

AGENDA BOARD OF EDUCATION REGULAR MEETING

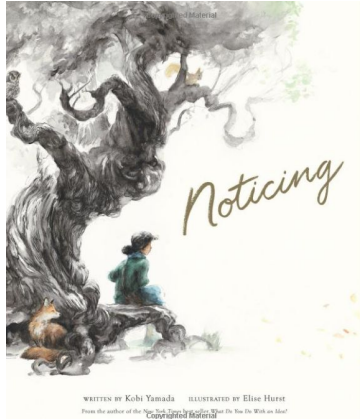
**MONDAY, MAY 20, 2024
6:30 PM**

**HADLEY JR. HIGH SCHOOL,
240 HAWTHORNE BLVD,
GLEN ELLYN, IL 60137**

I.	Call to Order	
	A. Pledge of Allegiance	
	B. Roll Call	
II.	Celebrations and Recognitions	
	• Student Board Member Recognition	
III.	Presentations	3
	• Student Attribute - A Sense of Belonging: Churchill	
IV.	Public Participation	
V.	Reports	
	A. Superintendent's Report	
	B. Board Reports	
	C. Student Board Reports	
VI.	Discussion	
	A. Board Policy Revisions: First Reading	18
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	1. Approve the Consolidated Plan	
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	h. Treasurer's Report	168
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	4. Appointment of School District Treasurer	170
	5. Board Meeting Minutes	175
	• April 15, 2024- Regular Meeting Minutes	

	<ul style="list-style-type: none"> • April 15, 2024- Closed Meeting Minutes • April 25, 2024- Special Board Workshop Meeting Minutes • May 6, 2024, Committee of the Whole Meeting Minutes 	
B.	Recommendations	
	1. Approve Resolution for Change Order Authorization for Full Day Kindergarten Center Project	178
	2. Approved Revised Calendar for the 2024-2025 School Year	183
	3. Technology Purchase: Student Web Filtering & Student Monitoring Software	185
	4. Approve Full Day Kindergarten Center Project Bid Packet #2A	187
VIII.	Other/Board Governance - Learning Together	
	A. Advocacy Report	
	B. IASB Board Resolution Discussion	
	C. Follow Up From Special Board Workshop Meeting	
IX.	Upcoming Meetings	
	<i>All meetings are held at Hadley Jr. High School, 240 Hawthorne Blvd. unless otherwise noted.</i>	
	<ul style="list-style-type: none"> • Monday, June 10, 2024, Regular Board Meeting, 6:30 p.m. • Thursday, June 20, 2024. Special Board Meeting, 6:30 p.m. 	
X.	Adjourn to Closed Session	
XI.	Return to Open Session	
XII.	Adjournment	

Superintendent Dr. Melissa Kaczowski



*“It’s not only what
we look at, but how
we **choose** to see
it.”*

Churchill Board Presentation

Amanda Kanter, Principal
Tim Shermak, Asst. Principal



Why does staff **Choose** **Churchill?**

We are Churchill



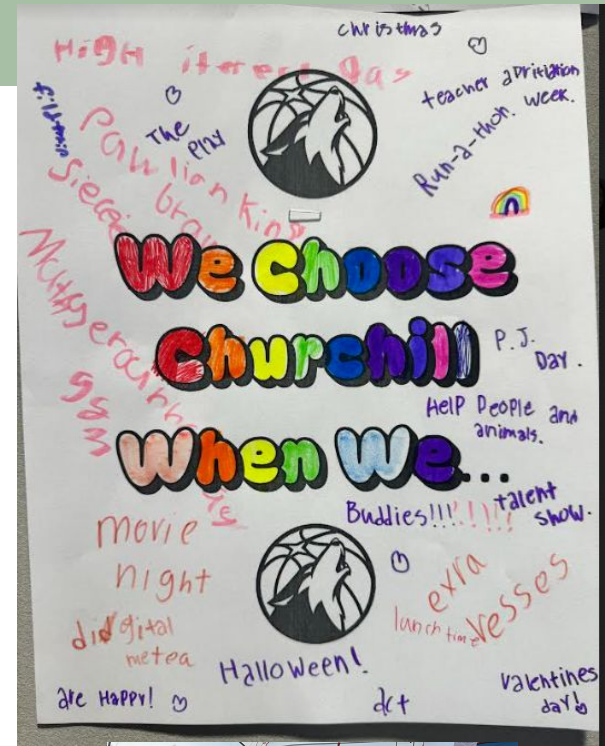
"Our family has had multiple children at Churchill for over 6 years and it has been such a wonderful elementary experience for our entire family. We've all made lifelong friends during our time at the school and we feel our children are set up for success as they head towards Junior High and beyond. The Churchill PTA is second to none and works at creating and supporting fun and educational experiences that would not be possible without such an incredible community!"

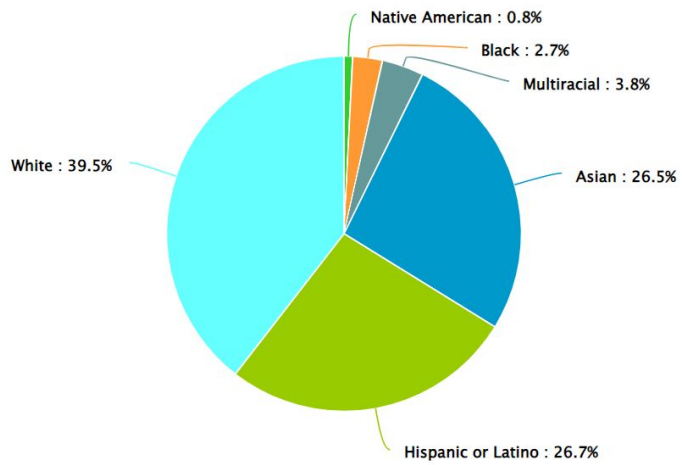
Why do families Choose Churchill?

"Our family has had such a great experience at Churchill. The inclusive, kind and diverse environment has set up our children for success. Our older child has thrived at Hadley because of what she learned at Churchill ... not just in academics, but in life!"

"I am proud of the inclusive environment that Churchill School fosters where everyone is encouraged to be involved in a variety of programs that fit your interests and schedule. My family loves attending the PTA family events. They are so well planned and supported by the staff and community. We've met some great folks!"

Why do kids Choose Churchill?





230 English Language Learners

11 Dual Language Classrooms

90 Staff Members

11 Building Leadership Team Members

59 Special Education Students

1 Extended Day Kinder Program

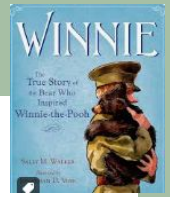




PBIS Assemblies



Mini March Madness



Golden Broom Award



DARE Graduation



Choose Churchill Award

Mascot



Assemblies and Buddi

Grade Level Assemblies



Paw Draws



Buddy Activities aligned to Social Emotional Learning and awareness



Creating biliterate citizens



Collaborative
Teaching
Partnership



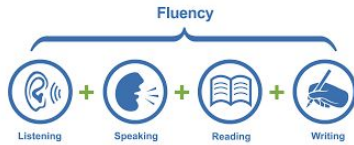
Strong
relationships
amongst students



Natural
opportunities for
cultural awareness

Dual





Instruction and support in the areas of English Speaking, Writing, Reading, and Listening

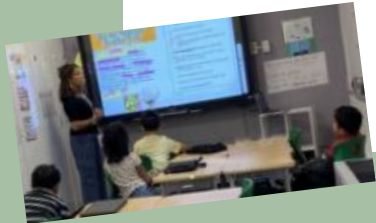


Hosted successful **first** ESL Literacy Night



Building Resources in Language Support and Newcomer classroom integration

English as a Second Language Program



Additional
Opportunity to
students who
qualify to practice
literacy and math
skills

Component of our
Title I funding that
aims to close the
achievement gap
for our students

About 35 students
attend
Kindergarten Full
Day

Extended Day Kinder



11





Glen Ellyn
Children's
Resource Center



Churchill Cares

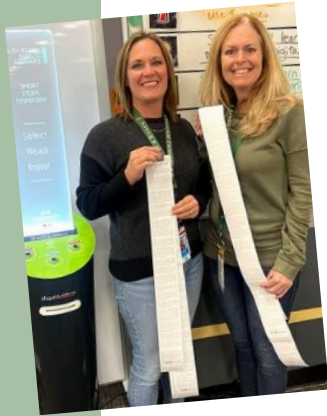


Churchill PTA

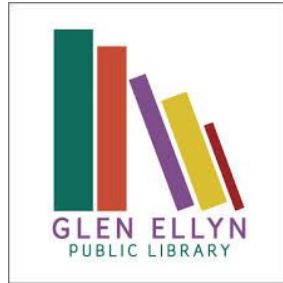


Lions
Club

Partnerships



Glen Ellyn Public
Library



D41 Kids
Foundation



12

Mobile Dental Van
and Health Clinic





International Night



Fall Fest



High Interest Day



Camp out with a good book



Dance and Date Night

Class Parties

Talent Show



Special Events



Run-A-Thon

Fifth Grade Gives Back

Roller Skating Night



School Play



Science Olympiad
Science Olympiad



Girls on the Run

After school Programs



Chorus

Chess Club

Debate Club



Broadcasting Club



Coming soon...
First Lego League

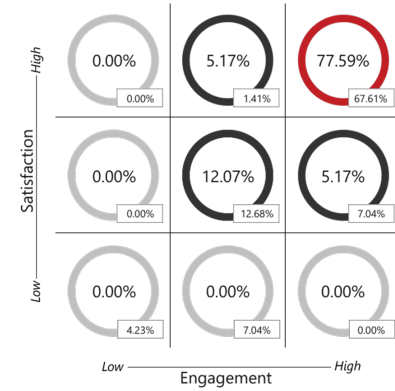


Recognition



Collaboration

Positivity



School Culture

Thank you for your support!



D41
CHURCHILL
TIMBERWOLVES



D41
CHURCHILL
TIMBERWOLVES



Board Report

Date: June 20, 2023

Title: Board Policy Revisions First Reading

Submitted by: Dr. Melissa Kaczowski, Superintendent

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: The Board of Education Policy Committee examines the policy manual on a regular basis for revisions and updates that are necessary based on changes in Illinois, Federal law, or to reflect the District's current practices.

Discussion: PRESS Issues 111, 112, 113 are bundled to address the laws passed in the General Assembly that affect school boards, due to the content of laws and policies, many updated policies may appear in several bundles. All materials are reviewed and revised to the current version of PRESS or in alignment with District practices and are also reviewed by District administration prior to committee review. The Policy Committee met in April and May to review these proposed revisions.

PRESS ISSUE 111

Faith's Law Trailer Bill

Faith's Law, P.A. 102-676, amended multiple state statutes to close significant legal loopholes related to combating grooming. The Faith's Law trailer bill, P.A. 102-702, eff. 7-1-23, further addresses grooming and aims to end "passing the trash" – the cycle in which an employee engages in sexual misconduct, is dismissed, is hired by another employer unaware of the sexual misconduct, and then engages in sexual misconduct again.

- 2:110, Qualifications, Term, and Duties of Board Officers
- 3:40, Superintendent
- 4:60-AP3, Criminal History Records Check of Contractor Employees
- 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees - NEW
- 5:30, Hiring Process and Criteria
- 5:30-AP2, Investigations
- 5:30-AP3, E, EHR Letter to Applicant's Current/Former Employer - NEW
- 5:90, Abused and Neglected Child Reporting
- 5:150, Personnel Records
- 5:150-AP, Personnel Records
- 5:260, Student Teachers
- 7:190-AP6, Guidelines for Investigating Sexting Allegations
- 9:10, Student Use of Personal Technology
- 9:20 - Technology, Employee Personal Use
- 9:30 Technology -Internet Publications and Social Media

PRESS ISSUE 112

Five-Year Reviews

Issue 112 primarily focused on PRESS Editors 5-Year reviews. The following materials are updated due to Administrative recommendations, PRESS Editor quality assurance review, legislation, administrative rule and/or continuous improvement changes, including subscriber feedback.

18

- 4:45, Insufficient Fund Checks and Debt Recovery
- 4:60-AP2, Third Party Non-Instructional Contracts -NEW

- 4:80-AP1, Checklist for Internal Controls_Renumbered
- 4:80-AP2, Fraud, Waste, and Abuse Awareness Program_NEW
- 4:100, Insurance Management
- 5:230, Maintaining Student Discipline
- 6-30, Instruction-Organization of Instruction
- 6:40-AP, Curriculum Development - NEW to D41
- 6:190, Extracurricular and Co-Curricular Activities
- 6:240, Field Trips
- 6:240-AP, Field Trip Guidelines
- 7:275, Orders to Forgo Life-Sustaining Treatment
- 8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities -RENAMED
- 8:95, Parental Involvement

PRESS Issue 113

Board Governance and Open Meetings

The General Assembly passed legislation this year impacting board governance and adding certain flexibilities to the Open Meetings Act.

- 2:200, Types of School Board Meetings
- 2:220, School Board Meeting Procedure
- 8:30, Visitors to and Conduct on School Property

Hiring and Conditions of Employment

These recommendations are as a results bills was passed aimed at addressing the ongoing teacher shortage in Illinois:

- 5:120-AP2, Employee Conduct Standards
- 5:200, Terms and Conditions of Employment and Dismissal
- 5:210, Resignations
- 5:220, Substitute Teachers
- 5:250, Leaves of Absence
- 5:330, Sick Days, Vacation, Holidays, and Leaves

Student Health, Appearance, and Behavior

In response to a recent request from ISBE's Nutrition Dept. policy 6:50, *School Wellness*, is updated to include school-based activities to clearly show that this topic is addressed in policy as required by 7 C.F.R. §210.3 and as detailed in ISBE's Local Wellness Policy Checklist at www.isbe. In the area of student behavior, a new sample administrative procedure, 7:190-AP9, Administrative Transfer to Regional Safe School Program, is created to address the Safe Schools Law. Additionally, in response to subscriber feedback and the increasing impact of artificial intelligence (AI) on education, language addressing student use of artificial intelligence to complete schoolwork is included in PRESS sample policy 7:190, Student Behavior.

- 6:50, School Wellness
- 7:160, Student Appearance
- 7:190, Student Behavior
- 7:190-AP9, Administrative Transfer to Regional Safe School Program - NEW
- 7:270, Administering Medicines to Students
- 7:290, Suicide and Depression Awareness and Prevention

Administrative, Miscellaneous & Five-Year Reviews

The following materials are updated due to student attendance, curriculum and PRESS Editor quality assurance review, legislation, administrative rule and/or continuous improvement changes, including subscriber feedback.

- 2:20, Powers and Duties of the School Board; Indemnification
- 6:60, Curriculum Content
- 7:60, Residence

Other

All policies are reviewed and edited for punctuation once final and approved by the board.

Recommendation: This report is for discussion only. The recommendations will be presented for action at the July 31, 2023 regular meeting.

School Board

Qualifications, Term, and Duties of Board Officers

The School Board officers are: President, Vice President, Secretary, and Treasurer. These officers are elected at the Board's organizational meeting.

President

The Board elects a President from its members for a two-year term. The duties of the President are:

1. Preside at all meetings;
2. Develop Board meeting agenda in accordance with Board Policy 2:20
3. Make all Board committee appointments and remove any member of a Board Committee, in accordance with Board Policy 2:150 Committees.
4. Attend and observe any Board committee meeting at his or her discretion.
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act.
9. Ensure that a quorum of the Board is physically present at all Board meetings, except as otherwise provided by the Open Meetings Act;;
10. Administer the oath of office to new Board members; and
11. Serve as the Board's official spokesperson.
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official. If the Board President is the subject of the complaint, these duties will fall to the Board Vice President; and
13. Ensure that all the fingerprint-based criminal history records information checks ~~and/or screenings~~ screenings, and sexual misconduct related employment history reviews, (EHRs) required by the State law and policy 5:30 *Hiring Process and Criteria* are completed for the Superintendent..

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

Vice President

The School Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by special Board election.

Secretary

The Board elects a Secretary for a two-year term. The secretary may be, but is not required to be, a Board member. The duties of the Secretary are to:

1. Sign official District documents requiring the Secretary's signature; and
2. Record all closed meeting minutes

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

Recording Secretary

The Board will appoint a Recording Secretary who is a staff member. The Recording Secretary's primary responsibility shall be the keeping of records of all transactions of the School Board in regular and special open meetings. In addition, the Recording Secretary shall record all closed meeting minutes and receive notification from Board members who desire to attend a Board meeting by video or audio means pursuant to Board policy 2:220, School Board Meeting Procedure. The Recording Secretary shall perform the following duties:

1. Keep Board meeting minutes;
2. Prepare Board meeting agendas and provide them, along with prior meeting minutes to Board members before the next Board meeting;
3. Mail meeting notification and agenda to news media who have officially requested copies;
4. Keep records of the Board's official acts;
5. Maintain Board Policy
6. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means

Treasurer

The Treasurer of the Board shall be an appointed non-Board member who serves at the Board's pleasure. A Treasurer may be compensated provided it is established before the appointment. An appointed Treasurer must:

- Be at least 21 years old;
- Not be a member of the County Board of School Trustees; and
- Have a financial background or related experience, or 12 credit hours of college-level accounting.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.: ~~5 ILCS 420/4A-106.~~
 105 ILCS 5/8-1, 5/8-2, 5/8-3, 5/8-6, 5/8-16, 5/8-17, 5/10-1, 5/10-5, 5/10-7, 5/10-8, 5/10-13, 5/10-13.1, 5/10-14, 5/10-16.5, 5/10-21.9, and 5/17-1 ~~and 5/21B-85,~~ and 5/22-94.
5 ILCS 120/7, Open Meetings Act.
5 ILCS 420/4A-106, Ill. Governmental Ethics Act.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:105 (Ethics and Gift Ban), 2:150 (Committees), 2:210 (Organizational School Board Meeting). 2:220 (School Board Meeting Procedure), 5:30 (Hiring Process and Criteria)

Reviewed: October 20, 2003; January 18, 2011, February 11, 2013, February 10, 2020, December 13, 2021, March 18, 2024

Adopted: November 17, 2003

Revision Adopted: January 26, 2004; December 18, 2006; January 22, 2007, February 1, 2010, February 7, 2011, February 25, 2013, February 24, 2020, January 18, 2022

General School Administration

Superintendent

Duties and Authority

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with School Board policies, vision and directives, and State and Federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law including the

special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Superintendent is authorized to develop administrative ~~procedures and~~ procedures and take other action as needed to implement School Board policy and otherwise fulfill his or her responsibilities. -

The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by ~~School~~ Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated

Qualifications

The Superintendent must be of good character and of unquestionable morals and integrity. The Superintendent shall have the experience and the skills necessary to work effectively with the School Board, District employees, students, and the community. The Superintendent must have and maintain a Professional Educator License with a superintendent's endorsement issued by the Illinois State Educator Preparation and Licensure Board.

Evaluation

The School Board will evaluate, the Superintendent's performance and effectiveness, ~~twice per year, however, no less than annually,~~ using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies ~~the policies and according to the terms contained in the Superintendent's~~ contract. ~~employment agreement. A specific time should be designated for a formal evaluation session with all School Board members present.~~ The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

The Superintendent shall annually present evidence of professional growth through attendance at educational conferences, in-service training, or similar continuing education pursuits.

Compensation and Benefits

The School Board and the Superintendent shall enter into an employment agreement ~~a contract~~ that conforms to Board policy and State law. This contract shall govern the employment relationship between the ~~School~~ Board and the Superintendent. The terms of the Superintendent's employment agreement, when in conflict with this policy, will control.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20,
5/21B-25, 5/24-11, and 5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

23 Ill. Admin. Code §§ 1.310a, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the School Board; Indemnification), 2:130 (Board-Superintendent Relationship), 2:240 (Board Policy Development), 3:10 Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

Reviewed: November 17, 2003, February 11, 2013, September 14, 2015, March 21, 2022, [March 18, 2024](#)

Approved: December 15, 2003

Revision Adopted: February 01, 2010, February 25, 2013, September 28, 2015, April 18, 2022

Operational Services

Administrative Procedure - Criminal History Records Check of Contractor Employees

Use this procedure to implement the complete criminal history records check referenced in 5:30-AP2, Investigations, that is required when an employee of a contractor will have direct, daily contact with one or more students.

Actor	Action
<p>Firm contracting with the District, referred to herein as “contractor”</p>	<p>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 105 ILCS 5/10-21.9(c) or 5/21B-80(c), both amended by P.A. 102-552, 101-531.</p> <p>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.</p> <p>Requires each employee 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. 105 ILCS 5/10-21.9(f).</p> <p>Reimburses the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with student(s).</p> <p><u>Follows 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees, if the contractor’s employees will have direct contact with children or students, as defined by 105 ILCS 5/22-94(b), added by P.A. 102- 702.</u></p>
<p>Superintendent, <u>Business Manager</u>, or designee</p>	<p><u>To ensure that a contractor complies with the fingerprint-based criminal history records check under 105 ILCS 5/10-21.9, may require</u> Require<u>requires</u> that the following <u>sample language or similar language</u> paragraph be included in each contract with any firm whenever any employee of the firm will have direct, daily contact with one or more students.</p> <p>The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/10-21.9(c) and/or 5/21B-80(c), as amended from time to time, or who is listed in the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry. The contractor shall not send to any school building or school property any employee or agent who has been convicted of a crime listed in 105 ILCS 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee’s sentence for the criminal offense. The contractor shall make every employee who will have direct, daily contact with one or more students available to the District for the purpose of submitting to a fingerprint-based criminal history records check. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the cost of each check. The District must also provide a copy of the report to the individual employee of the contractor, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall</p>

	<p>check if any of its employees or agents having direct, daily contact with one or more students is listed on the Ill. Sex Offender Registry or the Ill. Murderer and Violent Offender Against Youth Registry.</p> <p>Completes the required forms to request a fingerprint-based criminal history record check on each contractor's employee who will have direct, daily contact with one or more students. 105 ILCS 5/10-21.9(f). See 5:30-AP2, <i>Investigations</i>. Screens the individual's name and address against the: (1) Ill. Sex Offender Registry, www.isp.illinois.gov/Sor/Disclaimer, and (2) the Violent Offender Against Youth Registry maintained by the Ill. Dept. of State Police (ISP), <u>The fingerprint-based criminal history record check and two registry screens constitute the complete criminal history background check that must be conducted under 105 ILCS 5/10-21.9(f), as described in 5:30-AP2, Investigations.</u></p> <p>www.isp.illinois.gov/Sor/Disclaimer</p> <p>Whenever a contractor sends an employee who will have direct, daily contact with a student(s) to the District for the first time, ASKS the contractor:</p> <ol style="list-style-type: none">1. Will this employee be assigned to more than one school district? IF YES, may request the applicable Regional Superintendent to be responsible for obtaining a fingerprint-based criminal history records check and checking the Statewide Sex Offender Database for each such employee. The Regional Superintendent is required to promptly report to the District any information concerning the employee's record of conviction and identification as a sex offender. 105 ILCS 5/10-21.9(f).2. Has another Illinois school district already conducted a fingerprint-based criminal history records check on the employee within the last year? IF YES, may request a copy of it for that contractor's employee from the school district where the contractor's employee worked or works. The District may rely on a check done by another district within the last year. 105 ILCS 5/10-21.9(hf-5). <p>Note: State law does not define "within the last year."</p> <p>Upon a request from any school, school district, community college district, or private school for a copy of a fingerprint-based criminal history records check for an employee of a contractor, FIRST determines if the District conducted the check within the last year. IF YES, provides a copy of it to the requesting entity. 105 ILCS 5/10-21.9(f-5).</p> <p>Note: An immunity provision, contained in 20 ILCS 2635/7(A)(3), makes the District not liable to an individual for its reasonable actions taken in reliance on the individual's Criminal History Records Information (CHRI) report. The District will lose the immunity if it was notified by the individual or by the ISP that the CHRI report is inaccurate or incomplete.</p> <p><u>Follows 4:60-AP4, Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees, if the contractor's employees will have direct contact with children or students, as defined by 105 ILCS 5/22-94(b), added by P.A. 102- 702.</u></p>
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Cross Reference and Resource

1. ~~ISBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/Documents/guidance_chr.pdf.~~

~~2.1. Fingerprint-based Criminal History Records Information Check~~ subhead in 5:30 AP2, *Investigations*.

Reviewed: August 1, 2021, May 20, 2024
Adopted: March 9, 2020
Revisions Adopted:

NEW

Operational Services

Administrative Procedure - Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees

Use this procedure to implement the sexual misconduct related employment history review (EHR) required by 105 ILCS 5/22-94 when an employee of a contractor will have direct contact with children or students. A copy of this procedure may be provided to a contractor to inform or remind the contractor of its legal obligations.

Glossary of Terms

Contractor - A firm holding a contract with any school including, but not limited to, food service workers, school bus drivers, and other transportation employees who have direct contact with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702.

Direct contact with children or students - The possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students. 105 ILCS 5/22-94(b), added by P.A. 102-702.

School - A public or nonpublic elementary or secondary school. 105 ILCS 5/22-94(b), added by P.A. 102-702..

Sexual misconduct - Any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include but are not limited to: 1) a sexual or romantic invitation, 2) dating or soliciting a date, 3) engaging in sexualized or romantic dialog, 4) making sexually suggestive comments that are directed toward or with a student, 5) self-disclosure or physical exposure of a sexual, romantic, or erotic nature, 6) a sexual, indecent, romantic, or erotic contact with the student. 105 ILCS 5/22-94(b), added by P.A. 102-702; 105 ILCS 5/22-85.5(c), added by P.A. 102-676.

EHR of Contractor Employees

Actor	Action
Contractor	<p>At the time of initial hiring of an employee or prior to the assignment of an employee to perform work involving <i>direct contact with children or students</i>, conducts an EHR of the employee, in accordance with 105 ILCS 5/22-94, added by P.A. 102-702, specifically:</p> <p>Provides the employee with: (a) a <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education’s (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (b) copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using ISBE’s <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the applicant to complete for each current employer and for each former employer where the applicant worked in direct contact with children or students. The Contractor cannot hire an applicant for a position involving direct contact with children or students who does not provide the information required by the forms (105 ILCS 5/22-94(f), added by P.A. 102-702).</p>

Actor	Action
	<p>Reviews the applicant’s completed <i>Sexual Misconduct Disclosure</i> form and <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form(s).</p> <p>Provides to all employers identified by the applicant in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form a copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702). The employer(s) must return the completed form(s) to the Contractor within 20 calendar days (105 ILCS 5/22-94(e), added by P.A. 102-702) after receipt.</p> <p>Informs the District of any instance known to the Contractor in which the employee: (a) has been the subject of a sexual misconduct allegation unless a subsequent investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated; (b) has ever been discharged, been asked to resign from, resigned from, or otherwise been separated from any employment, been removed from a substitute list, been disciplined by an employer, or had an employment contract not renewed due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation was false, unfounded, or unsubstantiated; or (c) has ever had a license or certificate suspended, surrendered, or revoked due to an adjudication or finding of sexual misconduct or while an allegation of sexual misconduct was pending or under investigation, unless the investigation resulted in a finding that the allegation was false, unfounded, or unsubstantiated. 105 ILCS 5/22-94(j)(3)(A-C), added by P.A. 102-702.</p>
<p>Superintendent, Business Manager, or designee</p>	<p>Confirms that the Contractor has performed or will perform an EHR for each of its employees who will perform work involving direct contact with children or students. The EHR remains valid as long as the employee remains employed by Contractor, even if the employee is assigned to perform work for another school. 105 ILCS 5/22-94(j)(1), added by P.A. 102-702.</p> <p>To ensure the EHR is performed, may require the following sample language or similar language be included in each contract with the Contractor:</p> <p style="padding-left: 40px;">Either at the time of initial hiring or prior to assigning any employee to perform work in the District involving direct contact with children or students, the Contractor will perform an Employment History Review (EHR) for the employee, in accordance with the requirements of 105 ILCS 5/22-94, as it may be amended from time to time. Notwithstanding the foregoing, if Contractor is furnishing substitute staffing services, Contractor shall perform the EHR upon initial hiring of the substitute employee.</p> <p>In performing the EHR, the Contractor agrees it will provide the employee with: (1) a <i>Sexual Misconduct Disclosure</i> form, using the Ill. State Board of Education’s (ISBE) <i>Sexual Misconduct Disclosure Template for Applicant</i> at www.isbe.net/Documents/Temp1-ISBE-</p>

Actor	Action
	<p>Sexual-Misconduct-Disclosure-Form-Applicant.pdf and (2) copies of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form, using ISBE’s <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response Template</i> at www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf for the employee to complete for each current employer and for each former employer where the employee worked in direct contact with children or students. The Contractor shall provide to all employers identified by the employee in Section 3 of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form a copy of the <i>Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response</i> form (105 ILCS 5/22-94(c)(4), added by P.A. 102-702). The Contractor will instruct the identified employer(s) to return the completed form(s) to the Contractor within 20 calendar days after receipt. The Contractor shall immediately inform the District of any instances of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). The Contractor shall maintain all records of EHRs and upon the District’s request shall provide the District with access to and copies of records pertaining to the EHRs of Contractor employees. The Contractor shall not send to any school building or other District property: (1) any employee for whom an EHR has not been performed, (2) any employee who provides false information or willingly fails to disclose information required by the EHR, or (3) any employee to whom the District objects after the Contractor informs it of an instance of sexual misconduct involving the employee as set forth in 105 ILCS 5/22-94(j)(3). 105 ILCS 5/22-94(e) provides that a “contractor who provides information or records about a current or former employee or applicant under this Section [105 ILCS 5/22-94] is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false.”</p> <p>For the duration of this Agreement, and in accordance with 105 ILCS 5/22-94(g), the Contractor agrees it will not enter into any collective bargaining agreement, employment contract, agreement for resignation or termination, severance agreement, or any other contract or agreement that: (1) has the effect of suppressing information concerning a pending investigation or a completed investigation in which an allegation was substantiated related to a report of suspected sexual misconduct by a current or former employee, (2) affects the ability of the Contractor to report suspected sexual misconduct to the appropriate authorities, or (3) requires the Contractor to expunge information about allegations or findings of suspected sexual misconduct from any documents maintained by the Contractor, unless, after an investigation, an allegation is found to be false, unfounded, or unsubstantiated.</p>

Actor	Action
	Whenever a Contractor sends an employee who will have direct contact with children or students to the District for the first time, requests that the Contractor provide the District with copies of the records pertaining to the EHR of any employee involved in an instance of sexual misconduct as set forth in 105 ILCS 5/22-94(j)(3).

Following the EHR of Contractor Employees

Actor	Action
Contractor	<p>Maintains records documenting EHRs as required by law and upon the District’s request, provides the District access to records pertaining to the employment history reviews of employees. 105 ILCS 5/22-94(j)(2), added by P.A. 102-702.</p> <p>Prohibits the assignment of an employee to a position at the District involving direct contact with children or students if: (1) the employee does not provide the information required by 105 ILCS 5/22-94(c) or provides false information or willfully fails to disclose information required by the EHR (2) the Contractor determines the employee is unfit for the position, or (3) the District objects to the assignment after the Contractor informs it of an instance of sexual misconduct as listed in the section above. 105 ILCS 5/22-94(f) and j(4), added by P.A. 102-702.</p> <p>Disciplines, up to and including termination or denial of employment, any employee who provides false information or willfully fails to disclose information required by the EHR. 105 ILCS 5/22-94(d), added by P.A. 102-702.</p> <p>As appropriate, reports responses received from an applicant’s employer(s) to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer. Note: A contractor or district that reports information or records about a current or former employee or applicant under 105 ILCS 5/22-94 is immune from criminal and civil liability for the disclosure of the information or records unless the information or records provided were knowingly false. 105 ILCS 5/22-94(e), added by P.A. 102-702.</p>
Superintendent, Business Manager, or designee	<p>Reviews all EHR records provided by the Contractor to evaluate the employee’s fitness to be assigned to work in the District.</p> <p>As appropriate, reports responses received from an applicant’s employers to ISBE, a state licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer.</p> <p>If a Contractor employee is alleged to have engaged in sexual misconduct with an enrolled student, ensures notice to the student and parent(s)/guardian(s) of the student is provided and the allegations are investigated in accordance with administrative procedure 5:90-AP2, <i>Parent/Guardian Notification of Sexual Misconduct</i>, see the Notification of Alleged Sexual Misconduct subhead.</p>

Actor	Action
	If any of the Contractor's employees will have direct, daily contact with one or more students, conduct a <i>complete criminal history records check</i> of the Contractor employees under 105 ILCS 5/10-21.9(f) by following 4:60-AP3, <i>Criminal History Records Check of Contractor Employees</i> .

Reviewed:

Adopted:

Revisions Adopted:

General Personnel

Hiring Process and Criteria

The District shall hire the best qualified personnel consistent with budget, staffing requirements, and shall comply with School Board policy on equal employment opportunity and minority recruitment or so that the workforce better mirrors the student population. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the School Board. If the recommendation is rejected, the Superintendent must submit another. No individual will be employed who has been convicted of a criminal offense listed in 105 ILCS 5/21B-80(c).

All applicants must complete a District application form in order to be considered for employment.

Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category other than the Superintendent; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant recommended for hire as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, the Ill. Dept. of State Police and/or Statewide Sex Offender Database for purposes of clarifying the information, and/or the Teachers' Retirement System of the State of Illinois when required by law. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete a U.S. Citizenship and Immigration and Naturalization Service Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in 105 ILCS 5/21B-80 or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment.

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria.
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.
6. The District does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*

Sexual Misconduct Related Employment History Review (EHR)

Prior to hiring an applicant for a position involving direct contact with children or students, the Superintendent shall ensure that an EHR is performed as required by State law. When the applicant is a superintendent candidate, the Board President shall ensure that the EHR is initiated before a successful superintendent candidate is offered employment by the Board.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease, including tuberculosis. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, advanced practice registered nurse or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the School District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, advanced practice registered nurse, or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The School Board will pay the expenses of any such examination.

Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the Acknowledgement of Mandated Reporter Status form as provided in policy 5:90, Abused and Neglected Child Reporting.

LEGAL REF.: 42 U.S.C. §12112, Americans with Disabilities Act; 29 C.F.R. Part 1630.

15 U.S.C. § 1681 et seq., Fair Credit Reporting Act.

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/10-22.34, 5/10-22.34b,

5/21B-10, 5/21B-80, 5/22-6.5, 5/22-94, and 5/24-5.

20 ILCS 2630/3.3, Criminal Identification Act.

, 820 ILCS 70/ Employee Credit Privacy Act.

, 820 ILCS 55/ Right to Privacy in the Workplace Act.

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Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).

Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).

Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct, and Conflict of Interest), 5:220 (Substitute Teachers) 5:280 (Education Support Personnel - Duties and Qualifications), 9:20, Employee Personal Use of Technology

Reviewed: May 17, 2004, February 11, 2013, March 24, 2014, December 08, 2014, November 21, 2016, March 21, 2022, March 18, 2023

Adopted: August 23, 2004

Revisions Adopted: January 24, 2005; December 19, 2005; December 18, 2006, February 01, 2010, February 25, 2013, April 14, 2014, January 12, 2015, December 5, 2016, April 18, 2022

NEW

General Personnel

Exhibit - EHR Letter to Applicant's Current/Former Employer

Use this letter when the District contacts an applicant's current or former employer to complete a sexual misconduct related employment history review. 105 ILCS 5/22-94.

On District Letterhead

Re: Applicant's Sexual Misconduct Related Employment History Review

Attention [*insert name of applicant's current/former employer*]:

You are receiving this letter pursuant to the Illinois School Code (105 ILCS 5/22-94) because your organization has been listed by the applicant as a current employer, a former employer that was a school or school contractor, or a former employer at which the applicant had direct contact with children or students, meaning the possibility of care, supervision, guidance, or control of children or students or routine interaction with children or students.

To help protect children and students from the threat of sexual misconduct, Illinois law requires all Illinois public/non-public elementary and secondary schools to conduct sexual misconduct related employment history reviews on certain applicants for hire. Therefore, we are required to ask, and you are required to complete, the enclosed standardized form, which was developed using a template created by the Ill. State Board of Education (ISBE). Illinois law further requires you to disclose the information requested on the enclosed form within twenty (20) calendar days of your receipt of the form. If you have an office of human resources or central office, such information must be provided by that office. Additionally, if you answer yes to any question, you must provide further information about the matter disclosed as well as all related records. Information received shall not be deemed a public record.

We will use the information we receive from you to evaluate the applicant's fitness to be hired or for continued employment. We may also report the information, as appropriate, to ISBE, a State licensing agency, a law enforcement agency, a child protective services agency, another school or contractor, or a prospective employer.

Under Illinois law, an employer, school, school administrator, or contractor who provides information or records about a current or former employee or applicant pursuant to this request is immune from criminal and civil liability for the disclosure of the information or records, unless the information or records provided were knowingly false. This immunity is in addition to, and not a limitation on, any other immunity provided by law or any absolute or conditional privileges applicable to the disclosure by virtue of the circumstances of the applicant's consent to the disclosure. Additionally, this immunity extends to any circumstances when the employer, school, school administrator, or contractor in good faith shares findings of sexual misconduct with another employer.

Unless the laws of another state prevent the release of the information or records requested, or disclosure is restricted by the terms of a contract entered into before July 1, 2023, and notwithstanding any other provisions of law to the contrary, an

employer, school, school administrator, contractor, or applicant must report and disclose all relevant information, records, and documentation that may otherwise be confidential.

Please return a copy of your response by email to: *[insert email address]*, or by US mail to:

Thank you for your cooperation,

[Insert title, such as Superintendent or Human Resources Administrator]

Enclosure: *Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form*

Reviewed:
Adopted:

Revisions Adopted:

General Personnel

Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a ~~d~~Disability, shall (1) immediately; report such a case to the Ill Dept of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873 (within Illinois) or 1-217-524-2606 (outside of Illinois) ; or 1-800-358-5117(TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office.

Any District employee who believes a student in immediate danger or harm, shall ~~first~~ call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notification to the student's ~~parents~~parent/guardians with DCFS, the applicable school resource office (SRO) and/or local law enforcement. *Negligent failure to report* occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement. Additional reporting is required he National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST. (1-800-843-5678), or online at report.cybertip.org/ or www.cybertipline.com or www.missingkids.org. The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made and completes the appropriate District form.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students

Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment sign the "*Acknowledgement of Mandated Reporter Status*" form provided by DCFS and the Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
- ~~2.~~3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including sexual misconduct as defined in Faith's Law)12, and boundary violations as required by law and policy 5:100, Staff Development Program.

~~The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow up and care for abused students as they return to the classroom setting.~~

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Superintendent Responsibilities:

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

When the Superintendent has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of sexual misconduct under Faith's Law, and (2) that act resulted in the license holder's dismissal or resignation from the District, the Superintendent shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

~~The Superintendent shall notify the State Superintendent and the regional superintendent Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.~~

The Superintendent shall develop procedures for notifying a student's parents/guardians when a District employee, contractor, or agent is alleged to have engaged in sexual misconduct with the student as defined in Faith's Law. The Superintendent shall also develop procedures for notifying the student's parents/guardians when the Board takes action relating to the employment of the employee, contractor, or agent following the investigation of sexual misconduct. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in sexual misconduct is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.

The Superintendent shall execute the recordkeeping requirements of Faith's Law.

Special School Board Member Responsibilities

Each individual School Board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in ANCRA, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the requirements of the Act concerning the reporting of a child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately

LEGAL REF.: 105 ILCS 5/10-21.9.
20 ILCS 1305/1-1 et seq. Department of Human Services Act
325 ILCS 5/1 et seq. Abused and Neglected Child Reporting Act
720 ILCS 5/12C-50.1, Criminal Code of 2012

CROSS REF.: 2:20 (Powers and Duties of the School Board), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the

Building Principal), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), , 5:100 (Staff Development Program), 5:30 (Hiring Process and Criteria), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), Ethics and Conduct), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers) 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

Reviewed: May 17, 2004, January 18, 2011, March 24, 2014, January 25, 2016,
May 7, 2018, February 24, 2020, March 18, 2024

Adopted: August 23, 2004

Revisions Adopted: April 17, 2006; December 18, 2006, January 18, 2011, April 14, 2014,
February 8, 2016. May 21, 2018, March 9, 2020

General Personnel

Personnel Records

Maintenance and Access to Records

The Superintendent or designee shall manage the maintenance of personnel records in accordance with State and federal law and School Board policy. Records, as determined by the Superintendent, are retained for all employment applicants, employees, and former employees given the need for the District to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the District's administrative office, under the Superintendent's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Superintendent.
2. An employee's supervisor or other management employee who has an employment or a business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*

Prospective Employer Inquiries Concerning a Current or Former Employee's Job Performance

The Superintendent or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Superintendent shall:

1. Execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to Ill. Dept. of Children and Family Services (DCFS); and
2. Comply with the federal law prohibiting the District from providing a recommendation of employment for an employee, contractor, or agent that District knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, but the Superintendent or designee may follow routine procedures regarding the transmission of administrative or personnel files for that employee.
- ~~2.~~ Manage the District's responses to employer requests for sexual misconduct related employment history review (EHR) information in accordance with Faith's Law.

When requested for information about an employee by an entity other than a prospective employer, the District will only confirm position and employment dates unless the employee has submitted a written request to the Superintendent or designee.

LEGAL REF.: 20 U.S.C. §7926.
105 ILCS 5/22-94
 325 ILCS 5/4, Abused and Neglected Child Reporting Act
 745 ILCS 46/10 Employment Record Disclosure Act.
 820 ILCS 40/1, Personal Record Review Act.

23 Ill. Admin. Code § 1.660.

CROSS REF.: 2:250 (Access to District's Public Records), 5:90 (Abused and Neglected Child Reporting), 7:340 (Student Records)

Reviewed: May 17, 2004, August 2, 2010, November 5, 2018, January 20, 2020,
March 21, 2022, May 20, 2024

Adopted: August 23, 2004

Revisions Adopted: February 01, 2010, November 19, 2018, April 18, 2022

General Personnel

Administrative Procedure - Personnel Records

Applicant Records

Records for a successful employment applicant are maintained with the individual's employment records. Records for an unsuccessful employment applicant are maintained for no less than five years from the application date. Applicant records include the following if received by the District:

- Employment application forms
- Transcripts
- Previous work experience
- References
- Such other relevant information as the District desires of applicants for screening purposes

Personnel Records

Personnel records for all employees include:

- Pre-employment records, including verification of past employment
- Dates of employment
- Valid certificate and/or evidence of required credentials for services being performed
- Criminal background investigation history and report
- Sexual Misconduct Related Employment History Review (EHR) records
- Form I-9 required under the Immigration Reform and Control Act
- Records maintained pursuant to Internal Revenue Service regulations
- Payroll information and deductions, including all records required to be kept by 5:35-AP2, *Employee Records Required by the Fair Labor Standards Act* (29 C.F.R. §§516.2 and 516.3)
- Records maintained for the Ill. Teachers' Retirement System or the Ill. Municipal Retirement System
- Credit release information
- Sick leave, leaves of absence, personal leave, and vacation data (where appropriate)
- Salary schedule data
- Relevant health and medical records, including the verification of freedom from tuberculosis required by the School Code (105 ILCS 5/24-5)
- Supervisory evaluations
- Promotions
- Awards received
- Personnel documents that have been or are intended to be used in determining an employee's qualification for promotion, transfer, discharge, or disciplinary action
- Disciplinary actions and accompanying records
- Notice of discharge and accompanying records
- Letter of resignation or retirement
- Notification that an employee is the subject of an Ill. Dept. of Children and Family Services (DCFS) investigation pursuant to the Abused and Neglected Child Reporting Act (ANCRA) and any report to DCFS made or caused to be made by a District employee concerning another employee; this record will be deleted if DCFS informs the District that the allegations were unfounded
- Any additional information the District deems to be relevant

In addition to the above, personnel records for all professional personnel include:

- Valid certificate for services being performed
- Copies of official transcripts required by the School Code (105 ILCS 5/24-23)
- Transcripts of graduate work completed
- Verification of past teaching experience, if any
- Record of in-service work completed
- Acknowledgement of mandated reporter status

Employment records will be maintained permanently for all District employees and former employees unless the Local Records Commission's approval is obtained to dispose of them.

Restrictions on Information that May Be Kept

The District will not gather or keep a record of an employee's associations, political activities, publications, communications, or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather such records. However, the District may gather or keep records in an employee's personnel file concerning: (1) activities or associations with individuals or groups involved in the physical, sexual, or other exploitation of a minor, or (2) activities occurring on the District's premises or during the employee's working hours that interfere with the performance of the employee's duties or activities, or those of other employees, regardless of when and where occurring, that constitute criminal conduct or may reasonably be expected to harm the District's property, operations or educational process, or programs, or that could, by the employee's actions, cause the District financial liability. 820 ILCS 40/9, ~~amended by P.A. 101-531.~~

Access to Employee Records and Correction Requests

An employee is granted access to his or her personnel records according to provisions in the Ill. Personnel Record Review Act (PRRA), 820 ILCS 40/, and any relevant provisions in an applicable collective bargaining agreement. Except for the documents described in 820 ILCS 40/10, an employee is granted access to his or her personnel records at least two times in a calendar year at reasonable intervals. Unless otherwise indicated in an applicable bargaining agreement, access to the employee's personnel records will be according to the following guidelines:

1. The employee must submit a written inspection request to the Superintendent or the Superintendent's designee.
2. The Superintendent or designee will provide the employee the opportunity for inspection within seven working days after the request. If ~~such a deadline~~ ~~such deadline~~ cannot reasonably be met, the District will have an additional seven days to comply.
3. The employee will inspect the personnel record at the District's administrative office during normal working hours or at another time mutually convenient to the employee and the Superintendent or designee.
4. Inspection of personnel records will be conducted under the supervision of an administrative staff member.
5. Neither an employee nor his or her designated representative will have access to records that are treated as exceptions in the PRRA discussed below.
6. The employee may copy material maintained in his or her personnel record. Payment for record copying will be based on the District's actual costs of duplication.
7. The employee may not remove any part of his or her personnel records from his or her file or may not remove any part of his or her personnel records from the District's administrative office.
8. Should the employee demonstrate his or her inability to inspect his or her personnel records in person, the District will mail a copy of the specific record(s) upon written request.
9. Should the employee be involved in a current grievance against the District or involved in any other contemplated proceedings against the District, the employee may designate in writing a representative who has the authority to inspect the personnel records under the same rights as the employee.
10. If the employee disagrees with any information contained in the personnel record, a removal or correction of that information may be mutually agreed upon by the District and employee. If agreement cannot be reached, the employee may submit a written statement explaining his or her position. The District will attach the employee's statement to the disputed portion of the personnel record and the statement will be included whenever that disputed record is released to a third party as long as the disputed record is part of the employee's personnel file. Inclusion of any written statement attached to the disputed record in an employee's personnel file without any further comment or action by the District will not imply or create any presumption that the District agrees with the statement's contents.

Requests by Third Parties

The Board Attorney shall be consulted whenever a subpoena or court order requests personnel record information. Any other request for personnel information by a third party will be treated as a FOIA request and immediately

forwarded to the School District's Freedom of Information Officer (see 2:250-AP1, *Access to and Copying of District Public Records*). Concerning a request for a disciplinary report, letter of reprimand, or other disciplinary action:

1. If the responsive record is more than four years old and is not related to an incident or an attempted incident of sexual abuse, ~~or~~ severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), access will be denied unless the release is ordered in a legal action or arbitration. 5 ILCS 140/7.5(q); 820 ILCS 40/8, amended by P.A. ~~102-702-531~~.
2. If the responsive record is more than four years old and is related to an incident or an attempted incident of sexual abuse, ~~or~~ severe physical abuse, or sexual misconduct as defined in 105 ILCS 5/22-85.5(c), the request cannot be denied. 820 ILCS 40/8, amended by P.A. ~~102-702-531~~.
3. If the responsive record is four years old or less, access will be granted (regardless of its nature). The District will provide the employee with written notice or through electronic mail, if available, on or before the day any such record is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7 and 40/8, amended by P.A. ~~102-702-531~~.
4. The employee will not be informed if the employee has specifically waived written notice as part of a written, signed employment application with another employer; the disclosure is ordered to a party in a legal action or arbitration; or information is requested by a government agency as a result of a claim or complaint by an employee, or as a result of a criminal investigation by such agency.

A FOIA request for a performance evaluation will be denied. 820 ILCS 40/11, 5 ILCS 140/7.5(q).

Before replying to a request from a third party, the District will review the requested records and delete or redact material that is protected from disclosure. 820 ILCS 40/8, amended by P.A. ~~102-702-531~~.

Restriction on Employee Access

The PRRA, 820 ILCS 40/10, provides that the right of the employee or the employee's designated representative to inspect his or her personnel records does not extend to:

1. Letters of reference for that employee.
2. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
3. Materials relating to the employer's staff planning, such as matters relating to the District's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee, provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.
4. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
5. Records relevant to any other pending claim between the District and employee that may be discovered in a judicial proceeding.
6. Investigatory or security records maintained by the District to investigate criminal conduct by an employee or other activity by the employee that could reasonably be expected to harm the District's property, operations, or education process or programs, or could by the employee's activity cause the District financial liability, unless and until the District takes adverse personnel action based on information in such records.

Complying with Requirements in the Abused and Neglected Child Reporting Act

The Superintendent will execute the requirements in ANCRA whenever a District employee makes a report to DCFS involving another District employee's conduct. This includes performing the following tasks (325 ILCS 5/4 and 820 ILCS 40/13):

1. Disclose to any school district requesting information concerning a current or former employee's job performance or qualifications the fact that he or she was the subject of another employee's report to DCFS. Only the fact that a District employee made a report may be disclosed.
2. Inform the District employee who is or has been the subject of such report that the Superintendent will make the disclosure as described above.
3. Delete the record of such a report if DCFS informs the District that the allegation was unfounded.

Complying with Requirements of Faith's Law

The Superintendent or designee shall execute the recordkeeping requirements of Faith's Law. This includes performing the following tasks (105 ILCS 5/22-94(e)):

1. At the time of an employee's separation from employment, or upon request of any employee, ensures the completion of the Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response form, using the Ill. State Board of Education Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response Template at: www.isbe.net/Documents/Temp2-Auth-Release-Sexual-Misconduct-Related-Info.pdf.
2. If the District is still investigating an employee for sexual misconduct after the employee's separation from employment, updates the information in the Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response form accordingly.
3. Maintains the completed Authorization for Release of Sexual Misconduct Related Information and Current/Former Employer Response form in the employee's personnel file.
- 3.4. Responds to employer requests for sexual misconduct related employment history information under Faith's Law by: (a) completing the Authorization for Release of Sexual Misconduct-Related Information and Current/Former Employer Response form provided by the employer within 20 calendar days of receipt, and (b) providing to the employer any relevant information, including copies of personnel records, regarding instances of sexual misconduct in accordance with the instructions on the form.

LEGAL REF.: 29 C.F.R. Part 516
5 ILCS 140/, Freedom of Information Act.
105 ILCS 5/22-94
 325 ILCS 5/4 and 5/7.4, Abused and Neglected Child Reporting Act.
 820 ILCS 40/, Personnel Record Review Act.
820 ILCS 112/20, Equal Pay Act of 2003
 23 Ill.Admin.Code §1.660.

Reviewed: May 17, 2004, January 28, 2020. February 24, 2020, May 20, 2024
 Adopted: August 23, 2004
 Revisions Adopted: February 01, 2010, August 2, 2010, March 9, 2020

Professional Personnel

Student Teachers

The Superintendent is authorized to accept students from college and university approved teacher training programs to do student teaching in the District. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach.

Before permitting an individual to student teach or begin required internship in the District, the Superintendent or designee shall ensure that:

- 1. The District performed a *105 ILCS 5/10-21.9(g) Check* as described below; and
- 2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to 105 ILCS 5/24-5

A 105 ILCS 5/21.9(g) shall include:

- 1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
- 2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
- 3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth ~~Registration Act - Community Notification Law~~ (730 ILCS 154/75-105, amended by 97-154).

The School Code requires each individual student teaching or beginning a required internship to provide the District with written authorization for, and pay the costs of, his or her 105 ILCS 5/21.9(g) check (including any applicable vendor’s fees). Upon receipt of this authorization and payment, the Superintendent or designee will submit the student teacher’s name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the ~~Ill. Department of State Police (ISP)~~, to the ~~ISP - Department of State Police~~. Superintendent or designee will provide each student teacher with a copy of his or her report.

Assignment

The Superintendent or designee shall be responsible for coordinating placements of all student teachers within the District. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the District and the students’ respective colleges or universities.

LEGAL REF.: ~~34 U.S.C. §20901 et seq.~~ Adam Walsh Child Protection and Safety Act, P.L. 109-248.
~~Uniform Conviction Information Act, 20 ILCS 2635/1.~~ Uniform Conviction Information Act.
105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5. ~~105 ILCS 5/10-22.34.~~
~~105 ILCS 5/21-14(e)(3)(E)(viii).~~
~~23 Ill. Admin. Code § 25.875.~~

CROSS REF.: 4:175 (Convicted Child Sex Offender Screening Notifications) 5:190 (Teacher Qualifications)

Reviewed: May 17, 2004, January 18, 2011, March 24, 2014, November 21, 2016, February 24, 2020, May 20, 2024

Adopted: August 23, 2004

Revisions Adopted: January 18, 2011, April 14, 2014, December 5, 2016, March 9, 2020

General Personnel

Administrative Procedure - Investigations

Immigration Investigation

All newly hired employees must complete one section of the U.S. Citizenship and Immigration Service Form I-9 no later than three business days following their first working day. (Immigration Reform and Control Act, 8 U.S.C. §1324a, 8 C.F.R. §274a.2). See www.uscis.gov/i-9 If an individual is unable to provide the required documents to complete it, the individual must present a receipt for the application of the documents within three days of the hire. The individual must then present the required documents within 90 days of the hire. The Superintendent or designee completes section two of the Form I-9 and confirms the employee's information.

If the Employment Eligibility Verification System (E-Verify) is used to complete Form I-9, the Superintendent or designee will review the Ill. Dept. of Labor's website and its E-Verify factsheet, available at: www.uscis.gov/e-verify/what-e-verify. See the Ill. Dept. of Labor Right to Privacy in the Workplace Act, 820 ILCS 55/12.

The completed Form I-9 shall be maintained in a file separate from other personnel records in order to prevent unauthorized review of personnel files. The Form I-9 shall be retained for a period of three years after the date of hire or one year after individual employment is terminated, whichever is later.

Fingerprint-based Criminal History Records Check (105 ILCS 5/10-21.9, amended by P.A.s 101-72 and 101-531)

A fingerprint-based criminal history records information check must be initiated prior to employment, but the District may permit the individual to be hired and begin employment pending its outcome. See *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/Documents/guidance_chr.pdf.

A complete criminal history records check pursuant to 105 ILCS 5/10-21.9 consists of:

1. Fingerprint-based checks through (a) the Ill. State Dept. of Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/), and (b) the Federal Bureau of Investigation (FBI) national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (Pub. L. 109-248),
2. *A check of the Ill. Sex Offender Registry (see the Sex Offender Community Notification Law, 730 ILCS 152/ et seq.), and
3. *A check of the Murderer and Violent Offender Against Youth Registry (see the Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-154/105).

*These checks must be conducted by the District or the Regional Superintendent once every five years that an individual remains employed by the District. 105 ILCS 5/21.9(a-5), (a-6), amended by P.As- 101-531 [and 102-552](#).

See also policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*. **Important:** 20 ILCS 2630/5.2 outlines how an individual may petition to have an arrest record expunged by the arresting authority and the records of the arrest sealed by the circuit court clerk. It also details offenses for which an individual cannot have his or her conviction sealed.

Note: The following criminal history records check guides are also available:

1. Guide to Understanding Criminal History Record Check Information is available at: www.isp.state.il.us/docs/5-727.pdf.
2. ISBE's non-regulatory guidance document, Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel, at: www.isbe.net/Documents/guidance_chr.pdf.

The following individuals are responsible for the actions listed:

Applicant: Each applicant for employment in any position (except bus driver) must provide a written authorization for a fingerprint-based criminal history records check at the time he or she submits the application.

Individual Student Teaching or beginning a required internship - Each individual student teaching or beginning a required internship must provide written authorization for, and pay the costs of, his or her criminal history records check (including any applicable vendor's fees) prior to participating in any field experiences in the District. See 105 ILCS 5/10-21.9(g), amended by P.A. 101-531 and 102-168.

Superintendent or designee

1. Fingerprint-Based Criminal History Records Check:

- a. For all applicants, the Superintendent or designee completes the required forms to request the criminal history records checks from an appropriate ISP or LiveScan vendor. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the School Board President shall ensure that these checks are completed. This may include submitting the applicant's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers to the ISP and FBI on the forms prescribed by each agency.
- b. The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, will provide the applicant with a copy of the ISP and FBI reports. Required by 105 ILCS 5/10-21.9(b) amended by P.A. 101-531.
- c. The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days when a CHRI returns a conviction of a crime set forth in 105 ILCS 5/21B-80. 105 ILCS 5/21.9(e), amended by P.A. 101-531. and:
 - i. Makes a preliminary determination that the applicant will be disqualified based on a conviction record when: (1) the District is prohibited by 105 ILCS 5/10-21.9 from employing the individual because the conviction is an offense listed in 105 ILCS 5/21B-80, amended by P.A. 102-552; (2) there is a substantial relationship between one or more of the previous criminal offenses and the employment sought or held; or (3) the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

Conviction record means information indicating that a person has been convicted of a felony, misdemeanor or other criminal offense, placed on probation, fined, imprisoned, or paroled pursuant to any law enforcement or military authority. 775 ILCS 5/1-103(G-5), added by P.A. 101-656. It includes the results of a complete criminal history records check conducted pursuant to 105 ILCS 5/10-21.9.

Substantial relationship means a consideration of whether a job position offers the opportunity for the same or a similar offense to occur and whether the circumstances leading to the conduct for which the person was convicted will recur in the position. 775 ILCS 5/2-103.1(A), added by P.A. 101-656.

To determine whether an applicant is disqualified based on a substantial relationship or unreasonable risk, considers the following factors: (1) length of time since the conviction; (2) number of convictions that appear on the conviction record; (3) nature and severity of the conviction and its relationship to the safety and security of others; (4) the facts or circumstances surrounding the conviction; (5) the age of the employee at the time of the conviction; and (6) evidence of rehabilitation efforts. 775 ILCS 5/2-103.1(B), added by P.A. 101-656. See also Ill. Dept. of Human Rights (IDHR) Conviction Record Protection

– Frequently Asked Questions (March 2021), at: www2.illinois.gov/dhr/Pages/Conviction_Record_Protection_Frequently_Asked_Questions.aspx.

- ii. When the applicant’s conviction record disqualifies him/her/them, notifies the applicant of the preliminary decision in writing. The written notice shall contain: (1) the disqualifying convictions that are the basis for the preliminary decision and the District’s reasoning for the disqualification; (2) a copy of the complete criminal history records check conducted pursuant to 105 ILCS 5/10-21.9; and (3) an explanation of the applicant’s right to submit evidence challenging the accuracy of the conviction record that is the basis for the disqualification within seven (7) working days of the applicant’s receipt of the copy of the conviction record[2] if the applicant wishes to dispute the accuracy of the conviction record and/or submit evidence in mitigation, such as rehabilitation. 775 ILCS 5/2-103.1(C)(1) and (2), added by P.A. 101-656. See 5:30-AP2, E1, Notice of Preliminary Hiring Decision Based on Conviction Record, for a sample letter template.

Note: Evidence of rehabilitation may include education, training, stable employment, family and community involvement, and recovery from substance abuse. For more information, see EEOC Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decision under Title VII of the Civil Rights Act, at: www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions

- iii. When the final decision disqualifies the applicant based on the conviction record, provides a second written notice to the applicant that contains: (1) notice of the disqualifying conviction(s) that are the basis for the final decision and the District’s reasoning for the disqualification; (2) any existing procedure the employer has for the applicant to challenge the decision or request reconsideration (this is not required); and (3) the right to file a charge with the IDHR. 775 ILCS 5/2-103.1(C)(3), added by P.A. 101-656. See 5:30-AP2, E2, Notice of Final Hiring Decision Based on Conviction Record, for a sample letter template

Note: For substitute teachers, superintendents will need to ensure that their districts perform these checks. Contact the board attorney and/or ISBE regarding the validity of a *certificate of authorization*, if a substitute teacher presents one. From 1-1-11 through 7-1-11, the Regional Superintendent of Schools or Suburban Cook County Intermediate Service Center, whichever is appropriate, was allowed to issue *certificates of authorization* to substitute teachers. Issuance of a *certificate of authorization* was proof that the substitute teacher applicant had met all of the requirements to substitute teach in the educational service region; i.e., a fingerprint-based criminal history records check, a physical examination, and a negative tuberculin test. Because P.A. 97-607 deleted *certificates of authorization*, substitute teachers no longer receive them because they no longer exist. For those substitute teachers who did receive them, there is not an answer to the question of whether their *certificates of authorization* are still valid. Attorneys in the field suggest looking for an expiration date on the *certificate of authorization*. If the document has no expiration date, it is likely invalid because the document no longer exists. If there is an expiration date, then the document is likely valid until the date listed.

For individuals student teaching or beginning a required internship, the Superintendent or designee ensures that the individual completes the required forms, authorizations, and provides payment to the District for the costs of completing a complete criminal history records check prior to student teaching or beginning a required internship (105 ILCS 5/10-21.9(g), amended by P.A. 101-531, and policy 5:260, *Student Teachers*). For more information, see also ISBE’s non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-Certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf.

1. Screen of the Statewide offender databases upon hire and every five years thereafter that an individual remains employed by the District. 105 ILCS 5/21.9(a-5), (a-6), amended by P.A. 101-531. The

Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, performs a screen for each applicant of:

- a. The Statewide Sex Offender Registry, www.isp.state.il.us/sor, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/101 *et seq.*), and
- b. The Statewide Murderer and Violent Offender Against Youth Registry www.isp.state.il.us/cmvo/, as authorized by the Murderer and Violent Offender Against Youth Community Notification Act (730 ILCS 154/75-154/105).

The Superintendent or designee, or when the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President, notifies the individual if he or she is identified in the database as a sex offender. Required by 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A. 101-531. The Superintendent or designee, or the Regional Superintendent, notifies the State Superintendent of Education in writing within 15 business days, when a database screen finds a registration for an individual licensed by ISBE. 105 ILCS 5/21.9(e), amended by P.A. 101-531 and 20 ILCS 2635/7. The applicant has the obligation and responsibility to notify the District within seven (7) working days if information in the report furnished by the ISP is inaccurate or incomplete..

ISP and FBI - The ISP and FBI furnish records of convictions (until expunged), pursuant to the District's request, to the Board President. **Note:** The ISP and FBI must "furnish, pursuant to a fingerprint-based criminal history records check, records of convictions, until expunged, to the president of the school board...". See 105 ILCS 5/10-21.9(a) and (g), amended by P.A. 101-531. 20 ILCS 2630/3.3, added by P.A. 100-718, establishes authority for the ISP to collect fees from the District if wishes to participate in a Federal *Rap Back Service*. Rap Back Service is a capability of the FBI's Next Generation Identification (NGI) system that provides authorized agencies notification of criminal activity and, in limited cases, of civil activity, that occurs after the initial processing and retention of criminal or civil transactions, e.g., an initial fingerprint-based criminal history records check. The Board may determine that it wants to participate. Participation includes ISP submitting fingerprints that the District orders to the FBI Rap Back Service to be retained for the purpose of being searched by future submissions to the FBI Rap Back Service. For a student teacher, the report shall be returned to the Superintendent or designee (see ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/Documents/guidance_chr.pdf).

Board President - The School Code requires the Board President to keep a conviction record confidential. The information may only be shared between the Board President, the Superintendent or designee, Regional Superintendent (if the check was requested by the District), State Superintendent of Education, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for clarification purposes, the ISP and/or Statewide Sex Offender Registry. See 105 ILCS 5/10-21.9(b), amended by P.A. 101-531, and 105 ILCS 5/21B-10. For further discussion about the practical implementation issues for the Board President to ensure that a fingerprint-based criminal history records information check and other database screens are initiated and completed prior to employment, see f/n 11 in 5:30, *Investigations*.

Regional Superintendent/Suburban Cook County Intermediate Service Center - The Superintendent or designee may require the applicant to authorize the Regional Superintendent or Suburban Cook County Intermediate Service Center, whichever is appropriate, to conduct the check when an applicant is (1) seeking employment in more than one District simultaneously as (a) a substitute teacher, (b) a concurrent part-time employee, and/or (c) educational support personnel, or (2) the employee works for a contractor holding contracts with more than one district. The Regional Superintendent or Suburban Cook County Intermediate Service Center, whichever is appropriate, also performs a check of the Statewide Sex Offender Registry, www.isp.state.il.us/sor, as authorized by the Sex Offender Community Notification Law (730 ILCS 152/115), and the Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/, as authorized by the Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-154/105). See 105 ILCS 5/10-21.9 (a-5), (a-6), and (b), amended by P.A. 101-72.

Contractors - The above requirements for a complete criminal history records check apply to all employees and agents of contractors who have direct, daily contact with students (105 ILCS 5/10-21.9(f)). Every contractor with the District shall: (1) make every employee or agent who will have direct, daily contact with students submit to a

complete criminal history records check, (2) agree to a contract provision that it will make those employees available to the District for the criminal history records check, and (3) submit payment for the costs of the check(s) to the District.

Note: The provisions in 105 ILCS 5/10-21.9(f) and (g), amended by P.A. 101-531, apply to employees of contractors who have “direct, daily contact” with students. To be comprehensive and to eliminate uncertainty, this procedure and policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, may require a criminal history records check on *all* employees of contractors who may work in any school building or on school property. Whether the District uses the comprehensive language or the direct language from the School Code, the District, not the contractor, must perform the background checks. Contractors are not authorized under any State or federal law to: (1) conduct the required criminal history background checks; or (2) see the employee’s criminal history furnished by the ISP and the FBI. All contracts should also require the contractor to purchase insurance to cover misconduct by their employees and/or an indemnification clause. Additionally, the Superintendent or designee should check insurance coverage to determine whether employees of contractors are covered. See also policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, and administrative procedure 4:60-AP3, *Criminal History Records Check of Contractor Employees*, for the responsibilities of contractors. Last, if the District has received, within the last year, information that concerns the record of conviction and identification as a sex offender of any contractors’ employees, the District must provide the information to another school or school district that requests it (105 ILCS 5/10-21.9(f-5)). For more information, see ISBE’s non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, available at: www.isbe.net/Documents/guidance_chr.pdf. Unless notified by the individual named in a criminal history records information (CHRI) request or by the ISP that the information furnished in a CHRI report is inaccurate or incomplete, the District cannot be liable for damages to any person to whom the CHRI pertains for actions it reasonably took in reliance on the accuracy and completeness of CHRI report (20 ILCS 2635/7(A)(3)).

District - The School District complies with 105 ILCS 5/10-21.9, amended by P.A.s 101-72 and 101-531, and 5/21B-80, amended by P.A. 101-531. It will not knowingly employ a person, or allow a person to work or student teach/complete a required internship (105 ILCS 5/21.9(g)) on school grounds, who:

1. Has been convicted of any one or more of the following offenses, until seven years following the end of the sentence for the criminal offense:
 - a. Those defined in the Cannabis Control Act, 720 ILCS 550/, except: 720 ILCS 550/4(a), 550/4(b), 550/4(c), 550/5(a), 550/5(b) (each amended by P.A. 100-27), and any offense for which the holder of a license is placed on probation under the provisions of 550/10 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
 - b. Those defined in the Ill. Controlled Substances Act, 720 ILCS 570/100 *et seq.*, except: any offense for which the holder of a license is placed on probation under the provisions of 570/410 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
 - c. Those defined in the Methamphetamine Control and Community Protection Act, 720 ILCS 646/, except: any offense for which the holder of a license is placed on probation under the provisions of 646/70 provided that if the terms and conditions of probation required by the court are not fulfilled, the offense is not eligible for this exception.
 - d. Any attempt to commit any of the offenses listed in (a)-(c) of this section.
 - e. Any offense committed or attempted in any other state or against the laws of the United States that, if committed or attempted in Illinois, would have been punishable as one or more of the offenses listed in (a)-(d) of this section.
2. Has been convicted of committing or attempting to commit any one or more of the following offenses:
 - a. Attempting to commit, conspiring to commit, soliciting, or committing first-degree murder or any Class X felony.
 - b. Attempting to commit, conspiring to commit, soliciting, or committing any *sex offense*. Sex offense means any offense defined in:

- i. Sections 11-6 and 11-9 through 11-9.5, inclusive, and 11-30 (if punished as a Class 4 felony) of the Criminal Code of 1961 or the Criminal Code of 2012;
 - ii. Sections 11-14.1 through 11-21, inclusive, of the Criminal Code of 1961 or the Criminal Code of 2012;
 - iii. Sections 11-23 (if punished as a Class 3 felony), 11-24, 11-25, and 11-26 of the Criminal Code of 1961 or the Criminal Code of 2012; and
 - iv. Sections 11-1.20, 11-1.30, 11-1.40, 11-1.50, 11-1.60, 12-4.9, 12-13, 12-14, 12-14.1, 12-15, 12-16, 12-32, 12-33, 12C-45, and 26-4 (if punished pursuant to 26-4(d)(4) or (5)) of the Criminal Code of 1961 or the Criminal Code of 2012.
- c. Any offense committed or attempted in any other state or against the laws of the United States, which if committed or attempted in Illinois, would have been punishable as one or more of the foregoing offenses.
3. Has been found to be the perpetrator of sexual or physical abuse of any minor less than 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987.

Reporting New Hires

The Superintendent or designee shall timely file an IRS Form W-4 or IDES New Hire Reporting Form for each newly hired employee with the Illinois Department of Employment Security. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure either the retiring Superintendent or designee performs this task.

Reviewed: May 17, 2004, January 13, 2020
 Adopted: August 23, 2004
 Revisions Adopted: January 24, 2005; December 19, 2005; December 18, 2006, August 2, 2010, January 23, 2020

Students

Administrative Procedure - Guidelines for Investigating Sexting Allegations

Establishing procedures with local law enforcement agencies and State’s attorneys to investigate allegations of sexting protects the District, its staff, and its students from the broad legal implications that sexting allegations present. This administrative procedure contains three sections:

1. Glossary of Terms
2. Preparation of Guidelines for Investigating Sexting Allegations
3. Investigation and Management of Sexting Allegations

Glossary of Terms

Electronic device: any type of electronic communication device, defined in the Juvenile Court Act of 1987 at 705 ILCS 405/3-40(a). It includes, but is not limited to, a wireless telephone, personal digital assistant, or a portable or mobile computer, that is capable of transmitting images or pictures. This includes cellular telephones (see www.thesaurus.com, listing cellular and wireless telephones as synonyms). For more discussion, see f/n 3 in administrative procedure 7:190-AP5, *Electronic Devices - Student Handbook*.

Sexting: a portmanteau word of sex and texting with no clear definition. It is commonly explained as the act of sending sexually explicit photos, images, or messages electronically, primarily by mobile phone or the internet. For purposes of this procedure, it also includes:

1. *Indecent visual depiction*, which under the Juvenile Court Act means a depiction or portrayal in any pose, posture, or setting involving a lewd exhibition of the unclothed or transparently clothed genitals, pubic area, buttocks, or, if such person is female, a fully or partially developed breast of the person (705 ILCS 405/3-40(a) (enacted to provide law enforcement officials an alternative to bringing child pornography charges against minors in possession of indecent visual depictions through placing them under the supervision of juvenile courts), or
2. *Non-consensual dissemination of private sexual images*, which under the Criminal Code of 2012 is a crime that is committed when a person:
 - (a) intentionally disseminates an image of another person:
 - (i) who is at least 18 years of age; and
 - (ii) who is identifiable from the image itself or information displayed in connection with the image; and
 - (iii) who is engaged in a sexual act or whose intimate parts are exposed, in whole or in part; and
 - (b) obtains the image under circumstances in which a reasonable person would know or understand that the image was to remain private; and
 - (c) knows or should have known that the person in the image has not consented to the dissemination (720 ILCS 5/11-23.5(b)).

Preparation of Guidelines for Investigating Sexting Allegations

This section identifies best practices to create guidelines for investigating sexting allegations at the District-wide level. The Superintendent should discuss this procedure with local law enforcement agencies and State’s attorneys to minimize the potential legal implications for students and administrators that managing sexting in school presents. Customize the procedure to each District’s specific needs.

Actor	Action
Superintendent or designee	Convene a meeting with the Board Attorney, local law enforcement agencies, and State’s attorney to determine best practices and procedures for investigating sexting in the District. Use the Investigation and Management of Sexting Allegations section (see below) as a template for discussion at the meeting and customize it to meet local considerations as necessary.

	<p>Ask the Board Attorney to provide direction about searching student owned electronic devices in Step 2: Isolate Evidence / Confiscate Device in the Investigation and Management of Sexting Allegations section (see below).</p> <p>Searching electronic devices involves Fourth Amendment search and seizure and the federal Stored Communication Act (SCA) (18 U.S.C. §2701) issues. Generally asking for permission, calling the parents to come and look through the phone, or getting a warrant solves this issue. Note: See <i>Searching and Seizing Computers and Obtaining Electronic Evidence Manual</i> (Sept. 2009), Chapter 3, The Stored Communication Act, <i>at</i>:</p> <p>https://www.justice.gov/file/442111/download at: www.justice.gov/sites/default/files/criminal-ccips/legacy/2015/01/14/ssmanual2009.pdf, and Orin S. Kerr, <i>A User’s Guide to the Stored Communications Act, and a Legislator’s Guide to Amending It</i>, <i>George Washington Law Review</i> (Aug. 2004), at: courses.ischool.berkeley.edu/i205/s10/readings/week10/kerr-storedcomm.pdf.</p> <p>Identify and list all State’s attorneys and local law enforcement agencies with jurisdiction over the District’s boundaries. Provide this list to all Building Principals in the District.</p> <p>Provide the local State’s attorney offices and law enforcement agencies with an annual list of school buildings and the names of each building’s administrators that are located within their jurisdictions.</p> <p>Invite local State’s attorney offices and law enforcement agencies to meet with District school officials to provide input on how the District should manage sexting.</p> <p>Add an agenda item about sexting to a Parent Teacher Advisory Committee meeting (see policy 2:150, <i>Committees</i>). Include information from discussions with State’s attorneys and local law enforcement about the issue. Discuss local considerations for:</p> <ol style="list-style-type: none"> 1. Disciplinary actions and consequences in response to sexting; and 2. Sexting education and prevention efforts. <p>Consider adding information about the negative consequences of sexting to the District’s sex education curriculum. See, U.S. Dept. of Justice (DOJ) Guide titled <i>Citizen’s Guide to United States Federal Child Exploitation and Obscenity Laws</i>, at:www.justice.gov/criminal-ceos/citizens-guide-us-federal-child-exploitation-and-obscenity-laws; MTV’s four-part series titled <i>Sexting in America: When Privates Go Public</i>, available at: www.mtv.com/news/1631123/mtv-news-sexting-in-america-when-privates-go-public-premieres-on-valentines-day/.</p> <p>Consider adding the above resources to 4:170-AP2, E4, <i>Exhibit-Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting</i>.</p> <p>Convene a meeting with Building Principals to inform them of the District’s Investigation and Management of Sexting Allegations procedures (see below).</p> <p>Raise awareness of and increase educational opportunities about sexting as necessary. Follow the Parent Teacher Advisory Committee’s recommendations for providing sexting education and prevention efforts. Invite the local State’s attorney and local law enforcement to participate in the District’s education and prevention efforts.</p>
Building Principals	<p>Educate building staff members about the procedures for Investigation and Management of Sexting Allegations (see below).</p> <p>Follow the Investigation and Management of Sexting Allegations.</p>

Investigation and Management of Sexting Allegations

This section relies upon the Building Principal or designee to manage several practical and legal implications when conducting sexting allegation investigations.

Actor	Action
<p>Building Principal or designee</p>	<p>Step 1: Investigate Determine where actions took place. Contact parents/guardians of all students involved. Contact the Superintendent and request permission to contact the Board Attorney.</p> <p>Step 2: Isolate Evidence / Confiscate Device NEVER transfer or store depictions on personal or school electronic devices to minimize accusations of possession of child pornography. (See 720 ILCS 5/11-20.1 <i>et seq.</i>, 720 ILCS 5/11-23.5 (c) (provides an exception on transfer of an image for a lawful purpose), and 18 U.S.C. §§2251, 2252, and 2252A). Also see the DOJ’s Child Exploitation and Obscenity Section discussing child pornography issues, available at: www.justice.gov/criminal-ceos.</p> <p>Contact the Board Attorney for guidance to determine whether to involve local law enforcement or manage the situation within the District’s disciplinary policy.</p> <p>See Joshua D. Herman, <i>Criminal Law. Sexting: It’s No Joke, It’s a Crime</i>. Illinois Bar Journal, Volume 98, No. 4, P. 192 at f/n 42 (published April 2010), at: www.isba.org/ibj/2010/04/criminallaw, (quoting an attorney in the Ill. Attorney General’s High Tech Crimes Bureau who advises school administrators to immediately confiscate devices with such material on them and report the incident to law enforcement immediately, stating that possession of a sext message that is child pornography is no different than possessing a “kilo of cocaine.”)</p> <p>Follow Board policy 7:140, <i>Search and Seizure</i> and 7:150-AP, <i>Agency and Police Interviews</i>.</p> <p>Follow the Board Attorney’s direction regarding searches of student owned technological devices. See Preparation of Guidelines for Investigating Sexting Allegations (above).</p> <p>Step 3: Follow the reporting requirements of Board policy 5:90, <i>Abused and Neglected Child Reporting</i>, when applicable</p> <p>A <i>sexted</i> image may constitute child abuse depending upon the visual depiction or image, the ages of the individuals involved, and other circumstances. See 325 ILCS 5/3 and 705 ILCS 405/2-3 (2) which includes sex offenses defined at 720 ILCS 5/1-1 <i>et seq.</i> School personnel are granted broad immunities against civil and criminal claims for filing reports in good faith, even if the report is unfounded. In contrast, school personnel who willfully fail to report may be guilty of a Class A misdemeanor (325 ILCS 5/4 (m)) and face suspension or revocation of their licenses, endorsements, or approvals (105 ILCS 5/21B-75, amended by P.A. 101-531 and 102-552 <i>and</i> 102-702).</p> <p>Step 4: Determine appropriate disciplinary actions for all students involved in the incident</p> <p>Evaluate disciplinary options. Remember that a student who forwards sexts of himself or herself likely expected the depiction to remain private. As a result, consider the social stigma, bullying, harassment, and severe embarrassment issues involved in the issue.</p> <p>Provide an equivalent discipline to all students involved in the creation, dissemination, and storage of the sexted image, whenever possible.</p>

See Sorenen, Vitale, and Haase, *Sexting at School: Lessons Learned the Hard Way*. National School Board Association, Council of School Attorney's Inquiry & Analysis, f/n 40 (published February 2010) and available at: <http://kycss.org/ns/wp-content/uploads/2020/11/SSI-Sexting-Handout-NSBA-Sexting-at-School-Lessons-Learned-the-Hard-Way.pdf>. It discusses several sex equality claims against school districts for punishing students differently when they are involved in the same incident.

For situations that may require unequal punishment, contact the Superintendent so that he or she may consult the Board Attorney.

Step 5: Prepare a plan to prevent harassment and bullying of involved students

Remind the students and their parents/guardians of the Board policies 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying Intimidation and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

Instruct involved students not to harass anyone involved in the sexting incident and keep the issues confidential.

Consider involving the social worker or counselor, if available, in the process to assist students.

Follow 7:180, *Prevention of and Response to Bullying Intimidation and Harassment*, for students who violate the policy.

Reviewed: February 22, 2022, May 20, 2024
Adopted: March 9, 2020
Revisions Adopted: March 21, 2022

Technology

Student Use of Personal Technology

The School Board is committed to providing all students a safe and secure learning environment. The use of personal technology is a privilege, not a right, and will only be permitted if a signed authorization form (Acceptable Use of Personal Technology Authorization Form) is on file with the school district indicating compliance with current procedures and safeguards and may require the payment of a fee if provided for in the related Administrative Procedure.

Examples of electronic devices that are used as study aids include, but are not limited to: devices with audio or video recording, MP3 players, some cellular telephones, smartphones, laptop computers, Chromebooks®, and tablet computers or devices, e.g., iPads®.

Examples of electronic devices that are not used as study aids include but are not limited to: hand-held electronic games, CD players, MP3 players, web-enabled devices of any type such as wearables used for a purpose other than a study aid, global positioning systems (GPS), radios, and cellular telephones (with or without cameras) used for a purpose other than a study aid.

The use of technology as educational material in a curriculum-based program is not a necessity but a privilege, and a student does not have an absolute right to use his or her electronic device while at school. If applicable, using technology as a study aid must always follow the established rules. Using technology at all other times must always follow the established rules for cell phones and other electronic devices at school.

The District is not responsible for the loss, theft, or damage of personal technology. In order to achieve this goal, the use of personal technology on school grounds by students will be allowed under the following conditions.

For students in grades Pre-K through 5:

1. Personal technology will not be utilized during school hours.
2. During school hours, students will be required to turn off all personal technology and keep it off their person.
3. ~~Parents may apply for a waiver for medical/academic purposes for the use of personal technology during school hours.~~
4. Personal technology will be permitted before and after school.
- 4.5. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Parents apply for a waiver for medical/academic purposes during school hours with a completed and approved 9:10 E1, Acceptable Use of Personal Technology Authorization Form

If personal technology usage is deemed inappropriate disciplinary action will be taken as outlined in Student Discipline Policy 7:190.

For students in grades 6 through 8:

1. Personal technology will be allowed during school hours as long as it is stored out of sight and non-disruptive.
2. Personal technology may be utilized during school for academic purposes with direct guidance from teachers.
3. ~~Parents may apply for a waiver for medical/academic purposes for the use of personal technology during school hours.~~
4. Personal technology is not allowed during lunch hours.
5. Students will be allowed to use personal technology before and after school on District property or during district-sponsored or related activities as long as it is not disruptive or inappropriate.
6. Personal technology shall not be used for inappropriate purposes.
7. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions or non-consensual dissemination of private sexual images as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone or electronic device may be searched upon reasonable suspicion of sexting or other violations of policy. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

Electronic study aids may be used during the school day if:

3. Use of the device is provided in the student's IEP, or
- ~~6.4.~~ Parents apply for a waiver for medical/academic purposes during school hours with a completed and approved 9:10 E1, Acceptable Use of Personal Technology Authorization Form

If personal technology usage is deemed inappropriate, disciplinary action will be taken as outlined in Student Behavior Policy 7:190.

Reviewed: July 8, 2014, December 8, 2014, June 27, 2016, December 13, 2021,
May 20, 2024
 Adopted: August 11, 2014
 Revisions Adopted: January 12, 2015, August 1, 2016, January 18, 2022

Technology

Employee Personal Use of Technology

Applicability

This section applies to all employees of the District when on District property and at school related events and activities.

Acceptable and Unacceptable Personal Use of Technology on District Property and at Related Events and Activities

District employees may bring personal technology on District property and to school related events and activities and may keep such technology powered on.

Any use of technology for personal purposes at school or related events or activities must comply with the parameters of Policy 9:00 Acceptable Use of the Districts Electronic Resources, 9:30 Internet Publications and District Social Media and all other District policies, administrative procedures, handbooks and guidelines governing use of the District's electronic resources, and must not be in a manner that adversely affects or reasonably could be foreseen to adversely affect an employee's job performance, the performance of others, members of the District community, or the ability of the District to provide efficient services or conduct its business operations.

Personal Communications with Members of the District Community

Employees are prohibited from using technology to communicate with a student for personal purposes if they do not have a legitimate independent relationship with the student. Examples of a legitimate independent relationship include a familial relationship or pre-existing relationship through an outside organization such as a religious house of worship. This prohibition includes communicating with students through electronic mail, personal messaging programs or text messaging, and "friending" or "following" students' social media profiles for personal purposes. If an employee has any doubt about whether a legitimate independent relationship justifies an exception to this prohibition, the employee is expected to speak with the Superintendent or Building Principal regarding the relationship prior to deviating from this prohibition.

How an employee otherwise uses technology to communicate with other members of the District community for personal purposes is within his or her own discretion. In general, what employees do on their own time is their affair. However, activities outside of work that may adversely affect an employee's job performance, the performance of others, members of the District community, or the ability of the District to provide efficient services or conduct its business operations may be the subject of discipline. Employees are strongly encouraged to take steps to strictly control the privacy of their online activity, although such measures may not prevent the imposition of discipline.

~~Photos of students cannot be posted without clear permission of the student's parent or guardian. Staff should avoid posting photos of students on personal social media.~~

Usage and Conduct

All District employees who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; ~~7:20, *Harassment of Students Prohibited*; and~~ 9:00, *Acceptable Use of District Electronic Resources*; ~~7:20, *Harassment of Students Prohibited*~~; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.
- ~~4. Comply with policy 5:130, *Responsibilities Concerning Internal Information*. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.~~
- ~~5-11. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.~~

Disclaimer, Limitation of Liability, and Indemnification

An employee who uses personal technology for personal purposes on District property, at school related events or activities, or with members of the District community, agrees by such use to assume all risks associated with such use, including the risk that students may view or gain access to inappropriate material through the employee's personal technology or that suspicions may arise regarding the nature of a relationship between and employee and a student. Unless the employee is using personal technology to access the District's Internet services, filters may not necessarily be in place to control or monitor use of an employee's technology. It is thus the employee's responsibility to prevent any risks associated with the use of personal technology. An employee will be responsible to indemnify, hold harmless, and defend the District, to the extent allowed by law, for any use of technology for personal purposes, on District property, at school-related events or activities, or with members of the District community that violates this policy, any other District policy, or any relevant law.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
Ill. Human Rights Act, 775 ILCS 5/5A-102.
Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Ethics and Code of Professional Conduct), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 9:00 (*Acceptable Use of the District's Electronic Resources*)

Reviewed: December 8, 2014, June 27, 2016, January 23, 2017, December 13, 2021, May 20, 2024
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Revisions Adopted: August 1, 2016, February 6, 2017, January 22, 2022

Technology

Internet Publications and District Social Media

Applicability

This section applies to all students and employees of the District who establish and/or operate Internet publications and/or social media websites (“websites”) for educational, extra-curricular, or other purposes related to District business, and any other individual operating or attempting to operate a website suggesting approval by or official affiliation with the District. Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, Tik Tok, and YouTube.*

Official District Websites

Only the Superintendent or designee may operate or approve for operation by District employee’s official websites on behalf of the District, including the District’s website, blogs, and social media accounts.

Usage and Conduct

All District employees who use social media shall:

1. Adhere to the high standards for Professional and Appropriate Conduct ~~appropriate school relationships~~ required by policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 7:20, Harassment of Students Prohibited, 9:00, *Acceptable Use of District Electronic Resources*; ~~7:20, Harassment of Students Prohibited~~; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 5:90, Abused and Neglected Child Reporting.
- 3-6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance ~~Comply~~ with policy 5:130, *Responsibilities Concerning Internal Information*. ~~This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.~~ For District employees, proper approval may include implied consent under the circumstances.

7. Refrain from using the District's logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
- 4.10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

All Board members who use social media shall:

1. Adhere to the high standards for appropriate communication required by policy 2:140 *Communications To and From the Board.*, 2:140 E *Guidance for Board Member Communications Among Board Members and on Social Media* and 2:80E *Board Member Code of Conduct* at all times, regardless of the ever-changing social media and personal technology platforms available. This includes posting images or private information about themselves or others in a manner readily accessible that is inappropriate as defined by policy 2:265 *Title IX Sexual Harassment Grievance Procedure.*
2. Choose a District-provided or supported method whenever possible to communicate with the school community.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Comply with policy 5:130, Responsibilities Concerning Internal Information. This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval. For District employees, proper approval may include implied consent under the circumstances.
5. Refrain from using the District's logos without permission and follow Board policy 5:170, Copyright, and all District copyright compliance procedures

Superintendent Responsibilities

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the District, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law.
5. Periodically review this policy and any implementing procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

5.

Monitoring Responsibilities

Employees assigned to operate the District's official websites, employees or students who operate websites for educational, extra-curricular, or other purposes related to District business, and employees who supervise students operating authorized websites are responsible for maintaining and monitoring those websites. The administrative procedures implementing this policy shall set forth maintenance requirements, including the requirement that content be kept current and accurate and comply with all relevant laws and District policies and procedures, and all other District policies, administrative procedures, handbooks, and guidelines governing use of the District's electronic resources. The administrative procedures shall also set forth monitoring requirements, including the requirement that user content be monitored on a regular basis by a District employee for compliance with relevant laws and District policies and procedures, including age-appropriateness of content.

Confidentiality, Privacy, and Non-Discrimination

All District official websites and websites operated by students and/or employees for educational, extra-curricular, or other purposes related to District business shall comply with relevant confidentiality and privacy policies and laws, including laws governing educational or student records, and non-discrimination policies and laws. No personally identifying student information shall be posted on such websites unless written authorization has been obtained from the student's parent/guardian, except those photographs of and other content created by students while participating in public extracurricular activities, including sports and theater and musical productions, may be used without parental/guardian permission. Employees operating District official websites and websites operated by students and/or employees for educational, extra-curricular, or other purposes related to District business have no expectation of privacy in materials contained on those websites.

Links to Outside Websites and User Contents

Each website operated on behalf of the District or by students and/or employees for educational, extra-curricular, or other purposes related to District business must state clearly that it is not an open or limited open forum for public use. Contributions from the public on a website, through links, comments, and other types of user content, may vary based on the characteristics of the particular website, but in no case does the District intend to create an open forum or a limited open forum over which no control of user content may be exercised.

Employees assigned to operate the District's official websites, employees or students who are authorized to operate websites for educational, extra-curricular, or other purposes related to District business, and employees who supervise students operating authorized websites shall only link to outside websites and allow comments that conform with the publicly stated purpose of the website. The website shall state that links to outside websites and comments from third parties do not constitute an endorsement by the District of the opinions, products, or services presented on any website linked to or listed on a website that is linked to, or of any comment. The administrative procedures implementing this policy may set forth additional requirements and limitations on links to outside websites and/or comments.

Regardless of the characteristics of the website in question, employees assigned to operate the District's official websites, employees or students who are authorized to operate websites for educational, extra-curricular, or other purposes related to District business, and employees who supervise students operating authorized websites shall delete user comments or other submissions that:

- (i) include vulgar language;
- (ii) include personal attacks of any kind;
- (iii) reasonably can be interpreted as discrimination or animus on the basis of any protected or other immutable characteristic;
- (iv) contain spam or links to commercial websites;
- (v) are clearly off topic;
- (vi) advocate illegal activity;
- (vii) constitute marketing of particular services, products, or political organizations;
- (viii) infringe on copyrights or trademarks;
- (ix) contain personally identifiable medical information or other privileged or confidential information;
- (x) may compromise the safety or security of the District or its students, employees, or other members of the District community;
- (xi) do not conform with the purpose of the particular website in question; or
- (xii) interfere with, disrupt, or adversely affect the school environment, school operations, or an educational function, including comments or other submissions that may reasonably be considered to:
 - (a) be a threat or an attempted intimidation of an employee; or
 - (b) endanger the health or safety of students, employees, or school property.

Reviewed: December 8, 2014, January 23, 2017, December 13, 2021, May 20, 2024
Adopted: January 12, 2015
Revisions Adopted: February 6, 2017, January 18, 2022

Operational Services

Insufficient Fund Checks and Debt Recovery

The Superintendent or designee is responsible for collecting up to 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 Board attorney whenever necessary to collect 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. The Superintendent or designee shall execute to the requirements fullest extent of the law.

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC), ~~in the future.~~ To participate in it, an intergovernmental agreement (IGA) between the District and IOC must be in existence. ~~the Illinois Office of the Comptroller (Comptroller) that has the purpose of debt recovery. The intergovernmental agreement IOC must be in existence.~~ The IGA establishes the terms under which a District may request, and refer delinquent debt to the Comptroller will IOC for an offset (deduction). The IOC may execute an offset of in the amount of the delinquent debt owed to the District from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

~~The Comptroller will pay~~ Superintendent or designee shall execute ~~the amount deducted to~~ requirements of the District and IGA. While executing the requirements, ~~the District will credit that amount against requirements of the balance owed to the District until the debt is paid.~~ IGA, the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the debt claim is certified to the ~~Comptroller~~ IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. If reimbursable meals or snacks provided under the Hunger-Free Students' Bill of Rights Act are the basis of of the District's delinquent debt claim of no less than \$500, the notice must be sent to a student's parent(s)/guardian(s) only after: (a) the student owes the District more than five meals and/or snacks; (b) the Superintendent or designee made: (i) repeated contacts to collect the amounts owed, and (ii) reasonable efforts to collect the amount due for at least one year; and (c) the District requested the student's parent(s)/guardian(s) to apply for meal benefits pursuant to policy 4:130, Free and Reduced-Price Food Services, and they either: (i) did not qualify, or (ii) refused to apply.
2. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable.
 - a. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.

- ~~1.~~b. If application for meal benefits pursuant to policy 4:130, Free and Reduced-Price Food Services, is requested as a challenge to paying the claim, and the request is denied, an appeal of the denial of the request shall be handled according to 4:130, Free and Reduced-Price Food Services. If no request for meal benefits is received, review of the claim's payment shall be handled according to this policy before certification to the IOC for offset.
- ~~2.~~3. Certifying to the Comptroller IOC that the debt is past due and legally enforceable, and notifying the Comptroller IOC of any change in the status of an offset claim for delinquent debt.
- ~~3.~~4. Responding to requests for information from the Comptroller IOC to facilitate the prompt resolution of any protest administrative review requests received by the Comptroller IOC.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d, State Comptroller Act.
105 ILCS 123/, Hunger-Free Students' Bill of Rights Act.
810 ILCS 5/3-806, Uniform Commercial Code.

Reviewed: February 28, 2005, April 23, 2012, December 08, 2014, September 14, 2015
Adopted: March 21, 2005
Revisions Adopted: May 14, 2012; January 12, 2015, September 28, 2015

NEW

Operational Services

Administrative Procedure - Third Party Non-Instructional Contracts

When completed, this procedure documents that the requirements in 105 ILCS 5/10-22.34c have been fulfilled, thereby allowing the School Board to approve a contract for third party non-instructional services currently performed by any employee or bargaining unit member (such as, but not limited to, custodial services, student transportation, and school meal services). However, these conditions are not mandatory for the Board to enter into a contract, of no longer than three months in duration, with a third party for non-instructional services currently performed by an employee or bargaining unit member for the purpose of augmenting the current workforce in an emergency situation that threatens the safety or health of the District's students or staff, provided that the Board meets all of its obligations under the Ill. Educational Labor Relations Act.

Name of proposed contractor: _____

Name and description of proposed contract for third party non-instructional services: _____

Effective date of proposed contract: _____

Each of the following conditions must be checked to document that it was present or fulfilled:

- Any lay-off resulting from entering into the contract for third party non-instructional services will comply with the applicable collective bargaining agreement and/or Board policy 5:290, *Employment Terminations and Suspensions*.
- The proposed contract will not be entered into or become effective during the term of an applicable collective bargaining agreement covering any employees who perform the non-instructional services.
- The proposed contract will take effect upon or after the expiration of an existing collective bargaining agreement.
- The proposed contractor has submitted a bid that includes the following:
 - A. Evidence of liability insurance in scope and amount equivalent to the liability insurance provided by the Board pursuant to 105 ILCS 5/10-22.3;
 - B. A benefits package for the third party's employees who will perform the non-instructional services comparable to the benefits package provided to District employees who perform those services;
 - C. A list of the number of employees who will provide the non-instructional services, the job classifications of those employees, and the wages the proposed contractor will pay those employees;
 - D. A minimum three-year cost projection, using generally accepted accounting principles, and which the proposed contractor is prohibited from increasing if the bid is accepted by the Board, for each and every expenditure category and account for performing the non-instructional services;
 - E. Composite information about the criminal and disciplinary records, including alcohol or other substance abuse, Ill. Dept. of Children and Family Services complaints and investigations, traffic violations, and license revocations or any other licensure problems, of any employees who may perform the non-instructional services, provided that the individual names and other identifying information of employees need not be provided with the submission of the bid, but must be made available upon request of the Board; and

- F. An affidavit, notarized by the president or chief executive officer of the proposed contractor, that each of its employees has completed a criminal background check as required by 105 ILCS 5/10-21.9 within three months prior to submission of the bid, provided that the results of such background checks need not be provided with the submission of the bid, but must be made available upon request of the Board.
- The following is attached or otherwise available: a cost comparison, using generally accepted accounting principles, of each and every expenditure category and account that the District projects it would incur over the term of the contract if it continued to perform the non-instructional services using its own employees with each and every expenditure category and account that is projected the proposed contractor would incur if it performed the non-instructional services.
 - The Board reviewed and considered all bids by third parties to perform the non-instructional services in open session of a regularly scheduled Board meeting, unless the exclusive bargaining representative of the employees who perform the non-instructional services, if any such exclusive bargaining representative exists, agreed in writing that such review and consideration could take place in open session at a specially scheduled Board meeting.
Date of Board meeting: _____
 - Each of the following occurred:
 1. A minimum of one public hearing, conducted by the Board prior to a regularly scheduled Board meeting, to discuss the proposed contract was held before the Board entered such contract.
Date of hearing: _____
 2. The Board provided notice to the public of the date, time, and location of the first public hearing on or before the initial date that bids to provide the non-instructional services are solicited or a minimum of 30 days prior to entering into such a contract, whichever provides a greater period of notice.
Date and manner of notice: _____
 - The proposed contract contains provisions requiring the proposed contractor to offer available employee positions pursuant to the contract to qualified School District employees whose employment is terminated because of the contract.
 - The proposed contract contains provisions requiring the proposed contractor to comply with a policy of nondiscrimination and equal employment opportunity for all persons and to take affirmative steps to provide equal opportunity for all persons.

Reviewed: May 20, 2024

Adopted:

Revisions Adopted:

Operational Services

Administrative Procedure - Checklist for Internal Controls

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented. This includes:
 - No check is issued without pre-approved documentation for the expenditure pursuant to the Local Government Travel Expense Control Act, 50 ILCS 150/10, ~~added by P.A. 99-604, eff. 1-1-17~~, e.g., 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
 - No bank account is opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number without pre-approved documentation.
 - No credit or procurement card is assigned to an individual without pre-approved documentation. All use of a credit or procurement card must be in compliance with Board policy 4:55, *Use of Credit and Procurement Cards*, and administrative procedure 4:55-AP, *Controls for the Use of District Credit and Procurement Cards*.
 - Every receipt to and expenditure from a revolving fund and a petty cash fund are supported with clear documentation and otherwise comply with Board policies 4:50, *Payment Procedures*, and 4:80, *Accounting and Audits*.
 - A record is made of all checks issued and all payments made by credit or procurement cards that includes descriptive information sufficient to allow assignment of the appropriate code.
2. Financial records and data must be accurate and complete. This includes:
 - Data entries are timely made.
 - Cash handling is properly recorded.
 - Checks are sequentially numbered and missing checks are accounted for.
 - Financial reporting deadlines are followed.
3. Accounts payable must be accurate and punctual. This includes:
 - Payments are made on a timely basis.
 - A thorough explanation is provided for any over/underpayments.
 - Payroll and benefits are reviewed and continually updated.
4. District ~~assets~~ property must be protected from loss or misuse. ~~This includes:~~
 - The District implements a Fraud, Waste, and Abuse Awareness Program. See 4:80-AP2, Fraud, Waste and Abuse Awareness Program.
 - Valuable technology assets are safeguarded from theft or loss.
 - A backup and recovery system is developed for electronic systems.
 - Only authorized individuals have access to various systems.
 - Passwords are kept secure and frequently changed.
 - Keys are kept secure and accounted for.
 - District property is not *borrowed* or otherwise used for private purposes.
 - District personal property having a monetary value (excluding, for example, trash, out-dated equipment, consumed consumables, and spoilage) is discarded only with the Board's prior approval.

5. Incompatible duties should be segregated, if possible. This includes:
 - Transaction approval is separated from disbursement approval duties so that no single individual controls all phases of the claim payment process.
 - Reconciliation of checking accounts and credit cards is performed by an individual who does not have check-writing authority, and if possible, by someone who does not record checks and credit card payments in the District's books.
 - Other controls are used if segregation of duties is impossible.
6. Accounting records are periodically reconciled. This includes:
 - All accounts are balanced monthly.
 - All statements from checking accounts and credit cards are reconciled monthly.
 - Expenses are verified against receipts.
 - Out-of-balance conditions are investigated.
7. Equipment and supplies must be safeguarded. This includes:
 - Inventories are periodically taken and inspections are frequently made.
 - A reliable record is kept identifying what technology assets have been provided to specific employees.
 - Access to supplies is limited and controlled.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
 - Responsibilities match job descriptions.
 - If required by State law, staff members are appropriately bonded.
 - Staff members are held accountable for complying with Board policies and administrative processes or procedures that have been established to safeguard the District's financial condition.
 - Staff members are appropriately trained and evaluated.
 - Staff members are encouraged to notify their supervisors or the Superintendent of risks, losses, and/or concerns.
9. Any unnecessary weaknesses or financial risks must be promptly corrected. This includes:
 - Internal control concerns raised by the District's independent auditor in connection with the annual financial audit or by the Ill. State Board of Education in connection with its administration of the Grant Accountability and Transparency Act or a monitoring visit are properly addressed.
 - Internal or external auditors are annually engaged to assess risk and/or test existing internal controls for those areas not included within the scope of the annual financial audit; concerns are promptly addressed.

Reviewed: November 21, 2016, May 20, 2024
 Adopted:
 Revision Adopted: December 5, 2016

Operational Services

Administrative Procedure - Fraud, Waste, and Abuse Awareness Program

The Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) and federal regulations (2 C.F.R. §200.113) require grant fund recipients to timely disclose, in writing, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal awarding agency or pass-through entity, e.g., Ill. State Board of Education (ISBE).

In alignment with best practices contained in ISBE's *Fiscal Procedures Handbook*, the District has a Fraud, Waste, and Abuse Awareness Program, which includes employee reporting procedures for suspected fraud, waste, or abuse. The District will take all appropriate measures to deter fraud, waste, and abuse.

Reporting

The District encourages all District employees to be vigilant and report suspicions of fraud, waste, or abuse. Employees who make good faith reports of suspected violations of law, public corruption or wrongdoing are protected from retaliation by the provisions of the Ill. Whistleblower Act (740 ILCS 174/). See the chart below for details on how to make a report.

Enforcement

Staff members found to have engaged in fraud, waste, or abuse will be disciplined, up to and including discharge. The District will also seek to recover any wrongfully obtained assets from the employee.

Definitions

Fraud is defined as: (1) fraudulent financial reporting, (2) misappropriation of assets, and/or (3) corruption (bribery and other illegal acts). Examples of *fraud* include:

- Embezzlement, e.g., theft of cash, use of entity credit card or accounts payable systems to purchase personal items
- Collusion with others to circumvent internal controls
- Forgery or alteration of documents, e.g., checks, time cards, receipts, contracts, purchase orders, expense reimbursement paperwork, student bills, electronic files, bids, or other financial documents
- Fraudulent reporting of expenditures or other District financial information
- Misappropriation or misuse of resources, e.g., cash, securities, inventory, facilities, equipment, services, supplies, or other assets
- Impropriety in the handling or reporting of cash or financial transactions
- Unless properly authorized, accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials
- Authorization or receipt of payment for goods not received or services not performed, e.g., payments to fictitious employees or vendors
- Submitting multiple vouchers for the same expense reimbursement
- Using the District's tax exempt status for purchase of personal items
- Authorization or receipt of unearned wages or benefits
- Personal use of District property in commercial business activities
- Identity theft
- Conflict of interest or other ethics violations
- Destruction, removal, or inappropriate use of records, buildings, furniture, fixtures, or equipment
- Any similar or related irregularity to those listed

Waste is the act of using or expending resources carelessly, extravagantly, or to no purpose.

Abuse is behavior that is deficient or improper compared to the behavior that a prudent person would consider reasonable and necessary operational practice given the facts and circumstances.

The terms *fraud*, *waste*, and *abuse* are not mutually exclusive; certain conduct may constitute fraud, waste, and/or abuse.

Roles, Responsibilities, and Reporting Procedures

Actor	Action
Any Staff Member	<p>Staff members who suspect fraud, waste, and/or abuse should do the following:</p> <ol style="list-style-type: none"> 1. Make an oral or written report to the Superintendent that describes the factual basis of the suspicion, including any employees involved, a description of the alleged misconduct, and any supporting evidence. Oral reports shall be followed up in writing by the staff member or Superintendent. 2. If the staff member does not feel comfortable identifying himself/herself in making a report, the employee may deliver the report anonymously to the attention of the Superintendent or make an anonymous call to the Superintendent. 3. If the report concerns alleged misconduct by the Superintendent, the report may be either be made to a Complaint Manager identified in Board Policy 2:260, <i>Uniform Grievance Procedure</i>, who will notify the Board President of the report, or directly to the Board President. 4. If the reporting staff member has evidence of fraud, waste, and/or abuse, he/she must preserve the evidence and provide it to the Superintendent or designee (or designated Complaint Manager or Board President, if the report concerns the Superintendent) charged with investigating the suspected fraud, waste, or abuse.
Superintendent and/or Designee (or Complaint Manager/Board President, for cases concerning the Superintendent)	<p>Manages actual or suspected fraud, waste, or abuse in the District. With respect to any investigation, the Superintendent and/or designee (or Complaint Manager/Board President, for cases concerning the Superintendent) shall:</p> <ol style="list-style-type: none"> 1. Ensure all reported instances of fraud, waste, or abuse are investigated by the District, and, if appropriate, reported to the proper authorities for further investigation and potential prosecution. 2. Consult with the board attorney as needed regarding any investigation. 3. Keep the Board informed of any ongoing investigations. 4. Ensure the District cooperates with law enforcement in any criminal fraud investigations. 5. Make all reasonable efforts to ensure the preservation of evidence relevant to an investigation. 6. Effectuate (or recommend to the Board) discipline of employees who engage in fraud, waste, or abuse in accordance with Board policies and any applicable collective bargaining agreement(s). 7. Manage communications with the media regarding investigations, as needed. 8. Manage District efforts to seek recovery of wrongfully obtained assets, as appropriate.
Superintendent and/or Designee	<ol style="list-style-type: none"> 1. Manage annual communication of the District's Fraud, Waste, and Abuse Awareness Program to staff and grant sub-recipients/subcontractors, including how employees should report suspected fraud, waste, or abuse. 2. Manage ethics and standards of conduct training for all District employees.

Actor	Action
	3. Periodically review the District's Fraud, Waste, and Abuse Awareness Program and related reporting procedures.

Reviewed: May 20, 2024

Adopted:

Revisions Adopted:

Operational Services

Insurance Management

The Superintendent or designee shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights, ~~School Board members, employees, volunteer personnel authorized in 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, and student teachers by reason of civil rights~~ damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed during in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's licensed ~~certified~~ staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of licensed ~~certified~~ staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect the individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.
4. ~~Employee insurance programs~~

Student Insurance

The Board may offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company.

LEGAL REF. Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 26 U.S.C. §. 400
~~Stat. 222,~~ 4980B(f) ~~of the I.R.S. Code,~~ 42 U.S.C. § 300bb-1 et seq.
 105 ILCS 5/2-3.53a, 5/2-3.53b., 5/10-20.20, 5/10--22.3, 5/10-22.3a, 5/10-22.3b, _____
5/21A-5et seq., 5/10-22.3f, 5/10-22.34,
 5/10-22.34a, and 5/10-22.34b.,
 215 ILCS 5/;
 750 ILCS 75/;
 820 ILCS 305/;

Reviewed: _____ February 28, 2005, April 23, 2012, February 11, 2013, December 08, 2014,
May 20, 2024

Adopted: _____ March 21, 2005

Revisions Adopted: _____ February 01, 2010; May 14, 2012, February 25, 2013, January 12, 2015

Professional Personnel

Maintaining Student Discipline

Maintaining an orderly learning environment is an essential part of each teacher's instructional responsibilities. A teacher's ability to foster appropriate student behavior is an important factor in the teacher's educational effectiveness. The Superintendent shall ensure that all teachers, other certificated [licensed] educational employees, (except for individuals employed as paraprofessional educators), and persons providing a student's related service(s): (1) maintain discipline in the schools as required in the School Code, and (2) follow the School Board policies and administrative procedures on student conduct, behavior, and discipline.

When a student's behavior is unacceptable, the teacher should first discuss the matter with the student, if appropriate. If the unacceptable behavior continues, the teacher should consult with the Building Principal and/or discuss the problem with the parent(s)/guardian(s).

A teacher may remove any student from the learning setting whose behavior interferes with the lessons or participation of fellow students. ~~such a~~ student's removal must be in accordance with Board policy and the student handbook.

Teachers shall not use disciplinary methods which may be damaging to students, such as ridicule, sarcasm, or excessive temper displays. Corporal punishment (including slapping, paddling or prolonged maintenance of a student in physically painful positions, and intentional infliction of bodily harm) may not be used. Teachers may use reasonable force as needed to keep students, school personnel, and others safe, or for self-defense or defense of property.

LEGAL REF.: 105 ILCS 5/24-24.
23 Ill.Admin.Code §1.280

CROSS REF.: 2:150 (Committees), , 7:190 (Student Behavior), 7:230 (Misconduct by Students with Disabilities)

Reviewed: May 17, 2004, August 2, 2010, November 5, 2018, May 20, 2024
Adopted: August 23, 2004
Revisions Adopted: November 19, 2018

Instruction

Organization of Instruction

The School District has instructional levels for grades Pre-kindergarten through Eight. The Superintendent shall annually present to the School Board a plan for organizing instructional levels and assigning them to school facilities in order to

1. Support the District's education program
2. Maximize facility usage without undue overcrowding, and
3. Provide substantially comparable instructional programs across the District.

Students, for instructional purposes, may be placed in groups within the school which do not necessarily follow grade level designations. For purposes of attendance reporting and other records, however, each student must be identified as to grade-level placement.

Kindergarten

The District maintains a half-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law.

Pre-Kindergarten

The District maintains a half-day pre-kindergarten with an instructional program that fulfills the District's curriculum goals and objectives. If supported through the ISBE's Early Childhood Block Grant (ECBG). The Preschool for All program serves 3- and 4-year-old children (and 5-year-olds who are not yet eligible for kindergarten).

LEGAL REF.: 105 ILCS 5/10-20.19a, 5/10-20.37, and 5/10-22.18.
23 Ill. Admin. Code §1.420.

CROSS REF.: 6:40 (Curriculum Development), 6:170 (Title I Programs), 7:30 (Student Assignment and Intra-District Transfer), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students)

~~7:30 (Student Assignment), 6:40 (Curriculum Development)~~

Reviewed: February 27, 2006, March 9, 2015
Adopted: May 15, 2006
Revisions Adopted: March 23, 2015

Instruction

Administrative Procedure - Curriculum Development

Faculty Curriculum Committee

The Faculty Curriculum Committee assists in the District's curriculum planning process and provides the Superintendent with recommendations and supportive summaries. The Committee shall serve in an advisory capacity only.

The Faculty Curriculum Committee will:

1. Engage in two-way communication with teachers in order to address questions and concerns, keep everyone informed, and cooperatively strive for continuous improvement.
2. Provide system wide coordination of curriculum and student learning experiences.
3. Identify and categorize problems related to curriculum.
4. Research instructional methods and curriculum, utilizing available resources.
5. Engage in long-range planning for the continuous improvement of the curriculum.

The Superintendent or designee appoints Committee members and directs the Committee, providing specific tasks and timeframes.

Curriculum Guides and Course Outlines

Development of guides:

1. Curriculum guides are best developed by the staff and teachers who are to use them.
2. When entire staff participation is not feasible, the Superintendent or designee will direct staff representatives and/or relevant department heads to study, create, and revise the guides.
3. Completed guides will be given to the Superintendent.

Use of guides:

1. Curriculum guides serve as a framework from which teachers will develop units of study, individual lesson plans, and approaches to instruction that will serve students' particular needs at a particular time. The guides shall be used to map the logical sequence of instruction.
2. In subjects where sequence is important, such as mathematics, teachers shall be expected to adhere to the guide. In subjects where sequential learning is less important, teachers may be given a greater degree of freedom in respect to sequence.
3. In all cases, sufficient latitude shall be permitted to provide teachers with time to teach the current, topical, and incidental issues that add to motivation and meaningful teaching and learning.
4. The Building Principal and/or department heads shall see that optimum use is made of available curriculum guides.

Reviewed: May 20, 2024

Adopted:

Revisions Adopted:

Instruction

Extracurricular and Co-Curricular Activities

The Superintendent must approve an activity in order for it to be considered a ~~shall approve all~~ District-sponsored extracurricular and co-curricular activities, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.~~members.~~
2. Fees assessed to students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
- ~~3.4. Requests from students. Student body desires are considered.~~
- 4.5. The activity will be supervised by a school-approved sponsor.

Building Principals are responsible for the scheduling and announcing approved ~~of~~ student extracurricular and co-curricular activities.

Non-school sponsored student groups are governed by the District's policy on student use of school buildings.

Academic Criteria for Participation

For students in kindergarten through 8th grades: Selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Students must satisfy all academic standards and must comply with the activity's rules and the student conduct code.

LEGAL REF.: 105 ILCS 5/10-20.30, and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:100 (Equal Education Opportunities) 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), ~~7:330 (Student Use of Buildings—Equal Access)~~

Reviewed: February 27, 2006, March 24, 2014, May 20, 2024

Adopted: May 15, 2006

Revisions Adopted: September 15, 2008, April 14, 2014

Instruction

Field Trips

Field trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the District's educational ~~objectives.~~ ~~goals.~~

All field trips must have the Superintendent or designee's prior approval, except that field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the School Board. The ~~Superintendent or designee~~ ~~following factors are~~ ~~shall analyze~~ ~~analyzed~~ the following factors ~~when determining~~ whether to approve a field trip: educational value, student safety, parent concerns, heightened security alerts, and liability concerns. On all field trips, a bus fee set by the Superintendent or designee may be charged to help defray the transportation costs.

Parents/guardians of students: (1) shall consent to their child's participation in any field trip, and (2) are responsible for all entrance fees, food, lodging, or other costs, except that the District will pay such costs for students who qualify for a fee waiver under Board policy 4:140 Waiver of Student Fees. ~~free or reduced school lunches.~~ All non-participating students shall be provided an alternative experience. Any field trip may be canceled without notice due to danger to students, staff, or chaperons. Monies deposited may be forfeited.

Privately arranged trips, including those led by District staff members, shall not be represented as or construed to be sponsored by the District or school. The District does not provide liability protection for privately arranged trips and is not responsible for any damages arising from them.

LEGAL REF: 105 ILCS 5/29-3.1.

CROSS REF.: 4:140 (Waiver of Student Fees), 6:10 (Educational Philosophy and Objectives), 7:10
(Equal Education Opportunities), 7:270 (Administering Medicines to Students)

Reviewed: February 27, 2006, March 24, 2014, May 20, 2024

Adopted: May 15, 2006

Revisions Adopted: September 15, 2008, April 14, 2014

Instruction

Administrative Procedure - Field Trip Guidelines

Actor	Action
Teacher(s) or administrator <u>who seeks consent for a school-sponsored trip with students proposing the trip</u>	<p>Submits to the Building Principal all trip requests. The request must specifically describe:</p> <ul style="list-style-type: none"> ● The trip, including possible dates, location, and experience; ● The trip's educational value; ● Transportation requirements; ● Supervision plans that include, among other things, plans for at least 2 adult supervisors to be present with every grouping of students; ● The ratio of adults to students ● The students who will be involved;The alternative experience that will be provided non-participating students; and ● <u>A summary and evaluation of any previous</u> Whether a similar trip_ has occurred previously.
Building Principal	<p>Approves or prepares a recommendation for the Superintendent or Board approval as appropriate, using the following factors to analyze the trip proposal;</p> <ul style="list-style-type: none"> ● Educational value ● Distance to be traveled ● Location ● Travel arrangements ● Fees ● Parent concerns ● Insurance carrier's liability feedback ● Safety considerations ● Heightened security alerts ● Whether trip is an annual event
Appropriate teacher(s) and Building Principal	<p>Make final transportation arrangements. Recruit parents/guardians for supervisory roles, as appropriate. Collect signed consent forms and fees from all participating students' parents/guardians. <u>Verifies that parents/guardians who serve as a supervisor are provided the District 41 Volunteer Handbook and has completed the District's annual Volunteer form.</u></p> <p>Make sure all supervisors have a list of the following:</p> <ul style="list-style-type: none"> ● Names of all student participants and supervisors ● Names and specifics of students with special needs ● Name/phone number of emergency contacts for all students and supervisors ● Date/time and specific destination of trip ● Departure/arrival times both to and from destination ● Name and phone number of transportation company and primary contact in case of emergency ● Name/phone number of contact at destination ● Once at destination, where to go in case of an emergency <p>Make final supervisor assignments and inform all supervisors of their individual assignments.</p>
Parents/guardians	<p>Decide whether to consent to their <u>child's</u> student's-participation. If the student is participating, pay all applicable fees for entry, food, lodging, special transportation, or other costs; except that the District will pay such costs for students who qualify for free and reduced school lunches <u>in accordance with policy 4:140, Waiver of Student Fees-</u></p>
Teacher(s) or administrator proposing the field trip	<p>After a trip, evaluates the trip and provides the Building Principal with the evaluation.</p>

Reviewed: February 27, 2006, May 2023
Adopted: May 15, 2006
Revisions Adopted: September 15, 2008

Students

Orders to Forgo Life-Sustaining Treatment

Written orders from parent(s)/guardian(s) to forgo life-sustaining treatment for their child or ward must be signed by the child's physician and given to the Superintendent. This policy shall be interpreted in accordance with the Illinois Health Care Surrogate Act (755 ILCS 40/1 ~~et seq.~~).

Whenever an order to forgo life-sustaining treatment is received, the Superintendent shall convene a multi-disciplinary team that includes:

1. The student, when appropriate;
2. The student's parent(s)/guardian(s);
3. Other medical professionals, e.g., licensed physician, physician's assistant, or nurse practitioner;
4. Local first responders for the building in which the student is assigned to attend school;
5. The school nurse;
6. Clergy, if requested by the student or his or her parent(s)/guardians(s);
7. Other individuals to provide support to the student or his or her parent(s)/guardian(s); and
8. School personnel designated by the Superintendent.

~~the child's parent(s)/guardian(s) and physician, as well as school personnel designated by the Superintendent.~~

The team shall determine specific interventions to be used by school staff members in the event the child suffers a life-threatening episode at school or a school event. ~~The~~

District personnel shall convey orders to forgo life-sustaining treatment to the appropriate emergency or healthcare provider.

LEGAL REF.: Health Care Surrogate Act., 755 ILCS 40/1 ~~et seq.~~
Cruzan v. Director, Missouri Department of Health, 497 U.S. 261 (1990).
In re: C.A., a minor, 603 N.E.2d 1171 (Il. App. 1 Dist., 1992).

Reviewed: December 19, 2005, March 21, 2016, May 20, 2024
 Adopted: February 27, 2006
 Revisions: April 11, 2016

Community Relations

Advertising and Distributing Sponsorship and Distribution of Materials in Schools Provided by Non-School Related Entities

Permission for outside organizations to provide material to the District is a privilege. Permission will be guided by the criteria below, and the District reserves the right to prohibit distribution for any reason. No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent (5) solicit for religious, secular or partisan political activity, or (6) solicit for any commercial enterprise.

Community, Educational, Charitable, or Recreational Organizations

~~C~~Not for profit community, educational, charitable, recreational, or similar groups may, under procedures established by the Superintendent, advertise events pertinent to students' interests or involvement. Only those recreational activities sponsored by local not-for-profit agencies such as the Park District or YMCA, or not-for-profit athletic teams that feed into District 87 are eligible. All advertisements must (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Superintendent or designee. The District reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

This may include providing up to 50 flyers for lobby display in each building and posting on the District's website where appropriate. ~~All material and literature must be student-oriented and have the sponsoring organization's name prominently displayed.~~

Commercial Companies and Political Candidates or Parties

Commercial companies may sponsor (1) athletic field fences, (2) athletic, theater, or music programs, (3) scoreboards, or (4) other appropriate location. The advertisements must be consistent with this policy and its implementing procedures and be appropriate for display in a school context. Prior approval from the Board is needed for advertisements on athletic fields, scoreboards,
~~, provided the sponsorships are consistent with administrative procedures and approved by the School Board. Prior approval is needed from the Superintendent or designee for advertisements on athletic, theater, or music programs; student newspapers and yearbooks; and any commercial material related to promotion or class pictures.~~

~~Sponsor is defined as a private or public company or organization that provides money for the purchase or publication of school-related equipment and materials. Recognition may be noted in printed material (i.e. programs). However, sponsorship will not be placed on fixed assets. No Board approval is needed for commercial material related to graduation, class pictures, or yearbooks.~~

No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students ~~No part of the School District, including facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial company except as authorized by and consistent with administrative procedures and approved by the Board.~~

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

LEGAL REF.: Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).
Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*,
113 S.Ct. 2344 (1993).

Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994)

Hedges v. Wauconda Community Unit School Dist., No. 18, 9 F.3d 5 (7th Cir. 1993).

Victory Through Jesus Sports Ministry v. Lee's Summit R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 565 U.S. 1036 (2011).

DiLoreto v. Downey Unified School Dist., 196 F.3d 958 (9th Cir. 1999).

CROSS REF.: 7:325 (Student Fund-Raising Activities),

Reviewed: December 13, 2004; November 14, 2011, May 20, 2024

Approved: March 21, 2005

Revised: November 28, 2011

Community Relations

Parental Involvement ~~Family Engagement~~

In order to assure collaborative relationships between students' families and the ~~School Board and District personnel~~, and to enable parent(s)/guardian(s) and family members to become active partners in education, the Superintendent or designee shall ~~develop administrative procedures to:~~

- ~~1. Establish practices which encourage a shared responsibility for supporting family engagement among the District, building administration and staff.~~
- ~~2. Establish practices and guidelines for fostering a welcoming building environment.~~
- ~~3.1. Establish a compact that outlines how families and staff will share the responsibility for student achievement and describes how partnerships will be developed.~~
 1. Keep parents/guardians families thoroughly informed about their child's school and education.
 2. Encourage parents/guardians to be involved each family's engagement in their child's school and education.
 3. Establish effective two-way communication between all families and the ~~School Board and District personnel~~.
Ensure that families are aware of the District's Family Engagement Policy.
 - ~~4. Seek input from parent(s)/guardian(s) on significant school-related issues, including how funds for family engagement would be best spent.~~
 - ~~5. Inform parents/guardians how they can assist their children's learning, and provide materials to help them.~~
 - ~~6. Provide assistance to schools in building family engagement capacity~~
 - ~~7. Establish procedures to overcome obstacles to family engagement such as transportation and language barriers.~~
 - ~~8. Establish processes and materials to educate staff members on the importance of family engagement.~~
 - ~~9. To the extent possible, provide family engagement materials in the family's home language.~~
 - ~~10. Annually evaluate the success of family engagement efforts. Evaluation shall take into account student performance measures and how barriers to engagement are being addressed to encourage participation of families of diverse backgrounds.~~

The Superintendent shall periodically report to the Board on the implementation of this policy.

CROSS REF.: 6:170 (Title I Programs), 6:250 (Community Resource Persons and Volunteers), 8:10 (Connection with the Community), 8:90 (Parent Organizations and Booster Clubs)~~6:250 (Community Resource Persons and Volunteers), 8:90 (Parent Organizations)~~

ADMIN. PROC.: 6:170-API, E1 (District-Level Parent and Family Engagement Compact), 6:170-API, E2 (School-Level Parent and Family Engagement Compact)

Reviewed: ___ December 13, 2004; November 14, 2011, May 20, 2024

Approved: ___ January 24, 2005

Revisions: ___ November 28, 2011

School Board

Types of School Board Meetings

General

For all meetings of the School Board and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein, as well as the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them, and to others as approved by the School Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *School Board Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The School Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular School Board meetings in accordance with The School Code. The regular meeting calendar dates may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The School Board and School Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body, including hearing testimony on a complaint lodged against an employee to determine its validity. However, a meeting to consider an increase in compensation to a specific employee, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with the Open Meetings Act 5 ILCS 120/2(c)(1) ~~amended by P.A. 101-459~~.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c) (2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c) (3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c) (4).
5. Evidence or testimony presented to the Board regarding denial of admission to school events or property pursuant to 105 ILCS 5/24-24, provided that the Board prepares and makes available for public inspection a written decision setting forth its determinative reasoning. ILCS 120/2(c)(4.5).

- ~~5-6.~~ The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
- ~~6-7.~~ The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
- ~~7-8.~~ The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
- ~~8-9.~~ Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff or public property. 5 ILCS 120/2(c)(8).
- ~~9-10.~~ Student disciplinary cases. 5 ILCS 120/2(c)(9).
- ~~10-11.~~ The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
- ~~11-12.~~ Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c) (11).
- ~~12-13.~~ The establishment of reserves or settlement of claims as provided in the Local Government and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c) (12).
- ~~13-14.~~ Self-evaluation, practices and procedures, or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c) (16).
- ~~14-15.~~ Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c) (21).
- ~~15-16.~~ Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of American 5 ILCS 120/2©(28).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each School Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted by a School Board quorum when such meetings will involve the same particular matters and are scheduled to be held within three months of the vote.

No final School Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the President or by any three members of the School Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the School Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.: 5 ILCS 120/, Open Meeting Act
5ILCS 140/, Freedom of Information Act
105 ILCS 5/10-6 and 5/10-16.

CROSS REF.: 2:110 (Qualifications Term and Duties of Board Officers), 2:210 (Organizational School Board Meetings), 2:120 (Board Member Development), 2:220 (School Board Meeting Procedure), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 8:30 (Visitors to and Conduct on School Property) 9:00 Acceptable Use of District’s Electronic Resources

Reviewed: October 20, 2003; January 18, 2011, February 11, 2013, January 25, 2016,
November 21, 2016, February 24, 2020, May 20, 2024
Adopted: November 17, 2003
Revision Adopted: December 18, 2006, February 01, 2010, February 7, 2011, February 25, 2013, February 8, 2016, December 5, 2016, March 9, 2020

School Board

School Board Meeting Procedure

Agenda

The Board President is responsible for focusing the Board meetings' agendas on appropriate content. The Superintendent shall prepare agendas in consultation with, and subject to the approval of, the Board President. The President shall designate a portion of the agenda as a consent agenda for those items that are not expected to require discussion or explanation before School Board action. Any Board member may request the withdrawal of any item under the consent agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any substantive item that will be the subject of action at the meeting.

Any Board member may submit agenda items to the Board President for his or her consideration; and approval. Any Board member may also make the request during the Upcoming Meetings, or equivalent, portion of the agenda. If Board consensus is apparent, the requested item shall be placed on the agenda at the meeting upon which there is consensus. If consensus is not apparent, a motion to place the item on the agenda must be approved. The Superintendent shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of School Board Meetings*.

The order of business at each Board meeting shall be as set forth in the agenda. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any motion before the School Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present" is counted for the purposes of determining whether a quorum is present. Unless otherwise provided by law, a vote of "abstain" or "present," however, is not counted as a "yea" or "nay" in determining whether a motion has been passed by the Board. The sequence for casting votes shall be rotated.

On all motions involving the expenditure of money, the closing of a meeting to the public, and where required by law or appropriate to the significance of the action, a roll call vote shall be taken and the result entered in the Board's minutes.

Minutes

The Recording Secretary shall keep written minutes of all School Board meetings (whether open or closed), which shall be signed by the President and the Secretary.

The minutes include:

1. The meeting's date, time, and place;
2. School Board members recorded as either present or absent;

3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting;
7. A record of all motions, the members making the motion and the second;
8. Upon request by a Board member, a record of how he and she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the School Board at its next regularly-scheduled open Board meeting for approval or modification. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

Every six months, or as soon after as is practicable, in an open meeting, the Board: (1) reviews minutes from closed meetings that are currently unavailable for public release, and (2) determines which, if any, no longer require confidential treatment and are available for public inspection. This is also referred to as a semi-annual review. The School Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release, but it reports its determination in open session. .

The School Board's meeting minutes must be submitted to the Board's Treasurer at such time as the Treasurer may require.

The official minutes shall be kept in the custody of the Board Recording Secretary, subject to the oversight and direction of the Secretary. Open meetings' minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the District's main office, in the presence of the Secretary, the Recording Secretary, the Superintendent or designee, or any School Board member designated by the Board President.

Minutes from closed meetings are likewise available, but only if the School Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the District's administrative offices or their official storage location, and (2) in the presence of the Board Recording Secretary, the Superintendent or designated administrator, or any Board member-designated by the Board President. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the District's administrative offices or their official storage location except by vote of the School Board or by court order.

The Board's open meeting minutes shall be posted on the District website within 7 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Superintendent, or the Board Secretary when the Superintendent is absent, shall audio record all closed meetings. If neither is present, the Board President or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Superintendent shall ensure that: (1) an audio recording device and all necessary accompanying items are available to

the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) the minutes of the particular closed meeting.

If the Board decides to hold off on destruction of any audio recording, it will then be presented for destruction during the next semi-annual review cycle.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Superintendent or designated administrator, or any Board member, designated by the Board President. Access to the verbatim recordings is available at the District's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Superintendent or Board President. While a Board member is listening to verbatim recording, it shall not be re-recording or removed from the District main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board member should consider whether such requests are germane to their responsibilities, service to the District and/or Oath of Office in policy 2:"280 Board Member Oath and Conduct. (In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the School Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or District business, or (3) a family or other emergency, or (4) unexpected childcare obligations. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary of Superintendent at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Superintendent will inform the Board President and make appropriate arrangements. A Board member, who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration

The ability of the Board to meet in person with a quorum physically present at its meeting location may be affected by the Governor or the Director of the Ill. Dept. of Public Health issuing a disaster declaration related to a public health emergency. The Board President or, if the office is vacant or the President is absent or unable to perform the office's duties, the Vice President determines that an in-person meeting or a meeting conducted under the **Quorum and Participation by Audio or Video Means** subhead above, is not practical or prudent because of the disaster declaration; if neither the President nor Vice President are present or able to perform this determination, the Superintendent shall serve as the duly authorized designee for purposes of making this determination.

The individual who makes this determination for the Board shall put it in writing, include it on the Board's published notice and agenda for the audio or video meeting and in the meeting minutes, and ensure that the Board meets every OMA requirement for the Board to meet by video or audio conference without the physical presence of a quorum.

Rules of Order

Unless State law or Board-adopted rules apply, the Board President, as the presiding officer, will use the most recent edition of Robert's Rules of Order Newly Revised as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting

an open Board Meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Superintendent at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board President may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.: 5 ILCS 120/2a, 120/2.02, 120/2.05, 120/2.06 and 120/7, [Open Meetings Act.](#)
105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.: 2:80 (Board Member Oath and Conduct), 2:150 (Committees) 2:200 (Types of School Board Meetings), 2:210 (Organizational School Board Meeting), 2:230 (Public Participation at School Board Meetings and Petitions to the Board)

Reviewed: November 17, 2003; January 18, 2011, February 11, 2013, November 21, 2016, May 7, 2017, February 10, 2020, July 20, 2020, December 13, 2021, [May 20, 2024](#)
Adopted: December 2003
Revision Adopted: January 26, 2004; December 18, 2006, February 7, 2011, February 25, 2013, December 5, 2016, May 21, 2017, February 24, 2020, July 20, 2020, January 18, 2022

Community Relations

Visitors to and Conduct on School Property

The following definitions apply to this policy:

School Property School buildings and grounds, all District buildings and grounds, vehicles used for school purposes, and any location used for School Board Meeting, a school athletic event, or other school-sponsored or school-sanctioned events or activities.

Visitors - Any person other than an enrolled student or employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, participate in a screening and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians friends and/or community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member must contact that staff member to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, possess, distribute, or be impaired by or under the influence of alcoholic beverages, cannabis, other lawful product, or illegal drugs.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270, Administering Medicines to Students, implementing *Ashley's Law*.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;

13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding; or
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian has notified the Building Principals of his or her presences at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school, or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Upon notifying the Building Principal's office, authorized agents of an exclusive bargaining representative will be provided reasonable access to employees in the bargaining unit they represent in accordance with State law. Such access shall be conducted in a manner that will not impede the normal operations of the District. , upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person or denied on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from or denied admission to school property in accordance with State law. The person ~~is also~~ may be subject to being denied admission to school athletic or extracurricular events-or-meetings for up to one calendar year in accordance with the procedures below.

Procedures to Deny Future Admission to Athletic or Extracurricular School Events-or-Meetings

Before any person may be denied admission to athletic or extracurricular -school events ~~or meetings as provided in this policy,~~ the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing.

The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to school events will be denied, and

4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000).~~730 N.E.2d 96 (Ill.App.4, 2000).~~
20 U.S.C. §~~797184~~ et seq., Pro-Children Act of ~~2001~~1994.
105 ILCS 5/10-20.5, 10-20.5b, 5/10-22.10, 5/22-33, 5/24-24, 5/24-25, and 5/27-23.7(a).
115 ILCS 5/3(c), Ill. Educational Labor Relations Act
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
~~430 ILCS 66/, Firearm Concealed Carry Act.~~
410 ILCS 705/, Cannabis Tax and Regulation Act.
430 ILCS 66/, Firearm Concealed Carry Act.
720 ILCS 5/11-9.3, 5/21-1, 5/21-1.2, 5/21-3, 5/21-5, 5/21-5.5, 5/21-9, and 5/21-11.~~5/11-9.3.~~

CROSS REF.: 2:200 (Types of School Board Meetings), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

Reviewed: December 13, 2004, November 14, 2011, August 24, 2015, January 25, 2016, January 13, 2020, May 11, 2020, May 20, 2024

Adopted: January 24, 2005

Revisions Adopted: December 19, 2005, February 01, 2010, November 28, 2011, August 24, 2015, February 8, 2016, January 27, 2020, May 26, 2020

General Personnel

Administrative Procedure - Employee Conduct Standards

Professional and appropriate conduct is expected of all District employees. The standards listed below serve as a notice of expected conduct. The standards are intended to protect the health, safety, and general welfare of students and employees, ensure the community a degree of accountability within the School District, and define misconduct justifying disciplinary action, up to and including dismissal. The listed standards are not a complete list of expectations, and depending on the factual context, an employee may be disciplined for conduct that is not specifically listed. The conduct standards apply to all District employees to the extent they do not conflict with an applicable collective bargaining agreement; in the event of a conflict, the provision is severable and the applicable bargaining agreement will control. In addition, all employees who are governed by the Code of Ethics for Illinois Educators must comply with 5:120-E, *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE) (23 Ill. Admin. Code Part 22).

All school employees shall:

1. Exhibit positive examples of preparedness, punctuality, attendance, self-control, language, and appearance.
2. Exemplify honesty and integrity. Violations of this standard include, but are not limited to, falsifying, misrepresenting, omitting, or erroneously reporting the professional qualifications of oneself or another individual or information submitted in connection with job duties or during the course of an official inquiry/investigation.
3. Maintain a professional and appropriate relationship with students by following established expectations and guidelines for employee-student boundaries, both in and outside the school. Attend all in-service training on educator ethics, and responding to child sexual abuse and grooming behavior including, but not limited to, teacher-student conduct, ~~and~~ school, employee-student conduct and evidence-informed training on preventing, recognizing, reporting, and responding to child sexual abuse and grooming as outlined in 105 ILCS 5/10-23.13 (Erin's Law) for all personnel (105 ILCS 5/10-22.39(b-35), added by P.A. 103-542, eff. 1-1-23 and operative 7-1-24), 5/10-22-39), as well as all required trainings on child abuse, grooming behaviors, and employee-student boundary violations (325 ILCS 5/4(j), ~~105 ILCS 5/10-23.12,~~ and 5/10-23.13 (Erin's Law)). Violations of this standard include, but are not limited to: (a) committing any act of child abuse or cruelty to children; (b) willfully or negligently failing to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/); (c) engaging in harassing behavior, including but not limited to sexually harassing a student (775 ILCS 5/5A-102, amended by P.A. 103-472, eff. 8-1-24); 5/5A-102); (d) willfully or negligently failing to report an instance of suspected sexual harassment as required by Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 et seq.), (e) providing a recommendation of employment for an employee, contractor, or agent that the employee knows, or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law, as prohibited by the Elementary and Secondary Education Act (20 U.S.C. § 7926), (f) engaging in grooming as defined in 720 ILCS 5/11-25; (g) engaging in prohibited grooming behaviors, including sexual misconduct as defined in 105 ILCS 5/22-85.5(c) (Faith's Law) and Board policy 5:120, Employee Ethics; Code of Professional Conduct; and Conflict of Interest; (h) furnishing tobacco, alcohol, cannabis, or any other illegal/unauthorized substance, including e-cigarettes, to any student or allowing a student under his or her supervision to use tobacco, alcohol, cannabis (including medical cannabis unless the student is authorized to be administered a medical cannabis infused product by the school employee pursuant to *Ashley's Law*), and (i) violating expectations and guidelines for

employee-student boundaries set forth in 5:120-AP2, E, Expectations and Guidelines for Employee-Student Boundaries. .

4. Maintain a safe and healthy environment, free from being impaired by and/or under the influence of prohibited substances to ensure high quality performance for the District and its students. The use of illegal drugs and/or abuse and misuse of alcohol, drugs, and other lawful products while on District premises or while performing work for the District diminishes the District's credibility and ability to educate students about drug and substance abuse prevention pursuant to Board policy 6:60, *Curriculum*. Violations of this standard include, but are not limited to, engaging in any of the prohibited activities listed in the District's drug- and alcohol-free workplace policy. Examples include using or being impaired by or under the influence of illegal drugs; abusing, misusing, and/or being impaired by or under the influence of alcohol, drugs, and/or other lawful products when performing work for the District when impairment is detectable regardless of when and/or where the use occurred; and/ or using or being impaired or under the influence of or possessing medical cannabis in a school bus or on school grounds.
5. Maintain a safe and healthy environment, free from harassment, intimidation, bullying, hazing, and violence, and free from bias and discrimination. Violations of this standard include, but are not limited to: (a) unless specifically permitted by the Firearm Concealed Carry Act, carrying a firearm on or into any District controlled building, real property, or parking area, or any transportation vehicle paid for in whole or in part with public funds; (b) willfully or negligently failing to immediately report suspected cases of child abuse or neglect or of gender harassment; (c) knowingly failing to report hazing to supervising educational authorities or, in the event of death or great bodily harm, to law enforcement; and (d) failing to appropriately respond to a witnessed or reported incident of student-on-student bullying, harassment, hazing, or teen dating violence.
6. Comply with the [Code of Ethics For Rest Administration](#), [Professional Testing Practices for Educators](#), prepared and published by ISBE for educators who administer any standardized test (www.isbe.net/Documents/AssessmentCodeofEthics-2021-22.pdf), and with any assessment-specific administration guidance (see www.isbe.net/Pages/Assessment.aspx). —(at www.isbe.net/Documents/prof test prac.pdf). This document contains numerous examples of actions that violate test security; actions that must not be part of test preparation; actions that must not occur during test administration; and actions that must be avoided when reporting test results.
7. Honor the public trust when entrusted with public funds and property by acting with a high level of honesty, accuracy, and responsibility. Violations of this standard include, but are not limited to: (a) misusing public or school-related funds; (b) failing to account for funds collected from students or parents/guardians; (c) submitting fraudulent requests for reimbursement of expenses or for pay; (d) commingling District or school funds with personal funds or checking accounts; and (e) using school property without the approval of the supervising school official.
8. Maintain integrity with students, colleagues, parents/guardians, community members, and businesses concerning business dealings and when accepting gifts and favors. Violations of this standard include, but are not limited to, soliciting students or parents/guardians to purchase supplies or services from the employee or to participate in activities that financially benefit the employee without fully disclosing the interest.
9. Respect the confidentiality of student and personnel records, standardized test material, and other information covered by confidentiality agreements. Violations of this standard include, but are not limited to: (a) disclosing confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results, unless disclosure is required or permitted by law; and (b) disclosing confidential information restricted by State or federal law.
10. Demonstrate conduct that follows generally recognized professional standards and attend all in-service trainings on educator ethics, teacher-student conduct, and school employee-student conduct for all

personnel (105 ILCS 5/10-22.39 amended by P.A. 103-542, eff. 1-1-24 and operative 7-1-24)(~~4~~). Unethical conduct is any conduct that impairs the employee’s ability to function professionally in his or her employment position or a pattern of behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

11. Comply with all State and federal laws and rules regulating public schools and School Board policies, including but not limited to: *2:105 (Ethics and Gift Ban)*, *4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors)*, *5:10 (Equal Employment Opportunity and Minority Recruitment)*, *5:20 (Workplace Harassment Prohibited)*, *5:30 (Hiring Process and Criteria)*, *5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition)*, *5:60 (Expenses)*, *5:90 (Abused and Neglected Child Reporting)*, *5:100 (Staff Development Program)*, *5:120 (Employee Ethics; Professional Code of Conduct; and Conflict of Interest)*, *5:130 (Responsibilities Concerning Internal Information)*, *5:140 (Solicitations By or From Staff)*, *5:170 (Copyright)*, *5:180 (Temporary Illness or Temporary Incapacity)*, *5:200 (Terms and Conditions of Employment and Dismissal)*, *5:230 (Maintaining Student Discipline)*, *5:280 (Duties and Qualifications)*, *5:290 (Employment Termination and Suspensions)*, ~~*6:235 (Access to Electronic Networks)*~~, *7:20 (Harassment of Students Prohibited)*, *7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment)*, *7:190 (Student Behavior)*, *7:340 (Student Records)*, and *8:30 (Visitors to and Conduct on School Property)* *9:00 (Acceptable Use of the District - Electronic Resources)*.

Conviction of any employment disqualifying criminal offense listed in 105 ILCS 5/10-21.9 or 5/21B-80 will result in dismissal.

Before disciplinary action is taken, the supervisor will conduct a fair and objective investigation to determine whether the employee violated a standard or other work rule and the extent that any violation impacts educational or operational activities, effectiveness, or efficiency. Discipline must be appropriate and reasonably related to the seriousness of the misconduct and the employee’s record. Any applicable provision in a contract, bargaining agreement, or State law will control the disciplinary process.

Reviewed: January 13, 2020, June 20, 2023, May 20, 2024
Adopted: January 27, 2020
Revisions Adopted: July 31, 2023

Professional Personnel

Terms and Conditions of Employment and Dismissal

The School Board delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable individual employment contract or collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

School Year

Teachers shall work according to the school calendar adopted by the Board, which shall have a minimum of 176 student attendance days and a minimum of 180 teacher workdays, including teacher institute days. Teachers are not required to work on legal school holidays unless the District has followed applicable State law that allows it to hold school or schedule teachers' institutes, parent-teacher conferences, or staff development on the third Monday in January (the Birthday of Dr. Martin Luther King, Jr.); February 12 (the Birthday of President Abraham Lincoln); the first Monday in March (known as Casimir Pulaski's birthday); the second Monday in October (Columbus Day/Indigenous People Day); and November 11 (Veterans' Day).

School Day

Teachers are required to work the school day adopted by the Board. Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer. The District accommodates employees who are nursing mothers according to provisions According to State and federal law.

Salary

Teachers shall be paid according to the salaries fixed by the School Board, but in no case less than the minimum salary provided by School Code. Teachers shall be paid at least monthly on a 10- or 12-month basis.

Assignments and Transfers

The Superintendent is authorized to make teaching, extra class duty, and extracurricular assignments. In order of priority, except as otherwise provided by law, assignments shall be made based on the District's needs and best interests, employee qualifications, and employee desires.

School Social Worker Services Outside of District Employment

School social workers may not provide services outside of their District employment to any student(s) attending school in the District. School social worker has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

The District will follow State law when dismissing a teacher.

Evaluation

The District's teacher evaluation system will be conducted under the plan pursuant to state law.

On an annual basis, the Superintendent will provide the School Board with a written report which outlines the results of the District's teacher evaluation system.

LEGAL REF.: 29 U.S.C. §218(d), Pub. L. 117-328, Pump for Nursing Mothers Act.
 42 U.S.C. §2000gg et seq., Pub. L. 117-328, Pregnant Workers Fairness Act.
 105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22-9, 5/22.4, 5/24-16.5,
 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20
 820 ILCS 260/Nursing Mothers in the Workplace Act
 23 Ill.Admin.Code Parts 50 (Evaluation of Educator Licensed Employees) and 51
 (Dismissal of Tenured Teachers).
Cleveland Board of Education v. Loudermill, 105 S.Ct. 1487(1985).

CROSS REF.: 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:290
 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

Reviewed: May 17, 2004, March 24, 2014, May 7, 2018, December 13, 2021

Adopted: August 23, 2004

Revisions Adopted: August 2, 2010, April 14, 2014. May 21, 2018, January 18, 2022

Professional Personnel

Resignations

~~T~~~~enured~~ teachers may resign at any time with consent of the School Board ~~. No or by written notice sent to the attention of the Superintendent or designee at least 30 days before the intended date of resignation. However, no~~ teacher may resign during the school term in order to accept another teaching position without the consent of the School Board. A teacher may resign outside of a school term if the teacher provides written notice to the secretary of the Board, at least 30 calendar days prior to the first student attendance day of the following school year. Teachers who resign with less than 30 days' notice prior to the first student attendance day of the following school term will be deemed to have resigned during the school term.

~~Probationary teachers may resign during their contract period only with the School Board's consent.~~

LEGAL REF.: 105 ILCS 5/24-14.
Park Forest Heights School Dist. v. State Teacher Certification Bd.
 363 Ill App3d433 (1st Dist 2006)

Reviewed: _____ May 17, 2004, August 2, 2010, November 5, 2018, January 2022, May 20, 2024

Adopted: _____ August 23, 2004

Revisions Adopted: November 19, 2018

Professional Personnel

Substitute Teachers

The Superintendent may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold a valid teaching or substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the District during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed ~~120 days beginning with the 2021-2022 through the 2022-2023 school year; otherwise,~~ 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.

The Ill. Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in any school year through June 2026, but not more than 100 paid days in the same classroom. Beginning July 1, 202~~6~~³, a substitute teacher who is TRS annuitant may substitute reach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the Regional Superintendent has certified that a personnel shortage exists

The School Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.
~~No fringe benefits are given substitutes.~~

Short-Term Substitute Teachers

A short-term substitute teacher must hold a valid short-term substitute teaching license and have completed the District's short-term substitute teacher training program. Unless otherwise permitted by law, short-term substitutes may teach no more than five consecutive school days for each licensed teacher who is under contract with the Board.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Regional Office of Education (ROE) within five business days after the employment of a substitute teacher in an emergency situation. The Board may continue to employ the same substitute teacher in a vacant position for 90 calendar days or until the end of the semester, whichever is greater, if, prior to the end of the then current 30 calendar-day-period, the District makes a written request to the ROE for a 30 calendar-day-extension and the extension is granted by the ROE.

LEGAL REF.: 105 ILCS 5/10-20.6, 5/21B-20(2), 5/21-B20(30), and 5/21B-20(4).
40 ILCS 5/16-118, Ill. Pension Code.
23 Ill. Admin. Code § 1.790. 790 (Substitute Teacher) and §25.520 (Substitute Teaching License).

CROSS REF.: 5:30 (Hiring Process and Criteria)

Reviewed: May 17, 2004, May 7, 2018, April 23, 2020, January 2022, June 20, 2023, May 20, 2024
Adopted: August 23, 2004
Revisions Adopted: August 2, 2010, May 21, 2018, May 11, 2020, July 31, 2023

Professional Personnel

Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Sick leave is defined in State law as personal illness, mental or behavioral complications, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption or the acceptance of a child in need of foster care.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1), a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member, (3) a chiropractic physician licensed under the Medical Practice Act, (4) a licensed advanced practice registered nurse (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Staff members are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of non-working days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or Superintendent may require medical certification.

For the purposes of adoption, placement of adoptions or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption of the formal foster care process prior to taking custody of the child in need of foster care. Such leave is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement and need not be used consecutively once the formal adoption or foster care process is underway. The board of Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway.

Family Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, 20 U.S.C. §2601 et seq.) to take family bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Family Bereavement Leave Act. Eligible employees may use family bereavement leave, without any adverse employment action, allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral a covered family members, which includes an employee's child, stepchild, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent , (2) marking arrangements necessitated by the death of the covered family member, (3) grieving the death of the covered family member, or (4) absence from work due to a Significant Event, which includes: (i) miscarriage, (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party, (iv) a failed surrogacy agreement, (v) a diagnosis that negatively impacts pregnancy or fertility, or (vi) a still birth. An employee qualifying for leave due to a Significant Event will not be required to identify which specific reason applies to the employee's request.

The leave must be completed within 60 days after the date on which the employee received notice of the death of the covered family member or the date on which an event under item (4) above occurs. However, in the event of the death of more than covered family member in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Family Bereavement Leave Act. This policy does not create any right for an employee to take family bereavement leave that is inconsistent with the Family Bereavement Leave Act.

Child Extended Bereavement Leave

Unpaid leave from work is available to employees who experience the loss of a child by suicide or homicide. The Child Extended Bereavement Leave Act governs the duration, scheduling, continuity of benefits, and all other terms of the leave. Accordingly, if the District employs 250 or more employees on a full-time basis, an employee is entitled to a total of 12 weeks of unpaid leave within one year after the employee notifies the District of the loss.

An employee may elect to substitute other forms of leave to which the employee is entitled for the leave provided under the Child Extended Bereavement Leave Act.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the Glen Elyn Educational Association collective bargaining agreement.

Personal Leave

Professional staff members are granted two personal leave days per year. A personal leave day is defined as a day to allow professional personnel time to conduct personal business (but not vacation, travel, or work stoppage), which is impossible to schedule at a time other than during a school day. Any unused personal leave day in a school year will be credited to the cumulative sick leave.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Building Principal three days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval,
3. Personal leave may not be used in increments of less than one-half day,
4. Personal leave days are subject to a substitute's availability,
5. Personal leave days may not be used during the first and/or last five days of the school year,
6. Personal leave days may not be used on in-service and/or institute training days, and
7. Personal leave may not be used by more than 10% of the teaching staff in each building at the same time.

Leave of Absence Without Pay

The Board may grant a leave of absence without pay to tenured professional staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the School Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

Child-Rearing Leave

The Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A teacher should request, if possible, a child-rearing leave by notifying the Superintendent in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the teacher may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the teacher is qualified, subject to scheduling efficiency and instruction continuity.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as reemployment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly

Leaves for service in the General Assembly, as well as reemployment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service or in the General Assembly does not acquire tenure.

Leave for Employment in Department of Defense

The School Board may grant teachers a leave of absence to accept employment in a Department of Defense overseas school.

School Visitation Leave

An eligible professional staff member is entitled to 8 hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings or academic meetings related to the teacher's child if the conference or meeting cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic Violence or Sexual Violence, Gender Violence, or Other Crime of Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, gender violence, or any other crime of violence, or (2) has a family, or household member who is a victim of violence whose interests are not adverse to the employee as it relates to the domestic violence, sexual violence, gender violence or any other crime of violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance and to grieve and attend to matters necessitated by the death of a family or household member who is killed in a crime of violence, without suffering adverse employment action.

The Victims' Economic Security and Safety Act (VESSA), governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, and subject to any exceptions in VESSA, Accordingly, an employee is entitled to a total of 12 work weeks of leave during any 12-month

period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. § 2601, et seq.).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the School Board will grant: (1) an unpaid leave of absence to a teacher who is elected to serve as an officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System to attend meetings and seminars as required by 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as required by 105 ILCS 5/24-6.2 and (4) up to 10 days of paid leave per school term for teachers elected to represent a statewide teacher association in federal advocacy work in accordance with 105 ILCS 5/24-3.5.

COVID-19 Paid Administrative Leave

~~When applicable, During any time when the Governor has declared a disaster due to a public health emergency under 20 ILCS 3305/7, paid administrative leave, related to COVID-10 will be granted is available to eligible employees in accordance with State law, if the District, State or any of its agencies, or the local health department has issued guidance, mandates, or rules related to COVID-19 that restrict an employee from being on District property for a reason outlined in State law.~~

~~For an employee to be eligible for COVID-19 paid administrative leave, the employee must be fully vaccinated against COVID-19 as defined in 105 ILCS 5/10-20.83 (final citation pending). The employee will receive as many days of administrative leave as required to abide by the public health guidance, mandates, and requirements issued by the Ill. Dept. of Public Health, unless a longer period has been negotiated with the exclusive bargaining representative.~~

~~As a condition of being granted COVID-19 paid administrative leave, an employee shall provide all documentation necessary to substantiate the employee's eligibility for the leave, as requested by the Superintendent or designee. An employee who is on COVID-19 paid administrative leave will receive the employee's regular rate of pay; the leave will not diminish any other leave or benefits of the employee. Employees may not accrue COVID-19 paid administrative leave.~~

LEGAL REF.: 105 ILCS 5/10-20.83 (final citation pending), 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.
10 ILCS 5/13-2.5, Election Code.

330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
820 ILCS 147/, School Visitation Rights Act. .
~~820 ILCS 147/ and 180/Victims' Economic Security and Safety Act.~~
820 ILCS 154/Family Child Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
820 ILCS 147/ and 180/Victims' Economic Security and Safety Act.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

Reviewed: May 17, 2004, August 2, 2010, November 21, 2016, August 12, 2019, February 24, 2020, December 13, 2021, June 20, 2023, May 20, 2024

Adopted: August 23, 2004

Revision Adopted: April 18, 2005, February 11, 2008, February 01, 2010, December 5, 2016, August 26, 2019, March 9, 2020, January 18, 2022, July 31, 2023

Non-Union Educational Support Personnel

Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick Days

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year for the first two years of employment, then 15 paid sick days per year thereafter. Part-time employees will receive sick pay equivalent to their regular workday. Unused sick leave shall accumulate without limit and unused sick leave will be reported to IMRF upon retirement.

Sick leave is defined in State law as personal illness, mental or behavioral complications, or as may be deemed necessary in other cases, quarantine at home, serious illness, or death in the immediate family or household, or birth, adoption, placement for adoption, or the acceptance of a child in need of foster care. The Superintendent and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after three days absence for personal illness or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a mental health professional licensed in Illinois providing ongoing care or treatment to the staff member (3) a chiropractic licensed physician licensed under the Medical Practice Act, (4) a licensed advanced practice nurse (5) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (6) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than 3 days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification.

For purposes of adoption, placement for adoption or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need to foster care. Such leave is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption process or foster care process is underway.

Vacation

Twelve-month hourly employees shall be eligible for paid vacation days according to the following schedule:

<u>Length of Employment</u>	<u>Maximum Vacation Leave Earned Per Year</u>
<u>From:</u> Beginning of year 1	<u>To:</u> End of year 5 10 Days per year

Beginning of year 6	End of year 15	15 Days per year
Beginning of year 16	End of year	20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week during the last vacation accrual year. The Superintendent will determine the procedure for requesting vacation.

Vacation days earned in one fiscal year must be used by the end of the following fiscal year; they do not accumulate. Employees resigning or whose employment is terminated are entitled to the monetary equivalent of all earned vacation.

Holidays

Unless the District has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school the District 12-month non-union employees will be paid for but will not be required to work on Holidays as defined by the Superintendent annually.

The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

District 12-month non-union employees have two paid personal leave days per year. Unused personal days may accumulate to a maximum of four (4) days, with any personal days accumulated in excess of 4 converting into accumulated sick leave. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the supervisor at least 2 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used when the employee's absence would create an undue hardship.

Leave to Serve as a Trustee of the Ill Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with state law.

Bereavement Leave

Educational support personnel receive bereavement leave on the same terms and conditions granted professional staff.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military.
2. Leaves for Service in the General Assembly.
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, Gender Violence or Other Crime of Violence.
5. Family Bereavement Leave
6. Child Extended Bereavement Leave.

- ~~6.7.~~ Leave to serve as an election judge.
~~7.8.~~ COVID-19 Paid Administrative Leave.

LEGAL REF.: 105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.
 330 ILCS 61/, Service Member Employment and Reemployment Rights Act.
 820 ILCS 147, School Visitation Rights Act.
 820 ILCS 154/, ~~Family Child~~ Bereavement Leave Act.
820 ILCS 156/, Child Extended Bereavement Leave Act.
 820 ILCS 180/, Victims' Economic Security and Safety Act.
School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987);
Elder v. Sch. Dist. No.127 1/2, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence)

Reviewed: May 17, 2004, June 21, 2010, March 24, 2014, December 08, 2014,
 September 14, 2015, November 21, 2016, February 24, 2020, December 13, 2021,
 June 20, 2023 May 20, 2024

Adopted: August 23, 2004

Revisions Adopted: February 11, 2008, February 01, 2010, August 2, 2010, April 14, 2014,
 January 12, 2015, September 28, 2015, December 5, 2016, March 9, 2020,
 January 18, 2022, July 31, 2023

Instruction

School Wellness

Student wellness, including sound nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA).

The Superintendent will ensure:

1. Each school building complies with this policy
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual, and
3. The community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum in alignment with the Illinois Learning Standards. See Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See policies 6:60, *Curriculum Content* and Board policy 7:260, *Exemption from Physical Education*.
- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content* and 7:260, *Exemption from Physical Education*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Ill.s State Board of Education (ISBE).

Goals for Other School-Based Activities

The goals for school-based activities include the following:

- Schools will support and promote a healthy eating environment for students.
- Schools will promote and participate in wellness activities.
- Schools will offer other school-based activities to support student health and wellness, including coordinated events and clubs.

Nutrition Guidelines for Foods Available During the School Day Marketing Prohibited

Students will be offered and schools will promote nutritious food and beverage choices during the school day that are consistent with Board policy 4:120, *Food Services* (requiring compliance with the nutrition standards specified in the U.S. Dept. of Agriculture's (USDA) *Smart Snacks* rules).

In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall

1. Restrict the sale of *competitive foods*, as defined by the USDA in the food service areas during meal periods;
2. Comply with all ISBE rules; and
3. Prohibit marketing during the school day of foods and beverages that do not meet the standards listed in Board policy 4:120, *Food Services*, i.e., in-school marketing of food and beverage items must meet *competitive foods* standards.

Competitive foods standards do not apply to foods and beverages available, but not sold in school during the school day; e.g., brown bag lunches, foods for classroom parties, school celebrations, and reward incentives.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law,.

ISBE rules prohibit EFDs for grades 8 and below in participating schools.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Unused Food Sharing Plan

In collaboration with the District's local health department, the Superintendent or designee will:

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students.
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program.
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

At least every three years, the Superintendent shall provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy (a triennial report). This triennial report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy
- How the District will make the results of the assessment available to the public
- Where the District will retain records of the assessment

The Board will monitor and adjust the policy pursuant to policy 2:240, *Board Policy Development*

Community Involvement

The Board and Superintendent will actively invite suggestions and comments concerning the development, implementation, periodic reviews, and updates of the school wellness policy from parents, students, and representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the community. Community involvement methods shall align their suggestions and comments to policy 2:140, *Communications To and From the Board* and/or the **Community Engagement** subhead in policy 8:10, *Connection with the Community*.

Recordkeeping

The superintendent shall retain records to document compliance with this policy, the District's records retention protocols, and the Local Records Act.

LEGAL REF.: Pub. L. 108-265, Sec. 204. Child Nutrition and WIC Reauthorization Act of 2004.
~~42 U.S.C. §1771 et seq Child Nutrition Act of 1966~~
42 U.S.C. §1758 et seq Richard B. Russell National School Lunch Act,
42 U.S.C. §1758b, Pub L 111-296 Healthy, Hunger-Free Kids Act of 2010
42 U.S.C. §1779, as implemented by 7 C.F.R. §210.11.
50 ILCS 205/ Local Records Act.
105 ILCS 5/2-3.139 and 5/2.3189
23 Ill.Admin.Code Part 305, Food Program.
ISBE's "School Wellness Policy" Goal, adopted Oct. 2007.

CROSS REF.: 2:140 (Communications To and From the Board), 2:150 (Committees), 2:240 (Board Policy Development), 4:120 (Food Services); 5:100 Staff Development) 6:60 Curriculum Content, 7:260 (Exemption from Physical Education), 8:10 (Connection with the Community)

Reviewed: February 27, 2006, November 14, 2011, March 24, 2014, January 25, 2016, January 23, 2017, May 7, 2018, May 2023

Adopted: May 15, 2006

Revisions Adopted: September 15, 2001, November 28, 2011, April 14, 2014, February 8, 2016, February 6, 2017, May 21, 2018

Students

Student Appearance

A student's appearance, including dress and hygiene must not disrupt the educational process or compromise standards of health, safety. The District does not prohibit hairstyles historically or currently associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The District also does not prohibit the right of a student to wear or accessorize the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or other characteristic or category protected under the Ill. Human Rights Act, 775ILCS 5/1-103(Q).

Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.: 105 ILCS 5/2-3.25 and 5/10-22.25b.
Tinker v. Des Moines Indep. Schl Dist., 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities),
7:165 (School Uniforms), 7:190 (Student Discipline)

Reviewed: December 19, 2005, March 21, 2016, February 22, 2022
Adopted: February 27, 2006
Revisions: April 11, 2016, March 21, 2022

Students

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law)).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
 - c. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited, unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination,

excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- e. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
 - (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or
 - (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to:
 - (a) ingest, inhale, or inject cannabis or controlled substances into the body; and
 - (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
- 5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. All electronic devices may only be used as outlined in Board policy 9:10, *Student Use of Personal Technology*.
- 6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
- 8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, [using a writing service and/or generative artificial intelligence technology in place of original work unless specifically authorized by staff](#), wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
- 9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
- 10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference.
- 11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
- 12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

13. Entering District property or facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, or backpack; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or consideration of restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or alternative study **provided** the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, *Bus Conduct*.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, *Suspension Procedures*. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed two calendar years in accordance with Board policy 7:210, *Expulsion Procedures*. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Isolated Time Out, Time Out, and Physical Restraint

Neither isolated time out, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the District's procedure(s).

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school could be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of ~~1961~~ 2012 (720 ILCS 5/241).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member or is subject to a battery ~~or student. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. State Police (ISP), and any involved student’s parent/guardian.~~ “School grounds” includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Upon receiving a report of (1), above, the Building Principal or designee shall immediately notify local law enforcement. In addition, upon receiving a report on any of the above (1)-(3), the Building Principal or designee shall notify the Superintendent or designee and any involved student's parent/guardian.

Upon receiving a report on any of the above (1)-(3), the Superintendent or designee shall immediately notify local law enforcement. The Superintendent or designee shall also report incidents involving battery against staff members to the Ill. State Board of Education through its web-based School Incident Reporting System as they occur during the year and no later than August 1 for the preceding school year.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent or District level designee, Building Principal, or Assistant Building Principal is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parents/guardians within 15 days of the beginning of the school year or a student's enrollment.

Incorporated by Reference: 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)

LEGAL REF.: 20 U.S.C. § ~~7976081~~, Pro-Children Act of ~~20041994~~.
20 U.S.C. §7961 et seq., Gun Free Schools Act.
105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10,
5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.
105 ILCS 110/3.10, Critical Health Problems and Comprehensive Health Education
Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.
410 ILCS 647/, Powdered Caffeine Control and Education Act.
430 ILCS 66/, Firearm Concealed Carry Act.
23 Ill.Admin.Code §§ 1.280, 1.285.

CROSS REF.: 2:150 (Committees), 2:240 (Board Policy Development), 5:230 (Maintaining Student
Discipline), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping
Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130
(Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and
Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Prevention of
and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence
Prohibited), 7:190-AP4 (Use of Isolated Time Out, Time Out, and Physical Restraint)
7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct),
7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in
Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310
(Restrictions on Publications), 8:30 (Visitors to and Conduct on School Property), (9:10)
Student Use of Personal Technology.

Reviewed: December 19, 2005, January 18, 2011, June 13, 2016, January 13, 2020, January 25, 2021,
January 2022, June 20, 2023, May 20, 2024
Adopted: February 27, 2006
Revisions Adopted January 18, 2011, June 27, 2016, January 27, 2020, February 22, 2021, July 31, 2023

NEW

Students

Administrative Procedure - Administrative Transfer to Regional Safe School Program

The Safe Schools Law allows the administrative transfer of *disruptive students*, defined to include suspension or expulsion eligible students in grades 6-12, to an alternative school program. 105 ILCS 5/13A.

The Ill. State Board of Education implements the Safe Schools Law as the Regional Safe Schools Program (RSSP), whose purpose is to increase safety and promote schools' learning environments while also meeting disruptive students' educational needs more appropriately and individually in alternative educational environments. The RSSP is administered by regional offices of education and intermediate service centers. For further information, including a regional safe school directory, see www.isbe.net/Pages/Regional-Safe-Schools-Program.aspx.

Actor	Action
Superintendent or designee	<p>Identifies a student subject to suspension or expulsion under 105 ILCS 5/10-22.6 who may be transferred to a regional safe school program (RSSP) established under 105 ILCS 5/13A-3. 105 ILCS 5/13A-4(a), amended by P.A. 103-473.</p> <p>Before the effective date of the transfer, provides the student's parent(s)/guardian(s) with information about the RSSP, including (105 ILCS 5/13A-4(b), added by P.A. 103-473):</p> <ol style="list-style-type: none"> 1. The specific nature of the curriculum; 2. The number of students in the program; 3. Any available services; 4. The program's disciplinary policies; 5. A typical daily schedule, and 6. Any extracurricular activities that may be offered at the RSSP.
Student Services Director, Building Principal or designee, and any other appropriate school personnel	<p>At the earliest time following the effective date of the student's transfer, convene a meeting with appropriate personnel from the RSSP, the student, and the student's parent(s)/guardian(s) to develop an alternative educational plan (AEP) for the student. 105 ILCS 5/13A-4(c), added by P.A. 103-473.</p> <p>The AEP must include, but is not limited to (<u>Id.</u>):</p> <ol style="list-style-type: none"> 1. The duration of the AEP, including a date after which the student will be returned to their regular education program in the District; 2. Specific academic and behavioral components; 3. A method and time frame for reviewing the student's progress and for transitioning the student back to their regular education program in the District; and 4. A transition meeting between the District, RSSP, student, and student's parent(s)/guardian(s), at least 30 days prior to the date the student will be returned to their regular education program in the District. <p>The date after which the student will be returned to their regular education program in the District cannot be extended over</p>

Actor	Action
	<p>objection of the student's parent/guardian. 105 ILCS 5/13A-4(d), added by P.A. 103-473.</p> <p>The date may only be extended upon written agreement by the District, the RSSP, and the student's parent/guardian. 105 ILCS 5/13A-4(e), added by P.A. 103-473.</p>
RSSP Personnel	<p>If the student or the student's parent(s)/guardian(s) are unable to attend the AEP development meeting, offer the student and the student's parent(s)/guardian(s) a meeting within 30 days after the effective date of the student's transfer to discuss and provide input on the AEP. 105 ILCS 5/13A-4(c), added by P.A. 103-473.</p> <p>Continues to implement a student's Individualized Education Program (IEP), if any, unless the IEP is modified in accordance with 105 ILCS 5/14. 105 ILCS 5/13A-4(f), added by P.A. 103-473.</p>

Reviewed: May 20, 2024
 Adopted:
 Revisions Adopted

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (SMA) is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students

Self-Administration of Medication

A student may possess and self-administer an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a SMA Form. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act.

The District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injector or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injection asthma medication, and/or a medication required under a qualifying plan.

School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

School District Supply of Undesignated Opioid Antagonists

The Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists ~~in the name of the District~~ and provide or administer them as necessary according to State law. Opioid antagonist means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the District or one of its schools, or obtained by the District without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

School District Supply of Undesignated Oxygen Tanks

In schools where the District maintains special educational facilities, the Superintendent or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated oxygen tanks in the name of the District and provide or administer them as necessary. The supply shall be maintained in accordance with manufacturer instructions and local fire department rules.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
 - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the District;
 - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Superintendent or designee is, ~~for whatever reason,~~ unable to: ~~(1) obtain a prescription for opioid antagonists from a healthcare professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.~~ a supply of opioid antagonists due to a shortage, in which case the District shall make reasonable efforts to maintain a supply.

The School District Supply of Undesignated Oxygen Tanks section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for oxygen tanks from a qualifying prescriber, 39 or (2) fill the District's prescription for undesignated oxygen tanks.

The **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the District for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33.
105 ILCS 145/, Care of Students with Diabetes Act.
410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act
720 ILCS 550/, Cannabis Control Act.
23 Ill.Admin.Code §1.540.

CROSS REF.: 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADMIN. PROC.: 7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for District Supply of, Undesignated Medication(s), ~~Epinephrine Injectors and/or Opioid Antagonists,~~), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form - Medical Cannabis)

Reviewed: December 19, 2005, February 11, 2013, December 08, 2014, April 13, 2015, September 26, 2016, January 13, 2020, June 20, 2022, May 20, 2024

Adopted: February 27, 2006

Revisions Adopted: December 18, 2006, February 25, 2013, January 12, 2015, April 27, 2015, October 3, 2017, January 27, 2020, July 6, 2022

School Board

Powers and Duties of the School Board; Indemnification

The powers and duties of the School Board generally include:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying School Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements, and State and Federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS5/3 and establishing an equal employment opportunity policy that prohibits unlawful discrimination;
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts in accordance with applicable federal and State Law, including using the public bidding procedure when required;
7. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination
9. Approving the curriculum, textbooks, and educational services;
10. Evaluating the educational program and approving School Improvement ~~and District Improvement~~ Plans when they are required to be developed or revised.
11. Presenting the District report card and School report card(s) to parents/guardians, and the community; these documents report District, School, and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including hearing individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools;
14. Establishing the school year;
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11
16. Providing student transportation services; pursuant to State law.
17. Entering into joint agreements with other School Boards to establish cooperative educational programs or provide educational facilities;
18. Complying with requirements in the Abused and Neglected Child Reporting Act ([ANCRA](#)). Specifically, each individual School Board member must, if an allegation is raised to the member during an open or closed School Board meeting that a student is an abused child as defined in the Act, direct or cause the School Board to direct the Superintendent or other equivalent school administrator to comply with the [ANCRA](#) requirements concerning the reporting of child abuse.
19. Notifying the State Superintendent of Education promptly and in writing of the name of a licensed teacher who was convicted of a felony, along with the conviction and the name and location of the court where the conviction occurred.
20. Notifying the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when it learns that a teacher as defined in the Ill. Pension Code was convicted of a felony, along with the name and location of the court where the conviction occurred, and the case number assigned by that court to the conviction.

21. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to 105 ILCS 5/10-22.34, 10-22.34a and 10-22.34b), mentors of certified staff (pursuant to 105 ILCS 5/2-3.53a, 2-3.53b, and 105 ILCS 5/21A-5 et. seq.), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

LEGAL REF.: 105 ILCS 5/10, 5/17-1 and 5/27-1. 2
115 ILCS 5/, Ill. Educational Labor Relations Act.
325 ILCS 5/, Abused and Neglected Child Reporting Act.

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2: 210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 4:165 (Awareness and Prevention of Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

Reviewed: October 20, 2003; January 18, 2011, February 11, 2013, December 08, 2014, January 13, 2020, March 21. 2022, May 2023, May 20, 2024
Adopted: November 17, 2003
Revisions Adopted: December 18, 2006, February 7, 2011, February 25, 2013; January 12, 2015, January 27, 2020, June 2021, April 18, 2022

Instruction

Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention including the dangers of opioid abuse. A reading opportunity of 60 minutes per day will be promoted for all students in alignment of Illinois School Code. Before the completion of grade 5, students will be offered at least one unit of cursive instruction. Daily time of at least 30 minutes (with a minimum of at least 15 consecutive minutes if divided) will be provided for supervised, unstructured, child-directed play for all students in kindergarten through grade 5. In grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science.
2. In grades 7 through 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grades 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence. In addition, anti-bias education and intergroup conflict resolution may be taught as an effective method for preventing violence and lessening tensions in schools; these prevention methods are most effective when they are respectful of individuals and their divergent viewpoints and religious beliefs, which are protected by the First Amendment to the Constitution of the United States.
4. In kindergarten through grades 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 9:00 *Acceptable Use of the District's Electronic Resources*, at a minimum, including: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, students must receive developmentally appropriate opportunities to gain computer literacy skills that are embedded in the curriculum.
6. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship, in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. In addition, in all grades, will include examples of behaviors that violate Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
7. In all schools, citizenship values must be taught, including: (a) American patriotism, (b) principles of representative government (the American Declaration of Independence, the Constitution of the United States of America, and the Constitution of the State of Illinois), (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
8. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendations from the Superintendent, but at minimum of three days per five-day week. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.
9. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction and (e) age-appropriate and evidence-informed sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.

10. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
11. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
12. In all schools, instruction as determined by the Superintendent or designee on -United States (U.S.) history must be taught, including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) and (g) Illinois history and (h) the contributions made to society by Americans of different faith practices, including, but not limited to, Muslim Americans, Jewish Americans, Christian Americans, Hindu Americans, Sikh Americans, Buddhist Americans, and any other collective community of faith that has shaped America, (i) Native American nations' sovereignty and self-determination, both historically and in the present day, with a focus on urban Native Americans, and (j) beginning in the fall of 2024, the
12. — events of the Native American experience and Native American history within the Midwest and Illinois since time immemorial in accordance with 105 ILCS 5/27-20.05.
~~13.~~ In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787, signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.
- ~~14.~~13. In grade 7 during all courses concerning U.S. history or a combination of U.S. history and American government, students must view a Congressional Medal of Honor film made by the Congressional Medal of Honor Foundation, provided there is no cost for the film.
14. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933- 1945, the
15. Native American genocide in North America, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
16. In all schools, the curriculum includes a unit of instruction on the history, struggles, and contributions of women.
17. In all schools, the curriculum includes a unit of instruction as determined by the Superintendent or designee on Black History, including the history of the pre-enslavement of Black people from 3,000 BCE to AD 1619, the African slave trade, slavery in America, the study of the reasons why Black people came to be enslaved, the vestiges of slavery in this country, the study of the American civil rights renaissance, as well as the struggles and contributions of African Americans.
18. In all schools, the Superintendent or designee will determine in which courses instruction on disability history, awareness, and the disability rights movement will occur.
- ~~In Beginning in the fall of 2022, in~~ 19. In all schools, instruction as determined by the Superintendent or designee on the events of Asian American history, including the history of Asian Americans in Illinois and the Midwest, as well as the contributions of Asian Americans toward advancing civil rights from the 19th century onward, which must include the contributions made by individual Asian Americans in government and the arts, humanities, and sciences, as well as the contributions of Asian American communities to the economic, cultural, social, and political development of the United States.
20. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling

LEGAL REF.: Pub. L. No. 108-447, Section 111 of Division J, Consolidated Appropriations Act of 2005.
Pub. L. No. 110-385, Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.
47 C.F.R. §54.520
5 ILCS 465/3 and 465/3a.
20 ILCS 2605/2605-480.
105 ILCS 5/2-3.80(e) and (f), 5/10-20.79, 5/10-23.13, 5/27-3, 5/27-3.5, 5/27-5, 5/27-6, 5/27-6.5, 5/27-7, 5/27-12, 5/27-12.1, 5/27-13.1, 5/27-13.2, [5/27-20.05](#), 5/27-20.08, 5/27-20.3, 5/27-20.4, 5/27-20.5, 5/27-20.7, 5/27-20.8, 5/27-21, 5/27-22, 5/27-23.3, 5/27-23.4, 5/27-23.7, 5/27-23.8, 5/27-23.10, 5/27-23.11, 5/27-23.15, 5/27-23.16, 5/27-24.1, and 5/27-24.2.
105 ILCS 435/, 110/3, Comprehensive Health Education Program.
105 ILCS 435/, Vocational Education Act.
625 ILCS 5/6-408.5.III. Vehicle Code.
23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440

CROSS REF.: 4:165 (Awareness and Prevention of Child Sex Abuse and Grooming Behaviors), 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Activity), 9:00 Acceptable Use of the District's Electronic Resources

Reviewed: February 27, 2006, March 24, 2014, May 7, 2018, August 6, 2018, April 23, 2020, March 21, 2022, May 2023, [May 20, 2024](#)
Adopted: May 15, 2006
Revisions Adopted: December 18, 2006, February 11, 2008, January 04, 2010, April 14, 2014, May 21, 2018, August 20, 2018, May 11, 2020, [April 18, 2022](#)

Students

Student Residency

Residency Requirements

Generally, Illinois law provides that the residence of a student is deemed to be the same as the residence of the person who has legal custody of the student and permits only students who are residents of the School District to enroll and attend on a tuition free basis. The person claiming legal custody must also reside in the School District. The grounds for legal custody are set forth in the School Code along with certain exceptions to legal custody and residence requirements.

Students who are residents of Glen Ellyn District 41 shall be admitted to school in accordance with admission requirements established by law. A student's residence is the same as the person who has legal custody of the student. All parents/guardians enrolling students in the District for the first time must provide proof of identification and proof of residency. In addition, the district will verify residency before annual registration. Each time a student changes an address within the District or has a break in enrollment, including but not limited to special programs and/or boundary exceptions will be required to provide proof of residency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's change or residence is due to the military service obligation of the student's legal custodian, the student's residence is deemed to be unchanged for the duration of the custodian's military service obligation if the student's custodian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within six months after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Residence of Students with Disabilities

The residence of a child with a disability is determined in accordance with 105 ILCS 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.

~~The criteria for determining the residency of special education students and homeless students are set forth in the School Code and must be applied in place of the criteria and procedures generally applicable to students, when appropriate.~~

Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. School Board policy 6:140, Education of Homeless Children, and its implementing administrative procedure, govern the enrollment of homeless children.

Tuition for Non-Residents

Under Section 1022.5 of the Illinois School Code, the Board of Education may, but is not required to, admit nonresident students. Due to the present lack of capacity in the schools, it is generally the policy of

the Board to deny admission to nonresident students. If in exceptional circumstances a nonresident student is permitted to enroll or if an unauthorized nonresident student attends, the student must be charged tuition in accordance with the mandate of the School Code. The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school. A regular education student who becomes a nonresident during the school term may attend school until the completion of the school term ~~in June~~ on a tuition free basis so long as there is no break in enrollment after becoming a nonresident. However, continued attendance by a special education student who becomes non-resident during the school term shall be determined on a case-by-case basis.

Payment of Tuition

Tuition shall be paid by certified or cashier's check in advance of the first day of student attendance on a semester-by-semester basis. If payment is not made within 30 days of enrollment the student is subject to disenrollment, generally at the end of the semester or the school term in June.

Residency Investigation

The Superintendent may investigate and determine the residency of any student before or after enrollment in accordance with the applicable provisions of Illinois law and may require the involved persons to provide additional information to be considered by the District in determining residency. Such information may include, but is not limited to, real estate contracts, leases, financial documents, tax documents, bills, and vehicle registrations and licenses. The investigation may include, but is not limited to, interviews, completion of questionnaires, observations, and home visits. Whenever the Superintendent receives information believed to be reliable questioning the residency of the student, the District Registrar shall investigate to determine whether the student is a resident of the district. Pending a decision by the Superintendent, a student enrolled and attending school in the district may continue to attend school. If a student has not begun attendance in school when residency is questioned, the Superintendent shall generally deny attendance pending determination of the student's residency; however, students who are considered homeless under the School Code must be enrolled immediately. At the conclusion of the investigation and after providing the student and the student's parents or other appropriate person an opportunity to discuss the matter, the Superintendent shall decide as to the student's residency. If the Superintendent determines that the student is not a resident, the Superintendent will take appropriate action which may include refusing to enroll or disenrolling the student.

If the Superintendent determines that a student already enrolled is not a resident of the School District, notice of the decision and an opportunity for a hearing shall be given, a hearing held before the Board or its hearing officer if timely requested, and a decision made in accordance with the procedures specified in the School Code. The student may be disenrolled and tuition charged for the period of nonresidency, if nonresidency is found by the Superintendent, subject to appeal to, and/or affirmation by, the Board. The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. However, pending any appeal to, and/or affirmation by, the Board of the Superintendent's determination of nonresidency, a student enrolled and attending school in the district may continue to attend school. The person responsible for the student is also responsible for tuition pending an appeal if nonresidency is found by the Board, as well as tuition for the balance of the period of nonresidency. [The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, 105 ILCS 5/10-20.12b.](#)

As used in this policy, the term "Superintendent" includes the Superintendent's designee.

Criminal Punishment for Misrepresentation of Residency

Illinois law has made it a crime, punishable by imprisonment and fine, to knowingly or willfully present any false information regarding the residency of a student for purposes of enabling that student to attend on a tuition free basis or to knowingly enroll or attempt to enroll a student on a tuition free basis when the student is known to be a nonresident of the District. The Superintendent is authorized to seek prosecution to the full extent of the law of any person who the Superintendent believes has committed any residency related crime. Civil proceedings may also be initiated with the approval of the Board.

LEGAL REF.: 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.
105 ILCS 5/10-20.12a, 5/10-20.12b, 5/10-22.5, and 5/10-22.5a, 5/14-1.11, 5/14-1.11a, and 5/14-1.11b.
105 ILCS 45/, Education for Homeless Children Act.
105 ILCS 70/, Educational Opportunity for Military Children Act.
23 Ill.Admin.Code §1.240.
Israel S. by Owens v. Bd. of Educ. of Oak Park and River Forest High Sch. Dist. 200, 235 Ill.App.3d 652 (5th Dist. 1992).
Joel R. v. Board of Education of Manheim School District 83, 292 Ill.App.3d 607 (1st Dist. 1997).
Kraut v. Rachford, 51 Ill.App.3d 206 (1st Dist. 1977).

CROSS REF.: 6:140 (Education of Homeless Children), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:70 (Attendance and Truancy)

Reviewed: February 11, 2013, April 13, 2015, January 23, 2017, August 6, 2018,
February 22, 2022, May 20, 2024
Adopted: March 22, 2004,
Revisions Adopted: February 27, 2006, February 25, 2013, April 27, 2015, February 6, 2017,
August 20, 2018, March 21, 2022

Board Report

Date: May 20, 2024

Title: Supplemental Pay Recommendations

Submitted by: Dr. David Bruno Assistant Superintendent of Human Resources

Strategic Priority Goal Area 3: Social Emotional Learning: The District 41 community of learners, educators and stakeholders cultivate resourceful resilient citizens by teaching social emotional and academic skills in a nurturing learning environment. District 41 connects, engages, educates and problem-solves with community partners, families and caregivers to promote the social emotional needs of all diverse learners.

Background: Article XVII of the 2022-2026 Teachers’ Agreement with the Glen Ellyn Education Association (GEEA) addresses Supplemental Pay for teachers. Included in this article is the establishment of a Supplemental Pay Committee that is charged to meet at least tri-annually. This committee consists of representation from administration, teacher, GEEA leadership, and the Board of Education. This group is responsible for reviewing existing supplemental pay positions and new proposals for supplemental pay. Additionally, the Committee examines and removes from the supplemental pay structure any activities, clubs, or sports that have not been active for two school years. Recommendations for new activities from this committee are brought forth to GEEA and to the Board of Education for approval. .

Discussion: The Supplemental Pay Committee met on May 8, 2024 to review current and new sports, clubs and activities from the current year and reviewed a variety of proposals that were submitted from both elementary and junior high. All new clubs meet the goals set out in the Strategic Plan for inclusion and social emotional learning. No activities are recommended to be removed from the supplemental pay structure.

Activities listed below will continue in the 2024-2025 school year under Supplemental Pay:

Sports

Fall Sports	Winter Sports	Spring Sports
Cross Country	B Basketball 7th grade	Girls Soccer- Coach
G Volleyball coach - 8th Grade	Wrestling - Head Coach - Double Season	Girls Soccer- Coach
G Volleyball coach - 7th Grade	B Volleyball coach - 7th Grade	Track - coach
Soccer coach	B Volleyball coach - 8th Grade	
	G Basketball 7th grade coach	
	G Basketball 8th grade coach	

Hadley Clubs and Activities

Animal Helpers Club	Jazz Band 6/7th Grade	Sewing and Cooking Club
Athletic Director	Performing Arts Club - Speech	Student Council
Best Buddies Club(Circle of Friends)	Hadley Choral Director	Board Games Club
Intramural Director	Latin Dance	Triple Fret
Builders Club	LEGO Robotics Team	Ukulele Club
Chess	Kindness Club	Yearbook
Early Supervision	Math Counts Team	Digital Literacy Club
ELL Club	Middle School Band Director's Stipend	Yarn Club
	Middle School Band Director's Stipend	Prism Club
	Middle School Orchestra Director	Italian Club

Elementary Clubs and Activities

Broadcast Club (Churchill)	Elementary Science Olympiad (Churchill)	Elementary Band (All Schools)
Girls on the Run Club (Lincoln)	Student Leadership (Churchill)	Elementary Orchestra (All Schools)
Art Club (Lincoln)	Debate Club (Churchill)	Music -Elementary (All Schools)
	Drumming Club (Lincoln)	Music (Chorus) - Elementary (All Schools)

New Clubs Recommended to be Approved by Supplemental Pay Committee

Environmental Club (Forest Glen)	Group 5 (39 or less contact hours)
Mindful Morning (Abraham Lincoln)	Group 5 (39 or less contact hours)
LEGO First Explore (Churchill)	Group 4 (40-74 student contact hours)
Districtwide Department Chair/Coordinator for Performing Arts	Department Chair Stipend

Environmental Club: One Earth Environmental Club is for all interested 4th and 5th graders to help grow environmental learners and leaders through education and action. This club will meet semi-monthly whole group meetings, weekly or 2x weekly small group meetings. The club will participate in morning announcements, science fair, tree planting and other events.

Mindful Mornings Club: This club is to help kids with the transition from home to school especially students with school anxiety/ refusal. Then connecting how lots of students just need to set their day off right by slowing down and learning some beneficial mindfulness strategies. This club would meet two times a week in the morning and use rotating mindfulness activities from meditation and grounding to tai chi and personalized self affirmation statements.

LEGO First Explorer: In FIRST® LEGO® League Explore, teams of students ages 6-10 focus on the fundamentals of engineering as they explore real-world problems, learn to design and code, and create unique

solutions made with LEGO® bricks and powered by LEGO® Education SPIKE™ Essential. This club will meet March-May.

Districtwide Department Chair/Coordinator for Performing Arts: The Districtwide Performing Arts Coordinator would serve as a direct point of contact between district teachers, staff, and administration to coordinate the multitude of fine arts performances and events throughout a school year. This individual provides leadership in organization, communication, facilitation, and implementation of district-wide events as they relate to the district music department and its programs.

Budgetary Information: The pay salary schedule for supplemental pay is outlined in the [2022-2026 Teachers' Agreement](#) and supported through the Supplemental Pay budget.

Recommendation: This report is for discussion only. Administration will recommend the Board of Education approve the supplemental pay recommendations as outlined in this report at the June 10 Board meeting.

Board Report

Date: May 20, 2024

Title: IXL Resource Purchase

Submitted by: Andrew Peterman, Director of Instructional Technology & Innovation

Strategic Priority Goal Area 1: Growth Focused Learning: The District 41 community of learners, educators and stakeholders cultivate students who are actively engaged and committed to their own learning. District 41 provides a guaranteed rigorous and differentiated learning environment where all students can demonstrate high levels of growth and success. District 41 uses data to form a detailed profile of student, school and district performance; illuminate successes; and identify opportunities for improvement.

Strategic Priority Goal Area 5: Future Ready Skills & Innovation: District 41 prepares each student to be a productive and compassionate citizen who is culturally aware and socially responsible. The district ensures that each student is capable of pursuing a passion and pathway with the academic rigor and adaptive skills needed to thrive in an interdependent economy and world.

Background: Hadley has been experimenting with several different programs over the past three years to provide students with the intensive practice they need as well as provide staff with a flexible program that allows on-demand usage for students. All students at Hadley Jr. High currently uses IXL as a reading and math intervention and for standards based practice. Teachers are able to assign specific skills, there are diagnostic check-ins, and students have areas of interest they can explore. In addition, our Tier 3 intervention students, approximately 10% of its student population, use IXL for a pull-out intensive intervention designed to boost skills and academic growth. The reading and math practice, regardless of intervention level, occurs in the last 20 minutes of each instructional block.

Discussion: After one full year of use, we are seeing heavy student use of the program at school and at home. Staff is trained and reporting ease of use as well as the benefit of teacher assigned skills for practice. Our goal is to continue to work with IXL in a predictive manner that helps guide work on MAP. In addition, our Tier 3 students continue to require a research based program that provides immediate feedback and diagnostic tools. IXL meets these criteria.

The cost of IXL for Hadley for the 2024-2025 school year for both the Math and ELA subscriptions would total \$20,400.

Other Information: Adopting the IXL program would allow us to cancel our subscription to Actively Learn/Achieve 3000, this will be a savings of \$28,079.

With the adoption of the new HMH Literacy resource for 2024/2025, D41 and Hadley will continue to explore and review the tools and resources available within the new materials to provide Tier 2 & 3 supports.

Budgetary Funding: This would begin to affect the 2024-2025 technology budget.

Recommendation: This report is for Board discussion only. On June 10, 2025 the administration will present this recommendation for board approval.

Board Report

Date: May 20, 2024

Title: Personnel Report-Final

Contact: David Bruno, Assistant Superintendent for Human Resource

Strategic Priority Goal Area 1: Growth Focused Learning: The District 41 community of learners, educators and stakeholders cultivate students who are actively engaged and committed to their own learning. District 41 provides a guaranteed rigorous and differentiated learning environment where all students can demonstrate high levels of growth and success. District 41 uses data to form a detailed profile of student, school and district performance; illuminate successes; and identify opportunities for improvement.

Employment Recommendations:

Name	School	Position	Salary/ Placement	Effective Date	Budget/Funding
Burke, Felicia	Hadley Jr High	Social Studies/Language Arts Teacher	\$82,352.00/MA+45	2024-2025 School Year	Hadley Jr High Teacher Salary Account
Campbell, James	Central Services Office	Summer Technology Assistant	\$14.00 per hour	June 03, 2024	Districtwide Summer Salary Account
Cardinale, Gabriella	Central Services Office	Summer Custodial Assistant	\$14.00 per hour	June 03, 2024	Districtwide Summer Salary Account
Condon, Emily	Hadley Jr High	Social Worker	\$63,902.00/MA	2024-2025 School Year	Hadley Jr High School Social Worker Salary Account
Creer, Elizabeth	Churchill Elementary	4th Grade Dual Spanish Teacher	\$57,054.00/BA	2024-2025 School Year	Churchill Elementary Dual Teacher Salary Account
Crocker, Addie	All Schools	Adaptive Physical Education Teacher	\$64,828.00 / MA	2024-2025 School Year	All Schools Teacher Salary Account
Donnary, Delaney	Benjamin Franklin Elementary	Special Education Teacher	\$66,028.00/MA	2024-2025 School Year	Benjamin Franklin Elementary Special Education Salary Account
Dorado, Angelli	Central Services Office	Summer Custodial Assistant	\$19.80 per hour	June 03, 2024	Districtwide Summer Salary Account
Halla, Sabrina	Hadley Jr High	Summer School	\$44.00 per hour	July 29th-August 9th, 2024	Districtwide Summer Salary Account
Haycraft, James	Hadley Jr High	Summer School	\$44.00 per hour	July 29th-August 9th, 2024	Districtwide Summer Salary Account
Hoff, Kathryn	Forest Glen Elementary	School Psychologist .60 FTE	\$48,267.00/MA+60	2024-2025 School Year	Forest Glen Elementary Special Education Salary Account

Jung, Kat	Hadley Jr High	Summer School	\$44.00 per hour	July 29th-August 9th, 2024	Districtwide Summer Salary Account
Kalinich, Grange	Central Services Office	Summer Technology Associate	\$14.00 per hour	June 03, 2024	District Wide Summer Salary Account
Leska, Judy	Forest Glen Elementary	Long Term Substitute Teacher	\$260.00 per day	Approx. September 13-December 03, 2024	Districtwide substitute salary account
Long, Cricia	Abraham Lincoln Elementary	Long Term Substitute Teacher	\$260.00 per day	Approx. September 20-December 19, 2024	Districtwide substitute salary account
McEachern, Lindsay	Abraham Lincoln Elementary	Special Education Teacher	\$63,518.00/BA	2024-2025 School Year	Abraham Lincoln Elementary Special Education Salary Account
Motisi, Michelle	Churchill Elementary	Lunchroom/Playground Supervisor	\$22.50 per hour	May 08, 2024	Churchill Elementary Lunchroom/ Playground Supervisor Salary Account
Meyer, Teagan	Churchill Elementary	Special Education Teacher	\$57,054.00/BA	2024-2025 School Year	Churchill Elementary Special Education Salary Account
Shellady, Sarah	Benjamin Franklin Elementary	Social Worker	\$63,902.00/MA	2024-2025 School Year	Benjamin Franklin Elementary School Social Worker Salary Account
Smith, Will	Forest Glen Elementary	Long Term Substitute School Social Worker	\$285.00 per day	Approx. August 21-October 18, 2024	Districtwide substitute salary account
Steinberg, Katherine	Benjamin Franklin and Abraham Lincoln Elementary	Speech Language Pathologist	\$70,614.00/MA+30	2024-2025 School Year	Benjamin Franklin and Abraham Lincoln Elementary Special Education Salary Account
Wiegele, Samantha	Hadley Jr High	Science/Math Teacher	\$58,719.00/BA	2024-2025 School Year	Hadley Jr High Teacher Salary Account

Leave Requests:

Name	School	Position	Type of Leave and Recommendation	Duration of Leave
Jackson, Jakyra	Churchill Elementary	Special Education Aide	Re-employment may be contingent upon the availability of vacant positions	August 15th -August 30th 2024

Resignations:

Name	School	Position	Effective Date
Burgess, Cherie	Churchill Elementary	Lunchroom/Playground Supervisor	May 13, 2024
Cromer, Kyleigh	Hadley Jr High	Physical Education Teacher	End of the 2023-2024 School Year
Gashi, Fatjon	Churchill Elementary	Night Custodian	May 31, 2024
Grande, Mary	Hadley Jr High	School Psychologist .60 FTE	End of the 2023-2024 School Year
Seifert, Rachel	All Schools	Certified School Nurse	End of the 2023-2024 School Year

Termination:

Name	School	Position	Effective Date
Wheeler, Amy	Central Services Office	Network Administrator	May 20, 2024

Recommendation: It is recommended that the Board accept the actions included in this Personnel Report as presented.

Board Report

Date: May 20, 2024

Title: Disposal of Surplus Property

Submitted by: Eric DePorter - Assistant Superintendent Finance, Facilities and Operations

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: Periodically, district administration requests board approval for disposal of equipment which is obsolete or not in working order. The assets are then donated or disposed of upon said approval.

Discussion: See attached spreadsheet for listing of assets for disposal.

Other Information: None at this time.

Budgetary Funding: N/A

Recommendation: The administration recommends approval of the resolution of disposal of surplus property.

Glen Ellyn School District 41 Assets for Disposal April 2024

Asset Tag	Current Location	Originating School Site	Description (Make, Model, etc.)	Serial Number	QTY	Working Order	Obsolete Y/N?	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	1RHJZW2+E2:E85	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	8XBD893	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	1HXCZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	G33NZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	GMHKZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	7RPMZW2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	HPGQZW2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	1K9TZW2	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	498HZW2	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	8L8Z693	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	1YKPZW2	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	1KNQZW2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	FTL5VT2	1	N	N	Disposal
n/a	CSO	HA	Dell 3100 2 in 1 Chromebook	6R86ZW2	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	2H05Y33	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	9CYCZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	BB6BZW2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	DBHKZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	H7ZVZW2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	DM2SX33	1	N	N	Disposal
n/a	CSO	HA	Dell 3100 2 in 1 Chromebook	88BBZW2	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	GSYSZW2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	BZ07ZW2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	4KDSZW2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	G8GNZW2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	CLWXM2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	4V3KZW2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	HW9JZW2	1	N	N	Disposal
n/a	CSO	AL	HP Compaq LE2002x Monitor	CNC2080Q5B	1	Y	Y	Disposal
n/a	CSO	AL	Toshiba Satellite Radius 12 P25W laptop	9F107299S	1	N	Y	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	DP9HZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	12KR793	1	N	N	Disposal

Glen Ellyn School District 41 Assets for Disposal April 2024

n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	228SX33	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	3XVF893	1	N	N	Disposal
n/a	CSO	AL	acer Chromebook Series R851TN Model N18C NXH99AA008027029C47611		1	N	N	Disposal
n/a	CSO	BF	Samsung SL30 digital camera	AIYKC908407874R	1	N	Y	Disposal
n/a	CSO	BF	Logitech webcam	LZA20504646	1	N	Y	Disposal
n/a	CSO	BF	Samsung SL30 digital camera	A1YKC908500242U	1	N	Y	Disposal
n/a	CSO	BF	Samsung SL30 digital camera	A1YKC90900122D	1	N	Y	Disposal
n/a	CSO	BF	DXG-505V Digital camcorder	A74168130	1	N	Y	Disposal
n/a	CSO	BF	Kodak Easy Share C433digital camera	KCFGP70606550	1	N	Y	Disposal
n/a	CSO	BF	Kodak Easy Share C433 digital camera	KCFFK64138860	1	N	Y	Disposal
n/a	CSO	BF	Kodak Easy Share digital camera C180	KCGVE92121321	1	N	Y	Disposal
n/a	CSO	BF	Polaroid t1031 digital camera	HR901575150005470	1	N	Y	Disposal
n/a	CSO	BF	nexus asus k808 tablet	ECOKBC104899	1	N	Y	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	5NKHZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	CL24ZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	6QCHZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	GL0PZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	D3K7ZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	HP44Y33	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	81VNZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	3595ZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	57BJZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	9P55ZW2	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	21W7ZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	FG7JZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	4R44Y33	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	46KFZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	3X2X7Y2	1	N	N	Disposal
n/a	CSO	AL	Dell 3100 2 in 1 Chromebook	7LHTZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	86M6ZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	FK0RZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	H07KL63	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	3DK5ZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	5RYSZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	6DNHZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	5LDLZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	397VZW2	1	N	N	Disposal
240001377	CSO	CSO	HP E24 G4 FHD USB-C Conferencing Monitc	CNC2372HWR	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	CYBHZW2	1	N	N	Disposal

Glen Ellyn School District 41 Assets for Disposal April 2024

n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	3CWJZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	2WC1ZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	JC9QZW2		N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	6X1PZW2	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	9LY6VT2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	9QJHZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	F739ZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	5Y9BZW2	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	BDXFZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	HDRPZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	BS1VZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	5R9KZW2	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	CW3DZW2	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	D5WMZW2	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	7714ZW2	1	N	N	Disposal
23000372	CSO	HA	Dell 3100 2 in 1 Chromebook	3RDXHK3	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	D17LZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	88RPZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	3QNZ793	1	N	N	Disposal
n/a	CSO	FG	Dell 3100 2 in 1 Chromebook	199HZW2	1	N	N	Disposal
23000184	CSO	HA	Dell 3100 2 in 1 Chromebook	8PXWHK3	1	N	N	Disposal
n/a	CSO	BF	Dell 3100 2 in 1 Chromebook	CJCHZW2	1	N	N	Disposal
n/a	CSO	CH	Dell 3100 2 in 1 Chromebook	9MDSZW2	1	N	N	Disposal

**RESOLUTION FOR THE DISPOSAL
OF SURPLUS PERSONAL PROPERTY**

WHEREAS, the Board of Education of Glen Ellyn School District 41, DuPage County, Illinois, declares that there is surplus personal property in the School District; and

WHEREAS, such property is described in the attached document; and

WHEREAS, this personal property is no longer needed for school purposes and/or is not functioning; and

NOW, THEREFORE, Be It Resolved, by the Board of Education, as follows:

1. That the Superintendent is hereby authorized to properly dispose of the property listed on the attachment.

ADOPTED this 20th day of May, 2024, by roll call vote as follows:

YES _____

NO _____

ABSENT _____

Board of Education
Glen Ellyn School District 41
DuPage County, Illinois

President

ATTEST:

Secretary

Board Report

Date: May 20, 2024
Title: Donations and Gifts
Submitted by: Dr. Melissa Kaczowski, Superintendent

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: District 41 occasionally accepts donated funds and equipment from outside sources, provided the items are in working condition and meet the needs of the District. In accordance with board policy 8:80 regarding public gifts to the district, monetary donations or non-monetary donations and gifts with a value equal to or greater than \$500 shall be reviewed by the Superintendent and approved by the Board. Donations are reviewed and vetted by building and district administration in order to make the biggest impact and be consistent with district adopted curriculum or goals.

Discussion: Below are donations received.

Individual/Organization	Amount/Item	Purpose	Building
Forest Glen	\$1,037.12	• Field Trip to Cosley Zoo	Forest Glen

The District 41 administration and staff are appreciative of the donations, as it will positively impact the students in all schools.

Recommendation: The administration recommends that the Board formally accept these generous donations.

**Glen Ellyn School District 41
FOIA Report
April 1 - 30, 2024**

Date Received	Date of Response	Request Summary	FOIA Officer Time	Admin Time	Attorney Contacted
2.26.24	3.26.24 PAC response 05.15.24	<p><u>FOIA Request for Review:</u> 2024 PAC 80242</p> <p>The Public Access Bureau has received a Request for Review of the response by Glen Ellyn School District 41 (District) to a FOIA request submitted by Ms. Stephanie Clark. On February 12, 2024, Ms. Clark submitted a FOIA request to the District seeking, relevant to this Request for Review, "notes that Jason Loebach typed on his silver tablet at the Board table during the public participation portion of the [February 12, 2024, Board of Education] meeting[and] Bob Bruno's statement/notes from his computer that he issued in response to public comment." On February 16, 2024, the District responded to Ms. Clark that it did not have any specific records responsive to her request. On February 20, 2024, Ms. Clark submitted her Request for Review challenging the District's response.</p> <p>District response submitted March 26, 2024</p> <p><u>Response (from PAC):</u> The file is closed without further action.</p>	1 hour	N/A	Yes
4.5.24	4.11.24 Extension 4.18.24 response	<p><u>Request:</u> Stephanie Clark "All writings created by Jason Loebach on any electronic device during the public participation portion of the Feb. 12, 2024 BOE meeting."</p> <p><u>Response:</u> Denied</p> <p><u>Appeal:</u> None at this time.</p>	1 hour	N/A	Yes

4.17.24	4.18.24	<p><u>Request:</u> John Laubersheiner "A copy of the current contract between the School District and Illinois Central School Bus LLC"</p> <p><u>Response:</u> Denied because the district is not in a current contract with said company.</p> <p><u>Appeal:</u> None at this time</p>	N/A	.50 hour	No
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ISDLAF+ Monthly Statement

Glen Ellyn School District #41

Please Note:

THE FUND WILL BE CLOSED MAY 27TH IN OBSERVANCE OF THE MEMORIAL DAY HOLIDAY

Activity Summary (10231-102) Education Fund

4/1/2024 - 4/30/2024

Investment Pool Summary	LIQ	MAX	LTD
Beginning Balance	\$1,511,342.91	\$16,158,731.37	\$10,526,000.00
Dividends	\$6,880.26	\$60,802.21	
Purchases	\$4,555,408.58	\$1,260,200.30	\$0.00
Checks Paid	(\$987,400.34)	\$0.00	\$0.00
Other Redemptions	(\$3,582,615.81)	(\$4,500,000.00)	\$0.00
Ending Balance	\$1,503,615.60	\$12,979,733.88	\$10,547,000.00
Average Monthly Rate	5.136%	5.224%	
Share Price	\$1.000	\$1.000	\$10.547
Total	\$1,503,615.60	\$12,979,733.88	\$10,547,000.00
Total Fixed Income			\$0.00
Account Total			\$25,030,349.48

Your PMA Representative
 Kelsey Sanchez
 (630) 657-6429
 ksanchez@pmanetwork.com

Glen Ellyn School District #41
 Eric Deporter
 793 N. Main Street
 Glen Ellyn, IL 60137



PMA Financial Network
 2135 CityGate Lane, 7th Floor
 Naperville, IL 60563



Report: Accounting Report
 Account: 53-Glen Ellyn SD #41 (96403)
 As of: 04/30/2024

Settle Date	CUSIP	Description	Coupon Rate	Final Maturity	Coupon Frequency	Face Amount
---	CCYUSD	Receivable	0.000	04/30/2024	---	14,125.79
---	608919809	FEDERATED HRMS GV O CAP	5.070	04/30/2024	---	3,906,739.27
04/15/2021	183036GA4	CLAWSON MICH	3.350	05/01/2024	Semi-Annual	500,000.00
06/03/2021	3135G06E8	FEDERAL NATIONAL MORTGAGE ASSOCIATION	0.420	11/18/2024	Semi-Annual	300,000.00
07/02/2021	912828YV6	UNITED STATES TREASURY	1.500	11/30/2024	Semi-Annual	500,000.00
07/15/2021	3130AN4Y3	FEDERAL HOME LOAN BANKS	0.625	10/15/2024	Semi-Annual	500,000.00
07/30/2021	88241TSL7	Texas Exchange Bank	0.500	07/30/2024	Monthly	245,000.00
08/26/2021	91282CCT6	UNITED STATES TREASURY	0.375	08/15/2024	Semi-Annual	500,000.00
09/10/2021	87165HC73	Synchrony Bank	0.600	09/10/2024	Semi-Annual	245,000.00
09/10/2021	89235MLN9	Toyota Financial Savings Bank	0.650	09/09/2024	Semi-Annual	245,000.00
09/16/2021	3130ANTP5	FEDERAL HOME LOAN BANKS	0.500	09/16/2024	Semi-Annual	400,000.00
11/16/2021	91282CDH1	UNITED STATES TREASURY	0.750	11/15/2024	Semi-Annual	500,000.00
11/22/2021	3130APQ73	FEDERAL HOME LOAN BANKS	1.000	11/22/2024	Semi-Annual	250,000.00
12/10/2021	3130APXC4	FEDERAL HOME LOAN BANKS	1.100	12/10/2024	Semi-Annual	250,000.00
12/29/2021	94754NT8	WebBank	1.000	12/30/2024	Semi-Annual	245,000.00
01/05/2022	91282CDN8	UNITED STATES TREASURY	1.000	12/15/2024	Semi-Annual	250,000.00
01/12/2022	912828Z52	UNITED STATES TREASURY	1.375	01/31/2025	Semi-Annual	250,000.00
01/12/2022	9128286Z8	UNITED STATES TREASURY	1.750	06/30/2024	Semi-Annual	250,000.00
01/20/2022	91282CDS7	UNITED STATES TREASURY	1.125	01/15/2025	Semi-Annual	250,000.00
01/26/2022	91282CCG4	UNITED STATES TREASURY	0.250	06/15/2024	Semi-Annual	250,000.00
01/26/2022	3130AQHX4	FEDERAL HOME LOAN BANKS	1.000	07/26/2024	Semi-Annual	250,000.00
01/27/2022	3130AQMR1	FEDERAL HOME LOAN BANKS	1.250	01/27/2025	Semi-Annual	300,000.00
01/28/2022	3130AQJM6	FEDERAL HOME LOAN BANKS	1.250	01/28/2025	Semi-Annual	250,000.00
02/04/2022	269479JT9	EAGLE CNTY COLO SCH DIST RE 50 JT WITH GARFIELD &	0.560	12/01/2024	Semi-Annual	200,000.00
02/15/2022	91282CDZ1	UNITED STATES TREASURY	1.500	02/15/2025	Semi-Annual	400,000.00
02/18/2022	3130AQPT4	FEDERAL HOME LOAN BANKS	1.500	02/18/2025	Semi-Annual	250,000.00
02/24/2022	3130AQQP1	FEDERAL HOME LOAN BANKS	1.350	02/24/2025	Semi-Annual	250,000.00
02/28/2022	3130AQY49	FEDERAL HOME LOAN BANKS	2.000	02/27/2025	Semi-Annual	250,000.00
03/11/2022	3130AQPY3	FEDERAL HOME LOAN BANKS	2.000	02/14/2025	Semi-Annual	500,000.00
03/18/2022	198504C42	COLUMBIA S C WTRWKS & SWR SYS REV	0.778	02/01/2025	Semi-Annual	400,000.00
03/31/2022	38150ALP8	GOLDMAN SACHS GROUP INC	3.300	03/31/2025	Semi-Annual	500,000.00
04/06/2022	9128284F4	UNITED STATES TREASURY	2.625	03/31/2025	Semi-Annual	1,000,000.00
04/18/2022	101029WW2	BOSTON MASS WTR & SWR COMMN REV IAM COML PAPE	0.718	11/01/2024	Semi-Annual	215,000.00
04/28/2022	3130ARP39	FEDERAL HOME LOAN BANKS	4.000	04/28/2025	Semi-Annual	250,000.00
05/18/2022	254673D86	Discover Bank	3.050	05/19/2025	Semi-Annual	245,000.00
05/18/2022	06740KQH3	Barclays Bank Delaware	2.850	05/20/2024	Semi-Annual	245,000.00
05/19/2022	581850QH0	MC LEAN & WOODFORD CNTYS ILL CMNTY UNIT SCH DIS	3.250	02/01/2025	Semi-Annual	500,000.00
06/15/2022	91282CEU1	UNITED STATES TREASURY	2.875	06/15/2025	Semi-Annual	600,000.00
07/25/2022	3202RRW9	1st Financial Bank USA	3.050	07/25/2025	Monthly	245,000.00
07/28/2022	95001DC40	WELLS FARGO & CO	4.500	07/28/2025	Semi-Annual	250,000.00
08/17/2022	14042RTQ4	Capital One, National Association	3.300	08/18/2025	Semi-Annual	245,000.00
08/17/2022	14042TJL2	Capital One Bank (USA), National Association	3.300	08/18/2025	Semi-Annual	245,000.00
08/31/2022	48133MBT6	JPMORGAN CHASE FINANCIAL COMPANY LLC	4.150	08/30/2024	Semi-Annual	250,000.00
09/02/2022	91282CFE6	UNITED STATES TREASURY	3.125	08/15/2025	Semi-Annual	250,000.00
09/06/2022	592647KS9	METROPOLITAN WASH D C ARPTS AUTH ARPT SYS REV	0.600	10/01/2024	Semi-Annual	225,000.00
09/15/2022	17330RAA3	CITIGROUP GLOBAL MARKETS HOLDINGS INC	4.600	09/15/2025	Semi-Annual	250,000.00
09/28/2022	91282CEQ0	UNITED STATES TREASURY	2.750	05/15/2025	Semi-Annual	500,000.00
10/17/2022	3133ENS43	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.375	10/17/2024	Semi-Annual	500,000.00
10/20/2022	3134GX3Z5	FEDERAL HOME LOAN MORTGAGE CORP	5.000	10/20/2025	Semi-Annual	250,000.00
10/20/2022	3133ENU32	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.500	10/20/2025	Semi-Annual	500,000.00
12/05/2022	3134GX2U7	FEDERAL HOME LOAN MORTGAGE CORP	4.625	09/29/2025	Semi-Annual	500,000.00
12/06/2022	419792ZK5	HAWAII ST	0.802	10/01/2024	Semi-Annual	480,000.00
01/18/2023	795451CR2	Sallie Mae Bank	4.400	01/20/2026	Semi-Annual	245,000.00
01/19/2023	90355GAM8	UBS Bank USA	4.350	01/20/2026	Monthly	245,000.00
01/20/2023	27002YFL5	EagleBank	4.500	07/21/2025	Monthly	245,000.00
01/26/2023	3134GYED0	FEDERAL HOME LOAN MORTGAGE CORP	5.150	01/26/2026	Semi-Annual	250,000.00
02/02/2023	61768ENY5	Morgan Stanley Private Bank, National Association	4.250	02/02/2026	Semi-Annual	245,000.00
02/02/2023	61690UY20	Morgan Stanley Bank, N.A.	4.250	02/02/2026	Semi-Annual	245,000.00
02/08/2023	3130ATUC9	FEDERAL HOME LOAN BANKS	4.500	12/12/2025	Semi-Annual	500,000.00
02/08/2023	3130ATUR6	FEDERAL HOME LOAN BANKS	4.625	12/13/2024	Semi-Annual	500,000.00
02/08/2023	3130AURS5	FEDERAL HOME LOAN BANKS	4.250	03/14/2025	Semi-Annual	500,000.00
02/09/2023	3130ATVD6	FEDERAL HOME LOAN BANKS	4.875	09/13/2024	Semi-Annual	500,000.00
02/13/2023	3133EPAQ8	FEDERAL FARM CREDIT BANKS FUNDING CORP	4.125	02/13/2026	Semi-Annual	500,000.00
02/14/2023	3134GYJ29	FEDERAL HOME LOAN MORTGAGE CORP	5.150	02/14/2025	Semi-Annual	250,000.00
02/27/2023	3130AUUP7	FEDERAL HOME LOAN BANKS	5.125	08/27/2025	Semi-Annual	250,000.00
03/10/2023	15987UAT5	Charles Schwab Bank, SSB	5.200	09/16/2024	Semi-Annual	245,000.00
03/14/2023	800364EX5	Sandy Spring Bank	4.900	03/16/2026	Semi-Annual	245,000.00

03/17/2023	949764AF1	Wells Fargo Bank, National Association	5.250	03/17/2025	Monthly	245,000.00
03/17/2023	564759SD1	Manufacturers and Traders Trust Company	4.950	03/17/2026	Semi-Annual	245,000.00
03/17/2023	05580AW91	BMW Bank of North America	4.950	03/17/2026	Semi-Annual	245,000.00
03/17/2023	66736ACE7	Northwest Bank	5.000	03/17/2026	Monthly	245,000.00
03/20/2023	11373QKR8	Brookline Bank	5.250	09/04/2024	Monthly	245,000.00
03/23/2023	02007GM42	Ally Bank	5.050	03/23/2026	Semi-Annual	245,000.00
03/24/2023	82669LKF9	Signature Bank of Arkansas	5.100	09/24/2025	Monthly	245,000.00
03/24/2023	12547CAU2	CIBC Bank USA	5.000	03/24/2026	Semi-Annual	245,000.00
03/24/2023	23204HNP9	Customers Bancorp, Inc.	5.050	03/24/2026	Semi-Annual	245,000.00
03/27/2023	37312PDE6	Georgia Banking Company	5.150	03/27/2025	Semi-Annual	245,000.00
03/30/2023	910286GB3	United Fidelity Bank, Fsb	5.000	03/30/2026	Monthly	185,000.00
04/14/2023	29483ABG6	Ergo Bank	4.500	04/14/2025	Monthly	245,000.00
04/18/2023	45332WAU7	InBank	4.450	04/21/2025	Monthly	245,000.00
04/19/2023	064455AU2	Bank of Pontiac	4.500	04/20/2026	Semi-Annual	245,000.00
04/19/2023	73317ABZ4	Popular Bank New York Branch	4.500	04/16/2026	Quarterly	245,000.00
04/21/2023	549104D38	Luana Savings Bank	4.450	10/21/2025	Semi-Annual	245,000.00
05/08/2023	72345SLN9	Pinnacle Bank	4.600	05/08/2026	Semi-Annual	245,000.00
05/09/2023	05600XQB9	BMO BANK NATIONAL ASSOCIATION	4.600	05/08/2026	Semi-Annual	245,000.00
05/10/2023	065427AE6	Bank of Utah	4.500	05/11/2026	Monthly	100,000.00
05/11/2023	32116QBJ4	First National Bank of Middle Tennessee	4.500	05/11/2026	Semi-Annual	245,000.00
07/21/2023	174178AC7	The Citizens Bank of Philadelphia	4.750	07/21/2026	Monthly	240,000.00
07/26/2023	43708WKG8	Home Federal Savings Bank	4.750	07/27/2026	Semi-Annual	200,000.00
09/20/2023	02589AF31	American Express Bank, FSB	5.000	09/21/2026	Semi-Annual	245,000.00
09/21/2023	32026UZ58	First Foundation Bank	5.000	09/21/2026	Semi-Annual	245,000.00
09/22/2023	8562853R0	State Bank of India - New York Branch	5.050	09/22/2026	Semi-Annual	245,000.00
09/26/2023	227563EA7	Cross River Bank	5.000	09/28/2026	Semi-Annual	245,000.00
09/27/2023	024263DB8	American Bank & Trust Company Inc.	5.150	03/27/2026	Semi-Annual	245,000.00
09/29/2023	061785FM8	The Bank of Deerfield	5.000	09/29/2026	Monthly	245,000.00
09/29/2023	501798VG4	Milestone Bank	5.000	09/29/2026	Semi-Annual	245,000.00
09/29/2023	319267LD0	First Bank Richmond	5.150	03/30/2026	Semi-Annual	245,000.00
10/04/2023	59013KXD3	Merrick Bank	5.000	10/05/2026	Monthly	245,000.00
10/16/2023	68405VAV1	Optum Bank, Inc.	5.150	04/16/2026	Semi-Annual	245,000.00
10/20/2023	666613MJ0	Northpointe Bank	5.100	10/20/2026	Monthly	245,000.00
11/30/2023	65344AAC9	NexTier Bank, NA	5.000	12/01/2025	Monthly	245,000.00
12/06/2023	02519ACD7	American Commercial Bank & Trust, National Associa	5.000	12/08/2025	Monthly	245,000.00
12/08/2023	76883EAM3	Rivers Edge Bank	5.050	12/08/2025	Monthly	245,000.00
12/15/2023	320055CY0	First Credit Bank	5.000	06/13/2025	Monthly	100,000.00
02/05/2024	05584CLF1	BNY Mellon, National Association	4.050	02/05/2027	Semi-Annual	245,000.00
02/07/2024	32021JKL9	First Federal Savings Bank	4.100	02/08/2027	Monthly	245,000.00
02/09/2024	13135NCG3	CalPrivate Bank	4.100	02/09/2027	Monthly	245,000.00
02/09/2024	88054RBZ2	Tennessee State Bank	4.150	02/09/2027	Semi-Annual	245,000.00
02/14/2024	42236XBD6	Heartland Bank	4.150	02/12/2027	Monthly	245,000.00
02/16/2024	90385LDU0	Ultima Bank Minnesota	4.100	02/16/2027	Monthly	245,000.00
03/05/2024	919853KS9	Valley National Bank	4.600	03/05/2027	Semi-Annual	245,000.00
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Monthly Summary Report Overview Revenue & Expenditures April 2024

Attached please find an updated spreadsheet demonstrating the current year's month and fiscal year to date revenues and expenditures versus the previous fiscal year. This updated presentation will hopefully provide the board with greater clarity when reviewing the monthly results of operations. The results will be summarized below.

Revenues:

To date, expressed as a percent of the district budget, revenues received year to date are 60.86% versus 57.03% of the budget from a year ago.

Revenues are greater in the areas of:

- Property Taxes (47.13% versus 46.98%)
- Food Services (68.62% versus 56.86%)
- Donations/Misc Revenue (133.59% versus 109.09%)
- Restricted State Funds (114.36% versus 80.30%)
- Federal Funds (139.67% versus 76.85%)

Revenues are less in the areas of:

- Personal Property Taxes (67.48% versus 86.31%)
- Tuition (110.53% versus 154.86%)
- Field Trip/Bus Fees (100.00% versus 100.00%)
- Interest Earnings (162.46% versus 438.16%)
- Unrestricted State Funds (81.83% versus 81.83%)
- Fund Transfers (100.00% versus 100.00%)
- Student Fees (87.85% versus 88.24%)

Expenditures:

To date, expressed as a percent of the district budget, expenditures year to date are 76.54% versus 76.21% of the budget from a year ago.

Expenditures are greater in the areas of:

- Salaries (73.40% versus 69.99%)
- Benefits (76.98% versus 75.52%)
- Tuition (89.03% versus 77.45%)

Expenditures are less in the areas of:

- Purchased Services (64.35% versus 78.86%)
- Supplies/Materials (56.25% versus 72.41%)
- Capital Outlay (88.66% versus 91.98%)
- Dues & Fees (49.17% versus 59.86%)
- Principal/Interest payments (100.00% versus 100.00%)
- Fund Transfers (100.00% versus 100.00%)

Glen Ellyn School District 41
Monthly Revenue/Expenditure Summary Report
Comparing April 2023 Fiscal Year to Date to April 2024

Revenues

Function	Category	April-23	Fiscal Year to Date	Revenue Budget	Percent of Budget	April-24	Fiscal Year to Date	Revenue Budget	Comparing April
All Funds									
1100	Property Taxes	\$0	\$24,707,422	\$52,594,566	46.98%	\$0	\$26,050,159	\$55,267,947	47.13%
1200	Personal Property Taxes	\$423,002	\$2,829,877	\$3,278,674	86.31%	\$166,007	\$1,914,686	\$2,837,216	67.48%
1300	Tuition	\$8,400	\$77,428	\$50,000	154.86%	\$5,285	\$71,847	\$65,000	110.53%
1400	Field Trip/Bus Fees	\$0	\$0	\$0	100.00%	\$0	\$0	\$0	100.00%
1500	Interest Earnings	\$140,541	\$1,391,368	\$317,550	438.16%	\$224,130	\$2,638,955	\$1,624,400	162.46%
1600	Food Services	\$34,180	\$383,831	\$675,000	56.86%	\$39,444	\$360,237	\$525,000	68.62%
1700	Student Fees	\$3,648	\$298,684	\$338,500	88.24%	\$2,079	\$305,593	\$347,875	87.85%
1900	Donations/Misc Revenue	\$0	\$88,088	\$80,750	109.09%	\$4,004	\$186,773	\$139,812	133.59%
3000	Unrestricted State Funds	\$239,406	\$2,154,990	\$2,633,466	81.83%	\$239,670	\$2,157,365	\$2,636,360	81.83%
3100	Restricted State Funds	\$226,781	\$1,257,261	\$1,565,801	80.30%	\$357,238	\$1,757,765	\$1,537,013	114.36%
4000	Federal Funds	\$129,114	\$2,249,527	\$2,927,076	76.85%	\$663,961	\$2,525,978	\$1,808,593	139.67%
7000	Fund Transfers	\$0	\$3,085,000	\$3,085,000	100.00%	\$0	\$6,850,000	\$6,850,000	100.00%
Grand Total		\$1,205,073	\$38,523,476	\$67,546,383	57.03%	\$1,701,818	\$44,819,358	\$73,639,216	60.86%

Expenditures

Object		April-23	Fiscal Year to Date	Expenditure Budget	Percent of Budget	April-24	Fiscal Year to Date	Expenditure Budget	Percent of Budget
All Funds									
100	Salaries	\$2,885,068	\$24,825,509	\$35,467,866	69.99%	\$3,002,601	\$26,509,336	\$36,114,364	73.40%
200	Benefits	\$640,414	\$5,521,497	\$7,311,045	75.52%	\$695,641	\$6,049,216	\$7,858,183	76.98%
300	Purchased Services	\$554,769	\$4,998,705	\$6,338,994	78.86%	\$720,432	\$5,668,508	\$8,808,805	64.35%
400	Supplies/Materials	\$101,957	\$2,371,925	\$3,275,897	72.41%	\$142,134	\$1,825,779	\$3,245,816	56.25%
500	Capital Outlay	\$200,065	\$6,073,588	\$6,602,862	91.98%	\$18,049	\$3,833,087	\$4,323,164	88.66%
640-642	Dues & Fees	\$4,440	\$40,875	\$68,287	59.86%	\$6,565	\$38,131	\$77,547	49.17%
610/620	Principal/Interest Payments	\$0	\$1,759,913	\$1,759,913	100.00%	\$0	\$1,759,913	\$1,759,912	100.00%
670/690	Tuition	\$57,229	\$1,634,234	\$2,110,000	77.45%	\$66,347	\$2,180,312	\$2,449,000	89.03%
660/666	Fund Transfers	\$0	\$3,085,000	\$3,085,000	100.00%	\$0	\$6,850,000	\$6,850,000	100.00%
Grand Total		\$4,443,942	\$50,311,247	\$66,019,864	76.21%	\$4,651,769	\$54,714,283	\$71,486,792	76.54%

School District Payment Order

The Treasurer of Glen Ellyn School District 41 in DuPage County, has paid or shall pay to the order of the attached list of vendors for accounts payable and payroll liability checks the sum of \$2,946,055.60 for the period of April 9, 2024 through May 15, 2024.

This order authorizes the Treasurer to pay board-approved bills before the meeting minutes are officially approved.

By order of the School Board of Glen Ellyn District 41.

Order Date: May 20, 2024

President

Secretary

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
564283	04/09/2024	KONICA MINOLTA BUSIN	-151,418.83	Copier Refresh
565222	05/10/2024	SECRETARY OF STATE I	-60.00	Multiple Invoices
565697	04/25/2024	LEN'S ACE HARDWARE	-23.39	SUPPLIES
565718	04/12/2024	EXTRA SPACE STORAGE	1,077.00	STORAGE RENTAL #1019
565719	04/12/2024	EXTRA SPACE STORAGE	854.00	STORAGE RENTAL #1033
565720	04/12/2024	IDPH-VISION & HEARIN	60.00	VISION/HEARING RECERT- WALGREN
565721	04/12/2024	KATH, EMILY	500.00	Professional Development Training
565722	04/12/2024	MCNEIL, BRADY	150.00	Conservatory Fee for Dr. Brady McNeil for Wheaton College Festival Clinic on April 9, 2024
565723	04/12/2024	MUSEUM OF SCIENCE &	176.00	4/11/2024 4th grade field trip fees - PTA to reimburse
565724	04/12/2024	QUEST FOOD MANAGEMEN	58,690.26	FOOD SERVICE - MAR
565725	04/15/2024	AFSCME	1,709.62	Multiple Invoices
565726	04/24/2024	FUNWAY ENTERTAINMENT	200.00	Deposit for Band Field Trip to Funway
565727	04/24/2024	GREATWORKS THEATRE C	728.00	4th Grade Field Trip to Number the Stars
565728	04/30/2024	AFSCME	1,709.62	Multiple Invoices
565729	04/30/2024	ACCO BRANDS USA LLC	541.20	Laminating film
565739	04/30/2024	AMAZON CAPITAL SERVI	21,306.97	Multiple Invoices
565740	04/30/2024	AMITA GLENOAKS SCHOO	3,703.65	Outplacement Tuition
565741	04/30/2024	ANDERSON BOOKS INC	1,385.98	book order
565742	04/30/2024	AT&T	103.20	630- Z99-0236 03/16-04/15
565743	04/30/2024	B & F CONSTRUCTION C	5,004.31	PLAN REVEIW SERVICES - FDK PROJECT
565744	04/30/2024	BATTERIES PLUS	17.80	SUPPLIES
565745	04/30/2024	BHFX LLC	2,800.00	SERVICE FEE
565746	04/30/2024	BILINGUAL EDUCATIONA	1,500.00	Purchased Services - Bilingual Evaluation
565747	04/30/2024	BOB'S DAIRY SERVICE	2,699.90	Multiple Invoices
565748	04/30/2024	BOOKSTORE LTD, THE	316.56	Multiple Invoices
565749	04/30/2024	BUSINESS SOLVER	42.75	April service fees
565750	04/30/2024	CAROLINA BIOLOGICAL	713.04	Multiple Invoices
565751	04/30/2024	CHICAGO TRIBUNE	191.52	Subscription Acct# 214677438 - Digital service (12 mons)
565752	04/30/2024	COLLINS, CLAIRE	200.00	MUSICAL PERFORMANCE
565753	04/30/2024	COMCAST	59.70	WIFI 04/05-05/04
565754	04/30/2024	COMPASS HEALTH OAKBR	900.00	Homebound/Hospital Tutoring
565755	04/30/2024	COMPASS SURVEYING LT	7,000.00	Multiple Invoices
565756	04/30/2024	COSLEY ZOO	512.50	Kindergarten Field Trip
565757	04/30/2024	DEMCO	34.94	library supplies
565758	04/30/2024	DISCOUNT SCHOOL SUPP	1,942.09	PreK Classroom Supplies
565759	04/30/2024	DOC B, PLLC	9,475.00	Invoice #GE23-04 - 01/01/24 - 03/31/24- Progress billing and Consulting fees - Casten Grant
565760	04/30/2024	DUNN, ISABELLA	170.00	Track Scorer 4/8 and 4/11
565761	04/30/2024	FIRST STUDENT INC	127,817.46	Multiple Invoices
565762	04/30/2024	FLINN SCIENTIFIC INC	22.06	Materials for 8th grade - 4th Quarter FLINN *Flinn gives us a discount
565763	04/30/2024	FOLLETT CONTENT SOLU	2,007.15	Multiple Invoices

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
565764	04/30/2024	FRANCZEK RADELET	7,301.00	March 2024 Billing
565765	04/30/2024	FROST, BARBARA	350.00	Piano accompaniment for Hadley Spring Orchestra Concert
565766	04/30/2024	GILLESPIE, LORETTA	250.00	Professional string musician for Spring Orchestra Concert & one hour rehearsal
565767	04/30/2024	GOPHER SPORT	621.95	PE equipment, hula hoops and storage, replacement ping pong paddles.
565768	04/30/2024	GOVERTSEN, STEPHEN	400.00	MUSICAL PERFORMANCE
565769	04/30/2024	H2I GROUP	12,572.33	Replacement of original basketball supports and goals at Hadley. Metal shows signs of fatigue and is a safety risk.
565770	04/30/2024	HANDLEY, JEFFREY	400.00	MUSICAL PERFORMANCE
565771	04/30/2024	HENDRICKSON GRIFFIN,	250.00	MUSICAL PERFORMANCE
565772	04/30/2024	HODGES, MICHAEL	180.00	Track scorer 4/8 and 4/11
565773	04/30/2024	HOUGHTON MIFFLIN HAR	11,340.00	PD for Literacy
565774	04/30/2024	IDPH-VISION & HEARIN	120.00	Multiple Invoices
565775	04/30/2024	IESA	350.00	IESA Dues for Wrestling
565776	04/30/2024	ILLINOIS STATE POLIC	282.50	March fingerprinting
565777	04/30/2024	INSIGHT PUBLIC SECTO	44,662.04	Multiple Invoices
565778	04/30/2024	JOHN J MORONEY & CO	1,890.48	BOILER REPAIR SUPPLIES
565779	04/30/2024	KAGAN PROFESSIONAL D	2,539.20	Kagan Coaching April 9, 2024
565780	04/30/2024	KASSINGER, CARMEN	250.00	MUSICAL PERFORMANCE
565781	04/30/2024	KIMBERLY, LECLAIR	1,500.00	5/14 "Mystery Event" for Hadley students
565782	04/30/2024	KONICA MINOLTA BUSIN	15,977.33	Multiple Invoices
565783	04/30/2024	LARSON EQUIPMENT & F	6,322.00	Multiple Invoices
565784	04/30/2024	LAUGHLIN, TINA	400.00	MUSICAL PERFORMANCE
565785	04/30/2024	LAUREATE DAY SCHOOL	6,770.72	Outplacement Tuition
565786	04/30/2024	LAUTERBACH & AMEN LL	1,500.00	AUDITING SERVICES
565787	04/30/2024	LEARNWELL	709.24	Hospital Tutoring
565788	04/30/2024	MAINLAND UKULELE	3,094.00	Ukulele Repair
565789	04/30/2024	MAY, JOANNE	1,800.00	ORCHESTRA MASTER CLASS
565790	04/30/2024	MIDLAND PAPER	3,475.20	Multiple Invoices
565791	04/30/2024	NICOR GAS	3,507.46	Multiple Invoices
565798	04/30/2024	OFFICE DEPOT	830.88	Multiple Invoices
565799	04/30/2024	OLIVE GROVE LANDSCAP	2,883.50	DECEMBER LANDSCAPE MAINTENANCE REMAINING BALANCE DUE
565800	04/30/2024	OPENTEXT	113.92	OpenText March2024 Invoice# 240487017
565801	04/30/2024	ORIENTAL TRADING CO	149.85	4/15/2024 student PBIS bags
565803	04/30/2024	ORKIN LLC	4,785.79	Multiple Invoices
565804	04/30/2024	OVERDRIVE	1,297.27	Multiple Invoices
565805	04/30/2024	PACKEY WEBB FORD	78.68	VEHIVLE REPAIR
565806	04/30/2024	PODJASEK, BRANDON	400.00	MUSICAL PERFORMANCE
565807	04/30/2024	PRO-ED	44.00	Special Ed Speech Forms
565808	04/30/2024	QUINLAN & FABISH MUS	2,171.78	Multiple Invoices
565809	04/30/2024	REAL OT SOLUTIONS(R)	916.00	Professional Development
565810	04/30/2024	REALLY GOOD STUFF	54.81	Classroom Supplies -- N. Prendergast
565811	04/30/2024	██████████	215.00	PARENT TUITION REFUND

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
565812	04/30/2024	ROSCOE CO	297.25	MOP SERVICE 04/05
565813	04/30/2024	ROTARY CLUB OF GLEN	147.00	Dues and Meals for Invoice #867 - Krehbiel (Jan/Feb 2024)
565814	04/30/2024	RUSH DAY SCHOOL	7,592.10	Outplacement Tuition
565815	04/30/2024	SCHOLASTIC	4,172.07	Scholastic
565816	04/30/2024	SCHOOL HEALTH	289.33	Multiple Invoices
565817	04/30/2024	SCHOOL NURSE SUPPLY	239.60	Health office supplies
565818	04/30/2024	SCHOOL SPECIALTY, LL	731.29	Multiple Invoices
565819	04/30/2024	SEVEN INNOVATIONS LC	1,000.00	Spring Leadership Session - JCS Grant
565820	04/30/2024	SHAW MEDIA	86.22	TMC Public Notice
565821	04/30/2024	SPECIAL EDUCATION SE	3,231.25	Outplacement Tuition Adjustment
565822	04/30/2024	STAPLES ADVANTAGE	586.90	Multiple Invoices
565823	04/30/2024	THE CENTER: RESOURCE	210.00	Parent Summit for BPAC
565824	04/30/2024	THE FITNESS CONNECTI	890.00	REPAIR SERVICE
565825	04/30/2024	THE POLYBANDSTAND	169.00	32" Economy Case (EC32) for Jazz Band Fronts
565826	04/30/2024	THOMSON REUTERS - WE	826.02	Thomson Reuters CLEAR (March24) Invoice# 849941409
565827	04/30/2024	TROPHIES BY GEORGE	269.10	Trophies by George Banquet plaque awards
565828	04/30/2024	VANGUARD ENERGY SERV	4,700.95	GAS 3/1-31
565829	04/30/2024	VAZQUEZ, STEVEN	400.00	MUSICAL PERFORMANCE
565830	04/30/2024	VT SERVICES INC	2,380.00	Multiple Invoices
565831	04/30/2024	WAREHOUSE DIRECT	134.45	REPAIRS
565832	04/30/2024	WASTE MANAGEMENT WES	2,937.00	DISPOSAL SERVICES - APR
565833	04/30/2024	WCEPS	2,824.00	ESL Resources
565834	04/30/2024	WEST MUSIC CO	90.45	Music Room Supplies
565835	04/30/2024	WEX HEALTH INC	297.50	FSA - MAR
565836	04/30/2024	WIGHT & COMPANY	156,118.17	ARCHITECT SERVICES - FDK PROJECT
565837	04/30/2024	YWCA METROPOLITAN CH	22,350.00	Multiple Invoices
565838	05/06/2024	FUNWAY ENTERTAINMENT	2,192.50	Funway Field Trip - 5/22/24
565839	05/06/2024	UNITED STATES POSTAL	3,000.00	postage
565840	05/15/2024	AIR FILTER ENGINEERS	501.64	Multiple Invoices
565847	05/15/2024	AMAZON CAPITAL SERVI	17,907.86	Multiple Invoices
565848	05/15/2024	AMBROSIO, LOGAN	72.00	soccer ref 4/16
565849	05/15/2024	AMERICAN TAXI DISPAT	15,475.15	SPED/HOMELESS TRANSPORT
565850	05/15/2024	ASTOUND	10.68	B&G UTILITY FEE ACCT #0201-4167628-01
565851	05/15/2024	AUTOMATIC BUILDING C	3,204.00	SERVICE CALL
565852	05/15/2024	AVB PRESS	732.94	Earlychildhood Program Program Protocol Books
565853	05/15/2024	B.R. RYALL YMCA	600.00	YMCA Annual Meeting & Dinner
565854	05/15/2024	BEHAVIORAL HEALTH SE	280.00	Tutoring Services
565855	05/15/2024	BOB'S DAIRY SERVICE	1,731.40	Multiple Invoices
565856	05/15/2024	BOOKSTORE LTD, THE	1,237.42	Multiple Invoices
565857	05/15/2024	BRITTEN SCHOOL	6,297.48	Outplacement Tuition
565858	05/15/2024	CAMPBELL, DEBORAH	106.04	EMPLOYEE MILEAGE
565859	05/15/2024	CARLSON'S GLASS INC	45.82	SUPPLIES
565860	05/15/2024	CLARE WOODS ACADEMY	8,169.70	Outplacement Tuition
565861	05/15/2024	CLIENTFIRST CONSULTI	282.50	eRate Consulting Services
565862	05/15/2024	COKER SERVICE INC	1,406.65	Replace the compressor on the refrigerator at Hadley.

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
565863	05/15/2024	COMCAST	56.39	WIFI 05/05-06/04
565864	05/15/2024	COMM CONSL SCHL DIST	55.00	IPAC Track assessment
565865	05/15/2024	COMMONWEALTH EDISON	155.82	CH ELECTRIC 03/13-04/11 ACCOUNT #5456842000
565866	05/15/2024	CONNECTIONS DAY SCHO	6,349.56	Outplacement Tuition
565867	05/15/2024	COOP ASSN FOR SPEC E	311,591.54	Multiple Invoices
565868	05/15/2024	CORRECT ELECTRIC	2,682.50	Add camera at CH due to repeated building vandalism
565869	05/15/2024	CRISIS PREVENTION IN	1,949.00	Professional Development
565870	05/15/2024	DICK POND ATHLETICS	114.60	Dick Pond Athletics (mat tape and athletic tape)
565871	05/15/2024	DIEBES, MONIKA	270.00	WELLNESS SUPPLIES
565872	05/15/2024	DIRECT ENERGY BUSINE	41,920.66	Multiple Invoices
565873	05/15/2024	DISCOUNT SCHOOL SUPP	267.46	Early Childhood Supplies
565874	05/15/2024	DUNN, ISABELLA	100.00	Track worker 4/22
565875	05/15/2024	DUNN, JESSE	100.00	Track worker 4/22
565876	05/15/2024	DUPAGE FEDERATION ON	1,518.66	Translating
565877	05/15/2024	EAI	895.00	SmartPals
565878	05/15/2024	EXTRA SPACE STORAGE	1,077.00	STORAGE RENTAL #1019
565879	05/15/2024	EXTRA SPACE STORAGE	854.00	STORAGE RENTAL #1033
565881	05/15/2024	FIRST STUDENT INC	25,087.89	Multiple Invoices
565882	05/15/2024	FLYNN JR, JOHN J	144.00	Soccer ref 4/25
565883	05/15/2024	FOLLETT CONTENT SOLU	774.75	Churchill Library Books
565884	05/15/2024	GARAVENTA LIFT	12,490.00	DEPOSIT - Emergency replacement of wheelchair lift at Lincoln. The unit cannot be fixed; the parts are no longer manufactured, or available
565885	05/15/2024	GIANT STEPS	8,469.56	Outplacement Tuition
565886	05/15/2024	IDENTITY GRAPHICS, L	7,704.88	Multiple Invoices
565887	05/15/2024	IDPH-VISION & HEARIN	60.00	VISION/HEARING RECERT- RESENDIZ
565888	05/15/2024	ILLINOIS PRINCIPALS	299.00	Professional Development
565889	05/15/2024	ILLINOIS STATE POLIC	282.50	April background checks
565890	05/15/2024	IMPERIAL DADE	7,478.92	Multiple Invoices
565891	05/15/2024	INSIGHT PUBLIC SECTO	18,375.00	Annual Chromebook Refresh
565892	05/15/2024	JUNIOR LIBRARY GUILD	1,787.58	Multiple Invoices
565893	05/15/2024	KAESER & BLAIR/SCHOO	845.64	4/29/24 schopl pbis end of year
565894	05/15/2024	KAGAN & GAINES INC	71.64	Supplies, books, rosin, rock stops, strings, etc. from Kagan and Gaines Music Company
565895	05/15/2024	KAPLAN EARLY LEARNIN	426.02	Early Childhood Classroom Supplies
565896	05/15/2024	KINSELLA, DAVID	80.00	Wrestling ref 2/14
565897	05/15/2024	KONICA MINOLTA BUSIN	7,808.10	Multiple Invoices
565898	05/15/2024	LAKESHORE LEARNING M	1,746.61	Multiple Invoices
565899	05/15/2024	LANGUAGE TESTING INT	1,540.00	APPLE Testing Materials
565900	05/15/2024	LANGUAGE LINE SERVIC	1,150.45	Multiple Invoices
565901	05/15/2024	LARSON EQUIPMENT & F	6,612.72	12 Hon task teacher chairs
565902	05/15/2024	LEARNWELL	709.24	Hospital Tutoring
565903	05/15/2024	LITTLE FRIENDS INC	5,493.39	Outplacement Tuition
565904	05/15/2024	MARQUARDT SCHOOL DIS	686.75	Multiple Invoices
565905	05/15/2024	MAY, JOANNE	600.00	ORCHESTRA MASTER CLASSES

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
565906	05/15/2024	MCCLLOUD AQUATICS	650.00	Pond spring clean-up pump installation Hadley Courtyard
565907	05/15/2024	MCGAVOCK, DEBORAH	41.27	EMPLOYEE MILEAGE
565908	05/15/2024	MEADOW WELL & PUMP	5,000.00	Water well sealing as required by DuPage County to prepare for Demolition. Sealed 2 wells. Meadow Well & Pump 1151 Atlantic Dr. #4 West Chicago, IL 60185 630-231-6250
565909	05/15/2024	MENARDS	333.34	Multiple Invoices
565910	05/15/2024	MHS INC	677.50	Psychology Forms
565911	05/15/2024	MIDLAND PAPER	1,737.60	2023-24 Copy Paper
565912	05/15/2024	NEW CONNECTIONS ACAD	7,379.19	Outplacement Tuition
565913	05/15/2024	NICKY'S FOLDERS/ROCH	830.85	Folders
565914	05/15/2024	NICOR GAS	4,659.47	Multiple Invoices
565915	05/15/2024	OFFICE DEPOT	899.18	Multiple Invoices
565916	05/15/2024	OLIVE GROVE LANDSCAP	80,694.91	Multiple Invoices
565917	05/15/2024	OPENTEXT	117.98	OpenText April 2024 Invoice# 2405870717
565918	05/15/2024	ORIENTAL TRADING CO	107.77	4/15/2024 student PBIS bags
565919	05/15/2024	ORKIN LLC	1,079.96	Multiple Invoices
565920	05/15/2024	OTIS ELEVATOR INC	1,061.49	Multiple Invoices
565921	05/15/2024	PAR INC	2,962.08	Psychologist Forms and Reports
565922	05/15/2024	PEARSON CLINICAL ASS	48.40	Psychology supplies for students
565923	05/15/2024	PEERLESS NETWORK, IN	2,670.31	PHONE SERVICE Account #: GLENELLY5428
565924	05/15/2024	PITNEY BOWES GLOBAL	872.31	EQUIPMENT LEASE
565925	05/15/2024	PUSHCOIN	3,222.30	MONTHLY FEES - APR
565926	05/15/2024	QUEST FOOD MANAGEMEN	84,661.72	FOOD SERVICE - APR
565927	05/15/2024	QUINLAN & FABISH MUS	497.33	Drum Maintenance and Onsite Repair
565928	05/15/2024	REALLY GOOD STUFF	615.24	Early Childhood Program Supplies
565929	05/15/2024	ROBERTS, WILLIAM	37.59	EMPLOYEE MILEAGE
565930	05/15/2024	ROSCOE CO	1,486.25	Multiple Invoices
565931	05/15/2024	ROTARY CLUB OF GLEN	147.00	Dues and Meals for Invoice #898 - Krehbiel March/April Dues)
565932	05/15/2024	RUSH DAY SCHOOL	11,132.93	Multiple Invoices
565933	05/15/2024	SCHOOL SPECIALTY, LL	460.25	Multiple Invoices
565934	05/15/2024	SCHOOLSIN LLC	139.95	Special Ed Chair for a SpEd student Phone # 887-839-3330
565935	05/15/2024	SEAL OF ILLINOIS	7,272.76	Outplacement Tuition
565936	05/15/2024	SHRED-IT	2,570.37	Multiple Invoices
565937	05/15/2024	SPECIAL EDUCATION SE	4,654.44	Outplacement Tuition
565938	05/15/2024	STUTTERING THERAPY R	88.92	Speech Guides for SLPs
565939	05/15/2024	T-MOBILE	537.18	CELL PHONES 03/21-04/20
565940	05/15/2024	TERRACE SUPPLY COMPA	40.68	SUPPLIES
565941	05/15/2024	THE COVE SCHOOL	6,950.00	Outplacement Tuition
565942	05/15/2024	THERMOSYSTEMS	1,060.00	HVAC REPAIRS
565943	05/15/2024	THOMSON REUTERS - WE	826.02	Thomson Reuters CLEAR April 2024 Invoice# 850090532

CHECK CHECK			INVOICE	
NUMBER	DATE	VENDOR	AMOUNT	DESCRIPTION
565944	05/15/2024	TLC SWAG LLC	3,150.00	SUPPLIES
565945	05/15/2024	TRANE	8,001.51	Multiple Invoices
565946	05/15/2024	VILLAGE OF GLEN ELLY	4,613.82	Multiple Invoices
565947	05/15/2024	VT SERVICES INC	1,105.00	Multiple Invoices
565949	05/15/2024	WAREHOUSE DIRECT	19,305.24	Multiple Invoices
565950	05/15/2024	WEX HEALTH INC	263.50	FSA MONTHLY
565951	05/15/2024	WILSON LANGUAGE TRAI	1,392.00	Multiple Invoices
202300319	04/15/2024	GLEN ELLYN EDUCATION	17,814.79	Payroll accrual
202300320	04/15/2024	ILL MUNICIPAL RETIRE	37,702.78	Multiple Invoices
202300321	04/15/2024	ILLINOIS DEPT OF REV	58,629.25	Multiple Invoices
202300322	04/15/2024	INTERNAL REV SERVICE	192,800.58	Multiple Invoices
202300323	04/15/2024	T H I S	19,114.48	Multiple Invoices
202300324	04/15/2024	TEACHERS RETIREMENT	118,056.52	Multiple Invoices
202300325	04/15/2024	OMNI	44,988.62	Multiple Invoices
202300326	04/15/2024	EXPERT PAY	847.00	Payroll accrual
202300327	04/15/2024	WEX HEALTH INC	7,168.55	Multiple Invoices
202300328	04/15/2024	TEACHERS RETIREMENT	2,337.27	Multiple Invoices
202300330	04/12/2024	CSG FORTE PAYMENTS,	853.12	MONTHLY FEE - MARCH
202300331	04/15/2024	ILL MUNICIPAL RETIRE	194.80	Multiple Invoices
202300332	04/15/2024	ILLINOIS DEPT OF REV	57.08	Payroll accrual
202300333	04/15/2024	INTERNAL REV SERVICE	261.62	Multiple Invoices
202300334	04/15/2024	TEACHERS RETIREMENT	1,688.55	Adjustments - FLEX BENEFIT - 4/15/24
202300335	04/19/2024	BMO MASTERCARD	18,387.93	BMO STATEMENT 02/21-03/20
202300336	04/30/2024	ILL MUNICIPAL RETIRE	36,730.72	Multiple Invoices
202300337	04/30/2024	ILLINOIS DEPT OF REV	60,668.65	Multiple Invoices
202300338	04/30/2024	INTERNAL REV SERVICE	197,592.03	Multiple Invoices
202300339	04/30/2024	T H I S	19,623.78	Multiple Invoices
202300340	04/30/2024	TEACHERS RETIREMENT	121,163.95	Multiple Invoices
202300341	04/30/2024	OMNI	43,627.62	Multiple Invoices
202300342	04/30/2024	EXPERT PAY	847.00	Payroll accrual
202300343	04/30/2024	WEX HEALTH INC	7,168.55	Multiple Invoices
202300344	04/30/2024	TEACHERS RETIREMENT	2,337.27	Multiple Invoices
202300346	04/30/2024	TEACHERS RETIREMENT	1,688.59	Adjustments - FLEX BENEFIT - 04/30/2024
202300347	04/30/2024	T H I S	4,008.64	EMPLOYER PAID HEALTH INSURANCE
202300348	05/01/2024	EDUCATIONAL BENEFIT	644,206.55	MEDICAL, DENTAL, LIFE, AD&D
202300349	05/01/2024	RELIANCE STANDARD LI	4,027.49	MAY - VOL LONG TERM DISABILITY
202300350	05/01/2024	RELIANCE STANDARD LI	409.46	MAY - LONG TERM DISABILTIY
202300351	04/25/2024	TASC	514.50	MONTHLY FEE
Totals for checks			2,946,055.60	

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	Education Fund	1,440,645.23	215.00	697,640.35	2,138,500.58
20	Operations & Maintenance Fund	83,043.26	0.00	261,333.87	344,377.13
40	Transportation Fund	464.85	0.00	171,948.25	172,413.10
50	Social Security/Medicare Fund	73,055.55	0.00	0.00	73,055.55
51	Ill Municipal Retirement Fund	44,586.76	0.00	0.00	44,586.76
60	Capital Projects Fund	0.00	0.00	173,122.48	173,122.48
***	Fund Summary Totals ***	1,641,795.65	215.00	1,304,044.95	2,946,055.60

***** End of report *****

Glen Ellyn School District 41
Summary of Bills and Payroll
April 2024

Fund	Expenditures	Payroll	Total Expenditures
Education	\$ 534,791	\$ 3,388,028	\$3,922,819
Operations & Maintenance	84,471	191,904	276,375
Debt Service	-	-	-
Transportation	139,222	667	139,888
Social Security	-	73,056	73,056
IMRF	-	44,587	44,587
Capital Projects	195,044	-	195,044
Working Cash	-	-	-
Tort	-	-	-
TOTAL	\$ 953,527	\$ 3,698,242	4,651,769

Glen Ellyn School District 41
Treasurer's Report - Statement of Cash & Investments
April 2024

FUND	<i>*Cash & Investment Balance</i>	<i>Revenues</i>	Revenues	<i>Expenditures</i>	Expenditures	Transfers & Adjustments	<i>Cash & Investment Balance</i>	<i>Investments at</i>
	<i>FY23 Beginning Balance</i>	<i>April</i>	July - June	<i>April</i>	July - June	YTD	4/30/2024	<i>st (Information Only)</i>
Education	\$60,170,484	\$1,442,490	\$32,693,977	\$3,922,819	\$35,793,457	(\$7,709,370)	\$49,361,634	\$43,117,000
Operations and Maintenance	\$444,242	\$1,739	\$840,942	\$276,375	\$3,662,661	\$2,992,090	\$614,612	\$0
Debt Service	\$1,398,740	\$1,184	\$1,414,575	\$0	\$2,394,892	\$0	\$418,423	\$0
Transportation	\$3,385,095	\$237,785	\$1,830,139	\$139,888	\$1,775,623	(\$0)	\$3,439,611	\$0
Social Security	\$1,193,061	\$3,138	\$578,006	\$73,056	\$662,291	\$0	\$1,108,776	\$0
IMRF	\$1,091,396	\$3,242	\$477,282	\$44,587	\$423,291	\$0	\$1,145,388	\$0
Capital Projects	\$2,800,633	\$10,210	\$108,935	\$195,044	\$3,152,068	\$3,850,000	\$3,607,501	\$0
Working Cash	\$671,424	\$1,968	\$24,024	\$0	\$0	\$0	\$695,449	\$0
Tort	\$20,376	\$62	\$1,477	\$0	\$0	\$0	\$21,853	\$0
Totals	\$71,175,450	\$1,701,818	\$37,969,358	\$4,651,769	\$47,864,283	(\$867,280)	\$60,413,245	\$43,117,000

**Unaudited Cash & Investment Balances (with adjustments for payable accruals)*

April 2024 Vandalism Report

Date of Occurrence	Facility	Nature of Vandalism	Initial Response	Action Taken to Repair/Replace
4-8-2024 happened over weekend	Churchill	Broken window at Door 21	Staff boarded up the broken window and ordered new glass.	Two days later the glass was cut to size and installed by staff. Cost \$55.00

Resolution Appointing School Treasurer

WHEREAS, pursuant to the School Code (105 ILCS 5/5-1), the Board of Education may appoint a non-School Board Member to Serve as School Treasurer; and,

WHEREAS, the Board of Education has determined that the responsibilities of “School Treasurer” shall be met by the Chief Financial Officer.

NOW, THEREFORE, Be It Resolved by the Board of Education of School District No. 41, DuPage and Cook Counties, Illinois, that Eric DePorter be appointed as School Treasurer effective July 1, 2024.

Member _____ moved and Member _____ seconded the motion that said resolution as presented and read by title be adopted.

After a full and complete discussion thereof, the President directed the Secretary to call the roll for a vote upon the motion to adopt said resolution.

Upon the roll being called, the members voted as follows:

AYE: _____

NAY: _____

ABSENT/ABSTAIN: _____

Whereupon the President declared the motion carried and said resolution adopted May 20, 2024.

BOARD OF EDUCATION OF GLEN ELLYN
SCHOOL DISTRICT NO. 41
DUPAGE and COOK COUNTIES, ILLINOIS

By: _____ (Board President)

Attest: _____ (Board Secretary)

GLEN ELLYN SCHOOL DISTRICT 41
RESOLUTION APPROVING SURETY BOND OF TREASURER

WHEREAS, the attached School Treasurer’s Surety Bond (“Surety Bond”) was executed by the authorized agent of Liberty Mutual Insurance Company, as surety on or about May 20, 2024;

WHEREAS, the Surety Bond was executed under oath by Dr. Robert Bruno as Principal on May 20, 2024;

WHEREAS, the Surety Bond was fully executed at the time this Board passed a resolution on May 20, 2024, confirming Eric DePorter’s appointment as District Treasurer, effective July 1, 2024;

NOW, THEREFORE, Be It Resolved by the Board of Education of Glen Ellyn School District #41, DuPage and Cook Counties, Illinois, as follows:

Section 1: This Board adopts as findings of fact all of the recitals above and incorporates them herein by reference.

Section 2: A majority of the members of this Board hereby expressly approves the Surety Bond.

Adopted this 20th day of May, 2024, by the following roll call vote:

AYES: _____

NAYS: _____

ABSTAIN/ABSENT: _____

BOARD OF EDUCATION OF GLEN ELLYN
SCHOOL DISTRICT NO. 41
DUPAGE and COOK COUNTIES, ILLINOIS

By: _____ (Board President)

Attest: _____ (Board Secretary)

DuPage Regional Office of Education

Treasurer Bond Calculation Form

Date:

District Name:
Address

Treasurer's Name:

Treasurer's date of election or appointment
Treasurer's date of expiration (if applicable)

School Treasurer's Bond (105 ILCS 5/8-2)

Projected Highest Fund Balance:	<input type="text" value="\$ 75,000,000.00"/>	Enter highest projected fund balance
Multipied by 10%	x <u>10%</u>	
Anticipated Surety Bond Issue Amount	= \$ 7,500,000.00	
The amount of the Bond listed on State of Illinois School Treasurer's Bond - Surety Bond Form.	<input type="text" value="\$ 7,500,000.00"/>	Enter treasurer's surety bond amount
	\$0.00	Properly Funded

Surety Company: Liberty Mutual Insurance Company **Issuance Date:** 5/20/2024 **Expiration Date:** Until Canceled

Treasurer's Bond For General Oligation Bond Issuance (105 ILCS 5/19-6 and 105 ILCS5/8-2)

Anticipate Bond Proceeds:	<input type="text"/>	Enter anticipated bond proceeds
Multipied by 10%	x <u>10%</u>	
Anticipated Special Surety Bond Amount	= \$ -	
The amount of the Bond listed on State of Illinois School Treasurer's Bond Covering Special Bond Issue Form.	<input type="text"/>	Enter special surety bond amount
	\$0.00	Properly Funded

Surety Company: **Issuance Date:** **Expiration Date:**

An original of the Bond must be on file in the Regional Superintendent's Office, as well as an original Rider when applicable.

We affirm that the above information is accurate and current.

 School Board President

 School Board Secretary

Return completed form by June 14th to:

DuPage Regional Office of Education
Lori Ladesic, Administrative Assistant
421 N. County Farm Road
Wheaton, IL 60187
(630) 407-5770

Special Board Workshop Meeting Minutes Central Services Office, 793 N Main St, Glen Ellyn April 25, 2024

Call to Order

Dr. Bruno called the meeting to order at 6:03 p.m. Mr. Loebach led in the pledge of allegiance.

Roll Call

The following Board members were in attendance: Jessica Buttimer, Ted Estes, Jason Loebach,, Julie Hill, and Robert Bruno. Mrs. Hill arrived at 6:20 p.m. Tayyaba Syed was absent.

Also in attendance: Chief Communications Officer Erika Krehbiel, Director of Language Services Juan Suarez, Assistant Superintendent of Human Resources David Bruno and incoming Superintendent Jeff McHugh.

Community Advisory Subcommittee Members: Andy Swenson, Bethany Schneider, Sophie Kenney, Dave Pusinsky, Jamie Porcelius, Eleanor Kearley, Angelica Love, Nancy Mogk

Reflecting on the Board's Communication and Community Engagement Processes:

Illinois Association of School Board Representatives Arlana Bednar and Katie Bulava led the Board in professional development exercises focused on community engagement. The participants discussed goals of engagement and shared ideas on improving communication measures. They also discussed the threats to community engagement and how to address those threats. As the session progressed participants provided perspectives which gravitated toward agreement to continue to explore increased communication of board meeting processes and protocols and submission of content to community publications. The Board discussed having future discussion to consider reviewing the session artifacts to finalize your goals and tactics and identifying a process to know if what they have changed is successful or have made an impact.

Board members shared their appreciation for the engagement opportunities and thanked committee members for their contributions to the conversations.

Public Participation

Shahana Khundmiri commented on the work of the committee and board during the meeting. She provided her perspectives on the conversations and comments and perspectives shared. She also encouraged the community to get involved and pay attention as it related to the current middle east crisis involving Gaza.

Adjournment *Board members Loebach motioned and Estes seconded to adjourn the April 25, 2024 Special Board meeting at 8:56 p.m. Motion carried by unanimous voice vote.*

Respectfully submitted,

Nancy Mogk, Board Recording Secretary

Dr. Robert Bruno, Board President

Jessica Buttimer, Board Secretary

Minutes approved: May 20, 2024

Committee of the Whole Meeting Minutes May 6, 2024

Hadley Jr. High School Minutes

Call to Order

The May 6, 2024 Committee of the Whole meeting was called to order at 6:30 p.m. Mr. Loebach served as President Pro-Tempore in the absence of Board President Bob Bruno. Dr. Melissa Kaczkowski was absent and Dr. David Bruno served as the senior administrator.

Roll Call

The following Board members were in attendance: Jessica Buttimer, Ted Estes, Tayyaba Syed, Julie Hill, Dr. Steve Miko, and Jason Loebach. Dr. Robert Bruno was absent.

Student Board Member Evelyn Carle was in attendance.

Also in Attendance: Assistant Superintendent of Human Resources Dr. David Bruno, Assistant Superintendent of Finance, Facilities and Operations Eric DePorter, Assistant Superintendent of Teaching, Learning and Accountability Kris Webster, Executive Director of Student Services Molly Victor, Director of Language Programs Juan Suarez, Chief Communications Officer Erika Krehbiel, Executive Director of Buildings and Grounds Dave Scarmardo, and Director of Innovation and Technology Andrew Peterman.

Strategic Plan Update

Future Ready Skills and Innovation - Goal Area Team Update - Goal Area Team Update: Mr. Peterman provided an update on the work of his GAT team. His presentation included a review of the data of student future ready skills, the impact of the Teacher on Special Assignment (TOSA) this year and their study of Artificial Intelligence (AI) impact in the district. The full presentation can be found [here](#).

Community Partnership and Engagement - Goal Area Team Update: Ms. Krehbiel provided an update on the work of the Community Partnership and Engagement GAT reviewing and providing an update on the action steps addressed this year and the focus for next year. The full presentation can be found [here](#).

Public Participation

No public comment was presented.

Adjournment

At 7:01 p.m. Board members Buttimer motioned and Loebach seconded to adjourn the May 6, 2024 Committee of the Whole meeting. Motion carried by unanimous voice vote.

Respectfully submitted,

Nancy Mogk, Board Recording Secretary

Bob Bruno, Board President

Jessica Buttimer, Board Secretary

Approved: May 20, 2024

Board Report

Date: May 20, 2024

Title: Resolution for Change Orders

Submitted by: Eric L. DePorter, Assistant Superintendent for Finance, Facilities and Operations.

Strategic Priority 2: Facilities that enhance student learning: We will ensure that our facilities accommodate and adequately support current educational needs and allow for flexibility to support long-term future needs. We will continually evaluate facilities and strategically plan for the maintenance of all buildings and grounds

Strategic Priority 3: Finances that Support Student Learning: We will realize the district's mission while utilizing resources responsibly and efficiently. We will be respectful and mindful of taxpayers by evaluating and prioritizing spending

Background: Per Illinois Code, school boards may assign a designee to serve as the change order agent when engaged in large-scale construction projects. Change orders are used in order to avoid a significant delay to the schedule of the Full Day Kindergarten Project when there is an increase or decrease in price of \$10,000 and/or the change will result in the time for project completion 30 days or more than projected. During construction projects of this nature it is common to experience changes to the prepared plans due to unforeseen site related conditions.

Discussion: The administration is seeking will authorize the Assistant Superintendent of Finance, Facilities and Operations (FFO) Eric DePorter to act as the Board's designee and approve change orders less than \$50,000 for work related to the Full Day Kindergarten Project, subject to the satisfaction of all of the following requirements:

- The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the Construction Contract was signed
- The change is germane to the Construction Contract as signed; and
- The change order is in the best interests of the School District and authorized by law.

Prior to the work authorized by the change order commencing, the Assistant Superintendent of FFO takes the following actions:

- Completes, signs, and appropriately files a change order authorization in substantially the form.
- Provides the change order authorization form in a written communication to the Board.
- The work contemplated by the requested change order is less than \$50,000 and is exempt from the bidding requirements and the Public Works Contract Change Order Act.
- The requested change order will not cause the School District to exceed the Referendum Budget or scope of the project.

Additional Costs and Information: At this time, there are no known additional costs associated with this recommendation.

Recommendation: The administration recommends the Board of Education adopt the attached Resolution to allow the Assistant Superintendent of Finance, Facilities and Operations Eric DePorter to approve change orders as outlined in the report.

**RESOLUTION REGARDING APPROVAL OF CHANGE ORDERS
FOR THE CHURCHILL ADDITION TO ACCOMMODATE FULL DAY
KINDERGARTEN PROJECT**

WHEREAS, the School District is undertaking work related to an addition to Churchill Elementary School to add full day kindergarten (FDK Project); and

WHEREAS, the Board of Education has awarded numerous contracts to various construction vendors related to the FDK Project; and

WHEREAS, it is essential that the FDK Project be completed in a timely manner to minimize interruption to instructional service to students; and

WHEREAS, although the School District's construction professionals have worked diligently to identify the scope of the FDK project, it is the nature of construction projects that unforeseen circumstances arise necessitating in certain circumstances that District approve change orders; and

WHEREAS, if a change order contemplates either the increase or decrease in price of \$10,000 or more or the time for completion by 30 days or more for a project after the contract is awarded, the Board or a designee of the Board must authorize the change order in accordance with the Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9; and

WHEREAS, there are delays between Board meetings and special meetings are difficult to convene, which could create a significant delay jeopardizing the schedule of the FDK Project should a change order be required during the time period between Board meetings; and

WHEREAS, the Board has determined that it would be in the best interest of the School District to authorize the Assistant Superintendent of Finance, Facilities and Operations to approve change orders in accordance with this Resolution;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Glen Ellyn School District No. 41, DuPage County, Illinois, as follows:

1. Authorization of Assistant Superintendent of Finance, Facilities and Operations (FFO) to approve Change Orders. The Assistant Superintendent of FFO is authorized to act as the Board's designee and approve change orders for work related to the FDK Project, subject to the satisfaction of all of the following requirements:

A. The Assistant Superintendent of FFO makes the following findings related to a change order:

- i. The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the Construction Contract was signed;
- ii. The change is germane to the Construction Contract as signed; and
- iii. The change order is in the best interests of the School District and authorized by law.

B. Prior to the work authorized by the change order commencing, the Assistant Superintendent of FFO takes the following actions:

- i. Completes, signs, and appropriately files a change order authorization in substantially the form of the document attached to this Resolution as Exhibit A;
- ii. Provides the change order authorization form in a written communication to the Board.

C. The work contemplated by the requested change order is less than \$50,000 and is exempt from the bidding requirements of Section 10-20.21 of the Illinois School Code, 105 ILCS 5/10-20.21, and the Public Works Contract Change Order Act, 50 ILCS 525/1.

D. The requested change order will not cause the School District to exceed the FDK Project Budget.

2. **Authorized Expenditures.** All expenditures incurred by the School District that are the result of change orders approved by the Assistant Superintendent of FFO in accordance with this Resolution are authorized and will not require further action by the Board.

3. **Allowances.** The Assistant Superintendent of FFO is authorized to approve the use of allowances contemplated in the relevant construction contract for the FDK Project to pay for unforeseen costs of the work.

4. **Effective Date.** This Resolution shall be in full force and effect upon its adoption.

ADOPTED May 20, 2024 by the following roll call vote:

YES: _____
NO: _____
ABSENT: _____

President, Board of Education

ATTEST:

Secretary, Board of Education

Exhibit A
CHANGE ORDER AUTHORIZATION

Contract Number: _____

Project:

This change order authorizes: (check one)

_____ An increase/decrease in the cost of the contract by \$10,000 or more
Enter amount:

_____ An increase/decrease in the time of completion by 30 days or more
Enter amount: _____

Describe change:

The Board of Education of Glen Ellyn School District No. 41's designee has determined that: (indicate reason for change)

_____ The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed.

_____ The change is germane to the original contract as signed.

_____ The change order is in the best interest of the School District and authorized by law.

Prepared by: _____ Date: _____
Assistant Superintendent of FFO

Authorized by: _____ Date: _____
Assistant Superintendent of FFO

Copies of this authorization and the corresponding change order shall be preserved in a contract file that is open to the public for inspection in accordance with Illinois law.

Board Report

Date: May 20, 2024
Title: 2024-2025 School Calendar Revision
Submitted by: Dr. Melissa Kaczowski, Superintendent

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: The calendar committee annually convenes to discuss and determine the school calendar for the next school year to present to the school board. The Calendar Committee includes representative stakeholders from the Board of Education, the support staff union, the teachers' union, the administration, the Executive Assistant to the Superintendent and the Superintendent work collaboratively to present a recommended calendar for Board action. Beyond stakeholder input, we also monitor calendars in neighboring districts as well as guidance put forth by the Regional Office of Education.

Discussion: When the calendar was approved by the Board on February 12, 2024 the identification of the January 24, 2025 institute day was omitted from the posting copy in error. Administration recommends the Board approve the revision to reflect the correct identification of the day.

Recommendation: The Administration recommends the Board approve the revision to the 2024-2025 school year calendar as presented.

2024-2025 SCHOOL CALENDAR

August

- 15-20 Institute Days – No Student Attendance
- 21 First Full Day of Student Attendance (K-8)
- 26 First Day EC/PreK

September

- 2 Labor Day (No School)
- 27 Institute Day – No Student Attendance

October

- 14 Columbus Day/Indigenous People Day (No School)
- 31 SIP Day*

November

- 5 Election Day (No School)
- 15 SIP Day*
- 25-29 Fall Break

December

- 23-31 Winter Break

January

- 1-3 Winter Break
- 20 Martin Luther King Day (No School)
- 24 Institute Day – No Student Attendance

February

- 17 President's Day (No School)
- 28 Institute Day – No Student Attendance

March

- 31 Spring Break

April

- 1-4 Spring Break
- 15 SIP Day*
- 18 Non-Attendance Day (No School)

May

- 9 Institute Day – No Student Attendance
- 26 Memorial Day (No School)

June

- 3 Last Day of Student Attendance/SIP*
**students dismissed at 11:30 a.m.*
- 4 Institute Day/Last Day of Staff Attendance- No Student Attendance
- 5-11 Emergency Days

GLEN ELLYN SCHOOL DISTRICT 41

Ignite Passion | Inspire Excellence | Imagine Possibilities

793 N. Main Street Glen Ellyn, IL 60137



AUGUST 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER 2024				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER 2024				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER 2024				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

APRIL 2025				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

MAY 2025				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JUNE 2025				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

	First/Last Day of School
	First Day of PreK/EC
	Institute Days
	School Improvement Days*
	Holiday or Non-Attendance Day
	Emergency Days

*No Pre-K, Early Childhood or Kindergarten student attendance on SIP Days or any other ½ day early dismissal; Early dismissal time for grades 1-8 will be 11:30 a.m. for all schools.

Parent/Teacher Conference Schedule

- | | | | |
|--------|--|---------|---|
| Nov. 4 | Parent/Teacher Conferences- Elementary | Nov. 13 | Parent/Teacher Conferences- Hadley |
| Nov. 6 | Parent/Teacher Conferences- Elementary | Nov. 19 | Parent/Teacher Conferences- All Schools |
| Nov. 7 | Parent/Teacher Conferences- Hadley | Nov. 21 | Parent/Teacher Conferences- All Schools |

Note: The Board approved using E-Learning Days in lieu of calendar days in the event of an emergency closure. The state still requires districts to include emergency days in the official school calendar. Please assume that June 11 will be the last day of school as you plan your summer activities. D41 is required to make up any attendance days lost due to snow days or other emergencies.

Board Report

Date: May 20, 2023

Title: Student Web Filtering & Safety Monitoring Software

Submitted by: Andrew Peterman, Director of Instructional Technology & Innovation

Strategic Priority Goal Area 1: Growth Focused Learning: The District 41 community of learners, educators and stakeholders cultivate students who are actively engaged and committed to their own learning. District 41 provides a guaranteed rigorous and differentiated learning environment where all students can demonstrate high levels of growth and success. District 41 uses data to form a detailed profile of student, school and district performance; illuminate successes; and identify opportunities for improvement.

Strategic Priority Goal Area 5: Future Ready Skills & Innovation: District 41 prepares each student to be a productive and compassionate citizen who is culturally aware and socially responsible. The district ensures that each student is capable of pursuing a passion and pathway with the academic rigor and adaptive skills needed to thrive in an interdependent economy and world.

Background: We have provided and maintained 1:1 Chromebooks for students since the 2016/2017 school year. To ensure student safety and to maintain legal compliance we have had our firewall and Securly in place providing internet/web filtering. Along with Securly we have been using Syscloud to provide student safety monitoring and Hapara for classroom management tools for teachers to monitor student activities while on their devices. Annually we have been paying a total of approximately \$45,000 for these three separate service providers.

Discussion: In anticipation of our renewal coming due for Securly this summer, Technology Services reviewed other potential service providers with a goal of potentially collapsing the number of products used to increase efficiency and potentially lower cost. Additionally, Syscloud is discontinuing their student safety monitoring and when our renewal is up for Syscloud our safety monitoring portion will no longer be grandfathered in and our cost to continue this feature will increase.

We began our review by reaching out to four top service providers - Securly, Blocks, Linewize, and GoGuardian. All four providers offer web filtering, student safety monitoring, and classroom management tools. Each of the vendors demonstrated their products for the Technology Services Team. Each vendor was also willing to provide a 30-day demo environment to allow the team to trial their product. We set up these trials at the end of February/beginning of March. Once the trials were set up we also included the DLS from each school to participate and provide feedback. The team put each product through its paces with test staff and student accounts. Each vendor provided quotes for their products providing equivalent services - web filtering, student safety monitoring, and classroom management tools. GoGuardian came back with a quote of \$51,480 per year. Linewize came back with a quote of \$133,937.29 for a 3-year term (\$44,645.76 per year). Securly came back with a quote of \$38,504 per year that included a 20% long-term customer discount. Blocks came back with a quote of \$62,314.20 for a 3-year agreement (\$20,771.40 per year).

After thorough testing we have come to the conclusion that Blocks will be the best fit, be the most efficient and be the most cost effective for the district moving forward. We will not lose any features that we currently have and will only gain features and functionality that can be managed in a more efficient manner by the Technology Services Team with all functionality in one platform.

The 3 year contract paid annually will include web filtering in & out of school, parent portal access, 1-year of past data maintained, student safety with 24/7/365 monitoring & custom alerts, phone & remote support, and 3 hours of web-based training.

Other Information: It should be noted that signing a 3-year agreement with Blocks i provides a 35% discounted rate that is locked in for the 3-year term. The district will pay in annual installments of \$20,771.40.

We will continue our relationship with Syscloud, but only for their data backup services for Google & O365 which we anticipate lowering our annual cost of \$8,000. We will not continue our relationship with Hapara and Securly which will remove their annual cost of approximately \$19,000 and \$18,000 respectively. As a result our total spend will shift from approximately \$45,000 to \$29,000, which is a savings of around \$16,000 annually.

Budgetary Funding: This will affect the 2024-2025, 2025-2026, 2026-2027 technology budgets.

Recommendation: The Administration recommends the Board authorize the engagement with Blocks i as outlined in this report for a total cost of \$62,314.20 to be paid in three \$20,771.40 from 2024-2025, 2025-2026, 2026-2027 technology budgets.

Board Report

Date: May 20, 2024

Title: Full-Day Kindergarten Project Bid Results - Bid Package #2

Submitted by: Eric DePorter
Assistant Superintendent – Finance, Facilities & Operations

Strategic Priority Goal Area 4: Early Learning Programs & Facilities: District 41 has made significant investments in facility improvements for engaging, supportive and inclusive learning environments, beginning with early learning expansion. Safe, accessible and student centered indoor and outdoor learning spaces are designed to support the whole community, whole system and whole learner. Providing safe and inclusive learning environments will ensure our current and future students will have optimal spaces which promote the highest level of academic growth and achievement.

Strategic Priority Goal Area 6: Community Partnerships & Engagement: District 41 is dedicated to creating and sustaining community partnerships that enhance education and provide social, emotional and academic support for our students. By creating strong connections with community partners and engaging with all five communities we serve, District 41 prepares each student for a successful future.

Background: Following the Board’s decision earlier this year to move forward with an addition to Churchill Elementary to accommodate FDK, our architect Wight & Company and FQC, our construction management firm, has been working with the District moving through the stages of the projects. The Board Business meetings are scheduled once a month, as a result the District needs a way, at times, to authorize project related work in a more timely manner so that we are very intentional in our ability to keep this project on timeline for delivery by Fall of 2025. The Board entered into a contract with Wight & Company to serve as the architect for the referendum projects and Frederick Quinn Construction (FQC) for construction management to support these projects.

Discussion: On May 14, 2024, FQC, district construction manager, received bids on 25 separate bid packages. This set of bid packages is the second of two rounds of bid packages.

FQC has completed a scope review of the bids for four of the 25 bid packages. Attached is the award recommendations letter for the four bids they have reviewed thus far.

The remaining bid packages will undergo scope reviews and will be brought to the Board for action at the June 10, 2024 meeting.

Additional Costs and Information: The estimated cost of the FDK project is \$28.8 million which will be paid for out of the capital projects fund using existing fund balance.

Recommendation: The administration recommends the Board accept the four bids for the addition which will add full-day kindergarten to Churchill Elementary School for a total of \$3,454,280, and authorize Assistant Superintendent of Finance Facilities and Operations Eric DePorter to execute the appropriate contracts with the trade contractors outlined in the FQC recommendation letter.

May 16, 2024

Eric DePorter
Assistant Superintendent/ CSBO
Glen Ellyn School District 41
793 N Main St.
Glen Ellyn, IL 60137

RE: Churchill Elementary School
FDK Addition
Award Recommendations
FQC #576

Dear Mr. DePorter:

On May 14, 2024, bids were received for twenty-five (25) trade packages with a total of 124 individual bids received. The public bid opening for BP# 2 followed legal advertisement for bids on April 18, 2024, a pre-bid meeting on April 25, 2024, and issuance of electronic invitations to bid from Frederick Quinn Corporation to over 375 trade contractors.

The purpose of this letter is to provide a summary of the bids received and to recommend award of trade contracts to the low responsive, responsible contractors for their respective bid packages. There are a total of 4 bid packages being recommended for award. The bid tallies for these packages are attached.

After the receipt of bids, scope review meetings were held with the apparent low bidders by FQC. Following the review with the bidders FQC is recommending award of the trade contracts to the low responsive and responsible bidder in the bid packages noted below. Bid alternates, if any, related to these specific trade packages do not change the low bidders that are being recommended for award. The summary also details irregularities in the bidding process, if any, that were considered during the bid review and award recommendation process. The summary and award recommendations are as follows:

1. **Bid Package #2-03 Building Concrete** – Four (4) Bids were received. Parkway Forming, Inc. of South Elgin, IL submitted the low responsive and responsible base bid. There are no irregularities with the bid presented. **We recommend that BP #2-03 be awarded to Parkway Forming, Inc. for a total award amount of One Million Four Hundred Twenty-Three Thousand Nine Hundred Dollars (\$1,423,900.00).**
2. **Bid Package #2-06a – General Trades/Rough Carpentry** – Six (6) Bids were received. Hargrave Builders of South Elgin, IL submitted the low responsive and responsible base bid. There are no irregularities with the bid presented. **We recommend that BP #2-06a be awarded to Hargrave Builders for a total award amount of Eight Hundred Fourteen Thousand Four Hundred Fifty Dollars (\$814,450.00).**
3. **Bid Package #2-06b – Casework & Millwork** – Four (4) Bids were received. Hargrave Builders of South Elgin, IL submitted the low responsive and responsible base bid. There are no irregularities with the bid presented. **We recommend that BP #2-06b be awarded to Hargrave Builders for a total award amount of Four Hundred Twenty-Seven Thousand Two Hundred Ninety Dollars (\$427,290.00).**
4. **Bid Package #2-31– Building Excavation**– Four (5) Bids were received. Kane County Excavating of Hampshire, IL submitted the low responsive and responsible base bid. There are no irregularities with the bid presented. **We recommend that BP #2-31 be awarded to Kane County Excavating for a total award amount of Seven Hundred Eighty-Eight Thousand Six Hundred Forty Dollars (\$788,640.00).**

The total value of the awards recommended above is \$ 3,454,280.00.

Mr. Eric DePorter
Glen Ellyn School District 41
May 16, 2024
Page 2

FQC continues with scope review meetings with remaining bid packages. Bid recommendations will be brought forward at future board meetings for contract award.

If the above meets with your approval, please sign and return one copy of this correspondence indicating your acceptance of the recommendation. Upon receipt of your approval, Frederick Quinn Corporation will issue letters of intent to the awarded trade contractors and then prepare contracts with the approved contractors for execution by the District.

Sincerely,

FREDERICK QUINN CORPORATION



Mark Winger
Manager of Preconstruction Services

cc: Jack Hayes / FQC
John Eallonardo / FQC
File / FQC

ACCEPTANCE: _____ **Date:** _____



Frederick Quinn Corporation

Bid Tally

Trade: BP #2-03 (Building Concrete)
Project: Glen Eilyn School District 41 - Churchill Elementary School - FDK Addition
FQC #576
Date: May 14, 2024

Subcontractor	Bid Bond	Certs. (x)	Base Bid	Addenda	Qual.	Form
			\$1,423,900.00	Addenda #1 thru #5		
Parkway Forming, Inc, South Elgin	x	x	\$1,423,900.00	x	x	
Concrete by Wagner, Inc., Lockport	x	x	\$1,713,974.00	x	x	
Premium Concrete, Inc., St. Charles	x		\$1,627,300.00	x	x	
Elliot Construction Corporation, Glen Eilyn	x	x	\$1,646,800.00	x	x	



Frederick Quinn Corporation

Bid Tally

Trade: BP #2-06a (General Trades/ Rough Carpentry)
 Project: Glen Ellyn School District 41 - Churchill Elementary School - FDK Addition
 FQC #576
 Date: May 14, 2024

Subcontractor	Bid Bond	Certs. (%)	Base Bid	Addenda	Alternate #2	Alternate #4	Unit Prices	Qual. Form
			\$ 814,450.00	Addenda #1 thru #5	Cost to furnish & install interior boulding wall	Provide & remove temporary enclosures at curtainwall & exterior doorways.	Provided (check box)	
Hargrave Builders. South Elgin	X	X	\$814,450.00	X	\$34,000.00	\$44,000.00	X	X
RB Construction, Inc. Wood Dale	X	X	\$1,117,000.00	X	\$45,000.00	\$45,000.00	X	X
Market Contracting Services, Inc. Chicago	X	X	\$1,310,417.00	4-Jan	\$30,992.00	\$0.00		X
Carmichael Construction, Inc. Marengo	X	X	\$973,990.00	X	\$51,128.00	\$37,203.00	X	X
LJ Morse Construction Company. Aurora	X	X	\$1,054,000.00		\$35,000.00	\$80,900.00		X
Manusos General Contracting Inc. Fox Lake	X	X	\$1,144,100.00	X	\$31,673.00	\$9,527.00		X

