NEW PRINCIPAL NAMED AT MATTESON AND RICHTON SQUARE SCHOOLS
The Board of Education approved the employment of Mr. Gregory Huelsman as principal of Matteson School and Richton Square School. Prior to joining Matteson District 162, Mr. Huelsman was principal of Wilson School in Cicero, Illinois. Mr. Huelsman earned a Bachelor of Arts degree from Quincy University and a Master of Arts in Education from Lewis University. He is currently enrolled in the doctoral program at Concordia University and is expected to receive his Doctorate in Education in December 2018.

TERRA NOVA EXAM-SPRING 2016
Dr. Davis presented the District’s Terra Nova scores for spring 2016. She provided an analysis of student growth by grade level from September 2015 through April 2016.

Grades K–2
- This year marked the first year the District tested kindergarten and first grade; however, the District did not gather enough data to make any meaningful generalizations.
- The District also moved away from the Terra Nova Multiple Assessments to the Complete Battery for second grade, so comparing data to last year’s scores was not possible. Going forward, the District anticipates being able to follow these students from year to year, which will enable it to track their progress and include these students’ performance in the report to the Board next year.

Overall Performance
- The District averaged 13 national percentage points of growth in reading—well within the expected growth range of 10–15 points.
- The District averaged 19 national percentage points of growth in math—well within the expected growth range of 10–15 points.
- All grade levels made expected growth and if these gains carryover through the summer, the District will be well on its way to closing the achievement gap.

BOARD APPROVES REVISED STUDENT DISCIPLINE POLICY
The Board of Education approved the District’s revised Student Discipline Policy. Mr. Robert Hall, attorney for the District, stated that the District’s policy was revised to align with the student discipline requirements of Illinois Senate Bill 100. He presented an overview of the policy changes, as follows:

Illinois Legislature’s Stated Intent for Senate Bill 100

b-5 Among the many possible disciplinary interventions and consequences available to school officials, school exclusions, such as out-of-school suspensions and expulsions, are the most serious. School officials shall limit the number and duration of expulsions and suspensions to the greatest extent practicable, and it is recommended that they use them only for legitimate educational purposes. To ensure that students are not excluded from school unnecessarily, it is recommended that school officials consider forms of non-exclusionary discipline prior to using out-of-school suspensions or expulsions. 105 ILCS 5/10–22.6 (b-5).
Senate Bill 100 New Policy Requirement
On or before September 15, 2016, each Illinois school district and charter school shall, “at a minimum, adopt pupil discipline policies that fulfill the requirements” of Senate Bill 100, as well as federal and state laws that provide special requirements for the discipline of students with disabilities. 105 ILCS 5/10–20.14 (a-5).

Senate Bill 100 Professional Development Requirement
School districts shall make reasonable efforts to provide ongoing professional development to teachers, administrators, school board members, school resource officers, and staff on the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates. 105 ILCS 5/10–22.6 (c-5).

Requirements of Board Decisions Regarding Expulsions
If the Board determines that a student expulsion is the appropriate consequence for student conduct, the Board’s written expulsion decision shall:

- detail the specific reason that the Board has determined that removing the student is in the best interest of the school;
- provide the rationale as to the specific duration of the expulsion; and
- document whether disciplinary interventions other than expulsion were attempted or whether it was determined that there were no other appropriate and available interventions.

The Board’s expulsion decision must also include a finding that the student’s continuing presence in school would:

- pose a threat to the safety of other students, staff, or members of the school community; or
- substantially disrupt, impede, or interfere with the operation of the school. 105 ILCS 5/10–22.6 (a), (b-20).

Requirements for ALL Out-of-School Suspensions
All out-of-school suspension notifications provided to parents/guardians by District administrators shall include:

- details of the specific act of gross disobedience or misconduct resulting in the decision to suspend;
- a rationale as to the specific duration of the suspension; and
- notice to the parents/guardians of the suspended student that the parent/guardian may request Board review of the out-of-school suspension decision.

Similarly, when the Board is asked to review an out-of-school suspension decision, the Board shall always provide a written decision that includes:

- the specific act of gross disobedience resulting in the decision to suspend; and
- a rationale for the specific duration of the suspension.

There are additional requirements depending on the duration of an out-of-school suspension:

For an out-of-school suspension of three (3) days or less there must be a case-by-case finding that the student’s continuing presence in school would:

- pose a threat to school safety; or
- be a disruption to other students’ learning opportunities. 105 ILCS 5/10–22.6 (b-15).
Additional Requirements for Out-of-School Suspensions of 4 Days
There must be a case-by-case finding that the student’s continuing presence in school would:
  • pose a threat to the safety of other students, staff, or members of the school community;
  or
  • substantially disrupt, impede, or interfere with the operation of the school.

The suspension notification provided to parents by District administrators, as well as the Board’s decision upon review of an out-of-school suspension, shall also document whether:
  • other appropriate and available disciplinary interventions were attempted prior to the suspension; or
  • it was determined that there were no other appropriate and available interventions. 105 ILCS 5/10–22.6 (b-20).

Additional Requirements for Out-of-School Suspensions 5 Days through 10 Days
All requirements of a 4-day suspension, plus:

Students shall be provided appropriate and available support services during the period of the suspension. The suspension notification provided to parents by the District administrators, as well as the Board’s decision upon review of an out-of-school suspension, shall document whether:
  • school authorities determined that there were appropriate and available support services that would be provided during the suspension; or
  • it was determined that there were no appropriate and available support services to be provided during the suspension. 105 ILCS 5/10–22.6 (b-20), (b-25).

Students Must Be Allowed to Make Up Work for Credit
  • Suspended pupils, including those pupils suspended from the school bus who do not have alternate transportation to school, shall have the opportunity to make up work for equivalent academic credit. It shall be the responsibility of a pupil’s parent/guardian to notify school officials that a pupil suspended from the school bus does not have alternative transportation to school. 105 ILCS 5/10–22.6 (b-30).

Miscellaneous Requirements for Senate Bill 100
  • Unless otherwise required by federal law or this Code, school boards may not institute zero-tolerance policies by which school administrators are required to suspend or expel students for particular behaviors. 105 ILCS 5/10–22.6 (b-10).
  • A school district shall create a policy to facilitate the reengagement of students who are suspended out-of-school, expelled, or returning from an alternative school setting. 105 ILCS 5/10–22.6 (b-25).
  • School officials shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. 105 ILCS 5/10–22.6 (h).
  • A student may not be issued a monetary fine or fee as a disciplinary consequence, though this shall not preclude requiring a student to provide restitution for lost, stolen, or damaged property. 105 ILCS 5/10–22.6 (i).

BOARD APPROVES REVISED BUSINESS POLICY UPDATES
The Board of Education approved the following business policy updates:

Policy 3100: Fiscal and Budget Management
  • Replaces Policies 3100: Fiscal Year; 3110: Annual Budget; 3160: Interfund Loans; 3170: Budget Transfers
• Establishes District’s fiscal year
• Establishes budget procedures per code
• Provides for monthly financial reports and interfund loan and transfer procedures

Policy 3190 Revenue and Investments
• Replaces Policy 3190: Investment Policy
• Establishes investment objectives: Safety; Liquidity; Rate of Return; Diversification
• Lists authorized investments
• Requires Board of Education to approve all depositories
• Requires collateral for deposits
• Board reporting at least quarterly

Policy 3225: Waiver of Student Fees
• Replaces Policies 3225: Waiver of Student Fees; 3230: Textbook Rental
• Establishes ability to charge student fees
• Outlines criteria for waiver of fees and verification of income
• Provides appeal rights for parents who are rejected for a fee waiver

Policy 3227: NSF Check and Refunds
• New policy
• Authorizes superintendent to collect fees on NSF checks
• Authorizes superintendent to seek collection of delinquent debts
• Allows the District to participate in a future statewide collection program if it establishes an intergovernmental agreement in the future

Policy 3245: Activity Funds
• Replaces Policy 3180 (Types of Cash Accounts)
• Establishes student activity funds
• Provides that the superintendent or her designee will be responsible for supervising those funds

Policy 3250: Incurring Debt
• New policy
• Requires superintendent to inform the Board of Education of the need to issue debt when necessary
• Establishes that the superintendent or her designee will prepare all necessary notices and paperwork related to debt issuances
• Superintendent shall notify ISBE if issuing debt that exceeds 75% of the District’s debt limit

Policy 3331: Payment Procedures
• Replaces Policy 3331 (Paying for Goods and Services)
• Requires treasurer to prepare a list of bills payable for the Board of Education for approval prior to payment
• Allows the treasurer to make payment of routine expenditures that cannot wait for the next Board meeting, such as wages, payroll taxes, utility bills, and other recurring bills
• Authorizes petty cash and imprest accounts

Policy 3332: Purchases and Contracts
• Replaces the following policies: 3300: Purchases and Contracts; 3330: Purchasing Procedures; 3332: Bidding Requirements
• Requires all purchases and contracts to be entered into in accordance with state law
• Requires all purchases to be made within budget parameters
• Sets requirements for contractors who come in contact with students

Policy 3334: Use of Credit and Procurement
• New policy
• Authorizes the issuance of District credit cards and establishes procedures and requirements for their use
• Note that the District currently only has three individuals with general charge cards and only one gets regular use

Policy 3430: Accounting and Audit
• Replaces the following policies: 3180: Types of Cash Accounts; 3240: Sales, Leases, and Disposal of Property; 3410: Fixed Asset Inventories; 3430: Independent Audits; 3720: Bonded Employees
• Provides for the submission and audit of the annual financial report
• Requires inventories of property and equipment
• Establishes procedures for disposal of property
• Establishes accounting controls

Policy 3526: Identity Protection
• New policy
• Establishes the policy for the handling of social security numbers and other personal information as required by the Identity Protection Act
• Requires training for employees; limits access to personal information; provides for disciplinary action against any employee who discloses personal information

Policy 3620: Free and Reduced-Price Services
• New policy
• Required by Illinois School Code
• Establishes policy for the implementation of the free and reduced-price meals program
• Requires notice to parents
• Sets eligibility parameters
• Requires that the District not publicly identify students who qualify for free lunch
• Outlines appeal procedures for families denied free and reduced-price meals

Policy 3700: Insurance Management
• Replaces Policy 3700 (Insurance Management) and Policy 3710 (Student Insurance)
• Requires that the District provide insurance coverage for liability, property, and workers’ compensation
• Requires the Board of Education to designate a company to offer student accident insurance coverage

ADDITIONAL BUSINESS
In additional business, the Board approved:
• the employment of Scott Chandler, teacher at Huth Middle School, effective August 18, 2016.
• the employment of Lesley Jackson, teacher at Huth Middle School, effective August 18, 2016.
• the employment of Abbey Chandler, teacher at Sauk School, effective August 18, 2016.
• the employment of Rayshawn Peeples, teacher at Sauk School, effective August 18, 2016.
• the employment of Laura Sproat, teacher at Sauk School, effective August 18, 2016.
• the employment of Sharon Turner-Wingba, teacher at Illinois School, effective August 18, 2016.
• the employment of Lisa Persicketti, accountant, effective August 1, 2016.
• the contract with SOS (Staffing Options and Solutions, Inc.) for speech therapy services (Petrina Weston) for the 2016–2017 school year.
• the contracts with EBS (Educational Based Services, Inc.) for speech therapy services (Demetria Collins-Whitaker and Mary Maher) for the 2016–2017 school year.
• the contract with EDU/Providastaff for District-wide certified school nurse services (Irma Coleman) for the 2016–2017 school year.
• the contract with Omni Therapeutics for occupational therapy services (Dr. Anjali Sane) for the 2016–2017 school year.
• the contract with Therapeutic Play for occupational therapy services (Regina Stovall) for the 2016–2017 school year.
• the contracts with Soliant Health for school nurse services (Megan Miller and Rebecca Darley) for the 2016–2017 school year.
• the contract with Mediscan for physical therapy services (Dr. Ola Elsaadani) for the 2016–2017 school year.
• the intermittent leave of absence, under FMLA, of Pamela Powell, administrator, effective July 1, 2016, for up to 12 weeks.
• the change in the effective date of maternity leave for Alecia Wiley, psychologist at Sauk School and Matteson School, to August 8, 2016, through October 4, 2016.
• the intent to retire of Estella Tolbert, teacher at Matteson School, effective at the end of the 2017–2018 school year.
• the resignation of James Stevenson, teacher at Huth Middle School, effective July 7, 2016.

WHAT’S NEXT
Board of Education Meeting, 6:30 p.m., August 16, 2016