



MOUNT PROSPECT SCHOOL DISTRICT 57 BOARD OF EDUCATION
Administration Building
701 W. Gregory Street, Mount Prospect, IL 60056

AGENDA – REGULAR MEETING
June 21, 2018 7:00 PM
Fairview School 300 North Fairview Avenue

Call to Order and Roll Call

Communications

- NSSEO Report
- Education Foundation
- PTO Reports
- Board President Report

Community Comments

Staff Reports

- Lincoln School Improvement Plan Presentation
- Police Department Update
- Superintendent Report
 - Superintendent's Goals 2018 – 2019

Consent Agenda

1. Minutes of the following Board of Education Meetings
 - Regular Business Meeting May 17, 2018 – Open and Closed Sessions
2. Personnel Transactions (Goals 5a/d and 6a)
 - Approve employment of four certified staff individuals
 - Approve resignation of two certified staff employees
 - Approve employment of three ESP individuals
 - Approve change in status of one ESP employee
 - Accept resignation of three ESP employees
3. Financial Reports – May 2018 (Goal 6b)
4. Accounts Payable Bills (Goal 6b)
5. Approve Resolution 180621 Prevailing Wage Act
6. Approve Resolution 180621A Appoint School Treasurer
7. Approve Resolution 180621B School Treasurer's Bond
8. Approve Social Studies Curriculum

Unfinished Business – None

Community Comments

New Business

1. Approve Resolution 180621C Emergency Contracts for Chiller Replacement
2. First Read of the Following Board of Education Policies
 - 2:105 – Ethics and Gift Ban
 - 2:170 – Procurement of Architectural, Engineering, and Land Surveying Services
 - 2:260 – Uniform Grievance Procedure
 - 4:20 – Fund Balances
 - 4:40 – Incurring Debt
 - 4:80 – Accounting and Audits

Mount Prospect School District 57 is subject to the requirements of the Americans with Disabilities Act of 1990, as well as Section 504 of the Rehabilitation Act of 1973. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to attend and/or participate, or who have questions regarding the accessibility of the meeting or the facilities, are requested to promptly contact Dr. Elaine Aumiller at (847) 394-7300.

- 4:140 – Waiver of Student Fees
- 5:20 – Workplace Harassment Prohibited
- 5:170 – Copyright
- 6:10 – Educational Philosophy and Objectives
- 6:60 – Curriculum Content
- 6:120 – Education of Children with Disabilities
- 6:135 – Accelerated Placement Program
- 6:190 – Extracurricular and Co-Curricular Activities
- 6:250 – Community Resource Persons and Volunteers
- 7:50 – School Admissions and Student Transfers To and From Non-District Schools
- 7:340 – Student Records
- 8:25 – Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

Board Discussion

Closed Session

Adjournment



Board of Education

701 West Gregory Street, Mount Prospect, Illinois 60056-2296
P (847) 394-7300 / F (847) 394-7311 / www.d57.org

President Joe Sonnefeldt called the Regular Business Meeting of the Board of Education of May 17, 2018, to order at 7:06 p.m. Board members present: Vicki Chung, Eileen Kowalczyk, Brian Maye, Gerald McCluskey, and Joe Sonnefeldt. Absent: Jennifer Kobus. Member Dennis Composto arrived at 7:26 p.m.

New Business

1. Election of Board of Education Officers

President Sonnefeldt said it was necessary to elect officers for President, Vice President, and Secretary for one-year terms.

Motion to Establish Chairman Pro Tem

President Sonnefeldt entertained a motion to appoint a Chairman Pro Tem. Member McCluskey moved, seconded by Member Chung, to appoint Superintendent Aumiller to serve as Chairman Pro Tem. Roll call vote resulted as follows

Yes: Chung, Kowalczyk, Maye, McCluskey, Sonnefeldt

No: None

Absent: Composto and Kobus

Motion carried and Superintendent Aumiller was appointed Chairman Pro Tem.

Motion to Establish Secretary Pro Tem

President Pro Tem Aumiller entertained a motion to establish a Secretary Pro Tem. Member McCluskey moved, seconded by Member Maye, to appoint Virginia Webster to serve as Secretary Pro Tem. Roll call vote resulted as follows

Yes: Kowalczyk, Maye, McCluskey, Chung, Sonnefeldt

No: None

Absent: Composto and Kobus

Motion carried.

Nominations for Office of President and Term of Office

Chairman Pro Tem Aumiller entertained nominations for the office of Board President to serve for a term of one year. Member Kowalczyk moved to nominate Joe Sonnefeldt for President. Chairman Pro Tem Aumiller acknowledged that Joe Sonnefeldt was nominated and asked if there were any other nominations for the office of President. There being no further nominations, Chairman Pro Tem Aumiller said the nominations for the office of President were closed. Chairman Pro Tem Aumiller instructed Secretary Pro Tem Webster to record a unanimous vote for Member Sonnefeldt and declared him elected as President. Chairman Pro Tem Aumiller said President Sonnefeldt would then assume his position as President.

Nominations for Office of Vice President and Term of Office

President Sonnefeldt entertained nominations for the office of Board Vice President to serve for a term of one year. Member Chung moved to nominate Eileen Kowalczyk for Vice President. President Sonnefeldt acknowledged the nomination of Eileen Kowalczyk. President Sonnefeldt asked if there were any other nominations for the office of Vice President. There being no further nominations, President Sonnefeldt said the nominations for the office of Vice President were closed. President Sonnefeldt instructed Secretary Pro Tem Webster to record a unanimous vote for Member Kowalczyk and declared her elected as Vice President.

Nominations for Office of Secretary and Term of Office

President Sonnefeldt entertained nominations for Board Secretary to serve for a term of one year. Member Chung moved to nominate Virginia Webster. President Sonnefeldt acknowledged the nomination of Virginia Webster and asked if there were any other nominations for the office of Board Secretary. There being no further nominations, President Sonnefeldt said nominations for Board Secretary were closed. President Sonnefeldt instructed Secretary Pro Tem Webster to record a unanimous vote for herself and declared Virginia Webster elected as Board Secretary.

Administration of Oath to President, Vice President and Secretary

Superintendent Aumiller administered the Oath of Office to President Joe Sonnefeldt, Vice President Eileen Kowalczyk, and Secretary Virginia Webster.

Board members then chose new seat assignments and changed locations at the table.

Communications**Board of Education**

NSSEO: Member Composto was not present at this time and, therefore, no report.

Education Foundation: Member Chung attended the May 10 meeting. She said the grants were discussed and approved. She said the grants were processed with over \$31,000 approved for the spring cycle and over \$43,000 for the year. This is the highest amount in a single year. Mallory Reyes will be the new Chair of the Foundation. She mentioned an upcoming Dine & Share on May 29, the last day of school, at Oberweis. The next meeting is tentatively set for Tuesday, June 12, and they will meet once a month over the summer.

PTO Reports: Member McCluskey (Lions Park), Member Maye (Westbrook), and Member Kowalczyk, (Fairview) reported on PTO meetings and events at the schools.

Board President's Report: President Sonnefeldt reminded the Board

- Lincoln graduation is Wednesday, May 23, at Prospect High School Field House at 7:00 p.m.
- District 57 Retirement and Recognition Breakfast is Wednesday, May 30, at 8:00 a.m. at Lincoln.

Community Comments

President Sonnefeldt explained that this was the first of two opportunities for community to address the Board. He asked that people who had questions please complete a card at the back table and either the Board President or an administrator would contact them with the information. Mr. Louis Goodman addressed the Board, congratulated the Board on the passing of the referendum, and commented about administrators' contracts. He is concerned the Board will ask residents to pass another referendum in 5-6 years.

Staff Reports**1. Overview Curriculum Recommendations****A. Writing Curriculum**

Ms. Cassie Black, Assistant Superintendent for Curriculum and Instruction, reviewed information for the Board regarding a writing pilot recommendation for the 2018-19 school year. Teacher representatives from each grade will pilot two units. Lucy Calkins Units of Study and Schoolwide Units of Study will be piloted starting this August and ending in February 2019. The writing committee will then make a recommendation to the Board about April 2019. Ms. Black answered questions from the Board.

B. Social Studies Curriculum

Ms. Black said teachers researched and piloted social studies instructional materials aligned to the Illinois Social Science Learning Standards. District 57 teachers recommend the adoption of TCI, *Social Studies Alive!* in K-5 and TCI, *History Alive!* for grades 6-8. It was determined last year that only TCI materials for grades K-5 during the 2017-18 school year would be piloted. Middle School teachers piloted both TCI, *History Alive!* and Discovery Education Techbook materials. Teachers in all grades piloted materials from August to December. There will be a recommendation to adopt TCI

instructional materials in June. The cost of this curricular adoption will be \$160,329.30 with some of the materials purchased in FY18 budget and the remaining materials purchased in FY19 budget. Ms. Black answered questions from the Board.

2. Superintendent's Report

Superintendent Aumiller reported on a Freedom of Information Act (FOIA) request that was received on April 26 from Stephen Chichelli of SmartProcure. He requested for purchase orders dated January 22, 2018 to current, the purchase order number and date; line item details, quantity and item price; and vender ID number, name, address, contact person, and their email address. We responded on April 27 and sent him two documents, Requisition/PO Listing and the Vendor Report from Skyward that included the information he requested

Superintendent Aumiller also reported on the TIF per a request from a Board member. She said the Village settled with District 214 and that District 57 will receive some money because we are one of the taxing bodies. She said she would let the Board know when she gets more information.

Consent Agenda

President Sonnefeldt presented the Consent Agenda. He said he was not pulling any items from the Consent Agenda but asked if any Member wanted any item pulled. Member Chung asked for Item 5 to be pulled. Member Chung reviewed the bills, said everything was in order, and asked Mr. Parisi, Assistant Superintendent for Finance and Operations, to speak to the Board about the bank. Mr. Parisi said he met with Mount Prospect State Bank twice and was unsuccessful in getting them to raise the amount of interest. We had a rate of .75% from January-February of 2017. He checked with another bank and was able to get the rate increased to 1.5% and, therefore, switched banks.

President Sonnefeldt entertained a motion to approve the Consent Agenda with the exception of Item 5. Member Chung moved, seconded by Member Composto, to approve Consent Agenda Items 1, 2, 3, 4, 6, 7, and 8 as follows

Item 1. Minutes of the Regular Business Meeting of April 19, 2018 – Open and Closed Sessions

Item 2. Personnel Transactions

Approve the contracts of the following administrative employees:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Base Salary</u>
Mary Gorr	Principal	Westbrook	8/1/18	\$118,786
Kristin Vonder Haar	Assistant Principal	Westbrook	8/1/18	\$ 85,764
Daniel Ophus	Principal	Fairview	8/1/18	\$114,272
Una Durkan	Assistant Principal	Fairview	8/1/18	\$ 85,764
Katherine Kelly	Principal	Lions Park	8/1/18	\$114,272
Danielle Bielenda	Assistant Principal	Lions Park	8/1/18	\$ 85,764
Paul Suminski	Principal	Lincoln	7/1/18	\$125,144
Randy Steen	Assistant Principal	Lincoln	8/1/18	\$115,740
Trevor Hope	Director-Technology	Admin	7/1/18	\$103,744
Sara Tyburski-Noyer	Director-Student Services	Admin	7/1/18	\$ 98,343
Cassandra Black	Assistant Superintendent	Admin	7/1/18	\$128,299
Adam Parisi	Assistant Superintendent	Admin	7/1/18	\$131,290
B. Elaine Aumiller	Superintendent	Admin	7/1/18	\$203,179

Approve the employment of the following certified individuals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Christine Ahrens	Teacher-Spanish & ELL	Lincoln	8/10/18	*\$57,672
Megan Polsley	Teacher-Spanish	Lincoln	8/10/18	*\$49,034

*Salary includes Board paid TRS

Accept the resignation of the following certified employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Matthew Gardziella	Teacher-Language Arts	Lincoln	8/1/18

Approve the employment of the following ESP individual:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Matthew Gannon	Payroll Specialist	Admin	5/1/18	\$33,280/year

Item 3. Financial Reports – April 2018

Item 4. Accounts Payable Bills

Item 6. Approve Board of Education Meeting Dates July 1, 2018 – June 30, 2019

Item 7. Approve NSSEO FY19 Budget

Item 8. Approve Food Service Intergovernmental Agreement

Roll call vote resulted as follows

Yes: Maye, McCluskey, Chung, Composto, Kowalczyk, Sonnefeldt

No: None

Absent: Kobus Motion carried.

President Sonnefeldt asked Member Chung about Item 5. Member Chung said she was very happy with the changes in sections 2-11 and 2-12 of the Strategic Plan but under 2-12 she said it did not indicate ST or LT. Superintendent Aumiller said she corrected that and put in ST/LT under 2-12 in the master document that would be posted on the district's website. President Sonnefeldt entertained a motion to approve Item 5. Member Composto moved, seconded by Member Maye, to approve Consent Agenda Item 5, 2018 - 2023 District Strategic Plan. Roll call vote resulted as follows

Yes: McCluskey, Chung, Composto, Kowalczyk, Maye, Sonnefeldt

No: None

Absent: Kobus Motion carried.

Unfinished Business

None

Community Comments

President Sonnefeldt said this was the second opportunity if anyone from the audience wished to address the Board but no one did.

Board Discussions

None

Closed Session

President Sonnefeldt said there was need for closed session for the purpose of discussing

- The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

He said Board action would not take place following Closed Session and entertained a motion to move into closed session. Member Maye moved, seconded by Member Chung, to move into closed session. Roll call vote resulted as follows

Yes: Chung, Composto, Kowalczyk, Maye, McCluskey, Sonnefeldt

No: None

Absent: Kobus Motion carried and the Board convened into Closed Session at 7:40 p.m.

Regular Session

Vice President Kowalczyk made a motion, seconded by Member Composto, to return to open session. All members present voted yes and the Board reconvened into open session at 8:34 p.m.

Adjournment

There being no further business to come before the Board, President Sonnefeldt entertained a motion to adjourn the meeting. Vice President Kowalczyk made a motion, seconded by Member Chung, to adjourn the meeting. All members present voted yes and the meeting adjourned at 8:35 p.m.

Virginia Webster, Secretary

Joe Sonnefeldt, President

Date of approval: June 21, 2018



Mount Prospect School District 57 Board of Education

PERSONNEL TRANSACTIONS **JUNE 21, 2018**

POLICY REFERENCE 5:30

That the Board of Education approve the employment of the following certified individuals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Haneen Abbasi	Psychologist	Lincoln	8/10/18	*\$57,672/year
Abbey Grabowski	Teacher-Math	Lincoln	8/10/18	*\$46,219/year
Tiffany Ostrowski	Teacher-Language Arts	Lincoln	8/10/18	*\$49,034/year
Lindsay Solar	Teacher-Special Ed	Westbrook	8/10/18	*\$44,873/year

*Salary includes Board paid TRS

That the Board of Education accept the resignation of the following certified employees:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Rebecca Lamers	Psychologist	FV and LN	8/1/18
Michelle Raclaw	Teacher-Special Ed	Lions Park	8/1/18

That the Board of Education approve the employment of the following ESP individuals:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Hire Date</u>	<u>Salary</u>
Brett Frey	Purchasing Agent	Admin	7/2/18	\$30,160/year
Pooja Mehndiratta	Kids' Corner Assistant	Fairview	8/13/18	\$11.00/hour
Abel Moreno	Custodian	Fairview	5/21/18	\$13.75/hour

That the Board of Education approve the change in status of the following ESP employee:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>	<u>Salary</u>
Nick Honcharuk	From Purchasing Agent to Accounting Coordinator	Admin	7/2/18	\$71,000/year

That the Board of Education accept the resignation of the following ESP employees:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date</u>
Tiffani Cuneo	Student Svcs Secretary	Admin	6/26/18
Jose Nunez	Custodian	Lincoln	5/28/18
Kathleen VanGese	Kids' Corner Assistant	Fairview	6/7/18

MOUNT PROSPECT SCHOOL DISTRICT 57

Monthly Financial Report May 2018

**Fund Balance Report
Treasurer's Report
Revenue Report
Expenditure Report
Cash and Investment Summary
Payroll Ratification
Accounts Payable Ratification**

Adam Parisi
Assistant Superintendent
for Finance and Operations

Gavin McGinn
Accounting Coordinator

Mount Prospect School District 57

Fund Balance Report

May 2018

Board Funds

Fund	Description	Cash Basis	YTD		YTD		Fund
		Fund Balance	Revenues	Expenditures	Transfers	Balance	
		7/1/2017					5/31/2018
10	Educational	\$ 5,280,640	\$ 19,810,060	\$ 17,553,682	\$ -	\$	7,537,018
20	Operations & Maintenance	2,266,979	3,104,545	1,535,622	-		3,835,902
30	Debt Service	1,321,960	568,486	812,946	-		1,077,500
40	Transportation	851,946	611,716	583,962	-		879,700
50	I.M.R.F.	312,886	286,832	291,095	-		308,623
51	Social Security	8,220	358,592	375,082	-		(8,270)
60	Capital Projects	273,698	-	969,403	-		(695,705)
70	Working Cash	1,765,123	9,553	-	-		1,774,676
Total		\$ 12,081,452	\$ 24,749,784	\$ 22,121,792	\$ -	\$	14,709,444

Activity Fund

Account	Description	Balance	YTD		YTD		Account
		7/1/2017	Revenues	Expenditures	Transfers	Balance	
							5/31/2018
100	Education Foundation	\$ 15,414	65,541.18	38,092.40	\$ -	\$	42,863
300	Fairview Clearing	(21)	13,945.71	7,059.00	5,871	\$	12,737
400	Lincoln Clearing	(7,763)	42,501.43	31,479.27	16,289	\$	19,549
500	Lions Park Clearing	(1,345)	25,513.10	8,178.28	512	\$	16,502
600	Westbrook Clearing	3,331	672.61	1,993.03	16,328	\$	18,339
Total		\$ 9,617	\$ 148,174	\$ 86,802	\$ 39,001	\$	109,990

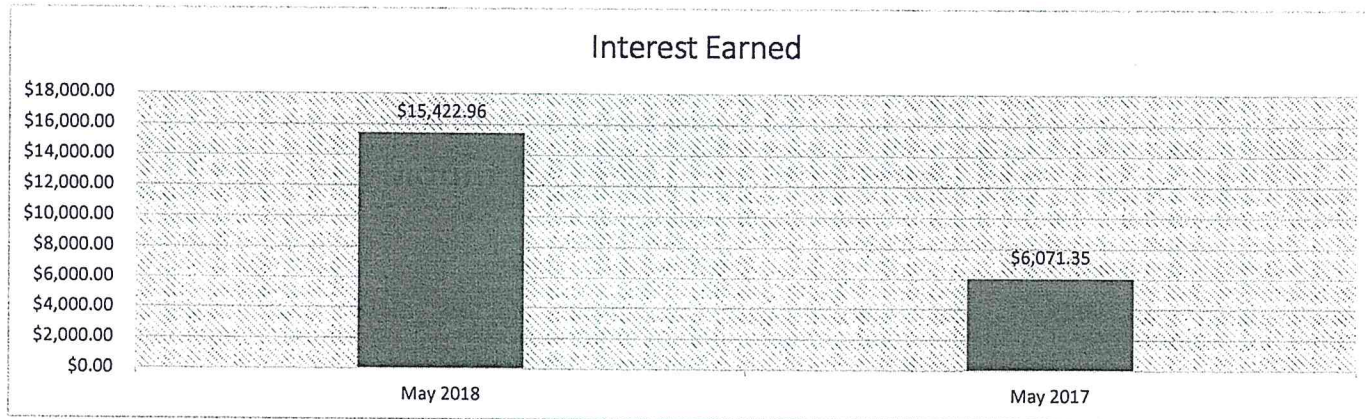
Mount Prospect School District 57

Treasurer's Report

May 2018

Institution	Type	Yield	Value
BMO-Harris Bank	Collateral MMA	1.71%	\$ 525,497
MB Financial	Collateral MMA	1.50%	\$ 1,008,878
PMA	Collateral SDA/FDIC MMA	1.64-1.71%	\$ 11,339,424
IL Funds	LGIP	1.72-1.79%	\$ 1,872,830
Total:			\$ 14,746,630

Monthly Interest Earned:



Mount Prospect School District 57

Revenue Report

May 2018

Source	Source Description	Budget	Activity	Balance	% of budget remaining	
					2018 YTD	2017 YTD
11XX	Property Taxes	\$ 19,533,277	\$ 19,298,741	\$ 234,536	1.2%	-2.1%
1230	CPPR Taxes	390,747	429,292	(38,545)	-9.9	-4.3
13XX	Summer School Tuition	7,000	5,673	1,328	19.0	55.6
1411	Transportation Fees	295,000	286,176	8,824	3.0	5.3
1510	Interest Earnings	53,500	97,403	(43,903)	-82.1	-53.7
1611	Food Service Fees	185,000	208,347	(23,347)	-12.6	8.1
1720	Activity Fees	124,300	123,687	614	0.5	10.7
1811	Instruction Fees	260,000	252,859	7,141	2.7	-3.6
1910	Facility Rentals	100	-	100	100.0	100.0
1920	Donations	100	-	100	100.0	100.0
1950	Refund of PY Expenditures	25,100	38,062	(12,962)	-51.6	-85.0
1993	Kids' Corner & Circle of Friends	620,000	793,703	(173,703)	-28.0	-13.1
1999	Other Local Revenues	100,100	140,227	(40,127)	-40.1	-24.2
Sub-Total Local		\$ 21,594,224	\$ 21,674,169	\$ (79,945)	-0.4%	-2.3%
3001	General State Aid	975,000	1,654,768	(679,768)	-69.7	-0.4
31XX	Special Education	775,698	472,761	302,937	39.1	46.7
3305	Bilingual Education	58,913	53,641	5,272	8.9	76.4
3360	Food Service	1,000	525	476	47.6	89.5
35XX	Transportation	104,000	79,058	24,942	24.0	49.0
3800	Library Grant	1,500	1,369	131	8.7	100.0
Sub-Total State		\$ 1,916,111	\$ 2,262,121	\$ (346,010)	-18.1%	25.6%
42XX	Food Service	52,000	46,824	5,176	10.0	24.6
4300	Title I	130,000	40,821	89,179	68.6	-46.8
46XX	Special Education	467,977	554,735	(86,758)	-18.5	4.9
4869	Stimulus Programs	71,625	71,664	(39)	-0.1	6.9
49XX	Medicaid Matching	100,000	63,671	36,329	36.3	33.3
4932	Title II	35,000	20,889	14,111	40.3	3.3
4909	Title III	17,862	14,887	2,975	16.7	16.4
Sub-Total Federal		\$ 874,464	\$ 813,491	\$ 60,973	7.0%	3.9%
Total		\$ 24,384,799	\$ 24,749,781	\$ (364,982)	-1.5%	0.0%

Mount Prospect School District 57

Expenditure Report

May 2018

Function	Program Name	Budget	Activity	Balance	% of budget remaining	
					2018 YTD	2017 YTD
1000	Mentoring Stipend	\$ 40,787	\$ 41,904	\$ (1,117)	-2.7%	0.0%
11XX	Regular Programs	10,449,607	8,023,441	2,426,166	23.2	23.3
1200	Special Education Programs	3,573,225	3,038,994	534,231	15.0	13.6
1500	Interscholastic Programs	134,641	128,632	6,009	4.5	20.7
1600	Summer School Programs	16,405	12,261	4,144	25.3	-15.3
1800	Bilingual Programs	179,647	189,258	(9,611)	-5.3	57.3
2110	Social Worker	412,217	325,165	87,052	21.1	25.3
2130	Health Services	274,418	253,409	21,009	7.7	19.9
2140	Psychological Services	120,484	96,217	24,267	20.1	34.5
2150	Speech & Audiology Services	545,989	425,784	120,205	22.0	24.1
2190	Other Support Services - Pupils	183,195	159,099	24,096	13.2	12.9
2210	Improvement of Instruction Services	484,400	426,184	58,216	12.0	21.4
2220	Educational Media Services	321,601	262,407	59,194	18.4	21.5
2230	Assessment and Testing	38,200	36,587	1,614	4.2	1.1
2310	Board of Education Services	145,250	104,910	40,340	27.8	25.9
2320	Executive Administration Services	360,946	329,405	31,541	8.7	8.7
2330	Special Area Administrative Services	202,276	176,343	25,933	12.8	18.2
236X	Insurances	156,000	147,304	8,696	5.6	0.7
2410	Office of Principal Services	1,546,012	1,399,057	146,955	9.5	-0.2
2510	Direction of Business Support Services	266,901	230,525	36,376	13.6	4.4
2520	Fiscal Services	343,105	299,306	43,799	12.8	26.7
2530	Construction Services	750,000	969,403	(219,403)	-29.3	8.2
2540	O&M of Plant Services	2,089,352	1,624,185	465,167	22.3	22.0
2550	Pupil Transportation Services	717,000	583,961	133,039	18.6	21.3
2560	Food Services	235,600	184,820	50,780	21.6	24.3
2570	Internal Services	28,600	27,200	1,400	4.9	11.3
2620	Research and Development	80,100	92,988	(12,888)	-16.1	100.0
2630	Information Services (Public Relations)	25,000	17,590	7,410	29.6	33.4
2640	Staff Services (Human Resources)	180,723	153,329	27,394	15.2	9.3
2660	Data Processing Services (Technology)	978,500	856,093	122,407	12.5	11.9
3000	Child Care Services	287,845	265,746	22,099	7.7	9.3
4120	Payments for Special Education Programs	433,116	427,327	5,789	1.3	19.8
5XXX	Debt Services	787,875	812,946	(25,071)	-3.2	0.1
Total		\$ 26,389,017	\$ 22,121,780	\$ 4,267,237	16.2%	18.4%

Mount Prospect School District 57

Cash and Investment Summary

May 2018

Board Accounts

<u>Bank</u>	<u>Description</u>		<u>Ending Balance</u>
Various	Investments per Treasurer's Report	\$	14,746,630
Huntington Bank	Imprest Account	\$	5,000
Illinois National	E-Pay Settlement Account	\$	5,763
Huntington Bank	Board Account	\$	118,999
Huntington Bank	Payroll Account	\$	-
	Total	\$	14,876,392

Activity Account

<u>Bank</u>	<u>Description</u>		<u>Ending Balance</u>
Huntington Bank	Activity Account	\$	109,990
	Total	\$	109,990

Mount Prospect School District 57

Payroll Ratification

May 2018

	<u>Fund</u>	<u>Amounts</u>
Salaries	Educational	\$ 649,911
	Operations & Maintenance	25,803
	May 15, 2018 Salary Total	<u>\$ 675,714</u>
Benefits	Educational	\$ 154,134
	Operations & Maintenance	4,536
	Municipal Retirement/Social Security	33,321
	May 15, 2018 Benefit Total	<u>\$ 191,991</u>
	May 15, 2018 Payroll Total	<u>\$ 867,705</u>
Salaries	Educational	\$ 633,906
	Operations & Maintenance	26,660
	May 31, 2018 Salary Total	<u>\$ 660,566</u>
Benefits	Educational	\$ 152,793
	Operations & Maintenance	4,536
	Municipal Retirement/Social Security	32,966
	May 31, 2018 Benefit Total	<u>\$ 190,295</u>
	May 31, 2018 Payroll Total	<u>\$ 850,861</u>
	Payroll Total	<u><u>\$ 1,718,566</u></u>

Mount Prospect School District 57

Accounts Payable Ratification

May 2018

<u>Fund</u>	<u>Amounts</u>
Educational	\$ 123,914.85
Operations & Maintenance	\$ 61,131.36
Debt Services	\$ 2,299.17
Transportation	\$ 76,603.71
Municipal Retirement/Social Security	\$ -
Capital Projects	\$ 11,728.17
Working Cash	\$ -
Tort	\$ -
Fire Prevention & Safety	\$ -
Accounts Payable Total	<u><u>\$ 275,677.26</u></u>

MOUNT PROSPECT SCHOOL DISTRICT 57

**Accounts Payable Bills
June 21, 2018**

In accordance with Board Policy 4:50 Operational Services–Payment Procedures, this order authorizes administration to pay the following accounts payable bills totaling **\$602,045.74** (including imprest account) as approved at the Board of Education meeting held on the date referenced above.

Reviewed by: _____
Board of Education Member

Approved by: _____
Board of Education President

Attested by: _____
Board of Education Secretary

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
549726	05/19/2018	AT&T MOBILITY	X05152018	T HOPE MOBILE CONNECTION	42.50
549727	05/19/2018	CALL ONE	5/15/18	VOICE SERVICES	3,976.40
549728	05/19/2018	COMED	6/18/18	LN MB ELECTRIC BILL	88.57
549729	05/19/2018	VILLAGE OF MOUNT PROSPECT-W	5/15/18 AB	ADM SEWER/WATER BILL	79.30
	05/19/2018		5/15/18 LP	LP SEWER/WATER BILL	650.70
	05/19/2018		5/15/18 WB	WB SEWER/WATER BILL	358.50
	05/19/2018		5/15/18 FV	FV SEWER/WATER BILL	662.25
	05/19/2018		5/15/18 LN 1	LN 1 SEWER/WAATER BILL	19.55
	05/19/2018		5/15/18 LN 2	LN 2 SEWER/WATER BILL	512.10
	05/19/2018		5/15/18 LN	LN SEWER/WATERILL	243.00
Totals for checks					6,632.87

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
549725	05/19/2018	MASTERCARD CORPORATE CLIENTS	LN CREDIT	GENERAL SUPPLIES	-0.83
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	246.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	65.95
	05/19/2018		BMO 5/19/180000	PROF. SERVICES/DEVELOPMENT	99.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	186.65
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	194.50
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	162.72
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	10.14
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	32.78
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	18.10
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	29.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	193.54
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	11.98
	05/19/2018		BMO 5/19/180000	DATA PROCESSING/STATISTICAL SE	25.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	41.20
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	37.95
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	2.94
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	2.94
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	3.12
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	17.86
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	10.43
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	3.42
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	193.80
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	293.80
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	22.08
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	-45.71
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	45.71
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	41.98
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	44.76
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	55.22
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	55.45
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	45.92
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	40.62
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	42.36
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	26.40
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	41.49
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	109.95
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	47.04
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	56.84
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	24.62
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	42.18
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	47.65
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	36.35
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	176.39
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	48.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	45.21
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	91.92
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	119.58
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	35.52
	05/19/2018		BMO 5/19/180000	OTHER PROFESSIONAL AND TECHNIC	61.60
	05/19/2018		BMO 5/19/180000	DATA PROCESSING/STATISTICAL SE	215.00
	05/19/2018		BMO 5/19/180000	DATA PROCESSING/STATISTICAL SE	72.00
	05/19/2018		BMO 5/19/180000	DATA PROCESSING/STATISTICAL SE	72.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	59.85
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	191.45
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	4.23

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
549725	05/19/2018	MASTERCARD CORPORATE CLIENTS	BMO 5/19/180000	GENERAL SUPPLIES	187.91
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	128.18
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	60.03
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	26.25
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	36.80
	05/19/2018		BMO 5/19/180000	OTHER SUPPLIES AND MATERIALS	69.99
	05/19/2018		BMO 5/19/180000	OTHER SUPPLIES AND MATERIALS	29.96
	05/19/2018		BMO 5/19/180000	SUPPLIES AND MATERIALS	12.86
	05/19/2018		BMO 5/19/180000	SUPPLIES AND MATERIALS	-12.86
	05/19/2018		BMO 5/19/180000	SUPPLIES AND MATERIALS	71.84
	05/19/2018		BMO 5/19/180000	SUPPLIES AND MATERIALS	12.27
	05/19/2018		BMO 5/19/180000	OTHER SUPPLIES AND MATERIALS	12.99
	05/19/2018		BMO 5/19/180000	OTHER SUPPLIES AND MATERIALS	154.95
	05/19/2018		BMO 5/19/180000	OTHER SUPPLIES AND MATERIALS	9.99
	05/19/2018		BMO 5/19/180000	OTHER SUPPLIES AND MATERIALS	80.00
	05/19/2018		BMO 5/19/180000	OTHER SUPPLIES AND MATERIALS	99.10
	05/19/2018		BMO 5/19/180000	SUPPLIES AND MATERIALS	64.40
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	41.32
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	267.57
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	56.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	389.17
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	416.85
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	77.50
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	51.99
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	8.84
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	4.96
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	18.81
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	34.86
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	53.50
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	7.99
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	30.01
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	-1.08
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	111.03
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	18.03
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	49.56
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	194.32
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	83.50
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	65.30
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	998.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	78.73
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	144.55
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	179.91
	05/19/2018		BMO 5/19/180000	DUES AND FEES	180.00
	05/19/2018		BMO 5/19/180000	OTHER PROFESSIONAL AND TECHNIC	15.00
	05/19/2018		BMO 5/19/180000	OTHER PROFESSIONAL AND TECHNIC	50.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	115.43
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	28.28
	05/19/2018		BMO 5/19/180000	TRAVEL	580.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	431.84
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	11.94
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	29.95
	05/19/2018		BMO 5/19/180000	TRAVEL	290.00
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	103.09
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	10.98
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	71.74
	05/19/2018		BMO 5/19/180000	GENERAL SUPPLIES	18.52

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
549725	05/19/2018	MASTERCARD CORPORATE CLIENTS	BMO 5/19/180000	PROF. SERVICES/DEVELOPMENT	445.00
Totals for checks					10,663.30

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
549742	06/06/2018	CITI CARDS	5/15/18	ADM KITCHEN SUPP	14.98
	06/06/2018		5/15/18 A	CUSTODIAL SUPP	44.96
549743	06/06/2018	COMED	5/31/18	LN MB ELECTRIC BILL	98.15
549744	06/06/2018	GROOT INDUSTRIES	1884029	WB SANITATION SERV	244.82
	06/06/2018		1884031	LN SANITATION SERV	596.22
	06/06/2018		1884030	LP SANITATION SERV	257.06
	06/06/2018		1884032	FV SANITATION SERV	257.06
549745	06/06/2018	VILLAGE OF MOUNT PROSPECT-F	2018-0024000	4/18 VEHICLE GAS BILL	104.61
Totals for checks					1,617.86

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
549746	06/21/2018	ACRES GROUP	AEI_0300234	MAY 2018 LANDSCAPING	2,620.00
549747	06/21/2018	ALARM DETECTION SYSTEMS	SI-484733	SEC ID BADGE	10.50
	06/21/2018		SI-485080	SEC ID BADGE	10.50
	06/21/2018		SI-485563	SECURITY ID BADGE	10.50
549748	06/21/2018	ALEXIAN BROTHERS BEHAVIORAL HO	H08003483214	HOSPITAL TUTORING	1,200.00
549749	06/21/2018	ALEXIAN BROTHERS MEDICAL GROUP	651449	CUSTODIAL PHYSICAL	105.00
549750	06/21/2018	ARAMARK UNIFORM SERVICES	6/1/18 Q4	MAT, TOWEL, AND MOP RENTAL	4,500.00
549751	06/21/2018	ARLINGTON HEIGHTS SCHOOL DISTR	4/18 EC	EC SNACKS	642.50
	06/21/2018		4/18 FV KC	FV KC SNACKS	450.00
	06/21/2018		4/18 LP KC	LP KC SNACKS	460.50
	06/21/2018		4/18 WB KC	WB KC SNACKS	305.50
	06/21/2018		4/18 F / R	FREE/REDUCED MEALS	1,577.25
	06/21/2018		4/18 FS CS	FOOD SERVICE	20,204.99
549752	06/21/2018	BAILEY, KELLY	5/29/18 LN	MILEAGE REIMBURSE	211.45
549753	06/21/2018	BALLARD & TIGHE INC	0158105-IN	ASSESSMENT MATERIALS	171.60
549754	06/21/2018	BENCHMARK EDUCATION COMPANY	346678	EL SUMMER SCHOOL MATERIALS	1,626.90
	06/21/2018		346672	EL SUMMER SCHOOL MATERIALS	1,050.50
549755	06/21/2018	BLACK, CASSANDRA	5/30/18 CB	TUITION REIMBURSE	5,000.00
549756	06/21/2018	CAMCOR INC.	2447595	IT WIRELESS ADAPTOR	165.00
	06/21/2018		2447272	FV POSTER INK	1,260.00
549757	06/21/2018	CAMELOT EDUCATION	5/18 LIAM N	OOD TUITION	1,640.07
549758	06/21/2018	CLASSROOM DIRECT	208120388432	LN CLASS SUPP	44.74
	06/21/2018		308103002541	LN CLASS SUPP	114.37
	06/21/2018		208120448111	LN CLASS SUPP	73.75
	06/21/2018		208120448113	LN CLASS SUPP	78.20
549759	06/21/2018	COLORBURST SCREEN PRINTING	201826274	LP T-SHIRTS	205.96
549760	06/21/2018	COMPASS HEALTH CENTER	5924	TUTORING	360.00
549761	06/21/2018	CONSTELLATION NEW ENERGY	2318440 LP	LP GAS BILL	1,966.27
	06/21/2018		2318440 FV	FV GAS BILL	2,377.64
	06/21/2018		2318440 LN 1	LN 1 GAS BILL	1,547.80
	06/21/2018		2318440 LN	LN GAS BILL	1,658.10
	06/21/2018		2318440 LN M	LN MB GAS BILL	202.56
	06/21/2018		2318440 AB	ADM BLDG GAS BILL	538.55
	06/21/2018		2318440 WB	WB GAS BILL	1,441.79
549762	06/21/2018	COVE SCHOOL	SD57-0418	OOD TUITION	8,051.84
549763	06/21/2018	CREATIVE TEACHING PRESS	995758	LN CLASS SUPP	32.92
549764	06/21/2018	CROWN TROPHY	10603	RECOGNITION GIFTS	710.50
	06/21/2018		10648	BRD MEMBER NAME PLATE	12.25
549765	06/21/2018	DAILY HERALD - PADDOCK PUBLICA	7/5/18	PAPER SUBSCRIPTION	125.60
549766	06/21/2018	DEFRANCO PLUMBING	23984	WB PLUMBING REPAIRS	762.44
	06/21/2018		23971	LN PLUMBING REPAIR	273.00
	06/21/2018		23972	LN PLUMBING REPAIR	1,308.00
	06/21/2018		23935	FV PLUMBING REPAIR	2,445.50
	06/21/2018		23940	LN SEWER BLOCKAGE	2,537.00
	06/21/2018		23941	LN PLUMBING REPAIRS	526.58
	06/21/2018		23932	LP PLUMBING REPAIR	292.04
	06/21/2018		23934	FV PLUMBING REPAIR	491.63
	06/21/2018		24036	LN PLUMBING REPAIR	1,393.00
	06/21/2018		24039	LP PLUMBING REPAIR	273.00
	06/21/2018		24060	LN PLUMBING REPAIR	273.00
	06/21/2018		24061	FV PUMBING REPAIR	485.65
549767	06/21/2018	ECKWALL, JAMES	5/9/18	LN PIANO TUNING	95.00
549768	06/21/2018	FIRST STUDENT INC.	5/31/18 DR	DAILY ROUTES	65,328.10
	06/21/2018		5/31/18 FT	FIELD TRIPS	7,556.34
	06/21/2018		5/31/18 AT	ATHLETIC TRIPS	233.40
	06/21/2018		5/31/18 PA	PERFORMING ARTS	1,692.15

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
549768	06/21/2018	FIRST STUDENT INC.	5/31/18 OOD	OOD ROUTES	17,105.05
	06/21/2018		5/31/18 CBI	CBI SP ED TRIPS	729.38
549769	06/21/2018	GENERAL MECHANICAL (FKA NORTH	SI2057218	LP HVAC REPAIR	565.00
	06/21/2018		SI2057888	LN HVAC REPAIR	6,360.00
	06/21/2018		SI2057907	FV HVAC REPAIR	1,283.84
	06/21/2018		SI2057906	LP HVAC REPAIR	2,441.43
	06/21/2018		SI2056969	HVAC MEETING	215.00
	06/21/2018		SI2056970	FV HVAC REPAIR	285.00
	06/21/2018		SI2056978	LP HVAC REPAIR	1,052.36
	06/21/2018		SI2057086	LP HVAC REPAIR	359.25
549770	06/21/2018	GENESIS TECHNOLOGIES	646627	FV STAPLE CARTRIDGE	109.60
	06/21/2018		648673 ADM	ADM PRINTING FEES	1,027.43
	06/21/2018		648673 FV	FV PRINTING FEES	1,182.31
	06/21/2018		648673 LN	LN PRINTING FEES	2,845.14
	06/21/2018		648673 LP	LP PRINTING FEES	1,516.22
	06/21/2018		648673 WB	WB PRINTING FEES	1,446.68
	06/21/2018		644122 ADM	ADM PRINTING FEES	914.45
	06/21/2018		644122 FV	FV PRINTING FEES	1,125.75
	06/21/2018		644122 LN	LN PRINTING FEES	2,197.96
	06/21/2018		644122 LP	LP PRINTING FEES	1,325.31
	06/21/2018		644122 WB	WB PRINTING FEES	1,310.94
549771	06/21/2018	GENESIS TECHNOLOGIES, INC	22730135	JUNE 2018 COPIER LEASES	2,299.17
549772	06/21/2018	GORR, MARY	5/30/18 MG	TUITION REIMBURSE	5,000.00
549773	06/21/2018	HEARTLAND BUSINESS SYSTEMS	261343-H	MANAGED IT SERVICES	1,590.00
549774	06/21/2018	HEINEMANN	6908293	ASSESSMENT MATERIALS	467.50
	06/21/2018		6908083	INTERVENTION MATERIALS	6,108.36
549775	06/21/2018	HERFF JONES INC	912524	DIPLOMAS	1,366.62
	06/21/2018		903488	DIPLOMAS	1,516.06
549776	06/21/2018	ILLINOIS STATE UNIVERSITY	MBR001266	MEMBERSHIP RENEWAL	49.00
549777	06/21/2018	INNOVATIVE MODULAR SOLUTIONS	MOU701-20186	WB MOBILE RENTAL	1,480.00
549778	06/21/2018	INTERNATIONAL READING ASSOCIAT	2087512	ILA MEMBERSHIP	44.00
549779	06/21/2018	INTERNATIONAL SOCIETY FOR	769042	ITSE WORKSHOP	1,190.00
549780	06/21/2018	KUSTRA-QUINN, JENNY	5/30/18	PR / COMM	2,535.00
549781	06/21/2018	LAKESHORE LEARNING MATERIALS	4637580418	LITERACY INTERVENTION MATERIALS	114.98
	06/21/2018		5370420518	EL SUMMER SCHOOL MATERIALS	935.13
	06/21/2018		5370380518	EL SUMMER MATERIALS	51.73
549782	06/21/2018	LANGUAGE LINE SERVICES, INC	4306268	TRANSLATION SERVICES	115.30
	06/21/2018		4326794	TRANSLATION SERVICES	54.85
549783	06/21/2018	LANGUAGE DYNAMICS GROUP	100005402	EC LANGUAGE MATERIALS	546.34
549784	06/21/2018	LOGIC LAWN CARE	19208	WEED CONTROL / FERTILIZATION	5,950.00
	06/21/2018		19169	WEED CONTROL	2,700.00
549785	06/21/2018	LOWERY MCDONNELL COMPANY, INC	IN00011322	FV SHELVING REPAIRS	330.00
549786	06/21/2018	MACGILL & CO, WILLIAM V	IN0635068	FV NURSE'S SUPP	96.75
549787	06/21/2018	MOORE MEDICAL	99916366	AED PADS	155.23
549788	06/21/2018	MOUNT PROSPECT SD57 ACTIVITY A	6/1/18	LN YR BOOK REIMBURSEMENTS	75.00
	06/21/2018		6/1/18 FV	FV NSF CHECK	8.00
549789	06/21/2018	NEXTERA ENERGY (FKA AMEREN)	303415347989	LP ELECTRIC BILL	4,352.60
	06/21/2018		303415347989	FV ELECTRIC BILL	5,576.54
	06/21/2018		303415347989	LN ELECTRIC BILL	5,439.30
	06/21/2018		303415347989	WB ELECTRIC BILL	3,384.00
549790	06/21/2018	NICHOLAS & ASSOCIATES	5464-4	CONSTRUCTION MANAGEMENT	11,310.00
549791	06/21/2018	NORTHERN SUBURBAN SPECIAL EDUC	3835	NSSEO TRANSPORTATION	8,218.04
	06/11/2018		3835	NSSEO TRANSPORTATION	-8,218.04
549792	06/21/2018	NORTHWEST EVALUATION ASSOCIATI	1695	TEACHING MATERIALS	2,500.00
549793	06/21/2018	OMNI GROUP	1806-7202	403B/457B ADM FEES	197.50
549794	06/21/2018	P & M DISTRIBUTORS INC	MAY 2018	MAY 2018 MILK BILL	2,685.90

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
549795	06/21/2018	PARCO SCIENTIFIC	PU101705	LN MEDICAL SUPP	61.28
549796	06/21/2018	PARISI, ADAM	5/30/18 AP	TUITION REIMBURSE	5,000.00
549797	06/21/2018	PEDIATRIC CONSULTING CENTER	4289	EDUCATION EVALUATION	4,800.00
549798	06/21/2018	PITNEY BOWES SUPPLY LINE	1007188045	POSTAGE METER INK	139.17
549799	06/21/2018	PRECISION CONTROL SYSTEMS OF C	34035	FV HVAC REPAIR	845.00
549800	06/21/2018	PRO-ED	2712222	EL SUMMER SCHOOL MATERIALS	102.30
549801	06/21/2018	PROSPECT ELECTRIC CO.	35890405	LN ELECTRICAL REPAIRS	1,532.14
	06/21/2018		35890312	WB LIGHT REPLACEMENT	4,750.00
	06/21/2018		358980329	WB ELECTRICAL REPAIRS	362.54
	06/21/2018		35890425	LP ELECTRICAL REPAIRS	193.65
	06/21/2018		35890413	LN ELECTRICAL REPAIRS	656.77
549802	06/21/2018	RAMIREZ, LUIS	6/5/18 REISS	LN PLAY STIPEND	596.50
549803	06/21/2018	RAU, ELAINE	5/18	SLP SERVICES	3,780.00
549804	06/21/2018	READ NATURALLY	223639	SUPPORT MATERIALS	690.00
549805	06/21/2018	SCARIANO HIMES & PETRARCA	40727	LEGAL COUNSEL	2,972.03
549806	06/21/2018	SCHOOL SPECIALTY	208120417224	LN CLASS SUPP	34.99
	06/21/2018		308103001515	LN CLASS SUPP	68.79
	06/21/2018		208120377849	FV LAMINATING FILM	405.84
	06/21/2018		208120439622	LN CLASS SUPP	109.57
	06/21/2018		208120440930	LN CLASS SUPP	65.95
	06/21/2018		308103010626	LN CLASS SUPP	86.49
549807	06/21/2018	SCIRA	061418	SCIRA CONFERENCE	170.00
549808	06/21/2018	SHAFFER, STEVEN	5/30/18	MILEAGE REIMBURSE	203.95
549809	06/21/2018	SOUTH SIDE CONTROL SUPPLY CO	S100467115.0	FV HVAC MATERIALS	23.23
	06/21/2018		S100466785.0	LP HVAC PARTS	130.00
	06/21/2018		S100468751.0	LN HVAC PARTS	142.94
549810	06/21/2018	SPORTIME SCHOOL SPECIALTY	208120377846	FV PE BALLS	118.54
549811	06/21/2018	TAYLOR RENTAL	34477	LN TABLE RENTAL	406.00
549812	06/21/2018	TEACHERS CURRICULUM INSTITUTE	INV40732	LN SOCIAL STUDIES MATERIAL	64,870.35
	06/21/2018		INV40837	FV SOC STUDIES MATERIALS	39,694.35
	06/21/2018		INV40877	LP SOC STUDIES MATERIAL	34,118.40
549813	06/21/2018	TECHNOLOGY MANAGEMENT REV FUND	T1830393	COMMUNICATION SERV FEE	25.00
549814	06/21/2018	TRINITY3 TECHNOLOGY	PS1006503	WARRANTIES	2,961.00
549815	06/21/2018	TYBURSKI, SARA	5/30/18 ST	TUITION REIMBURSE	1,650.00
549816	06/21/2018	UMOJA STUDENT DEVELOPMENT CORP	5/8/18	PROF DEVELOPMENT	2,500.00
549817	06/21/2018	UNITE PRIVATE NETWORKS	SI-18-003875	WAN DATA LINES	6,495.00
	06/21/2018		SI-18-004758	WAN DATA LINES	6,495.00
549818	06/21/2018	UNITED RENTAL (FKA RSC RENTAL)	156363223-00	LN SCISSOR LIFT MAINT	590.07
549819	06/21/2018	VEGLIA, KATHRYN	6/4/18	REIMBURSEMENT	22.00
549820	06/21/2018	VONDER HAAR, KRISTIN	5/30/18 KV	TUITION REIMBURSE	5,000.00
549823	06/21/2018	WAREHOUSE DIRECT	3895825-0	WB FLR EXTRACTOR	2,831.00
	06/21/2018		3900414-0	LN CLASS SUPP	66.27
	06/21/2018		3898309-0	LN CLASS SUPP	74.80
	06/21/2018		3894850-0	LN CLASS SUPP	96.12
	06/21/2018		3878383-0	LN OFFICE SUPP	256.15
	06/21/2018		3889866-0	LN CUSTODIAL SUPP	625.53
	06/21/2018		3900330-0	FV OFFICE SUPP	102.73
	06/21/2018		3899373-0	FV OFFICE SUPP	958.24
	06/21/2018		3892942-0	FV CUSTODIAL SUPP	8.18
	06/21/2018		3889866-1	LN CUSTODIAL DOLLY'S	463.10
	06/21/2018		3895975-0	WB CUSTODIAL SUPP	39.81
	06/21/2018		3891830-0	FV CUSTODIAL VACUUM	389.35
	06/21/2018		3900396-0	FV CUSTODIAL SUPP	0.20
	06/21/2018		3900395-0	ADM CUSTODIAL SUPP	0.05
	06/21/2018		3894114-0	LN DESK LIFT	273.53
	06/21/2018		3912243-0	FV CUSTODIAL SUPP	23.55

<u>NUMBER</u>	<u>DATE</u>	<u>VENDOR</u>	<u>INVOICE</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
549823	06/21/2018	WAREHOUSE DIRECT	3912247-0	FV CUSTODIAL SUPP	6.60
	06/21/2018		3912078-0	LP CUSTODIAL SUPP	794.01
	06/21/2018		3912250-0	FV CUSTODIAL SUPP	150.16
	06/21/2018		3912090-0	LP CUSTODIAL SUPP	275.70
	06/21/2018		IN267518	WB FLR MACHINE REPAIR	239.00
	06/21/2018		IN266792	FV FLR MACHINE REPAIR	217.40
	06/21/2018		3889535-0	ADM CUSTODIAL SUPP	1,014.12
	06/21/2018		C3889535-0	RETURN/CREDIT	-1,014.12
	06/21/2018		3916858-0	WB ENVELOPES	35.36
	06/21/2018		3892046-0	LN CALCULATOR	102.53
	06/21/2018		3892283-0	LN CLASS SUPP	85.96
	06/21/2018		C3612011-0	WB CREDIT/RETURN	-91.34
	06/21/2018		3896502-0	WB CUSTODIAL SUPP	27.34
	06/21/2018		3895937-0	WB CUSTODIAL SUPP	337.86
	06/21/2018		3895897	WB CUSTODIAL SUPP	1,032.87
	06/21/2018		3896987-0	WB CUSTODIAL SUPP	66.74
	06/21/2018		3900481-0	FV OFFICE SUPP	144.21
	06/21/2018		3900390-0	DISPENSER PART	0.15
	06/21/2018		3895832-0	FV EXTRACTOR	3,010.00
	06/21/2018		3920562-0	LN FLR EXTRACTOR	525.00
	06/21/2018		C3905927-0	CREDIT / RETURN	-35.36
	06/21/2018		3922954-0	LN CUSTODIAL SUPP	468.00
	06/21/2018		3922794-0	LN CUSTODIAL SUPP	679.59
	06/21/2018		3920573-0	LN OFFICE SUPP	52.09
	06/21/2018		3922794-1	LN CUSTODIAL SUPP	230.04
	06/21/2018		3922690-0	WB FLOOR FAN	179.00
	06/21/2018		3922648-0	LN FLOOR FAN	179.00
	06/21/2018		3918414-0	LN DESK MOVER PART	168.87
	06/21/2018		3922794-2	LN CUSTODIAL SUPP	8.10
549824	06/21/2018	NORTHWEST SUBURBAN SPECIAL EDU	3835	NSSEO TRANSPORTATION	8,218.04
Totals for checks					480,538.76

NUMBER	DATE	VENDOR	INVOICE	DESCRIPTION	AMOUNT
549825	06/21/2018	ALARM DETECTION SYSTEMS	99552-1034	SECURITY ALARM MONITORING	9,231.03
549826	06/21/2018	BRECHTS DATABASE SOLUTIONS	3921	SOFTWARE LICENSE	2,000.00
	06/21/2018		3750	ONLINE IEP RENEWAL	4,681.00
549827	06/21/2018	FORECAST 5 ANALYTICS	INV05978	SOFTWARE LICENSE/SUPPORT	12,500.00
549828	06/21/2018	FRONTLINE TECHNOLOGIES	INVUS82629	ABSENCE/SUBSTITUTE MANAGE	8,256.00
549829	06/21/2018	IASA (IL ASSOC OF SCHOOL ADMIN	6/8/18	SCHOOL LAW SEMINAR	115.00
	06/21/2018		FY 18-19 DUE	MEMBERSHIP	2,022.92
549830	06/21/2018	IASB (IL ASSOC OF SCHL BOARDS)	193502	FY 18-19 FEES	6,417.00
549831	06/21/2018	INFINITE COHESION	7019	HOSTING AND SUPPORT	6,540.00
549832	06/21/2018	INTEGRATED SYSTEMS CORP	0692811	7/19 SKYWARD HOSTING	630.00
549833	06/21/2018	POWERSCHOOL LLC	INV149395	POWERSCHOOL HOSTING/SUPPORT	23,171.94
549834	06/21/2018	PROJECT LEAD THE WAY, INC	136439	PARTICIPATION FEE	750.00
549835	06/21/2018	SANDNER GROUP	352082	TREASURER BOND	4,679.00
549836	06/21/2018	SCARIANO HIMES & PETRARCA	40812	LEGAL COUNSEL	1,660.05
549837	06/21/2018	TOBII DYNAVOX	Q006342	COMMUNICATION SOFTWARE	13,701.30
549838	06/21/2018	TYCO SIMPLEX GRINNELL	290172	LP FIRE ALARM/SPRINKLER CONTR	1,169.37
	06/21/2018		290159	LN FIRE ALARM CONTR	1,065.00
	06/21/2018		290165	WB FIRE ALARM CONTR	1,042.64
	06/21/2018		290169	FV FIRE ALARM/SPRINKLER CONTR	1,169.37
	06/21/2018		304325	LN MASTER CLOCK CONTR	1,047.96
	06/21/2018		657968	WB MASTER CLOCK CONTR	743.37
	06/11/2018		290159	LN FIRE ALARM CONTR	-1,065.00
	06/11/2018		290165	WB FIRE ALARM CONTR	-1,042.64
	06/11/2018		290169	FV FIRE ALARM/SPRINKLER CONTR	-1,169.37
	06/11/2018		290172	LP FIRE ALARM/SPRINKLER CONTR	-1,169.37
	06/11/2018		304325	LN MASTER CLOCK CONTR	-1,047.96
	06/11/2018		657968	WB MASTER CLOCK CONTR	-743.37
549839	06/21/2018	TYCO SIMPLEX GRINNELL	290159	LN FIRE ALARM CONTR	1,065.00
	06/21/2018		290165	WB FIRE ALARM CONTR	1,042.64
	06/21/2018		290169	FV FIRE ALARM/SPRINKLER CONTR	1,169.37
	06/21/2018		290172	LP FIRE ALARM/SPRINKLER CONTR	1,169.37
	06/21/2018		304325	LN MASTER CLOCK CONTR	1,047.96
	06/21/2018		657968	WB MASTER CLOCK CONTR	743.37
Totals for checks					102,592.95

Mount Prospect School District 57
Office of the Assistant Superintendent for Finance and Operations

TO: Dr. Elaine Aumiller, Superintendent

FROM: Adam Parisi, Assistant Superintendent for Finance and Operations

DATE: June 21, 2018

RE: Prevailing Wage
Policy 4:150 Facility Management and Building Programs

EXECUTIVE SUMMARY:

In June of each year, the Board adopts the use of the current approved prevailing wage rates that are posted on the Illinois Department of Labor website (<http://www.illinois.gov/idol>).

BACKGROUND AND RATIONALE:

Pursuant to the State of Illinois Prevailing Wage Act, 820 ILCS 130/0.01 et seq., the district shall annually update the prevailing rate of wages as prepared by the Illinois Department of Labor and as maintained by the district for compliant use in construction contracts. An annual filing of the attached resolution with the Secretary of State and the Department of Labor is also required.

RECOMMENDED BOARD ACTION:

That the Board of Education approve the attached resolution to adopt the prevailing wage rates as posted on the Illinois Department of Labor website (<http://www.illinois.gov/idol>) for construction work in Cook County.

Mount Prospect School District 57
Office of the Assistant Superintendent for Finance and Operations

TO: Dr. Elaine Aumiller, Superintendent

FROM: Adam Parisi, Assistant Superintendent for Finance and Operations

DATE: June 21, 2018

RE: Appointment of School Treasurer
Policy 4:30 Operational Services, Revenue and Investments

EXECUTIVE SUMMARY:

The Assistant Superintendent for Finance and Operations, Adam Parisi, will be appointed the position of School Treasurer from July 1, 2018 – June 30, 2019.

BACKGROUND AND RATIONALE:

A Board Resolution must be passed each year by a majority of the Board of Education and signed by the President and Secretary.

RECOMMENDED BOARD ACTION:

That the Board of Education approve Resolution 180621A to appoint the Assistant Superintendent for Finance and Operations, Adam Parisi, as School Treasurer, for the 2018 – 2019 school year.

Mount Prospect School District 57
Office of the Assistant Superintendent for Finance and Operations

TO: Dr. Elaine Aumiller, Superintendent

FROM: Adam Parisi, Assistant Superintendent for Finance and Operations

DATE: June 21, 2018

RE: Approval of School Treasurer's Bond
Policy 4:30 Operational Services, Revenue and Investments

EXECUTIVE SUMMARY:

The School Treasurer, Adam Parisi, is required to be bonded from July 1, 2018 – June 30, 2019.

BACKGROUND AND RATIONALE:

A Board Resolution should be passed each year by a majority of the Board of Education and signed by the President and Secretary. The School Treasurer is bonded at 25% of the highest possible fund balance throughout a fiscal year.

RECOMMENDED BOARD ACTION:

That the Board of Education approve Resolution 180621B to approve the Treasurer's Bond for Adam Parisi for the 2018 – 2019 school year.



MOUNT PROSPECT SCHOOL DISTRICT 57

701 West Gregory Street, Mount Prospect, Illinois 60056-2296
(847) 394-7300 / Fax (847) 394-7311 / www.d57.org

June 21, 2018

BOARD RECOMMENDATION

On Recommendation by the Superintendent:

That the Board approve the social studies curriculum TCI *Social Studies Alive!* in K – 5 and TCI *History Alive!* In 6 – 8.

Background

See attached memo from Cassie Black with background information.

Mount Prospect School District 57
Curriculum and Instruction

To: Dr. Elaine Aumiller
From: Cassie Black, Assistant Superintendent for Curriculum and Instruction
Date: May 17, 2018
Re: Recommendation for Social Studies Materials Adoption

Executive Summary:

District 57 teachers researched and piloted social studies instructional materials aligned to the Illinois Social Science Learning Standards, with the goal of recommending to the Board of Education materials adoption. District 57 teachers recommend the adoption of TCI, *Social Studies Alive!* in K-5 and TCI, *History Alive!* in 6-8.

Background:

Teachers who volunteered to research and pilot social studies materials:

Kindergarten:	Katie Luedloff, Kristi Zakula
First Grade:	Elena Coughlin, Carly Fergus
Second Grade:	Kari Commare
Third Grade:	Karl Anderson
Fourth Grade:	Angela Coscino, Maureen Sheehan
Fifth Grade:	Jonas Lindgren
Sixth Grade:	Elaine Ionas, John Rollinger
Seventh Grade:	Joanne Burger, Kristen Kaage
Eighth Grade:	Trina Courtney, Loretta Rose

The district first adopted TCI during the 2005-06 school year, and readopted TCI during the last curriculum review cycle in 2012-13. The social studies committee determined last year that members wanted to pilot only TCI materials during the 2017-18 school year at the K-5 level, while the middle school determined they would pilot both TCI, *History Alive!* and Discovery Education Techbook instructional materials. Teachers in all grades piloted materials from August to December.

Consensus was reached regarding recommendation for TCI. The cost of this curricular adoption will be \$160,329.30. Some of the materials have been purchased with the FY18 budget and the remaining materials will be purchased with the FY19 budget.

Pilot teachers volunteered to participate in this curricular review process and their extra efforts and thoughtful consideration will directly benefit District 57 students.

Recommendation:

Recommend the adoption of TCI instructional materials as described.

Mount Prospect School District 57
Office of the Assistant Superintendent for Finance and Operations

TO: Dr. Elaine Aumiller, Superintendent

FROM: Adam Parisi, Assistant Superintendent for Finance and Operations

DATE: June 21, 2018

RE: Replacement of Chillers
Policy 4:60 Purchases and Contracts

EXECUTIVE SUMMARY:

The main chiller units at Lincoln are no longer working and need to be replaced. Quotes were solicited from several companies for both the purchase of the chiller and the installation of the unit. This resolution will allow the purchase and the work to begin upon passing of the resolution.

BACKGROUND AND RATIONALE:

Both of the chillers that provide air conditioning to most parts of the building at Lincoln are no longer working. They are 28 years old and past the end of their lifespan. The District's HVAC mechanical contractor, General/Northwest Town had been servicing the chillers in May in attempt to get them up and running. After much hard work, it was determined they were no longer able to function. The chillers are on the Master Facility Plan and were talked about throughout the referendum process.

I engaged with both Carole Pugh from Green Associates and Jeff Chamberlin from 2010 Engineering to finalize a plan. The engineers had developed a solution to place one 160 ton chiller outside of Lincoln to replace the units that are there now. Piping and power will be extended outside to this new chiller. The old chillers will be capped off and remain in the building to save on removal costs. The chiller room cannot be used for classroom or storage space.

2010 Engineering finalized the schematic and I distributed them to several vendors with instructions to submit quotes for installation. Quotes were also submitted for the chiller unit itself. Price and delivery were the major considerations in choosing a company. Jeff Chamberlin from 2010 Engineering will be in attendance at the Board Meeting to answer specific questions.

After receiving the quotes and taking into consideration price and delivery date, the following vendors were selected. Each of these vendors provided the lowest quote:

General/Northwest Town Mechanical will perform the installation work.
Johnson Controls will install a York chiller.
Precision Controls will install new controls associated with the chiller unit.

RECOMMENDATION:

That the Board of Education approve Resolution 180621C for the approval of Emergency Contracts for Chiller Replacement.



MEMORANDUM

To: Members, Board of Education
 From: Elaine Aumiller
 Re: Policies First Read
 Date: June 21, 2018

The Policy Committee met on Wednesday, June 6, 2018, for a regular meeting to review policies updated in the IASB Jan/Feb and May/June 2018 Policy Reference Education Subscription Service (PRESS) packet. A list of the policies is provided below with a brief explanation of the changes being recommended to the Board during First Read on June 21, 2018. The PRESS Update Memo with more detailed explanation regarding each policy is included in the packet as well. Please carefully review the policies and recommended changes and bring forward any concerns to the June 21 meeting. These policies are scheduled for Board action for approval at Second Read on July 19, 2018.

Policy #	Title	Explanation
2:105	Ethics and Gift Ban	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
2:170	Procurement of Architectural, Engineering, and Land surveying Services	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
2:260	Uniform Grievance Procedure	Policy, Legal References, Cross References and footnotes are updated. Recommendation is to adopt PRESS.
4:20	Fund Balances	Policy is unchanged. Footnotes updated. Recommendation is to keep current policy which identifies 30%-50% fund balances with 40% target.
4:40	Incurring Debt	Policy, Legal References, and footnotes are updated. Recommendation is to adopt PRESS.
4:80	Accounting and Audits	Policy, Legal References, and footnotes are updated. Recommendation is to adopt PRESS.
4:140	Waiver of Student Fees	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
5:20	Workplace Harassment Prohibited	Policy, Legal References, and footnotes are updated. Recommendation is to adopt PRESS.
5:170	Copyright	Footnotes are updated. Recommendation is to adopt PRESS.
6:10	Educational Philosophy and Objectives	Policy is unchanged. Footnotes updated.

		Recommendation is to adopt PRESS.
6:60	Curriculum Content	Policy, Legal References and footnotes are updated. Recommendation is to adopt PRESS.
6:120	Education of Children with Disabilities	Policy is updated with minor changes. Recommendation is to adopt PRESS.
6:135	Accelerated Placement Program	New policy in response to new law. Recommendation is to adopt PRESS.
6:190	Extracurricular and Co-Curricular Activities	Policy is unchanged. Recommendation is to adopt PRESS.
6:250	Community Resource Persons and Volunteers	Policy, Legal References, Cross References and footnotes are updated. Recommendation is to adopt PRESS.
7:50	School Admissions and Student Transfers To and From Non-district Schools	Policy, Legal References, Cross References and footnotes are updated. Recommendation is to adopt PRESS.
7:340	Student Records	Policy is unchanged. Footnotes updated. Recommendation is to adopt PRESS.
8:25	Advertising and Distributing Materials in Schools Provided by Non-School Related Entities	Policy is unchanged. Footnotes and Cross References updated. Recommendation is to adopt PRESS.

** IASB policies are on an automatic 5 year review cycle regardless of any legislative change.*

School Board

Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and School Board members:

1. No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee, shall intentionally solicit or accept any *gift* from any *prohibited source*, as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-

law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. *Catered* means food or refreshments that are purchased ready to consume, which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. *Intra-governmental gift* means any gift given to a Board member or employee from another Board member or employee, and *inter-governmental gift* means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Superintendent or Board President shall, after consulting with the Board Attorney, either place the

alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

Political activity means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, *compensated time* includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

Prohibited source means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

Gift means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

LEGAL REF.: 5 ILCS 430/, State Officials and Employees Ethics Act.
10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:60 (Purchases and Contracts),
5:120 (Employee Ethics; Conduct; and Conflict of Interest)

School Board

Procurement of Architectural, Engineering, and Land Surveying Services

The School Board selects architects, engineers, and land surveyors to provide professional services to the District on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.: 40 U.S.C. §541.
 50 ILCS 510/, Local Government Professional Services Selection Act.
 105 ILCS 5/10-20.21.
 Shively v. Belleville Twp. High Sch. Dist. 201, 329 Ill.App.3d 1156 (5th Dist.
 2002), *appeal denied*.

School Board

Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (State Officials and Employees Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager.

The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Adam Parisi
Name
701 W. Gregory St. Mount Prospect, IL 60056
Address
aparisi@d57.org
Email
847/394-7300
Telephone

Complaint Managers:

Adam Parisi
Name
701 W. Gregory St. Mount Prospect, IL 60056
Address
aparisi@d57.org
Email
847/394-7300
Telephone

Elaine Aumiller
Name
701 W. Gregory St. Mount Prospect, IL 60056
Address
eaumiller@d57.org
Email
847/394-7300
Telephone

LEGAL REF.: Age Discrimination in Employment Act, 29 U.S.C. §621 et seq.
Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
Equal Pay Act, 29 U.S.C. §206(d).
Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.
Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.
McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.
Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4,
5/27-1, 5/27-23.7, and 45/1-15.
Illinois Genetic Information Privacy Act, 410 ILCS 513/.
Illinois Whistleblower Act, 740 ILCS 174/.
Illinois Human Rights Act, 775 ILCS 5/.
Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code
Part 280.
Equal Pay Act of 2003, 820 ILCS 112/.
Employee Credit Privacy Act, 820 ILCS 70/.
23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Operational Services

Fund Balances

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

The School District seeks to maintain a year-end operating fund balance no less than 30% and no greater than 50% with a target of 40% of the annual operating expenditures. The operating fund shall consist of the educational, operations & maintenance, transportation, municipal retirement/social security, working cash, and tort funds.

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

ADOPTED:

Operational Services

Incurring Debt

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board, at its discretion, to: (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness, or (2) establish a line of credit with a bank or other financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

Bond Issue Obligations

In connection with the Board's issuance of bonds, the Superintendent shall be responsible for ensuring the District's compliance with federal securities laws, including the anti-fraud provisions of the Securities Act of 1933, as amended and, if applicable, the continuing disclosure obligations under Rule 15c2-12 of the Securities Exchange Act of 1934, as amended.

Additionally, in connection with the Board's issuance of bonds, the interest on which is excludable from *gross income* for federal income tax purposes, or which enable the District or bond holder to receive other federal tax benefits, the Board authorizes the Superintendent to establish written procedures for post-issuance compliance monitoring for such bonds to protect their tax-exempt (or tax-advantaged) status.

The Board may contract with outside professionals, such as bond counsel and/or a qualified financial consulting firm, to assist it in meeting the requirements of this subsection.

LEGAL REF.: Securities Act of 1933, 15 U.S.C. §77a et seq.
Securities Exchange Act of 1934, 15 U.S.C. §78a et seq.
17 C.F.R. §240.15c2-12.
Bond Authorization Act, 30 ILCS 305/2.
Bond Issue Notification Act, 30 ILCS 352/.
Local Government Debt Reform Act, 30 ILCS 350/.
Tax Anticipation Note Act, 50 ILCS 420/.
105 ILCS 5/17-16, 5/17-17, 5/18-18, and 5/19-1 et seq.

CROSS REF.: 4:10 (Fiscal and Business Management)

ADMIN. PROC.: 4:40-AP (Preparing and Updating Disclosures)

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 Ill. State Board of Education (ISBE), 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 ISBE. 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 inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) 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 through donation, cannibalize/salvage for parts, trade-in, or sale. The sale of district property will be done by a bid process.

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 and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall designate a custodian for each revolving fund and petty cash fund and maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank and established in an amount approved by the Board. 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 to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

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 either the Treasurer or Board President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

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, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

As part of the annual audit, the auditors shall consider the District's internal controls over financial reporting as required under generally accepted auditing standards and Government Auditing Standards and make any required communications to the Board under those standards. The Board may from time-to-time engage a third party to audit internal controls in addition to the annual audit.

LEGAL REF.: 2 C.F.R. §200 et seq.
30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Admin.Code 7000 et seq.
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)

Operational Services

Waiver of Student Fees

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter, but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2, and 5/28-19.2.
23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:220 (Bring Your Own
Technology (BYOT) Program; Responsible Use and Conduct)

General Personnel

Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved employees, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator: Please refer to Policy 2:260, Uniform Grievance Procedure

Complaint Managers: Please refer to Policy 2:260, Uniform Grievance Procedure

Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

A violation of this policy by an employee may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.: Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.
Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.
State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).
Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Burlington Industries v. Ellerth, 524 U.S. 742 (1998).
Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).
Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).
Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).
Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

General Personnel

Copyright

Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and School Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assured the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

Copyright Infringement; Designation of District Digital Millennium Copyright Act (DMCA) Agent

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

District DMCA Agent:

Trevor Hope

Name

701 W. Gregory, Mount Prospect, IL 60056

Address

thope@d57.org

Email

847/394-7300

Telephone

LEGAL REF.: Federal Copyright Law of 1976, 17 U.S.C. §101 et seq.
105 ILCS 5/10-23.10.

CROSS REF.: 6:235 (Access to Electronic Networks)

Instruction

Educational Philosophy and Objectives

The District's educational program will seek to provide an opportunity for each student to develop to his or her maximum potential. The objectives for the educational program are to:

1. Foster students' self-discovery, self-awareness, and self-discipline.
2. Develop students' awareness of and appreciation for cultural diversity.
3. Stimulate students' intellectual curiosity and growth.
4. Provide students with fundamental career concepts and skills.
5. Help students develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. Help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. Encourage students to become life long learners.
8. Provide an educational climate and culture free of bias concerning the protected classifications identified in policy 7:10, *Equal Educational Opportunities*.

In order for the Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. A review and evaluation of the present curriculum.
2. A projection of curriculum and resource needs.
3. An evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8, above.
4. Any plan for new or revised instructional program implementation.
5. A review of present and future facility needs.

CROSS REF: 1:30 (School District Philosophy), 3:10 (Goals and Objectives), 6:15 (School Accountability), 7:10 (Equal Educational Opportunities)

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In grade 1 through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. Before the completion of grade 5, students will be offered at least one unit of cursive instruction.
2. In grades 7 through 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 12, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 12, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policies 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students* and 7:260, *Exemption from Physical Education*.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal

education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.

10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, and (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State.

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

12. In grade 7 and all high school courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
13. In all schools, the curriculum includes a unit of instruction on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
14. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes a unit of instruction on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.

LEGAL REF.: 5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-24.2, 435/, and 110/3.
625 ILCS 5/6-408.5.
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440.
Consolidated Appropriations Act of 2005, Pub. L. No. 108-447, Section 111 of Division J.
Protecting Children in the 21st Century Act, Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008).
47 C.F.R. §54.520.

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

Instruction

Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term *children with disabilities*, as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.: 20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.
 29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
 42 U.S.C. §12101 et seq., Americans With Disabilities Act.
 34 C.F.R. §300.
 105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.
 23 Ill.Admin.Code Part 226.

CROSS REF.: 2:150 (Committees), 7:230 (Misconduct by Students with Disabilities)

Instruction

Accelerated Placement Program

The District provides an Accelerated Placement Program (APP). The APP advances the District's goal of providing educational programs with opportunities for each student to develop to his or her maximum potential. The APP provides an educational setting with curriculum options usually reserved for students who are older or in higher grades than the student participating in the APP. APP options include, but may not be limited to: (a) accelerating a student in a single subject; (b) other grade-level acceleration; and (c) early entrance to kindergarten or first grade. Participation in the APP is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted and talented. Eligibility to participate in the District's APP shall not be conditioned upon the protected classifications identified in School Board policy 7:10, *Equal Educational Opportunities*, or any factor other than the student's identification as an accelerated learner.

The Superintendent or designee shall implement an APP that includes:

1. Decision-making processes that are fair, equitable, and involve multiple individuals, e.g. District administrators, teachers, and school support personnel, and a student's parent(s)/guardian(s);
2. Notification processes that notify a student's parent(s)/guardian(s) of a decision affecting a student's participation in the APP; and
3. Assessment processes that include multiple valid, reliable indicators.

LEGAL REF.: 105 ILCS 5/14A.

CROSS REF.: 6:10 (Educational Philosophy and Objectives), 6:130 (Program for the Gifted), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

Instruction

Extracurricular and Co-Curricular Activities

The Superintendent must approve an activity in order for it to be considered a District-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. The District has sufficient financial resources for the activity.
3. Requests from students.
4. The activity will be supervised by a school-approved sponsor.

Building principals are responsible for the scheduling and announcing of student extra-curricular and co-curricular activities.

Non-school sponsored student groups are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*.

Academic Criteria for Participation

For students in kindergarten through 8th grade, selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

LEGAL REF.: 105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 7:330 (Student Use of Buildings - Equal Access), 8:20 (Community Use of School Facilities)

Instruction

Field Trips

Field trips are permissible when the experiences are a part of the school curriculum and/or contribute to the District's educational objectives.

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 50-mile radius of the school or extending overnight must have the prior approval of the School Board. The Superintendent or designee shall analyze the following factors to determine whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall be given the opportunity to consent to their child's participation in any field trip; and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140, *Waiver of Student Fees*. All non-participating students shall be provided an alternative experience. Any field trip may be cancelled without notice due to an unforeseen event or condition.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF.: 105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10 (Equal Educational Opportunities), 7:270 (Administering Medicines to Students)

Instruction

Community Resource Persons and Volunteers

The School Board encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used:

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the District by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Ill. School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Superintendent shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, is prohibited from being a resource person or volunteer. All volunteer coaches must comply with the requirement to report hazing in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.: 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
 720 ILCS 5/12C-50.1, Failure to Report Hazing.
 730 ILCS 150/1 et seq., Sex Offender Registration Act.
 730 ILCS 152/101 et seq., Sex Offender Community Notification Law.
 730 ILCS 154/75 et seq., Murderer and Violent Offender Against Youth Community Notification Law.
 730 ILCS 154/101 et seq., Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.: 4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

Students

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

Age

To be eligible for admission, a child must be five years old on or before September 1 of that school term. A child entering first grade must be six years of age on or before September 1 of that school term. Based upon an assessment of a child's readiness to attend school, the District may permit him or her to attend school prior to these dates. A child will also be allowed to attend first grade based upon an assessment of his or her readiness 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 years old on or before December 31. A child with exceptional needs who qualifies for special education services is eligible for admission at three years of age. Early entrance to kindergarten or first grade may also be available through Board policy 6:135, *Accelerated Placement Program*.

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 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. 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 and permanent records, and return the certified copy 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 ten days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 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.
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*.

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. Students who are children of active duty military personnel transferring will be allowed to enter: (a) 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.

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. Board policy 6:140, *Education of Homeless Children*, and its implementing administrative procedure, govern the enrollment of homeless children.

Student Transfers To and From Non-District Schools

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.

LEGAL REF.: 8 U.S.C. §1101, Illegal Immigrant and Immigrant Responsibility Act of 1996.
20 U.S.C. §1232, Family Educational Rights and Privacy Act.
20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act.
29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.
42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
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,
105 ILCS 10/8.1, Ill. School Student Records Act.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
325 ILCS 50/, Missing Children Records Act.
325 ILCS 55/, Missing Children Registration Law.
410 ILCS 315/2e, Communicable Disease Prevention Act.
20 Ill.Admin.Code Part 1290, Missing Person Birth Records and School Registration.
23 Ill.Admin.Code Part 226, Special Education.
23 Ill.Admin.Code Part 375, Student Records.

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), 6:135 (Accelerated Placement 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 Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

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

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, the District discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

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

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

Community Relations

Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent. No material, literature, or advertisement shall be posted or distributed without advance approval as described in this policy.

Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

Commercial Companies and Political Candidates or Parties

Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) athletic, theater, or music programs; (3) student newspapers or yearbooks; (4) scoreboards; or (5) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards, or other building locations. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to graduation, class pictures, or class rings.

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free Sch. Dist., 508 U.S. 384 (1993).
 Berger v. Rensselaer Central Sch. Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).
 Sherman v. Community Consolidated Sch. Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 8 F.3d 1160 (1994).
 Hedges v. Wauconda Community Unit Sch. Dist. No. 118, 9 F.3d 1295 (7th Cir. 1993).
 Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).
 DiLoreto v. Downey Unified Sch. Dist., 196 F.3d 958 (9th Cir. 1999).

CROSS REF.: 7:325 (Student Fundraising Activities), 7:330 (Student Use of Buildings - Equal Access)