



A Community of Learners

Informational Memo: Board Policy

TO: School Board

FROM: Trisha Kocanda, Superintendent

October 21, 2014

Policy Subcommittee Meeting Discussion

The Policy Subcommittee met on September 19, 2014, for its regular review of School Board Policies. At this meeting, the Subcommittee considered recommended updates to policies received from the Illinois Association of School Board's Policy Reference Educational Subscription Service (PRESS). The Subcommittee reviewed a legal opinion received on the matter of adopting an exception to the tuition charged for non-resident student admission referenced in Policy 7:60. The Policy Subcommittee reviewed Policy 8:20 Community Use of School Facilities and determined that it lacked sufficient guidance to manage the outdoor athletic field usage requests that had been brought before the Board. In addition, the Policy Subcommittee requested that all facility rental contracts be updated to incorporate the legal requirements regarding Automatic External Defibrillators (AED). Policy 8:21, Community Use of Outdoor Athletic Fields, has been drafted to provide direction on this matter. In addition, a revised *Contract for Use of School Facilities*, has been prepared to incorporate requirements and notifications regarding AEDs for all renters.

Recommendation on Request Received by Community Member related to Policy 7:60

The School Board received a letter dated July 21, 2014, from a community member, requesting the Board add a discussion item to its agenda (within 60 days) on the topic of "allowing children of staff to attend District schools." This

correspondence was included in the School Board packet and acknowledged at the August 19, 2014, School Board meeting. As the request related to School Board Policy 7:60, Board President, Ms. Kendra Wallace, requested that the Policy Subcommittee consider the request at its meeting in September.

The Policy Subcommittee requested legal review prior to bringing a recommendation to the School Board to add this topic on an upcoming meeting agenda. The Subcommittee reported at the September Board meeting its intent to provide the Board with a recommendation at its October Board meeting, and requested that Superintendent, Trisha Kocanda, provide Mr. Wynnychenko, in writing, with an update on his request. A copy of the letter sent is included in the Communications section of this Board packet.

Based on legal opinion received, it is the recommendation of the Policy Subcommittee that the Board not initiate discussion on this topic at this time, as we do not believe it to be in the best interests of the District or the community for the following reasons:

The correspondence received ([link](#)) cites a Board policy from 1961 which permitted "children of non-resident members of the staff of the Winnetka Public Schools" to attend without paying tuition.

We have been informed that the Illinois School Code has been amended numerous times since that policy was first enacted and subsequently the Board has amended its policies to comply with the relevant law and regulations. Today, tuition for non-resident pupils is governed by Section 10-20.12a of the Illinois School Code (105 ILCS 5/10-20.12a) entitled *Tuition for non-resident pupils*. The current statute requires the Board to charge tuition for non-resident pupils in an "amount not exceeding 110% of the per capita cost of maintaining the schools of the district for the preceding school year."

The requirements of this law cannot be bypassed directly by any Board action. The only avenue that the Board could take to request that non-resident children be allowed to attend our schools on a tuition-free basis is to apply for a legislative waiver of that specific section of the Illinois School Code. The waiver process is lengthy and can be costly. Moreover, we believe that enacting the policy that was suggested would not benefit the District. Such a policy would place a financial burden on the taxpayers of our District for students with parents or guardians who pay neither taxes nor tuition to our

District; and yet our District and its taxpayers would be required to bear the full costs of such education.

The correspondence also requested that this topic be placed on the Board's agenda at the next Board meeting within 60 days. In making your request, you rely on Section 10-6 of the Illinois School Code (105 ILCS 5/10-6). We have been informed that this specific section of the Illinois School Code does not require the Board to place any specific item on the agenda, but instead, only requires the Board President or the Superintendent of Schools to respond in writing to any individual request.

Unless the Board directs otherwise, a formal response to the request received from a community member will be provided based on the reasons provided above.

Recommended Policy Updates – 1st Read

The following table reflects those policies reviewed by the Subcommittee accompanied with a notation as the options and updates recommended.

Next Steps

At the November Board meeting, a 2nd reading of the policies recommended for update will be listed on the agenda. At the December Board meeting, School Board policies recommended for update will be included as a consent agenda item.

Policy 8.21 Community Use of Outdoor Athletic Fields Policy - DRAFT

Outdoor athletic fields are available to community organizations and groups during non-school hours when such use does not: (1) interfere with any school function or affect the safety of students or employees, or (2) affect the property or liability of the School District.

Use of outdoor field spaces is limited to pre-approved community organizations and groups exclusively. Field use must be arranged by calling the District Office, providing proof of liability insurance, and paying a fee, if appropriate, depending on the user. The District's intent is to provide fields for community use at no additional cost or expense to taxpayers for field upkeep and maintenance.

Outdoor field space available for community use and/or rental shall include: the playfields between Skokie School and Carleton Washburne School, and fields at the elementary schools upon special request and depending on the activity proposed for use. It is understood that the District does not provide athletic field maintenance or employ a grounds crew to accommodate users.

Field Scheduling and Use Priority (School Use Has Priority in All Cases):

I. Classification I

School groups or school-affiliated or school-sponsored organizations shall use the facilities without charge with no expectation that the field will be maintained in any specific way to accommodate the usage unless and until the District funds a ground maintenance program. Examples of school-affiliated groups include the PTO, Caucus committees, and, Boy and Girl Scout organizations serving students enrolled in The Winnetka Public Schools.

II. Classification II

Organizations with a licensing agreement with The Winnetka Public School.

III. Classification III

Not-for-profit youth organizations, certain governmental agencies, and civic organizations with proof of a government recognized not-for-profit endorsement (501(c)3) who serve at least 51% of children living within the boundaries of The Winnetka Public School and for whom such use will not have a financial impact on the School District. Upon request, Classification III users will provide a current roster of participants to the Superintendent and/or designee.

IV. Classification IV

Non-resident groups.

All users in each classification must meet adhere the following:

Adult supervision must be present at all times and include adults who are trained and qualified in emergency medical care, including but not limited to automated external defibrillators, cardiopulmonary resuscitation, and shall at all times have available while on site an automated external defibrillator in accordance with Illinois law.

Proof of coverage that meets the District's minimum insurance requirement for General Liability, Umbrella Liability, Worker's Compensation (if appropriate), and Automobile Insurance Coverage if children and/or users are being transported by individuals other than parents/guardians as part of the activity.

Agree to sign a Hold Harmless Agreement presented by the District.

Make no alterations or changes to the District property including (but not limited to) installation of portable toilets, storage lockers, bleachers, or field apparatus without the express written permission of the Superintendent/designee. It is also understood that on-site storage is not permitted.

Agree to be responsible for labor and material cost of repair to damaged Board property and facilities after reasonable notice, if such damage arises out of the use of such facilities by approved users.

Provide supervision and security appropriate to the scope and nature of its activities on the property pursuant to the proposed use of the property.

Shall be responsible for picking up and removing all litter and trash.

The Superintendent/designee shall be responsible for developing procedures that adhere to the tenets of this policy.



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Contract for Use of School Facilities

For Use of: _____ At: _____

On: _____ Time: _____

By: _____ For: _____
(Organization) (Nature of Activity)

Person

District

In charge: _____ Employee? YES NO
If yes, complete numbers 4-11.

(Address)

(Telephone)

1. The organization using the building agrees to pay promptly the rental fee of \$ _____ & the custodial fee as established at \$ _____ per hour.
2. The organization agrees to maintain insurance coverage as follows: \$1,000,000 on personal injuries, \$1,000,000 for property damage, and \$1,000,000 Umbrella liability. Organization needs to show proof of Workmen's Compensation insurance when employees are involved in the event. **Submit current certificate of insurance to the Winnetka Public Schools naming the district as an additional insured.**
3. Outside organizations that will be using the facilities must have a criminal background check completed at the School District. Arrangements must be made with the School District by appointment at the renter's expense.
4. The organization/staff member agrees to have one adult, or more if necessary, present at all times to supervise the activity; to see that facilities are used properly; and to confine the activity to the part of the building assigned; to accept and to comply with the specific limitations advanced by the custodian.
5. The organization/staff member agrees to defend, indemnify and hold harmless the Board of Education and its agents for any damages to the building or equipment due to negligence or abusive behavior by the users, and for injuries sustain while on or in school property.
6. The Board of Education reserves the right to use the facilities subject to prior notice.
7. No alcoholic beverages will be bought, sold or served on school premises. (Ill. Rev. Stat. Ch. 43 Par. 130). The undersigned agrees to observe the regulations stated above.
8. The District does **not** supply computer, projection or sound equipment to renters. If requested, a screen will be provided.
9. The organizations/staff members are responsible for outside entry doors to be locked and monitored at all times.

10. *There must be a CPR/AED certified person on site during all activities.
11. When outdoor facilities are being used when school is not in session, organization/staff member is responsible to have an AED on site.

Applicant: _____
 (Signature) _____ (Date)

Approved
 By: _____
 (Signature) _____ (Date)

*The following is to notify you of our plan for responding to medical emergencies that might occur in our facilities. This plan includes access to an **Automated External Defibrillator (AED)** in the following location in these facilities during **indoor** activities:

Crow Island	Midway between principal's office & the hall monitor
Greeley	Main floor – corner of room #5 2 nd floor - none
Hubbard Woods	Across the hall from the auditorium, next to the Girls' Restroom
The Skokie School	Outside the large auditorium – 2 nd AED is between the two gymnasiums
Carlton Washburne	Portable unit by the gymnasiums & outside the Little Theater

The AEDs are strategically placed and readily accessible to maximize rapid use.

The District's AED plan is as follows:

1. Immediately notify the building's emergency responder(s) whose contact information is posted in the facility.
2. If necessary call 9-1-1 without delay, providing location in the building and which entrance to use. This person should make sure someone is sent to open the door for paramedics and guide them to the scene.
3. Bring the first aid equipment and AED to the emergency scene. ONLY trained AED users should operate the AED for the intended purpose of the AED, unless the circumstances do not allow time for a trained AED user to arrive.
4. Immediately have someone inform the Building Principal or designee of the emergency.
5. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate.
6. When paramedics arrive and assume care of the victim, the emergency responder or other staff person notifies the victim's parent/guardian or relative.
7. If an AED was used, the person using it cooperates and provides any information requested by the emergency communications or vehicle dispatch, so they can complete the Data Collection and Submission report about the use of the AED. If appropriate, a supervising staff member completes an accident report.
8. If an adult refused treatment, the emergency responder documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.