

INTERNAL BOARD POLICIES

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8000 (a)

Internal Board Policies

Philosophy of the Board of Education

We believe that the responsibility for education in our School District is shared by the children, educators, parents and the community. Educators should endeavor to create a learning environment in which each student can develop and maintain a positive self-image. Each student should be considered an individual of great worth, and should be afforded the opportunity to achieve optimum mental, physical, social, emotional and moral growth.

We believe it is the function of our School District to assist each child to acquire the skills, attitudes, and knowledge essential for competent citizenship and effective learning.

We believe that the methods and approaches utilized in the instructional programs should be deemed practical and appropriate for the students, educators and parents. Educators should endeavor as much as possible to implement programs of instruction which make learning experiences interesting, enjoyable and relevant to each student. The instructional program should provide students with the opportunity to become self-directed and to learn how to become responsible. We believe that educators should develop continuous learning programs which emphasize a strong foundation in the basic skills and processes.

We believe that respect for self, fellow human beings, and the values of our democratic way of life should be a very important part of each student's development and instructional program. Education should lead to an enthusiasm for life and learning, and should make it possible for students to meet the challenges which they will encounter in our rapidly changing society.

The Mission of Indian Springs School District No. 109 is to provide every student with a quality education that will instill a desire and ability to achieve their maximum potential as self-supportive, independent, productive citizens for the 21st century through offering a positive atmosphere and a variety of quality learning experiences.

1. Everyone has the potential to learn.
2. Learning includes both academic and life skills.
3. Every child has a right to be educated to their fullest potential.

4. Learning respect for the individual's needs and abilities is necessary in the educational process.
5. Schools should produce tolerant, thinking, productive citizens.
6. All school employees should contribute to the welfare of children.
7. Education is a growth process for all involved.
8. Learning not only takes place in schools, but also in the community, home, and other social institutions, whether good or bad.
9. The more people involved, the better the learning process.
10. All parents should be involved in their child's educational process.
11. All schools should be funded adequately by the State.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Revised: Board of Education
Indian Springs School District No. 109 Date: July 14, 1992

Internal Board PoliciesOrganization of the Board of Education

The Board of Education is a body politic authorized by the State of Illinois and receives its authority from the Constitution of the State of Illinois, the School Code of Illinois, and from such law and Statutes as are passed by the Legislature and the State Board of Education. Therefore, the Board of Education is an agency of the State of Illinois implementing a state function. The organization, management, and control of Indian Springs School District No.109 is vested in the Board of Education, which exercises the powers and discharges the duties imposed by the Statutes of the State of Illinois. It shall be the purpose of the Board of Education to provide an education of the best obtainable quality for the children enrolled in Indian Springs School. District No. 109, within the limitations imposed by the ability of the taxpayers to pay and their willingness to support the educational program. The Board of Education shall be the legal representative of the citizens of Indian Springs School District No. 109.

Legal Reference: Illinois School Code - Chapter 122
10.10 Board of Education - Term - Vacancy
10-21.4 Superintendent - Duties

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: July 14, 2002

Internal Board Policy

Official Name of Governing Body

The name of the official governing body shall be Board of Education of Indian Springs School District No. 109, Cook County, Illinois.

Legal Reference: Illinois School Code - Chapter 122 10-2 Corporate Powers

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: July 14, 1992

Internal Board PolicyAuthority of the Board of Education

Members of the Board of Education recognize that individually they have no authority over school affairs; however, collectively they have complete power and authority, within state law, over school affairs when they meet and act as a legal body. The Board shall not be bound in any way by any statement or action on the part of an individual member except when such statement or action is in pursuance of specific instruction of the entire Board of Education.

The Board of Education recognizes that it has both mandatory and permissive powers, but it does not have inherent powers. In the exercise of these powers, the Board shall be responsible to the State of Illinois for the legal administration of the School District and to the community which it serves for the proper management of the educational establishment in an efficient, effective, and non-partisan manner. To this end, the Board of Education shall act as the agent of the State of Illinois in carrying out the will of the people in the School District on matters of public education.

Legal Reference: Illinois School Code - Chapter 122
10-2 Corporate Policies
10-6 Regular and special meetings

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board Policy,

Purpose and Role of the Board of Education

The powers and duties of the Board of Education shall be conferred and prescribed by the Statutes of the State of Illinois. Complete and final control as to all matters pertaining to the educational system shall be vested in the Board of Education. The Board of Education deems it necessary to delegate much of its responsibility to the Executive Officer and Administrative Team while retaining legislative and judicial powers to itself. The primary objective of the Board of Education is to provide an excellent educational program for the children enrolled in Indian Springs School District No. 109. Toward this end, the Board of Education shall accomplish the following objectives:

1. To establish policies which serve as guidelines to the Superintendent, Administrative Team, and members of the professional and classified staff.
2. To evaluate, by means of reports and communications, the degree to which the policies have effectively served the staff in its efforts to develop an excellent educational program for the children of Indian Springs School District No. 109.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Revised: Board of Education
Indian Springs District No. 109 Date: July 14, 1992

Internal Board, PolicyOperational Goals of the Board of Education

Members of the Board of Education believe that their chief concern is for the development, operation, and improvement of the schools as well as the establishment of educational goals. Members of the Board of Education are aware that they are responsible to all of the people for whose benefit the School District has been established. Also, members of the Board of Education are aware that their current decisions will influence the course of education in the schools of the School District for future years.

The primary responsibility of the Board of Education is to establish those purposes and programs which will produce the best educational environment for the students who are enrolled in the School District. By virtue of this responsibility, members of the Board of Education realize that they must look to the future and to the needs of all people. This requires a comprehensive perspective and long-range planning as well as attention to immediate problems.

The Board of Education must fulfill these responsibilities by functioning primarily as a legislative body, by formulating and adopting policies, by selecting a competent Superintendent, who, as their Executive Officer, will implement these policies, and by evaluating the results. Further, members of the Board of Education must implement functions of the Board by operating openly as well as by seeking the involvement and contributions of the public, members of the staff, and students in its decision-making processes.

In accordance with these principles, members of the Board of Education, through its mode of operating, shall seek to achieve the following broad-based goals:

1. To accept the responsibilities of implementing the duties delegated and assigned to the Board of Education by the Statutes of the State of Illinois, Federal laws and Regulations, State Department of Educational Regulations, and decisions of the United States Supreme Court.
2. To concentrate the collective effort of the Board of Education on its policymaking and planning responsibilities.

3. To develop and to establish policies which best serve the educational needs of all students enrolled in the School District.
4. To select and to support the Superintendent, who is the Executive Officer of the Board of Education.
5. To provide the Superintendent and Administrative Team with sufficient and adequate guidelines for implementing policies of the Board of Education
6. To maintain effective communication with the parents, members of the staff and students, by keeping the community informed of the problems as well as the progress being achieved to improve the educational programs provided by the School District.
7. To conduct the business of the Board of Education in an open manner by soliciting and encouraging broad-based involvement in the Board's decision-making processes by the parents, students and staff.
8. To develop and to establish goals on an annual basis.
9. To revise the policies of the Board of Education from time to time to meet the changing conditions of society.
10. To protect the schools against domination by any political party, religious group, or partisan reform movement.
11. To encourage members of the professional and classified staff to seek professional self-development in appropriate areas.
12. To weigh all decisions against the probable effect of those decisions on the children enrolled in the School District.
13. To evaluate the performance of the Superintendent on a regular basis.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board Policy

Functions and Duties of the Board of Education

In working cooperatively with the Superintendent, the Board of Education has the moral obligation to provide leadership and service which will render dignity to the learning process. It is the obligation and responsibility of the Board of Education and Superintendent to work together to develop a quality education for the students enrolled in the School District and insofar as is required of each, to submerge personal ambition, prejudice and desires.

It is the duty of the Board of Education to provide education according to the Statutes of the State of Illinois; and toward that end, the Board of Education accepts full responsibility for accomplishing its objectives.

The general functions and duties of the Board of Education are the following:

1. To develop and enact policy.
2. To employ a professional Executive Officer for the administration of the School District and to evaluate and appraise his/or her performance.
3. To provide for the planning, expansion, improvement, financing, construction, and maintenance of the physical plant of the School District.
4. To prescribe standards needed for the efficient operation and improvement of the School District.
5. To require the establishment and maintenance of records, accounts, archives, management methods and procedures incidental to the conduct of school business.
6. To approve the budget, financial reports, audits, major expenditures, payment of bills, and to develop policies whereby the Administration may formulate and implement procedures, regulations and other guides for the orderly accomplishment of business.
7. To estimate and levy taxes for the operation, support, maintenance, improvement and extension of the School District.

8. To approve courses of study after considering the recommendations of the Administration.
9. To reserve to itself the final decision in all matters, especially in areas of general policy or expenditure of funds.
10. To employ, promote, and to suspend or dismiss personnel after consultation with and after consideration of the recommendation of the Superintendent.
11. To adopt pay scales and working rules and regulations for members of the professional and classified staff.
12. To require the evaluation of the educational program by the Administration to determine the effectiveness with which the schools of the School District are achieving the educational purpose of the School District.
13. To provide for the dissemination of information relating to the programs of the schools necessary for creating well-informed publics.
14. To aid the Administration in securing legislation to meet local and state educational needs.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal, Board PolicyGraduation Ceremonies for Eighth Grade Students –
Participation of Members of the Board of Education

Members of the Board of Education desire to conduct eighth grade graduation ceremonies for students, parents and relatives. It shall be the responsibility of the Superintendent and/or his designee to plan and to implement procedures for such ceremonies. Members of the Board of Education are expected to attend the graduation ceremonies, and the President of the Board of Education will be rendered the opportunity to speak to the graduates, their parents and relatives. Each member of the Board of Education shall be introduced and granted the honor of presenting diplomas to the graduates. The alphabet will be divided into sections and Board members will present diplomas to those graduates whose last names begin with the letters in the section assigned. Members of the Board of Education may request that they be allowed to present diplomas to particular students and, if possible, this request will be granted. If there are duplicate requests, the Board member with the most years of services will be given preference. Only current Board members will be granted the privilege of presenting diplomas to eighth grade students.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 27, 1986

8114.2 (b)

Internal Board Policy.

Professional Staff Meetings and Functions
Participation of Members of the Board of Education

No Board Member shall be present at or participate in a School District institute or individual school improvement session without the prior approval of the Board of Education or the Superintendent of Schools. Board Members with an interest in attending either of the aforementioned functions should consult with the Superintendent or the Board of Education as early as practicable prior to the scheduled date of such function.

Board Members shall not be present at or act as consultants, counselors, or advocates in professional staff meetings or competency hearings, employee disciplinary proceedings, student disciplinary hearings or special education staffings involving School District staff or students. Notwithstanding the aforementioned restrictions, individual Board Members may be present at and participate in student hearings and staffings involving their own children or wards.

Adopted: Board of Education
Indian Springs School District No. 109
Date: February 17, 1998

Internal Board PolicyWorking Relationships Between the Board of Education and the Superintendent

It shall be the responsibility of members of the Board of Education to select a Superintendent who shall work with the Administrative Team in administering the School District. The Superintendent will be directly responsible to the Board of Education for the total administration of the School District. The Board of Education will vest in him the necessary authority and provide him with appropriate professional and classified personnel to implement such an administrative program.

Members of the Board of Education recognize the Superintendent as the Chief Executive Officer of the Board of Education as well as the educational leader of the School District. It shall be the responsibility of the Superintendent to assist the Board of Education in reaching sound decisions and in establishing policies by placing before the Board of Education, recommendations, information and reports resulting from research and investigation. Where it may seem necessary to clarify an established policy, the Superintendent shall submit the matter to members of the Board of Education for their advice and direction.

It shall be the responsibility of the Superintendent to administer the affairs of the School District as dictated by his judgment, knowledge and experience as a professional educator, and subject to the policies established by the Board of Education. It shall be understood that the Board of Education reserves to itself the final decision in all matters. Under the Statutes of the State of Illinois, the Board of Education is the final authority on any controversial issue which cannot be resolved through the regularly constituted administrative channels.

It shall be the responsibility of the Board of Education to render counsel and advice to the Superintendent regarding the administration of the School District as it deems necessary or expedient. However, members of the Board of Education are cognizant that as individuals, they have no authority, and only policies voted upon by the entire Board of Education have force. The Board of Education will adopt formal written policies only after consulting with the Superintendent.

It shall be the responsibility of the Superintendent to submit periodic reports as the Board of Education deems necessary to keep it properly advised on the administration of the School District. It shall be expected that the Superintendent will be frank, honest, concise and complete in his or her reports to the Board of Education. Matters requiring action of the Board of Education shall be presented by the Superintendent to the entire Board - not in a semi-private way to individual members of the Board of Education.

together with the Board of Education, the Superintendent shall provide the educational leadership for the public schools of the community. The recommendations of the Superintendent shall support the best interests of all children enrolled and promote the general welfare of the School District. It shall be expected that the Superintendent will use his or her position of leadership to present the cause of public education honestly and forthrightly, and to further community activities that are compatible with and complementary to those of the schools.

The basic criterion which members of the Board of Education and Superintendent shall utilize in evaluating any issue will be its effect upon the educational welfare and environment of the children enrolled in the School District.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

8120

Internal Board Policy

Committee of the Whole

Committee work shall be accomplished by members of the Board of Education sitting as a Committee of the Whole unless otherwise determined by the Board of Education.

Legal Reference: Illinois School Code - Chapter 122
10-20.5 Rules

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board PolicyTemporary- Ad Hoc Committees

The Board of Education, operating as a Committee of the Whole, does not utilize standing committees. Temporary - Ad Hoc Committees shall be appointed by the President of the Board of Education only upon official authorization of the Board of Education. The President shall specify the functions of all such committees, shall regularly request reports to the Board of Education concerning their activities, and shall dissolve them when their specified functions have been completed.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board PolicyAppointment of Members of the Board Of Education to Represent the Board

The President, with the consent of the Board of Education, shall appoint members of the Board of Education to represent the Board of Education at the following meetings and functions:

1. Meetings of the Citizens Advisory Council
2. Meetings of the PTA and PTC Presidents
3. Meetings of the Board-Administration-Teacher Council
4. Meetings of the Illinois Association of School Boards
5. Meetings of the Village Boards of Bridgeview and Justice, Illinois

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: July 14, 1992

8200

Internal Board policy

Membership and Election of the Board of Education

The Board of Education shall consist of seven members who are citizens residing within the boundaries of Indian Springs School District No. 109 and elected by the qualified voters of the School District. Members of the Board of Education shall each normally be elected to serve a term of four years. Election shall be held at such places as publicly announced, and as prescribed by State Law.

Legal Reference: Illinois School Code - Chapter 122
10-10 Board of Education - Term – Vacancy
10-11 Vacancies
12-2 Election of Board of Education
9-7 Calling Election

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: July 14, 1992

Internal Board policy.Orientation of Board Members

Members of the Board of Education, with the assistance of the Superintendent, will endeavor thoroughly and constructively to orient new members of the Board of Education relative to the work of the Board and the educational program of the schools. The following methods shall be employed:

Each new member of the Board of Education shall receive, from the Administration, orientation information containing such items as the minutes of the previous year, the budget, various salary schedules, financial statements and reports of Ad Hoc Committees. Members of the administrative staff shall be available for orientation sessions with new members of the Board of Education to brief them concerning the background of projects which have already been under consideration and to explain the operation of the school system.

Each member-elect:

1. Shall be given selected materials on the function of the Board of Education and the school district.
2. Shall be invited to attend meetings of the Board of Education and to participate in its discussions.
3. Shall be invited to meet with the Superintendent and other administrative personnel to discuss services they perform for the Board of Education.
4. Shall be invited to tour all facilities of the school district as well as meet members of the staff.
5. Shall be encouraged, as new members of the Board of Education, to attend new Board Member seminars sponsored by the Illinois Association of School Boards or any other recognized professional organization.

Also, a copy of the policies and by-laws of the Board of Education, administrative regulations, as well as pertinent materials developed by the Illinois Association of School Boards shall be made available to new members of the Board of Education.

Adopted: Board of Education
Common School District No. 109
Date: January, 1979

Internal Board PolicyOpportunities for Development

The Board of Education is encouraged to cooperate with other school boards through membership in associations such as the Illinois Association of School Boards and the National School Board Association. Attendance at meetings which are directly or indirectly related to the field of education or educational matters shall be encouraged for the value which such meetings can provide the School District and the general professional growth of members of the Board of Education.

The Superintendent shall be notified of all such meetings to be attended by members of the Board of Education. All necessary expenses of members attending such meetings, including transportation, meals and registration fees shall be charged against funds of the School District.

Arrangements for state and local meetings to be attended by members of the Board of Education shall be handled by the Superintendent. Attendance by Board members to national conventions shall be approved by the majority of members of the Board of Education.

Legal Reference: Illinois School Code - Chapter 122
10-22.32 Reimbursement for Expenses to Meetings

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board Policies

Board Member Development

The School Board desires that its individual members learn, understand, and practice effective governance principles. The Board is responsible for Board member orientation and development. Board members have an equal opportunity to attend State and national meetings designed to familiarize members with public school issues, governance, and legislation.

The Board President and/or Superintendent shall provide all Board members with information regarding pertinent education materials, publications, and notices of training or development.

Mandatory Board Member Training

Each Board member is responsible for his or her own compliance with the mandatory training laws that are described below:

1. Each Board member taking office after June 13, 2011 must complete at least 4 hours of professional development leadership training in education and labor law, financial oversight and accountability, and fiduciary responsibilities within the first year of his or her first term that begins after that date.
2. Each Board member who is in office on January 1, 2012 must complete training on the Open Meetings Act within one year of that date. Each Board member taking office after January 1, 2012 must complete this training no later than 90 days after taking the oath of office. After completing the training, each Board member must file a copy of his or her certificate of completion with his or her Board.
3. After the District's implementation of the Performance Evaluation Reform Act (PERA) evaluations, each Board member must complete a training program on PERA evaluations before participating in a vote on a dismissal based on an optional alternative evaluative dismissal process.

The Superintendent or designee shall maintain on the District website a log identifying the complete training and development activities of each Board member, including both mandatory and non-mandatory training.

Board Self-Evaluation

The Board will conduct periodic self-evaluations with the goal of continuous improvement.

New Board Member Orientation

The orientation process for newly elected or appointed Board members includes:

1. The Board President or Superintendent, or their designees, shall give each new Board member a copy of or online access to the Board Policy Manual, the Board's regular meeting minutes for the past year, and other helpful information including material describing the District and explaining the Board's roles and responsibilities.
2. The Board President or designee shall schedule one or more special Board meetings, or schedule time during regular meetings, for Board members to become acquainted and to review Board processes and procedures.
3. The Board President may request a veteran Board member to mentor a new Board member.
4. All new members are encouraged to attend workshops for new members conducted by the Illinois Association of School Boards.

Candidates

The Superintendent or designee shall invite all current candidates for the office of Board member to attend: (1) Board meetings, except that this invitation shall not extend to any closed meetings, and (2) pre-election workshops for candidates.

LEGAL REF.: 5 ILCS 120/1.05 AND 120/2.
105 ILCS 5/10-16a and 5/24-16.5.

ADOPTED: Board of Education
Indian Springs School District No. 109
Date: May 15, 2012

Internal Board Policy

Board Member Compensation; Expenses

Board Member Compensation Prohibited

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

Roll Call Vote

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

Regulation of School District Expenses

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

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

Exceeding the Maximum Allowable Reimbursement Amount(s)

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

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

Advancements

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

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Superintendent of Schools;

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

Expense advancement requests must be submitted to the Superintendent or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Superintendent: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the District any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 8220.1, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Credit and Procurement Cards

Credit and procurement cards shall not be issued to Board members.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the District must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

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

4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the District in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School District should, although not required, represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Board members will be reimbursed for meal costs and tips up to \$250.00 per day consistent with the maximum allowable reimbursement amount(s) set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

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

Adopted: Board of Education
Indian Springs School District No. 109
Date: December 20, 2016

Re-Approved: Board of Education
Indian Springs School District No. 109
Date: September 19, 2017

Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of Members of the Board of Education, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation.

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policy 8230: *Board Member Compensation; Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable meal reimbursement amount of \$250.00/day for Board members.

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board Policy 8230: *Board Member Compensation; Expenses*.
2. Sets the maximum allowable reimbursement for meal expenses to an amount not to exceed \$250.00/day. Travel, housing, and registration fees shall be handled in accordance with Board Policy No. 8230. Effective on 12/20/2016 until the Resolution is rescinded or replaced by the Board.
3. May approve expenses that exceeds the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
4. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: Johnny Smith , Board President

Attested by: Stacey E. Ziccardi , Board Secretary

Date Re-Approved: September 19, 2017

Internal Board Policy

Exhibit – Board Member Estimated Expense Approval Form

Submit to the Superintendent, who will include this request in the monthly list of bills presented to the School Board. Use of this form is required by 8230.Res.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

- Estimated Expenses Approval Requested** (50 ILCS 150/20)
- Purchase Order Requested** Purchase Order #: _____
- Expense Advancement Voucher Requested** (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other Item	Cost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner			
Total										\$

Submitting Board Member's Signature

Date

Superintendent's Signature

Date

- School Board Action:**
- Approved**
 - Denied**
 - Approved in Part**
 - Exceeds Maximum Allowable Amount**

Internal Board Policy

INDIAN SPRINGS DISTRICT #109
REQUEST FOR CONFERENCE ATTENDANCE

Name _____ School _____

TITLE OF CONFERENCE _____

Location of Conference _____

Date(s) of Conference _____

Please attach completed registration form and completed request for day(s) of absence form. The registration fee will be mailed to conference sponsor unless checked here _____ and instructions for alternate procedure specified on back of this form.

Amount of registration fee..... \$ _____ Substitute needed _____

Amount of advance requested \$ _____

Following the conference, I will submit a written report of the proceedings to the administration office, and I will agree to share the information with other Board members.

Signature _____ Date _____

You must complete "Estimated Expenses" or you will not be eligible for reimbursement. Receipts must accompany actual expenses.

Table with 2 columns: ESTIMATED EXPENSES and ACTUAL EXPENSES. Rows include Travel: Mileage, Other transportation, Hotel/Motel, Meals per day, Tolls, Gratuities, and TOTAL EXPENSES.

FUNDING SOURCE

Building _____ Other: Please explain _____
I.D.E.A. _____ Gifted _____ Grant _____
Title# _____ Administrative _____

Approval: _____

Funding Code: _____ Comments: _____

Checks Payable to: _____

Approved by: _____ Date: _____

Final Payment Approved by: _____ Date: _____

Internal Board PolicyResignation Board Members

Members of the Board of Education believe that any citizen who files for and seeks election to the Board of Education should do so with full knowledge of and appreciation for the investment in time, effort, and dedication which is expected of all members of the Board of Education. A citizen's intent to serve on the Board of Education should reflect his or her intention to serve on a full term of office. However, if for reasons of health, moving beyond district boundaries, or any other compelling reasons a member does decide to terminate service, the Board of Education requests earliest possible notification of intent to resign in order that the Board of Education may plan appropriately for this exigency.

Legal Reference: Illinois School Code - Chapter 122 10-11 Vacancies

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board PolicyRetirement from the Board of Education

Appropriate recognition and appreciation shall be made for the service which retiring members of the Board of Education have rendered to the School District and citizens of the community.

Continuing privileges as may be legally provided them are to be encouraged and may include, but not be limited to, the following:

1. Regular issues of news bulletins published by the School District.
2. Annual reports.
3. Selected special reports.
4. Complimentary admission to athletic and other school activities.
5. Personal invitations to special public functions of the Board.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board PolicyConflict of Interest/Nepotism

No member of the Board of Education, or officer, or employee shall have an interest, direct or indirect, in any contract with Common School District No. 109 unless such interest is specifically permitted by the Statutes of the State of Illinois. "Interest" shall be interpreted as pecuniary or material benefit accruing to a member of the Board of Education, officer or employee resulting from a contractual relationship with the School District. Also, no member of the Board of Education shall furnish directly any labor, equipment, or supplies to the School District.

A member of the Board of Education, officer or employee is considered to possess and "interest" in:

- a. his spouse, children and dependents
- b. a corporation firm, partnership or association of which such member of the Board, officer or employee is a member, officer or employee
- c. a corporation whose stock is owned or controlled by such member of the Board, officer or employee

The Board of Education will not employ any teacher or other employee if such teacher or other employee is the father, mother, brother, sister, wife, husband, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law of the Superintendent or any member of the Board of Education.

Legal Reference: Illinois School Code - Chapter 122
10-9 Interest in Director in Contract
33-5 Interest in Contracts or Transactions

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

8270(a)

Internal Board Policy

Code of Conduct for Members of the Board of Education

Members of the Board of Education believe in and have adopted the following Code of Conduct established by the Illinois Association of School Boards in 1975. Members of the Board of Education shall be encouraged to practice the following Code of Conduct:

Code of Conduct

As a member of my local board of education, I shall do my utmost to represent the public interest in education by adhering to the following commitments:

1. I shall represent all school district constituents honestly and equally and refuse to surrender my responsibilities to special interest or partisan political groups.
2. I shall avoid any conflict of interest or the appearance of impropriety which could result from my position, and shall not use my board membership for personal gain or publicity.
3. I shall recognize that a board member has no legal authority as an individual and that decisions can be made only by a majority vote at a board meeting.
4. I shall take no private action that might compromise the board or administration and shall respect the confidentiality of privileged information.
5. I shall abide by majority decisions of the board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. I shall encourage and respect the free expression of opinion by my fellow board members and others who seek a hearing before the board.
7. I shall be involved and knowledgeable about not only local educational concerns, but also about state and national issues.

In addition, I shall encourage my board of education to pursue the following goals:

1. The development of educational programs which meet the needs of every student, regardless of ability, race, sex, creed, or social standing.
2. The development of procedures for the regular and systematic evaluation of programs, staff performance and board operations to ensure progress toward educational and fiscal goals.
3. The development of effective school board policies which provide direction for the operation of the schools and delegate authority to the superintendent for their administration.
4. The development of systematic communications which ensure that the school board, administration, staff, students, and community are fully informed, and the staff understands the community's aspirations for its schools.
5. The development of sound business practices which ensure that every dollar spent produces maximum benefits.

Legal Reference: Illinois Association of School Boards

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board PolicyEthics Policy**EXHIBIT A
ETHICS POLICY****Definitions.**

For purposes of this Policy:

"Appointee" means a person appointed to a position in or with the Board, regardless of whether the position is compensated.

"Administrative action" means the execution or rejection of any rule, regulation, legislative rule, standard, fee, rate, contractual arrangement, purchasing agreement or other delegated legislative or quasi-legislative action to be taken or withheld by any executive agency, department, board or commission of the State.

"Board" means the duly elected and constituted Board of Education of Indian Springs School Dist. 109 and any committees thereof.

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as defined herein), (ii) relating to collective bargaining (as defined herein), or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at either a general primary election or general election.

"Catered" means food or refreshments that are purchased ready to eat and delivered by any means.

"Collective bargaining" means bargaining over terms and conditions of employment, including hours, wages, and other conditions of employment, as detailed in [the Illinois Educational Labor Relations Act or Illinois Public Labor Relations Act].

"Compensated time" means any time worked by or credited to an employee that counts toward any minimum work time requirement imposed as a condition of employment with the Board, but does not include any designated holidays or any period when the employee is on a leave of absence.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of employment with the Board,

"Contribution" means:

(1) a gift, subscription, donation, dues, loan, advance, or deposit of money or anything of value, knowingly received in connection with the nomination for election or election of any person to public office or in connection with any question of public policy;

(2) the purchase of tickets for fund-raising events, including but not limited to dinners, luncheons, cocktail parties, and rallies made in connection with the nomination for election or election of any person to public office or in connection with any question of public policy;

(3) a transfer of funds between political committees; and

(4) the services of an employee donated by an employer, in which case the contribution shall be listed in the name of the employer, except that any individual services provided voluntarily and without promise or expectation of compensation from any source shall not be deemed a contribution; but

(5) does not include -

(a) the use of real or personal property and the cost of invitations, food, and beverages, voluntarily provided by an individual in rendering voluntary personal services on the individual's residential premises for candidate-related activities; provided the value of the service provided does not exceed an aggregate of \$150 in a reporting period; or

(b) the sale of any food or beverage by a vendor for use in a candidate's campaign at a charge less than the normal comparable charge, if such charge for use in a candidate's campaign is at least equal to the cost of such food or beverage to the vendor.

"Employee" means (i) any person employed full-time, part-time, or pursuant to a contract and whose employment duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, including, but not limited to, the superintendent, assistant superintendents, directors, supervisors, principals and certified staff, or (ii) any appointee.

"Executive action" means the proposal, drafting, development, consideration, amendment, adoption, approval, promulgation, issuance modification, rejection or postponement by a State entity of a rule, regulation, order, decision, determination, contractual arrangement, purchasing agreement or other quasi-legislative or quasi-judicial action or proceeding.

"Fraud" means the terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act
- Misappropriation of funds, securities, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of company activities
- Disclosing confidential and proprietary information to outside parties
- Disclosing to other persons securities activities engaged in or contemplated by the company
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the company; exception: gifts less than \$50 in value

- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or
- Any similar or related irregularity

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

"Leave of absence" means any period during which an employee does not receive (i) compensation for Board employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the Board.

"Legislative action" means the development, drafting, introduction, consideration, modification, adoption, rejection, review, enactment, or passage or defeat of any bill, amendment, resolution, report, nomination, administrative rule or other matter by either house of the General Assembly or a committee thereof, or by a legislator. Legislative action also means the action of the Governor in approving or vetoing any bill or portion thereof, and the action of the Governor or any agency in the development of a proposal for introduction in the legislature.

"Member" means an elected or appointed member of the Board of Education of Indian Springs School Dist. 109.

"Political" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action (as defined herein), (ii) relating to collective bargaining (as defined herein), or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code, but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding any thing of value intended as a campaign contribution.

(4) Planning, conducting or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

- (5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
- (6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
- (7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
- (8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
- (9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- (10) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
- (11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- (12) Campaigning for any elective office or for or against any referendum question.
- (13) Managing or working on a campaign for elective office or for or against any referendum question.
- (14) Serving as a delegate, alternate, or proxy to a political party convention.
- (15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

- (1) is seeking official action (i) by the member or (ii) in the case of an employee by the employee or by the member or other employee directing the employee;
- (2) does business or seeks to do business (i) with the member or (ii) in the case of an employee, with the employee or with a member or other employee directing the employee;
- (3) conducts activities regulated (i) by the member or (ii) in the case of an employee, by the employee or by a member or other employee directing the employee;
- (4) has interests that may be substantially affected by the performance or nonperformance of the official duties of the member or employee; or
- (5) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity not otherwise a prohibited source does not become a prohibited source merely because a registered lobbyist is one of its members,

"Superintendent" means the duly appointed and acting superintendent or interim superintendent of the District.

Prohibited Political Activities.

(a) Employees shall not intentionally perform any prohibited political activity during any compensated time (other than vacation, personal, or compensatory time off). Employees shall not intentionally misappropriate any District property or resources by engaging in any prohibited political activity for the benefit of any campaign for elective office or any political organization.

(b) At no time shall any member or employee intentionally misappropriate the services of any employee by requiring that employee to perform any prohibited political activity (i) as part of that employee's duties, (ii) as a condition of employment, or (iii) during any time off that is compensated by the Board (such as vacation, personal, or compensatory time off).

(c) An employee shall not be required at any time to participate in any prohibited political activity in consideration for that employee being awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, compensatory time off, continued employment, or otherwise.

(d) An employee shall not be awarded any additional compensation or employee benefit, in the form of a salary adjustment, bonus, and compensatory time off, continued employment, or otherwise, in consideration for the employee's participation in any prohibited political activity.

(e) Nothing in this section prohibits activities that are otherwise appropriate for an employee to engage in as a part of his or her official employment duties or activities that are undertaken by an employee on a voluntary basis as permitted by law.

(f) No person in a position that is subject to recognized merit principles of public employment shall be denied or deprived of Board employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

Gift Ban

Except as otherwise provided in this Policy, no member or employee shall intentionally solicit or accept any gift from any prohibited source or in violation of any federal or State statute, rule, or regulation. This ban applies to and includes the spouse of and immediate family living with the member or employee. No prohibited source shall intentionally offer or make a gift that violates this Policy.

Gift Ban Exceptions

The restrictions set forth in the "Gift Ban" section of this Policy do not apply to the following:

(1) Opportunities, benefits, and services that is available on the same conditions as for the general public.

(2) Anything for which the member or employee pays the market value.

(3) Any (i) contribution that is lawfully made under the Election Code, or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss Board business that is not otherwise covered or reimbursed by the Board, when attendance at the meeting is approved by the Board or the Superintendent.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter; father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancées.

(7) Anything provided by an individual on the basis of a personal friendship, unless the member or employee has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the member or employee and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the member or employee shall consider the circumstances under which the gift was offered, including:

- (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals;
- (ii) whether to the actual knowledge of the member or employee the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and
- (iii) whether to the actual knowledge of the member or employee the individual who gave the gift also at the same time gave the same or similar gifts to other members or employees.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day, provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared, or (ii) catered.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from the outside business or employment activities (or outside activities that are not connected to the duties of the member or employee as an office holder or employee) of the member or employee, or the spouse of the member or employee, if the benefits have not been offered or enhanced because of the official position or employment of the member or employee, and are customarily provided to others in similar circumstances.

(10) Any gift given to a member or employee of the Board by another member or employee of the Board, and any gift given to a member or employee of the Board by a member, officer, or employee of another State agency, federal agency or governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$ 100.

Each exception listed in this Section is mutually exclusive and independent of any other.

Disposition of Gift.

A member or employee does not violate this Policy if the member or employee promptly takes reasonable action to return the prohibited gift to its source or gives the gift or an amount equal to its value to a charitable organization that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

Enforcement - Employees (Other Than the Superintendent)

Any person wanting to file a complaint against any employee of the School District for violating this Policy shall file such a complaint with the Superintendent. The complaint must be (i) in writing, (ii) signed and notarized, and (iii) specify which provision(s) of this Policy the employee has allegedly violated. The Superintendent shall refer the complaint to an independent investigator to investigate within 10 days of its receipt, and the independent investigator shall have 30 days to conduct his or her investigation; except that the Superintendent may, at the request of the independent investigator, extend the investigation period up to an additional 30 days for cause. The Superintendent shall also send a copy of the complaint, by certified mail, return receipt requested, to the alleged violator. Any complaint not filed in strict accordance with this Section shall not be investigated.

Enforcement - Members and Superintendent

A person who seeks to file a complaint against a member of the Board or the Superintendent for violating this Policy shall file such a complaint with the President of the Board. The complaint must be (i) in writing, (ii) signed and notarized, and (iii) specify which provision(s) of this Policy the member or Superintendent has allegedly violated. (In the event that the complaint is against the President of the Board, the complaint may be filed with the Vice President of Board.) The President (or the Vice-President) shall refer the complaint to an independent investigator to investigate within 10 days of its receipt, and the independent investigator shall have 30 days to conduct his or her investigation, except that the President (or Vice President), at the request of the independent investigator, extend the investigation period up to an additional 30 days for cause. The President (or Vice President) shall also send a copy of the complaint, by certified mail, return receipt requested, to the alleged violator. Any complaint not filed in strict accordance with this section shall not be investigated.

Reports

An independent investigator who conducts investigations pursuant to this Policy all prepare and submit to the Superintendent, President or Vice President, as the case may be, a written report setting forth the nature of the investigation and the factual findings of the investigator. The investigator shall also make a finding as to whether the evidence is sufficient to support the violation alleged.

Penalties - Employees (Other Than the Superintendent)

(a) Based on the report issued pursuant to the "Reports" section of this Policy and any additional evidence produced pursuant to this section, the Board shall determine whether sufficient evidence exists to support a finding that the member or employee has violated this Policy. If the Board concludes that a violation has occurred, it may impose a

penalty, consistent with this Policy. State law and Board resolutions and policies, on the violator, as it deems appropriate, based on the totality of the circumstances. If the

violator is an employee, the Board may solicit the opinion of the Superintendent as to an appropriate penalty.

(b) Before making any determinations or imposing any penalties under this Section, the Board shall provide the member or employee alleged to have violated this Policy with a copy of the report issued pursuant to the "Reports" section hereof. Within 14 days after his or her receipt of the report, the member or employee may request an opportunity to provide the Board with evidence that counters the allegation. Such a request shall be in writing and shall state whether the member or employee wishes to appear in person before the Board or whether the member or employee wishes to submit written evidence. Upon receipt of a request by a member or employee, the Board shall schedule a date and time for the member or employee to either appear before him or by which to submit written evidence, as the case may be. Such date shall be at least 14 days but not more than 30 days after receipt of the member's or employee's request. Any member or employee seeking to counter an allegation against him or her may submit for the Board's consideration any evidence that he or she believes relevant to refute the allegations. If the member or employee has requested an in person meeting, the member or employee may, at his or her expense, be accompanied by an attorney. The member or employee may, at his or her expense, also have an attorney submit written evidence on his or her behalf.

(c) After any appearance or submission authorized under the preceding subsection (b), the Board shall make a determination whether sufficient evidence exists to support the complaint and, if so, impose a penalty. The Board shall vote on such matters no later than its next regularly scheduled meeting after the appearance or submission.

Confidential Nature of the Complaints and Investigations.

To the fullest extent permitted by law, the names of persons filing complaints alleging a violation of this Policy, written reports prepared pursuant to this Policy and all documents related to employees' personnel files that may be used in investigations shall be treated as confidential and not disclosed. Further, to the fullest extent permitted by law, all deliberations related to any disciplinary actions stemming from alleged violations of this Policy shall be undertaken in confidence.

Implementation

(a) The Superintendent, consistent with the terms and provisions of this Policy, may propose rules and procedures for its implementation, provided, however, that such rules and procedures shall only become effective upon their approval by the Board.

(b) The Superintendent shall be responsible for disseminating this Policy and making it available to all employees within ten (10) business days after its adoption and for making all new employees and board members aware of this Policy prior to assuming their positions.

Adopted: Board of Education
Indian Springs School District No. 109
Date: May 18, 2004

Revised: Board of Education
Indian Springs School District No. 109
April 25, 2017

Internal Board PolicyMethods of Operation

Members of the Board of Education realize that the Board is an agency of the State of Illinois implementing a state function. The organization, management and control of Common' School District No. 109 is vested in the Board of Education, which exercises the powers and discharges the duties imposed by the Statutes of the State of Illinois.

The Board of Education will function within the framework of laws, court decisions, opinions of the Attorney General, and similar mandates from the State of Illinois and federal government.

In operation and in managing the School District, the members of the Board of Education shall fulfill this mission as the governing body of a political subdivision by concerning themselves primarily with broad questions of policy, rather than with administrative details. The application of policies is an administrative task to be performed by the Superintendent and administrative team, who shall be held responsible by the Board of Education for the effective administration and supervision of the entire School District.

Legal Reference: Illinois School Code - Chapter 122
10-20.5 Rules

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board Policy

Formulation of Board Policies

The formulation of policies is that function which interprets the needs and desires of the citizens of the School District, which determines what shall be accomplished, establishes direction for accomplishing these tasks and provides the means for their achievement. Since the Board of Education is the legislative body which represents the people of the School District, it determines all questions of general policy to be employed in the conduct of the public schools.

While reserving onto itself the responsibility and authority to determine policies of the School District, the Board of Education is earnest in its desire to seek the judgment and counsel of citizens, students and staff members in the development of policies before final adoption. Therefore, proposals regarding policies and operations of the School District may originate at any of several sources: a parent, a student, a taxpayer, a classified or professional employee, a consultant, a member of the Board of Education and/or civic group, etc.

Action on such proposals, whatever their source, is taken finally by the Board of Education in accordance with its bylaws. The Board of Education shall take action after considering the recommendation presented by the Superintendent. It shall be the responsibility of the Superintendent to base his recommendations upon the outcomes of study committees, investigations, as well as upon the judgment of the professional staff.

It is the intent of the Board of Education to develop policies and to place them in writing to serve as guidelines and goals for the successful and efficient operation of the School District. The Board of Education considers policy development as one of its chief functions and accepts the definition of policy established by the National School Board Association:

Policies are principles adopted by the School Board to chart a course of action. They tell what is wanted; they may include why and how much. Policies should be broad enough to indicate a line of action to be followed by the administration in meeting a number of problems; narrow enough to give clear guidance. Policies are guides for action by the administration, who then establishes the rules and regulations to provide specific directions to personnel of the School District.

It is the intention of the Board of Education that its policies serve as sources of information and guidance for all personnel as well as residents of Indian Springs School District No. 109.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Revised: Board of Education
Indian Springs School District No. 109
Date: July 14, 1992

Internal Board PolicyWriting Developing and Maintaining Policy Manual

Proposals for new policies, or changes in existing policies, may be initiated from several sources. However, it shall be the responsibility of the Superintendent and/or his designee to develop, to write and to recommend policy proposals to the Board of Education on an on-going basis. It shall be the responsibility of the Superintendent and the administrative team to indicate to the Board of Education what policies are necessary, as well as those which need to be added and/or deleted from the policy manual as laws and societal situations change.

In adding and/or deleting policies from the policy manual, members of the Board of Education shall adhere to the following seven criteria:

1. Is the policy within the scope of the discretionary authority of the Board of Education as granted by the Statutes of the State of Illinois?
2. Is the policy consistent with state and federal law and with the provisions of the United States Constitution?
3. Is the policy reasonable and free from arbitrariness and capriciousness?
4. Is the policy judicious?
5. Does the policy have as its purpose the realization of an educationally valid and desirable end or objective?
6. Does the policy have a substantial relationship to a legitimate purpose?
7. Does the policy reflect sound judgment, wisdom and forbearance?

Prior to enactment, all policy proposals shall be titled, dated, and coded as appropriate to subject and in conformance with the codification system used in the Board policy manual.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board Policy.Adoption of Policies

The adoption of policies of the Board of Education shall occur at regular or special meetings of the Board of Education. The following sequence shall take place in the adoption of policies:

1. Announce and distribution of proposed new or revised policies as an item of information.
2. Opportunity offered to concerned groups or individuals to react to policy proposals.
3. Discussion and final action by the Board of Education on policy proposals.

The final vote to adopt or not to adopt shall follow by at least two weeks from the meeting at which policy proposals are first placed on the agenda.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board PolicyAnnual Reaffirmation Policies

Policies of the Board of Education which have been adopted by the Board of Education and included in the policy manual of the School District shall be readopted at each annual reorganization meeting, subject to the understanding that all policies not established by law and/or contractual arrangements may be changed through action of the Board of Education.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board PolicyEvaluation and Continuous Review of Policies

It shall be the responsibility of the Superintendent to evaluate and to review continuously the effect the formulated policies of the Board of Education have had on the operation of the School District. Policies shall be reviewed on a regular basis and revisions presented to the Board of Education for their consideration and possible adoption.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

8320

Internal board Policy

Administration in Absence of Policy

In the absence of a policy of the Board of Education, it shall be the responsibility of the Superintendent to make the necessary decision at the time of the incident in accordance with the best established practice. In such incidents, it shall be the responsibility of the Superintendent to inform members of the Board of Education of such action at its next scheduled meeting and to recommend an interim policy to cope with the situation.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

8330

Internal Board Policy

Dissemination of Policy Manuals

It shall be the responsibility of the Superintendent and/or his designee to establish and to maintain an orderly plan for providing copies of all policies adopted by the Board of Education as well as administrative rules and regulations needed to implement those policies. It shall be the responsibility of the Superintendent and/or his designee to insure that policy manuals are accessible to all residents of the community, agencies of the community, as well as classified and professional members of the staff.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

8340

Internal Board Policy

Formulation of Administrative Rules, and Regulations

The Board of Education shall delegate to the Superintendent and his administrative team the function of specifying required actions and designing the detailed rules and regulations under which the schools will be operated. Such rules and regulations must be consistent with the policies adopted by the Board of Education. The Board of Education shall be advised of and have access to the administrative rules and regulations.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal board PolicyMeetings of the Board of Education

Meetings of the Board of Education are an orderly and efficient means by which the Board of Education accomplishes the following:

1. Communicates to the professional and classified staff, to consultants and to the public.
2. Conducts official business.
3. Adopts, amends, and suspends policies affecting the educational program of the schools.

Reviews and evaluates the educational programs of the School District.

No official business may be transacted by the Board of Education except at regular and/or special meetings. All such meetings are open to the public. It shall be the responsibility of the Superintendent to insure that public notice is rendered of all meetings of the Board of Education as prescribed by the Open Meetings Law. Meetings of the Board of Education are conducted in public; however, they are not public meetings.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board PolicyPreparation for Meetings by Board Members

It shall be the responsibility of each member of the Board of Education to be prepared before attending a meeting of the Board of Education. It shall be the responsibility of the Superintendent and/or his designee to provide advance notice, agenda, documents, etc., prior to these meetings.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board PolicyPreparation Agendas

It shall be the responsibility of the Superintendent and the administrative team to prepare agendas for all scheduled meetings of the Board of Education. For regularly scheduled meetings of the Board of Education, it shall be the responsibility of the Superintendent and the administrative team to prepare the agenda information in advance of the meetings and insure that such information is distributed to members of the Board of Education at least three days prior to the meeting to permit them the opportunity to study matters scheduled for discussion.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979

Internal Board Policy

Records of the Board of Education

It shall be the responsibility of the Secretary of the Board of Education and/or his designee to insure that all official records of the Board of Education are maintained in an orderly manner in the district office and are open for review by the public upon request.

Adopted: Board of Education
Common School District No. 109
Date: January 9, 1979