



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
POLICY COMMITTEE MEETING AGENDA
FRIDAY, MAY 21, 2021 AT **8:30 AM**

BOARD OF EDUCATION
Scott L. Anderson, *President*
Kevin Daly, *Vice President*
John P. Vranas, *Secretary*
Myra A. Foutris
Elaina Geraghty
Rupal Shah Mandal
Peter D. Theodore

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Agenda of the Policy Committee Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, to be held in the Marvin Garlich Administration Building
6950 N. East Prairie Road
Lincolnwood, Illinois 60712,
on Friday, May 21, 2021.*

1. CALL TO ORDER/ROLL CALL

POLICY COMMITTEE MEMBERS

Rupal Shah Mandal (BOE), Chairwoman
Myra A. Foutris (BOE)
Becky Klinghofer, Community Member

ADMINISTRATOR/STAFF

Dr. Kimberly A. Nasshan, Superintendent of Schools
Renee Tolnai, Administrative Assistant

2. AUDIENCE TO VISITORS

3. APPROVAL OF MINUTES

a. Policy Committee Meeting Minutes - **April 16, 2021**

Motion by member: _____ Seconded by: _____

4. OLD BUSINESS

5. NEW BUSINESS

a. Policy 8:90 Parent Organizations and Booster Clubs

b. Policy Committee Review of the Policy Manual

I. Policy 1:10 School District Legal Status

II. Policy 2:10 School District Governance

III. Policy 2:90 Board Self-Evaluation

IV. Policy 4:10 Fiscal and Business Management

V. Policy 4:120 Food Services

VI. Policy 5:120 Limitations on Accepting Gifts

VII. Policy 5:170 Copyright

VIII. Policy 6:130 Program for the Gifted

IX. Policy 6:210 Instructional Materials

X. Policy 6:330 Achievement and Awards

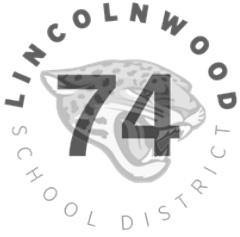
XI. Policy 7:80 Release Time for Religious Instruction/Observance

6. ADJOURNMENT

Motion by Member: _____ Seconded by: _____

Dr. Kimberly A. Nasshan, Superintendent of Schools

Lincolnwood School District 74 is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of this meeting or facility, are requested to contact the District Office at 847-675-8234 promptly to allow Lincolnwood School District 74 to make reasonable accommodations for those persons.



LINCOLNWOOD SCHOOL DISTRICT 74
BOARD OF EDUCATION
POLICY COMMITTEE MEETING MINUTES
FRIDAY, APRIL 16, 2021 AT **8:30 AM**

BOARD OF EDUCATION
Scott L. Anderson, *President*
Kevin Daly, *Vice President*
John P. Vranas, *Secretary*
Jeffrey S. Evens
Myra A. Foutris
Elaina Geraghty
Rupal Shah Mandal

ADMINISTRATION
Dr. Kimberly A. Nasshan, *Superintendent of Schools*
Dr. David Russo, *Assistant Superintendent for Curriculum and Instruction*
Courtney Whited, *Business Manager/CSBO*

*Minutes of the Policy Committee Meeting of the Board of Education of Lincolnwood School District 74,
Cook County, Illinois, was held in the Marvin Garlich Administration Building
6950 N. East Prairie Road
Lincolnwood, Illinois 60712,
on Friday, April 16, 2021.*

1. CALL TO ORDER/ROLL CALL

Chairwoman Shah Mandal called the Policy Committee meeting to order at 8:37 a.m.

POLICY COMMITTEE MEMBERS PRESENT

Rupal Shah Mandal (BOE), Chairwoman
Myra A. Foutris (BOE)
Jeffrey S. Evens (BOE) (arrived at 8:55 a.m.)
Leah Brennan, Community Member

ADMINISTRATOR/STAFF PRESENT

Dr. Kimberly A. Nasshan, Superintendent of Schools
Renee Tolnai, Administrative Assistant

2. AUDIENCE TO VISITORS

None

3. APPROVAL OF MINUTES

a. Policy Committee Meeting Minutes - **January 22, 2021**

A motion was made, seconded and passed to approve the January 22, 2021 Policy Committee meeting minutes.

4. OLD BUSINESS

a. Draft Update - New (Press Plus Issue #105)

I. Policy 2:265 Title IX Sexual Harassment Grievance Procedure (*Policy Committee kept in Committee for Legal Review and Guidance to Ensure Consistency in Language*)

The Committee answered the Press Plus questions based on Legal and Board member guidance. This policy will be sent to the May 4, 2021 Board of Education agenda for 1st Reading by the Board of Education.

5. NEW BUSINESS

a. Policy Manual Spreadsheet Overview

The Committee reviewed the spreadsheet. Chairwoman Shah Mandal requested that ten policies (based on last review date) be added to the Policy agenda for review when there is no Press Plus.

6. ADJOURNMENT

A motion was made, seconded and passed to adjourn the Policy Committee meeting. The Policy Committee meeting was adjourned at 9:03 a.m.

The next Policy Committee meeting is scheduled for May 21, 2021. The public is welcome.

Rupal Shah Mandal, Chairwoman

Myra A. Foutris, Member

5/21/21 Policy Committee Meeting

Community Relations

8:90 Parent Organizations and Booster Clubs

Parent organizations and booster clubs are invaluable resources to the District's schools. While parent organizations and booster clubs have no administrative authority and cannot determine District policy, the School Board welcomes their suggestions and assistance.

Parent organizations and booster clubs may be recognized by the Board and permitted to use the District's name, a District school's name, or a District school's team name, or any logo attributable to the District provided they first receive the Superintendent or designee's express written consent. Consent to use one of the above-mentioned names or logos will generally be granted if the organization or club has by-laws containing the following:

1. The organization's or club's name and purpose, such as, to enhance students' educational experiences, to help meet educational needs of students, to provide extra athletic benefits to students, to assist specific sports teams or academic clubs through financial support, or to enrich extracurricular activities.
2. The rules and procedures under which it operates.
3. An agreement to adhere to all Board policies and administrative procedures.
4. A statement that membership is open and unrestricted, meaning that membership is open to all parent(s)/guardian(s) of students enrolled in the school, District staff, and community members.
5. A statement that the District is not, and will not be, responsible for the organization's or club's business or the conduct of its members.
6. An agreement to maintain and protect its own finances.
7. A recognition that money given to a school cannot be earmarked for any particular expense. Booster clubs may make recommendations, but cash or other valuable consideration must be given to the District to use at its discretion. The School Board's legal obligation to comply with Title IX by providing equal athletic opportunity for members of both genders will supercede an organization or club's recommendation.
8. Parent Organizations and Booster Clubs must hold public annual elections.
9. District 74 employees may not hold a position relating to financial responsibility within a Parent Organization and Booster Club.

Permission to use one of the above-mentioned names or logos may be rescinded at any time and does not constitute permission to act as the District's representative.

The Superintendent shall designate an administrative staff member to serve as the recognized liaison to parent organizations or booster clubs. The liaison will serve as a resource person and provide information about school programs, resources, policies, problems, concerns, and emerging issues. Building staff will be encouraged to participate in the organizations.

ADOPTED: September 10, 2002

REVISED: September 1, 2016

REVIEWED: September 1, 2016

Lincolnwood School District 74

SECTION 1- School District Organization

1:10 School District Legal Status

The Illinois Constitution requires the State to provide for an efficient system of high quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000.

The Board of Education constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

LEGAL REF.:

[Ill. Constitution, Art. X, Sec. 1.](#)

[105 ILCS 5/10-1](#) *et seq.*

CROSS REF.: 2:10 (School District Governance), 2:20 (Powers and Duties of the Board of Education; Indemnification)

ADOPTED: October 6, 2011

REVISED:

REVIEWED:

Lincolnwood School District 74

Board of Education

2:10 School District Governance

The District is governed by a Board of Education consisting of 7 members. The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

Official action by the Board of Education may only occur at a duly called and legally conducted meeting at which a quorum is physically present.

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.

LEGAL REF.:

[5 ILCS 120/1.02.](#)

[105 ILCS 5/10-1](#), [5/10-10](#), [5/10-12](#), [5/10-16.5](#), [5/10-16.7](#), and [5/10-20.5](#).

CROSS REF.: 1:10 (School District Legal Status), 2:20 (Powers and Duties of the Board of Education; Indemnification), 2:80 (Board Member Oath and Conduct), 2:120 (Board Member Development), 2:200 (Types of Board of Education Meetings), 2:220 (Board of Education Meeting Procedure)

ADOPTED: October 6, 2011

REVISED:

REVIEWED:

Lincolnwood School District 74

Board of Education

2:90 Board Self-Evaluation

The Board of Education shall conduct periodic self-evaluations.

LEGAL REF.:

[5 ILCS 120/2.](#)

[105 ILCS 5/23-6.](#)

CROSS REF.: 2:200 (Types of Board of Education Meetings)

ADOPTED: September 10, 2002

REVISED:

REVIEWED:

Lincolnwood School District 74

5/21/21 Policy Committee Meeting - Review of Policy Manual Project

Operational Services

4:10 Fiscal and Business Management

The Business Manager is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the Board of Education and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Access to the District's Electronic Network*.

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board of Education, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's *School District Budget Form*. To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent or designee's proposed budget, the Board of Education sets the date, place, and time for:

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

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

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the Board of Education.

Final Adoption Procedures

The Board of Education adopts a budget before the end of the first quarter of each fiscal year (September 30), or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

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

The Superintendent or designee shall perform each of the following:

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

Any amendments to the budget or certificate of tax levy shall be made as provided in the School Code and Truth In Taxation Act.

Budget Amendments

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

Implementation

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

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

LEGAL REF.:

[35 ILCS 200/18-55](#) *et seq.*

[105 ILCS 5/10-17](#), [5/10-22.33](#), [5/17-1](#), [5/17-1.2](#), [5/17-2A](#), [5/17-3.2](#), [5/17-11](#), [5/20-5](#), [5/20-8](#), and [5/20-10](#).

[23 Ill.Admin.Code Part 100](#).

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADOPTED: September 10, 2002

REVISED: December 7, 2010

REVIEWED: December 7, 2010

Lincolnwood School District 74

Operational Services

4:120 Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with School Board policy 6:50, *School Wellness*.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.:

B. Russell National School Lunch Act, [42 U.S.C. §1751](#) *et seq.*

Child Nutrition Act of 1966, [42 U.S.C. §1771](#) *et seq.*

[7 C.F.R. Parts 210](#) and [220](#), Nutrition Standards in the National School Lunch and School Breakfast Programs.

[105 ILCS 125/](#).

[23 Ill.Admin.Code Part 305](#), School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: October 7, 2015

REVISED:

REVIEWED:

Lincolnwood School District 74

5/21/21 Policy Committee Meeting - Review of Policy Manual Project

General Personnel

5:120 Limitations on Accepting Gifts

No District employee or School Board member shall solicit or accept a gift that he or she has reason to believe is offered in an effort to influence his or her official position or employment. This ban applies to spouses of, and immediate family members living with, a Board member or employee. The following are examples of acceptable gifts:

1. Gifts from relatives or personal friends;
2. Gifts from an employee or Board member to an employee or Board member;
3. Gifts from students to teachers that have nominal value;
4. Food, lodging, transportation, and other benefits:
 - Resulting from outside business or employment activities, or
 - Customarily provided by a prospective employer;
5. Information or communication materials, such as books, articles, periodicals, audiotapes, or videotapes;
6. Training (including food and refreshments);
7. Personal hospitality;
8. Free attendance at a widely attended forum, dinner, reception, or similar event if attendance is related to the individual's office or job;
9. Commemorative items;
10. Golf or tennis, food or refreshments of nominal value, and catered food or refreshments;
11. Meals or beverages consumed on the premises from which they were purchased; and
12. Item(s) received from one prohibited source during any calendar year having a cumulative value of less than \$100.

The Superintendent or designee is the District Ethics Officer. The Ethics Officer shall serve as a resource to employees and Board members regarding this policy. The School Board will serve as the District Ethics Commission. In the event that any Board member is personally involved in a matter being investigated, he or she shall not serve on the Commission during such investigation. The District Ethics Commission shall have those powers and duties as described in the State Gift Ban Act for state-level ethics commissions, including the power to investigate complaints.

Anyone believing that this policy is or was violated is encouraged to file a complaint with the District Ethics Commission. The Commission will follow the procedures for handling complaints given in the State Gift Ban Act. The School Board, as the ultimate jurisdictional authority, may take appropriate enforcement action, such as those described in the State Gift Ban Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban)

ADOPTED: September 10, 2002

REVISED: December 4, 2007

REVIEWED: December 4, 2007

Lincolnwood School District 74

5/21/21 Policy Committee Meeting - Review of Policy Manual Project

General Personnel

5:170 Copyright

Works Made for Hire

The Superintendent shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment, it is assumed the District shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the District's copyright compliance procedures and to obey the copyright laws. The District is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Superintendent or designee whenever the staff member is uncertain about whether using or copying material complies with the District's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Superintendent or designee, install or download any program on a District-owned computer. At no time shall it be necessary for a District staff member to violate copyright laws in order to properly perform his or her duties.

Copyright Infringement; Designation of District Digital Millennium Copyright Act (DMCA) Agent

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Superintendent or designee will register this information with the federal Copyright Office as required by federal law.

District DMCA Agent:

Blackboard - Attn: General Counsel

1111 19th Street, N.W.,

Washington, D.C. 20006

generalcounsel@blackboard.com

Telephone

LEGAL REF.:

Federal Copyright Law of 1976, [17 U.S.C. §101](#) *et seq.*

[105 ILCS 5/10-23.10](#).

CROSS REF.: 6:235 (Access to Electronic Networks)

ADOPTED: March 3, 2016

REVISED:

REVIEWED:

Lincolnwood School District 74

5/21/21 Policy Committee Meeting - Review of Policy Manual Project

Instruction

6:130 Program for the Gifted

The Superintendent or designee shall implement an education program for gifted and talented learners that is responsive to student needs and is within the budget parameters as set by the Board.

Eligibility to participate in the gifted program shall not be conditioned upon race, religion, sex, disability, or any factor other than the student's identification as gifted or talented.

The Board of Education will monitor this program's performance by meeting periodically with the Superintendent or designee to determine and/or review the indicators and data that evidence whether the educational program for gifted and talented learners is accomplishing its goals and objectives and is otherwise in compliance with this policy.

LEGAL REF.:

[105 ILCS 5/14A.](#)

[23 Ill.Admin.Code Part 227](#)

CROSS REF.: 6:135 (Accelerated Placement Program)

ADOPTED: May 5, 2016

REVISED:

REVIEWED:

Lincolnwood School District 74

Instruction

6:210 Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of teaching tools, textbooks, workbooks, audio-visual materials, and equipment selected to meet the students' needs. Textbooks and instructional materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. Provide background information to enable students to make intelligent judgments;
4. Present opposing sides of controversial issues;
5. Be representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage;
6. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society.

A list or description of textbooks and instructional materials used in the District shall be revised annually by building administrators under the Superintendent's direction and shall be made available to the Board and professional staff as a reference. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use age-appropriate supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught. No PG-13 or R-rated movie shall be shown to students unless prior approval is received from the Building Principal and written parental consent is obtained. No NC-17 movie shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings. The Superintendent or designee shall give parents/guardians an opportunity to request that their child not participate in a class showing a movie, television program, or other media with an R or equivalent rating

LEGAL REF.:

[105 ILCS 5/10-20.8](#) and [5/28-19.1](#).

CROSS REF.: 6:80 (Teaching About Controversial Issues), 6:220 (Instructional Materials Selection and Adoption), 7:10 (Equal Educational Opportunities), 8:110 (Public Suggestions and Concerns)

ADOPTED: September 7, 2017

REVISED:

REVIEWED:

Lincolnwood School District 74

Instruction

6:330 Achievement and Awards

Awards and Honors

The Superintendent shall maintain a uniform process for presenting awards and honors for outstanding scholarship, achievement, and/or distinguished service in school activities in such a way as to minimize bias and promote fairness. The Superintendent shall supervise the selection of the recipient(s).

All donations for awards, honors, and scholarships must receive the School Board's prior approval.

ADOPTED: September 7, 2017

REVISED:

REVIEWED:

Lincolnwood School District 74

5/21/21 Policy Committee Meeting - Review of Policy Manual Project

Students

7:80 Release Time for Religious Instruction/Observance

Religious Observance

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent(s)/guardian(s) must give written notice prior to the student's anticipated absence.

The parent(s)/guardian(s)'s written notification of the student's anticipated absence shall satisfy the District's requirement for a written excuse when the student returns to school.

The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for a religious holiday which include a list of religious holidays on which students shall be excused from attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student an equivalent opportunity to make up any examination, study, or work requirement.

Religious Instruction

A student shall be released from school for a day or portion of a day for the purpose of religious instruction. A letter, requesting the student's absence and written by the student's parent(s)/guardian(s), must be given to the Building Principal prior to the day the student is to be absent.

LEGAL REF.:

Religious Freedom Restoration Act, [775 ILCS 35/](#).

[105 ILCS 5/26-1](#) and [5/26-2b](#).

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: September 7, 2017

REVISED:

REVIEWED:

Lincolnwood School District 74
