

 **DRAFT**

APPENDIX A

Glen Ellyn School District 41 Board Policy Manual Revisions

**Sections 2, School Board
Section 4, Finance
Section 5, Personnel**

**First Reading: March 19, 2007
Second Reading: April 16, 2007**

School Board

Administrative Procedure – Organizational School Board Meeting Agenda

Unless changed by a majority vote of those members present, the order of business shall be as follows:

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Oath of Office for newly elected board members
- V. Adjournment Sine Die ("si-nA-'dE-'A")

Organizational Meeting

- I. Appointment Pro-Tem Officers:
 - A. President Pro-tem
 - B. Secretary Pro-tem
- II. Call to Order (President Pro-Tem)
- III. Roll Call
- IV. Election of Officers
 - A. President
 - B. Vice President
 - C. Secretary
- V. New Business
 - A. Establish regular meeting dates, time and place
 - B. Items of Business
 1. Designate banks of depository for district funds
 2. Appoint legal counsel
 - a. General Counsel
 - b. Special Counsel
 3. Adopt existing Board of Education policies
 4. Appoint Treasurer
 5. Appoint Architect
- VI. Appoint Board Committee Representative(s)
 - A. IASB – DuPage Division
- VII. Other Business
- VIII. Adjournment

LEGAL REF.: 10 ILCS 5/2A-1 et seq.
105 ILCS 5/9-18, 5/10-5, and 5/10-16.

CROSS REF.: 2:30 (School Board Elections), 2:200 (Types of School Board Meetings),
2:220 (School Board Meeting Procedure), 2:230 (Public Participation at
School Board Meetings and Petitions to the Board)

Reviewed: April 18, 2005

Approved: May 16, 2005

Revision Adopted: May 16, 2005

School Board

Administrative Procedure – Organizational School Board Meeting Scripts

Unless changed by a majority vote of those members present, the order of business shall be as follows:

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Oath of Office for newly elected board *members*

President or Designee: I will now swear in the newly-elected members of the School Board.”

President, or Designee: (to new Board members): “Please repeat after me:

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

I further swear (or affirm) that:

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

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

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

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

I shall abide by the Glen Ellyn School District 41 code of conduct (see attached).

- V. Adjournment Sine Die ("si-nA-'dE-'A")

President: “In as much as there is not further business to come before this board, a motion for adjournment sine die is needed.

Board Member: “Mr. President, I move we adjourn sine die.”

Another Board Member: “Second”

President: “All in favor of the motion to adjourn sine die ("si-nA-'dE-'A") signify by saying “Aye.”

Organizational Meeting Script

- I. Appointment Pro tem Officers:
 - A. President Pro tem

Board Member: “I move to appoint _____ to serve as President Pro tem”

Another Board Member: “Second”

Vote

B. Secretary Pro tem

Board Member: "I move to appoint _____ to serve as Secretary Pro tem"**Another Board Member:** "Second"*Vote*

II. Call to Order

President Pro tem: "The new Board of Glen Ellyn School District 41 will now come to order."

III. Roll Call

Secretary Pro tem: "Calls the roll of the newly convened Board of Education."

IV. Election of Officers

A. President

President Pro Tem: Calls for nominations for the Office of Board President**Board Member:** "I move to nominate _____ to serve as Board President"**Another Board Member:** "Second"

Note: If only one member is nominated, the Secretary pro tem is instructed by the President Pro tem to record a unanimous vote for that member and that member is thereby declared elected. If two or more members are nominated, the Secretary pro tem is instructed to call the roll, whereupon the members may vote for any nominated member.

After a member is declared elected President, the President pro tem relinquishes the chair to the elected President.

B. Vice President

President: "Calls for nominations for the office of Vice President"**Board Member:** "I move to nominate _____ to serve as Board Vice President"**Another Board Member:** "Second"

If only one member is nominated, the Secretary pro tem is instructed by the President to record a unanimous vote for that member and that member is thereby declared elected. If two or more members are nominated, the Secretary pro tem is instructed to publicly call the roll, whereupon the members may vote for the candidate of their choice.

The President then declares the candidate receiving the most votes to be the duly elected Vice President of the Board

C. Secretary

President: "Calls for nominations for the office of Secretary"**Board Member:** "I move to nominate _____ to serve as Board Secretary."**Another Board Member:** "Second"

If only one member is nominated, the Secretary pro tem is instructed by the President to record a unanimous vote for that member and that member is thereby declared elected. If two or more members are nominated, the Secretary pro tem is instructed to publicly call the roll, whereupon the members may vote for the candidate of their choice.

The President then declares the candidate receiving the most votes to be the duly elected Secretary of the Board

V. New Business

- A. Establish regular meeting dates, time and place
- B. Items of Business
 - 1. Designate banks of depository for district funds
 - ~~2. Appoint legal counsel~~
 - ~~a. General Counsel~~
 - ~~b. Special Counsel~~
 - 3. Adopt existing Board of Education policies
 - 4. Appoint Treasurer
 - ~~5. Appoint Architect~~
- VI. Appoint Board ~~Committee~~ Representative(s)
 - ~~A. IASB DuPage Division~~
 - B. Finance & Facilities Committee
 - C. Policy Committee
 - D. Learning Leadership Team (LLT)
 - E. Continuous Improvement Team (CIT)
- VII. Other Business
- VIII. Adjournment

LEGAL REF.: 10 ILCS 5/2A-1 et seq.
105 ILCS 5/9-18, 5/10-5, and 5/10-16.

CROSS REF.: 2:30 (School Board Elections), 2:200 (Types of School Board Meetings),
2:220 (School Board Meeting Procedure), 2:230 (Public Participation at
School Board Meetings and Petitions to the Board)

Reviewed: April 18, 2005
Approved: May 16, 2005
Revision Adopted: May 16, 2005

Glen Ellyn School District 41
Board of Education Code of Conduct

1. I shall focus first on the primary work of the board, which is to develop policy to clarify the district's vision, purpose, mission, values, objectives and priorities.
2. I shall represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan groups.
3. I shall avoid any conflicts of interest or the appearance of impropriety, which could result from my position, and shall not use my board membership for personal gain or publicity.
4. I shall recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
5. I shall abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I shall be involved and knowledgeable about not only local educational concerns, but also about state and national issues.
7. I shall prepare for all board meetings by reading and understanding the board packet in advance of board meetings.
8. I shall be aware of and abide by the procedural process (Robert's Rules of Order) of a board meeting.
9. I shall commit myself to stand by this code of conduct: to speak with one voice in concert with fellow board members, to maintain a positive culture and orderly decision-making process, and to do my board work openly.
10. I shall recognize the following:
 - that the relationship with the superintendent and any individual board member is collegial and not hierarchical.
 - that the superintendent is accountable only to the full board.
 - that I will refrain from advising staff members in operational areas.
11. I shall represent Glen Ellyn, Wheaton, Carol Stream, Lombard, and Glendale Heights in a professional, respectful manner in all business of the Board of Education and communicate in a courteous, honest manner.

John Marcheschi

Kevin Cosgrove

Debbie Hoffman

Terra Costa Howard

John Kenwood

Carol McElvain

John Vivoda

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Operational Services

Fiscal and Business Management

The Superintendent or designee is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "Authorization for Electronic Network Access."

Budget Planning

The District's fiscal year is from July 1 until June 30. The District shall use a modified accrual basis, which moves early tax receipts to the corresponding fiscal year. The Superintendent shall present to the School Board, no later than the first regular meeting in May, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form." To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the School Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The School Board Secretary (or designee) shall arrange to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the School Board.

Final Adoption Procedures

The School Board adopts a budget no later than the end of the first quarter of each fiscal year (September 30), but prefers adoption prior to June 30, or by such alternative procedure as State law may define. To the extent possible the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

The School Board adopts the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes. School Board members' names voting yea and nay shall be recorded in the minutes.

The Superintendent or designee shall perform each of the following:

- (1) Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website, and
- (2) Notify parents/guardians that the budget is posted and provide the website's address.

(3) File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year (certified by the District's Chief Fiscal Officer) with the County Clerk within 30 days of the budget's adoption.

(4) Make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act, and file a Certificate of Tax Levy with the County Clerk, on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.

(5) Submit an annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in The School Code and Truth in Taxation Act.

Budget Amendments

The School Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District's budget and provide the School Board with a monthly financial report that includes all ~~deficit fund balances and cash flow analysis~~. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that fund, except when a transfer of funds is authorized by the School Board.

The School Board shall act on:

- All interfund loans, interfund transfers, and transfers within funds.
- All expenditures that are to be charged to a contingency account, if such an account exists.

LEGAL REF.: 35 ILCS 200/18-55 et seq.
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, and 5/20-8.

ADMIN. PROC.: 6:235-E2 (Exhibit - Authorization for Electronic Network Access)

Reviewed: February 28, 2005
Approved: March 21, 2005
Revisions Adopted: December 18, 2006

Operational Services

Timeline for Development and Approval of Budget and Levy

September

- Superintendent in cooperation with staff develops summer capital improvement projects
- Board of Education adopts resolution directing the Superintendent to prepare the next fiscal year budget

October

- Board of Education reviews long-range capital improvement priorities for summer work
- Board of Education reviews long-range operational projections for the next five (5) years and sets expenditure assumptions
- Board of Education establishes next year's class size targets

November

- Board of Education reviews and confirms capital improvement projects and bidding
- Board of Education reviews tentative levy and places on display
- Program Plan is developed with input from staff
- District administration reviews staffing pattern priorities

December

- Board of Education reviews and confirms operational projections for the next five (5) years
- Board of Education adopts levy
- Continue Program Plan development
- Continue review of staffing pattern priorities

January

- Continue Program Plan development
- Continue review of staffing pattern priorities
- Administration and staff develops supplies and materials requests for next year

February

- Personnel recommendations are received

March

- Board of Education approves the program plan for next school year
- Current year purchase orders are completed and all funds encumbered on March 1
- Personnel recommendations are acted upon

April

- Administration's recommendation for the next year's fiscal budget is presented to the Board of Education for review

May

- Board adopts tentative budget and directs Superintendent to place it on public review

June

- Board approves fiscal year's budget

Reviewed: February 28, 2005

Adopted: March 21, 2005

Revisions Adopted: April 17, 2006

Operational Services

Revenue and Investments

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The School District's ~~(INSERT TITLE OF CHIEF BUSINESS OFFICIAL)~~ Assistant Superintendent for Finance, Facilities and Operations shall serve as the District's Chief Investment Officer.

I. Governing Authority

Legality

The investment program shall be operated in conformance with federal, state, and other legal requirements, including the Illinois Public Funds Investment Act, 30 ILCS 235/0/01 et seq.

II. Scope

This policy applies to the investment of all funds. Proceeds from certain bond issues, as well as separate foundation or endowment assets, may be covered by a separate policy, where applicable.

1. Pooling of Funds

Except for cash in certain restricted and special funds, District 41 will consolidate cash and reserve balances from all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping and administration. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

III. General Objectives

The primary objectives, in priority order, of investment activities shall be safety, liquidity, and yield

1. Safety

Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. The objective will be to mitigate credit risk and interest rate risk.

a. Credit Risk

District 41 will minimize credit risk, which is the risk of loss due to the failure of the security issuer or backer, by:

- Limiting investments to the types of securities listed in Section VII of this Investment Policy.
- Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which District 41 will do business in accordance with Section V
- Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.

b. Interest Rate Risk

District 41 will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
- Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy (See Section VIII).

2. Liquidity

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

3. Yield

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

- A security with declining credit may be sold early to minimize loss of principal.
- A security swap would improve the quality, yield, or target duration in the portfolio.

- Liquidity needs of the portfolio require that the security be sold.

4. Local Consideration

Where possible, funds may be invested for the betterment of the local economy or that of local entities within the State. The Treasurer (hereinafter referred to as investment officer) may accept a proposal from an eligible institution which provides for a reduced rate of interest provided that such institution documents the use of deposited funds for community development projects.

IV. Standards of Care

1. Prudence

The standard of prudence to be used by investment officials shall be the "prudent Person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

2. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individuals with whom business is conducted on behalf of District 41.

3. Delegation of Authority

Authority to manage the investment program is granted to the investment officer. Responsibility for the operation of the investment program is hereby delegated to the investment officer, who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. Procedures should include references to:

safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, and collateral/depository agreements. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

V. Authorized Financial Institutions, Depositories, and Broker/Dealers

1. Authorized Financial Institutions, Depositories, and Broker/Dealers

A list will be maintained of financial institutions and depositories authorized to provide investment services. In addition, a list will be maintained of approved security broker/dealers selected by creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
- Proof of National Association of Securities Dealers (NASD) certification (not applicable to Certificate of Deposit counterparties).
- Proof of state registration
- Completed broker/dealer questionnaire (not applicable to Certificate of Deposit counterparties).
- Certification of having read and understood and agreeing to comply with District 41's investment policy.
- Evidence of adequate insurance coverage.

An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the investment officer.

2. Minority and Community Financial Institutions

From time to time, the investment officer may choose to invest in instruments offered by minority and community financial institutions. In such situations, a waiver to certain parts of the criteria under Paragraph 1 may be granted. All terms and relationships will be fully disclosed prior to purchase and will be reported to the appropriate entity on a consistent basis and should be consistent with state or local law. These types of investment purchases should be approved by the Board of Education.

VI. Safekeeping and Custody

1. Delivery vs. Payment

All trades of marketable securities will be executed by delivery vs. payment (DVP) to ensure that securities are deposited in an eligible financial institution prior to the release of funds.

2. Safekeeping

Securities will be held by an independent third-party custodian selected by the entity as evidenced by safekeeping receipts in the District 41 name. The safekeeping institution shall annually provide a copy of their most recent report on internal controls (State of Auditing Standards No. 70, or SAS 70).

3. Internal Controls

The investment officer is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of District 41 are protected from loss, theft or misuse. Details of the internal controls system shall be documented in an investment procedures manual and shall be reviewed and updated annually. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of a control should not exceed the benefits likely to be derived and (2) the valuation of costs and benefits requires estimates and judgments by management.

The investment officer shall establish a system of internal controls, which shall be documented in writing. The internal controls shall be reviewed with the independent auditor. The controls shall be designed to prevent the loss of public funds arising from fraud, employee error, misrepresentation by third parties, unanticipated changes in financial markets, or imprudent actions by employees and officers of District 41.

VII. Suitable and Authorized Investments

1. Investment Instrument

District 41 may invest its funds only in those instruments listed below:

- Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;
- Interest bearing ~~being~~ savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
- Certificates of deposit with federally insured institutions that are collateralized or insured at levels acceptable to District 41 in excess of the \$100,000 provided by the Federal Deposit Insurance Corporation coverage limit;
- Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the Act;
- Commercial paper meeting the following requirements:

- a) The corporation must be organized in the United States.
- b) The corporation's assets must exceed \$500,000,000.
- c) The obligations at the time of purchase must be rated within the two highest classifications by at least two of the four standard rating services (Standard and Poor's, Duff and Phelps's, Moody's, and Fitch Investors Service).
- d) The obligations cannot have a maturity longer than 180 days.
- e) Not more than 33% of the total investment fund can be invested in commercial paper at any time.
- f) The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.
- g) The total investment in any one corporation cannot be more than \$20 million.

- The Illinois Public Treasurer's Investment Pool; and
- The Illinois School District Liquid Asset Fund.
- Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation.
- Investment products that are considered as derivatives are specifically excluded from approved investments.

2. Collateralization

Where allowed by state law and in accordance with the Governor's Finance Officers' Association (GFOA) Recommended Practices on the Collateralization of Public Deposits, full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit.

3. Repurchase Agreements

Repurchase agreements shall be consistent with GFOA Recommended practices on Repurchase Agreements.

VIII. Investment Parameters

1. Diversification

The investments shall be diversified by:

- Limiting investments to avoid over-concentration in securities from a specific issuer or business sector (excluding U.S. Treasury securities),
- Limiting investment in securities that have higher credit risks,
- Investing in securities with varying maturities, and
- Continuously investing a portion of the portfolio in readily available funds such as local government investment pools (LGIPs), money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meeting ongoing obligations.

For cash management funds:

- Liquidity shall be assured through practices ensuring that the next disbursement date and payroll date are covered through maturing investments or marketable U.S. Treasury bills.
- Positions in securities having potential default risk (e.g., commercial paper) shall be limited in size so that in case of default, the portfolio's annual investment income will exceed a loss on a single issuer's securities.
- Risks of market price volatility shall be controlled through maturity diversification such that aggregate price losses on instruments with maturities exceeding one year shall not be greater than coupon interest and investment income received from the balance of the portfolio.
- The investment officer shall establish strategies and guidelines for the percentage of the total portfolio that may be invested in securities other than repurchase agreements, treasury bills or collateralized certificates of deposit.

2. Maximum Maturities

To the extent possible, District 41 shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, District 41 will not directly invest in securities maturing more than five (5) years from the date of purchase or in accordance with state and local statutes and ordinances. District 41 shall adopt weighted average maturity limitations (which often range from 90 days to 3 years), consistent with the investment objectives.

Reserve funds and other funds with longer-term investment horizons may be invested in securities exceeding five (5) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of funds. The intent to invest in securities with longer maturities shall be disclosed in writing to the Board of Education.

Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio should be continuously invested in readily available funds such as local government investment pools, money market funds, or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

3. Competitive Bids

The investment officer shall obtain competitive bids from at least two brokers or financial institutions on all purchases of investment instruments purchased on the secondary market.

IX. Reporting

1. Methods

The investment officer shall prepare an investment report at least monthly, including a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last month. This management summary will be prepared in a manner which will allow District 41 to ascertain whether investment activities during the reporting period have conformed to the investment policy. The report should be provided to the entity's chief administrative officer Superintendent and to the Board of Directors Education. The report will include the following:

- Listing of individual securities held at the end of the reporting period.
- Realized and unrealized gains or losses resulting from appreciation or depreciation by listing the cost and market value of securities over one-year duration that are not intended to be held until maturity (in accordance with Governmental Accounting Standards Board (GASB) requirements).

X. Policy Considerations

1. Exemption

Any investment currently held that does not meet the guidelines of this policy shall be exempted from the requirements of this policy. At maturity or liquidation, such monies shall be reinvested only as provided by this policy.

2. Amendments

This policy shall be reviewed on an annual basis by the Finance & Facilities Committee. Any changes must be approved by the investment officer and any other appropriate authority, as well as the individuals charged with maintaining internal controls.

XI. Approval of Investment Policy

The investment policy shall be formally approved and adopted by the District 41 Board of Education following review and recommendation by the Finance and Facilities Committee and reviewed annually.

Investments

~~The Superintendent shall appoint a Chief Investment Officer. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.~~

~~The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.~~

Investment Objectives

~~The objectives for the School District's investment activities are:~~

- ~~1. Safety of Principal. Every investment is made with safety as the primary and overriding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.~~
- ~~2. Liquidity. The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.~~
- ~~3. Rate of Return. The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.~~
- ~~4. Diversification. The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.~~

Authorized Investments

The Chief Investment Officer may invest any District funds:

- ~~1. In bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;~~
- ~~2. In bonds, notes, debentures, or other similar obligations of the United States of America or its agencies;
The term "agencies of the United States of America" includes: (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto; (ii) the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.~~
- ~~3. In interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;~~
- ~~4. In short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 180 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one third of the District's funds may be invested in short term obligations of corporations;~~
- ~~5. In money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) of this subsection and to agreements to repurchase such obligations.~~
- ~~6. In short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.~~
- ~~7. In dividend bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided;~~

~~however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.~~

~~8. In a Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.~~

~~9. In the Illinois School District Liquid Asset Fund Plus:~~

~~In repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.~~

~~Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, no District may purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of any District unless the instrument and the transaction meet the following requirements:~~

- ~~a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.~~
- ~~b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, which acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.~~
- ~~c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.~~
- ~~d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.~~
- ~~e. The security interest must be perfected.~~
- ~~f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.~~
- ~~g. Agreements shall be for periods of 330 days or less.~~
- ~~h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.~~
- ~~i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.~~
- ~~j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.~~

~~k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.~~

~~— In any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.~~

~~Investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation.~~

Selection of Depositories, Investment Managers, Dealers, and Brokers

~~The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.~~

~~In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports of examination, which the institution is required to furnish to the appropriate state or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, which it is required to furnish to the appropriate State or federal agency.~~

~~In addition to the above requirements, the District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:~~

- ~~1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;~~
- ~~2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;~~
- ~~3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;~~
- ~~4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and~~
- ~~5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.~~

Collateral Requirements

~~All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized by: (1) securities eligible for District investment or any other high quality, interest-bearing security rated at least AA/Aa by one or more standard rating services to include Standard & Poor's, Moody's, or Fitch, (2) mortgages, (3) letters of credit issued by a Federal Home Loan Bank, or (4) loans covered by a State Guaranty under the Illinois Farm Development Act. The market value of the pledged securities shall equal or exceed the portion of the deposit requiring collateralization. The Chief Investment Officer shall determine other collateral requirements.~~

Safekeeping and Custody Arrangements

~~The preferred method for safekeeping is to have securities registered in the District's name and held by a third party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3 Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.~~

Controls and Report

~~The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.~~

~~The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.~~

~~The School Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer.~~

Ethics and Conflicts of Interest

~~The School Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:~~

- ~~1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest.~~
- ~~2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments.~~
- ~~3. Receive, in any manner, compensation of any kind from any investments in which the agency is authorized to invest.~~

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

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management)

Reviewed: February 28, 2005
Adopted: March 21, 2005
Revisions Adopted:

Operational Services

Administrative Procedure – Declined Credit Card Payments

The following will occur whenever a credit card payment is presented to the District and is not honored upon presentation to the respective bank or other depository institution for any reason:

1. The Superintendent or designee will contact the individual by telephone as soon as the credit card payment has been declined to the District. The individual will be asked to pay the declined charge and the \$25.00 fee.
2. If the amount due is not paid after initial contact, the Superintendent or designee will send a letter by certified mail, return receipt requested, demanding payment within 30 days of mailing the letter.
3. If the amount due is not paid within 30 days of mailing the demand letter, the Superintendent or designee will contact the school attorney for further collection action.

Reviewed:

Adopted:

Operational Services

Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the School Board in advance of the Board's ~~first-regular monthly-meeting(s)~~. These bills shall be reviewed by the School Board (or designated Board of Education committee), after which they may be approved for payment by School Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a School Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized to pay payroll taxes, payroll withholdings, wages and other Board of Education budgeted and approved expenses to avoid late payments fee (e.g. utilities, registrations, insurance premiums, etc.) ~~Social Security taxes and wages~~ without further School Board approval. ~~These disbursements shall be included in the listing of bills presented to the School Board.~~

Revolving funds for school cafeterias, athletics, petty cash, or similar purposes may be used, provided such funds are in the custody of an employee who is properly bonded according to State law and who is responsible to the Superintendent and the Board. Payments from these funds shall be included in the listing of bills presented to the School Board.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

Reviewed: February 28, 2005

Adopted: March 21, 2005

Revisions Adopted:

Operational Services

Administrative Procedure - Purchases

All purchases of goods, services, and equipment, except purchases made from the Petty Cash Fund or as otherwise specifically authorized by the Superintendent (or designee), shall be made through the use of purchase orders. The Board Attorney should be consulted, as needed, regarding the legal requirements presented by this administrative procedure as well as before a contract is presented the Board. These procedures must be followed for all District purchases:

- A. The following govern awarding contracts for the purchase of supplies, materials or work, and/or contracts with private carriers for transporting pupils:
 1. Illinois Use Tax compliance:
 - a. Persons bidding for and awarded a contract, and all affiliates of the person, must collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provision of the Illinois Use Tax Act.
 - b. All bids and contracts must include: (1) a certification that the bidder or contractor is not barred from bidding for or entering into a contract, and (2) an acknowledgment that the School Board may declare the contract void if the certification is false.
 2. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Illinois Drug Free Workplace Act, 30 ILCS 580. All contractors must comply with the notification mandates and other requirements in the Illinois Drug Free Workplace Act, 30 ILCS 580.
 3. Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, Article 28A of The School Code), may be considered as a bid.
 4. All contracts must include provisions required by State or federal law, as applicable.
- B. The following govern purchasing, and/or awarding contracts for the purchase of, supplies, materials or work, and/or contracts with private carriers for transporting pupils involving: (a) an expenditure of \$10,000 or less, or (b) in an emergency, expenditures in excess of \$10,000, provided such expenditure is approved by three-quarters of the School Board.
 1. Telephone quotations, verbal quotations, or catalog prices are used to purchase materials that are needed urgently, or small quantity orders.
 2. Written quotations are used to purchase materials or services when time requirements allow. Whenever possible, quotations should be received from at least 2 competitors. The Superintendent or designee may negotiate with vendors at any time, including after receiving quotations.
- C. The following govern purchasing and/or awarding contracts involving an expenditure in excess of \$10,000 for purchase of supplies, materials or work, and/or contracts with private carriers for transporting pupils.
 1. Contracts are awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, except contracts or purchases for:

- a. Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
 - b. Printing of finance committee reports and departmental reports;
 - c. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
 - d. Purchase of perishable foods and perishable beverages;
 - e. Materials and work that have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
 - f. Maintenance or servicing of, or provision of repair parts for, equipment that are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
 - g. Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
 - h. Duplicating machines and supplies;
 - i. Natural gas when the cost is less than that offered by a public utility;
 - j. Equipment previously owned by some entity other than the District itself;
 - k. Repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$20,000 and not involving a change or increase in the size, type, or extent of an existing facility;
 - l. Goods or services procured from another governmental agency;
 - m. Goods or services that are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph; and
 - n. Goods procured through an education master contract, as defined in the Education Purchasing Program, Article 28A of The School Code.
2. Competitive bidding process:
- a. An invitation for bids is advertised, where possible, by public notice at least 10 days before the bid date in a newspaper published in the District, or if no newspaper is published in the District, in a newspaper of general circulation in the area of the District.
 - b. The following information should be included in the advertisement for bids:
 - 1) A description of the materials, supplies or work involved;
 - 2) Completion or delivery date requirements;
 - 3) Requirements for bid bonds or deposits;
 - 4) Requirements for performance, labor, and material payment bonds;
 - 5) Date, time, and place of the bid opening; and
 - 6) The approximate time period between the opening of bids and the award of the contract;

- 7) Any other useful information.
 - c. If specifications are available, the advertisement for bids describes where they may be obtained and/or inspected.
 - d. All bids must be sealed by the bidder. A District Board member or employee opens the bids at a public bid opening at which the contents are announced.
 - e. Each bidder is given at least 3 days' notice of the time and place of the bid opening.
3. Following the opening of bids, the Superintendent and Board Attorney determine the lowest responsible bidder and verify the bidders' qualifications. Contracts are awarded at a properly called open meeting of the School Board. If the Superintendent recommends a bidder other than the lowest bidder, the Superintendent must provide the Board with the factual basis for the recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, records the factual basis for its decision in its minutes. A contract arises only when the Board votes to accept a bid, although written notice of the award will later be given to the successful bidder.

LEGAL REF.: 105 ILCS 5/10-20.21.

Reviewed: April 17, 2006

Adopted: May 15, 2006

Revisions Adopted:

Operational Services

Accounting and Audits

All reporting formats used for the Annual Financial Report will be consistent with the Illinois Program Accounting Manual for Local Educational Agencies.

At the close of each fiscal year, the Superintendent or designee shall arrange to have the District books and accounts audited by an independent certified public accountant designated by the School Board in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each School 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 Regional Superintendent of Schools.

Inventories

The Superintendent or designee is responsible for developing and maintaining an inventory of District buildings and capital equipment. The inventory record of equipment (for items costing more than \$500.00) shall include such items as a description of each item, the quantity, the location, the date of purchase, and the cost or the estimated replacement cost.

Disposition of District Property

The Superintendent shall notify the Board, as necessary, of any (1) District personal property no longer needed for school purposes, and (2) school sites, buildings, or other real estate that is unnecessary, unsuitable, or inconvenient, so that the Board may consider its disposition.

LEGAL REF.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-22.8 and 5/17-1 et seq.
23 Ill. Admin. Code, ch. 110 and 125.

Reviewed: February 28, 2005

Adopted: March 21, 2005

Revisions Adopted:

Operational Services

Student Activity Fund Management

The School Board annually shall appoint a student activity funds treasurer (the School District Treasurer) who shall be bonded in accordance with The School Code.

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.

CROSS REF.: 7:325 (Student Fund-Raising Activities)

Reviewed: February 28, 2005

Adopted: March 21, 2005

Revisions Adopted:

Operational Services

Administrative Procedure - Student Activity Fund Management

The student activity funds treasurer designee(s) in each building shall keep all monies on deposit in a designated depository and maintain appropriate accounts. Each student activity receiving money from any source must deposit the money with the student activity treasurer and obtain a signed receipt.

On a regular basis, the Superintendent or designee will report to the School Board amounts received and disbursed, and the amount of cash on hand in each activity fund.

The fiscal year for annual reports shall coincide with the school's fiscal year and all accounts shall be audited annually by a licensed public accountant. At the end of the fiscal year all balances will be carried over to the next fiscal year by each activity, except that the School Board or its designated representative, may transfer monies lying dormant in an account of a class, organization, club, and/or association at the close of the fiscal year to any other class or organization, or to the District's Education Fund.

LEGAL REF.: 105 ILCS 5/8-2, 5/8-7, and 5/10-20.19.
Rules and Regulations and Fiscal Procedures for the Operation of Local Education Agencies, Student Activity Funds, Convenience Accounts, and Trust and Agency Funds, April, 1975, State Board of Education.

Reviewed: February 28, 2005
Adopted: March 21, 2005
Revisions Adopted:

Operational ServicesAdministrative Procedure - Fees for Instructional Materials

Annually, the Board of Education establishes fees for students.

Basic Fees:

Early Childhood	_____	\$ 53.00
Kindergarten	_____	\$ 53.00
Elementary Grades 1 -5	_____	\$ 70.00
Junior High Grades 6-8	_____	\$108.00

Mandatory Product Fees

Lock Fee (Hadley)*	Must be purchased through school	_____	\$ 5.00
Recorders (3 rd Grade)	Must be purchased through school	_____	\$ 4.25
Assignment Books (Hadley Grades 6-8)	Must be purchased through school	_____	\$ 8.00
Assignment Books (Elem. Grades 3-5)	Must be purchased through school	_____	\$ 3.50
Calculator – Grades 6-8	Must be purchased through school	_____	\$ 13.00
Calculator –Grades 7-8	Must be purchased through school	_____	\$ 13.00
Goggles- Hadley*	Must be purchased through school	_____	\$ 3.00
PE Short-Hadley*	Must be purchased through school	_____	\$ 9.00
PE Shirt-Hadley*	Must be purchased through school	_____	\$ 5.00
Rollerblading Unit-Hadley		_____	\$ 5.00
PE Heart Monitor Strap-Hadley*	Must be purchased through school	_____	\$ 4.00

Activity Fees:

1 st Activity	_____	\$ 30.00
2 nd Activity	_____	\$ 15.00
3 rd Third Activity	_____	\$ 7.50
4 th Activity	_____	\$ 3.75
Field Trips		Depends on Activity
Outdoor Education		Depends on Activity

Optional

4 th Activity	_____	
Hadley Yearbook)	_____	\$ 20.00

* Items are purchased as a new student to Hadley and used continuously throughout their Hadley career.

Used products can be used by students, such as a hand me down from an older sibling, provided the product continues to meet the school specifications.

Reviewed: April 17, 2006

Adopted: May 15, 2006

Revisions Adopted:

Procedure for Addressing Health and Safety Concerns Raised by Staff, Faculty and/or Students

The following is a proposed sequence of activities to be followed upon receipt to a health or safety concern raised by staff, faculty or students. The concern may be related to any issue, including, but not limited to: indoor air quality (unusual odors, etc.), chemical/other spills, and other suspected environmental hazards (asbestos, lead-based paint, mold or other microbial contamination, etc.).

All such concerns will be presented to the school principal or in the principal's absence, his/her designee. The principal or principal's designee will consult with the designated teacher/staff representative to coordinate and implement the appropriate response.

EMERGENCY SITUATIONS

Principal or his/her designee determines whether the concern constitutes an emergency.

Emergencies are situations in which limited time is available to avert serious health problems or property damage such as:

- Obviously life threatening situations, such as hazardous materials spills.
- Symptoms of carbon monoxide poisoning (headaches, dizziness, drowsiness, nausea)
- Widespread breathing difficulties such as shortness of breath, chest tightness or respiratory irritation
- Diagnosed Legionnaire's disease or tuberculosis
- Other situations either in combinations with or which produce some of the symptoms listed above, such as noticeable combustion odors, flooded or water damaged carpets, etc.

If the concern is designated as an emergency, the following procedures will be followed:

- Immediately seek assistance from accredited medical personnel, (e.g. Fire Dept./EMT)
- Evacuate affected areas, if warranted
- When appropriate, such as for carbon monoxide poisoning or chemical spills, ventilate the affected areas with large amounts of outside air (use temporary fans if needed)
- Inform building occupants and parents or minors of the problem, and maintain clear communications using the district/building crisis plan

NON-EMERGENCY SITUATIONS

If the concern is not designated as an emergency, the following steps will be taken:

- Complainant(s) will be asked to document the concern using the district's **Environmental Request for Action** form.
- The concern will be investigated promptly (within 2 calendar days), by the Director of Buildings and Grounds or a designated senior maintenance supervisor. (These individuals have the training and authority to recognize a problem and institute an appropriate response.)
- The appropriate individual will first conduct a visual inspection using the standardized format. Other actions that might be taken include asking the complainant(s) to prove and/or collect

cause, particularly if the problem appears to be widespread. This might include a formal survey, diary, or other methods designed to produce reliable data.

- Within one week following the initial complaint, a written response will be issued to the complainant(s) and principal explaining what was found and what actions will be taken, why and when.
- The Director of Buildings and Grounds will assign the project to either district personnel or an outside contractor, depending on the scope of the project. Whoever does the project will take the utmost care to ensure the safety of occupants at all times while the project(s) is/are completed.
- The complainant(s) and principal will receive written notice when the project has been completed.
- A follow-up call or visit will be made to the complainant(s) no more than three weeks after the corrective action is completed to ensure that the problem has been remedied.
- If the remedy has not been successful, the principal and a teacher representative will consult with a maintenance administrator to determine the next steps, which might include additional testing, professional surveys, etc.

Environmental Request for Action Form

- Upon completion, turn in form immediately to Principal or designee.
- With one (1) hour after review, Principal to fax to the District Buildings and Grounds Department at 790-1867630-790-6545.

Date of Incident: _____ School: _____

Person expressing concern: _____

Is this a first report? Yes No, Date first reported _____

Lack of follow-up from previous concerns dated _____

Symptoms

- | | | |
|---|--|--|
| <input type="checkbox"/> Headaches, dizziness | <input type="checkbox"/> Eye irritation | <input type="checkbox"/> Swelling, itching |
| <input type="checkbox"/> Nausea | <input type="checkbox"/> Throat irritation | <input type="checkbox"/> Cough |
| <input type="checkbox"/> Lethargy, drowsiness | <input type="checkbox"/> Nose irritation | <input type="checkbox"/> Chest tightness |
| <input type="checkbox"/> Shortness of breath | <input type="checkbox"/> Fever, chills | <input type="checkbox"/> Fatigue |

Noted Environment Issues

- None Odor Temperature Humidity

Describe Problem noted:

Has the issued persisted? If so, how long?

Has anything changed recently in the area affected?

Please note if any of the following exist:

- Visible mold/mildew
- Different smell from housekeeping chemicals
- Different activity immediately outside of affected area
- Recent roofing, painting, remodeling
- Stiffness of air

Complainant Background Information

How long have you noticed the above symptoms?

Do you experience these symptoms elsewhere? (Home? Outdoors?)

Have you experienced any changes in medication, diet, etc. recently?

Do you have a history of any of the following problems/conditions?

- Respiratory Circulatory Muscle, joint pain

Known allergies -- to what?

Office use only

Received by: _____

Date: _____

Time: _____

*Situation determined to be:

Emergency -- (life threatening)

Critical -- (impacts school day/business)

Urgent -- (Needs to be taken care of quickly, but not an emergency or critical)

By: _____ (Name of principal or designee)

Remediation sought:

Maintenance Administrator Contacted:

Name: _____

Date: _____

Time: _____

Response to complainant(s) with estimated correction date

(Estimated Correction Date): _____

Reviewed: February 28, 2005

Adopted: March 21, 2005

Instructions for Filing a Student Accident Claim

(Para obtener esta carta de instrucciones y el Formulario de Reclamación en el español, llame a la oficina de salud de la escuela, or a la Oficina Central, 630-534-7222.)

Date: _____

Dear Parents:

Your child, _____, was involved in an accident on _____, 200_, as described in the enclosed Sentry Life Insurance Company Mutual of Omaha Claim Form. Glen Ellyn School District 41's ~~Catastrophic~~ Accident Insurance Plan may cover this accident.

If you wish to file a claim on this accident, you may fill out the To Be Completed By Claimant section of the Claim Form, and then send the form to the address given on the form:

Sentry Life Insurance Company
Stevens Point Policy Benefits
P.O. Box 8025
Stevens Point, WI 54481
~~Special Risk Services~~
~~P.O. Box 31156~~
~~Omaha, NE 68131~~

Note that the School District's ~~Catastrophic~~ Accident Insurance Plan is secondary to any family insurance you may have, and that you should first file a claim with your own insurance company.

Sincerely,

 Signature of School Official

 Reviewed: February 28, 2005
 Adopted: March 21, 2005
 Revisions Adopted:

Name

Title

School

Reviewed: February 28, 2005
Adopted: March 21, 2005
Revisions Adopted:

General Personnel

Drug- and Alcohol Free Workplace

All District workplaces are drug and alcohol-free workplaces. All employees shall be prohibited from:

1. unlawful manufacture, dispensing, distribution, possession, use, or being under the influence of a controlled substance while on District premises or while performing work for the District.
2. distribution, consumption, use, possession, or being under the influence of alcohol while on District premises or while performing work for the District.

For purposes of this policy a controlled substance is one that is:

1. not legally obtainable;
2. being used in a manner different than prescribed **or intended**;
3. legally obtainable, but has not been legally obtained; or
4. referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. abide by the terms of the District policy respecting a drug- and alcohol-free workplace; and
2. notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than 5 calendar days after such a conviction.

In order to make employees aware of dangers of drug and alcohol abuse, the District will:

1. provide each employee with a copy of the District Drug and Alcohol-Free Workplace policy;
2. post notice of the District Drug and Alcohol-Free Workplace policy in a place where other information for employees is posted;
3. ~~make available materials from local, state, and national anti-drug and alcohol abuse organizations;~~
4. ~~enlist the aid of community and state agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees;~~
5. establish a drug-free awareness program to inform employees about:
 - a. the dangers of drug abuse in the workplace,
 - b. available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. the penalties that the District may impose upon employees for violations of this policy.

Professional Personnel

Administrative Procedure - Substitute Teachers

Qualifications

1. The Superintendent or designee maintains a list of substitute teachers in the District Administrative Office.
2. Substitute teachers are required to have a valid State of Illinois teaching certificate in the field(s) in which they substitute or a substitute teacher certificate.
3. Substitute teachers shall have the following credentials on file with the District Administrative Office.
 - a. Completed application for employment,
 - b. Evidence of teaching certificate registration,
 - c. Evidence of freedom from tuberculosis,
 - d. State and federal tax forms,
 - e. Transcript of college credits,
 - f. Form I-9, and
 - g. Written authorization for criminal background investigation.
4. The Superintendent or designee instigates a criminal background investigation or asks for one to be performed by the Regional Office of Education Superintendent if the applicant is seeking concurrent positions in more than one District.
5. The District's equal employment opportunity policy applies to substitute teachers.
6. Substitute teachers on Type 39, substitute certification, can work no more than ~~90~~¹²⁰ days per year, per district. Applicants must have a TB test and physician signature of no communicable diseases signed within 90 days of application.

Type 39 means a substitute teacher with no teaching certification, but an undergraduate degree. To apply for Type 39, substitute teachers need to give the ROE:

- Transcripts from undergraduate college, certified but not sealed
- \$30.00 money order
- \$20.00 personal check or cash

Long-term subs should be certified teachers.

Duties of the Substitute Teacher

1. Keep and leave a status report of lesson plans completed and leave a report of the group's accomplishments.
2. Follow the regular teacher's plans and take any school duties that are the regular teacher's responsibility.
 - Do not share student or teacher information outside the classroom.
 - In all activities and at all times, cooperate with students, fellow teachers and school office in maintaining a positive learning environment.

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- Contact the office if you have difficulty with lesson plans or should you need support in discipline of students.
 - Take attendance carefully; send a child to delivery it to the office. Leave a note for the teacher stating any absent students.
 - Follow lesson plans as completely and thoroughly as possible.
 - Feel free to ask fellow teachers questions regarding lesson plans or materials.
 - Correct student papers when appropriate and when time permits.
 - Leave student papers clipped together with notes explaining any problems, (i.e. indicating student who failed to complete assignments).
 - Leave classroom teacher any written communications received during the day and copies of notices distributed to students to be taken home.
 - Advise the classroom teacher in writing of discipline problems.
 - Leave classroom, desks and materials in order.
3. Leave blackboards, desks, and other equipment in order.
 4. Leave a note reporting any unusual experience with a student during the day.
 5. Hold as confidential any information concerning staff, parents, or students.
 6. Be consistent in dealing with others; emphasize the positive, yet be firm and sympathetic.
 7. Take any problems that you might have to the Building Principal.

Paraprofessionals

Substitute teachers with no college experience can sub for a 1 on 1 aide, a special education Paraprofessionals and/or an assistant in a health office. No special certification from the Regional Office of Education is needed.

Compensation (Effective August 1, 2006)

1. The rate of pay to work as a Paraprofessional is \$9.50 per hour.
2. The rate of pay for substitute teachers is:
 - \$95.00 per day for the first 20+ days in District
 - Working as a classroom teacher
 - \$100.00 per day after 21+ cumulative days
 - To carry over to next year
 - 15 or more days will carry to next school year (for one year)
 - \$110.00 per day for District 41 retirees
 - \$125.00 per day for long-term assignments of 30-90 days
 - Principal determines who is given long-term assignments

- Works at least 30 consecutive days in the same assignment
 - Circumstances determine if assignment will last 30 days, otherwise substitute teacher will be paid retro-actively
 - Step one teacher salary for assignments over 90 days
 - Principal determines who is assigned long-term
 - Works at least 90 consecutive days in the same assignment
 - Circumstances determine if assignment will last 90 days, otherwise substitute teacher will be paid retroactively.
3. Substitute teachers are employed and paid for only days actually worked. Substitutes are not paid for holidays, vacation days, institute days, or days of illness.

The substitute teacher must record each day of substitute teaching on a payroll card and submit the card, signed, to the Building Principal.

Assignment Procedures

1. Substitute teachers will be called as needed from the office of the Substitute caller.
2. Only teachers who are on the substitute teacher list, as compiled by the Office of Human Resources and Substitute caller, may be called for substitute work. Most substitute teachers will be called prior to or the morning they are needed.

District Responsibilities

The Director of Human Resources shall provide each substitute with the following:

1. District map with locations of District schools indicated
2. School directory
3. School calendar and student handbook
4. District student discipline policy and procedures

LEGAL REF.: 105 ILCS 5/21-9.
23 Ill. Admin. Code § 1.790.

Reviewed: May 17, 2004
Adopted: August 23, 2004
Revisions Adopted: April 17, 2006