

BUSINESS

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS -
FISCAL MANAGEMENT GOALS

	3000
I. Annual Budget	3100
A. Budget Planning	3110
B. Preparation of Budget	3120
C. Approval of Tentative Budget	3130
D. Public Review of Budget	3140
E. Budget Adoption	3150
F. Dissemination of Approved Budget.....	3160
G. Amendment to the Budget	3170
H. Transfer of Funds between Categories	3180
II. Revenues	3200
A. Revenues from Local Sources	3210
1. Local Taxes	3211
2. Corporate Personal Property Replacement Taxes	3212
3. Tuition Fees	3213
4. Materials Fees	3214
5. Sales and Rentals of Property	3215
6. Public Gifts to the School District	3216
7. Sales, Disposal of Bonds, Equipment, and Supplies	3217
8. Revenues from Investments	3218
B. Revenues from State Sources	3220
C. Revenues from Federal Sources	3230
D. Funds Management	3240
1. Borrowing	3241
a. Short-Term Loans	3241.1
b. Long-Term Loans	3241.2
c. Debt Limitations	3241.3
2. Depository of Funds	3242
3. Bonded Employees	3243
4. Investment of School District Funds.	3244
III. Expenditures	3300
A. Purchasing	3310
1. Purchasing Authority	3311
2. Petty Cash Accounts	3312
3. Quantity Purchasing	3313
4. Local Purchasing	3314
5. Vendor's Representatives	3315
6. Cooperative Purchasing	3316
7. Purchasing Procedures	3317
a. Goods and Services Requisitions	3317.1
b. Soliciting Prices (Bids and Quotations)	3317.2
c. Payment Procedures	3317.3
d. Imprest Fund	3317.4
e. Revolving Fund	3317.5

I V . Fiscal Accounting Reporting.....	3400
A. Basis of Accounting	3410
B. Fund Accounting	3420
C. Financial Reports and statements	3430
1. Monthly Financial Report	3431
2. Annual Financial Report	3432
3. Periodic Audits	3433
4. Fund Balance Policy.....	3433.1
D. Inventories	3440
E. Monies in School Buildings	3450
V. Payroll Procedures	3500
A. Payday Schedules.....	3510
B. Salary Deductions	3520
C. Expense Requirements	3530
VI. Support Services	3600
A. Operation/Maintenance of Plant	3610
1. Safety	3611
a. Accident Reports	
b. Emergency Plans	3611.1
c. Fire Drills	3611.2
d. Closing of Schools	3611.3
e. Bomb Threats	3611.4
f. Automated External Defibrillator Use	3611.6
2. Use of Facilities by Outside Organizations	3612
3. Custodial services	
3614	
4. Maintenance of Plant.....	3615
5. Security of Buildings and Grounds	3616
a. Vandalism	3616.1
b. Environmentally Safe Schools	3616.2
6. Energy Conservation	3617
7. Green Cleaning Policy.....	3618
B. Fair Employment Practices	3620
C. Receiving and warehousing	3630
D. Mail Delivery Services	3640
VII. Transportation Services	3700
A. Free Regular Transportation	3710
B. Special Education Transportation	3720
C. Field Trips	3730
D. School Bus Safety Program.....	3740
E. Use of Private Vehicles for Transportation	3750
III. Food Service Management	3800
A. Food Purchasing.....	3810
E. Free and Reduced Price Food Services	3820
C. Meal Requirements	3830
D. Food Sanitation Program	3840

Business and Non-Instructional Operations Fiscal Management Goals

The Board of Education of Indian Springs School District No. 109 recognizes that its primary purpose is to provide the best education possible within the financial ability of the school District. The Board also recognizes its deep responsibility to the citizens of the community for the efficient use of public funds. The Board of Education seeks to achieve the following goals:

1. To engage in thorough advance planning in order to develop budgets and to guide expenditures.
2. To explore all practical sources of dollar income.
3. To use the best available techniques for budget development and management.
4. To establish maximum efficiency procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.
5. To establish levels of funding which will provide high quality education for the District students.

Legal Reference: Illinois School Code - Chapter 122 Article 17-1 - Annual Budget

Adopted: Board of Education
Indian Springs School District No. 109

Date: May 19, 1992

Business and Non-Instructional Operations Annual Budget

The Board of Education believes the annual budget is a financial outline of the District's educational program and is the legal basis of the establishment of tax rate.

The school budget shall be established annually based on the best estimates that can be made by the administration of revenues and expenditures for that current year. On or before the last regular meeting in August of each year the Superintendent will present to the Board of Education a tentative budget with the preliminary estimate of the budgeted needs of the School District for the fiscal year.

Once the Board approves the budget in tentative form it shall be made available for public inspection at least thirty (30) days prior to the Public Hearing.

The Board of Education shall conduct a Public Hearing and approve the annual budget by the end of the first quarter of each fiscal year.

Public school budgeting is regulated and controlled by statute and state regulations. A budget is required for every fund that a school system uses in its yearly operation.

Legal Reference: Illinois School Code - Chapter 122 Article 17-1 –
Annual Budget

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional operations Budget Planning

Budget Planning for Indian Springs School District No. 149 shall be related to the goals and objectives of the School District and its programs. It shall be a year-round process involving participation of the members of the Board of Education, District level administrators, principals, directors, coordinators, supervisors, teachers, and other personnel,

The Superintendent will have overall responsibility for the budget preparation and submission to the Board of Education for its tentative approval and for later public hearings.

Budget Planning shall be related to the goals and objectives of the District and its programs.

Legal Reference: Illinois School Code - Chapter 122 Article 17-1 –
Annual Budget

Adopted: Board of Education
Indian Springs School District No. 149
Date: May 19, 1992

Business and Non-Instructional Operations Preparation of the Preparation of the Budget

During the first quarter of each calendar year, the Board of Education shall authorize the Superintendent to prepare the annual budget for the next fiscal year. The budget shall be prepared in tentative form and submitted to the Board of Education by no later than the last regular Board meeting in August.

The Superintendent of Schools shall determine the manner in which the annual District budget is to be compiled and issue instructions to the staff accordingly. He shall also establish a time schedule for the preparation of the budget.

Legal Reference: Illinois School Code - Chapter 122 Article 17-1 –
Annual Budget

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Approval of Tentative Budget

It shall be the responsibility of the Superintendent in Indian Springs School District No. 109 to submit a budget in tentative form to the Board of Education by no later than the last regular Board meeting in August. The Superintendent shall review the proposed budget with members of the Board of Education. After the budget has been approved by the Board, the tentative budget shall be made available for public inspection in the office of the Superintendent for a period of thirty (30) days. In addition, Public Notices shall be published in the paper indicating the date of the Public Hearing on the budget.

Legal Reference: Illinois School Code - Chapter 122 Article 17-1 –
Annual Budget

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Public Review of Budget

A budget hearing shall be held at a date, time, and place determined by the Board of Education of Indian Springs School District No. 109. The administration shall explain the proposed budget and the President, after review of the budget, will invite questions and discussions relative to the budget items. No action on any part of the budget will be taken at this hearing. After all questions have been answered concerning the proposed budget, the President of the Board of Education shall officially close the budget hearing.

Legal Reference: Illinois School Code - Chapter 122 Article 17-1 –
Annual Budget

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Budget Adoption

After the Public Hearing has been closed by the President of the Board of Education of Indian Springs School District No. 109, the President shall entertain a motion for adoption of the budget for that fiscal year. If, as a result of the Public Hearing, it should be determined that certain changes in the budget are necessary, these changes will be made before it is adopted that evening. The adoption of the budget by the Board of Education will take place on or before the last day in September and will be by roll call vote.

Legal Reference: Illinois School Code - Chapter 122 Article 17-1 –
Annual Budget

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Dissemination of Approved Budget

It shall be the responsibility of the Superintendent of Indian Springs School District No. 109 to insure that the adopted budget for the fiscal year is disseminated to the Township School Treasurer, Cook County Clerk's Office, Educational Service Region, Presidents of the respective unions, and members of the administrative staff. In addition, copies of the annual budget will be available in the Office of the Superintendent for review by community members.

Legal Reference: Illinois School Code - Chapter 122 Article 17-1 - Annual Budget

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Amendment to the Budget

The Board of Education of Indian Springs School District No. 109 may from time to time amend the official budget by the same procedure as is required for its original adoption. This amendment to the budget shall occur when sufficient changes are made which would effect the overall budget as approved by the Board of Education.

Legal Reference: Illinois School Code - Chapter 122 Article 17-1 – Annual Budget

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Transfer of Funds between Categories

The Board of Education of Indian Springs School District No. 109 may from time to time make transfers between the various line items in any fund not exceeding, in the aggregate, ten percent (10%) of the total of such funds as set forth in the budget. It shall be the responsibility of the Superintendent to make recommendations to the Board of Education regarding need to make such transfers and the Board of Education shall consider and take action on his recommendations.

Legal Reference: Illinois School Code - Chapter 122 Article 17-1 - Annual Budget

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Revenues

Revenues for Indian Springs School District No. 109 come from federal, state, and local sources. In an attempt to provide the best education possible within the financial resources available, the Board shall: (1) apply for and accept all federal funds which are available providing there is a specific need for them; (2) accept all available state funds to which the District is entitled by law or through regulations by the Illinois State Board of Education; and, (3) request adequate local funds for the operation of the School District.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Revenues from Local Sources

The major share of all financial support from local sources for Indian Springs School District No. 109 is raised by taxing property within the school district. However, the Board of Education of Indian Springs School District No. 109 shall also utilize other local revenue to offset expenditures to the District; such as, fees, rental, and interest.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Local Taxes

The Board of Education of Indian Springs School District No. 109 shall levy local school taxes and fix the rate of taxation upon all taxable property of the district at the equalized assessed valuation as determined by the Department of Revenue for the purpose of raising revenue to meet the necessary expenses of the school. If the levy which will be established by the Board of Education is more than one hundred five percent { 105% } of its prior year's extension, the Board of Education must place notice in the paper and have a hearing on Truth-In-Taxation

Legal Reference: Illinois School Code - Chapter 122
Article 17-1 - Annual Budget
Public Law 82-102 -Department of Revenue

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Corporate Personal Property Replacement Tax

The Board of Education of Indian Springs School District No. 109 shall insure that funds received in lieu of taxes paid on 1978 and prior years Corporate Personal Property Assessed Valuation does not cause a surplus available for any debt, obligations, liability, operation, fund, or account.

Legal Reference: Revenue Act - Section 157 A

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Tuition Fees

The Board of Education may accept non-resident students upon payment of tuition and the recommendation of the Superintendent. Such acceptance may only occur when it does not necessitate increasing the size of the faculty or results in the over-crowding of classes. The home school will be pre-billed for the tuition of the child with a final billing being sent the following year. The School District shall utilize the per capita tuition charges as established by the Illinois State Board of Education.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Materials Fees

The Board of Education of Indian Springs School District No. 109 shall, each year, establish a materials fee which will be charged to children for materials and workbooks received through the District.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Sales and Rentals of Property

The Board of Education of Indian Springs School District No. 109 shall approve all sales and rentals of School District property at a regularly scheduled meeting. Such transactions must be conducted in conformity with state law and serve to forward the educational opportunity of the District's students. Rental fees, and any fees collected for temporary use of school facilities, will be deposited in the operating fund of the District and used for general purposes, except as the Board of Education authorizes a particular use of the rental fee in a specific instance.

Legal Reference: Illinois School Code - Chapter 122 Article
10-22.8 - Sale of Personal Property Article
10-22.11 - Lease of School Property (real property)

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Public Gifts to the School District

Members of the Board of Education encourage the Superintendent and staff in their endeavors to continue to improve the curriculum and instructional programs of the School District. To implement this philosophy, the Board of Education is receptive to outside financial support to aid in coordination, implementation, and/or maintenance of new programs as may be initiated consistent with the following basic principles:

1. Outside funds will not dictate the direction of new programs nor in any way hamper their objective evaluation. All proposed grants will be properly investigated by the Superintendent and his staff to ensure that such encumbrances do not exist.
2. The administration will actively seek both public and private supplemental District income sources. All funds received will be under the control and supervision of the Superintendent and/or his administrative staff.
3. The Board of Education will reserve the right to decline to accept any outside funding that is inconsistent with the above-stated purposes.
4. These funds will not be used to substitute for regular funding requirements, but rather to enrich and supplement these regular sources. Projects to be funded in this manner should be only those that are, in the opinion of the administration and Board of Education, to be in the interest of the School District.
5. Specific items may be contributed to the School District subject to the review or inspection by the Superintendent and/or his designee regarding their propriety and applicability. After review, the Superintendent will forward his recommendation regarding acceptance and/or rejection to the Board of Education for final disposition. The review will include, but not be limited to, future service and/or insurance implications.
6. Periodic reports of activities resulting from gifts, grants, or bequests will be given to the Board of Education by the Superintendent and his staff. All funds received will be audited in accordance with appropriate state statutes and School District auditing policies.

3216 (b)

(1114.11)

It shall be the general policy of the School District to direct those who desire to make contributions to consider equipment or services that are not likely to be acquired from public fund expenditures. Items contributed to the School District become the property of the School District and are subject to the same controls and regulations that govern the use of all school-owned property.

It shall be the responsibility of the Superintendent and/or his designee to insure that cooperative planning by teachers, administrators and organization representative be the accepted method in determining what gifts shall be made if PTA/PTC or other school-related organizations wish to make donations.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Sales and Disposal of Books, Equipment, and Supplies

The Board of Education of Indian Springs School District No. 109 shall authorize the Superintendent to dispose of obsolete equipment by selling it to the highest bidder, or at a previously fixed price, and shall report all such transactions to the Board of Education.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Revenues from Investments

The Township School Treasurer shall have sole custody of all District funds in accordance with the provisions of state law. The Township School Treasurer shall invest the balances available in various District funds in accordance with regulations set forth in state law.

Such investments will be restricted to the following:

Bonds, notes, certificates of indebtedness, treasury bills, or other securities which are guaranteed by the full faith and credit of the United States as to principal and interest.

Certificates of deposit or time deposits constituting direct obligations of any bank as defined by the Illinois Banking Act. Investments may be made only in those certificates of deposit or time deposits in banks which are insured by the Federal Deposit Insurance Corporation, in short-term discount obligations of the Federal National Mortgage Association, or shares or other forms of securities legally insurable by 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 and loan associations the share or investment certificates of which are insured by the Federal Savings and Loan Insurance Corporation. Additionally, commercial paper from solid, reputable sources may be made.

The Township School Treasurer will seek to maximize the revenue from investment of District funds. The Township School Treasurer is permitted to (i) combine moneys from more than one fund of a single District for the purpose of investing such funds, and (ii) join with townships or school treasurers or districts for the purpose of investing the school funds in his custody. Such joint investments shall be authorized by law.

Legal Reference: Illinois State Code - Chapter 122 Article 8-7

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Revenues from State Sources

The Board of Education of Indian Springs School District No. 109 shall continue to encourage the Illinois State Board of Education to provide adequate funds through General State Aid for support of school programs. Adequate and accurate records of attendance shall be maintained to ensure maximum collection of General State Aid:

The Board of Education shall also seek and utilize state grants and/or categorical aid available which are consistent with the advancement of the educational program of the District and consistent with the policies of the Board of Education.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Revenues from Federal Sources

The Board of Education of Indian Springs School District No. 109 shall seek and utilize all federal grants and/or categorical aid available which are consistent with the advancement of the educational programs of the District and consistent with the policies of the Board of Education. The proposals will be prepared by the Superintendent and/or his designee and presented to the Board of Education for approval.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Funds Management

The Board of Education of Indian Springs School District No. 109 shall be responsible for the control of all funds of the School District, including internal funds.

Legal Reference: Illinois School Code - Chapter 122 Article 20.19 - Payment of orders

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Borrowing

The Board of Education of Indian Springs School District No. 109 has the right to borrow money to meet cash flow needs or to finance capital projects. The Board shall determine if short-term cash shortages can be met by Working Cash Fund loans or other interfund loans before incurring short-term debt or long-term debt through external sources.

The School Code of Illinois authorizes the School District to make interfund loans as follows:

Operations and Maintenance Fund to Educational Fund or Transportation Fund
(Section 10-22.33)

Educational Fund to Operations and Maintenance Fund or Transportation Fund
(Section 10-22.33)

Transportation Fund to Educational Fund or Operations and Maintenance Fund (Section
10-22.33)

Working Cash Fund to Educational Fund, Transportation Fund, or Operations and
Maintenance Fund (Section 20-4)

Monies that are temporarily idle and/or surplus in specific funds may be loaned to cover anticipated interim needs in certain other funds, as cited above. Such monies shall be repaid to the proper fund within one calendar year.

Legal Reference: Illinois School Code - Chapter 122 Section 10-22.33 Section 20-4

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Short-Term Loans

The Board of Education of Indian Springs School District No. 109 may borrow money on a short-term basis from external sources after shortages cannot be met by Working Cash Fund loans or interfund loans short-term loans from external sources shall only be used to meet temporary short-falls due to delayed taxes or other short-term cash flow situations. The following types of short-term loans shall be utilized by Indian Springs School District No. 109:

1. State Aid Anticipation Certificates - short-term debt instrument against future general state aid receipt.
2. Personal Property Replacement Tax Notes - short-term debt instrument against future Personal Property Replacement Tax receipts.
3. Tax Anticipation Warrants - short-term debt instrument against future Education Fund tax receipts. These warrants must be repaid upon receipt of tax monies by the District.
4. Tax Anticipation Notes - short-term debt instrument against future Education Fund tax receipts. These notes must be repaid within two (2) years.
5. Teachers orders - teachers' payroll warrants issued by the Board which may be cashed at a local bank.

Legal Reference: Illinois School Code - Chapter 85
Section 824.1
Section 825

Illinois School Code - Chapter 122
Section 8-16 Section
17-16 Section 18-18
Section 34B-2

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Long-Term Loans

The Board of Education of Indian Springs School District No. 109 may borrow money on a long-term basis for the purpose of creating a Working Cash Fund to provide monies with which to meet ordinary and necessary disbursements for salaries and other school purposes. The Board may also sell Funding Bonds to pay orders for the wages of teachers that cannot be met from current revenues. Other types of long-term borrowing which are available to the Board of Education include:

1. Refunding Bond -- to be issued to pay the outstanding obligations of the District, when applicable.
2. Fire Prevention, Safety, Environmental and Energy Bonds - to offset expenses for fire prevention and safety purposes, and for energy conservation purposes.
3. Tort Judgment Bonds - to be issued for the payment of liabilities created by a tort judgment against the District.

Legal Reference: Illinois School Code - Chapter 85
Section 9-105

Illinois School Code - Chapter 122
Section 17-2.11a
Section 19-16
Section 19-8

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Debt Limitations

The Board of Education of Indian Springs School District No. 109 can not become indebted in any manner or for any purpose to an amount exceeding 6.9% on the value of the taxable property to be determined by the last assessment for State taxes.

Legal Reference: Illinois School Code - Chapter 122 Article 19-1 –
Debt Limitations of School Districts

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Depository of Funds

All income payable to the Board of Education of Indian Springs School District No. 109 will be deposited with the Lyons Township School Treasurer, who will credit it to the appropriate account. One or more banks, bank and trust companies, or federally insured savings and loan associations shall be selected by the Board of Education to serve as the depository or depositories of District Funds. These banks will be recommended to the School Township Trustees for approval.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Bonded Employees

The Board of Education of Indian Springs School District No. 109 shall provide a blanket bond to cover all employees who handle school monies. The Board shall also provide a Surety Bond in the amount of \$5000 for the Custodian of the Imprest Fund.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

INVESTMENT OF SCHOOL DISTRICT FUNDS

In accordance with the Illinois Public Funds Investment Act, 30 ILCS 235/0/01 et seq. (the "Act"), the School District shall maintain a set of procedures for the investment of School District funds that includes the following elements:

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

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

INVESTMENT OF SCHOOL DISTRICT FUNDS

A. Scope

This investment procedure applies to all funds of the District. These funds are accounted for in the District's annual financial report and includes all current funds, and any other funds that may be created from time to time, except for District pension funds to the extent the deposit and investment of such funds is otherwise regulated under the Illinois Pension Code. All transactions involving the District's funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent person rule".

B. Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The District's investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
4. Maintaining the Public's Trust - The investment officers shall act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board or the School Treasurer.

Investment Instruments

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

1. 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;
2. 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;

3. Certificates of deposit with federally insured institutions that are collateralized or insured at levels acceptable to the District in excess of the \$100,000 provided by the Federal Deposit Insurance Corporation coverage limit;
4. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the Act;
5. Commercial paper meeting all 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, 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;
6. The Illinois Public Treasurer's Investment Pool; and
7. 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.

Diversification

It is the policy of the District to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the School Treasurer. The diversification shall be as follows:

- a) Up to 100% of C.1.
- b) Up to 90% of C.2., C.3.
- c) Up to 33% of CA, C.5., C.6 and C.7

Collateralization

- 1. It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.
- 2. Eligible collateral instruments are any investment instruments acceptable under the Act. The collateral must be placed in safekeeping at or before the time the District buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
- 3. Safekeeping of Collateral
 - a) Third party safekeeping is required for all collateral. To accomplish this, the securities must be held only at one or more of the following locations:
 - 1) at a Federal Reserve Bank or its branch office;
 - 2) at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;
 - 3) by an escrow agent of the pledging institution; or
 - 4) by the trust department of the issuing bank
 - b) Safekeeping will be documented by an approved written agreement between the Board of Education and the governing board of the bank that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
 - c) Substitution or exchange of securities held in safekeeping for the District can be approved exclusively by the Treasurer, and only if the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

F. Safekeeping of Securities

- 1. Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities must be held only at one or more the following

locations:

- a) at a Federal Reserve Bank or its branch office;
- b) at another custodial facility, which shall be a trust or safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved;
or
- c) in an insured account at a primary reporting dealer

Safekeeping will be documented by an approved written agreement between the Board of Education and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.

- 3. Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

G. Qualified Financial Institutions and Intermediaries

Depositories - Demand Deposits

Funds shall be maintained only in financial institutions properly designated by the School District pursuant to Section 8-7 of the School Code, 105 ILCS 5/8-7, and meeting the following requirements:

- a) Any financial institution selected by the District shall provide normal banking services, including, but not limited to: checking accounts, wire transfers and safekeeping services.
- b) The District will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the District will not maintain funds in any institution that does not first agree to post required collateral for funds or purchase private insurance in excess of FDIC insurable limits and in amounts acceptable to the District.
- c) To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two statements of condition which it is required to furnish to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Treasurer within 45 days of the end of each quarter.
- d) Fees for banking services shall be mutually agreed to by an authorized representative of the depository bank and the Treasurer on an annual basis. Fees for services shall be substantiated by a monthly account analysis.

- e) Each financial institution acting as a depository for the District must enter into a depository agreement with an authorized school district official that incorporates this policy by reference.

2. Banks and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the District's competitive certificate of deposit purchase program must:

- a) provide wire transfer and certificate of deposit safekeeping services;
- b) be a member of FDIC system and be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits and in amounts required by the District; and
- c) meet at all times the financial criteria as established in the investment procedures of the District.

3. Intermediaries

Any financial intermediary selected to be eligible for the District's competitive investment program must:

- a) provide wire transfer and deposit safekeeping services;
- b) be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, or other similar organization acceptable to the District;
- c) provide an annual audit upon request.
- d) maintain an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in this State; and
- e) be familiar with the Board of Education's policy and accept financial responsibility for any investment not appropriate according to the policy.

Management of Program

- 1. The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this procedure:

- a) Treasurer
- b) Assistant Treasurers These

documents include:

- 1) Wire Transfer Agreement
- 2) Depository Agreement
- 3) Safekeeping Agreement
- 4) Custody Agreement

2. Management responsibility for the investment program is hereby delegated to the Treasurer and Assistant Treasurer, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for the execution under the direction of the Treasurer of specific financial transactions, including: investment transactions; check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Treasurer who shall periodically review them for their consistency with District policy and State law and who shall be assisted in this function by the Assistant Treasurer, District legal counsel and auditors. These agreements include but not limited to:

- a) Wire Transfer Agreement
- b) Depository Agreement
- c) Safekeeping Agreement
- d) Custody Agreement

The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall meet the criteria set forth in Section G(3) above and shall be approved by the Board

of Education.

5. All wire transfers made by the Treasurer shall require a secondary authorization by the Assistant Treasurer or Treasury Clerk/Bookkeeper/Accountant.
6. The Treasurer shall be further authorized to enter into joint investment agreements as authorized under Section.8-7 of the School Code.

Performance

The Treasurer will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in Section B of this document for all funds. In general, the Treasurer will strive to earn an average rate of return equal to or greater than the U.S. Treasury Bill rate for a given period of time for the average weighted maturity of the District's investments.

J. 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 of the investment program, or which could impair their ability to make impartial investment decisions. Further, except as permitted under Section 3.2 of the Public Officer Prohibited Practices Act, no officer involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the District is authorized to invest, or the sellers, sponsors or managers of those investments

K. Indemnification

Investment officers and employees of the District acting in accordance with this Investment Procedure and such written operational policies as may be established by the District, and who otherwise exercise due diligence and act with reasonable prudence, shall be relieved of personal liability for an individual security's credit risk or market changes.

Reporting

The Treasurer shall submit to the Board of Education and the Superintendent a monthly investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

M. Amendment

This procedure shall be reviewed from time to time by the Treasurer with regards to the

procedure's effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be reported to the Board of Education.

Adopted: Board of Education
Indian Springs School District No. 109
June 22, 1999

Business and Non-Instructional Operations Expenditures

Each year, the Board of Education of Indian Springs School District No. 109 shall adopt an annual budget which outlines the necessary expenses and revenues of the District.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Purchasing

The Annual Budget which is approved by the Board of Education of Indian Springs School District No. 109 shall be considered the spending plan for the year. Due to unforeseen circumstances it may be necessary to make purchases which could exceed an individual line item, However, every attempt shall be made to keep expenses at or below the specific line item amount.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Purchasing Authority

The authority of the Board of Education of Indian Springs School District No. 109 for the purchase of materials, equipment, supplies, and services is extended to the District Administration through the detailed listing of such items compiled as part of the budget making process and approved by the Board of Education through its adoption of the budget.

It is the responsibility of the purchasing office to make purchases for school use. The superintendent or his designee is authorized to approve purchases in accordance with budget allocations except when such transactions must be put to bid.

Separate, independent purchasing by individual schools presents a difficult budget control problem and leads to inconsistent procedures and possibly unwise or illegal transactions. Therefore, individual schools will have no authority to make purchases except as approved by the Superintendent and/or his designee.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Petty Cash Accounts

Petty cash funds of no more than \$50.00 may be established for schools, central office units, and special programs in such instances as they will expedite the purchase of minor items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts, and will be charged to the applicable budget code.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Quantity Purchases

The Board of Education of Indian Springs School District No. 109 encourages the superintendent and/or his designee to make quantity purchases whenever possible to help achieve both quality control and price advantages.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Local Purchasing

Local purchasing will be favored whenever the following factors are equal between local and non-local vendors:

1. Quality of product
2. Suitability of product
3. Price
4. Conformance of specifications
5. Convenience of delivery
6. General reputation of business firms
7. Past services to school district

Legal Reference: Illinois School Code - Chapter 122
Section 22-13 - Use of Illinois Mined Coal

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Vendor Representatives

Indian Springs School District No. 109 will seek business and bids from all eligible vendors, regardless of race, creed, color, sex, national origin, age, or handicap.

No favoritism will be extended to any vendor. Each order will be placed on the basis of quality, price, and delivery; past services being a factor if all other considerations are equal.

The schools shall not solicit funds or material from vendors.

No purchases shall be made through an employee of the School District, or through a member of the immediate household of an employee.

No purchases shall be made through a Member of the Board, through a member of his immediate household, or through any enterprise in which a Board Member holds a substantial interest.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Cooperative Purchasing

The Board of Education of Indian Springs School District No. 109, at its option, will join in cooperative purchasing with other school districts to take advantage of lower prices for bulk purchases and to reduce the administrative costs involved in bidding.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Purchasing Procedures

The Board of Education of Indian Springs School District No. 109 shall designate the Assistant Superintendent as the purchasing agent for the District. He will develop the necessary procedures and forms for the requisition and purchase of materials, supplies, equipment, and services. All transactions will be authorized on properly signed purchase orders administered through the Business Office.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Requesting Goods and Services (Requisitions)

It shall be the policy of this School District that all requests for ordering of equipment, materials, and supplies must be submitted on the official requisition form.

These requests for purchase must be for school use only. No employee, Member of the Board of Education, or any other person will be permitted to purchase through and/or in the name of the School District or individual school, any item for personal use.

It shall be the responsibility of the Superintendent and/or his designee to establish procedures for requisitions and purchasing of all equipment, materials, and supplies.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations

Soliciting Prices (Bids and Quotations)

All purchases of and contracts for supplies, materials, equipment, and contractual services involving more than the threshold set by the Illinois School Code shall be based on competitive bids.

Bids shall be sealed and shall be opened by the Business Manager or the designee of the Superintendent. The Board has the right to reject any or all bids and to waive any informalities in bidding.

All other purchases are to be made on properly approved purchase orders and quotations shall be solicited whenever possible.

Legal Reference: Illinois School Code - Chapter 122
Section 10-20.21

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Legal Reference: Public Act 95-0990

Revised: Board of Education
Indian Springs School District No. 109
Date: October 21, 2008

Business and Non-Instructional Operations Payment Procedures

The Board of Education of Indian Springs School District No. 109 will approve in advance all disbursements except:

- a. contractual obligations previously approved by the Board of Education;
- b. those for which by prompt payment the District will receive a discount or other advantage;
- C. all liabilities of the District; and,
- d. those made from the Imprest Fund.

As operating procedure, the Board of Education shall receive each month from the superintendent lists of bills for payment from district funds. The Board of Education will approve the bills for payments as per the listings presented or modified. The President and the Secretary of the Board will sign each listing and forward a copy of each to the Township School Treasurer of the District as authorization for payment.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Imprest Fund

The Board of Education of Indian Springs School District No. 109 shall maintain an Imprest Fund in the amount of \$15,000.00 for immediate needs within the District. The Superintendent and/or his designee shall be the Custodian of the Imprest Fund.

The Board shall receive from the Superintendent and/or his designee a list of checks written against the Imprest Fund and approve the expenditures as presented or modified. The President and the Secretary of the Board shall sign the list and a copy shall be sent to the Township School Treasurer for reimbursement in conjunction with the Accounts Payable.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Amended: Board of Education
Indian Springs School District No. 109
Date: April 15, 2014

Business and Non-Instructional Operations Revolving Fund

The Board of Education of Indian Springs School District No. 109 shall maintain a Revolving Fund for the purpose of school activities which do not utilize School District Funds. The Superintendent and/or his designee shall be the Custodian of the Revolving Fund. The financial records for the Revolving Fund shall be audited each year by a certified public accountant.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Fiscal Accounting and Reporting

The Board of Education of Indian Springs School District No. 109 shall, through the Superintendent, cause financial records to be kept in accordance with generally accepted principles of accounting.

Financial transactions of the School District shall be recorded in the form of revenue and expenditure records. Appropriate entries from the adopted budget shall be made in the records for the respective funds. Separate funds shall be maintained for each of the several funds as prescribed. Continuing balances of the various budgetary accounts shall be maintained on a monthly basis.

The Board of Education shall receive, through the superintendent, monthly reports of the financial condition of each fund.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsBasis of Accounting

Indian Springs School District No. 109's financial records are maintained on a cash basis method of accounting as described in the "Illinois Program Accounting Manual for Local Education Agencies: and, accordingly, revenues are recorded when cash is received and expenditures are recorded when cash is disbursed.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations

Fund Accounting

The accounts of the school District are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds are grouped into various generic fund types and broad fund categories as follows:

Governmental Fund Types

General Fund

The General Fund is used to account for all revenues and expenditures not accounted for in the other funds of the District.

Special Revenue Funds

Special Revenue Funds are used to account for the revenue derived from specific sources. These resources are utilized to finance expenditures allowable under State law.

Debt Service Funds

Debt Service Funds are used to account for the resource and payment of principal and interest on general long-term debt.

Capital Projects Fund

The Capital Projects Fund is utilized to account for resources used for the acquisition or construction of capital facilities except for minor capital outlays and equipment purchases financed from current revenue.

Fiduciary Fund Type

Working Cash Fund

The Working Cash Fund is established to account for funds available for working cash purposes.

Business and Non-Instructional Operations Fund Accounting

(Cont'd)

Fiduciary. Fund Type (Cont'd)

General Fixed Assets

Purchases of property and equipment are recorded as expenditures of the various funds. The cost thereof is also recorded on the cash basis in the General Fixed Assets Account Group which is used to maintain accounting control, over all property and equipment under the District's jurisdiction.

General Long-Term Debt

Proceeds from sales of bonds are included as revenue in the appropriate fund on the date received. Bond principal and interest payable in future periods is recorded at the same time in the General Long-Term Debt Account Group.

Legal Reference:

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Financial Reports and Statements

The Township School Treasurer is the only lawful custodian of all school funds. The Township School Treasurer shall furnish to the Board of Education of Indian Springs School District No. 109 a monthly reconciliation by fund. In addition, the Township School Treasurer will prepare an annual financial report for the Illinois State Board of Education.

The Township school Treasurer shall comply with any lawful demand the Board may make as to the verification of any balance report.

Legal Reference: Illinois School code - Chapter 122
Section 8-7
Section 8-15

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Monthly Financial Report

The Superintendent and/or his designee in conjunction with the Township School Treasurer shall prepare a monthly financial report by fund for the Board of Education of Indian Springs School District No. 109 which will be presented and reviewed with the Board by the Superintendent and/or his designee.

This financial report will contain the following information by fund:

1. Cash and other assets on hand;
2. Liabilities;
3. Receipts;
4. Expenditures;
5. Cash Balance

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Annual Financial Report

The Township School Treasurer in cooperation with the Superintendent and/or his designee shall have prepared each year an Annual Financial Report of the School District by fund outlining assets and liabilities as of June 30 and the receipts and expenditures by line item. The report shall be prepared by an independent auditing firm.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Periodic Audits

The financial records for the School District will be audited each year by a certified public accountant. This audit will include all the accounts in the District. In addition, each year a certified public accountant shall audit the Imprest Fund, Revolving Fund, and the Self-Insurance Fund.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsFund Balance Policy

Fund balance measures the net financial resources available to finance expenditures of future periods.

The District's Unassigned General Fund Balance will be maintained to provide the District with sufficient working capital and a margin of safety to address local and regional emergencies without borrowing. The Unassigned General Fund Balance may only be appropriated by resolution of the Board of Education.

Fund Balance of the District may be committed for a specific source by formal action of the Indian Springs School District 109 Board of Education. Amendments or modifications of the committed fund balance must also be approved by formal action of the Board of Education.

When it is appropriate for fund balance to be assigned, the Board delegates authority to the Superintendent or the Superintendent's designee.

In circumstances where an expenditure is to be made for a purpose for which amounts are available in multiple fund balance classifications, the order in which resources will be expended is as follows: restricted fund balance, followed by committed fund balance, assigned fund balance, and lastly, unassigned fund balance.

Adopted: Board of Education
Indian Springs School District No. 109
Date: June 21, 2011

Business and Non-Instructional Operations Inventories

The superintendent and/or his designee shall keep accurate records of textbooks, library books, movable equipment, including visual education equipment, athletic equipment, music equipment, uniforms, typewriters, etc.

Legal Reference: Illinois school code - Chapter 122 Section 10-21.4

Adopted: Board of Education
Indian Springs School District No, 109
Date: May 19, 1992

Business and Non-Instructional Operations Cash in School Buildings

All moneys collected within the school shall be handled and prudently safeguarded.

Money collected for any purpose will be submitted to the school principal or his designee, who will provide for its proper deposit. No money will be left overnight in classrooms.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Payroll Procedures

Each year, the Board of Education of Indian springs School District No. 109 shall establish salaries for all staff members in the District.

Proper payroll procedures are dependent on staff attendance accounting and on the auditive sheets for part-time workers, including evening school personnel. The necessary procedures for this will be established by the Superintendent and/or his designee and carried out by the administrative personnel.

Records kept by the Superintendent and/or his designee will reflect an accurate history of the compensation and related benefits accorded each employee.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Payday Schedule

All full-time employees of the School District shall be paid on the basis of every two weeks with checks distributed on a Friday. All nine, ten, and twelve month full-time professional employees shall be paid over 26 or 27 equal pay periods depending on the number of pay periods which fall during any year.

All full-time classified employees shall be paid every two weeks with the last check being paid within fifteen (15) days of the last day worked in any school year.

All part-time classified employees shall be paid every two weeks based on time sheets submitted for the previous two weeks indicating total hours worked.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Salary Deductions

All deductions from salary shall be subject to the approval of the Board of Education of Indian Springs School District No. 109. For all voluntary deductions, the employee shall complete a form authorizing the deduction.

The following deductions have been approved by the Board of Education:

1. Union dues for teachers and aides
2. Deduction for employee contributions to the District's group hospitalization program and the voluntary IMRF life insurance program
3. Credit union deductions
4. Tax-sheltered annuity plans and/or tax-deferred compensation plans.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Expense Reimbursements

Personnel and District officials who incur expenses in carrying out their authorized duties will be reimbursed upon submission of a properly filled-out and approved voucher as required by the Superintendent and/or his designee.

Such expenses shall be incurred and approved in line with budgetary allocations for specific types of expenses.

Mileage shall be reimbursed at IRS allowed rates.

Persons who travel at school expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Support Services

The Board of Education of Indian Springs School District No. 149 recognizes that the business operations of the school system are essential to the primary function of the school system, which is education. To fulfill this important function, it is the intention of the Board of Education to:

1. Ensure the proper operation and maintenance of school buildings, vehicles, equipment, and services, to set high standards of safety; to promote the health of pupils and staff; to reflect the aspirations of the community and to support environmentally the efforts of the staff to provide good instruction.
2. Encourage through the Superintendent and staff, the establishment of efficient and businesslike procedures for the management of buildings and grounds, offices, vehicles, equipment and supplies, and the food program.
3. Encourage the establishment of a thorough, effective, and economical maintenance program, including preventative maintenance, that will ensure a useful life of school property, vehicles, buildings, and equipment.
4. Encourage the adherence to generally accepted management principles and applicable laws and regulations when establishing policies and regulations in these areas.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Operation/Maintenance of Plant

The Board of Indian Springs School District No. 109 will endeavor to provide schools that are nonhazardous, sanitary, properly equipped, lighted and ventilated, and aesthetically suited to promoting the goals of the schools.

The principal of each school in cooperation with the Director of Operational Services shall:

1. be responsible for the care and maintenance of the buildings and grounds;
2. supervise the custodial staff of the school in maintaining an adequate program for such care and maintenance.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsSafety

Maintaining healthful and safe conditions throughout the schools is a responsibility shared by the Board of Education, the Superintendent, administrators, teachers, custodial and maintenance personnel, cafeteria personnel, aides, and secretaries.

Every effort shall be made to meet safety and health requirements of the Illinois State Board of Education. Safe buildings, grounds, and equipment will be maintained in order to prevent accidents or injury to students, employees, and other citizens caused by fire, natural disasters, mechanical and electrical malfunction, or other hazards.

Buildings will be planned, equipped, and maintained in accordance with appropriate local, state, and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers, fire blankets, and such other devices as the laws or proper regulations may prescribe.

Proper supervision of students and other citizens using the building will be required at all times.

The building administrator will supervise the safety program in his or her facility, reporting hazardous conditions and holding employees and students responsible for the observance of all rules.

Legal Reference:

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations

Accident Reports

All, accidents to persons on or about school premises, to pupils while going to or from school or participating in a school-sponsored activity, or to employees while on duty shall be promptly and accurately reported by the school principal and/or his designee so that a report and complete investigation can be made.

A report of all serious accidents shall be telephoned as soon as possible by the principal to the Superintendent and/or his designee. The information to be transmitted will include:

1. Date, time, and place of the accident;
2. Name and address of injured person,
3. Name of teacher in attendance;
4. Type of accident;
5. Treatment given;
6. Description of the accident.

The telephone report should be followed up by a complete, written accident report on forms provided and forwarded to the Business office.

Each principal will also maintain a log of reportable accidents occurring on school property and/or to students and staff members while under school jurisdiction.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsEmergency Plans

Special drill activities related to fire safety and other emergencies will be planned and implemented by each principal, in association with the Central Office and civil authorities, to ensure orderly movement and placement of students to the safest available space.

Since many parents may not be at home, the school will retain students and faculty at the school building or elsewhere when less than one hour of warning time is given. Parents may come to schools to pick up their children if they so desire.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations

Fire Drills

Fire drills will be scheduled by the principal each morning during the school year. The purpose of a fire drill is to train students under staff direction, to move safely, quickly and quietly from any location within the building to an assigned evacuation area outside.

The following rules and procedures will be complied with in all schools:

1. Rules for fire evacuation will be posted in each room. These rules will indicate the primary and alternate exits and the evacuation area to which the student should proceed upon leaving the building. The posted rules will be discussed with each class using the room, during the first day(s) of the school year.
2. A distinct fire alarm signal will be used for fire drills only; another signal will be established by the principal for return to class.
3. No person is to remain in the building during fire drills.
4. Evacuation areas will be at least 50 feet (100 feet, if possible) away from buildings and out of driveways.
5. It is each student's responsibility to move quickly, quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. The teacher will be responsible for:
 - a. Seeing that windows are closed;
 - b. Assuring that electrical circuits and gas jets are turned off;
 - c. Maintaining order during the evacuation;
 - d. Assigning students to hold the doors open, if their group is the first to evacuate from such doors; instructing students holding doors to rejoin the class after the last person has passed through the doors;
 - e. Taking the roll book and checking roll when the class is in the assigned evacuation area. The name of any student not accounted for will be reported immediately to the principal or his/her designee.

7. The principal will provide the Superintendent and/or his designee, with a report on all fire drills, including the time required for evacuation

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

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(1113.2)

Business and Non-Instructional Operations Closing of Schools

Closing of Schools

It shall be the responsibility of the Superintendent and/or his designee to insure that all parents/guardians, students, and members of the professional and classified staff are informed on mornings that it becomes necessary to close schools because of inclement weather conditions. It shall be the responsibility of the Superintendent and/or his designee to establish procedures to be followed by parents/guardians, students, and members of the staff which will enable them to receive adequate and timely information concerning such school closings. It is the desire of the Board of Education that these procedures be published by the Office of the Superintendent on an annual basis.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsBomb Threats

In the event of threatening messages, the procedures established in cooperation with the police department will be followed by telephone operators, principals, and school staff.

These security measures have been reviewed and approved by the Board. Most of the details are classified information.

The safety of students is the prime consideration in the procedures authorized for use. However, schools will not necessarily be evacuated or classes dismissed as a result of threatening messages.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations

Automated External Defibrillator Use Policy

Pursuant to the Physical Fitness Facility Medical Emergency Preparedness Act, the Automated External Defibrillator Act, and other applicable regulations, the District shall install and maintain automated external defibrillators (AEDs) on the premises of its indoor physical fitness facilities pursuant to the timeline and other requirements set forth in the Physical Fitness Facility Medical Emergency Preparedness Act.

The Superintendent is directed to create procedures to implement this policy.

The Superintendent or his designee shall cause to be filed with the Illinois Department of Public Health a Medical Emergency Plan which complies with the regulations set forth by the Department.

Adopted: Board of Education.
Indian Springs School District No. 109
Date: July 19, 2005

MEDICAL EMERGENCY CARE PLAN
INDIAN SPRINGS SCHOOL DISTRICT" #109

Action plan or management for medical emergencies

A. Parameters for use of plan

1. Any person on school district property or on transportation vehicles supplied by district.
 - a. students
 - b. faculty members
 1. teachers
 2. administrators
 3. maintenance personnel
 4. cafeteria personnel
 - c. visitors

2. Medical emergencies requiring immediate care.

- a. trauma emergencies
- b. medical related emergencies

3. School district property.

- a. all school buildings and administrative offices
 - b. playgrounds
 - c. transportation (school buses) to and from school
 - d. transportation (school buses) other events, sports, band, field trips
4. Plan is to be followed any time school district healthcare personnel respond or come upon a medical emergency on school district property.

B. Notification of District Staff

Each district member will be issued a copy of the Medical Emergency Plan. In addition one copy of the plan will be located inside the cover of each staff member's Safe Schools Procedures Hand Book.

C. Plan Implementation

1. assess surroundings for safety
 - a. disconnect energy sources of equipment involved in mishap.
 - b. shut off vehicles if appropriate.
 - c. remove non-essential personnel
2. assess patient

- a. airway, breathing and circulation
 - b. call 911
 - c. start CPR if appropriate
 - d. use AED if appropriate
 - e. do not move patient if trauma to head or neck
 - f. control bleeding
 - g. treat for shock (raise lower extremities, keep patient warm)
3. call paramedics
 - a. patient needs transport to hospital
 - b. illnesses or injuries requiring immediate doctors attention
 4. take to nurse's office
 - a. for minor first aid and treatment
 - b. minor illnesses and injuries
 5. local emergency medical services
 - a. Justice Fire Department
 - b. Roberts Park Fire Protection District
 - c. Bridgeview Fire Department

Documentation

1. keep daily log of all accidents and illnesses occurring during school hours
2. complete accident report form for all serious incidents
3. minor injuries, notify parents by phone if possible, if contact is not made send written notice home with student (Notification of First Aid received at school)
4. prepare yearly list of students known to have health problems or special conditions, and distribute to staff
5. update list as needed.
6. periodically inventory medical supplies and equipment
7. maintain service log on all AEDs

Training of staff

1. provide choke saving poster for all areas where food is consumed and have personnel review procedures
2. make available to staff mandatory video (OSHA Requirement) "Universal Precautions", completed quiz kept on file at district office
3. healthcare staff and other designated personnel are required to take the CPR and First Aid course presented by the district
4. provide AED training to healthcare staff and other designated personnel as required by licensed medical personnel in the state of Illinois and in accordance with the Medical Practice Act of 1987
5. keep records on personnel trained to use AEDs

F. Installation and Location of AED

Each Building is equipped with no less than one AED.
(See individual building floor plan for location of nearest AED)

G. Maintenance

1. AEDs are tested in accordance with the manufacturer's guidelines

H. Reporting

1. Upon each AED use, a report shall be made to the EMS systems resource hospital (see attached sample of report)

I. Use of Facilities By Outside Agencies

Outside agency must ensure that a trained AED user is on premises if the outside agency;

1. Will employ persons to provide supervision, instruction, training of assistance for persons using the facility for physical fitness activities;
2. Will be supervising a total of 100 or more individuals at the facility: and
3. Will use the facility for physical activities focusing primarily on cardiovascular exertion.

AGENCIES MEETING THE ABOVE REQUIREMENTS SHALL BE INFORMED AS TO THE LOCATION OF THE AEDs AND PROVIDED WITH A COPY OF THE DISTRICT'S MEDICAL EMERGENCY PLAN.

AED USE REPORT

1. NAME OF SCHOOL: _____
2. AED LOCATOR NUMBER: _____
3. DATE OF INCIDENT: _____ TIME OF INCIDENT: _____
4. NAME OF PERSON WHO DETERMINED THE PATIENT UNRESPONSIVE:

5. NAME OF PERSON WHO USED THE AED ON PATIENT: _____
6. TIME THAT 911 WAS CALLED: _____
7. INITIAL HEART RHYTHM _____
8. FINAL RHYTHM AT THE TIME OF ARRIVAL OF THE FIRST RESPONSE VEHICLE:

9. NUMBER OF TIMES PATIENT WAS DEFIBRILLATED: _____

WAS PATIENT:

- A) BREATHING, YES OR NO
- B) PULSE, YES OR NO

AED MAKE: Philips

MODEL: FR2

Business and Non-Instructional Operations

Custodial Services

The Board of Education of Indian Springs School District No. 109 recognizes the need to have clean and safe school buildings which are essential to the safety, comfort, and well-being of those who occupy and use the facility.

It shall be the responsibility of the Superintendent and/or his designee to provide custodial services through development of job descriptions, scope of work, chores to be completed, time allotments, and personnel needed. Custodial services are needed to:

1. Preserve property values;
2. Protect health and safety;
3. Provide a climate for learning;
4. Develop goodwill
5. Maintain cleanliness and neatness;
6. Effect operating economics.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations

Maintenance of Plant

The Board of Education of Indian Springs School District No. 109 is cognizant of the need to provide school buildings which are safe for the children in our District. It is the responsibility of the superintendent and/or his designee to provide for continuing maintenance of buildings and grounds. This program of maintenance shall be administered in such a manner as to preserve the capital investment of the District and to prevent deterioration due to lack of proper care.

Adequate school plant care is a vital factor in the success of an effective school program. A sound preventative program shall be established to minimize school plant problems that could impact and interrupt the educational process.

Legal Reference: Illinois School Code - Chapter 122
Section 10-22.7 - Repairs and Improvements

Adopted: Board of Education
Indian Springs school District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsSecurity of Buildings and Grounds

The Board of Education of Indian Springs School District No. 109 recognizes that the school buildings constitute one of the greatest investments of the School District. It shall be the responsibility of the superintendent and/or designee to protect this investment and provide security for our schools. Security includes insuring that all buildings are locked with alarms set when the buildings are not in use. Security also means:

1. Minimizing fire hazards;
2. Reducing the probability of faulty equipment;
3. Guarding against the chance of electrical shock;
4. Keeping records and funds in a safe place;
5. Protection against vandalism and burglary;
6. Providing for the prosecution of vandals;
7. Providing for employee responsibility for all furniture, textbooks, materials, and supplies assigned to them.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations Vandalism

All employees shall report to the building principal any incidents of vandalism of property belonging to Indian springs school District No. 109 and the names of the person or persons believed to be responsible.

The principal shall submit to the superintendent and/or his designee a full and detailed report of any vandalism or damage to any school property.

The Board of Education authorizes the superintendent and/or his designee to take all necessary measures to protect school facilities, equipment, and other property against vandalism, and, if necessary, utilize its legal rights to prosecute vandals. Parents of students who destroy or vandalize any school property will be monetarily responsible for its repair or replacement, as provided for in the Parental Responsibility Law.

Legal Reference: Chapter 70,
Sec. 51 et seq., Illinois Revised Statutes

Adopted: Board of Education
Indian springs school District No. 109
Date: May 19, 1992

Environmentally Safe Schools

Pest Control Procedures for Schools and Child Day Care Facilities

The Board of Education of Indian Springs School District No. 109 will provide District students and staff members with environmentally safe and clean schools/facilities as determined by federal and state statutes, regulations and applicable agency guidelines. School District No 109 will follow the attached procedures and guidelines.

Adopted: Board of Education
Indian Springs School District No. 109
Date: April 18, 2000

INDIAN SPRINGS SCHOOL DISTRICT NO. 109
ADMINISTRATIVE CENTER 7640 SOUTH
86TH AVENUE
JUSTICE, IL 60458-1168

PEST CONTROL PROCEDURES FOR SCHOOLS AND CHILD DAY CARE

PHILOSOPHY:

There has been growing concern that pesticide applications in areas frequented by children may have an adverse affect on the children's health.

There is also a growing body of scientific evidence that the presence of insect pests, particularly cockroaches, can present an immediate threat to the health of children. Children with asthma can be severely affected.

This heightened awareness of the potential hazards of pest populations and the perceived hazards of pest control materials on the part of school administrations and parents underscores the importance of maintaining a pest free environment in schools with no adverse affect on children or school employees.

School District No. 109's approach to pest control in schools is Integrated Pest Management. Emphasis is placed on inspection and communication with the school administration. The focus of the program is to identify and eliminate conditions in the school which could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regularly scheduled sprayings are not part of the program.

The following procedures will allow our pest control company to provide the District with a pest free environment and will help alleviate the concerns of parents, teachers and administrations.

These procedures apply to pest control activities in the following sorts of facilities:

- Pre-Schools
- Kindergarten
- Grade Schools
- Middle Schools and Junior High School
- High Schools
- Child Day Care Centers

Sections of buildings which contain child care facilities. These may include portions of:

Churches
Private Homes
Community Centers
Health Care Facilities
Office or Commercial Buildings with Child Care on the Premises

GENERAL PROCEDURES:

A. REGULAR SERVICE VISITS:

1. Service visits are scheduled on a regular basis during times when the school is not in session.
2. The following areas are inspected for the presence of pests and Conditions which may favor pest activity:
 - a. Cafeteria, Lunchroom
 - b. Teachers' Lounge
 - c. Restrooms
 - d. Classrooms
 - e. Storage Areas
 - f. Janitor Closets
 - g. Boiler Room
 - h. Tunnels, Crawl Spaces, Pipe Chases
 - i. Mechanical Areas
 - j. Exterior as Appropriate .
 - k. Other Areas as Appropriate
3. Treatments for pests found will be made at the time of the inspection or, if children are present or expected in the area, scheduled for a time when children will not be in the area.
4. Treatments at the time of inspection are limited to the use of baits or non-chemicals only. School officials must be notified in writing at least one week before any application of sprays, dusts, or aerosols. See forms in Appendix A
5. In addition to the standard service invoice, a Pest Management Report is completed and given to the school administration following each service visit. This report details the following:
 - a. Areas Inspected
 - b. Conditions found in each area which may contribute to pest problems
 - c. Any pest activity or evidence found in each area
 - d. The name and quantity of any pest control material applied in each area

B. TREATMENTS FOR INSECTS, INDOORS:

1. Pesticides will only be applied to correct an existing pest problem. They will not be applied to prevent a problem that does not yet exist.
2. Insecticide treatments will not be performed in any portion of the school when school is in session.
3. No pesticide application will be made in any room when students are Present in the room.

INSECTICIDES for INDOOR use will be limited to the following:

<u>Brand Name</u>	<u>Active Ingredient</u>	<u>%A. 1.</u>	<u>Target Pest</u>
Maxforce Roach Bait	Fipronil	0.05%	Cockroaches
Maxforce Ant Bait	Fipronil	0.01%	Some Ants
Maxforce Gel	Fipronil	2.15%	Cockroaches
Avert Bait	Abamectin	0.05%	Cockroaches
Drax Ant Bait	Boric Acid	3.0%	Some Ants
MRF 2000	Boric Acid	33.3%	Cockroaches
Maxforce Granules	Hydramethylnon	1.0%	Ants and Some Cockroaches
NiBan Granular Bait	Boric Acid	5.0%	Ants, Crickets, Cockroaches

These materials will be used or applied in the following manner:

<u>Product Name</u>	<u>Formulation</u>	<u>Application Method</u>
Maxforce Roach Bait	Containerized Bait	
Maxforce Ant Bait	Containerized Ant Bait	
Maxforce Gel	Paste/Gel Bait	Crack & Crevice
Avert Bait	Flowable Bait	Crack and Crevice
Drax Ant Bait	Gel Bait	Crack and Crevice
Product Name	Formulation	<u>Application Method</u>
MRF 2000	Paste Bait	Crack & Crevice
Maxforce Granules*	Granular Bait	Enclosed Bait Station

NiBan Granular Bait*

Granular Bait

Enclosed Bait Station

*Unoccupied areas only - Boiler Rooms, Steam Tunnels, Pipe Chases, Crawl Spaces, etc.

C. EXTERIOR TREATMENTS FOR INSECTS

In many cases, insects in buildings are actually origination outside. In such situations, treatment outside can be more effective and eliminate or reduce the need for treatments indoors.

1. Exterior barrier treatments will be made only in response to an existing pest problem.
2. Exterior treatments will only be performed at a time when children are not present.
3. For pest populations which will take insect baits, only a baits will be Used.
4. Some pests such as spiders, centipedes, and other predatory insects can be controlled with insect baits. If treatments for these pests is necessary, school administration must be notified in writing at least one week before the proposed treatment. This notification is necessary to give the school time to notify parents and staff as required by the Illinois Structural Pest control Act, 225 ILCS 235/10.3 See forms in Appendix A.

INSECTICIDES for Exterior Use:

<u>Brand Name</u>	<u>Active Ingredient</u>	<u>Rate</u>	<u>Target Pest</u>
Maxforce Granules	Hydramethylnon	1.0%	Ants, Certain Other Insects
NiBan Granular Bait	Boric Acid	5.0%	Ants, Crickets, Other Insects

The following materials may be used only after written notification: Brand Name Active Demand CS*

<u>Brand Name</u>	<u>Active Ingredient</u>	<u>Rate</u>	<u>Target Pest</u>
Demand CS*	L-Cyhalothrin	0.015-0.03%	Ants, Occasional Invaders
Optem*	Cyfluthrin	0.88-1.75 grms per 1,000 sq. ft.	Ants, Occasional Invaders
PT170 X-Clude*	Pyrethrins	0.0043%	Ants, Occasional Invaders

Formulations - Microencapsulated Liquid

* Exterior barrier treatments are to be made only when children are not present and will not be on the treated area until the material has dried.

D. TREATMENTS FOR STINGING INSECTS:

Some insect pests present an imminent threat to children and Employees and may be treated without prior notification. These may include:

- Paper Wasps
 - Bees
 - Hornets
 - Yellow Jacket Wasps
2. If such a situation arises, the appropriate school personnel are required (225 ILCS 235/10.3 to sign a statement describing the circumstances.
 3. For Yellow Jacket nests using holes in the structure, Boric Acid Dust, Labeled for crack and crevice application, may be used in the entrance hole.
 4. If the nest is accessible (exposed, reachable paper wasps and hornet nests) it could present a risk to students who attempt to handle it after treatment. Accessible nests will be removed within four (4) days after it is dead.

INSECTICIDES for EMERGENCY TREATMENT of Stinging Insects

Brand Name	Active Ingredient	% A.1.	Target Pest
Ficam-D* Volatile Inorganic Dust	Bendiocarb	1.0%	Bees, Wasps Formulation - Non
Boric Acid Dust Formulation - Non-Volatile Inorganic Dust	Boric Acid	99-100%	Bees, Wasps

E. RODENT CONTROL:

1. The preferred method of rodent control is trapping with automatic mouse traps, snap traps and/or glueboards.
2. Traps and glueboards will be placed discreetly so as not to present a Nuisance or (in the case of snap traps) a hazard to children.
3. If rodenticides are necessary to control an existing rodent infestation, only anti-coagulant type rodenticides may be used.
4. Rodenticides, if necessary, will only be placed in secured tamper-resistant bait stations.
5. Rodenticide bait stations will only be placed in locations not usually accessible to children (mechanical rooms, boiler rooms, janitor closets, storage areas, etc.)
6. If rodenticides are placed, a plot, or a map of the structure will be made. Each rodenticide placement will be numbered and the locations and number will be recorded on the plot.
7. Rodent control placements may be installed during school hours in areas where children are not present.

RODENT control materials.

Brand Name	Active Ingredients	%A. 1.	Tar et Pest
Talon-G*	Brodifacoum	0.005	Mice, Rats
WeatherBlok*	Brodifacoum	0.005	Mice, Rats
Contrac*	Bromodiolone	0.005	Mice, Rats
Generation*	Difethialon	0.005	Mice, Rats
Ketchall Trap	N/A	N/A	Mice
Tin Cat Trap	N/A	N/A	Mice
Other Equivalent Automatic Traps		N/A	Mice
Glueboards	N/A	N/A	Mice, Rats
Snap Traps	N/A	N/A	Mice, Rats

"Rodenticides will only be placed in secured tamper-proof bait stations. Rodenticide bait stations will only be placed in locations not usually accessible to children (mechanical rooms, boiler rooms, janitor closets, storage areas, etc.)

ADOPTED: Board of Education
Indian Springs School District No. 109
DATE: April 18, 2000

State of Illinois
Public Acts
91st General Assembly

Public Act 91-0099

SB527 Enrolled

LRB9105047LDpk

AN ACT to amend the Lawn Care Products Application and Notice Act by changing Section 3.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 5. The Lawn Care Products Application and Notice Act is amended by changing Section 3 as follows:

(415 ILCS 65/3) (from Ch. 5, par. 853)

Sec. 3. Notification requirements for application of lawn care products.

(a) Lawn Markers.

(1) Immediately following application of lawn care products to a lawn, other than a golf course, an applicator for hire shall place a lawn marker at the usual point or points of entry.

(2) The lawn marker shall consist of a 4 inch by 5 inch sign, vertical or horizontal, attached to the upper portion of a dowel or other supporting device with the bottom of the marker extending no less than 12 inches above the turf.

(3) The lawn marker shall be white and lettering on the lawn marker shall be in a contrasting color. The marker shall state on one side, in letters of not less than 3/8 inch, the following: "LAWN CARE APPLICATION - STAY OFF GRASS UNTIL DRY - FOR MORE INFORMATION CONTACT: (here shall be inserted the name and business telephone number of the applicator for hire).

(4) The lawn marker shall be removed and discarded by the property owner or resident, or such other person authorized by the property owner or resident, on the day following the application. The lawn marker shall not be removed by any person other than the property owner or resident or person designated by such property owner or resident.

(5) For applications to residential properties of 2 families or less, the applicator for hire shall be required to place lawn markers at the usual point or points of entry.

(6) For applications to residential properties of 2 families or more, or for application to other commercial properties, the applicator for hire shall place lawn markers at the usual point or points of entry to the property to provide notice that lawn care products have

been applied to the lawn.

(b) Notification requirement for application of plant protectants on golf courses.

(1) Blanket posting procedure. Each golf course shall post in a conspicuous place or places an all-weather poster or placard stating to users of or visitors to the golf course that from time to time plant protectants are in use and additionally stating that if any questions or concerns arise in relation thereto, the golf course superintendent or his designee should be contacted to supply the information contained in subsection (c) of this Section.

(2) The poster or placard shall be prominently displayed in the pro shop, locker rooms and first tee at each golf course.

(3) The poster or placard shall be a minimum size of 8 1/2 by 11 inches and the lettering shall not be less than 1/2 inch.

(4) The poster or placard shall read: "PLANT PROTECTANTS ARE PERIODICALLY APPLIED TO THIS GOLF COURSE. IF DESIRED, YOU MAY CONTACT YOUR GOLF COURSE SUPERINTENDENT FOR FURTHER INFORMATION."

(c) Information to Customers of Applicators for Hire. At the time of application of lawn care products to a lawn, an applicator for hire shall provide the following information to the customer:

(1) The brand name or common name of each lawn care product applied;

(2) The type of fertilizer or pesticide contained in the lawn care product applied;

(3) The reason for use of each lawn care product applied;

(4) The range of concentration of end use product applied to the lawn and amount of material applied;

(5) Any special instruction appearing on the label of the lawn care product applicable to the customer's use of the lawn following application; and

(6) The business name and telephone number of the applicator for hire as well as the name of the person actually applying lawn care products to the lawn.

(d) Prior notification of application to lawn. In the case of all lawns other than golf courses:

(1) Any neighbor whose property abuts or is adjacent to the property of a customer of an applicator for hire may receive prior notification of an application by contacting the applicator for hire and providing his name, address and telephone number.

(2) At least the day before a scheduled application, an applicator for hire shall provide notification to a person who has requested notification pursuant to paragraph (1) of this subsection (d), such notification to be made in writing, in person or by telephone, disclosing the date and approximate time of day of application.

(3) In the event that an applicator for hire is unable to provide prior notification to a neighbor whose property abuts or is adjacent to the property because of

the absence or inaccessibility of the individual, at the time of application to a customer's lawn, the applicator for hire shall leave a written notice at the residence of the person requesting notification, which shall provide the information specified in paragraph (2) of this subsection (d).

(e) Prior notification of application to golf courses.

(1) Any landlord or resident with property that abuts or is adjacent to a golf course may receive prior notification of an application of lawn care products or plant protectants, or both, by contacting the golf course superintendent and providing his name, address and telephone number.

(2) At least the day before a scheduled application of lawn care products or plant protectants, or both, the golf course superintendent shall provide notification to any person who has requested notification pursuant to paragraph (1) of this subsection (e), such notification to be made in writing, in person or by telephone, disclosing the date and approximate time of day of application.

(3) In the event that the golf course superintendent is unable to provide prior notification to a landlord or resident because of the absence or inaccessibility, at the time of application, of the landlord or resident, the golf course superintendent shall leave a written notice with the landlord or at the residence which shall provide the information specified in paragraph (2) of this subsection (e).

(f) Notification for applications of pesticides to school grounds other than school structures. School districts must maintain a registry of parents and guardians of students who have registered to receive written notification prior to the application of pesticides to school grounds or provide written notification to all parents and guardians of students before such pesticide application. Written notification may be included in newsletters, bulletins calendars, or other correspondence currently published the school district. The written notification must be given at least 2 business days before application of the pesticide and should identify the intended date of the application of the pesticide and the name and telephone contact number for the school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable.

(Source: P.A. 86-358.)

Section 99. Effective date. This Act takes effect upon becoming law.

State of Illinois
Public Acts
91st General Assembly

Public Act 91•-0525

S8529 Enrolled

LRB9105046LDmb

AN ACT to amend the Structural Pest Control Act by changing Sections 2, 3, and 10.2 and adding Sections 3.26 and 10.3.

Be it enacted by the People of the State of Illinois, represented in the General Assembly-

Section 5. The Structural Pest Control Act is amended by changing Sections 2, 3, and 10.2 and adding Sections 3.26 and 10.3 as follows:

(225 ILCS 235/2) (from Ch. 111 1/2, par. 2202)

Sec. 2. Legislative intent. It is declared that there exists and may in the future exist within the State of Illinois locations where pesticides are received, stored, formulated or prepared and subsequently used for the control of structural pests, and improper selection, formulation and application of pesticides may adversely affect the public health and general welfare.

It is further established that the use of certain pesticides is restricted or may in the future be restricted to use only by or under the supervision of persons certified in accordance with this Act.

It is recognized that pests can best be controlled through an integrated pest management program that combines preventive techniques, nonchemical pest control methods, and the appropriate use of pesticides with preference for products that are the least harmful to human health and the environment. Integrated pest management is a good practice in the management of pest populations, and it is prudent to employ pest control strategies that are the least hazardous to human health and the environment.

Therefore, the purpose of this Act is to protect, promote and preserve the public health and general welfare by providing for the establishment of minimum standards for selection, formulation and application of restricted pesticides and to provide: for the licensure of-commercial structural pest control businesses, the registration of persons who own or operate non-commercial structural pest control locations where restricted pesticides are used, and the certification of pest control technicians.

It is also the purpose of this Act to reduce economic, health, and environmental risks by promoting encourage the use of integrated pest management for structural pest control in schools, by making guidelines on integrated pest management available to schools.
(Source: P.A. 87-1106.)

(225 ILCS 235/3) (from Ch. 111 1/2, par. 2203)

Sec. 3. Definitions.) As used in this Act, unless the context otherwise requires, the terms specified in sections 3.01 through 3.26 3.24 have the meanings ascribed to them in those Sections.

(Source: P.A. 83-825.)

(225 ILLS 235/3.26 new)

Sec. 3.26. "School" means any structure used as a public school in this State.

(225 ILLS 235/10.2) (from Ch. 111 1/2, par. 2210.2)

Sec. 10.2. Integrated pest management guidelines.

(a) The Department shall prepare guidelines for an integrated pest management program for structural pest control practices at school buildings and other school facilities. Such guidelines shall be made available to schools and the public upon request.

(b) When economically feasible, each school is required encouraged to adopt an integrated pest management program that incorporates the guidelines developed by the Department. If adopting an integrated pest management program would not be economical feasible because it would result in an increase in the school's pest control cost, the school district must provide written notification to the Department. The notification must include projected pest control costs for the term of the pest control program and projected costs for implementing integrated pest management for that same time period. The Department shall make this notification available to the general public on request. In implementing an integrated pest management program, a school employee pest control specialist should be designated to ~~and that person should~~ assume responsibility for the oversight of pest management practices in that school and for recordkeeping requirements.

(c) The Structural Pest Control Advisory Council shall assist the Department in developing the guidelines for integrated pest management programs. In developing the guidelines, the Council shall consult with individuals knowledgeable in the area of integrated pest management.

(d) The Department, with the assistance of the Cooperative Extension Service and other relevant agencies, may prepare a training program for school pest control specialists.

(Source: P.A. 87-1106.)

(225 ILLS 235/10.3 new)

Sec. 10.3. Notification. School districts must maintain a regist of parents and guardians of students and la es who have registered to receive written notification prior to application of pesticides to school property or provide written notification to all parents and guardians of students before such pesticide application. Written notification ma be included in newsletters, bulletins, calendars, or other correspondence currently published by the school district. The written notification must be given at least 2 business days before application of the pesticide application and should identify the intended date of the application of the pesticide and the name and telephone contact number for the school personnel responsible for the pesticide application program. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstances that give rise to the health threat and ensure that written notice is provided as soon as practicable. For purposes of this Section, pesticides subject to notification requirements shall not include (i) an antimicrobial agent, such as disinfectant, sanitizer, or deodorizer, or (ii) insecticide baits and rodenticide baits.

Section 99. Effective date. This Act takes effect August 1, 2000.

Business and Non-Instructional OperationsEnergy Conservation

The Board of Education of Indian springs School District No. 109 recognizes the necessity of conserving energy in the schools and commits itself to that purpose. Toward that end, it shall be the responsibility of the Superintendent and/or his designee to continually evaluate energy costs and to develop plans and procedures for the conservation of energy.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations

Fair Employment Practices

Indian Springs School District No. 109 is an equal opportunity employer. All employment policies and practices shall be designed to see that no person is denied employment or promotion because of race, color, sex, national origin or ancestry. In addition, all purchase contracts entered into shall be in conformance with the rules and regulations of the Fair Employment Practices Commission.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Green Cleaning Policy

It is the goal of the Board of Education to maintain a healthy learning environment for the District's students, staff and visitors. Consistent with this goal and the requirements of the Illinois Green Schools Cleaning Act, all in-house and contract cleaning of the District's school facilities will adhere to the following "green cleaning" guidelines.

All bathroom, carpet, general purpose and hard floor surface, glass, window, mirror and hand cleaners shall be: (i) certified by Green Seal or the Environmental Choice EcoLogo Program; (ii) recognized by the U.S. Environmental Protection Agency Design for the Environment Formulator Program; or (iii) "pre-qualified" or "alternatively qualified" by the Illinois Green Government Coordinating Council. When available, concentrated versions of chemical products will be used in lieu of ready-to-use versions.

Paper products used for cleaning shall comply with the U.S. Environmental Protection Agency's Comprehensive Procurement Guidelines for commercial and Industrial Sanitary Tissue.

When possible, the Board of Education will consider environmental performance and impact and/or consult the Illinois Green Governmental Coordinating Council's recommendations when making decisions to purchase cleaning supplies other than those listed above.

All school cleaning supplies shall be used as intended by the manufacturer and/or applicable certification body.

Legal Reference: The Illinois Green Schools Cleaning Act; P.S. 95-0084

Adopted: Board of Education
Indian Springs School District No. 109
Date: June 17, 2008

Business and Non-Instructional OperationsReceiving and Warehousing

The Board of Education of Indian Springs School District No. 109 authorizes a district warehouse to facilitate the receipt, storage, and shipment of supplies and equipment necessary to the appropriate conduct of the business of the district.

The purpose of this department is to maintain a central receiving, storage and distribution center. Central receiving is designed to facilitate the receiving and distribution of materials and to ensure prompt payment by the expeditious processing of receiving documents. Storage of supplies makes it possible for schools and departments to acquire necessary materials as needed.

Distribution of supplies and equipment will be on a regular schedule as approved by the Business office.

The Board of Education directs the administration to establish adequate rules, regulations, and procedures for the operation and maintenance of the warehouse to ensure that the best interests of the district will be served.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional. OperationsMail and Delivery Services

The interschool mail service is established for school-related purposes. It provides a central mailing service to expedite the distribution of materials and professional communications among schools and staff members.

To avoid overburdening the service, employees will not be allowed to use interschool mail for the delivery of personal letters, notes, and materials to other employees.

The recognized collective bargaining units will be permitted to use the service in accordance with the terms of their contracts and Board policy on the use of school facilities.

Legal Reference:

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsTransportation Services

The Board of Education of Indian Springs School District No. 109 shall provide free transportation to those students who reside over one and one-half (1-1/2) miles from their attendance school and to those students who travel distances of less than one and one-half (1-1/2) miles where conditions are such that walking constitutes a serious hazard to the safety of the pupil due to vehicular traffic. Safety hazard transportation routes shall be determined by the Board of Education and approved by the Illinois Department of Transportation.

The Board of Education of Indian Springs School District No. 109 shall contract with the bus company to make available transportation, if desired by parents, to all other students at a charge which shall be determined by the bus company.

Legal Reference: Illinois School Code -- Chapter 122
Article 29-3 - Transportation in School Districts

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsFree Regular Transportation

Indian springs. School District No. 109 shall provide free transportation to pupils residing at a distance of one and one-half miles (1-1/2) miles or more from any school to which the pupils are assigned. The mile and one-half distance for mandatory transportation shall be measured as that distance between the point at the pupil's attendance center where school buses normally unload. The distance is measured by determining the shortest distance on normally traveled roads, streets, or sidewalks. These measurements shall be determined by an independent Registered Professional Engineer.

Indian Springs School District No. 109 shall provide free transportation to students living less than one and one-half (1-1/2) miles from school, where conditions for walking to schools constitute a serious safety hazard to the child. There are four basic types of serious safety hazards which pupils walking to school encounter: (1) walking along a roadway; (2) walking on a roadway; (3) crossing a roadway; and (4) crossing railroad tracks. The Board of Education shall determine what constitutes a serious safety hazard in accordance with guidelines provided by the Illinois Department of Transportation.

Legal Reference: Rules and Regulations for Pupil Transportation Educational Service Region

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations

Special Education Transportation

The Board of Education of Indian Springs School District No. 109 shall provide special transportation for students who exhibit one or more exceptional characteristics. Special transportation shall be provided as the child's exceptional or program location may require.

Legal Reference: Illinois School Code - Chapter 122 Article 14 –
Special Transportation 94-142 - Article XIII, Section 13.01

Adopted: Board of Education
Indian Springs School District No. 149
Date: May 19, 1992

Business and Non-Instructional Operations Field Trips

The Board of Education of Indian Springs School District No. 109 believes that a child is continually and actively involved in the process of learning. This learning is not confined to a classroom or within school hours. In fact, in order to train life-long learners, able to adapt to an ever changing world, we must use in totality the child's learning environment. The field trip offers the opportunity to blend classroom instruction with this broader range of experience.

It shall be the responsibility of the administration to establish guidelines and procedures for field trips which can result in a safe, efficient, educational, and enjoyable out of school experience.

Adopted: Board of Education
Indian Springs school District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsSchool Bus Safety Program

The Board of Education of Indian Springs School District No. 109 recognizes that safe transportation of district students to and from school is to be of primary concern in the administration of the school bus program. All state laws and regulations pertaining to the safe use of school buses will be observed by drivers, students, and district personnel.

The superintendent and/or his designee shall be responsible for developing safety precautions which include developing rules and regulations for student conduct on the bus, instructing students on emergency evacuation drills, and establishing seating charts.

The Board of Education shall establish within the approved contract with the bus company the responsibilities of the bus company pertaining to the operation of the school buses.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsUse of Private Vehicles for Transportation

The Board of Education of Indian Springs School District No. 109 discourages employees from using their own automobiles for transporting students. If it becomes necessary for an employee to use his/her own vehicle, liability shall be assumed by the individual's insurance company as the primary carrier and the district insurance as the secondary carrier.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations
Food Services Management

The Board of Education of Indian Springs School District No. 149 believes that the District's food service program shall be governed by the same principles and types of control as any other division. The Cafeteria Manager shall oversee the program.

The school lunch program shall be offered as an educational experience developing better understandings of food and its uses. To accomplish this objective with appropriate economy, all administration of the food services program will be centralized in the administrative offices. Business functions to be centralized will include central purchasing of food and supplies, an established salary for all food service employees, centrally planned menus, and regular audit of all accounts.

School food services will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods. Schools will meet all state and federal requirements necessary for participation in state and federal programs.

Any sale of food and beverages to students during school hours will be under the supervision of the school food service department. The revenue from such sales shall be deposited and accrued to the food service revenue budget.

School food service receipts will be used only to pay regular food services operating costs. If facilities are used for other than the regular program, the Manager will ensure that no supplies provided for the regular program or USDA commodities are used.

Legal Reference:

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non--Instructional OperationsFood Purchasing

The Cafeteria Manager and/or his designee is hereby designated as the person authorized to purchase food and supplies for all food services under his direction. The purchase of equipment and service shall be the responsibility of the Cafeteria Manager in cooperation with the Assistant Superintendent.

The Board of Education of Indian encourages the use of bidding in the purchasing of supplies, milk and equipment. When competitive limited quantities, price comparison should be continually made to ensure lowest overall prices. The use of government commodities which is made available through the federal government should be used to the fullest to keep costs in line.

Legal Reference:

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional Operations
Free and Reduced Price Food Services

The Board of Education of Indian Springs School District No. 109 recognizes the fundamental need for all children to have a nutritious lunch. In meeting this goal, the District shall provide a free or reduced price lunch for all economically disadvantaged children. The criteria comprising eligibility standards will be based on family income standards as provided by the Illinois State Board of Education.

Legal Reference:

Adopted: Board of Education
Indian springs school District No. 109
Date: May 19, 1992

Business and Non-Instructional operations
Meal Requirements

The Board of Education of Indian Springs School District No. 109 requires that the school lunches which are served to the students meet the minimum standards of the meal pattern requirements as provided by the National School Lunch Program.

Legal Reference:

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992

Business and Non-Instructional OperationsFood Sanitation Program

The Board of Education of Indian Springs School District No. 109 recognizes the need to have properly certified personnel prepare and serve food to our children. Cooks, cook servers, and hostesses shall attend classes to obtain the Food Service Sanitation Certificate. The cost for this training shall be paid by the Board of Education of Indian Springs School District No. 109.

Legal Reference:

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 19, 1992