

**ACTION ITEM**

**Date:** January 28, 2019

**To:** Raymond Lechner, Ph.D.

**From:** Heather Glowacki, Ed.D., Assistant Superintendent

**Subject:** **First Reading of Board of Education Policies 2:80 *Member of the Board of Education Oath and Conduct*; 4:35 *Revenue and Investments*; 4:40 *Budget As Spending Plan*; 4:45 *Insufficient Fund Checks*; 4:46 *State and Federal Funds*; 4:47 *Incurring Debt*; 4:50 *Paying for Goods and Services*; 4:51 *Tuition Fees*; 4:60 *Purchases*; 4:61 *Local Purchasing*; and 4:62 *Requesting Goods and Services***

**PROPOSED ACTION BY THE BOARD OF EDUCATION**

Motion to approve as first reading of Board of Education Policies 2:80 *Member of the Board of Education Oath and Conduct*; 4:35 *Revenue and Investments*; 4:40 *Budget As Spending Plan*; 4:45 *Insufficient Fund Checks*; 4:46 *State and Federal Funds*; 4:47 *Incurring Debt*; 4:50 *Paying for Goods and Services*; 4:51 *Tuition Fees*; 4:60 *Purchases*; 4:61 *Local Purchasing*; and 4:62 *Requesting Goods and Services*.

**BACKGROUND**

Policy 2:80 *Member of the Board of Education Oath and Conduct* needs to be revised as a result of changes in legal requirements. It is recommended that policies 4:40 *Budget as Spending Plan*, 4:46 *State and Federal Funds*, 4:61 *Local Purchasing* and 4:62 *Requesting Goods and Services* be deleted as their contents are either incorporated in other policies or they are not required.

It is recommended that Policy 4:35 *Revenue and Investments* be renumbered to 4:30. The remaining policies have been reviewed/revised based upon new legal requirements as well as to reflect current practices.

**HG/hg**

**Recommended for approval by the Board of Education**



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**Dr. Raymond Lechner, Superintendent**

**Board of Education**

**Member of the Board of Education Oath and Conduct**

**Oath:**

Each member of the Board of Education, before taking his or her seat on the Board, shall take the following oath of office:

I, (*name*), do solemnly swear that I will faithfully discharge the duties of the office of member of the Board of Education Wilmette School District 39, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow members of the Board of Education and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a member of the Board of Education has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting; and

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education for every student in the school district;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Wilmette School District 39;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with state law;

I shall serve as education's key advocate on behalf of students and our community's schools to advance the vision for Wilmette Public School District 39; and

I shall strive to work together with the Superintendent to lead the school district toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President or President Pro Tempore will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the member of the Board of Education with the longest service on the Board will administer the oath.

**Member of the Board of Education Code of Conduct:**

Members of the Board of Education will do their utmost to represent the public interest in education by adhering to the following standards and principles:

1. Members of the Board of Education will represent all School District constituents honestly and equally and refuse to surrender responsibilities to special interests or partisan political groups.
2. Members of the Board of Education will avoid any conflict of interest or the appearance of impropriety, which could result from being a member of the Board of Education and will not use Board membership for personal gain or publicity.
3. Members of the Board of Education will recognize that they have no legal authority as an individual but that decisions can be made only by a majority vote at a Board meeting.
4. Members of the Board of Education will take no private action that might compromise the Board or administration and will respect the confidentiality of privileged information.
5. Members of the Board of Education will abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels.
6. Members of the Board of Education will encourage and respect the free expression of opinions of fellow members of the Board of Education and will participate in Board discussions in an open, honest and respectful manner, honoring the differences of opinion and perspective.
7. Members of the Board of Education will be sufficiently informed about and prepared to act on the specific issues before the Board, and remain reasonably knowledgeable about local, State, national, and global education issues.
8. Members of the Board of Education will respectfully listen to those who communicate with the Board, seeking to understand their views, while recognizing the responsibility to represent the interests of the entire community.
9. Members of the Board of Education will prepare for, attend and actively participate in School Board meetings.
10. Members of the Board of Education will strive for a positive working relationship with the Superintendent, respecting the Superintendent's authority to advise the Board, implement Board policy, and administer the District.
11. Members of the Board of Education will model continuous learning and work to ensure good governance by taking advantage of Board member development opportunities, such as those sponsored by State and national school board associations, and encourage my fellow members of the Board of Education to do the same.

12. Members of the Board of Education will strive to keep the Board focused on its primary work of clarifying the District purpose, direction and goals, and monitoring District performance.

**Adopted: October 20, 1997**

**Revised: March 20, 2006; January 25, 2016;**

## **Business and Non-Instructional Operations**

### **Revenue and Investments**

#### **Revenue**

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special state funds for specific programs, federal funds, and categorical grants.

#### **Investments**

The Board of Education shall designate a School Treasurer in accordance with Policy 2110. The School Treasurer shall act as the chief investment officer for the District, and shall be responsible for establishing the internal controls and written procedures for the operation of the investment program. The School Treasurer shall invest money that is not required for current operations, in accordance with this policy and State law.

The School Treasurer shall use the standard of prudence when making investment decisions. He/She shall use the judgment and care, under circumstances when prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

#### **Investment Objectives**

**The objectives for the School District's investment activities are:**

1. **Safety of Principal**. Every investment is made with safety as the primary and overriding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. **Liquidity**. The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. **Rate of Return**. The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. **Diversification**. The investment portfolio is diversified as to financial instruments and investments, as appropriate to the nature, purpose, and amount of funds.

#### **Authorized Investments**

The Board of Education will annually review the District's investment objectives and strategies. The School Treasurer may invest any District funds:

1. In bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereinafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.

2. In bonds, notes, debentures, or other similar obligations of the United States of America or its agencies, and its instrumentalities.

The term “agencies of the United States of America” includes: (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto; (ii) the federal home loan banks and the federal home loan mortgage corporation; and (iii) any other agency created by Act of Congress.

3. In 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.
4. In short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation’s outstanding obligations and (iii) no more than one-third of the public agency’s District’s funds may be invested in short term obligations of corporations.
5. In money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) and (2) of this subsection and to agreements to repurchase such obligations.
6. In interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
7. In short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this state, any other state or under the laws of the United States. 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. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the School Treasurer, the public funds so invested will be required for expenditure by such public agency the District or its governing authority.

8. In dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
9. In a Public Treasurer's Investment Pool created under Section 17 of the State Treasurer Act. ~~Any public agency~~ The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of public funds.
10. In the Illinois School District Liquid Asset Fund Plus.
11. In repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986 subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the ~~public agency~~ District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities which are subject to the Government Securities Act of 1986, ~~no public agency~~ the District may purchase or invest in instruments which constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of ~~any public agency~~ the District unless the instrument and transaction meet the following requirements:

- a. The securities, unless registered or inscribed in the name of ~~public agency~~ the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
- b. The School Treasurer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, which acts for the ~~public agency~~ District in connection repurchase agreements involving the investment of funds by the ~~public agency~~ District. The ~~State Treasurer~~ may act as custodial bank for public agencies executing repurchase agreements.
- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the ~~public agency~~ District on the records of the custodial bank and the transaction must be confirmed in writing to the ~~public agency~~ District by the custodial bank.
- d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.

- e. The security interest must be perfected.
  - f. The ~~public agency~~ District enters into a written master repurchase agreement which outlines the basic responsibilities and liabilities of both buyer and seller.
  - g. Agreements shall be for periods of 330 days or less.
  - h. The School Treasurer informs the custodial bank in writing of the maturity details of the repurchase agreement.
  - i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the ~~public agency~~ District and confirm the transaction in writing to the ~~public agency~~ District. The ~~C~~custodial ~~U~~ndertaking shall provide that the custodian takes possession of the securities exclusively for the ~~public agency~~ District; that the securities are free of any claims against the trading partner; and any claims by the custodian are subordinate to the ~~public agency's~~ District's claims to rights to those securities.
  - j. The obligations purchased by a ~~public agency~~ the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the School Treasurer.
  - k. The custodial bank shall be liable to the ~~public agency~~ District for any monetary loss suffered by the ~~public agency~~ District due to the failure of the custodial bank to take and maintain possession of such securities.
12. In any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supercedes paragraphs 1-110 and controls in the event of conflict.

~~Except as otherwise allowed by law, investments may be made only in banks, savings banks, savings and loan associations, or credit unions which are insured by the Federal Deposit Insurance Corporation, unless the District enters into an agreement with the institution requiring any funds not insured to be collateralized as provided below.~~

#### **Selection of Depositories, Investment Managers, Dealers, and Brokers**

The School Treasurer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under ~~S~~state law, as well as a long history of dealing with public fund entities. The Board of Education will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports of examination, which the institution is required to furnish to the appropriate state or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination, which it is required to furnish to the appropriate state or federal agency.

~~All banks used as depositories for School District funds shall be approved by the Board of Education, and shall meet the criteria of the *Public Funds Deposit Act*. Persons authorized to sign checks shall be approved by the Board of Education. At least one of the signers shall be the District Treasurer except for individual School Activity Fund Accounts.~~

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

### **Collateral Requirements**

~~All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the *Public Funds Investment Act, 30 ILCS 235/*. The School Treasurer shall keep the Board informed of collateral agreements.~~

~~by securities eligible for District investment or any other high-quality, interest-bearing security rated at least AA/Aa by one or more standard rating services to include Standard & Poor's, Moody's, or Fitch. The Board or the School Treasurer may at any time declare any particular security ineligible to qualify as collateral when, in the public agency's judgment, it is deemed desirable to do so. The market value of the pledged securities shall equal or exceed the portion of the deposit requiring collateralization. The School Treasurer shall determine other collateral requirements.~~

### **Safekeeping and Custody Arrangements**

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the General Governmental Accounting Standards Board's Statement III, Category I, the highest recognized safekeeping procedures.

### **Controls Report**

The School Treasurer 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 School Treasurer 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, and interest rate, as applicable (23) identify those institutions providing investment services to the District, and (34) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The School Board of Education shall determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and what unrestricted interest is available for transfer, and, by resolution enacted before June 30 of each year, direct the School Treasurer to execute any transfers of any unrestricted interest accordingly.

### **Ethics and Conflicts of Interest**

The School Board of Education and District officials will avoid any investment transactions or practice that in appearance or fact might impair public confidence. Board Members are bound by the *Board Member Conflict of Interest Policy 2:100*. 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;
3. receive in any manner, compensation of any kind from any investments in which the agency is authorized to invest.

**Adopted: September 8, 1997**

**Revised: January 20, 2004, March 19, 2012;**

**Business and Non-Instructional Operations**

**Budget As Spending Plan**

~~A system of budget control shall be established to govern the administration of the budget and the expenditures of funds. The draft budget shall provide the basis for financial reports and shall serve as a guide to the Superintendent and staff in administering the financial affairs of the District until the adoption of the final budget. The budget shall be administered in accordance with legal requirements and action of the Board.~~

**(Content contained in 4:15)**

**Adopted: September 8, 1997**

**Revised: March 19, 2012**

## **Business and Non-Instructional Operations**

### **Insufficient Fund Checks**

The Superintendent or a designee is responsible for collecting the maximum fee authorized by State law for returned checks written to the District which are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the District's attorney whenever necessary to collect any and all incurred expenses, the returned check amount, fee, collection costs and expenses, and interest.

### **Delinquent Debt Recovery**

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law.

**Adopted: April 20, 1998**

**Revised:**

## **Business and Non-Instructional Operations**

### **State and Federal Funds**

~~Common school funds are distributed according to a formula established by the legislature of the State of Illinois. The Superintendent shall submit accurate reports, so that proper apportionment of funds may be made to the School District.~~

~~Each year, when it is believed that the School District is eligible for federal or state assistance under the provisions of Public Law, the Superintendent shall submit application for said assistance. To the extent required by law, regulation, or application instructions, the Superintendent will present applications for federal and state assistance for Board approval before submission.~~

~~The Superintendent may recommend to the Board of Education application for further financial assistance under state or federal programs, if the use of such funds is not contrary to the educational goals and policies of the School District.~~

**Adopted: September 8, 1997**

**Revised: September 26, 2011**

## **Business and Non-Instructional Operations**

### **Incurring Debt**

The Superintendent shall provide early notice to the Board of Education of the District's need to borrow money. The Superintendent or designee shall prepare all documents and notices necessary for the Board of Education, at its discretion, to (1) issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness or (2) establish a line of credit with a bank or financial institution. The Superintendent shall notify the State Board of Education before the District issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

**Adopted: September 8, 1997**

**Revised: February 20, 2007, March 19, 2012;**

## **Business and Non-Instructional Operations**

### **Paying for Goods and Services**

The Board will authorize payment for goods and services:

1. contracted for within budgetary limits;
2. purchased according to relevant purchasing policies and regulations; and
3. certified by the Superintendent or designee as having been received in acceptable condition.

~~At a regularly scheduled meeting of the Board of Education, the Superintendent or Superintendent's designee shall present prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board at the Board's regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote, and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board. bills for which payment is due . Such bills must receive the approval of the Board.~~

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board. Supporting documents to verify any payments shall be available to the Board for review upon request. The Superintendent has the responsibility to have invoices and vouchers reviewed and checked prior to presentation to the Board for approval.

~~The Board shall submit to the School Treasurer a certified copy of those portions of the Board minutes, properly signed by the Board Secretary and Board President, or a majority of the Board, showing all bills approved for payment by the Board. Minutes of the Board shall clearly show to whom and for what purpose each payment shall be debited, and such certified copy shall serve as full authority to the School Treasurer to make the payments as thus approved. Checks drawn for payment of monthly bills approved by the Board shall bear the signature of the School Treasurer and one other authorized signer of checks.~~

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy and remain in the custody of an employee who is properly bonded according to state law.

**Adopted: September 8, 1997**

**Revised: March 19, 2012;**

**Business and Non-Instructional Operations**

**Tuition Fees**

The *School Code of Illinois* places affirmative duty on the Board of Education to charge tuition to any non-resident student accepted for enrollment.

Students from other school districts may attend the schools of this District as long as:

1. it can be done without prejudice to the rights of resident pupils; and
2. the non-resident pupils who attend the schools of the District are charged a tuition in an amount ~~equal to~~ not exceeding 110% of the per capita cost of maintaining the schools of the District for the preceding school year.

Non-resident pupils attending the schools of the District for less than the school term shall have their tuition apportioned. However, pupils who become non-residents during a school term shall not be charged tuition for the remainder of the school term in which they became non-resident pupils.

**Adopted: September 8, 1997**

**Revised:**

## **Business and Non-Instructional Operations**

### **Purchases and Contracts**

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board of Education policies.

### **Standards for Purchasing and Contracting**

The Superintendent shall develop procedures that will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality, and delivery promptness, and in compliance with State law.

Adoption of the annual budget authorizes the Superintendent or a designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. (No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.)

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 et Seq.
3. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
4. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board of Education by completing the necessary forms that must be attached to the District's annual budget.
5. The purchase of paper products must comply with 105 ILCS 5/10-29.19c and Board policy 4:70, Energy Conservation.
6. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150.
7. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
8. Each contractor with the District is bound by each of the following:
  - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal

offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

- b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent or designee shall manage the execution of District contracts, including: (1) complying with requirements concerning listing certain expenditures in the Annual Statement of Affairs, (2) listing on the District's website all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative, and (3) monitoring the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

### **Specifications For Goods and Services**

~~The Superintendent or Superintendent's designee shall be responsible for product specifications. Said specifications shall be written in a manner that will minimize vendor misinterpretation and yet be in the vernacular of the trade.~~

~~Specifications will be sufficiently broad to permit competition while retaining the desired level of quality, and evaluation will include the following criteria:~~

- ~~1.—Quality of product~~
- ~~2.—Suitability of product~~
- ~~3.—Price~~
- ~~4.—Conformance with specification~~
- ~~5.—Convenience of delivery~~
- ~~6.—General reputation of business firms~~
- ~~7.—Prior experience with the School District~~

### **Change Order Authorization**

A Change Order Authorization form shall be included with each change order presented to the Board of Education for approval. If the Change Order exceeds \$10,000 or modifies the projected completion date by 30 days or more, following Board authorization, a copy of the form shall be signed by the Board President and Board Secretary and then filed in a permanent Change Order file by the Secretary of the Board of Education.

**Adopted: April 20, 1998**

**Revised: September 26, 2011;**

**Business and Non-Instructional Operations**

**Local Purchasing**

~~Local purchasing will be favored whenever the criteria cited under Policy 4:70 are equal between local and non-local vendors.~~

**Adopted: September 8, 1997**

**Business and Non-Instructional Operations**

**Requesting Goods and Services (Requisitions)**

~~Requisitions for budgeted items shall originate with key personnel responsible for their use. The Superintendent or Superintendent's designee shall arrange appropriate administrative review whereby all requisitions will be examined and approved or disapproved.~~

~~The Superintendent or Superintendent's designee shall receive and process requisitions in a manner most beneficial to the overall purposes of the schools.~~

**Adopted: September 8, 1997**