>		
<u>Name</u>	<u>Position/Location</u>	<u>Lane/Step</u>	<u>Salary</u>	<u>Effective</u>
Lisa Berlinger-Zimmerman	Supported Ed Asst / Byrd	INSTA / Step 2	\$18.04	01/05/2017
Seana McPherson	Supported Ed Asst/ Friendship	INSTA / Step 1	\$17.50	01/03/2017
Enrique Medina	Technology Assistant	SP TA / Step 3	\$19.16	01/03/2017
Sheila Salas Gonzalez	LRC Assistant / Low	INSTA / Step 2	\$18.04	01/03/2017
c.		<u>ESP Termination</u>		
<u>Name</u>	<u>Position/Location</u>			<u>Effective</u>
Traci Marquardt	EC Assistant / ELC			Deceased 12/20/2016
d.		<u>ESP Temporary Contracts</u>		
<u>Name</u>	<u>Position/Location</u>		<u>Wage</u>	<u>Effective</u>
Cherie Barts	Nurse / Ridge Intersession		\$24.26	01/03-01/06/17
e.		<u>CAMEO Contracts</u>		
<u>Name</u>	<u>Position/Location</u>	<u>Lane/Step</u>	<u>Salary</u>	<u>Effective</u>
Roel Acevedo SR	Night Custodian / Holmes	CUST / Step 1	\$16.28	01/03/2017
Kevin Smith	Night Custodian / Friendship	CUST / Step 1	\$16.28	01/03/2017
f.		<u>CAMEO Termination</u>		
<u>Name</u>	<u>Position/Location</u>			<u>Effective</u>
Nicholas Charles	Night Custodian			01/09/2017
g.		<u>Certified Lane Changes</u>		
<u>Name</u>	<u>Position/Location</u>	<u>Lane/Step</u>	<u>Salary</u>	<u>Effective</u>
Cameron Dall	Teacher / Friendship	A/MA30 Step 16	\$93,933	08/22/2016
Kaitlin Parrett	Teacher / Salt Creek	A/MA15 Step 12	\$81,469	11/30/2016
Stephanie Stimson	Speech/Lang Path / Rupley	A/MA30 Step 3	\$58,756	11/15/2016
Christopher Wallace	Teacher / Grove	A/MA Step 10	\$72,072	12/19/2016
Diane Winfrey	Teacher / Grove	A/MA30 Step 11	\$81,469	12/14/2016

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE: - - -

President

ATTEST:

Secretary

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: APPROVAL TO DESTROY 18 MONTH OLD OR OLDER AUDIO RECORDINGS OF CLOSED MEETING SESSIONS

Background The State Law requires the Board of Education to audio-record all Board of Education Closed Meeting Sessions.

Recommendation

Approval to destroy certain closed meeting session audio files.

Resolution

Motion made by _____, seconded by _____ to adopt the following resolution:

WHEREAS, the Community Consolidated School District 59 Board of Education has determined that a need no longer exists to keep audio recordings of closed meeting sessions that are 18 months old or older;

WHEREAS, the Community Consolidated School District 59 Board of Education has previously approved written minutes of such closed meeting sessions that meet the standard for written minutes required by the Illinois Open Meetings Act (5 ILCS 120/2.06);

BE IT RESOLVED THAT on the 9th day of January 2017, the Community Consolidated School District 59 Board of Education approves the destruction of closed session audio recordings prepared by the Board 18 months or more prior to the date of this meeting and authorizes the Board's Secretary to destroy such recordings.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE: - - -

SPECIAL INTEREST

ACTION ITEMS

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: ADOPTION OF BOARD POLICIES (District Aims)

Background

IASB PRESS UPDATE #93 included four revised policies pertaining to students in the foster care system. The policy revisions reflect the new guidelines of the "Every Student Succeeds Act" (ESEA). To meet the deadline of 1/16/17 for submitting plans and policies to ISBE related to the enrollment, records, and transportation of foster care students, the Board of Education will take action on the following amended policies during the meeting on January 9, 2017.

4:110 - TRANSPORTATION - In order to meet new obligations of ESEA, we must add a provision that students in foster care placement, or awaiting foster care placements, be transported in accordance with ESEA guidelines.

6:140 - HOMELESS - McKinney-Vento has been amended by ESEA; the definition of homeless no longer includes children "awaiting foster care placement."

7:50 - ADMISSIONS AND TRANSFERS - Authorizes the Superintendent to appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services. Ms. Karen Starr will act as the District liaison.

7:250 - STUDENT SUPPORT SERVICES - Adds a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools to the list of student support services. Ms. Karen Starr will act as the District liaison.

Pursuant to the results of the consolidated election held on November 8, 2016, the offices of Township School Treasurer and the Trustees of Schools have been abolished effective January 1, 2017. On December 12, 2016, the Board appointed Ms. Vickie Nissen as School Treasurer effective January 1, 2017. The reference to the Township Treasurer and Trustees will be removed from the following policies.

2:110 - SCHOOL TREASURER

4:30 - REVENUE AND INVESTMENTS

4:80 - ACCOUNTING AND AUDITS

Recommendation

Approval

Motion made by _____, seconded by _____ to adopt the following resolution:

BE IT RESOLVED THAT on the 9th day of January 2017, the Community Consolidated School District 59 Board of Education approve the following updates to the Community Consolidated School District 59 Board of Education Policy Manual.

SECTION 2 - Board of Education

2:110 SCHOOL TREASURER

SECTION 4 - Operational Services

4:110 - TRANSPORTATION

4:30 REVENUE AND INVESTMENTS

4:80 - ACCOUNTING AND AUDITS

SECTION 6 - Instruction

6:140 - HOMELESS

SECTION 7 - Students

7:50 - ADMISSIONS AND TRANSFERS

7:250 - STUDENT SUPPORT SERVICES

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE: - - -

ATTEST:

President

Secretary

Comment [KAS1]: The policy, Legal References, Cross References, and footnotes are updated to implement ESSA requirements (20 U.S.C. §6312(c)(5)(B)) (foster care student transportation).

Operational Services

Transportation 1

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available,² or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available.³ A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard.⁴ Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program.⁵ Non-public school students shall be transported in accordance with State law.⁶ Homeless students shall be transported in accordance with Section 45/1-

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

¹ State law controls this policy's content (105 ILCS 5/29-1 *et seq.* and 23 Ill. Admin. Code Part 120). **Important: The board of a district that does not provide transportation must amend this policy.** *F/n 2* discusses when districts must provide free transportation. Please contact an IASB Policy Consultant for *gratis* help customizing this policy. You may also need to consult the board attorney.

A district that chooses to consider locations other than individual students' residences as pick-up and drop-off locations must adopt a policy establishing this practice to receive State reimbursement (23 Ill. Admin. Code §120.30(a)(1)(B)).

Each district must have a pre-trip and post-trip inspection policy (625 ILCS 5/12-816(a)). An ISBE rule requires boards to "institute policies and practices that promote the safety and well-being of school bus passengers," (23 Ill. Admin. Code §1.510(d)). To comply with these requirements, this policy lists relevant administrative procedures at the end.

The policy does not address an *automatic traffic enforcement* system which may be enacted by a municipality or county. An *automatic traffic law enforcement system* is a device that senses and records a motor vehicle that illegally fails to stop for a school bus (625 ILCS 5/11-208.9). Each school board within that municipality or county's jurisdiction may approve the system's implementation. The board is then required to enter into an intergovernmental agreement with the municipality or county and contract with vendors for the system's installation, maintenance, and operation. Each applicable school bus must be posted with a sign indicating that it is being monitored by an automated traffic law enforcement system. The proceeds from a school district's automated traffic law enforcement system's fines shall be divided equally between the school district and the municipality or county administering the automated traffic law enforcement system.

² Only the following districts must provide free transportation as described in the sample policy: community consolidated districts, community unit districts, consolidated districts, consolidated high school districts, and combined school districts if the combined district includes any district that was previously required to provide transportation (105 ILCS 5/29-3 and 23 Ill. Admin. Code §1.510(a)). Districts that are not required to provide free transportation may do so (*Id.*). To qualify for State reimbursement, districts electing to provide transportation when they are not required to do so must afford the same service to all students in that same situation (23 Ill. Admin. Code §1.510(b)). Districts may provide transportation within ~~1-1/2~~ one and one-half miles and may charge for such transportation (105 ILCS 5/29-2).

Optional provision: (105 ILCS 5/29-3.1)

The District may provide transportation to and from school-sponsored activities and may charge for such transportation.

³ 105 ILCS 5/29-3 and 23 Ill. Admin. Code §1.510.

⁴ Required by 105 ILCS 5/29-3. Another statute provides a process for *qualifying students* to seek reimbursement from ISBE for *qualified transportation expenses* (105 ILCS 5/29-5.2; 23 Ill. Admin. Code §120.240). 23 Ill. Admin. Code §120.230 requires, among other things, that each attendance center designate a representative to assist parents/guardians with this process. This process does not need to be in board policy and is not covered herein.

⁵ 34 C.F.R. §300.34 and 23 Ill. Admin. Code §226.750.

⁶ 105 ILCS 5/29-3.2 and 5/29-4.

15 of the Education for Homeless Children Act.⁷ Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.⁸

Comment [MB2]: New obligation per ESEA.

If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the ~~1½~~ one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.⁹

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.¹⁰

No school employee may transport students in school or private vehicles unless authorized by the administration.¹¹

Comment [MB3]: Policies referenced in f/n 11 have been reordered to consistently be listed in numerical order. Policy title of 5.100 has also been updated.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.¹² The strobe light

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

⁷ 105 ILCS 45/ State law implements the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

⁸ Required if the district receives Title I funds (20 U.S.C. §6312(c)(5)(B)). It requires the district to collaborate with the State or local child welfare agency to, by December 10, 2016, develop and implement clear written procedures governing how transportation to maintain children in foster care in the school of origin (when in their best interest) will be provided, arranged, and funded for the duration of their time in foster care. The U.S. Departments of Education and Health and Human Services, in *Non-Regulatory Guidance: Ensuring Educational Stability for Children in Foster Care* (June 23, 2016), opine that ESEA requirements apply to students who meet the definition of *foster care* set forth at 45 C.F.R. §1355.20(a).

Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the title IV-E agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the State, Tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption, or whether there is Federal matching of any payments that are made.

Effective December 10, 2016, ESEA foster care transportation requirements also apply to students awaiting foster care placement.

¹⁰ 105 ILCS 5/10-20.58, added by P.A. 99-781 permits school boards to appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Ill. Department of Children and Family Services (DCFS) when enrolling in or changing schools. Liaison responsibilities may include, among other things, working with DCFS to help students maintain their school placement, if appropriate.

⁹ This paragraph should be deleted if a district will not seek State reimbursement for transportation to and from locations other than individual students' residences. As a condition for receiving State reimbursement, an ISBE rule requires boards to have a policy with the provisions in this paragraph (23 Ill. Admin. Code §120.30(a)(1)(B)). This rule also contains the non-discrimination language.

¹⁰ The paragraph is optional. As an alternative, a board may state that pick-up and discharge points "should be as safe and convenient as possible."

¹¹ Optional. This presents an opportunity for each board to discuss this issue with the superintendent and direct the superintendent to include it in the curriculum for the required in-service on educator ethics, teacher-student conduct, and school employee-student conduct for all personnel (105 ILCS 5/10-22.39). See 5.120, *Ethics and Conduct* (fn 2), and 5.100 *Staff Development Program* (fn 3), and 5.120, *Ethics and Conduct* (fn 2), for more detailed discussions. Include policies 5.100, *Staff Development Program* and 5.120, *Ethics and Conduct*, in the cross references when this sentence is used.

on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students.¹³ The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.¹⁴

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.¹⁵

¹² 625 ILCS 5/13-109. The vehicle and other requirements for transporting students to and from interscholastic or school-sponsored activities, including curriculum-related activities, are found in 105 ILCS 5/29-6.3 and 625 ILCS 5/11-1414.1. These statutes also contain requirements for the use of multi-function school activity buses (defined at 625 ILCS 5/1-148.3a-5). The legislature frequently amends these statutes, along with many transportation laws; they should be double-checked before relying on them.

¹³ 625 ILCS 5/12-815. The statute, like the policy, identifies the conditions in which illuminating the strobe light is permissible instead of mandating when they must be illuminated.

¹⁴ 625 ILCS 5/12-821(b) requires districts that own school busses and multifunction school activity busses to establish procedures for accepting comment calls and responding to them. In accordance with good governance principles, this duty is delegated to the superintendent. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*.

¹⁵ 105 ILCS 5/10-20.21a, requires all contracts for providing charter bus services to transport students to or from interscholastic athletic or interscholastic or school sponsored activities to contain clause (A) except that a contract with an out-of-state company may contain clause (B) or clause (A). The clause must be set forth in the contract's body in at least 12 points typeface and all upper case letters:

(A) "ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINT CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

(B) "NOT ALL OF THE CHARTER BUS DRIVERS WHO WILL BE PROVIDING SERVICES UNDER THIS CONTRACT HAVE, OR WILL HAVE BEFORE ANY SERVICES ARE PROVIDED:

(1) SUBMITTED THEIR FINGERPRINTS TO THE DEPARTMENT OF STATE POLICE IN THE FORM AND MANNER PRESCRIBED BY THE DEPARTMENT OF STATE POLICE. THESE FINGERPRINTS SHALL BE CHECKED AGAINST THE FINGERPRINT RECORDS NOW AND HEREAFTER FILED IN THE DEPARTMENT OF STATE POLICE AND FEDERAL BUREAU OF INVESTIGATION CRIMINAL HISTORY RECORDS DATABASES. THE FINGERPRINT CHECK HAS RESULTED IN A DETERMINATION THAT THEY HAVE NOT BEEN CONVICTED OF COMMITTING ANY OF THE OFFENSES SET FORTH IN SUBDIVISION (C-1)(4) OF SECTION 6-508 OF THE ILLINOIS VEHICLE CODE; AND

(2) DEMONSTRATED PHYSICAL FITNESS TO OPERATE SCHOOL BUSES BY SUBMITTING THE RESULTS OF A MEDICAL EXAMINATION, INCLUDING TESTS FOR DRUG USE, TO A STATE REGULATORY AGENCY."

Pre-Trip and Post-Trip Vehicle Inspection¹⁶

The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio or cellular radio telecommunication device and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

- LEGAL REF.: Elementary and Secondary Education Act, 20 U.S.C. §6312(c)(5)(B),
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.,
105 ILCS 5/10-22.22 and 5/29-1 et seq.,
105 ILCS 45/1-15,
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815,
5/12-816, 5/12-821, and 5/13-109,
23 Ill.Admin.Code §§1.510 and 226.750; Part 120,
92 Ill.Admin.Code §440-3.
- CROSS REF.: 4:170 (Safety), 5:100 (Staff Development Program), 5:120 (Ethics and Conduct),
5:280 (Educational Support Personnel - Duties and Qualifications), 6:140
(Education of Homeless Children), 6:170 (Title I Programs), 7:220 (Bus
Conduct)
- ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip
Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules),
4:110-E (Emergency Medical Information for Students Having Special Needs or
Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless
Children)

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

¹⁶ 625 ILCS 5/12-816(a) requires school districts to have a school bus pre- and post-trip inspection policy with the components as contained in this policy. See also 23 Ill.Admin.Code §1.510(i)(3) and 92 Ill.Admin.Code §440-3458.1030. For a sample procedure, see 4:110-AP2, *Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments*. School district contracts with a private sector school bus company must require the company to have a pre- and post-trip inspection policy that is equivalent to this section of the policy (625 ILCS 5/12-816(b)).

Each school bus must contain an operating two-way radio or cellular radio telecommunication device while the school bus driver is in possession of a school bus (625 ILCS 5/12-813.1(e)). "Cellular radio telecommunication device" means a device capable of sending or receiving telephone communications without an access line for service and which requires the operator to dial numbers manually; it does not include citizens band radios or citizens band radio hybrids (625 ILCS 5/12-813.1(a)). The two-way radio or cellular radio telecommunication device must be turned on and adjusted in a manner that would alert the driver of an incoming communication request (625 ILCS 5/12-813.1(e)). A school bus driver may not operate a school bus while using a cellular radio telecommunication device except in the following situations: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities about bus operation or the safety of a passenger on the bus; and (4) when the bus is parked (625 ILCS 5/12-813.1(c)). However under no circumstances may the cellular radio telecommunication device be used for anything else including personal use (625 ILCS 5/12-813.1(c)(2)).

4:110

Page 4 of 4

Instruction

Education of Homeless Children¹

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education.² A *homeless child* is defined as provided in the McKinney-Vento Homeless Assistance Act and the Ill. Education for Homeless Children Act.³ The Superintendent or designee shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.⁴

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.⁵

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth

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

¹ State and federal law control this policy's content. This sample policy contains the basic requirements of the Ill. Education for Homeless Children Act, 105 ILCS 45/, as well as the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.* Other policies that are relevant to the education of homeless children are listed in the Cross References, e.g., school admissions and immunizations.

² For high school districts, delete "including a public pre-school education" at the end of the sentence.

³ Under the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a(2)),

"Homeless Children" (A) means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 11302(a)(1)); and (B) includes —

- i. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals, or are awaiting foster care placement;
- ii. children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of Section 11302(a)(2)(C));
- iii. children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- iv. migratory children (as such term is defined in section 6399 of Title 20) who qualify as homeless for the purposes of this part because the children are living in circumstances described in clauses (i) through (iii).

Note: Effective 12-10-16, Section §11434a(2) will no longer include children "awaiting foster care placement" within the definition of homeless children.

Under State law the Ill. Education for Homeless Children Act (105 ILCS 45/1-5),

"Homeless person, child, or youth" includes, but is not limited to, any of the following:

- (1) An individual who lacks a fixed, regular, and adequate nighttime place of abode.
- (2) An individual who has a primary nighttime place of abode that is:
 - (A) a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
 - (B) an institution that provides a temporary residence for individuals intended to be institutionalized; or
 - (C) a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

See www.jsbe.net/homeless/default.htm for helpful informational resources and training with regard to the education of homeless children in Illinois. See www2.ed.gov/programs/homeless/legislation.html for the U.S. Dept. of Education's information about federal requirements.

⁴ 42 U.S.C. §11432(g)(1)(J)(ii).

⁵ 105 ILCS 45/1-10.

Comment [KAS1]: The policy, Legal References and footnotes are updated to align with amendments made to the McKinney-Vento Homeless Assistance Act by ESSA. Effective 12-10-16, the McKinney-Vento definition of *homeless children* will no longer include children "awaiting foster care placement."

certificates, school records and other documentation, and guardianship.⁶ Transportation shall be provided in accordance with the McKinney-Vento Homeless Assistance Act and State law.⁷ The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school.⁸ If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial.⁹ Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State law.¹⁰

LEGAL REF.: McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Ill. Education for Homeless Children Act, 105 ILCS 45/.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:110 (Transportation), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

ADMIN. PROC.: 6:140-AP (Education of Homeless Children)

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

⁶ The first sentences in this paragraph are required by 42 U.S.C. §11432(g)(7).

⁷ 42 U.S.C. §11432(g)(1)(J)(iii), 42 U.S.C. §11432(g)(4)(A), and 105 ILCS 45/1-15.

⁸ Required by 42 U.S.C. §11432(g)(7)(C).

⁹ Required by 105 ILCS 45/1-25.

Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center." ~~Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" 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.~~

¹⁰ Optional, but allowed by, 105 ILCS 45/1-25(a-5). As an alternative, a school board may omit this sentence or use a permissive verb, such as, "... the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct..." Any change required as a result of this review becomes effective at the close of the school year. Any person who knowingly or willfully presents false information in any review commits a Class C misdemeanor.

Students

School Admissions and Student Transfers To and From Non-District Schools ¹

Age [Elementary or Unit Districts only]

To be eligible for admission, a child must be ~~five~~⁵ years old on or before September 1 of that school term.² A child entering first grade must be ~~six~~⁶ years of age on or before September 1 of that school term.³ Based upon an assessment of the child's readiness, a child will be allowed to attend first grade if he or she attended a non-public preschool, continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will be ~~six~~⁶ years old on or before December 31.⁴ A child with exceptional needs who qualifies for special education services is eligible for admission at ~~three~~³ years of age.⁵ ⁶

Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent. Parents/guardians of students enrolling in the District for the first time must present:

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within

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 some of the subject matter contained in this sample policy to be covered by policy and controls this policy's content. Boards must adopt a policy on school admissions (105 ILCS 5/10-21.2) and restricting a student from transferring from another school while under a suspension or expulsion from that school (105 ILCS 5/10-22.6). A registration guidance document, updated annually, is available from the Ill. State Board of Education (ISBE) at: www.isbe.net/pdf/guidance_reg.pdf.

² 105 ILCS 5/10-20.12. The district may, however, establish a kindergarten for children between the ages of 4 and 6 years old (105 ILCS 5/10-20.19a and 5/10-22.18). Any child between the ages of 7 and 17 (unless the child has already graduated from high school) must attend public or private school, with certain exceptions allowed for physical and mental disability, lawful employment, or other reasons as specified by statute (105 ILCS 5/26-1). The phrase "a child between the ages of 7 and 17" is liberally construed to fully carry out the true intent and meaning of the General Assembly (5 ILCS 70/1.01), which is to ensure that students graduate from high school (105 ILCS 5/26-1). Therefore "the ages of 7-17" means a child is 17 until his or her 18th birthday.

³ Optional sentence.

⁴ Required by 105 ILCS 5/10-20.12. Use the following alternative in a district operating on a full year school basis:

To be eligible for admission, a child must be at least ~~five~~⁵ years old within 30 days after the commencement of that school term. Based upon an assessment of the child's readiness, a child may attend first grade if he or she attended a non-public preschool and continued his or her education at that school through kindergarten, was taught in kindergarten by an appropriately licensed teacher, and will attain age ~~six~~⁶ within ~~four~~⁴ months after the commencement of the term.

⁵ 105 ILCS 5/14-1.02 and 5/14-1.03a. An ISBE rule states: "Each school district shall be responsible for actively seeking out and identifying all children from birth through age 21 within the district (and those parentally-placed private school children for whom the district is responsible under 34 C.F.R. §300.131) who may be eligible for special education and related services," (23 Ill. Admin. Code §226.100). Note that after a child is determined to be eligible for special education services, the child must be placed in the appropriate program no later than the beginning of the next school semester (105 ILCS 5/14-8.02(b)).

⁶ 105 ILCS 5/10-20.12. Districts that wish to permit early admission may add the following optional paragraph:

Parents/guardians may request early admission for a child. The Superintendent or designee shall assess the child's readiness to attend school and make the decision accordingly.

Districts that implement this option should also consider implementing specific and objective criteria for early admissions and address such issues as who pays the costs for assessments, etc. Using this exception defeats the age requirement rules because it only relies upon a child's readiness, regardless of his or her age.

30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate.⁷ When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within ~~10-ten~~ days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that ~~10-ten~~-day period, the Superintendent or designee shall so refer the case. The Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.⁸

2. Proof of residence, as required by Board policy 7:60, *Residence*.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, *Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students*.⁹

The individual enrolling a student shall be given the opportunity to voluntarily state whether the student has a parent or guardian who is a member of a branch of the U. S. Armed Forces and who is either deployed to active duty or expects to be deployed to active duty during the school year.¹⁰ Students who are children of active duty military personnel transferring will be allowed to enter: (a)

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

⁷ Presenting a certified copy of a student's birth certificate is a missing children's law enforcement issue that **may not be used for denying enrollment**. See **Guidance Documents** subhead in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*, for more information about enrollment and residency issues. Consult the board attorney if a student cannot produce a certified copy of his or her birth certificate and wishes to provide a passport, visa or other governmental documentation of identity. To balance the tension between the missing children's laws reporting requirements and *Plyler v. Doe*, many attorneys advise not to report a student's failure to produce a birth certificate; however always consult the board attorney for assistance based upon the specific facts of the enrollment situation (see *f/n* 8 below).

⁸ Two almost identical laws govern this requirement: Missing Children Records Act (325 ILCS 50/) and Missing Children Registration Law (325 ILCS 55/). We reconciled their differences as much as possible but chiefly used the language from the Registration Law because it has the clearest explanation. The statutory enforcement requirements, as nonsensical as they may seem, are quoted in the policy. **Important:** Schools cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. See *Plyler v. Doe*, 102 S.Ct. 2382 (1982). See also *f/n* 12 below.

According to the State Police, a certified copy of the student's birth certificate is the only acceptable proof of the child's identity and age (20 Ill. Admin. Code §1290.60(a)). For more discussion about acceptable proof of identity, see *f/n* 1 in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*. The Missing Children's Records Act requires schools to make prompt copies of these certified copies. Once made, schools need not request another certified copy with respect to that child for any other year in which the child is enrolled in that school or other entity. While the Act does not mandate where the copy should be kept, it is appropriate for placement in the student's temporary record. See 23 Ill. Admin. Code §375.10. The school person who receives the copy of the certified birth certificate should initial and date the document. That way, if there is a question or an investigation (which can happen even years after enrollment) there will not be an issue as to who received the document and the date it was processed.

A district must also *flag* a student's record on notification by the State police of the student's disappearance and report to the State police any request for a *flagged* student record.

⁹ Each school must maintain records for each student that reflect compliance with the examinations and immunizations required by 105 ILCS 5/27-8.1; 23 Ill. Admin. Code §1.530(a). A Tuberculosis skin test is required if the student lives in an area designated by the Dept. of Public Health as having a high incidence of Tuberculosis.

¹⁰ This paragraph is optional in the policy; it reflects the requirements of State and federal law. P.A. 99-30 repealed the Military Compact Act at 105 ILCS 5/22-65 because of the Educational Opportunity for Military Children Act; this exact language is not contained in the recoded Educational Opportunity for Military Children Act, 105 ILCS 70/.

the same grade level in which they studied at the school from which they transferred, if the transfer occurs during the District's school year, or (b) the grade level following the last grade completed.¹¹

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment.¹² Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Foster Care Students

The Superintendent will appoint at least one employee to act as a liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.¹³

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

¹¹ ~~Optional sentence.~~ The Educational Opportunity for Military Children Act, 105 ILCS 70/33, ~~added by P.A. 98-672,~~ further details enrollment and entrance requirements for children of active military personnel. After enrollment, the law allows a district to perform evaluations to ensure appropriate placement of the student. Course, program, graduation, extracurricular(s), and other placement options for this student population are further discussed in 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

¹² Required by 105 ILCS 45/ and the McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 ~~et seq.~~, amended by the No Child Left Behind Act. See §11432(g)(3)(C)(i).

¹³ Optional 105 ILCS 5/10-20.58, added by P.A. 99-781, allows school boards to appoint liaisons for foster care students. These liaisons must be licensed under Article 21B of the School Code. 105 ILCS 5/10-20.58 directs how employees are prioritized for liaison appointment. Liaisons are "encouraged to build capacity and infrastructure within their school district to support students in the legal custody of the Department of Children and Family Services." Liaison responsibilities may include:

1. Streamlining the enrollment process for students in foster care;
2. Implementing student data tracking and monitoring mechanisms;
3. Ensuring that students in DCFS custody receive all school nutrition and meal programs available;
4. Coordinating student withdrawal from a school, record transfers, and credit recovery;
5. Becoming experts on the foster care system and State laws and policies in place that support students in DCFS custody;
6. Coordinating with child welfare partners;
7. Providing foster care-related information and training to the district;
8. Working with DCFS to help students maintain their school placement, if appropriate;
9. Reviewing student schedules to ensure students are on track to graduate;
10. Encouraging a successful transition into adulthood and post-secondary opportunities;
11. Encouraging involvement in extracurricular activities, and
- 1-12. Knowing what support is available within the district and community for students in DCFS custody.

Student Transfers To and From Non-District Schools¹⁴

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent or designee. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

Foreign Students [High School or Unit Districts only]¹⁵

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

¹⁴ 105 ILCS 5/2-3.13a requires each transferor (original) school to keep documentation of transfers in the student's record. It also requires "notification [by the transferee (recipient) school] of the transfer on or before July 31 following the school year during which the student withdraws from the transferor school or school district or the student shall be counted in the calculation of the transferor school's or school district's annual student dropout rate." ISBE rule, 23 Ill. Admin. Code §375.75(e), is consistent with this requirement. The rule also requires the transferring school or district to maintain any documentation of the student's transfer, including records indicating the school or school district to which the student transferred, in that student's temporary record.

Out-of-state transfer students, including children of military personnel, may use unofficial transcripts for admission to a school until official transcripts are obtained from the student's last school district (105 ILCS 5/10-8.1 & 70/32, added by P.A. 98-672). See also 7:50-AP, *School Admissions and Student Transfers To and From Non-District Schools*.

A board has ~~two~~ basic options for students transferring into the district who are serving a suspension or expulsion. Under option one, it may comply with the minimum requirements of section 2-3.13a by refusing to allow a student transferring from any public school to attend classes until the period of any suspension or expulsion has expired when the penalty was for: (1) knowingly possessing in a school building or on school grounds a weapon as defined in the Gun Free Schools Act, (2) knowingly possessing, selling, or delivering in a school building or on school grounds a controlled substance or cannabis, or (3) battering a staff member of the school. Under option two, a board may require a student who was suspended or expelled for any reason from any public or private school in this or any other state to complete the entire term of the suspension or expulsion before being admitted to the school district. The sample policy uses the second, more simple, more comprehensive alternative.

A board may adopt a policy providing that if a student is suspended or expelled for any reason from any school, anywhere, the student must complete the suspension's or expulsion's entire term in an alternative school program under Article 13A before being admitted into the school district if there is no threat to the safety of students or staff in the alternative program (105 ILCS 5/2-3.13a; 5/10-22.6-(g)). If a board wants to provide for this alternative, it may add the following to either of the above options:

The Superintendent is authorized to allow a student who was suspended or expelled from any public or private school to be placed in an alternative school program established under Article 13A of the School Code for the remainder of the suspension or expulsion.

¹⁵ Generally, a citizen of a foreign country who wishes to enter the U.S. must first obtain either: (1) a nonimmigrant visa for temporary stay for tourism, medical treatment, business, temporary work, or study), or (2) an immigrant visa for permanent residence. Common visas presented by foreign students are:

1. J-1 nonimmigrant visas for participants in educational and cultural exchange programs designated by the U.S. Department of State, Exchange Visitor Program, and Designation Staff. These students are enrolled provided they otherwise qualify for admission. For information about J-1 visas and the Exchange Visitor Program, see j1visa.state.gov/programs.
2. F-1 nonimmigrant student visa. F-1 visas are not issued for attendance at an elementary or middle school (K-8). Before obtaining an F-1 student visa, the individual must submit evidence that the school district has been reimbursed for the unsubsidized per capita cost of the education. These students are enrolled provided they otherwise qualify for admission. However, attendance at U.S. public high schools cannot exceed a total of 12 months.
3. B-2 visitor nonimmigrant visas. There is disagreement over whether these students must be enrolled tuition free. Their *visitor* visa is evidence of non-resident status. Call INS or the district's attorney for guidance.
4. The qualified school-age child of an alien who holds another type of visa (i.e., A, E, H, I, L, etc.), other than a visitor visa. These students are enrolled provided they otherwise qualify for admission. Likewise, dependents of foreign nationals on long-term visas are enrolled provided they otherwise qualify for admission.
5. No immigration documentation. *Plyler v. Doe*, 102 S.Ct. 2382 (1982). A school cannot deny admission based upon immigration (illegal) status alone. Note that singling out foreign-looking students for visa requests is probably illegal discrimination. Thus, undocumented aliens are enrolled, provided they otherwise qualify for admission.
6. Immigrant visa. These students are enrolled provided they otherwise qualify for admission.

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration. Exchange students on a J-1 visa are not required to pay tuition.¹⁶

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the District has temporary guardianship, and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established District rate.¹⁷ F-1 visa student admission is limited to high schools, and attendance may not exceed 12 months.

The Board may limit the number of exchange students admitted in any given year. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

Re-enrollment¹⁸ [*High School or Unit Districts only*]

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending on program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunities program established under 105 ILCS 5/13B-1 (see 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*). Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, *Expulsion Procedures*. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

The Student and Exchange Visitor Information System (SEVIS) is an Internet-based system that provides tracking and monitoring, with access to accurate and current information on nonimmigrant students (F and M visas) and exchange visitors (J visa), and their dependents (F-2, M-2, and J-2). See §641, *Illegal Immigration Reform and Immigrant Responsibility Act*. Section 641 is an exception to the *Family Educational Rights and Privacy Act*. See 8 C.F.R. §214.1(h). SEVIS enables schools and program sponsors to transmit electronic information and event notifications, via the Internet, to the INS and Department of State throughout a student's or exchange visitor's stay. SEVIS will provide system alerts, event notifications, and reports to the end-user schools and programs, as well as for INS and DOS offices.

According to federal regulations, students who apply for F-1, M-1, F-3, or M-3 visas must pay a \$100 fee, and students who apply for J-1 visas must pay a \$35 fee, to the Department of Homeland Security. The regulations describe when and how the fee is to be paid, who is exempt from the fee, and the consequences for failure to pay (8 C.F.R. Parts 103, 214, and 299).

~~Important: Admitting students on an F-1 visa may require the district to admit students transferring from another district under NCLBA's school choice provisions. See policy 7:60, *Residence*.~~

¹⁶ State law allows, but does not require, boards to waive nonresident tuition for these students (105 ILCS 5/10-22.5a).

¹⁷ Exchange students on F-1 visas must pay the full-unsubsidized public education costs before entering the U.S. (8 U.S.C. §1101). Boards may not waive the fee.

¹⁸ 105 ILCS 5/26-2(b). The requirements in this section are provided in State law, that is: (1) it is mandatory that a district deny re-enrollment as provided in this section, (2) it is permissive whether to enroll the individual in a district graduation incentives program or alternative learning opportunities program (although depending on circumstances, a student below the age of 20 may be entitled to enroll in a graduation incentives program), (3) it is mandatory to provide due process before denying re-enrollment, (4) it is mandatory to offer the individual who is denied re-enrollment counseling and to direct that person to alternative educational programs, and (5) it is mandatory that this section not apply to students eligible for special education.

105 ILCS 5/26-2(c) allows a district to deny enrollment to a student 17 years of age or older for one semester for failure to meet minimum academic or attendance standards if certain conditions are met. See policy 7:70, *Attendance and Truancy*.

LEGAL REF.:

~~Family Educational Rights and Privacy Act, 20 U.S.C. §1232.~~
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 *et seq.*
~~Family Educational Rights and Privacy Act, 20 U.S.C. §1232.~~
Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. §1101.
Individuals With Disabilities Education Improvement Act, 20 U.S.C. §1400 *et seq.*
Rehabilitation Act, Section 504, 29 U.S.C. §794.
105 ILCS 5/2-3.13a, 5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2,
5/27-8.1, 10/8.1, 45/, and 70/.
325 ILCS 50/ and 55/.
410 ILCS 315/2e.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School
Registration.
23 Ill.Admin.Code Part 375, Student Records.

Comment [KAS2]: Relocated because Legal
References are listed in numerical order

CROSS REF.:

4:110 (Transportation), 6:30 (Organization of Instruction), 6:110 (Programs for
Students At Risk of Academic Failure and/or Dropping out of School and
Graduation Incentives Program), 6:140 (Education of Homeless Children), 6:300
(Graduation Requirements), 6:310 (High School Credit for Non-District
Experiences; Course Substitutions; Re-Entering Students), 7:60 (Residence),
7:70 (Attendance and Truancy), 7:100 (Health, Eye, and Dental Examinations;
Immunizations; and Exclusion of Students), 7:340 (Student Records)

Students

Student Support Services ¹

The following student support services may be provided by the School District:²

1. Health services supervised by a qualified nurse.³ The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from a student's parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.
- 4.5. A liaison to facilitate the enrollment and transfer of records of students in the legal custody of the Illinois Department of Children and Family Services when enrolling in or changing schools.⁴

Comment [KAS1]: The policy, Legal References, and footnotes are updated to address 105 ILCS 5/10-20.58, added by P.A. 99-781 (student support services provided by the district may include a liaison to facilitate the enrollment and transfer of records of foster care students) and more.

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.

² All districts are required to conduct a comprehensive needs assessment to determine the scope of student personnel services needs (23 Ill. Admin. Code § 1.420(q)).

⁴ 105 ILCS 5/2-3-142P.A. 95-558 created the Ensuring Success in School Task Force. This task force developed recommendations for policies, procedures, and protocols for school boards to adopt to address the education and related needs of students who are parents, expectant parents, or victims of domestic or sexual violence. The intent of the recommendations is to ensure these student populations' ability to: (1) stay in school, (2) stay safe at school and (3) successfully complete their education. A copy of this report is available at: <http://www.povertylaw.org/advocacy/women-and-family/essa-task-force/essa-task-force-report> [http://povertylaw.org/sites/default/files/webfiles/final-essa-task-force-report-with-appendix%20\(1\).pdf](http://povertylaw.org/sites/default/files/webfiles/final-essa-task-force-report-with-appendix%20(1).pdf). School boards and superintendents may want to create their own study groups to discuss implementation of the task force's recommendations for policies, procedures and protocols.

³ Any nurse first employed on or after 7-1-76, whose duties require teaching or the exercise of instructional judgment or educational evaluation of students, must be certified. School districts may employ noncertificated/non-professional-educator-licensed registered professional nurses to perform professional nursing services (105 ILCS 5/10-22.23; 23 Ill. Admin. Code § 1.760(c)). A registered professional nurse means any nurse who is licensed to practice professional nursing in Illinois under the Nurse Practice Act (225 ILCS 65/) and whose license is active and in good standing with the Ill. Dept. of Financial and Professional Regulation (23 Ill. Admin. Code § 1.760(b)).

A school nurse means any registered professional nurse who also holds a professional educator license endorsed for school support services in school nursing, or any registered professional nurse who does not hold the professional educator license but was employed in the school district of current employment before 7-1-76 (23 Ill. Admin. Code § 1.760(c)).

105 ILCS 5/10-22.23 provides that any nurse first employed on or after 7-1-76, whose duties require teaching or the exercise of instructional judgment or educational evaluation of students, must be certificated/licensed under Section 21-25 (105 ILCS 5/21-25). However, that certification/licensure Section 5/21-25 of the School Code was repealed by P.A. 98-413, eff. 8-16-13. A non-certificated registered professional nurse may perform nursing services (105 ILCS 5/10-22.22 and 5/21-25; 23 Ill. Admin. Code § 1.760).

A school nurse may be an educator licensed under a school support personnel endorsement (105 ILCS 5/21B-25(2)(G); 23 Ill. Admin. Code § 25.245). An individual who fails to meet one or more requirements for this endorsement may seek an educator license with stipulations endorsed for provisional educator (105 ILCS 5/21B-20; 23 Ill. Admin. Code § 25.245).

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health problems that impact learning ability.⁵ The District, however, assumes no liability for preventing, identifying, or treating such problems.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, 42 U.S.C. §12101 et seq.

LEGAL REF.: Children's Mental Health Act of 2003, 405 ILCS 49/
Mental Health and Developmental Disabilities Confidentiality Act, 740 ILCS 110/
105 ILCS 5/10-20.58.

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and
Counseling Program), 7:100 (Health, Eye, and Dental Examinations;
Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic
Infectious Diseases), 7:340 (Student Records)

⁴ Optional 105 ILCS 5/10-20.58, added by P.A. 99-781 allows a liaison. Be sure this policy is consistent with policy 7:50, *School Admissions and Student Transfers To and From Non-District Schools*. See fn 13 in 7:50, *School Admissions and Student Transfers To and From Non-District Schools* for liaison responsibilities and requirements.

⁵ Required by the Children's Mental Health Act of 2003, 405 ILCS 49/15.

School Board

Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice-President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

President

The Board of Education elects a President from its members for a one-year term. The duties of the President are:

1. Focus the Board meeting agendas on appropriate content and preside at all meetings;
2. Make all Board committee appointments after conferring with members;
3. Be an ex-officio member of all Board committees;
4. Sign official District documents requiring the President's signature, including Board Minutes and Certificate of Tax Levy;
5. Call special meetings of the Board;
6. Serve as the head of the public body for purposes of the Open Meetings Act and Freedom of Information Act;
7. Serve as the Board's official spokesperson to the media.

The President is permitted to participate in all Board meetings in a manner equal to all other Board members.

The Vice President fills a vacancy in the Presidency.

Vice-President

The Board of Education elects a Vice-President from its members for a one-year term. The Vice-President performs the duties of the President if:

1. the office of President is vacant;
2. the President is absent; or
3. the President is unable to perform the office's duties.

A vacancy in the Vice-Presidency is filled by special Board election.

Secretary of the Board

The Board elects a Secretary for a one-year term. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep records of the Board's official acts, and sign them, along with the President;
2. Act as the local election authority for the District, unless the Board designates another; and
3. Sign official District documents requiring the Secretary's signature.

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

If the Secretary is absent from any meeting or is unable to perform the duties of the office, a Secretary Pro Tempore, who may be a member of the Board, shall be appointed.

Recording Secretary

The Recording Secretary shall:

1. Post notice of Board meetings;
2. Assist the Secretary by taking minutes for all open Board meetings and by storing the verbatim recordings of closed meetings;
3. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting;
4. Send meeting notification and agenda to news media requesting copies and post agenda on district website; and
5. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or designee of the President shall record all closed meeting minutes.

Township School Treasurer

1. Furnish a bond, ~~which shall be approved by a majority of the Township Trustees,~~
2. Maintain custody of school funds,
3. Maintain records of school funds and balances,
4. Prepare a monthly reconciliation report for the Superintendent and Board,
5. Receive, hold, and expend District funds only upon the order of the Board, and
6. Perform those duties in Section 8-17 of the School Code.

LEGAL REF.: 5 ILCS 420/4A-106.
 105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8,
 5/10-13, 5/10-13.1, 5/10-14, and 5/17-1.

CROSS REF.: 2.210 (Organizational School Board Meeting)

ADOPTED: May 13, 1996

REVISED: December 9, 2002; January 26, 2010; December 13, 2010; April 11, 2011; September 8, 2014, January 9, 2017

Operational Services

Revenue and Investments

Revenue

The Assistant Superintendent for Business Services is responsible for making all claims for property tax revenue, State Aid, special state funds for specific programs, federal funds, and categorical grants when such grants may assist in improving the educational program.

The Board of Education shall determine, after receiving the Assistant Superintendent for Business Services' recommendation, which fund is in most need of interest income. The Board of Education may direct the Assistant Superintendent for Business Services to execute a transfer.

Investment of School District Funds

The ~~Township~~ Treasurer shall be custodian of all District funds and shall invest same funds in accordance with the Illinois Public Funds Investment Act, 30 ILCS 235/0/01 *et seq.* (the "Act"). The ~~Township~~ Treasurer and the District shall maintain a set of regulations for the investment of District funds that includes the following elements:

1. A listing of authorized investments.
2. The standard of care that must be maintained by the persons investing the public funds.
3. Investment and diversification guidelines that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio.
4. Guidelines regarding collateral requirements, if any, for the deposit of public funds in a financial institution made pursuant to the Act, and, if applicable, guidelines for contractual arrangements for the custody and safekeeping of that collateral.
5. A system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District.
6. Performance measures that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the District's investment portfolio.
7. Appropriate periodic review of the investment portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and its general performance.
8. Monthly written reports of investment activities by the Treasurer for submission to the Board of Education and the Superintendent, including information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.
9. A procedure for the selection of investment advisors, money managers, and financial institutions.
10. A policy regarding ethics and conflicts of interest.

The Treasurer and the District shall establish and submit regulations for the Board's approval and shall periodically review and propose needed amendments thereto. Such regulations and this policy shall be kept available at all times for public review at the District's administrative offices.

LEGAL REF.: 30 ILCS 235/2.5
105 ILCS 5/8-7, 5/17-1, and 5/17-11.

CROSS REF.: 4.20

ADOPTED: April 8, 1996

REVISED: April 13, 1998, October 25, 1999, March 13, 2000, January 9, 2017

Operational Services

Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education, State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent.

The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center.

Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the Illinois State Board of Education. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The District's capitalization threshold for capital assets shall be established at \$5,000 or to a lesser amount if deemed required or appropriate. The District shall maintain a listing of fixed assets which shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property

The Board of Education directs the Superintendent or designee to dispose of surplus District personal property (property other than buildings and land) that is no longer needed for school purposes in any manner to be to the best advantage of the District. Only the Board of Education may authorize the disposition of a school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

Controls for Revolving Funds

Revolving funds are established in Board policy 4:50, *Payment Procedures*. A revolving fund means a fund out of which disbursements can be made quickly, to address emergencies and other timing issues that prevent the District from following its regular procedures for disbursements. District 59 maintains an Imprest Account for this purpose. The Superintendent shall: (1) designate a custodian for each revolving fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and Illinois State Board of Education rules. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Superintendent or designee shall include checks written from revolving funds on the Board’s monthly listing of bills indicating the recipient and including an explanation. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the superintendent consistent with the annual budget.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District’s or a District school’s name or with the District’s Federal Employer Identification Number. All checks issued by the school district must be signed by the ~~Township~~ School Treasurer, except checks from an account containing student activity funds and Imprest accounts require two signatures by the designated administrative staff.

Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District’s financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Superintendent or designee shall annually audit the District’s financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

ADOPTED: September 8, 2008

REVISED: April 11, 2011; May 9, 2011; April 9, 2012, November 14, 2016; January 9, 2017

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
ELK GROVE TOWNSHIP SCHOOLS**

**RESOLUTION: PROGRAM FEE FOR TYPICALLY DEVELOPING
PRE-SCHOOL STUDENTS FOR THE 2017/2018 SCHOOL YEAR**

Background

Currently District 59's Pre-School Program has space to host 60 typically developing students. In 2012/13, the District moved to offering the 4-day afternoon program to typically developing children, thereby reserving the 5-day morning program solely for At-Risk and Special Education students.

The 2016/17 school year rate charged to families with typically developing children attending the District preschool programs is:

- September - June: \$214 per month (\$1,070 per semester, \$2,140 per year).

The administration recommends a 2.80% increase to the fee for 2017/18. The fee recommendation is being made for both the approved four day program and for a five day program in the event there is a future request to expand the typically developing pre-school program. Families are now required to pay the first month fee at the time of confirmation of placement in the program, with a family eligible for a refund of the first month payment through July 31, 2017.

Rather than comparing District 59's fees to area park district or private programs as has been the past practice, the administration collected fee information from area school districts. While program options are not necessarily the same as the program offered by District 59, the comparison allows the Board to compare programs that blend the student population and where instruction is offered by certified teachers.

Recommendation

Approval

Resolution

Motion made by _____, seconded by _____

to adopt the following resolution:

WHEREAS, the Community Consolidated School District 59 will provide pre-school programming for special education, at-risk and typically developing children during the 2017/18 school year; and

BE IT RESOLVED THAT on the 9th day of January, 2017, the Community Consolidated School Board of Education approve the following for the 2017/18 pre-school program for typically developing students:

- 4-Day: September - June: \$220 per month (\$1,100 per semester, \$2,200 per year);
- The school day (two and one-half hours) and school week,

<u>Time</u>	<u>School Week</u>
8:15 - 10:45 a.m.	4-Day (M, T, Th, F)
12:00 - 2:30 p.m.	4-Day (M, T, Th & F)

- And, require the first month fee to be paid at the time of confirmation of placement in the program, with a family eligible for a refund of the first month payment through July 31, 2017.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE:

ATTEST:

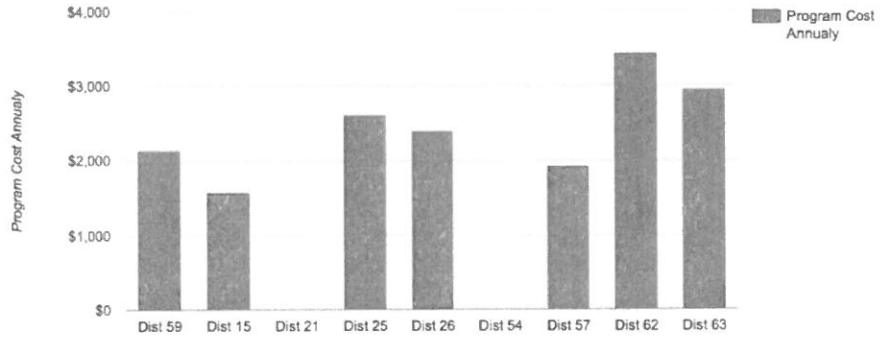
Barbara Somogyi, President

Karen Osmanski, Secretary

Fee Comparison: Typically Developing Preschool Students 2017/18

Offers A Tuition Based Typically Developing Pre-K Program (Fees For 2016/17 Used For Comparison)	Dist 59 Four Day Program	Dist 15	Dist 21	Dist 25	Dist 26	Dist 54	Dist 57	Dist 62
Yes	Yes	Yes	NA	Yes	Yes	-	Yes	Yes
No (The Program Only Services SPED Students)	-	-	Service Only SPED Students.	-	-	Service Only SPED Students.	-	-
Full Day		-	NA	-	Full Day	-	-	-
Half Day	Half days only - AM and PM session options available	Half Day	NA	Half Day	-	-	Half Day	2.5 hour long program, certain days of the week (5 day program data used)
Program Duration (Approximately)	140	142	-	160	140	-	144	240
Program Cost Annually	\$2,140	\$1,575	-	\$2,610	\$2,400	-	\$1,930	\$3,438
Total	\$2,140	\$1,575	\$0	\$2,610	\$2,400	\$0	\$1,930	\$3,438

Fee Comparison: Typically Developing, Tuition Based Pre-K Program



District 59 Program Assumptions

Program hours per day 2.5

District 59: Proposed 2017/18 Rate				
Program	Month	Semester	Annual (10 Mo's)	Proposed Increase Over Prior Year
4 Day (Approx. 140 days)	\$214	\$1,070	\$2,140	2.80%

Comparison to Other Area School Districts				
Survey of Area School District Preschool Programs	2016/17 Monthly Rates	Assumptions and Notes		
School District 15	\$175	4-Day program: \$1,575		
School District 25	\$290	4-Day Program: \$2,610		
School District 26	\$240	4-Day program: \$2,400 (first bill includes \$50 snack fee)		
School District 57	\$214	4-Day Program: \$1,930 (additional \$55 supply fee and \$100 registration fee paid at the time the family registers)		
School District 59	\$214	4-day Program		
School District 62	\$382	5-Day program: \$3,438 (includes lunch fee)		
School District 63	\$295	5-Day Program: \$2,950		

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
ELK GROVE TOWNSHIP SCHOOLS

RESOLUTION: K-8 INSTRUCTIONAL MATERIALS FEES: 2017/2018 SCHOOL YEAR

Background

Members of the Board of Education will be asked to authorize the Instructional Materials Fees for the 2017/18 school term to offset a portion of the cost of instructional materials and supplies. Effective with the 2014/15 school year, the Student Fee was renamed as the Instructional Materials Fee to better describe the purpose of the fee. Effective with the 2012/13 school year, the historical junior high school-based Fine and Practical Arts Fee was combined with the Board-established Student Fee.

It is permissible for the Board of Education to establish a fee to cover the cost of school supplies and special activities offered by the school district even though the result of a referendum approved in 1973 requires the district to provide free textbooks to students enrolled in school. The 2002/03 school year marked the first year for the District 59 to require a student fee. The following chart presents the history of this fee charged since its inception:

Historical Instructional Materials Fees	2002/03 thru 2005/06	2006/07 thru 2009/10	2010/11 thru 2011/12	2012/13	2013/14 thru 2015/16	2016/17	Proposed 2017/18
Half-Day K	\$20.00	\$25.00	\$30.00	\$32.00	\$35.00	\$0	\$35.00
Full-Day K-5	\$40.00	\$45.00	\$50.00	\$53.00	\$55.00	\$0	\$55.00
Grades 6-8	\$40.00	\$45.00	\$50.00	\$63.00	\$65.00	\$0	\$65.00

Fees were last increased in 2013/14 to provide easier cash handling at the school level. In 2016/17, the Board of Education eliminated the instructional fees. Administration is recommending an increase for the 2017/18 school year fees to return to the established 2013/14 fees to offset instructional materials and supply costs.

Students who have qualified for a waiver of school fees are not required to pay these fees. Students qualify for a waiver either through a Direct Certification process (a direct notification from the State of Illinois) or through a district-level application process.

Additional background data provided includes a listing of the fees students at the various grade levels within District 59 may pay along with a comparison of fees of surrounding districts.

Recommendation

Approval

Resolution

Motion made by _____, seconded by _____
to adopt the following resolution:

WHEREAS, the Administration has recommended the Instructional Materials Fees be established for the 2017/18 school year to cover a portion of the cost of instructional materials and supplies:

BE IT RESOLVED THAT on the 9th day of January, 2017, the Community Consolidated School Board of Education maintain a \$35 Instructional Materials Fee for half-day kindergarten students, a \$55 Instructional Materials Fee for a full-day kindergarten through fifth grade students, and a \$65 Instructional Materials Fee for sixth through eighth grade students.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE:

ATTEST:

Barbara Somogyi, President

Karen Osmanski, Secretary

**DISTRICT 59: FEES CHARGED TO STUDENTS
2016/17**

FEE	HALF-DAY K	FULL DAY K - 2	GRADES 3-5	GRADE 6			GRADE 7			GRADE 8		
				GROVE	HOLMES	FRIENDSHIP	GROVE	HOLMES	FRIENDSHIP	GROVE	HOLMES	FRIENDSHIP
Required Fees: Students who qualify for a Fee Waiver do not pay these fees.												
Instructional Materials Fee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outdoor Ed				\$ 25.00	\$ 25.00	\$ 25.00						
PE Shirt				\$ 7.50	\$ 7.50	\$ 7.50						
PE Shorts				\$ 7.50	\$ 7.50	\$ 7.50						
Graduation Fee										\$ 25.00	\$ 25.00	\$ 25.00
TOTAL	\$ -	\$ -	\$ -	\$ 40.00	\$ 40.00	\$ 40.00	\$ -	\$ -	\$ -	\$ 25.00	\$ 25.00	\$ 25.00
Optional Fees: Fee Waivers do not apply to the following fees												
Technology Protection Plan	\$ 10.00	\$ 10.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
Yearbook				\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00	\$ 25.00
TOTAL	\$ 10.00	\$ 10.00	\$ 25.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
GRAND TOTAL	\$ 10.00	\$ 10.00	\$ 25.00	\$ 90.00	\$ 90.00	\$ 90.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 75.00	\$ 75.00	\$ 75.00

Extra-Curricular Fees: Students who qualify for a Fee Waiver do not pay these fees.												
Basketball				\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Cheerleading				\$ 30.00	\$ 30.00		\$ 30.00	\$ 30.00		\$ 30.00	\$ 30.00	
Cross Country				\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00	\$ 15.00
Spirit Squad / Pom Pons				\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Soccer				\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Volleyball				\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00	\$ 30.00
Wrestling				\$ 30.00			\$ 30.00			\$ 30.00		

NOTE: Schools also have the option to charge families for field trips. Field trip fees are waived for students who have qualified for a Fee Waiver.

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
ELK GROVE TOWNSHIP SCHOOLS

RESOLUTION: JUNIOR HIGH SCHOOL EXTRA-CURRICULAR PARTICIPATION
FEEES: 2017/2018 SCHOOL YEAR

Background

Members of the Board of Education will be asked to authorize the Junior High School Extra-Curricular Participation Fee for the 2017/18 school term to offset a portion of the cost of materials and supplies.

Historical Extracurricular Participation Fees	2016/17	Proposed 2017/18
Basketball	\$30.00	\$30.00
Cheerleading	\$30.00	\$30.00
Cross Country	\$15.00	\$15.00
Spirit Squad/Pom Pons	\$30.00	\$30.00
Soccer	\$30.00	\$30.00
Volleyball	\$30.00	\$30.00
Wrestling	\$30.00	\$30.00

The Administration is not recommending an increase for the 2017/18 school year.

Students who have qualified for a waiver of school fees are not required to pay these fees. Students qualify for a waiver either through a Direct Certification process (a direct notification from the State of Illinois) or through a district-level application process.

Additional background data provided includes a listing of a comparison of fees of surrounding districts.

Recommendation

Approval

Resolution

Motion made by _____, seconded by _____
to adopt the following resolution:

WHEREAS, the Administration has recommended the Junior High School Extra-Curricular Participation Fees be established for the 2017/18 school year to cover a portion of the cost of materials and supplies:

BE IT RESOLVED THAT on the 9th day of January, 2017, the Community Consolidated School Board of Education maintain a fee for the following activities.

Extracurricular Participation Fees	Proposed 2017/18
Basketball	\$30.00
Cheerleading	\$30.00
Cross Country	\$15.00
Spirit Squad/Pom Poms	\$30.00
Soccer	\$30.00
Volleyball	\$30.00
Wrestling	\$30.00

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE:

ATTEST:

Barbara Somogyi, President

Karen Osmanski, Secretary

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

**RESOLUTION: ACCEPTANCE OF DONATIONS TO BRENTWOOD
ELEMENTARY SCHOOL, DES PLAINES ALDERMAN, MR. DICK
SAYAD**

Background

Des Plaines Alderman, Mr. Dick Sayad, 4th Ward, City of Des Plaines, 1420 Miner Street, Des Plaines, IL 60016 donated a 55” flat screen television, a tv mounting bracket, and a video camera to Brentwood Elementary School to be used in the school’s front office, for various communication needs of the school’s news crew, student body, student families, and school staff.

Recommendation

Adoption

Resolution

Motion made by _____, seconded by _____, to adopt the following resolution:

BE IT RESOLVED THAT on the 9th day of January, 2017, the Community Consolidated School District 59 Board of Education accepts the donation of a 55” flat screen television, a tv mounting bracket, and a video camera from Des Plaines Alderman, Mr. Dick Sayad, 4th Ward, City of Des Plaines, 1420 Miner Street, Des Plaines, IL 60016.

BE IT RESOLVED THAT on the 9th day of January, 2017, the Community Consolidated School District 59 Board of Education accepts the donation of a 55” flat screen television, a tv mounting bracket, and a video camera to Brentwood Elementary School to be used in the school’s front office, for various communication needs of the school’s news crew, student body, student families, and school staff.

BE IT FURTHER RESOLVED THAT the Superintendent shall communicate to the donors, in writing, expressing the appreciation of the members of the Board of Education, and that these donations shall be listed in the “official” minutes of this meeting.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: **NAYS:** **ABSENT:** **ABSTAIN:**

MOTION (approved/defeated) VOTE:

ATTEST:

Barbara Somogyi, President

Karen Osmanski, Secretary



December 28, 2016

Alderman Dick Sayad - 4th Ward
City of Des Plaines
1420 Miner Street
Des Plaines, IL 60016

Dear Mr. Sayad:

I would like to express my appreciation for your generous donation of a 55" flat screen television, TV mounting bracket, and a video camera to Brentwood Elementary School.

The flat screen television and mounting bracket will be used to communicate school information and display various pictures of classroom activities to families and guests in the front office of Brentwood. Our student news crew will use the video camera to broadcast morning announcements to our entire student body.

Thank you once again for your donation to the students and staff of Brentwood School.

Sincerely,

Dr. Michael Merritt
Brentwood Elementary School Principal

260 Dulles Road - Des Plaines, IL 60016

T: (847) 593-4401 | F: (847) 593-7184 | brentwood.ccsd59.org

DISCUSSION ITEMS

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: APPOINTMENT OF SUPERINTENDENT TO CAUSE A BUDGET TO BE PREPARED FOR FISCAL YEAR 2018

Background

Section 5/17-1 of the Illinois School Code requires an annual budget to be prepared in tentative form by "... some person or persons designated by the board, and in such tentative form shall be made conveniently available to public inspection for at least 30 days prior to final action thereon." Members of the Board of Education will designate the Superintendent to cause a tentative budget to be prepared for the 2017-18 fiscal year based on the following budget parameters:

- In accordance with Board approved Fund Balance Policy;
- Allocate costs associated with implementing the District Strategic Plan;
- Project staffing based on enrollment projections, proposed staffing plans and frameworks;
- Allocate salary costs based on Board authorized percentage increases and negotiated agreements;
- Allocate insurance benefit costs based on projections and plans as identified through the Insurance Committee process;
- Allocate facilities, equipment and capital improvement project costs adopted by the Board of Education;
- Allocate funds to support District technology plan;
- Allocate funds to support District initiatives;
- Restructure budgets as deemed necessary to meet financial goals;
- Allocate in alignment with other assumptions and strategies as set forth in Long-Term Financial Plan representative of the Board's goal to maintain its State Financial Profile Recognition status.

In addition, the Local Government Travel Expense Control Act, 50 ILCS 150/10, and Board of Education Policies 2:125 and 5:60 requires the Board of Education to review the maximum allowable reimbursement amount (MARA). The adoption of this resolution will set that amount equal to the budgeted travel expenses amount for the 2017-18 fiscal year.

Recommendation

Adoption

Resolution

Motion was made by _____, seconded by _____, to adopt the following resolution.

WHEREAS, Section 5/17-1 of the Illinois School Code requires an annual budget to be prepared by some person or persons designated by the Board of Education,

WHEREAS, members of the Board of Education desire to have a tentative budget to be prepared and available for public inspection for at least 30 days prior to final action,

WHEREAS, members of the Board of Education desire to review the Maximum Allowable Reimbursement Amount (MARA) to be the amount budgeted for travel expenditures,

BE IT RESOLVED THAT on the 23 day of January, 2017 the Community Consolidated School District 59 Board of Education designate the Superintendent to cause a tentative budget to be prepared for the fiscal year beginning July 1, 2017 and concluding June 30, 2018. Said budget to be presented to the Board of Education no later than the first regular meeting in July 2017.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE:

ATTEST:

Barbara Somogyi, President

Karen Osmanski, Secretary

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: ADOPTION OF BOARD POLICY (*District Aims*)

Background

The Board of Education will consider action on the policy changes recommended in the [IASB Press Update #93](#) at the January 23, 2017 Board of Education meeting.

Motion made by _____, seconded by _____ to adopt the following resolution:

BE IT RESOLVED THAT on the 23rd day of January 2017, the Community Consolidated School District 59 Board of Education approves the following updates to the Community Consolidated School District 59 Board of Education Policy Manual.

- 2:120 - Board Member Development
- 2:200 - Types of School Board Meetings
- 2:220 - School Board Meeting Procedure
- 2:30 - District Elections
- 2:250 Access to District Public Records
- 3:40 - Superintendent
- 3:50 - Administrative Personnel Other Than the Superintendent
- 4:10 - Fiscal and Business Management
- 4:130 - Free and Reduced-Price Food Services
- 4:150 - Facility Management and Building Programs
- 4:170 - Safety
- 4:175 - Convicted child Sex Offender Screen; Notifications
- 4:55 Use of Credit and Procurement Cards
- 4:60 - Purchases and Contracts
- 4:80 - Accounting and Audits
- 5:10 - Equal Employment Opportunity and Minority Recruitment
- 5:30 - Hiring Process and Criteria
- 5:100 - Staff Development Program
- 5:125 - Personal Technology and Social Media; Usage and Conduct
- 5:185 - Family and Medical Leave
- 5:190 - Teacher Qualifications
- 5:250 - Leaves of Absence
- 5:260 - Student Teachers

- 5:280 - Duties and Qualifications
- 5:330 - Sick Days, Vacation, Holidays , and Leaves
- 6:15 - School Accountability
- 6:50 - School Wellness
- 6:60 - Curriculum Content
- 6:145 - Migrant Students
- 6:160 - English Learners
- 6:170 - Title I Programs
- 6:310 - High School Credit for Non-District Experiences
- 6:340 - Student Testing and Assessment Program
- 7:15 - Student and Family Privacy Rights
- 7:190 - Student Behavior
- 7:250 - Student Support Services
- 7:260 - Exemption from Physical Education
- 7:270 - Administering Medicines to Students
- 7:30 - Student Assignment and Intra-District Transfer
- 7:305 - Student Athlete Concussions and Head Injuries
- 7:310 - Restrictions on Publication; Elementary Schools (Renamed)
- 7:340 - Student Records
- 7:60 - Residence
- 7:70 - Attendance and Truancy
- 8:30 - Visitors to and Conduct on School Property
- 8:70 - Accommodating Individuals with Disabilities
- 8:100 Relations with Other Organizations and Agencies

ADOPTED this 23rd day of January 2017, by a roll call vote as follows:

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE: - - -

President

ATTEST:

Secretary

8:80 Gifts to District 59

The Board of Education appreciates gifts from individuals and entities such as education foundations. All donations or gifts accepted or received by school personnel become the District's property.

All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt. All gifts accepted by the Board, Superintendent or designee become the District's property.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its schools.
5. Be viewpoint neutral. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

Solicitation of Gifts or Donations by Staff

Without the prior written approval of the superintendent or designee, school personnel are prohibited from soliciting or requesting donations and/or gifts of other property for District/school purposes through electronic or any other means.

School personnel who wish to solicit or request donations or gifts of property for school purposes shall submit a written proposal to the superintendent or designee prior to any solicitation or request. The written proposal shall include a description of how the donations or gifts will be used.

All donation/grant revenue shall be submitted to the Business Office following established cash receipt procedures. Any revenues in excess of the actual proposed expenditures shall be returned to the donor(s) or granting agency/or Business Office. All resulting donations or gifts of products, books, equipment, materials, or supplies become the District's property. The

application of donations or the use of property purchased therewith shall be subject to the control of the District.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

ADOPTED: October 26, 2015

REVISED:

Community Consolidated School District #59

DRAFT

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: AWARD OF BID FOR PURCHASE OF REPLACEMENT SCHOOL BUS

BASIC BID INFORMATION

NUMBER OF BIDS ISSUED:	5
NUMBER OF SEALED BIDS RECEIVED:	3
DATE OF BID OPENING:	December 21, 2016

Background

A Call to Bid was issued for the purchase of a thirty (30)-passenger school bus for use in the School District transportation program. The new bus shall replace a 2007 bus that has approximately 79,000 miles on it. The high mileage along with the age of the bus has resulted in an increased number of repairs to keep it running reliably. The delivery of the new vehicle is intended to occur within the 2016/17 fiscal year.

Bidders were asked to provide pricing for a 2017 bus, as well as an alternate bid for a 2016 model. In addition, bidding companies were asked to include in their bid proposal a trade-in value for the District's 2007 bus. This trade-in allowance shall be deducted from the bidder's base price.

The lowest bid, submitted by Midwest Transit Equipment, was for a 2017 bus. In reviewing the Midwest Transit Equipment bid submittal, it has been determined that the unit quote meets the District's specifications. Thus, it is recommended the bid be awarded to Midwest Transit Equipment for \$58,017.00, less \$8,300 trade-in allowance, for a total award of \$49,717.00. The budgeted amount for this purchase was \$50,500.00.

Recommendation

Approval

Resolution

Motion made by _____, seconded by _____
to adopt the following resolution:

WHEREAS bids were opened on December 21, 2016 for the purchase of a thirty (30)-passenger bus;

WHEREAS three bids were received with the recommended low bid submitted by Midwest Transit Equipment, 146 West Issert Drive, Kankakee, Illinois 60901;

NOW, THEREFORE, BE IT RESOLVED, on the 23rd day of January, 2017, the Board of Education of Community Consolidated School District 59 approve the award of bid to Midwest Transit Equipment for a total award of \$49,717.00.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: NAYS: ABSENT: ABSTAIN:

MOTION (approved/defeated) VOTE:

ATTEST:

Barbara Somogyi, President

Karen Osmanski, Secretary



30-PASSENGER BUS BID SUMMARY
December 21, 2016 11:00 AM

VENDOR	MODEL YEAR	BASE BID	FEES	SUBTOTAL	TRADE-IN ALLOWANCE	GRAND TOTAL
Central States Bus Sales	2017	\$62,314.00	\$0	\$62,314.00	\$2,000.00	\$60,314.00
Midwest Bus Sales	2016	\$62,548.17	\$105.00	\$62,653.17	\$4,500.00	\$58,153.17
Midwest Transit Equipment	2017	\$58,017.00	\$0	\$58,017.00	\$8,300.00	\$49,717.00

**NEW/CONTINUING
BUSINESS
& ANNOUNCEMENTS**

**REPORTS OF
SUPERINTENDENT'S
TEAM**

CLOSED SESSION

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: CLOSED MEETING

Background

Provisions of the Illinois Open Meetings Act (Ill. Rev. Stat., Chapter 102, Section 41, et. seq.) stipulate that all or part of a meeting may be closed to the public upon a majority vote of a quorum taken in any properly called open meeting. The minutes shall disclose the vote of each member on the question of entering closed session and shall state the specific statutory exception authorizing the closing of the meeting. A single vote may authorize a series of closed meetings on the same topic within a three-month period. Minutes shall be kept of all closed sessions and shall record the date, time, place of meeting, members present and absent, a summary of discussions of all matters proposed, discussed or decided, and a record of any votes taken. No final action may be taken in closed session.

Resolution

Time _____

Motion made by _____, seconded by _____ to adopt the following resolution:

BE IT RESOLVED THAT on the 9th day of January 2017, the Community Consolidated School District 59 Board of Education recess in a closed meeting for discussion of “the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body”, “Collective negotiating matters...”, “Student disciplinary cases”, “The placement of individual students in special education programs and other matters relating to individual students”, “Litigation, when an action against, affecting or on behalf of the particular District has been filed and is pending before a court or administrative tribunal, or when the district finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the closed meeting minutes” -5ILCS 120/2 (c) (1, 2, 9,10, 11) of the Open Meetings Act.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

MOTION (approved/defeated) VOTE:

RECONVENE

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: RECONVENE MEETING

Time: _____

Resolution

Motion made by _____, seconded by _____ to adopt the following resolution:

BE IT RESOLVED THAT on the 9th day of January 2017, the Community Consolidated School District 59 Board of Education meeting is reconvened.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

MOTION (approved/defeated) VOTE:

ADJOURN

COMMUNITY CONSOLIDATED SCHOOL DISTRICT 59
Elk Grove Township Schools

RESOLUTION: ADJOURN THE MEETING OF THE BOARD OF EDUCATION

Time: _____

_____ made a motion, seconded by _____ to adopt the following resolution:

BE IT RESOLVED THAT on the 9th day of January, 2017 the Community Consolidated School District 59 Board of Education meeting is adjourned.

Roll call vote:	Ayes	Nays	Absent	Abstain
Bhave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Krinsky	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Osmanski	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roberts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schumacher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Somogyi	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

AYES: _____ NAYS: _____ ABSENT: _____ ABSTAIN: _____

MOTION (approved/defeated) VOTE: