



To: Dr. Charles Johns
Board of Education
From: Mr. Brad Swanson
Date: June 13, 2022
Re: Policies

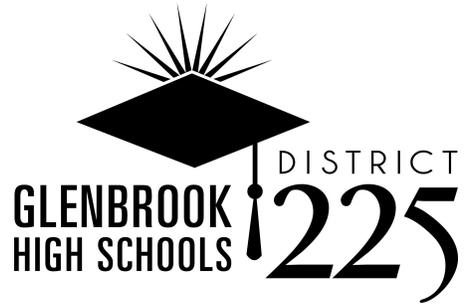
I recommend the Board of Education approve the following revisions and additions to the Board of Education Policies and Procedures offered by the Board of Education Policy Committee. Please note the summary description underneath each recommended revised policy. In addition, some policies or procedures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

1. 4020 Policy - Fees from Residential Real Estate Developers

- a. Revised Policy - Updates the policy to consolidate multiple residential real estate development fee policies into a single policy. Incorporates procedures into a single document, and reflects updated municipal statutory citations.
- b. Sunset Procedures - The substance of these procedures has been incorporated into 4020 Policy - Fees from Residential Real Estate Developers.

2. 4025 Policy - Fees from Residential Real Estate Developers Under the Jurisdiction of the Village of Northbrook

- a. Sunset Policy - The substance of this policy has been incorporated into 4020 Policy - Fees from Residential Real Estate Developers.
- b. Sunset Procedures - The substance of these procedures has been incorporated into 4020 Policy - Fees from Residential Real Estate Developers.



3. 4030 Policy - Investment of District Funds

- a. Revised Policy - Renames policy to “Revenue and Investments”. Updates the policy to reflect current practice, and clearly define the jurisdiction of the Northfield Township Trustees of Schools for purposes of banking and investment management.
- b. Sunset Procedures - The procedures currently include the policy of the Northfield Township Trustees of Schools which is not subject to approval or oversight of the Board of Education.

4. 6180 Policy - Special Leaves of Absence

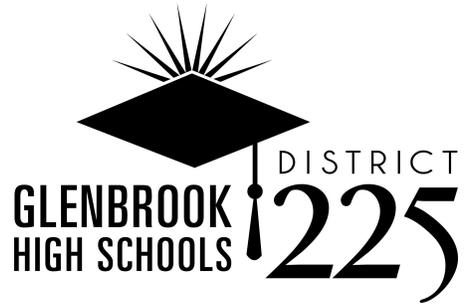
- a. Revised Policy - Renumbers policy from 6180 to 6410 for organizational purposes within the board policy manual. Updates the policy to align with the GEA contractual agreement and current practice.

5. 6210 Policy - Disability Due to Pregnancy

- a. Sunset Policy - This policy has been sunset as State and Federal law now covers all topics in this policy.
- b. Sunset Procedures - These procedures are no longer necessary as the policy has been sunset.

6. 6385 Policy - Monthly Phone Stipend

- a. New Policy - Establishes a policy that outlines the issuance of a mobile phone stipend in lieu of maintaining a school district mobile phone account. Currently, identified administrators and other designated personnel (e.g., technology, buildings and grounds, and communications employees) are issued a mobile phone through one of the school district’s carrier accounts. As part of our ongoing review of technology services, we have found that the majority of school districts have transitioned to a stipend-based approach, enabling employees to choose their own phone hardware and maintain their own accounts (e.g., phone numbers). This reduces the burden associated with transitioning phone numbers from personal to corporate accounts, and the responsibility for the purchase and



maintenance of hardware (e.g., breaks/fixes). The superintendent would determine those individuals that are eligible for the stipend, and the stipend would be budgeted as part of each individual program's budget.

7. 6390 Policy - Uniforms

- a. Revised Policy - Updates the policy to align with current practice, including the recognition that multiple employee groups wear uniforms (e.g., buildings and grounds, safety and security).

Fees from Residential Real Estate Developers ~~Under the Jurisdiction of the Village of Glenview~~

Section A - Introduction

It is the policy of the Board of Education of District #225 to request that developers of new residential real estate developments to make cash contributions (impact fees) to the district, in lieu of land dedications, as provided for in the ordinances of the Village of Glenview and the Village of Northbrook. Students from the new residential developments enroll in the schools maintained by the Board prior to the Board's receiving tax revenues reflecting the improved real estate. Consequently, the Board believes it is appropriate to require contributions from developers to fund the increased cost of operating the schools as a result of the enrollment of students from the new developments.

Section B - Fees Formula

Impact fees from residential real estate developers under the jurisdiction of the Village of Glenview shall be in accordance with the specific formula contained in Chapter 66, Article V, Division 3, ~~as amended from time to time, Section 18.12~~ of the Village of Glenview's Municipal Subdivision Code, ~~as amended from time to time. The specific formula and procedures to be used are described in Board Procedures: Fees From Residential Real Estate Developers Under the Jurisdiction of the Village of Glenview (4020).~~

Impact fees from residential real estate developers under the jurisdiction of the Village of Northbrook shall be in accordance with the specific formula contained in Article IV, Section 4-101, Subsection G of the Village of Northbrook Subdivision and Development Code, as amended from time to time.

Section C - Notification

The Board of Education directs the chief school business official ~~superintendent~~ to notify the Village of Glenview and the Village of Northbrook of the adoption of this policy, and at times when this policy has been revised.

Section D - Procedures

~~The Board of Education authorizes the superintendent to develop procedures necessary to implement this policy.~~

Upon notification from the Village of Glenview or the Village of Northbrook that a development requiring the payment of impact fees has been approved,

1. The chief school business official shall update the financial projections to reflect the anticipated revenue as a result of the development.
2. The chief school business official shall provide a copy of this policy to any developer seeking approval of a new residential development under the jurisdiction of the Village of Glenview or the Village of Northbrook.

A receipt shall be provided for any impact fees remitted to the school district by a developer.

Approved: September 19, 1988

Revised: TBD

~~PROCEDURES FOR IMPLEMENTING BOARD POLICY: FEES FROM RESIDENTIAL REAL
ESTATE DEVELOPERS UNDER THE JURISDICTION OF THE
VILLAGE OF GLENVIEW~~

~~Section A – Introduction~~

- ~~1. — It is the policy of the Board of Education of District #225 to request developers of new residential real estate developments to make cash contributions to the district.~~
- ~~2. — Fees from residential real estate developers under the jurisdiction of the Village of Glenview shall be in accordance with the specific formula contained in Section 18.12 of the Glenview Subdivision Code, and presented in part in Section B of these procedures.~~

~~Section B – The Glenview Subdivision Code~~

- ~~1. — Section 18.12 of the Glenview Subdivision Code reads in part as follows:~~

~~"18.12-1 Dedication of Park Lands and School Sites or For Payments of Fees in Lieu Thereof:~~

~~As a condition of approval of a final plat of subdivision, or of a final plat of a planned unit development of twelve or more dwelling units, each subdivider or developer will be required to dedicate land for park and recreational purposes and land for school sites, to serve the immediate and future needs of the residents of the development, or cash contribution in lieu of actual land dedication, or a combination of both, at the option of the village, in accordance with the following criteria and formula:~~

~~18.12-1B Criteria for Requiring School Site Dedication:~~

~~(1) — Requirement and Population Ratio:~~

~~The ultimate number of students to be generated by a subdivision or planned unit development shall bear directly upon the amount of land required to be dedicated for school sites. The land dedication requirement shall be determined by obtaining the ratio of: (1) estimated children to be served in each such school classification over the (2) maximum recommended number of students to be served in each such school classification as stated herein, and then applying such ratio to the (3) said minimum recommended number of acres for a school site of each such school classification as stated herein. The product thereof shall be the acres of land deemed needed to have sufficient land for school sites to serve the estimated increased children in each such school classification.~~

Section B – The Glenview Subdivision Code (Continued)

~~(2) – School Classifications and Size of School Site.~~

~~School classifications and size of school sites within the Village shall be determined in accordance with the following criteria:~~

<u>School Classification by Grades</u>	<u>Maximum Number of Students for each such School Classification</u>	<u>Minimum Number of Acres of Land for each School Site of Such Classification</u>
Elementary Schools, Grades – Kindergarten through 5th (K-6)	600 Students	11 acres
Junior High Schools Grades 6th thru 8th (7-8)	900 Students	29 acres
High Schools, Grades 9th thru 12th (2-12) [sic]	2,300 students	53 acres

~~(3) – Location.~~

~~The Comprehensive School Plan and or the standards adopted by the affected School District shall be used as a guideline in locating sites.~~

~~18.12-1C Criteria for Requiring a Contribution in Lieu of Park and School Sites:~~

~~Where the development is small and the resulting site is too small to be practical or when the available land is inappropriate for park and recreational purposes or a school site, the Village shall require the subdivider or developer to pay a cash contribution in lieu of the land dedication required. The cash contribution in lieu of school sites shall be held in trust by the Village, solely for use in the acquisition of land for a school site to serve the immediate or future needs of children from that subdivision or development or for the improvement to any existing school site which already serves the needs of that development or the entire school district. If any portion of a cash contribution in lieu of park and recreation land dedication, or cash contribution in lieu of school site is not expended for the purposes set forth herein within five years from the date of receipt, it shall be refunded to the developer who made such contribution, with interest. Said cash contribution in lieu of park and recreation land dedication or school site dedication shall be deposited with the Village before the issuance to the developer of his first building permit for such subdivision or development.~~

Section B – The Glenview Subdivision Code (Continued)

(1) Fair Market Value

~~The cash contributions in lieu of land shall be based on the "fair market value" of the acres of land in the area improved as specified herein, that otherwise would have been dedicated as park and recreation and school sites. It has been determined that the present "fair market value" of such improved land in and surrounding the Village is \$40,000 per acre and such figure shall be used in making any calculation herein unless the subdivider or developer files a written objection thereto. In the event of any such objection the developer shall submit an appraisal showing the "fair market value" of such improved land in the area of his development or other evidence thereof and final determination of said "fair market value" land in the area of his development or other evidence thereof and final determination of said "fair market value" per acre of such improved land shall be made by the Village Board based upon such information submitted by the subdivider or developer and from other sources which may be submitted to the Village Board by the Park District, School District or others. [sic]~~

(2) Criteria for Requiring Dedication and a Fee.

~~There will be situations in subdivisions or planned unit developments when a combination of land dedication and a contribution in lieu of land are both necessary. These occasions will arise when:~~

~~(a) Only a portion of the land to be developed is proposed as the location for a park or school site. That portion of the land within the subdivision falling within the park or school location shall be dedicated as a site as aforesaid, and a cash contribution in lieu thereof shall be required for any additional land that would have been required to be dedicated;~~

~~(b) A major part of the local park or recreation site or school site has already been acquired and only a small portion of land is needed from the development to complete the site. The remaining portions shall be required by dedication, and a cash contribution in lieu thereof shall be required.~~

Section B – The Glenview Subdivision Code (Continued)

18.12-1D – Density Formula:

~~The following table of population density is generally indicative of current and short range projected trends in family size for new construction and shall be used in calculating the amount of required dedication of acres of land or the cash contributions in lieu thereof unless a written objection is filed thereto by the subdivider or developer.~~

DENSITY FORMULA

TABLE OF ESTIMATED ULTIMATE POPULATION PER DWELLING UNIT

CHILDREN PER UNIT

<u>Type of Unit</u>	<u>Junior High Grades 7-9 12-14 Years</u>	<u>Senior High Grades 10-12 15-17 Years</u>
<u>Detached Single Family:</u>		
2 Bedroom	.103	.101
3 Bedroom	.187	.165
4 Bedroom	.27	.232
5 Bedroom	.442	.322
<u>Attached Single Family (Townhouse, Quadriplex, etc.):</u>		
1 Bedroom	-	-
2 Bedroom	.03	.03
3 Bedroom	.097	.09
4 Bedroom	.247	.22
<u>Low Density Apartment (to 15/acre):</u>		
Efficiency	-	-
1 Bedroom	.008	.035
2 Bedroom	.044	.135
3 Bedroom	.137	.185
4 Bedroom	.187	{sic}
<u>High Density Apartment (16+/acre):</u>		
Efficiency	{sic}	{sic}
1 Bedroom	.008	-
2 Bedroom	.022	.165
3 Bedroom	.057	.051

Section B—The Glenview Subdivision Code (Continued)

~~In the event a subdivider or developer files a written objection to the Table of Estimated Ultimate Population listed herein, he shall submit his own demographic study showing the estimated additional population to be generated from the subdivision or planned unit development and in that event final determination of the density formula to be used in such calculations shall be made by the Village Board based upon such demographic information submitted by the subdivider or developer and from other sources which may be submitted to the Village Board by the Park Districts, School District, or others. It is recognized that population density, age distribution and local conditions change over the years, and the specific formula for the dedication of land, or the payment of fees in lieu thereof, as stated herein, is subject to periodic review and amendment if necessary.~~

~~18.12-1G Topography and Grading.~~

~~The slope, topography and geology of the dedicated site as well as its surroundings must be suitable for its intended purposes. Grading on sites dedicated for park and recreational uses shall not differ greatly from surrounding land.~~

~~18.12-1H Improved Sites.~~

~~All sites shall be dedicated in a condition ready for full service of electrical, water, sewer and streets (including enclosed drainage and curb and gutter) as applicable to the location of the site, or acceptable provision made therefor. The sidewalks and trees normally included within the definition of "improved" sites may be deleted due to the delay time between dedication of any such school site and construction of school facilities thereon.~~

~~18.12-2~~

~~The dedications of land or cash contributions in lieu thereof required by this Ordinance shall also be required as a condition to the annexation of any land to the Village and provisions therefor shall be incorporated in any pre-annexation agreement governing such land.~~

~~18.12-4~~

~~The dedication of land or cash contributions in lieu thereof as required by this ordinance shall be applicable unless the Board of Trustees determines either that such new subdivision will not in itself have an impact upon or create a need for new school and/or park facilities and that any such need is not uniquely attributable to such new subdivision. The determination by the Village Board shall be binding upon all of the parties involved."~~

~~Section C – The Glenview Formula For Cash Contributions~~

~~1. The formula to be applied to new residential real estate developments under the jurisdiction of the Village of Glenview, can be summarized as follows:~~

$$\frac{\text{(Number of) (Residential) X (Units)}}{2,300 \text{ Students}} \times \frac{\text{(Children Per) (Residential) (Unit)}}{53 \text{ acres}} \times \$40,000 \text{ per acre} = \text{Total Cash Contribution}$$

~~2. By way of illustration, the total cash contribution for a residential development containing 25 4-bedroom detached single family units would be:~~

$$\frac{(25)(0.322)}{2,300} \times (53) \times (\$40,000) = \$7,420.00$$

~~Section D – Procedures for Managing Cash Contributions~~

~~The following procedures shall be used by the district for managing cash contributions from residential developers:~~

- ~~1. The director of business affairs shall provide a copy of Board of Education policy and procedures (4020) to any developer seeking approval of a new residential development under the jurisdiction of the Village of Glenview.~~
- ~~2. The required cash contributions shall be deposited with the Village of Glenview finance department before the Village shall issue the first building permit for the development.~~
- ~~3. The finance department shall deposit the cash contribution in an escrow account and shall issue periodic reports to the director of business affairs for the district.~~
- ~~4. The director of business affairs shall file a capital improvement plan with the director of development for the Village of Glenview which shall indicate the proposed use of the funds by the district.~~
- ~~5. The director of business affairs shall file a request for transfer of funds with the director of development, certifying that the funds so paid, shall be used for capital improvements in accordance with the plan referenced in Item #4 above.~~
- ~~6. The director of business affairs shall maintain records indicating the use of the funds.~~
- ~~7. If the cash contribution is not used by the district within five years from the date the contribution is received by the Village, the director of development shall return the balance of the contribution to the developer.~~
- ~~8. The Board of Education has authorized the superintendent to develop any additional procedures necessary to implement Board Policy: Fees From Residential Real Estate Developers Under the Jurisdiction of the Village of Glenview (4020).~~

~~Adopted: September 19, 1988~~

~~BOARD POLICY: FEES FROM RESIDENTIAL REAL ESTATE DEVELOPERS 4025
UNDER THE JURISDICTION OF THE VILLAGE OF NORTHBROOK~~

~~Section A—Introduction~~

~~It is the policy of the Board of Education of District #225 to request developers of new residential real estate developments to make cash contributions to the district, in lieu of land dedications, as provided for in the ordinances of the Village of Northbrook. Students from the new residential developments enroll in the schools maintained by the Board prior to the Board receiving tax revenues reflecting the improved real estate. Consequently, the Board believes it is appropriate to require contributions from developers to fund the increased cost of operating the schools as a result of the enrollment of students from the new developments.~~

~~Section B—Fees Formula~~

~~Fees from residential real estate developers under the jurisdiction of the Village of Northbrook shall be in accordance with Paragraph 1 of Subsection F of Article IV of the Northbrook Subdivision Ordinance, as amended. The Board of Education shall require a fee from residential developers under the jurisdiction of the Village of Northbrook, equal to one year's real estate taxes on the improved real estate. The specific formula and procedures to be used are described in Board Procedures: Fees From Residential Real Estate Developers Under the Jurisdiction of the Village of Northbrook (4025).~~

~~Section C—Notification~~

~~The Board of Education directs the superintendent to notify the Village of Northbrook of the adoption of this policy.~~

~~Section D—Procedures~~

~~The Board of Education authorizes the superintendent to develop procedures necessary to implement this policy.~~

~~Approved: September 19, 1988~~

Section A—Introduction

- 1.—~~It is the policy of the Board of Education of District #225 to request developers of new residential real estate developments to make cash contributions to the district.~~
- 2.—~~Fees from residential real estate developers under the jurisdiction of the Village of Northbrook shall be in accordance with Paragraph 1, Subsection F, Article IV of the Northbrook Subdivision Ordinance, and presented in Section B of these Procedures.~~
- 3.—~~The fee from residential developers under the jurisdiction of the Village of Northbrook shall be equal to one year's real estate taxes on the improved real estate. The specific procedures for calculating these fees is contained in Section C of these Procedures.~~

Section B—The Northbrook Subdivision Ordinance

- 1.—~~Paragraph 1, Subsection F, Article IV of the Northbrook Subdivision Ordinance reads as follows:~~

~~"No Final Plat for any subdivision shall be recommended for approval by the Plan Commission or approved by the Board of Trustees pursuant to Article VIII unless and until the developer or subdivider has presented evidence of a written agreement with the Northbrook Park District and with the local school district within which the proposed subdivision is located providing for one of the following:~~

 - ~~(a)—dedication of a reasonable amount of land within the proposed subdivision for park or recreational purposes and for school sites, to serve the immediate and future needs of the residents of the proposed subdivision; or~~
 - ~~(b)—a cash contribution to the Northbrook Park District and applicable school district in accordance with the formula established by the Park District or school district; or~~
 - ~~(c)—a combination of (a) and (b) above; or~~
 - ~~(d)—a waiver by the Northbrook Park District and/or the applicable school district of any and all land dedication and cash contribution requirements.~~

~~Section B – The Northbrook Subdivision Ordinance (Continued)~~

~~The Northbrook Park District or the applicable school district, as the case may be, shall not be allowed to collect the cash contribution referenced above unless and until it has:~~

- ~~(a) established a reasonable formula for computing the contribution; which formula shall be uniformly applied to all proposed subdivisions within its jurisdiction; and~~
- ~~(b) established provisions for holding the cash contribution in trust solely to serve the immediate or future needs of the residents of that particular subdivision; and~~
- ~~(c) established provisions for the refunding of such cash contribution to the developer or subdivider in the event that the cash contribution is not expended for the purposes set forth herein within seven years after the date of receipt of said cash contribution."~~

~~Section C – The Formula to be Applied to New Residential Real Estate Developments Under the Jurisdiction of the Village of Northbrook~~

- ~~1. The fee from new residential real estate developers under the jurisdiction of the Village of Northbrook, shall be equal to one year's real estate taxes on the improved real estate.~~
- ~~2. The formula is described as follows:
 - ~~1) The estimated average selling price of each residential unit shall be multiplied by the current Cook County assessment factor for residential units.~~
 - ~~2) The resulting assessed valuation per unit shall then be multiplied by the State of Illinois Department of Local Government Affairs most recently assigned tax multiplier for Cook County.~~
 - ~~3) The resulting equalized assessed valuation per unit shall then be multiplied by the most recent tax rate computed by the Cook County Clerk for District #225.~~
 - ~~4) The resulting figure shall be the donation per residential unit.~~~~

PROCEDURES FOR IMPLEMENTING BOARD POLICY: FEES FROM RESIDENTIAL REAL ESTATE DEVELOPERS UNDER THE JURISDICTION OF THE VILLAGE OF NORTHBROOK

~~Section C—The Formula to be Applied to New Residential Real Estate Developments Under the Jurisdiction of the Village of Northbrook (Continued)~~

~~5) By way of illustration, the contribution for a residential unit, priced at \$300,000, would be:~~

Price of Residential unit	—————	\$300,000
Cook County Assessment	—————	X .16
		\$ 48,000
Most Recent Cook County Multiplier	—————	X 1.8916
		\$ 90,797
Most Recent District 225 Tax Rate	—————	X 2.195
Contribution	—————	\$ 1,993

~~NOTE: The above changes will change yearly, and the changes will be reflected on Exhibit A.~~

~~4. The formula shall be uniformly applied by the district to all proposed residential developments under the jurisdiction of the Village of Northbrook within the district.~~

Section D—Procedures for Managing Cash Contributions

The following procedures shall be used by the district for managing cash contributions from residential developers:

- ~~1. The director of business affairs shall provide a copy of Board of Education policy and procedures (4025) to any developer seeking approval of a new residential development under the jurisdiction of the Village of Northbrook.~~
- ~~2. The developer shall be required to execute a copy of the Agreement contained in Appendix A of these procedures. Once the Agreement has been executed by the developer, the director of business affairs shall so notify in writing, the Director of Planning of the Village of Northbrook.~~
- ~~3. The Agreement shall require that the contribution pertaining to a unit of the development shall be paid to the district prior to the issuance of the occupancy permit for that unit by the Village. Once the cash contribution has been made by the developer to the district, the director of business affairs shall so notify in writing the Director of Development of the Village of Northbrook, identifying the specific units covered by the contribution.~~

PROCEDURES FOR IMPLEMENTING BOARD POLICY: FEES FROM RESIDENTIAL REAL
ESTATE DEVELOPERS UNDER THE JURISDICTION OF THE
VILLAGE OF NORTHBROOK

4025

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- ~~4.—Cash contributions made to the district shall be in the form of a certified or cashier's check and shall be deposited by the director of business affairs in an escrow account to be used by the district solely to defray, in part, the cost of improvements made to school buildings or school sites, to which students of the development giving rise to the contributions, are assigned. The director of business affairs shall maintain records indicating the use of the funds.~~
- ~~5.—If the cash contribution is not used within seven years from the date the contribution is received by the district, the director of business affairs shall return the balance of the contribution to the developer.~~
- ~~6.—The Board of Education has authorized the superintendent to develop any additional procedures necessary to implement Board Policy: Fees From Residential Real Estate Developers Under the Jurisdiction of the Village of Northbrook (4025).~~

~~Adopted: September 19, 1988~~

~~Revised: September 10, 1990~~

~~Revised: June 23, 1997~~

~~APPENDIX A-~~

~~AGREEMENT RE DEVELOPER'S FEES~~

~~This Agreement is made _____, 19 ____, by and between Northfield Township High School District No. 225, Cook County, Illinois (the "District") and _____ (the "Developer").~~

~~WITNESSETH~~

~~WHEREAS:~~

~~A. Developer has filed, or is about to file, with the Village of Northbrook (the "Village") a petition seeking Village approval of Developer's proposed subdivision of land or planned unit development within the boundaries of the District to be known as _____ (which subdivision or planned unit development, in the form finally approved by the Village, if so approved, is hereafter referred to as the "Residential Development"); The development will be located at _____ and will be known as _____ (Name of Residential Development)~~

~~B. As provided in the Village's Subdivision Ordinance, the Village approval of the proposed Residential Development is contingent, in part, on the Developer entering into an agreement with the District pertaining to the matters specified in said Ordinance;~~

~~C. The Board of Education of the District has adopted a Policy and Procedures pertaining to developer contributions made pursuant to said Ordinance, a copy of which Policy and Procedures have been furnished to Developer and the provisions of which are incorporated herein by reference (the "Board Policy & Procedures");~~

~~NOW, THEREFORE, in consideration of the premises and other mutual considerations, the receipt and sufficiency of which are hereby acknowledged, Developer and the District agree as follows:~~

~~1. On the condition that the Village approves the Residential Development, Developer agrees to contribute to the District an amount to be calculated under Section C of the Procedures for Implementing Board Policy: Fees from Residential Real Estate Developers Under the Jurisdiction of the Village of Northbrook. It is understood that the figures in Section C are for example only and that the actual sales price of each unit (based on a signed sales contract) will be used in the computation also using the most recent District 225 tax rate and the most recent Cook County multiplier available at the time that the occupancy permit is requested.~~

~~For rental units or other residential units which will not be sold prior to occupancy, the developer agrees to provide an estimated market value for the purpose of calculating the developer's fee (with supporting documentation if requested by the District).~~

~~2.—The Developer shall pay the contributions to the District prior to obtaining an occupancy permit for any unit constructed in the Residential Development, and Developer does hereby authorize and direct the Village to withhold issuance of any such occupancy permit unless and until the Village has received written evidence in the form of a receipt from the District of such payment.~~

~~3.—The District agrees to hold, use, and return (when applicable) the aforesaid contribution with respect to the Residential Development in accordance with the provisions of the Village Ordinance and the Board Policy and Procedures.~~

~~4.—This Agreement shall be recorded by the District with the County Recorder of Deeds at anytime after the Agreement is signed. Further, the understanding by the Developer to make payments to the District provided for herein shall be a covenant that is imposed upon the real estate described herein, and such covenant shall run with the land. The covenant, however, shall at all times be subordinate to and subject to the lien of mortgage or trust deed now or hereafter in force affecting all or any portion of the real estate to which this covenant is applicable.~~

~~5.—In addition to the foregoing, the Developer shall place a notation on the Final Plat of Subdivision for the Development noting and describing this Agreement.~~

~~6.—This Agreement shall be binding upon the parties hereto and their successors and assigns, and upon any subsequent title holder of the property referred to in this Agreement, and shall be disclosed by the owner to any subsequent proposed purchaser of the property. This Agreement may not be assigned, however, without prior written consent of all parties.~~

~~IN WITNESS WHEREOF, the parties have entered the agreement as of the day and year first above written.~~

~~Developer: _____ Northfield Township High School
District #225~~

~~Cook County, Illinois~~

~~By: _____
(Signature & Title)~~

~~_____
(Address)~~

~~_____
(Telephone No.)~~

~~By: _____
Asst. Supt. for Business Affairs
(847) 998-6100
(Telephone No.)~~

Revenue and Investments of District Funds

Section A - Introduction

The Board of Education has established this policy in partial fulfillment of the requirements of the Illinois Public Funds Investment Act (30 ILCS 235/). It is recognized that in accordance with 105 ILCS 5/5-1, the management of bank accounts holding governmental funds and investments of Glenbrook High School District 225 is subject to the jurisdiction and authority of the Northfield Township Treasurer and Trustees of Schools.

Section B - Revenue

The chief school business official is responsible for making all claims for property tax revenue, state aid, special state funds for specific programs, federal funds, and categorical grants.

Section CA - Investments

Funds under the jurisdiction and authority of the Northfield Township Treasurer and Trustees of Schools shall be invested in accordance with state statute and the investment policy as approved by Northfield Township Trustees of Schools.

Bank accounts holding funds and investments that are not under the jurisdiction and authority of the Northfield Township Treasurer and Trustees of Schools (e.g, fiduciary and the revolving fund) also shall be managed and invested in accordance with the investment policy as approved by the Trustees of Schools.

Section D - Control and Report

The chief school business official shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The chief school business official shall provide a quarterly investment report to the Board. The report will:

1. Assess whether the investment portfolio is meeting the District's investment objectives;
2. Identify each security by class or type, book value, income earned, and market value;
3. Identify those institutions providing investment services to the District; and
4. Include any other relevant information.

The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

It shall be standard practice of the school district that interest earnings remain part of the fund for which they are earned. When appropriate, the chief school business official will present a recommendation to the Board of Education to transfer interest earnings to the fund most in need of the interest income. This provision does not apply when the use of interest earned on a particular fund is restricted.

Section EB - Ethics and Conflicts of Interest

The Board of Education and administration will avoid any investment transaction or practice that in appearance or fact might impair public confidence. No District employee having influence on the District's investment decisions shall:

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

~~The Northfield Township school treasurer is charged with the responsibility of administering the District's investment program in accordance with state and federal laws and the attached policy. The Northfield Township school treasurer shall develop and maintain a policy and procedural manual regarding the investment of funds as required by the Public Funds Investment Act (30 ILCS 235/2.5).~~

PROCEDURES FOR IMPLEMENTING BOARD POLICY:

INVESTMENT OF DISTRICT FUNDS

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~~In accordance with the Illinois Public Funds Investment Act, 30 ILCS 235/0/01 et seq. (the "Act"), the Northfield Township School Treasurer and/or the Assistant Treasurers (the "Treasurer") shall maintain a set of procedures for the investment of school district funds that includes the following elements:~~

- ~~1. A listing of authorized investments.~~
- ~~2. The standard of care that must be maintained by the persons investing the public funds.~~
- ~~3. Investment and diversification guidelines that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the investment portfolio.~~
- ~~4. Guidelines regarding collateral requirements, if any, for the deposit of public funds in a financial institution made pursuant to the Act, and, if applicable, guidelines for contractual arrangements for the custody and safekeeping of that collateral.~~
- ~~5. A system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the district.~~
- ~~6. Performance measures that are appropriate to the nature of the funds, the purpose for the funds, and the amount of the public funds within the school district's investment portfolio.~~
- ~~7. Appropriate periodic review of the investment portfolio, its effectiveness in meeting the school district's needs for safety, liquidity, rate of return, and diversification, and its general performance.~~
- ~~8. At least quarterly written reports of investment activities by the Treasurer for submission to the Board of Education and the superintendent, including information regarding securities in the portfolio by class or type, book value, income earned, and market value as of the report date.~~
- ~~9. A procedure for the selection of investment advisors, money managers, and financial institutions.~~
- ~~10. A policy regarding ethics and conflicts of interest.~~

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

~~2.5.a(2) A. Scope~~

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

~~2.5.a(3) B. Objectives~~

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

2.5.a(1) ~~C. Investment Instruments~~

The Treasurer may invest only in those instruments listed below:

- ~~1. Interest bearing bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;~~
- ~~2. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;~~
- ~~3. Certificates of deposit with federally insured institutions that are collateralized or insured at levels acceptable to the District in excess of the \$100,000 provided by the Federal Deposit Insurance Corporation coverage limit;~~
- ~~4. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the Act;~~
- ~~5. Commercial paper meeting the following requirements:~~
 - ~~a) The corporation must be organized in the United States.~~
 - ~~b) The corporation's assets must exceed \$500,000,000.~~
 - ~~c) The obligations at the time of purchase must be rated within the two highest classifications by at least two of the four standard rating services (Standard and Poor's, Duff and Phelps, Moody's, and Fitch Investors Service).~~
 - ~~d) The obligations cannot have maturity longer than 180 days.~~
 - ~~e) Not more than 33% of the total investment fund can be invested in commercial paper at any time.~~
 - ~~f) The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.~~
 - ~~g) The total investment in any one corporation cannot be more than \$20 million.~~
 - ~~h) The investment must be insured.~~
- ~~6. The Illinois Public Treasurer's Investment Pool; and~~

~~C. Investment Instruments (continued)~~

~~7. The Illinois School District Liquid Asset Fund.~~

~~8. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation.~~

~~9. Short term discount obligations of the Federal National Mortgage Association.~~

~~10. Identified as follows:~~

~~a) Bonds issued by the State, the Sanitary District of Chicago, counties, townships and cities in this state and by school directors.~~

~~b) Bonds issued by any district in this state having authority to levy taxes upon all taxable property within the district.~~

~~c) Mortgage notes or bonds issued by the Federal Housing Administrator, or debentures issued by him.~~

~~d) Bonds or other obligations of National Mortgage Associations or the Home Owner's Loan Corporation.~~

~~e) United States Government, State of Illinois and municipal securities the payment of which is protected by the power to levy taxes therefore.~~

~~11. Investment products that are considered as derivatives are specifically excluded from approved investments.~~

~~2.5 a.(4) D. Diversification~~

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

~~a) Up to 100% of C.1, C.2, C.3.~~

~~b) Up to 90% C.6 and C.7~~

~~c) Up to 33% of C.4 and C.5.~~

~~2.5 a.(5) E. Collateralization~~

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

~~F. Safekeeping of Securities~~

- ~~1. Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities must be held only at one or more of the following locations:
 - ~~a) at a Federal Reserve Bank or its branch office;~~
 - ~~b) at another custodial facility, which shall be a trust or safekeeping department through book entry at the Federal Reserve, unless physical securities are involved; or~~
 - ~~c) in an insured account at a primary reporting dealer~~~~

~~F. — Safekeeping of Securities (continued)~~

- ~~2. — Safekeeping will be documented by an approved written agreement between the Treasurer and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.~~
- ~~3. — Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.~~

~~2.5.a.(11) G. — Qualified Financial Institutions and Intermediaries~~

~~1. — Depositories — Demand Deposits~~

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

~~G. — Qualified Financial Institutions and Intermediaries (continued)~~

~~2. — Banks and Savings and Loans — Certificates of Deposits~~

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

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

~~3. — Intermediaries~~

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

- ~~a) — provide wire transfer and deposit safekeeping services;~~
- ~~b) — maintain appropriate federal and state registrations for the type of business in which they are engaged;~~
- ~~c) — provide an annual audit upon request;~~
- ~~d) — maintain an office within the State of Illinois and be licensed to conduct business in this State; and~~
- ~~e) — be familiar with the School Trustee's policy and accept financial responsibility for any investment not appropriate according to the policy~~

~~2.5.a.(7) — H. — Management of Program~~

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

- ~~a) — Treasurer~~
- ~~b) — Assistant Treasurers~~

~~H. Management of Program (continued)~~

~~These documents include:~~

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

~~2.5.a.(6)~~

- ~~2. Management responsibility for the investment program is hereby delegated to the Treasurer, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegation of authority to persons responsible for the execution under the direction of the Treasurer of specific financial transactions, including: investment transactions; check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.~~
- ~~3. The wording of agreements necessary to fulfill the investment responsibilities is the responsibility of the Treasurer who shall periodically review them for their consistency with District policy and State law and who shall be assisted in this function by the Assistant Treasurer, District legal counsel and auditors. These agreements include but not limited to:
 - ~~a) Wire Transfer Agreement~~
 - ~~b) Depository Agreement~~
 - ~~c) Safekeeping Agreement~~
 - ~~d) Custody Agreement~~~~
- ~~4. The Treasurer may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates of deposit. These intermediaries shall meet the criteria set forth in Section G(3) above and shall be approved by the School Trustees.~~
- ~~5. The Treasurer shall be further authorized to enter into joint investment agreements as authorized under Section 8-7 of the School Code.~~

~~2.5.a.(8) I. Performance~~

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

~~2.5.a.(12) J. Ethics and Conflicts of Interest~~

~~Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Further, except as permitted under Section 3.2 of the Public Officer Prohibited Practices Act, no officer involved in the investment process shall have any interest in, or receive any compensation from, any investments in which the Treasurer is authorized to invest, or the sellers, sponsors or managers of those investments.~~

~~K. Indemnification~~

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

~~2.5.a.(9),(10) L. Reporting~~

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

~~M. Amendment~~

~~This procedure shall be reviewed from time to time by the Treasurer with regards to the procedure's effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance. Any substantive changes will be reported to the School Trustees.~~

~~Adopted: December 13, 1999~~

Special Leaves of Absence - Licensed Personnel

Section A - Introduction

The Board of Education of District #225 may grant a leave without pay, hereafter referred to as a Special Leave of Absence, ~~special leave of absence to licensed personnel that have achieved tenured staff members~~ when it is deemed to be in the best interests of the district and the licensed staff member.

Section B - Approval Authority

Requests for a Special Leave of Absence will only be authorized when it is in the best interest of the employee and the district. A request for a leave without pay will be processed as follows:

1. The employee will submit a written request for a Special Leave of Absence without pay to the Human Resources department.
2. The most senior human resources administrator shall have the authority to disapprove a request that is submitted, or recommend to the superintendent that he/she approve such request. In order for the most senior human resources administrator to approve any request for a Special Leave of Absence, evidence must be submitted in writing by the applicant's supervisor and principal clearly showing that the applicant has rendered satisfactory performance.
3. The superintendent shall have the authority to disapprove a request that is submitted, or recommend that the Board of Education approve such request.
4. If the superintendent recommends approval, the request will be submitted to the Board of Education. Final approval or disapproval for a special leave is made by the Board of Education.

~~In order for the Board of Education to approve any request for a leave of absence, evidence must be submitted in writing by the applicant's supervisor and principal clearly showing that the applicant has rendered satisfactory performance.~~

¶

Section C¶

~~All requests for special leaves of absence to be considered by the Board must be made at least five months prior to the anticipated date the leave is to begin.~~

Section CD - Timeline

All requests for a Special Leave of Absence must be made in writing to the Human Resources department by February 1st of the year prior to the anticipated date the leave is to begin.

The proposed duration and type of Special Leave of Absence (e.g., full or part-time) shall be determined between the licensed staff member and most senior human resources administrator.

~~Special leaves of absence shall begin on the first day of the school year and continue for two semesters, or begin on the first day of the second semester and continue for either one semester or three semesters.¶~~

¶

~~Special leaves of absence following a disability leave which ends during the school year, shall begin on the first day following the end of the disability leave and continue until the end of that school year or until the end of the subsequent school year. The total length of the leave shall be determined prior to the approval of the leave.¶~~

Section E - Notification of Intent to Return or Resign

All licensed staff members granted special leaves of absence must notify the Human Resources Office in writing at least five months before the end of their leave of their intent to return or resign from the school district ~~District #225~~.

¶

Section F

A licensed staff member on a leave of absence must notify the Human Resources department, in writing, by February 1 in the year of their leave of their intent to return or resign. ~~Failure so to notify If a staff member so fails to notify the Human Resources department, in writing, this Failure to notify the Human Resources department Office in writing of the staff member's their decision to return or resign by February 1 in the year of their leave of their intent to return at least five months prior to the end of the leave will constitute an automatic resignation of the licensed staff member, and each leave of absence is specifically predicated upon this resignation condition.~~

Section F - Compensation During Leave

No salary or other remuneration will be paid to an employee on a full-time special leave. Health benefits coverage may be continued at the sole expense of the employee. Life insurance and disability insurance are not provided for employees on a full-time special leave.

A prorated salary will be paid to an employee on a part-time special leave. Health benefits coverage may be continued, with the Board of Education contributing a pro-rated amount in accordance with the governing GEA negotiated agreement.

Section G - Seniority Credit

Licensed personnel applying for a partial Special Leave of Absence shall not be given an additional year of seniority credit or salary advancement credit for the time spent on leave. For tenured licensed staff members on a partial Special Leave of Absence, advancement on the respective seniority and salary schedules will be made when the sum of their partial Special Leave of Absence FTE assignments equals or exceeds a 1.0 FTE. Seniority and salary advancement must be established prior to the first day of the school year. No mid-year seniority or salary advancement will be made.

Section H ~~G~~ - Return from Leave

Upon the completion of the Special Leave of Absences ~~special leave of absence~~, the licesned staff member shall be returned to the position for which she/he is professionally trained and certified. The tenure status of the licensed staff member shall not be affected by the terms of the Special Leave of Absence.

Approved: June 7, 1978
Revised: June 15, 1981
Revised: July 8, 1985
Revised: August 21, 2000
Revised: TBD

BOARD POLICY: ~~DISABILITY DUE TO PREGNANCY~~

~~6210~~

Section A

~~It is the policy of the Board of Education to consider disability due to pregnancy and childbirth as a legitimate use of sick leave consistent with the general sick leave policy.~~

Section B

~~All pregnant females may continue working until their physician states they must stop working due to their physical inability to perform job responsibilities. At that time, the employee may use the sick leave days accrued in her personal account.~~

Section C

~~If the employee's personal accrued sick leave account has been exhausted, the employee may request to use any sick leave bank, to which she is entitled, consistent with the applicable procedures adopted for its use.~~

Section D

~~Sick leave for which the employee is eligible, may be used until such time as the attending physician states the employee is no longer disabled and is capable of returning to work.~~

~~Approved: November 5, 1979~~

~~Reviewed: September 24, 1984~~

PROCEDURES FOR IMPLEMENTING BOARD POLICY: **DISABILITY DUE TO PREGNANCY** — 6210

Page 1 of 4 pages

- ~~1. Pregnant employees should send a notification of pregnancy to the human resources office as soon as possible and preferably at least five (5) months prior to the expected date of delivery.~~
- ~~2. The assistant superintendent for human resources will schedule a conference with the pregnant employee when notification of pregnancy is received.~~
- ~~3. At said conference the assistant superintendent for human resources will provide the employee with Policy and Procedures for "Disability Due to Pregnancy" and "Disability Due to Pregnancy" Forms A and B (attached) at the above noted conference.~~
- ~~4. The employee will have these forms completed by her health care provider. The health care provider will send the forms directly to the assistant superintendent for human resources.~~
- ~~5. Returning to work will be governed by FMLA policy.~~

~~Adopted: November 5, 1979~~

~~Revised: November 8, 2010~~

DISABILITY DUE TO PREGNANCY

SICK LEAVE REQUEST FORM

TO: _____ (Attending Health Care Provider)

FROM: _____ Assistant Superintendent for Human Resources,
GLENBROOK HIGH SCHOOLS

SUBJECT: _____ Employee Absence Because of Maternity

RE: _____ (Employee)

Eligibility for disability absence and sick leave benefits for the above employee, as a result of pregnancy, are dependent upon her physical disability being such as to preclude her from performing her regular duties. In order to determine the beginning and ending dates of such disability period, we ask you to provide us with the following information concerning the above named employee:

- (1) _____ The date beyond which she is physically unable to continue to perform her duties prior to delivery.
- (2) _____ The date following delivery when she is physically able to resume her duties.

The dates requested are to determine the specific period of physical incapacity and should not include any potentially longer periods of time during which you might customarily prefer that your patients not work for reasons not related to physical incapacity.

Please convey these dates in writing as soon as they become known to you (forms attached). Please do not hesitate in contacting me if you desire additional clarification in this matter. The Glenbrook High Schools appreciate your cooperation. Thank you.

FORM A

(date)

Assistant Superintendent for Human Resources
Administration Building
THE GLENBROOK HIGH SCHOOLS
3801 W. Lake Avenue
Glenview, Illinois 60026

Director of Human Resources:

It is my professional judgement that _____ should stop
(employee)

working on _____ because of her physical inability to continue her assigned
(date)

duties.

Health Care Provider's Signature

Address

City _____ State _____ Zip Code

Telephone Number

FORM B

(date)

~~Assistant Superintendent for Human Resources
Administration Building
THE GLENBROOK HIGH SCHOOLS
3801 W. Lake Avenue
Glenview, Illinois 60026~~

~~Director of Human Resources:~~

~~It is my professional judgement that _____ will be able
(employee)~~

~~to resume her regular duties on _____
(date)~~

Health Care Provider's Signature

Address

City _____ State _____ Zip Code

Telephone Number

Cell Phone Stipend

Section 1 - Introduction

Glenbrook High School District 225 recognizes that the performance of certain job responsibilities requires the use of a cell phone, including being available at all times for work-related emergencies and accessible for work-related purposes outside of normal business hours. Employees who hold positions that require a cell phone may receive a Monthly Stipend to compensate for the use of their personal cell phone for business purposes. As a matter of policy, the District does not own cell phones for use by individual employees.

Section 2 - Eligibility Requirements

Employees whose job duties require a cell phone may receive a Monthly Stipend to cover business-related costs. The superintendent will determine positions eligible for a Monthly Stipend, which may include:

- Licensed administrators;
- Non-licensed administrators;
- Educational support personnel whose positions are required to be on-call; and
- Other positions as approved by the Superintendent.

A list of positions recommended to receive a Monthly Stipend will be presented to the Board of Education for approval.

Section 3 - Monthly Stipend

Eligible employees, as identified in Section 2, will receive a Monthly Stipend to be paid to the employee through the regular payroll process. All Monthly Stipends will be divided over the number of paychecks the employee receives during the month.

Per IRS guidance, the stipend provided for non-compensatory business purposes as described in Section 1 will be treated as a nontaxable benefit. The amount of the Monthly Stipend will be set on an annual basis by the superintendent or designee and will be included as a line item within the school district's budget. The amount of this stipend shall provide for voice and data service and the purchase and maintenance of a cell phone.

Section 4 - Employee Responsibilities

Employees receiving a Monthly Stipend are responsible for purchasing a cell phone and establishing a service contract with the service provider of his/her choice. The selected service provider must provide effective voice and data service throughout the district.

Upon establishing a cell phone account, the employee will make his/her phone number known to the district administration and appropriate school/department staff. The employee will also carry their phone during work hours and use it as necessary to conduct school business during their work hours.

The employee may use the phone for business and personal purposes, as needed. At his/her own expense, the employee may add extra services or equipment features as desired. If there are problems with service, the employee is expected to work directly with the carrier for resolution.

The District does not accept liability for claims, charges, or disputes between the service provider and the employee.

Section 5 - Monthly Stipend Cancellation

The Monthly Stipend is neither permanent nor guaranteed. The school district reserves the right to cancel the Monthly Stipend at any time for one or more employees.

Any Monthly Stipend will be canceled or suspended if the employee:

- Terminates employment with the District;
- Takes a leave of absence for one or more months;
- Changes position within the District to one that no longer requires the use of a cell phone for business reasons, as determined by the superintendent.

Approved: TBD

Uniforms

Section A - Introduction

It is the policy of the Board of Education that the school district will furnish uniforms at the school district's expense to employees filling positions that require the wearing of uniforms. ~~The Board of Education will furnish two (2) uniforms per fiscal year for all persons classified as custodial/maintenance employees.~~

Section B - Uniform Allocation

The department's administrator ~~director of operations~~ will be responsible for ordering uniforms for all ~~male~~ employees filling positions that require the wearing of uniforms, ~~while female employees will purchase their own uniforms. Female employees will be reimbursed by the district for the cost of their uniforms in an amount not to exceed the cost of uniforms provided male employees.~~

Employees will be provided a minimum of five (5) uniforms per fiscal year.

Employees required to wear protective footwear will be provided an allowance for one (1) pair per fiscal year.

Section C - Uniform Wearing Requirement

All employees filling positions that require the wearing of uniforms ~~who have uniforms purchased for them~~ are required to wear ~~their~~ apparel provided by the school ~~district while~~ ~~district~~ ~~while~~ on duty.

Approved: November 4, 1974
Revised: September 25, 2000
Revised: TBD