

AGENDA

Pearl City Community Unit School District #200
Pearl City, IL 61062

Wednesday, September 25, 2019
6:30 P.M. – High School Library

- A. Call to Order
- B. Roll Call of Members
- C. Approve the Agenda
- D. Recognition of Guests & Public Comment
- E. Consent Agenda
 - 1. Approval of August 21, 2019 Regular Board Meeting Minutes
 - 2. Approval of August 21, 2019 Closed Session Minutes
 - 3. Approval of Bills and Payroll through September 20, 2019
- F. Communications
 - 1. FOIA Report
 - 2. Thank you note
- G. New Business
 - 1. Approval of Facility Usage Request - Potential Action Item
 - 2. Approval of Facility Usage Request - Potential Action Item
 - 3. Discussion on Softball Field Renovation – Informational
 - 4. Discussion on Road from Rt.73 to Back Parking Lot- Potential Action Item
 - 5. . Final Reading of Amended/New Board policies- 2:110-Qualifications, Term and Duties of Board Officers; 2:140-Communication to and from the board; 2:140E- Guidance for Board communication; 2:230- Public participation at School Board Meetings and Petitions to the Board; 2:240- Board Policy Development; 3:10- Goals and Objectives; 3:60 Administrative Responsibility of the Building Principal; 4:20- Fund Balances; 4:45E1- Process to Seek Offset from the Illinois Office of the Comptroller; 4:45E2- Notice of Claim to Seek Debt Recovery, Challenge, and Response to Challenge; 4:90- Activity Funds; 5:35- Compliance with the Fair Labor Standards Act; 5:35E- Volunteer Agreement; 5:40- Communicable and Chronic Infectious Disease; 5:20E- Code of Ethics for IL Educators; 5:130- Responsibilities concerning internal information; 5:180- Temp. Illness; 5:310- Compensatory Time Off; 5:310E- Agreement to receive compensatory Time off; 6:40- Curriculum Development; 6:110- Programs for students at –risk of academic failure or dropping out of school; 6:300-E1- Application for a Diploma for Veterans; 6:340- Student testing and Assessment program; 7:170- Vandallism; 7:280E2- Reporting and Exclusion requirements for common communicable diseases- Potential Action Item
 - 6. Resolution for District Travel Expenses – Potential Action Item
 - 7. E-Learning Days – Potential Action Item
 - 8. Approval of 2019-20 Budget – Potential Action Item
- H. Closed Session
 - 1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District or legal counsel for the District, including hearing testimony on a complaint lodged against an employee or against legal counsel for the District to determine its validity 5 ILCS 120/2(c)(1), amended by P.A. 99-646, and
 - 2. Collective negotiating matters between public body and its employees or their representatives or deliberations concerning salary schedules for one or more classes of employees.
- I. Potential Action Items from Closed Session
 - 1. Approval of Elementary Paraprofessional.
 - 2. Approval of Asst. District Cook.
- J. Adjourn

***Copies of the agenda and public documents can be picked up at the District Administrative Office at 100 S. Summit St, Pearl City, IL 61062 during its regular business hours.

BOARD OF EDUCATION DISTRICT #200
REGULAR BOARD MEETING

August 21, 2019

Mr. Bremmer, President, called the regular board meeting to order at 6:30 p.m. in the High School IMC. Roll call found the following members present: Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mrs. Lieb, Mr. Pauley, and Mrs. Sheffey. Also present were Superintendent Mike Schiffman, Secondary Principal Kelly Mandrell, Elementary Principal Brent Chrisman, Carla Whitebread, Lisa Allseits, Carolyn Grahame, Richard Sargent, and DJ Scott.

Mrs. Lieb motioned to approve the agenda. Mrs. Sheffey seconded the motion, which passed unanimously.

Recognition of Guests and public comments were allowed. No comments were made.

Mr. Pauley motioned to approve the consent agenda. Mrs. Lieb seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mrs. Lieb, Mr. Pauley, and Mrs. Sheffey.

The FOIA Report was provided to the board. The board was reminded the school board convention is Nov. 22-24, 2019.

Mrs. Keltner motioned to approve the 8th grade Camp Timberlee Trip. Mrs. Sheffey seconded the motion, which passed unanimously.

Mrs. Sheffey motioned to approve the 2019-2020 District Strategic Plan as presented. Mr. Johnson seconded the motion, which passed unanimously.

Mr. Johnson motioned to approve the tentative 2019-2020 Budget. Mr. Crackenberger seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mrs. Lieb, Mr. Pauley, and Mrs. Sheffey.

Mr. Pauley motioned to approve changing the September Board Meeting to September 25, 2019 at 6:30 p.m. and also hold a public hearing for the 2019-2020 Budget on September 25th, 2019 at 6:20 p.m. Mrs. Sheffey seconded the motion, which passed unanimously.

The board held a first reading of the following Board Policies: 2:110-Qualifications, Term and Duties of Board Officers; 2:140-Communication to and from the board; 2:140E-Guidance for Board communication; 2:230-Public participation at School Board Meetings and Petitions to the Board; 2:240-Board Policy Development; 3:10-Goals and Objectives; 3:60-Administrative Responsibility of the Building Principal; 4:20-Fund Balances; 4:45E1-Process to Seek Offset from the Illinois Office of the Comptroller; 4:45E2-Notice of Claim to Seek Debt Recovery, Challenge, and Response to Challenge; 4:90-Activity Funds; 5:35-Compliance with the Fair Labor Standards Act; 5:35E-Volunteer Agreement; 5:40-Communicable and Chronic Infectious Disease; 5:20E-Code of Ethics for IL Educators; 5:130-Responsibilities

concerning internal information; 5:180-Temp. Illness; 5:310-Compensatory Time Off; 5:310E-Agreement to receive compensatory Time off; 6:40-Curriculum Development; 6:110-Programs for students at-risk of academic failure or dropping out of school; 6:300-E1-Application for a Diploma for Veterans; 6:340- Student testing and Assessment program; 7:170-Vandalism; 7:280E2-Reporting and Exclusion requirements for common communicable diseases.

Mrs. Keltner motioned to approve Superintendent Schiffman to obtain a District credit card with a limit of \$5000.00. Mr. Pauley seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mrs. Lieb, Mr. Pauley, and Mrs. Sheffey.

Mrs. Keltner motioned to approve further discussion with Lena-Winslow school district regarding a possible Coop for Boys Track. Mr. Crackenberger seconded the motion, which passed unanimously.

Mr. Johnson motioned to enter closed session at 6:58 pm. Mr. Pauley seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mrs. Lieb, Mr. Pauley, and Mrs. Sheffey.

Mr. Pauley motioned to enter open session at 7:33 pm. Mrs. Sheffey seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mrs. Lieb, Mr. Pauley, and Mrs. Sheffey.

Mr. Johnson motioned to approve the hiring of Jennifer Plastiak, Jean Lutz, and Megan Schiesher as Elementary Paraprofessionals for 2019-20 at \$10/hour. Mrs. Sheffey seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mrs. Lieb, Mr. Pauley, and Mrs. Sheffey.

Mr. Pauley motioned to approve Andrew Gronewold as JH Boys' basketball coach for the 2019-20 school year at a salary of \$1537.90. Mr. Crackenberger seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mrs. Lieb, Mr. Pauley, and Mrs. Sheffey.

Mr. Johnson motioned to approve Tara Adams as a Full-time Asst. Daycare Director and PreK teacher at \$11/hour and Celia Smielewski as a Part-time Daycare Asst. at \$10/hour. Mr. Pauley seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mrs. Lieb, Mr. Pauley, and Mrs. Sheffey.

Mr. Pauley motioned to approve Scott Sheffey as a volunteer boys' basketball coach. Mrs. Lieb seconded the motion, which passed unanimously.

Mrs. Lieb motioned to approve the resignation of Morgan Blasing as Asst. Daycare Director and PreK teacher. Mrs. Sheffey seconded the motion, which passed unanimously.

Mrs. Sheffey motioned to approve Weston Burkholder as a 2019-20 JH Football Coach. Mr. Crackenberger seconded the motion. Voting aye was: Mr. Bremmer, Mr. Crackenberger, Mr. Johnson, Mrs. Keltner, Mrs. Lieb, Mr. Pauley, and Mrs. Sheffey.

Mrs. Lieb motioned to adjourn the meeting at 7:37 p.m. Mr. Pauley seconded the motion, which passed unanimously.

Respectfully submitted,

Janis Sheffey, Recording Secretary

Chad Bremmer, Board President

Robbins Schwartz

631 East Boughton Road, Suite 200 | Bolingbrook, IL 60440-3098

NICHOLAS J. PETROVSKI
npetrovski@robbins-schwartz.com

August 28, 2019

VIA ELECTRONIC MAIL

Ms. Deborah F. Weiss
Whitted Takiff, LLC
1200 Shermer Road, Suite 400
Northbrook, Illinois 60062
dweiss@whittedtakiffllaw.com

RE: Weiss 08-26-19 FOIA Request

Dear Ms. Weiss:

As you know, our firm represents Pearl City CUSD #200 (the "District"). The District is in receipt of your FOIA request dated August 25, 2019, received by the District on August 26, 2019. This letter serves as the District's extension to your FOIA request for the following records:

1. Policies and procedures on the issuance, location, use and payment of credit cards obtained by the District for use by school staff.
2. Copies of all Pearl City School District credit card bills along with corresponding receipts and proof of payment from August 1, 2018 through today's date.
3. Board approval for the issuance, parameters of use and rescission of school district credit cards for the last 5 years.
4. Copies of any Amendments to administrator contracts proposed, executed at and/or pursuant to the July 2019 school board meeting.

The District is extending the time to respond by an additional five (5) business days to September 10, 2019 pursuant to FOIA Section 3(e)(v) and (vi) (the District is closed on September 2 for Labor Day). 5 ILCS 140/3(e)(v) and (vi).

Sincerely,

ROBBINS SCHWARTZ



By: Nicholas J. Petrovski, Attorney

cc: Mike Schiffman, FOIA Officer

8/29/2019

Pearl City School District #200 Mail - FREEDOM OF INFORMATION ACT REQUEST



Mike Schiffman <mschiffman@pcwolves.net>

FREEDOM OF INFORMATION ACT REQUEST

1 message

Deborah Walse <dwalse@whitedakillaw.com>
To: Mike Schiffman <mschiffman@pcwolves.net>

Thu, Aug 29, 2019 at 8:29 PM

Dear Dr. Schiffman:

Please consider this correspondence a formal request for public records pursuant to the Illinois Freedom of Information Act ("FOIA") as delineated at 5 ILCS 140/1 et. seq. If any part of this request is denied, please reference both the specific document and the legal basis for the denial. Pursuant to the FOIA, please provide the following public records of Pearl City School District:

1. Those public records relating to the hiring, resignation, termination and/or other change of position for Riley Asche, including, but not limited to, as a Pearl City School District basketball coach, football coach, elementary gym teacher and high school gym teacher along with the corresponding board approval for each such hiring, resignation, termination and/or position change from January 1, 2017 through and including today's date.
2. Those public records relating to Scott Woodley's hiring, resignation, termination and/or other change of position within the Pearl City School District from January 1, 2016 through today's date including the corresponding board approval for each. These records should include, but not be limited to his positions as a gym teacher, athletic coach, IT teacher and Technology Director.
3. Job Descriptions for volunteer coaches, IT teacher and Technology Director from school year 2015-16 to the present.
4. Policies and procedures relating to volunteer coaches, including, but not limited, to selection criteria, application requirements, reference and/or background check requirements, behavior expectations and/or grounds for termination.

The principal purpose of this information request is to safeguard the educational interests of students in this district and to protect the health, safety, welfare and legal rights of the general public. These requests for information are not for the purpose of personal or commercial gain. Accordingly, pursuant to 5 ILCS 104/6(b), we request a waiver of any copying fees. Please be aware that FOIA requests require a response within five (5) business days of your receipt. We look forward to your timely compliance, since this correspondence is being received by you as an agent for the Pearl City School District, today.

If you have any questions regarding this letter, please contact me. Thank you in advance for your consideration.

8/30/2019

Pearl City School District #200 Mail - FREEDOM OF INFORMATION ACT REQUEST

Best,

Debby

Deborah Weiss, Esq
WHITTED TAKIFF LLC
1200 Shermer Road, Suite 400
Northbrook, IL 60062
847.564.8662 (main)
847.564.8419 (fax)
www.whittedtakiffllc.com

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Robbins Schwartz

631 East Boughton Road, Suite 200 | Bollingbrook, IL 60440-3098

NICHOLAS J. PETROVSKI
npetrovski@robbins-schwartz.com

September 11, 2019

VIA ELECTRONIC MAIL

Ms. Deborah F. Weiss
Whitted Takiff, LLC
1200 Sherman Road, Suite 400
Northbrook, Illinois 60062
dweiss@whittedtakiffllaw.com

RE: Weiss 09-04-19 FOIA Request

Dear Ms. Weiss:

As you know, our firm represents Pearl City CUSD #200 (the "District"). The District is in receipt of your FOIA request dated September 3, 2019, received by the District on September 4, 2019. This letter serves as the District's response to your FOIA request for the following records:

1. Please provide a copy of the District's current and the prior Integrated Pest Management Program and related records reflecting the District's designated person for assuming responsibility for oversight of the Program.
2. If there is not an Integrated Pest Management Program in place, please provide copies of the last two notifications sent to the Department of Public Health as mandated by Illinois law including projected pest control cost.

In response to your first request, please see the attached .pdf titled "Records Responsive to Weiss Request." Please note, the District has redacted signatures and initials which are "private information," and therefore exempt from disclosure pursuant to 5 ILCS 140/7(1)(b), 5 ILCS 140/2 (c-5) and Public Access Counselor Opinion No. 14-015 (finding that signatures are unique identifiers and exempt from disclosure). In addition, disclosure of signatures and initials would constitute an unwarranted invasion of personal privacy that would be objectionable to a reasonable person and are therefore exempt from disclosure pursuant to Section 7(1)(c). See 5 ILCS 140/7(1)(c).

By and through this office, the District's FOIA Officer is responsible for the partial denial of your request. You may ask the PAC to review this decision concerning your records request by submitting a Request for Review by electronic mail or U.S. Mail within 60 days after this response. A Request for Review by the PAC should be directed to: Public Access Bureau, Office of the Attorney General, 500 S. 2nd Street, Springfield, IL 62706, publicaccess@atg.state.il.us, (217) 558-0486. You also have the right to review by a court of law pursuant to FOIA Section 11.

Robbins Schwartz

631 East Boughton Road, Suite 200 | Bollingbrook, IL 60440-3098

Sincerely,

ROBBINS SCHWARTZ



By: Nicholas J. Petrovski, Attorney

cc: Mike Schiffman, FOIA Officer



Mike Schliffman <mschliffman@pcwolves.net>

FW: Pearl City CUSD 200 FOIA Request - FREEDOM OF INFORMATION ACT REQUEST

3 messages

Deborah Weiss <dweiss@whittedtakiffaw.com>

Tue, Sep 17, 2019 at 1:02 AM

To: "Mschliffman@pcwolves.net" <Mschliffman@pcwolves.net>

Dear Supt. Schiffman:

The email below was provided to your counsel in regards to the responsive records produced pursuant to my August 30, 2019 FOIA Request. Being as I have had no response from Mr. Petrovski to this follow-up request, please consider this correspondence a formal request for public records pursuant to the Illinois Freedom of Information Act ("FOIA") as delineated at 5 ILCS 140/1 et. seq. If any part of this request is denied, please reference both the specific document and the legal basis for the denial. Pursuant to the FOIA, please provide the following public records of Pearl City School District:

1. As referenced in Pearl City School District's Board Policies, please provide the completed volunteer information forms and waivers for all resource persons and volunteers, as well as the signed registration logs for resource persons and volunteers, for school years 2015-16, 2016-17, 2017-18 and 2018-19; and
2. Records regarding the \$2,500 grant from Monsanto received by Pearl City School District during school year 2018-19. These records should include, but not be limited to, information about the terms of the Monsanto grant, communications by and between Pearl City School District Staff, Pearl City School Board members and/or Monsanto regarding use of grant funds and documentation of the District's proposed and actual use the Monsanto grant funds.

The principal purpose of this information request is to safeguard the educational interests of students in this district and to protect the health, safety, welfare and legal rights of the general public. These requests for information are not for the purpose of personal or commercial gain. Accordingly, pursuant to 5 ILCS 104/6(b), we request a waiver of any copying fees. Please be aware that FOIA requests require a response within five (5) business days of your receipt. We look forward to your timely compliance.

If you have any questions regarding this letter, please contact me. Thank you in advance for your consideration.

Best,

Debby

Pearl City Xtreme Volleyball Club

September 25th, 2018 Board Meeting Proposal (Request to use school gymnasium)

Dear Pearl City School Board & Administration,

Last year we formed a club volleyball team(s) for any high school Pearl City Volleyball player interested in improving her skills & playing with girls that they will be playing with for the next 2-4 years. Our goal was to keep this club affordable & prevent parents/girls from traveling a ton, we would like to make it possible for the girls to also play basketball & softball during the volleyball club season because we know that in a small school it's hard to form a team without many of the kids playing multiple sports. Here is a list of the information about our club:

- Club Directors: Korissa Blasing & Tammy Stephan
- Club Coaches: Jordy McPeck, Mel Bremmer, Josee Pickard, Korissa Blasing & 1 TBD
- Dates of use for gym: Sundays starting Nov. 3rd through the end of March. The practice times are not official but we have discussed having it around 1-2pm if available so it wouldn't interfere with church/family activities & it would also give the girls enough time to be home for dinner & a good night's rest before school on Monday. Also, the days there are tournaments scheduled we would not be using the gym.
- Number of girls expected: We were very pleased with the overwhelming response last year & being able to have 2 teams, this year blew that away with an even bigger amount interested & requests for a younger team, we are happy to say that we will be able to have 5 teams out of Pearl City, ranging from 5th-11th grade.
- Cost to team members: These costs include tournament registrations, jerseys, USAV insurance, USAV site insurance, USAV membership, JVA membership & AAU membership. The 12u-15u teams will be \$500(approx.) for 8 tournament days, the older girls (18u) is \$550(approx.), with approx. 8 tournaments but including a couple bigger ones. Unfortunately, the cost of the tournaments almost doubled because of the demand for club volleyball in the area so we did have to increase our prices from last year & everyone wanted to add a big end of the season tournament at the Dells which is much more expensive than the 1 day Rockford ones, but we are still able to keep the cost at least half of what other club teams run. Also with that fee we pay for the coach's memberships, background checks, safe sport certification & anti-bullying certification tests that all coaches & directors are required to take & pass before being around the girls without a parent. We also pay the coaches out of this (which is very minimal-basically covers gas & food for the day) & cover their hotel room if needed for a 2 day tournament. We have been lucky enough to find coaches that want to coach because they love the game & want to see a program like many other schools have for these girls, not because of the pay.
- Other important information: We will be doing a couple different fundraisers to help the girls pay for the club expense, to establish the club funds for more opportunities & to raise money for the volleyball team/school. We would like to host our own tournament, which would be a smaller one but could also be an opportunity for the Boosters or another club to raise money. Last year with the money that was left we were able to purchase some equipment for the volleyball program at school & we plan to do that again this year if needed.

Sincerely,
Tammy Stephan & Korissa Blasing

If you have any questions please feel free to call
Tammy (815)291-2990
Korissa (815)541-0223

Pearl City High School Softball Infield Renovation

Wayne Fischer will be overseer of project

Projected Start Oct 25 - Finish Oct 27th

Fischer's will donate employees and equipment to do excavating and ground work with us supplying volunteer's for assisting where needed. Leveling of grass lip off Infield. With donation of trucking.

Pricing is based on taking out existing Infield materials. Replaced with new 12" tilling with sock sleeve, wash rock, Nonwoven fabric 4.5, base and 6" finish material's and trucking of field mixture.

Materials Quote Per Wayne Fischer

Jesse Hosch

jhosch@jrsupplyinc.com

220 Frentress Lake Road

East Dubuque, IL 6105

PH#800-747-6501 FAX#815-747-6505

www.jrsupply.com

500FT - 12" ADVANEDGE DRAIN TILE W/SOCK \$3.15 \$1575.00

TILE IS SAME PRICE WITH/OR WITHOUT 0.00

SOCK

2 EA 15'x360' 600SY GEO NON-WOVEN 4.5 OZ FABRIC - \$355.00 / \$710.00

720FT - 12" N-12 DUAL WALL \$5.75 \$4140.00

Waupacia Sand & Gravel in Waupacia WI.

Pricing is for Infield mix and Trucking

Per the 26 cy per inch; you will need 211 ton for 6"

Sure Hop Infield mix - \$20.95/ton = \$4042.45

Waupacia Delivery- \$34.50/ton = \$7279.50

Total delivered \$55.45 per ton = \$11699.95

Sub Total \$18,124.95

Plus misc. supplies- bases, concrete, field rakes, Super Sopper (\$795)

Sub Total \$1875.00

Total Estimated Price \$19,999.95

**BOARD OF EDUCATION OF PEARL CITY SCHOOL CUSD
NO. 200'S RESOLUTION APPROVING TRAVEL, MEAL AND LODGING POLICIES**

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the "Local Government Travel Expense Control Act", which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, non-home rule units of local government, including school boards, are required to regulate the reimbursement of travel, meal, and lodging expenses by resolution or ordinance;

NOW, THEREFORE, be it ordained by the Board of Education of Pearl City School CUSD No. 200 as follows:

Section 1. The recitals set forth hereinabove shall be and are hereby incorporated as findings of fact as if said recitals were fully set forth herein.

Section 2. The Board of Education has previously adopted Board Policy No. 2:125 and No. 5:60 which regulate the reimbursement of all travel, meal, and lodging expenses of Board members, administrators, and employees. Copies of Board Policy No. 2:125 and 5:60 are attached hereto as Exhibit 1 to this Resolution.

Section 3. The Board of Education shall reimburse permitted travel expenses at the rates set forth in those Board Policies, unless as otherwise permitted by law. The Board sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$ 500, and for teachers the amount set forth in the Collective Bargaining Agreement, unless as otherwise permitted by law.

Section 4. In accordance with the Act, the Board of Education shall only approve reimbursement of expenses if the Board member, administrator, officer or employee submits said expenses on the on the Board of Education's Standardized Expense Approval Form, attached as Exhibit 2.

Section 5. Any policy, resolution, or ordinance that conflicts with the provisions of this ordinance shall be and is hereby repealed to the extent of such conflict.

Section 6. This Resolution shall be in full force and effect upon its passage.

PASSED THIS ____ day of September, 2019.

AYES:

NAYS:

ABSENT:

APPROVED THIS ____ day of September, 2019.

Exhibit 1

Approved December 21, 2016

School Board

Board Member Compensation; Expenses

Board Member Compensation Prohibited

School Board members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of School District Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the District by resolution. No later than approval of the annual budget and when necessary, the Superintendent will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the District's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

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

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the

- c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
- 3. Meals. Meals charged to the School District should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
 - 4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
 - 5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.: 105 ILCS 5/10-20 and 5/10-22.32.
Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:120 (Board Member Development), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

General Personnel

Expenses

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

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

Advancements

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

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

Reimbursements and Purchase Orders

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

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

LEGAL REF.: 50 ILCS 150/, Local Government Travel Expense Control Act.
105 ILCS 5/10-22.32.
820 ILCS 115/9.5, Ill. Wage Payment and Collection Act.

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

Exhibit 2

Appendix C

Professional Leave Reimbursement Request

Teacher Requesting Reimbursement _____

Date of Approved Professional Leave _____

_____ This Professional Leave was requested per the teacher contract

_____ This Professional Leave was requested by the Administration

Professional Leave

Reasonable expenses for food, travel, registration, and lodging, shall be capped at \$500 for reimbursement. Receipts for all expenses claimed shall be turned into the administration for review before reimbursement is approved.

Expenses from Professional Leave (Please submit receipts for all requested expenses)

Registration --

Lodging --

Food --

Travel --

Other --

Total Reimbursement Requested _____

Total Reimbursement Approved _____

Date Approved _____

Administrator Signature _____

