



To: Dr. Charles Johns
Board of Education
From: Mr. Brad Swanson
Date: May 23, 2022
Re: Policies and Procedures

I recommend the Board of Education approve the following revisions and additions to the Board of Education Policies and Procedures offered by the Board of Education Policy Committee. Please note the summary description underneath each recommended revised policy. In addition, some policies or procedures are recommended to be sunsetted. Each of these recommendations has been processed by staff and administrator stakeholders.

1. **4010 Policy - Fiscal and Business Management**
 - a. Revised Policy - Name of policy changed from Annual Budget to Fiscal and Business Management. Updates the policy to align with updated legal requirements, current practice, and updated language.

2. **4040 Policy - Student Fees, Fines, & Assessments**
 - a. Revised Policy - Updates the policy to align with current practice and changes to the student fees structure that has been implemented for the past several years.

3. **4050 Policy - Independent Audit of Funds**
 - a. Revised Policy - Updates the policy to align with current practice and updated language.

4. **4060 Policy - Purchase of Equipment for Private Use**
 - a. Sunset Policy - The substance of this policy has been incorporated into 4200 Policy - Operational Services.



5. 4080 Policy - Revolving Fund

- a. Revised Policy - Updates the policy to align with current practice and updated language.

6. 4090 Policy - Incurring Debt

- a. Revised Policy - Name of policy changed from Debt Management to Incurring Debt. Incorporates a reference to the responsibility of administration to seek Board consent prior to establishing a line of credit with a bank or other financial institution. Updates the policy to align with updated legal requirements and current practice.

7. 4200 Policy - Purchases and Contracts

- a. Revised Policy - Name of policy changed from Operational Services to Purchases and Contracts. Updates the policy to align with current practice and updated language. Also, it consolidates 4060 Policy - Purchase of Equipment for Private Use into this single document.

8. 5080 Policy - Workers' Compensation Insurance

- a. Revised Policy - Updates the policy to align with current practice and consolidates procedures into the policy document. SSCRMP's counsel has reviewed this policy for workers' compensation matters.
- b. Sunset Procedures - These procedures are no longer necessary as they have been combined into the policy.

9. 8250 Policy - Activity and Fiduciary Funds

- a. Revised Policy - Renumbers policy 8250 to 4085. Updates the policy to align with current practice and updated language.

10. 9020 Policy - Interscholastic Athletic Tournament Expenses

- a. Sunset Policy - The substance of this policy has been incorporated into 7230 Policy - Student Trips.

Fiscal and Business Management ~~Annual Budget~~

Section A - Introduction

The superintendent or designee is responsible for the school district's fiscal and business management. This responsibility includes annually preparing and presenting the school district's statement of affairs to the school board and publishing it before December 1 as required by state law.

The superintendent or designee shall ensure the efficient and cost-effective operation of the district's business management. Each person using the school district's electronic network shall complete an Authorization for Access to the District's Electronic Network agreement. ~~shall prepare a tentative budget each year consistent with the district's mission and belief statement.~~

Section B - Budget Planning

The school district's fiscal year is from July 1 until June 30.

The following budgeting principles shall be followed:

1. The budget shall first provide for staff and operating expenses to meet projected ~~changes in~~ student enrollment and fund mandated programs.
2. The budget shall reflect the Board of Education's desire to implement a fiscally responsible budget that meets the needs of students in the district.
3. ~~The budget shall reflect the Board of Education's desire to not increase the overall indebtedness of the district.~~
4. The budget shall reflect the Board of Education's desire to maintain safe and operationally sound facilities.
5. The budget shall anticipate allow for compliance with all applicable governmental and legal obligations of the district.
6. ~~The budget shall include a reasonable contingency for variable and unanticipated costs.~~
7. In connection with developing the preliminary budget, ~~the administrative team shall in connection with the preliminary budget identify potential efficiencies from inter-building, interdepartmental and district-wide coordination or from building or district program or other programmatic or organizational restructuring initiatives.~~

The superintendent or designee shall present to the finance committee and then to the Board, no later than the second regular meeting in July, a tentative budget with appropriate explanation.

This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed from the school district's educational program. The district's budget shall be entered upon the Illinois State Board of Education's School District Budget Form. To the extent possible, the ~~tentative~~ budget shall be balanced as defined by the State Board of Education ~~guidelines~~ guidelines. The superintendent or designee shall complete a ~~tentative~~ deficit reduction plan if one is required by the State Board of Education guidelines.

Section C - Preliminary Adoption Procedures

After receiving the tentative budget, the Board sets the date, place, and time for:

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

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

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

Section D - Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. ~~To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to State Board of Education requirements.~~

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

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File a certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year, certified by the ~~chief school business official assistant superintendent for business services~~, with the County Clerk within 30 days of the budget's adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December; ~~and list in the~~. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

Any amendments to the budget or Certificate of Tax Levy shall be made as provided in the School Code, ~~and the Truth in Taxation Act~~, and any other applicable law or regulation.

Section E - Budget Amendments

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

Section F - Implementation

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

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

Section G - Fund Balances

The superintendent or designee shall utilize the following guidelines in developing the budget unless otherwise modified by the Board of Education:

8. Fund balance is the difference between assets and liabilities reported in a governmental fund. Fund balance measures the net current financial resources available to finance expenditures of future periods. Fund balance reporting will be in accordance with the most recent authoritative pronouncements and may include the following categories:
 - a. Nonspendable: Includes amounts that are not in a spendable form. This would include, but is not limited to, inventory, prepayments and non-current receivables.
 - b. Restricted: Includes amounts that can only be spent for specific purposes stipulated by external resource providers, law, regulation or contractual agreement. This would include, but is not limited to, bonded capital project funds and debt service funds.
 - c. Committed: Includes amounts that are committed for a specific purpose by formal action of the Board of Education. Creation, amendment or modification to committed fund balance must also be approved by formal action of the Board by the end of the current fiscal year. Committed fund balance does not lapse at year end.
 - d. Assigned: Includes amounts that are intended by the district to be used for specific purposes. Assigned fund balance represents amounts that are not restricted or committed. The Board of Education authorizes the ~~chief school business official~~ ~~assistant superintendent for business affairs~~ to determine the assigned fund balance(s) on an annual basis. Assigned fund balance does not lapse at year end.
 - e. Unassigned: Includes any remaining fund balance. The unassigned general fund balance may only be appropriated by resolution of the Board of Education.
9. For purposes of fund balance classification, expenditures are to be spent first from Restricted Fund Balance (when appropriate), followed in order by Committed Fund Balance, Assigned Fund Balance and ~~lastly~~, Unassigned Fund Balance.
10. Unassigned ~~operating~~ reserves in the operating funds shall be maintained at a level equal to not less than 33% of the next year's projected operating budget. (The operating budget ~~comprises~~ ~~comprised~~ of the education, food service, operation and maintenance, transportation, IMRF and working cash funds, and any other fund as may be required by State law.)
11. ~~The budget shall first provide for staff and operating expenses to meet projected changes in student enrollment and mandated programs.¶¶~~
12. ~~The budget shall reflect the Board of Education's desire to maintain the overall tax rate of the district when possible.¶¶~~
13. ~~The budget shall reflect the Board of Education's desire to not increase the overall indebtedness of the district.¶¶~~
14. ~~The budget shall reflect the Board of Education's desire to maintain safe and operationally sound facilities.¶¶~~
15. ~~The budget shall anticipate compliance with all applicable governmental and legal obligations of the district.¶¶~~
16. ~~The budget shall include a reasonable contingency for variable and unanticipated costs.¶¶~~

- ~~17. The administrative team shall in connection with the preliminary budget identify potential efficiencies from interbuilding, interdepartmental and district wide coordination or from building or district program or other organizational restructuring initiatives.~~

~~Section C~~

~~A draft of the Budget shall be presented to the Board of Education no later than the first regularly scheduled meeting in May supported by additional reports or analysis requested by the Board. A tentative budget shall be presented to the Board of Education for approval not later than its second regularly scheduled meeting in July. After tentative approval, the budget shall be made available for public inspection for no less than 30 days.~~

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~~Section D~~

~~Final adoption of the budget shall take place at the next regularly scheduled Board Meeting following a public hearing posted and held in accordance with State law. Final approval shall take place no later than September 30.~~

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~~Section E~~

~~Each fund shall include a contingency line item as established by the Board.~~

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~~Section F~~

~~Any modifications to the tentative budget other than for changes in personnel costs and grant programs already approved by the Board of Education shall not be included in future iterations of the budget unless approved by the Board.~~

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~~Section G~~

~~Transfers may be made between various budget line items in any fund not exceeding the aggregate of ten (10) percent of the total of such funds as set forth in the budget. The Board of Education shall be advised of all transfers on not less than an annual basis.~~

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~~Section H~~

~~The Board of Education may amend the budget at anytime during the fiscal year by the same procedures provided for in its original adoption and in accordance with State law.~~

Approved: May 21, 1973
Revised: October 28, 1996
Revised: April 8, 2002
Revised: August 8, 2011
Revised: TBD

Student Fees, ~~Supplies~~, Fines, & Assessments

Section A - Introduction

To support the operation of the school district, the Board of Education annually establishes a schedule of student fees.

Section ~~BA~~ - Student Fees

1. All students attending Glenbrook High Schools, or receiving educational services through the school district may be assessed general fees (e.g., registration, instructional materials fees).
2. Additional fees may be assessed to students ~~and families~~ that utilize optional services made available.
3. Unless otherwise approved by the Board, ~~It shall be the policy of the Board of Education of District #225 to prohibit the assessment of individual student fees shall not be charged for as a precondition for student success in any class. This policy applies to field trips, special resource material fees, and use of equipment fees.~~ This policy does not preclude the required purchase of usable items ~~that~~ which become the property of the student when such items have been approved by the school principal or designee.
4. ~~The school administration shall assess a fixed charge for the use of school towels.~~

Section ~~CB~~ - Collection of Student Fees ~~Supplies~~

Parents and guardians shall be notified when fees have been applied to a student's financial account, and be provided with instructions on how to resolve any outstanding balances.

All in-person collection of students' fees shall be processed through the bookstore, unless otherwise approved by the superintendent or designee. Fees may also be collected through an online platform approved by the superintendent or designee. ~~It shall be the policy of the Board of Education of District #225 that school supplies may be sold only through the school bookstores. All monies for school supplies shall be collected at the school bookstores. Supplies such as auto parts, wood, and clay may be obtained by students from the classroom teacher upon presenting a receipt of payment from the bookstore.~~

Section ~~DE~~ - Student Fines and Assessments

In the event that a student's careless usage, misconduct, or violation of instructions or established rules and regulations results in damage to district property, ~~the~~ student shall be held responsible for payment to restore or replace the damaged property.

In the event that a student loses district property, ~~the student~~ they shall be held responsible for payment to replace the lost property.

All costs associated with property damage or loss under this section shall be recorded as an obligation on the student's financial account. Parents and guardians shall be notified when ~~fees~~ fines have been applied to a student's financial account, and be provided with instructions on how to resolve any outstanding balances.

1. ~~It shall be the policy of the Board of Education of District #225 that students shall be held responsible for payment of damage to equipment, furnishings and building resulting from the student's careless usage, misconduct, or violation of instructions or established rules and regulations.~~

- ~~2. Students are expected to pay all library, parking, and other fines and assessments assessed because of the student's violation of school rules or loss or abuse of school property.~~

Approved: January 22, 1973
Revised: January 14, 1985 (Item #8642)
Revised: February 28, 2000
Revised: TBD

~~Annual~~ Independent Audit of Funds

Section A - Introduction

It shall be the policy of the Board of Education of District #225 to employ an independent auditor to audit all financial records of the school district on an annual basis, including the Student Activity and Imprest Funds of the district in accordance with applicable statutes and regulations, the Illinois School Board of Education regulations and State statute. It shall be the practice of the district to rotate require a rotation of the lead auditor no less frequently than at least every five years. It shall be the practice of the district to require a management letter as a part of the audit.

Section B - Publication and Distribution of Audit Results

Upon conclusion of the audit, and before submission to the Illinois State Board of Education, the chief school business official shall make available to the community a complete and detailed final report to the Board and community. Each member of the Board of Education, the superintendent, and the assistant superintendent for business affairs shall also be provided with a copy of the a complete and detailed final report, management letter and any other reports issued by the auditor.

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Section C ¶

~~A draft of the audit and management letter shall be provided to the Board of Education, the superintendent and the assistant superintendent for business affairs no later than thirty days prior to the deadline for submission to the Illinois State Board of Education.~~

Approved: May 21, 1973; Item #4811
Reviewed: October 6, 1986
Revised: October 28, 1996
Revised: TBD

BOARD POLICY: PURCHASE OF EQUIPMENT FOR PRIVATE USE ~~4060~~

~~It shall be the policy of the Board of Education of District #225 that the purchasing authority of the school and district offices shall only be used for the purchases of equipment, materials, and supplies necessary for the maintenance and operation of school programs and facilities. The schools' purchasing privilege or authority shall not be used for the purpose of purchasing any equipment, materials or supplies for the private use of any individual, employee or student.~~

~~Approved: January 22, 1973 (Item #4688)~~

~~Revised: January 14, 1985 (Item #8642)~~

~~Revised: February 28, 2000~~

Revolving (~~Imprest~~) Fund

Section A - Introduction

It is the policy of the Board of Education of District #225 to establish a ~~r~~Revolving or ~~Imprest~~ Fund. The purpose of this fund shall be to allow immediate payment for ~~travel and other~~ budgeted items ~~that which~~ require prompt attention. ~~Each June, t~~The Board of Education shall establish an amount for the Revolving Fund ~~each June~~ for the following year.

Section B - Treasurer of the Revolving Fund

The treasurer and custodian of the ~~r~~Revolving ~~f~~Fund shall be the chief school business official~~affairs~~. The custodian shall be ~~properly~~ bonded according to ~~State law~~statute.

Section C - Reporting of Expenditures

All expenditures from the Revolving Fund shall be chargeable to a specific budgetary item. A ~~monthly~~ report ~~and annual summary~~ of all ~~receipts and~~ expenditures shall be submitted to the Board of Education for approval at the Board's next regularly scheduled meeting ~~for approval~~.

Section D - Reimbursement of the Revolving Fund

The Board of Education shall approve and direct the chief school business official to make a monthly reimbursement to the Revolving Fund equal to the total expenditures of the previous month. ~~The Board of Education shall establish an amount for the Revolving fund each June for the following year.~~

Approved: December 4, 1972
Revised: November 24, 1986
Revised: October 28, 1996
Revised: February 28, 2000
Revised: TBD

Student Activity and Fiduciary Funds

Section A - Introduction

It is the policy of the Board of Education of District #225 to establish and operate a student Activity Fund to be managed by student organizations under the guidance and direction of a staff member. The Board, upon the superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The purpose of this Fund shall be to maintain accounts for class organizations, clubs, associations, approved auxiliary adult organizations, and other student and staff activities.

Section B - Treasurer of the Student Activity and Fiduciary Funds

The treasurer and custodian of the student Activity and fiduciary Funds shall be the chief school business official assistant superintendent for business services affairs. The custodian shall be properly bonded according to State law. assistant superintendent shall be bonded according to Article 8 of The School Code, shall keep all funds on deposit in a designated depository, and shall maintain surplus funds in securities listed in Chapter 85 of the Illinois Revised Statutes. ¶

Section C ¶

An annual audit, which will give an accurate accounting and reflection of the condition of the Fund and each account, shall be made for the Board of Education by a licensed public accountant. The fiscal year for annual reports shall coincide with the school fiscal year. ¶

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Section CD - Reporting of Expenditures

All expenditures from the student activity and fiduciary funds shall be chargeable to a specific account. A report of all expenditures shall be submitted to the Board of Education at the next regularly scheduled meeting for approval. Monthly reports shall be prepared and distributed to Activity Fund sponsors and shall include the statement of position and a statement of cash receipts and expenditures. The Board of Education may request copies of these reports or may require any other statements which might be necessary for the proper administration of the Activity Fund.

Section DE - Establishment of a New Student Activity or Fiduciary Fund Account

The establishment of new student activity or fiduciary Fund accounts shall require the approval of the superintendent or designee the superintendent's designated representative. Student funds shall be collected only with the approval of the superintendent or designee principal or the principal's designated representative.

Section EF - Use of Student Activity and Fiduciary Funds

All funds contributed, accrued, or credited to accounts established for student activities, clubs, classes, or other student organizations shall be expended only for purposes and activities which are school-administered, school-supervised, and school-controlled except for approved auxiliary adult organizations. Funds credited to these accounts shall not be used to defray the costs of student attendance or participation in affairs and events that are organized, supervised, or conducted by parent groups or other non school groups, whether they are held at school or off the premises.

All activities sponsored by parents or by groups shall be considered private affairs for which the school shall have no legal, financial, or administrative responsibility. Such private affairs, including activities so

organized and sponsored for the benefit of students which are not school-administered, school-supervised, and school-controlled, admission to which is by purchase of tickets or by subscription, shall be deemed not to be entitled to any funds deposited in the accounts maintained by the district for classes or school-sponsored clubs and organizations.

Section ~~FG~~ - Disposition of a Dormant Account

No ~~student Activity Fund~~ account shall be continued for more than one year after the class organization, club, association, or other ~~student~~ activity has terminated or its members have graduated. Prior to such termination or graduation, the officers of the class or club shall be encouraged to expend the balances for approved class or club projects or gifts to the school.

All unallocated balances after termination of class or club activities or graduation of its members shall be transferred to another student activity account in consultation with the principal or designee. All unallocated balances from a fiduciary account shall be transferred to another fiduciary account in consultation with the superintendent or ~~designee~~~~designee~~. ~~the Student Council/Association account for the school in which the outstanding balance remains.~~

Section ~~GH~~ - Distribution of Interest Earnings

The interest earned on the investment of student activity funds shall be credited to an account labeled "~~banking fees~~~~interest earned~~" to be used to defray the costs of ~~banking fees and appropriate supplies~~ ~~checks, forms, postage, etc.~~ for student activity and fiduciary accounts. At the end of the school year, the balance in this account shall be distributed as follows:

- 1/2 to the Glenbrook North general student activity account; and
- 1/2 to the Glenbrook South general student activity account.

~~1/3 to the Glenbrook North Student Association 1/3 to the Glenbrook South Student Council~~
~~1/3 to an account labeled District-Wide Student Activities account~~

The funds distributed to the Student Association and the Student Council shall be used for projects which shall benefit all students. The projects shall require the approval of the ~~school~~ principal or designee ~~the principal's designated representative~~.

~~The funds distributed to the District-wide Student Activities account shall be used to support district-wide student projects which shall benefit all students. The projects shall require the approval of the superintendent. The superintendent shall have the authority to transfer funds from the District-wide Student Activity account to the Glenbrook North Student Association and Glenbrook South Student Council, in order to retain an appropriate balance in the District-wide Student Activity account.~~

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- Approved: December 18, 1972
- Revised: September 7, 1976
- Revised: October 30, 1989
- Revised: August 26, 1996
- Revised: October 9, 2001
- Revised: TBD

Incurring Debt ~~Debt Management~~

Section A - Introduction

The superintendent or designee shall provide prior notice to the Board of Education of the school district's need to (1) incur debt or (2) establish a line of credit with a bank or other financial institution. ~~The purpose of the debt policy is to provide guidelines relative to the issuance, sale, statutory compliance and investment, of bond proceeds.~~

"Debt" is defined as any short-term or long-term obligation to repay principal and interest on a loan, whether for operating purposes or capital expenditures, and including but not limited to general obligation bonds, notes, warrants, leases, alternate bonds, limited tax bonds, debt certificates and installment contract certificates.

Section B - Purpose of Debt

The purpose for which Debt can be issued shall be in accordance with applicable State ~~of Illinois~~ and Federal statutes. It shall be the policy of the ~~B~~board to avoid issuing Debt for payment of operating expenses unless needed to meet short-term cash flow needs.

Section C - Securing Debt

In order to access the credit markets at the lowest borrowing cost possible, the district shall maintain unassigned operating reserves at ~~the level specified in Board Policy 4010, equal to approximately 33% of the next year's operating budget. (The operating budget is composed of the education, food service, operations and maintenance, transportation, IMRF and working cash funds).~~ The district shall not issue Debt in excess of the statutory limit. Changes in fiscal conditions that could adversely affect the district's credit rating shall be promptly reported to the Board of Education.

The district will issue a Request for Proposal for investment services for bond sale proceeds. Such proposals will stipulate that the successful submitter shall monitor and analyze the investment and use of bond proceeds and calculate rebate liabilities. Arbitrage rebate liabilities shall be calculated and funded annually.

Section D - Debt Structure

All operating fund Debt, including, but not limited to, leases, installment contract certificates, alternate revenue bonds and Debt certificates, shall be subject to this policy.

The length of maturity of any Debt instrument will not exceed the anticipated life of the asset being financed.

The District shall not employ derivative products as approved by the State such as swaps and swaptions unless the financial results achievable through the use of these products are substantially better than the results that could be attained through the issue of traditional fixed rate Debt. If derivative products are **to be** used, an outside pricing consultant will be employed **in advance of such use** to comment on the fairness of the pricing. All risks will be evaluated prior to entering into a derivative transaction, including but not limited to, basis risk, tax risk, counter-party risk, termination risk, liquidity renewal risk, remarketing risk and credit risk.

Section D - Use of Outside Professionals

Outside professionals shall be hired to the extent necessary to implement financing. All financing professionals will be reviewed by and recommended to the Board of Education by the finance committee. ~~composed of board members, the chief school business official and a Assistant Superintendent for Business Services Affairs and other administrative staff.~~ It shall be the practice of the board to:

- ~~1. Evaluate each sale of bonds as to the appropriateness of a competitive or negotiated sale.~~
- ~~2. Employ a "pricing consultant" for those negotiated sales where an underwriter(s) is used, and.~~
- ~~3. Require a post-sale analysis.~~

Outside professionals shall be used to the extent necessary to ensure compliance with continuing disclosure requirements for outstanding Debt.

Section E

~~Outside professionals shall be used to the extent necessary to insure compliance with continuing disclosure requirements, SEC Rule 15c212, as amended from time to time.~~

Section F

~~The district will issue a Request for Proposal for investment services for bond sale proceeds. Such proposals will stipulate that the successful submitter shall monitor and analyze the investment and use of bond proceeds and calculate rebate liabilities. Arbitrage rebate liabilities shall be calculated and funded annually.~~

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Section G

~~The length of maturity of any Debt instrument will not exceed the average life of the asset being financed.~~

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Section H

~~All operating fund Debt, including, but not limited to, leases, installment contract certificates, alternate revenue bonds and Debt certificates, shall be subject to the District's Debt policy. The cash flow impact of the Debt service payments on the operating funds will be evaluated in light of the district's fund balance policy.~~

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Section I

~~The District shall not employ derivative products as approved by the State such as swaps and swaptions unless the financial results achievable through the use of these products are substantially better than the results that could be attained through the issue of traditional fixed rate Debt. If derivative products are used, an outside pricing consultant will be employed to comment on the fairness of the pricing. All risks will be evaluated prior to entering into a derivative transaction, including but not limited to, basis risk, tax risk, counter party risk, termination risk, liquidity renewal risk, remarketing risk and credit risk.~~

Approved: January 8, 2007

Revised: TBD

~~Purchases and Contracts~~ ~~Operational Services~~

Section A - Introduction ~~Purchases and Contracts~~

The ~~s~~Superintendent or designee shall manage the ~~school d~~District's purchases and contracts in accordance with State law ~~and regulation~~, the standards set forth in this policy, and other applicable ~~School Board P~~olicies.

Section B - Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law ~~and regulation~~. Legal counsel shall be consulted as needed regarding the legal requirements for purchases or contracts. ~~¶~~

All purchases and contracts should support a recognized ~~d~~District function or purpose ~~and as well as~~ provide for ~~good~~-quality products and services at the lowest cost, with consideration for service, reliability of both the product and provider, and delivery promptness, and in compliance with State law ~~and regulation~~. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, ~~or~~ corruption, ~~or other improper basis~~.

Adoption of the annual budget authorizes the ~~S~~superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State laws ~~and regulations are~~ followed. Purchases of items or an aggregate of items in any one contract that exceed \$25,000 require prior Board approval.

When presenting a contract or purchase for Board approval, the ~~S~~superintendent or designee shall ensure that it complies with applicable State law ~~and regulation~~. Purchases made with federal or State awards must comply with 2 C.F.R. Part 200 and 30 ILCS 708/, as applicable ~~and as amended~~, and any terms of the award.

Section C - Purchase of Equipment for Private Use

The purchasing authority of the ~~school~~-district shall only be used for the purchases of equipment, materials, and supplies necessary for the maintenance and operation of school programs and facilities. The school district's purchasing privilege or authority shall not be used for purchasing any equipment, materials, or supplies for the private use of any individual, employee, ~~or~~ student, ~~or~~ entity.

Section C - Budget Authorization ~~¶~~

~~Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items or an aggregate of items in any one contract that exceed \$25,000 require prior Board approval. It is the expectation of the Board that administration will consult with the Board Attorney as needed regarding the legal requirements for purchases or contracts.~~

Section D - Reporting and Website Publishing

The ~~s~~Superintendent or designee shall: ~~(1)~~

1. Execute the reporting and website posting mandates in State law ~~and regulation~~ concerning ~~d~~District contracts, and
2. ~~(2) M~~monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.



Approved: June 22, 2015
Revised: TBD

Workers' Compensation Insurance

Section A - Introduction

All employees of District #225 who sustain an injury that arose out of and in the course of injured on the job while performing their district duties may be covered by Workers' Compensation Insurance. Medical expense payments Hospital bills, other medical bills, and certain salary payments are made to the employee or on the employee's behalf to a health care provider as a result of this insurance.

Section B - Injury Reporting

1. All incidents involving an accident while on duty must be reported immediately to the employee's supervisor. If the employee's supervisor is not available, the employee should report the incident to another administrator.
2. The employee shall report the incident to the school district's incident/injury hotline. If life threatening injury exists, a call to 911 should precede a call to the 24-hour incident/injury hotline. However, the incident shall be reported within 24 hours to that hotline by the employee unless the nature and extent of the injury prevents the report.
3. The director of operations will receive notification of the incident or injury from the 24-hour hotline, and will coordinate any additional communication needed with the employee's supervisor and any other appropriate personnel.

Section C - Salary Payments

Salary payments based on their full daily rate shall be made to those employees who have available accumulated Sick Days, leave, Personal Days, or Vacation Days, or emergency/personal leave days. No compensation shall be paid to the employee by the Board of Education after available accumulated Sick Days, leave, Personal Days, or Vacation Days, and emergency/personal leave days have been exhausted.

Section D - Maximum Daily Rate of Pay

No employee will receive more than 100% of his/her daily rate of pay. Therefore, all Workers' Compensation salary benefits paid for the days of employee absence on which the Board of Education extends full sick leave, vacation or emergency/personal leave day benefits shall be returned to District #225.

Section E - Workers Compensation Payments

If an injured worker is unable to work or his/her restrictions cannot be accommodated on the basis of a work-related injury, the employee is entitled to Temporary Total Disability (TTD) benefits.

TTD benefits may begin within three working days after an injury, unless the period of disability lasts for 14 days or more, in which case then TTD begins on the first day of disability. TTD represents 66 2/3% of the employee's average weekly earnings calculated during the year before the accident or last exposure. employees who are Workers' Compensation payments go into effect Workers' Compensation payments represent two-thirds (66 2/3%) of the employee's average weekly earnings during the year before the accident or last exposure. Where

Should an employee choose to use an available Sick Day, Personal Day or Vacation Day, in lieu of TTD, the employee will be paid 100% of their current salary and that day is replenished at a rate of two-thirds. In this situation, time off transactions will be recorded in the employee's personnel record as follows:

1. Each Sick Day, Personal Day, or Vacation Day utilized will be recorded on a per-day basis, and not in the aggregate. Transactions shall indicate a type of "used" and a days factor of 1.0.
2. Each Sick Day, Personal Day, or Vacation Day replenished in accordance with this section will be recorded on a per-day basis, and not in the aggregate. Transactions shall indicate a type of "allocated" and a days factor of 0.6667.

~~an employee is charged a Sick Day leave, Personal Day, or Vacation Day, or emergency/personal day, and that day is reimbursed by Workers' Compensation, the employee will be credited back two-thirds of that day as charged.~~

Approved: February 5, 1973
Revised: February 28, 2000
Revised: December 16, 2013
Revised: TBD

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ~~WORKERS' COMPENSATION~~ 5080
INSURANCE

~~Any employee of District #225 involved in an accident while on duty must observe the following procedures for Workers' Compensation Insurance purposes:~~

- ~~1. All incidents involving an accident while on duty must be reported immediately to a school nurse. If a school nurse is not available, the employee should report the incident to his or her immediate supervisor.~~
- ~~2. The employee shall report the incident to the District's 24 hour incident/injury hotline. If life threatening injury exists, a call to 911 should precede a call to the 24 hour incident/injury hotline. However, the incident shall be reported within 24 hours to that hotline by the employee unless the nature and extent of the injury prevents the report.~~
- ~~3. The District's Office of Human Resources will receive notification of the incident or injury from the 24 hour hotline and the school nurse or supervisor to whom the employee reported the incident.~~
- ~~4. All salary payments received by the employee from Workers' Compensation while she/he is receiving payment from the District must be turned over to the District's Office of Human Resources.~~

~~Approved: November 7, 1974~~

~~Revised: February 28, 2000~~

~~Revised: December 16, 2013~~

BOARD POLICY: INTERSCHOLASTIC ATHLETIC TOURNAMENT EXPENSES 9020

Section A—Introduction

~~It is the policy of the Board of Education of District #225 to provide adequate financial support for interscholastic athletics approved by the Board of Education. Such support shall include the payment of approved expenses incurred by Glenbrook participants at divisional, regional, sectional and state tournaments.~~

Section B—Approved Activities

~~Financial support is authorized for Glenbrook participants in divisional, district, sectional, and state tournaments provided the following five criteria have been satisfied:~~

- ~~1. The tournament must be sponsored by the Illinois High School Association.~~
- ~~2. The tournament must involve one of the sports approved for the Glenbrook High Schools by the Board of Education.~~
- ~~3. The students involved must have participated on one of the Glenbrook teams in the sport during the season preceding the tournament.~~
- ~~4. The expenses are approved in advance of the tournament by the athletic director.~~
- ~~5. Adequate funds are available in the athletic department budget.~~

Section C—Approved Expenditures

~~For those activities which satisfy the criteria listed in Section B above, school funds may be used for expenditures incurred at tournaments for fees, transportation, meals and lodging for student contestants and their coaches.~~

Approved: November 19, 1979

Revised: April 8, 2002