

ROCK ISLAND-MILAN SCHOOL DISTRICT NO. 41



BOARD OF EDUCATION REGULAR MEETING

ROCK ISLAND-MILAN ADMINISTRATION OFFICE
2000 7TH AVE
ROCK ISLAND, IL 61201

TUESDAY, OCTOBER 28, 2025

6:00 PM

<https://meet.google.com/fzb-nmks-pmq>

I. Preliminary

A. Call to Order and Roll Call

B. Pledge of Allegiance

C. Approval of Board of Education Minutes...Action

It is recommended that the Board of Education approve the minutes of the regular meeting of September 23, 2025.

II. Special Items

A. Tentative Tax Levy Presentation... Information

Ms. Annaka Whiting, Chief Financial Officer, will provide an overview of the Tax Levy Process.

B. Facility Management Plan Update... Information

Ms. Annaka Whiting, Chief Financial Officer, will present an update on the Facility Management Plan.

C. Human Resources Audit... Information

Dr. Dominique Moore, Assistant Superintendent of Human Resources, will provide an update on the Human Resource Audit.

III. Reports

A. Board Members

B. Superintendent

C. RIEA President

IV. Communications

Requests from persons wishing to speak on certain agenda items will be called upon at the appropriate time. Citizens wishing to address the Board of Education on items not on the agenda. Comments should be limited to three (3) minutes. *(Matters regarding specific employees or students are of a confidential nature and will not be heard in open session.)*

V. Action of Routine Matters

A. Approval of Additions and/or Deletions

B. Approval of Agenda... Action

C. Nomination for Future Agenda Items

D. Blanket Motion... Action

Opportunity will be given for the selection of items that need no discussion to be approved at the appropriate time on the agenda. The following items are recommended for the Blanket Motion:

1. Contracts for Service (a - e) ... Action

a. Act II Transportation... Action

It is recommended that the Board of Education approve the contract for service with Act II Transportation for busing services not to exceed \$225,000 for the 2025 - 26 school year.

b. AVID - Learning Partner Support for School Improvement... Action

It is recommended that the Board of Education approve the payment in an amount not to exceed \$28,350 to AVID Center, 9797 Aero Drive, San Diego, CA 92123 for the 2025 - 26 school year.

c. Crawford Company.... Action

It is recommended that the Board of Education approve an amendment to the previously approved \$20,000 service contract with Crawford Company, Inc., 1306 Mill Street, Rock Island, IL 61201, increasing the not-to-exceed amount to \$100,000 to address additional urgent repairs and preventative maintenance needs during the 2025 - 26 school year.

d. J.L. Brady... Action

It is recommended that the Board of Education approve an amendment to the previously approved \$350,873 service contract with JL Brady Company, 4831 41st Street, Moline, IL 61265, increasing the not-to-exceed amount to \$425,000 to support emergency and preventative plumbing and HVAC maintenance service, including an on-site technician for the 2025 - 26 school year.

e. Project Lead the Way... Action

It is recommended that the Board of Education approve Project Lead the Way, Inc., 555 North Morton Street, Bloomington, IN, as a district wide vendor to provide STEM learning services not to exceed \$32,000 for the 2025 - 26 school year.

2. Bills for Payment... Action

It is recommended that the Board of Education authorize bills for payment dated September 30, 2025, in the amount of \$5,418,523.31 as well as the bills for payment dated October 15, 2025, in the amount of \$3,762,334.61.

3. List of Donations... Action

It is recommended that the Board of Education approve the attached list of donations.

4. Certified Appointments... Action

It is recommended that the Board of Education approve the certified appointment of Laurie Schadler for the 2025 -26 school year.

5. Non-Certified Appointments... Action

It is recommended that the Board of Education approve the following non-certified appointments during the 2025 - 26 school year: Makayla Craig, Stephen Echols, Isabella Gerard, Saadan Lodi, and Samuel Williams.

6. Non-Certified Coach Appointments... Action

It is recommended that the Board of Education approve the following non-certified coach appointments during the 2025 - 26 school year of Mark Jackson, Monté Jenkins, Ashley Johnson, and Laticia McCray.

7. Non-Certified Resignations... Action

It is recommended that the Board of Education accept the following non-certified resignations during the 2025 - 26 school year: Marissa Allen, Paraprofessional at Horace Mann Early Learning Center with three (3) years of service, Heather Lawver, District Wide Cashier with one (1) year of service, Crystal McNeal, District Wide Cashier with one (1) year of service, Kimberly Rodgers, District Wide Cashier with less than one (1) year of service and Carol Streater, District Wide Rover Secretary with less than one (1) year of service.

8. Activity Bus Purchase Recommendation... Action

It is recommended that the Board of Education approve the purchase of a 2025 Chevy Collins Multi-Function School Activity Bus from Midwest Transit Equipment, Inc., 146 W. Issert Drive, Kankakee, IL 60901 for \$108,480 less the \$18,000 to be received for the 2019 Chevy Express trade in for \$90,489 during the 2025 - 26 school year.

9. Civil Engineering Services Recommendation... Action

It is recommended that the Board of Education approve IMEG Corp, 623 26th Avenue, Rock Island, IL 61201 as the District's Civil Engineer of Record.

10. Dry Mop Services Recommendation... Action

It is recommended that the Board of Education approve UniFirst Corporation, 247 - 804 W. 5th Street, Grundy Center, IA 50638 to provide dry mop heads, frames, handles and related accessories for use in all district buildings not to exceed \$60,000 for the 2025 - 26 school year.

11. Technology Asset Disposal... Action

It is recommended that the Board of Education approve the disposal of technology assets in accordance with Board Policy 4:80.

12. Snow Removal Recommendation 2025 -26... Action

It is recommended that the Board of Education approve the snow removal agreement with Green Acres Lawn and Snow, 600 8th Ave. W, Milan, IL 61264, for use on all district properties not to exceed \$100,000 for the 2025 -26 school year.

13. Truck Purchase... Action

It is recommended that the Board of Education approve the purchase of a 2025 E350 Cutaway Box Van from Kimberly Car City, 625 W. Kimberly Road, Davenport, IA 52806, at \$54,065 to be used to transport food, supplies and equipment to district buildings.

14. Auction of District Vehicle... Action

It is recommended that the Board of Education approve the disposal of a 2011 Ford F450 Box Truck via auction in accordance with Board Policy 4:80.

VI. Operations

A. Freedom of Information Act (FOIA) Requests... Information

The district received a FOIA request and responded within the required timeframe to Danielle Mcpherson, who requested video footage of [sic] daughter's injury on 9/2/2025, [26/12/13] slipping in water in the gym and breaking her wrist. All videos and photos.

The district received a FOIA request and responded within the required timeframe to Kyria DeGrow who requested a union dues report and/or collective bargaining agreements containing the following information: The number of people (union members) who are having dues withdrawn from their paycheck. The total number of people covered by collective bargaining agreements (union contracts). Please provide this information for May 2025 (or the most recent pay period where all bargaining groups paid dues).

The district received a FOIA request and responded within the required timeframe to Emerald Pierson, who requested a copy of their teaching contract.

The district received a FOIA request and responded within the required timeframe to Owen Wang, who requested the following: Names of newly-inducted National Honor Society members from your high schools. Names of National Merit Scholarship Corporation (NMSC) finalists, if any, from your high schools. Names of National Merit Scholarship Corporation (NMSC) winners – including Semifinalists, Commended Scholars, etc. from your high schools.

The district received a FOIA request and responded within the required timeframe to Cesar Toscano, who requested emails sent between (From one listed individual to another listed individual) Sharon Williams, Jeff Dase, Patty Ulrich, and Joshua Becker with the same search terms [that mention the words "mold," "microbial" or "mildew"] and timeline of July 20th to August 10th.

The district received a FOIA request and responded within the required timeframe to Jarrett Daughtery, who requested the count of high school graduates for the system year ending June 2025.

The district received a FOIA request and responded within the required timeframe to DaYanna Weathers, who requested all records, forms, writings, letters, memoranda, papers, maps, photographs, microfilms, tapes, recordings, electronic data processing records, recorded information and all other documentary materials surrounding the incident that occurred 9/11/2025 at Rock Island High School involving [26/01/23], [26/04/01], [26/10/11], and [26/19/12].

B. Board Policy Update - First Reading... Information

It is recommended that the Board of Education consider the recommended updates and revision to PRESS 119 as received from the Illinois Association of School Boards policy service.

VII. Business/Finance

A. Policy 4:60 Purchases and Contracts Spending Threshold - Second Reading... Action

It is recommended that the Board of Education approve the revised Policy 4:60, updating the policy by raising the threshold for Superintendent approval of any single, non-customary purchase or expenditure, excluding personnel, from greater than \$10,000 to greater than \$35,000 without Board approval.

B. Tentative Tax Levy Approval... Action

It is recommended that the Board of Education approve the 2025 Tax Levy as presented.

VIII. Personnel

A. Human Resources Assistant/Benefits Coordinator... Action

It is recommended that the Board of Education approve the appointment of Ms. Sina King to the position of Human Resources Assistant/Benefits Coordinator at a salary of \$57,456, prorated to start date for the 2025 - 26 school year.

B. Interim Dean - Rock Island High School... Action

It is recommended that the Board of Education approve the appointment of Dr. Yolanda Grandberry-Pugh to the position of Interim Dean at Rock Island High School for the 2025 - 26 school year at the salary of \$109,117, prorated to start date.

C. Consideration and Adoption of Settlement Agreement... Action

It is recommended that the Board of Education consider and adopt a settlement agreement in pending litigation.

IX. Executive Session

It is recommended that the Board of Education move to executive session to discuss pending 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 probably or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5

ILCS120/2(c)(11). In addition to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. 5 ILCS 120/2(c)(1).

X. **Adjournment**

ROCK ISLAND-MILAN SCHOOL DISTRICT #41 TENTATIVE TAX LEVY

October 28, 2025

Annaka Whiting

Chief Financial Officer



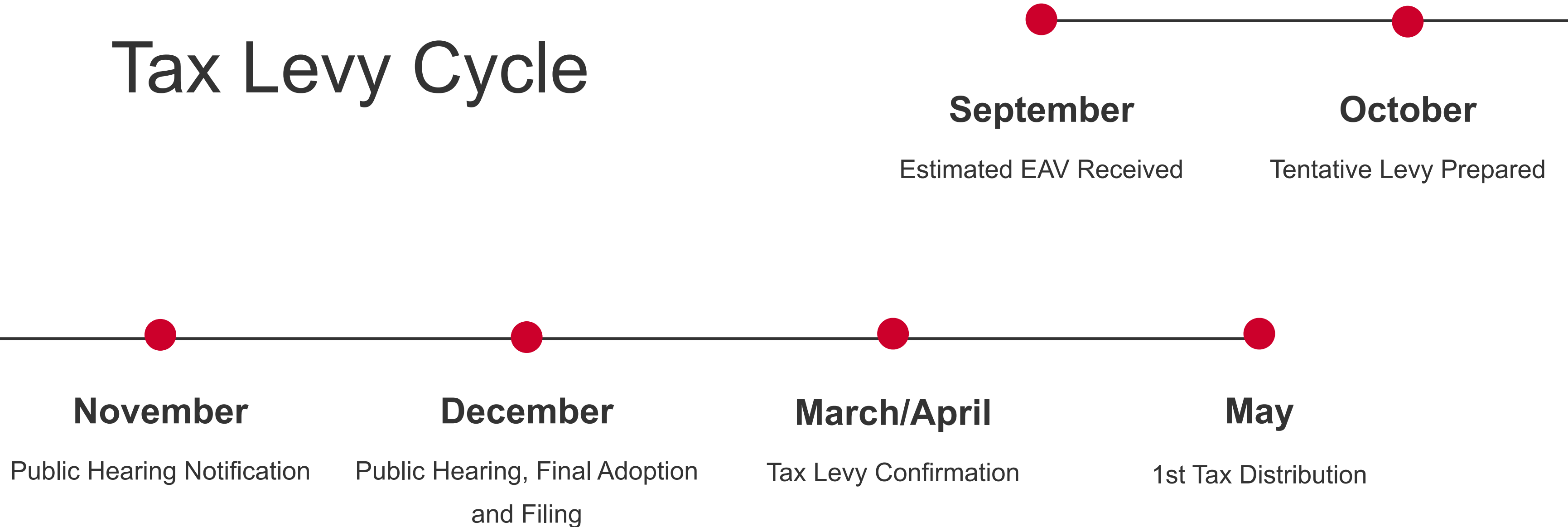


AGENDA

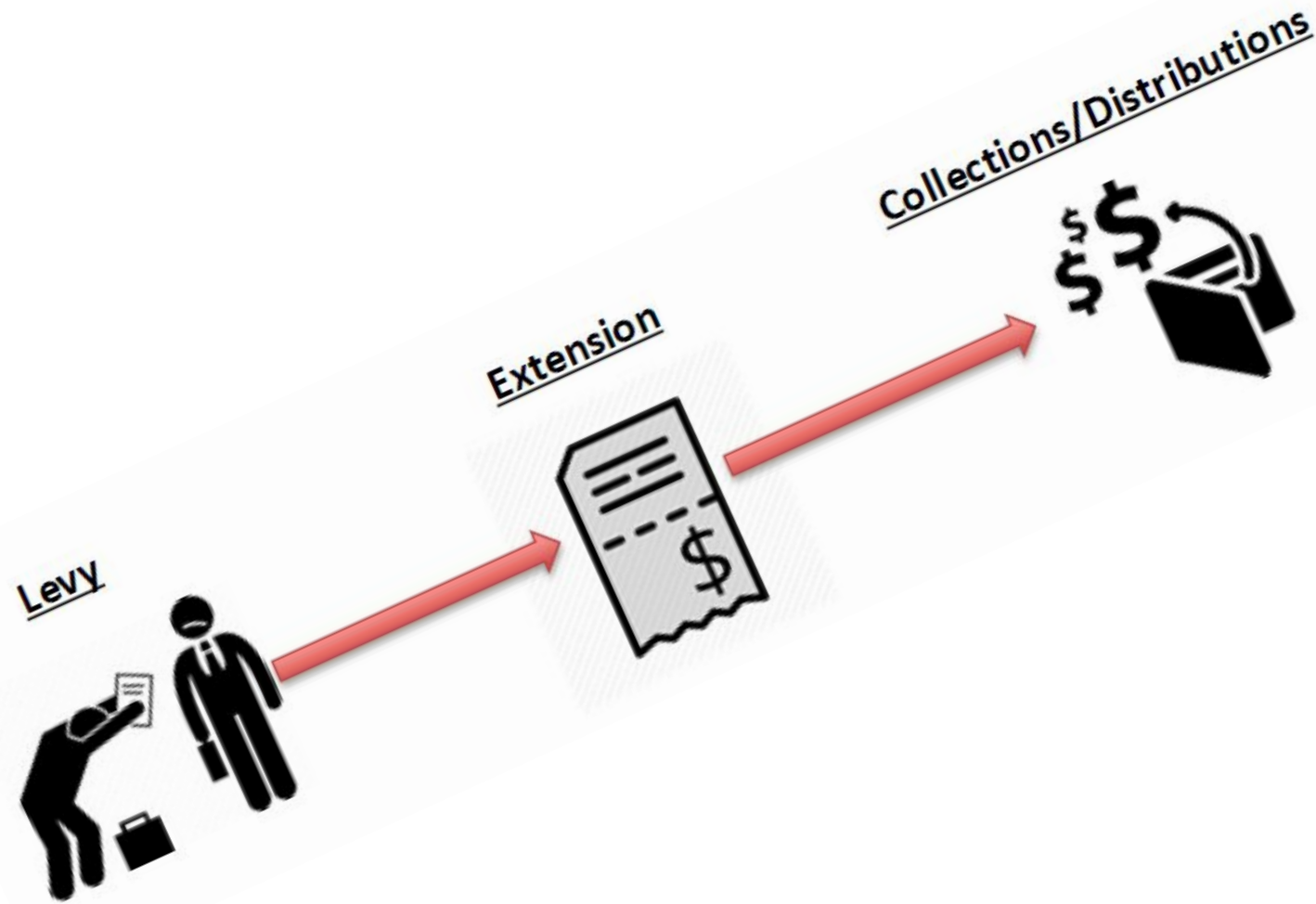
1. Timeline
2. Terms
3. Tax Levy Overview
4. Distributions
5. Historical Data
6. Tax Levy Calculations
 - Proposed Tax Levy
 - Public Hearing Requirement
7. Next Steps

TIMELINE

Tax Levy Cycle



TERMS



Tax Levy

A property tax levy is the amount of property tax dollars a school district requests in order to operate the district for the upcoming school year. - “The Ask”.

Extension

The dollar amount approved by the County to be given to the District - “The Give”. The amount approved by the Board is not a final figure. It is a request based on estimations, a final number is provided by the County in the Spring.

Collections/Distributions

A percentage of the tax extension is distributed to the District over eight payments. The District will receive the first distribution for the approved levy in May 2026.

Levy Calculation

Estimated EAV/100 x Rate = Levy amount in dollars

Levy amount in dollars/Estimated EAV * 100 = Rate



TERMS



Equalized Assessed Value (EAV)

The assessed value of real property, determined by assessor. The Assessed Value is generally 33.33% of the property's fair market value (FMV).

Estimated EAV

The estimated amount of the assessed value as provided by the County and used by the District to prepare its Tax Levy.

Tax Rate

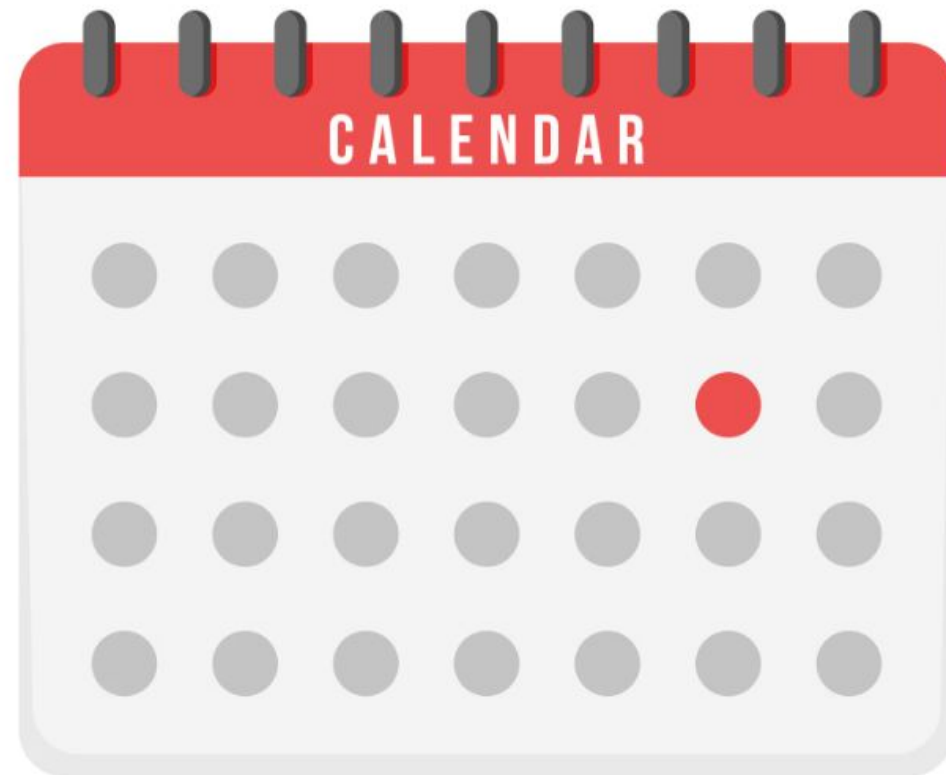
The District's tax rate is our share of the property tax bill, calculated by dividing the District's total levy by the total EAV of all taxable property. It determines how much of each property owner's bill goes to the schools.

Truth in Taxation

If the proposed levy exceeds 105% of the prior year's tax extension, we must publish and post a public notice and hold a separate public hearing to explain the increase. A certification will then be filed with the County or they will cap the levy increase at 5%.



TERMS



Fiscal Year

The District's annual accounting and budget period; July 1st through June 30th of the following year, aligning with the school calendar.

Tax Year

The calendar year for which property values are assessed and taxes are calculated.

12

We are in Fiscal Year 2026, preparing to approve the Tax Year 2025 levy, and we are currently collecting on Tax Year 2024 distributions.



TAX LEVY OVERVIEW

- In the State of Illinois, local real estate property taxes (sometimes called an “ad valorem” tax, which means “according to value”) are based on a property’s equalized assessed value, and the total local tax rate applied to that value, after any exemptions are subtracted.
- Property taxes are levied by local governing bodies, including but not limited to counties, municipalities, townships, community colleges and school districts.
- Assessed values are not determined by the local taxing bodies, but through the County Assessor’s office.
- As with most school districts, property taxes are one of the largest sources of revenue collected to fund and operate educational programs, maintain buildings and grounds, provide transportation, and finance debt.
- The Board of Education must “Estimate” the levy 20 days prior to adopting the levy. This is done with the approval of the Tentative Levy. This process establishes whether a public hearing, or Truth in Taxation, process must be followed.
- The levy must be adopted and filed with the county clerk by the last Tuesday in December.



TAX LEVY OVERVIEW

- The District currently levies for ten different funds
- Some funds are capped with a rate limit by State Statute

Levy Fund	Rate Limits
Education	3.2%
Bond & Interest	No Limit
Operations & Maint.	0.75%
IMRF	No Limit
Transporation	0.20%
Working Cash	0.05%
Special Education	0.04%
Tort/Liability	No Limit
Social Security	No Limit
Lease	0.05%

- Distributions are made eight times over the District's fiscal year



DISTRIBUTIONS

	Fiscal Year	Tax Year	Fiscal Year Applied
July 2025	2026	2024	2025
August 2025	2026	2024	2025
September 2025	2026	2024	2026
October 2025	2026	2024	2026
November 2025	2026	2024	2026
January 2026	2026	2024	2026
May 2026	2026	2025	2026
June 2026	2026	2025	2026



HISTORICAL DATA

TAX YEAR	EAV	TAX RATE	TAX YEAR REVENUES
2020	\$564,040,169	5.4136	\$31,499,247
2021	\$601,252,781	5.3731	\$33,344,461
2022	\$657,970,159	5.2760	\$35,763,502
2023	\$704,824,764	5.2944	\$37,661,882
2024	\$762,272,443	5.2601	\$40,096,292*
2025	\$826,296,205	5.2601	\$43,464,204**

*Estimated, Final distribution Jan 2026; **Estimated based on 2025 Tax Levy



HOW IT'S CALCULATED

Step 1: Obtain the Estimated EAV from County

Assessor Estimated EAV Report by Tax District Rock Island County

Totals	
Board of Review Abstract	1,003,710,173
- Exemptions	126,188,524
- Under Assessed	0
+ State Assessed	7,733,964
Total EAV	885,255,613
- Tif Increment / Ezone	58,959,408
Rate Setting EAV	826,296,205



HOW IT'S CALCULATED

Step 2: Establish the “knowns”

We know:

- Education Fund is capped at 3.2, largest fund supporting educational needs and expenditures
- Bond & Interest Payments will be \$4,412,014 based on debt service schedules
- O&M Fund is capped at .7500 and this fund relies on over 73% of its revenues from property taxes
- Working Cash is capped at .05%, required to be levied for the purpose of cash flow and bonds.
- Special Education is capped at .04%, this levy is deposited into the education fund to offset special education programs and services
- Lease is capped at .05% and is used specifically for the purchase of IT equipment through a leasing program approved by the Board of Education
- EAV Estimate: \$826,296,205
- Last year's tax extension was \$40,096,292

18



HOW IT'S CALCULATED

Step 3: Calculate the "knowns"

Estimated EAV \$826,296,205

LEVY FUND	Estimated Rate	Proposed Extension	
Education	3.2000	\$26,441,479	(3.2*EAV/100)
Bond and Interest	0.5340	\$4,412,014	(\$4,412,014/EAV*100)
O&M	0.7500	\$6,197,222	(.75*EAV/100)
IMRF	0.0000		
Transportation	0.0000		
Working Cash	0.0500	\$413,148	(.05*EAV/100)
Special Ed.	0.0400	\$330,518	(.04*EAV/100)
Tort/Liability	0.0000		
Social Security	0.0000		
Lease	0.0500	\$413,148	(.05*EAV/100)
Total	4.6240	\$38,207,529	



HOW IT'S CALCULATED

Step 4: Review the Approved budget to determine remaining levy funds

- Transportation Fund: \$2,094,540 in expenditures - expected State reimbursements & earned Interest = \$1,275,000
- Tort/Liability Fund: \$1,700,785 in expenditures - earned interest = \$1,631,370
- IMRF & Social Security - looked at together; considered most “flexible” due to fluctuations in salaries, and current fund balance:
 - IMRF: \$865,000 in expenditures - CPPRT transfer = \$790,000
 - Social Security: \$1,629,110 in expenditures - earned interest = \$1,560,305

20



HOW IT'S CALCULATED

Step 5: Calculate Remaining Funds

Estimated EAV \$826,296,205

LEVY FUND	Estimated Rate	Proposed Extension	
Education	3.2000	\$26,441,479	
Bond and Interest	0.5340	\$4,412,014	
O&M	0.7500	\$6,197,222	
IMRF	0.0956	\$790,000	(\$790,000/EAV*100)
Transportation	0.1543	\$1,275,000	(\$1,275,000/EAV*100)
Working Cash	0.0500	\$413,148	
Special Ed.	0.0400	\$330,518	
Tort/Liability	0.1974	\$1,631,370	(\$1,631,370/EAV*100)
Social Security	0.1888	\$1,560,305	(\$1,560,305/EAV*100)
Lease	0.0500	\$413,148	
Total	5.2601	\$43,464,204	



HOW IT'S CALCULATED

Step 6: Calculate Truth in Taxation Requirement

- Required when the tax levy is estimated to be more than 105% of the prior tax year extension, minus Bond & Interest.
- Notice must be published no more than 14 days and not less than 7 days prior to the hearing.
- New requirement effective August 9, 2024 requires, in addition to the above, the notice to be posted on the website, for a period of not less than 30 days prior to the hearing date.

Calculation = Proposed Levy Extension - Bond & Interest ÷ Last Year's Extension - Bond & Interest

Last Year's Extension -	\$40,096,292
Last Year's Bond & Interest -	<u>\$4,330,470</u>
	\$35,765,822
This Year's Extension -	\$43,464,204
This Year's Bond & Interest -	<u>\$4,412,014</u>
	\$39,052,190



HOW IT'S CALCULATED

Calculation = Proposed Levy Extension - Bond & Interest ÷ Last Year's Extension - Bond & Interest

\$39,052,190 ÷ \$35,762,822 = 109.19%

109.19% > 105%

Public Hearing Required

The Truth in Taxation calculation simply determines whether a public hearing is required, the 9.19% figure is a compliance calculation, it DOES NOT represent an increase approved by the Board. Our EAV increased by 8.4%, which automatically increases the district's total levy amount even if the tax rate remains stable.



HOW IT'S CALCULATED

Step 7: Present Tentative Tax Levy

	Actual 2024	Proposed 2025
Equalized Assessed Value	\$762,272,433.00	\$826,296,205.00
\$ Change		\$64,023,772.00
% Change		8.40%

LEVY FUND	Actual Rate	Tax Extension	Estimated Rate	Proposed Extension
Education	3.1923	\$24,334,022.88	3.2000	\$26,441,479
Bond and Interest	0.5681	\$4,330,469.69	0.5340	\$4,412,014
O&M	0.7482	\$5,703,322.34	0.7500	\$6,197,222
IMRF	0.0868	\$661,652.47	0.0956	\$790,000
Transportation	0.1996	\$1,521,495.78	0.1543	\$1,275,000
Working Cash	0.0499	\$380,373.94	0.0500	\$413,148
Special Ed.	0.0400	\$304,908.97	0.0400	\$330,518
Tort	0.2006	\$1,529,118.50	0.1974	\$1,631,370
Social Security	0.1247	\$950,553.72	0.1888	\$1,560,305
Lease	0.0499	\$380,373.94	0.0500	\$413,148
Total	5.2601	40,096,292.25	5.2601	43,464,203.53

Change in Rate	0.0000
% Change in Rate	0.00%



COMMUNITY IMPACT

Q: Will my taxes go up?

A: We cannot determine whether an individual homeowners taxes will increase or decrease because property taxes depend on multiple factors, not just the school district's levy.

1. The school district's tax rate is the portion of your property tax dedicated to the district; **the rate is not increasing.**
2. There are other taxing districts (city, county, airport, etc.) who also set rates, which together determine the overall total property tax bill.
3. Property's assessed value (EAV) can increase or decrease

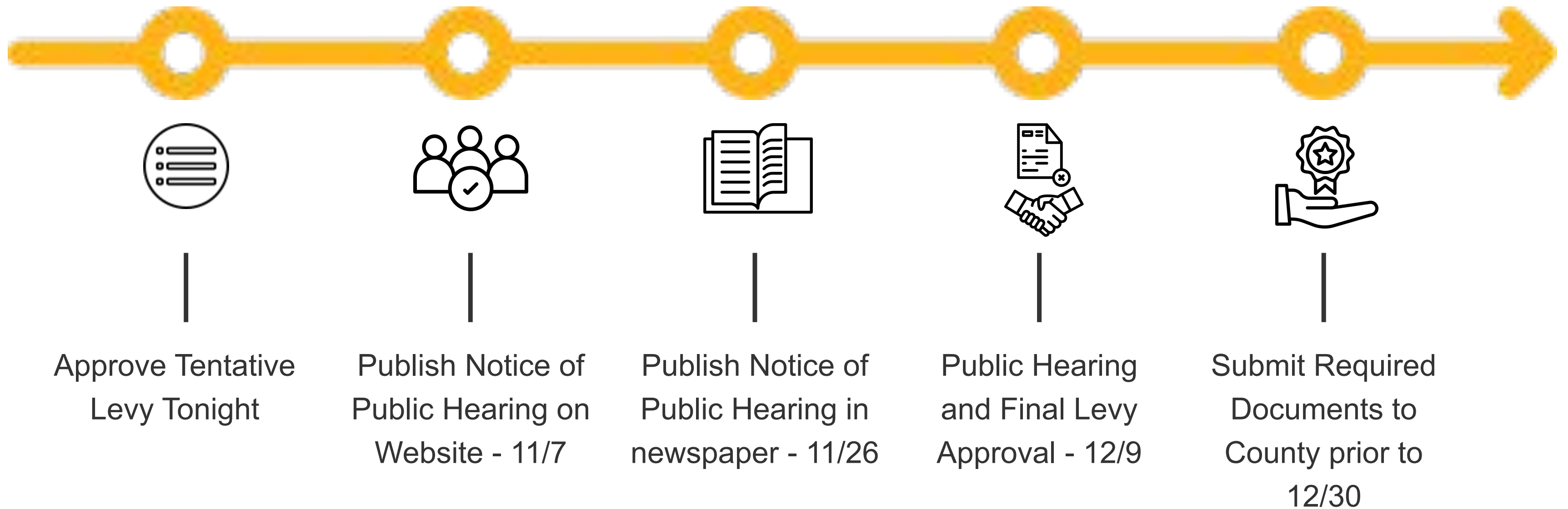
Even if the school district keeps its tax rate the same, your overall taxes may change if your property value changes or if other taxing bodies adjust their rates. The school district's rate is just one component of the total tax rate.

District	Tax Rate	Extension
ROCK ISLAND SCHL 41	5.260100	\$1,216.40
ROCK ISLAND CITY	2.770800	\$640.75
ROCK ISLAND COUNTY	0.965100	\$223.17
BLACKHAWK CC 503	0.565800	\$130.84
ROCK ISLAND TWP	0.274600	\$63.50
METRO MASS TRANSIT DIST	0.179700	\$41.56
FOREST PRESERVE	0.123000	\$28.44
METRO AIRPORT AUTHORITY	0.062200	\$14.38
TOTAL	10.201300	\$2,359.04

Example of property with EAV \$23,125; from Rock Island County's website



NEXT STEPS



ROCK ISLAND-MILAN SCHOOL DISTRICT #41

Human Resources Audit Update

Dr. Dominique Moore

Assistant Superintendent of Human Resources



October 28, 2025

Our Partners

The American Association of School Personnel Administrators (AASPA) outlines the standards for Human Resources practices in PK-12 education organizations. The standards define the core Human Capital knowledge domains along with the skills needed to improve Human Resources practices in education.

The Illinois Association of School Personnel Administrators (IASPA) is our Illinois affiliate.



What did the Human Resources audit entail?

The purpose of the HR audit was to evaluate the effectiveness, efficiency, and compliance of our HR operations to provide insights into areas where improvements could be made.

The audit entailed the following:

Data Collection and Review of District Documents

Collective Bargaining Agreements, Board Policy related to Human Resources/Personnel, Employee Handbooks, etc.

Interview Development

An individualized interview template was developed to hone in on potential issues or concerns and assist in the implementation of policies and procedures.

Interviews with Key District Personnel

Individual meetings were held with key District personnel who are responsible for or participate in various human resources tasks and processes or functions.



What are the domains?



HR Audit - Areas of Vulnerability

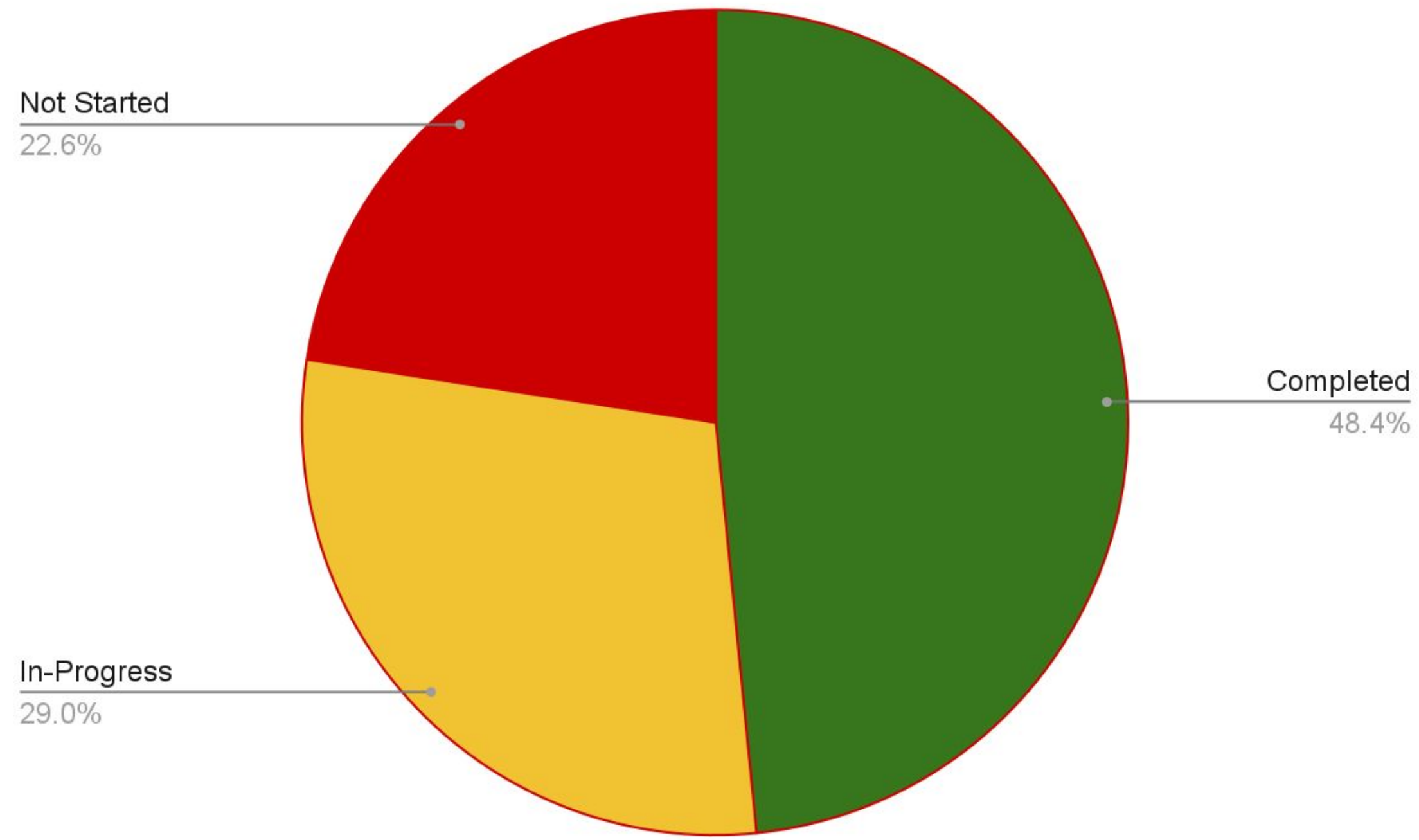


Priority Action Steps

1. Reorganize the Human Resources Department. - *Completed.*
2. Begin the process of creating, documenting and communicating processes and procedures that align with Board Policy. - **In Progress.**
3. Employee credential audit. - **In Progress.**



Progress Tracking Year One



Progress Tracking: *Examples*

Audit Recommendations	Status	Responsible	Due Date	Comments
1. No consistent, formal process for the development of a staffing plan	Complete	N. Jones C. Holloway		FTE document, clean up, update. HRC's, continuously update with board updates, Principal verification required end of June and end of August annually.
2. Lack of position control process	Complete	N. Jones C. Holloway		There is a control number in APEC/Job ID. SOP needs to be created.
3. No written procedures for human resources processes	In Progress	HR Team	Ongoing	Continue creating SOP's for the task associated with our positions. Bring SOP's to the meeting, place on agenda.
4. Two positions in the human resources department are filled with union members	Complete	D. Moore		HR Team was reorganized.
5. Imbalance of workload in the human resources department	Complete	D. Moore		HR Team was reorganized.
6. No orientation or substitute handbook to guide working expectations	In Progress	L. Randle	Draft by 10/15	Lakisha to begin drafting substitute handbook.
7. Lack of monitoring of the potential tenure status of daily building substitutes	Not Started	T. Few	10/10/25	Worxtime?? Tuesday to f/u to see if we track hours worked by substitutes.
8. Potential labor issue by hiring individuals as substitutes instead of employees	Complete	D. Moore		
9. Some substitutes are offered benefits	In Progress	L. Randle		Look into STS and 5 consecutive day rule. Substitute hours tracking. Lakisha to track to make sure that substitutes do not exceed the 400 hour threshold. (Does Worxtime so this) Work with Jen A.)
5. Develop and implement a process to maintain licensure and endorsements held by all teaching staff	In Progress	HR Team		
6. Clarify the process of tenure attainment within the Educator Evaluation Plan and with PERA committee members	In Progress	D. Moore		Plan to meet in the spring
7. Schedule PERA Joint Committee meeting	Complete	D. Moore		
8. Establish a process of communication between HR and				



BOARD OF EDUCATION

ROCK ISLAND MILAN

SCHOOL DISTRICT #1



BUILDING OUR FUTURE

October 28, 2025

SHARON WILLIAMS, Ed. D.
SUPERINTENDENT OF SCHOOLS



**ROCK ISLAND - MILAN
SCHOOL DISTRICT #41**

AGENDA

- Current Projects
 - FMP
 - Preventative Maint.
- Completed Projects
 - FMP
 - Preventative Maint.
- Upcoming Projects
 - FMP
 - Preventative Maint.
- Bond Proceeds



THREE - YEAR PROJECT OVERVIEW

2023 - 2024	2024 - 2025	2025 - 2026
<p>Fire Alarms: Frances Willard</p> <p>Tuckpointing: RIHS (stadium)</p> <p>HVAC: Earl Hanson, Ridgewood, Eugene Field</p> <p>Renovation: RIHS (Auditorium Lobby, Bathrooms, Locker Room Showers), Frances Willard (Gym)</p> <p>Parking: WJHS</p>	<p>Fire Alarms: Earl Hanson, Thomas Jefferson</p> <p>Tuckpointing: Denkmann, Longfellow, RIHS</p> <p>Roof: Denkmann</p> <p>Flooring: RIHS</p> <p>Secure Entry Redesign: WJHS</p> <p>Parking: RICMS</p> <p>Basement Repair: WJHS</p>	<p>Water Main: RIHS</p> <p>Additions: RIA, Eugene Field, RIHS (Aquatics Center)</p> <p>HVAC/Controls: RIHS</p> <p>Flooring: WJHS</p> <p>Renovation: RIHS (Band/Orchestra)</p> <p>Secure Entry Redesign: EJHS</p> <p>Other projects TBD</p>

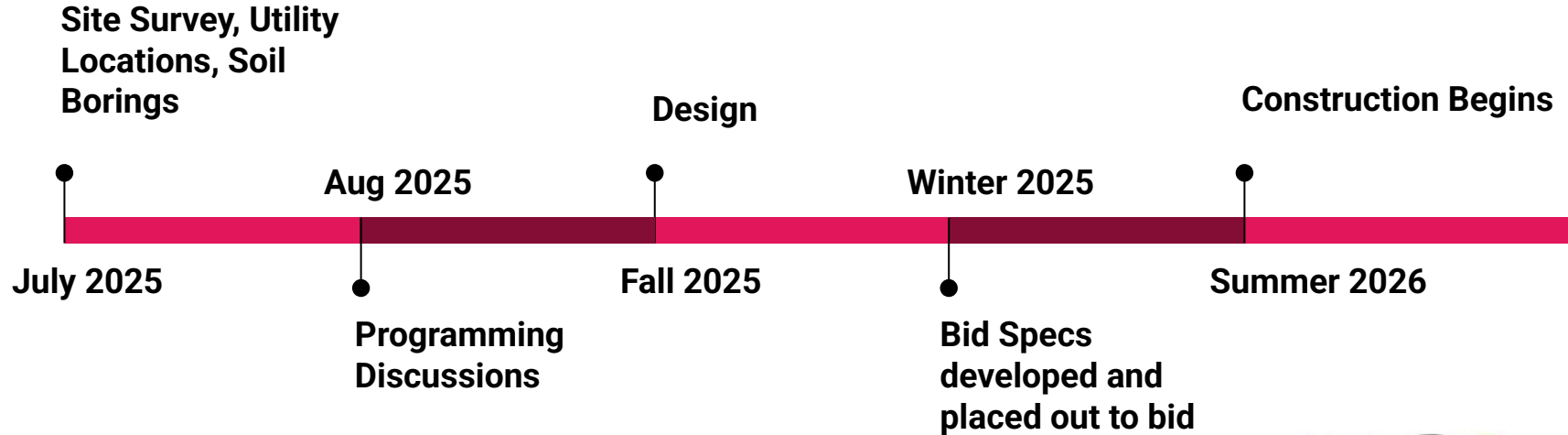


CURRENT FMP PROJECTS

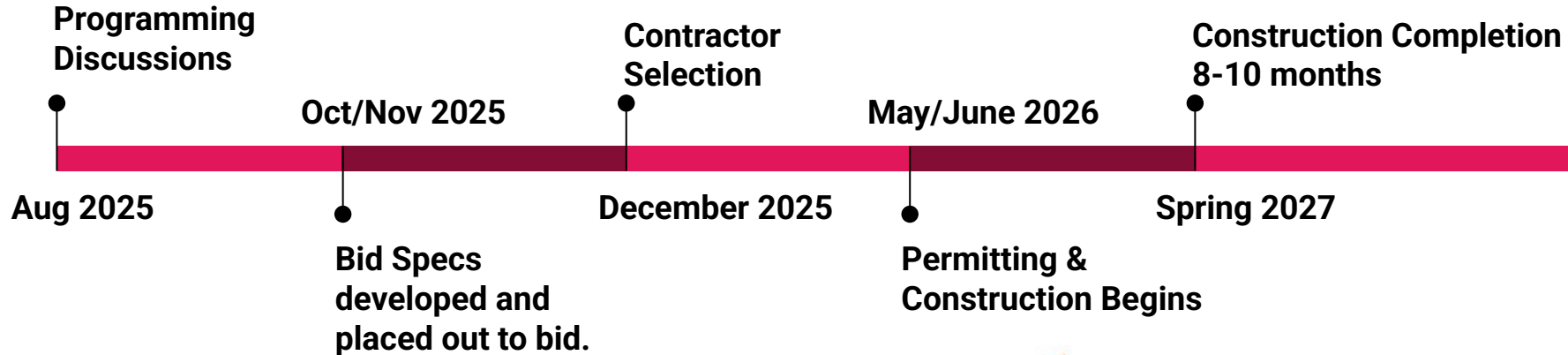
- **Eugene Field School Addition**
 - **Design Phase**
- **Rock Island Academy School Addition**
 - **Design Phase**
- **RIHS Aquatic Center**
 - **Aggregate pier installation complete**
 - **Plumbing work for foundation underway**
 - **Job trailer on site for daily coordination and field management**
- **RHIA Band & Orchestra Renovation**
 - **Design Phase**
- **EJHS - Secure Entry Redesign**



SCHOOL ADDITIONS - TIMELINE



BAND & ORCHESTRA RENOVATION TIMELINE



CURRENT PM PROJECTS

- **LED Lighting Replacement**
 - RIHS
- **Fire Alarm Programming & Updates**
 - RIA - Strobes
 - RIHS - Strobes
 - EJHS - Mapping & Programming
 - Ridgewood - Programming
- **Univent Filter Replacement**
 - RIHS



COMPLETED FMP PROJECTS

Fire Alarms

- Earl Hanson
- Thomas Jefferson

Flooring

- RIHS Cafeteria

8/18/25 11:51:48 AM CDT

Parking Lot Improvements

- RICMS

Roof Replacement

- Denkmann

Secure Entry Redesign

- WJHS

Tuckpointing

- RIHS
- Longfellow

Water Main Replacement

- RIHS



COMPLETED PM PROJECTS

- **Fieldhouse/Main Entrance Concrete Replacement**
 - RIHS
- **Hot water valve replacement**
 - RIA
- **Furniture & Equipment Removal**
 - Earl Hanson - Gym Bleachers
 - RIA - Retired Furniture

UPCOMING PROJECTS

- **Health and Life Safety**
 - District Wide
- **LED Lighting**
 - RIHS
- **Ceiling Repairs**
 - Frances Willard - Gym
- **Sewer line Repair**
 - Horace Mann
- **Water infiltration Repairs**
 - TMLC Library - Tuckpointing & Flooring Replacement

BOND PROCEEDS UPDATE

Bond Proceeds: \$55,000,000

Requirements

First Draw 10%: August 2025

First Payment Due: Jan 1, 2026

85% spent within 3 years

Total Committed Funds	Total Bond Draw	% Committed	% Drawn
\$44.2M	\$2,621,235	80%	4.8%

COMMITTED % BREAKDOWN

FMP Phase I Bond Proceeds

\$55,000,000

Total

2025 Summer Projects

\$ 2,696,320.00

Aquatic Center (2025 Proceeds)

\$ 12,301,462.00

RIA Addition (Approx.)

\$ 6,071,368.00

Eugene Field Addition (Approx.)

\$ 6,008,410.00

Band and Orchestra (Approx.)

\$ 6,199,500.00

RIHS Controls (Approx.)

\$ 10,400,000.00

Secure Entry Redesign

\$ 225,900.00

Cafeteria Flooring

\$ 301,700.00

\$ 44,204,660.00

Committed %

80%

FMP QUARTERLY MEETINGS 2025-2026

As a living document, it is expected that this plan will undergo periodic reviews and adaptations as required to meet the changing needs of the district.

Meeting Schedule
5:00 - 7:00 pm

~~September 22, 2025~~

December 15, 2025 (WJHS)

March 30, 2026 (EJHS)

June 1, 2026 (RIHS)

- **Learn about current and future projects**
- **Meet our architecture and construction partners**
- **Offer input and feedback on our current and future plans**
- **Learn about our funding strategies for short and long-term projects**

PARTNERS

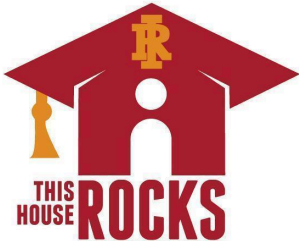


- RIHS
- RICMS
- Thomas Jefferson
- Ridgewood
- Washington
- Thurgood
- Longfellow



- Eugene Field
- RIA
- Edison
- Earl Hanson
- Frances Willard
- Horace Mann
- Denkmann





Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Jeff Dase, Deputy Superintendent
Date: October 28, 2025
Re: Act II Transportation

We recommend the approval of Act II Transportation, 310 East First Avenue, Coal Valley, IL, for busing services for various school activities. While Johannes Bus Services is used whenever possible, Act II provides an additional option when larger buses are required or when Johannes is unavailable. The district has worked with Act II Transportation for over 10 years and values their reliable customer service and quality service.

Spending History:

FY25	\$217,000.00
FY24	\$152,737.00
FY23	\$138,027.00
FY22	\$118,525.40

It is recommended that the Board of Education approve the attached contract for services with Act II Transportation for busing services not to exceed \$225,000.00 for the 2025-2026 school year.

Investment Period: July 1, 2025 - June 30, 2026
Total Investment: Not to Exceed \$225,000.00
Funding Source: Transportation Fund

Contract for Service Form

Rock Island-Milan School District 41

VENDOR NAME: Act II Transportation **EMAIL:** ricklawson@actiitransportation.com

ADDRESS: 310 East 1st Ave Coal Valley, IL 61240

DATES OF SERVICE TO BE COMPLETED: 2025-2026 School Year

SCHOOL DISTRICT CONTACT: Mike Emendorfer

COMPENSATION: \$ not to exceed 225,000

DESCRIPTION OF DUTIES:

Transportation and busing for various school events

Lawson Enterprises, INC DBA Act II Transportation
Owner: Rick Lawson

Is this a Subscription/Software: Yes or No

If NO, go to next section. If YES, complete below, then go to next section (no vendor signature)

Subscription/Software Name: _____ **Website:** _____

Subscription/Software Start Date: _____ **End Date:** _____

SOPPA Approved: Yes or No

Requesting School: RIHS, EJHS, WJHS

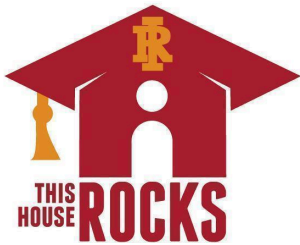
Budget Code: 4-5-100-000-1501-3310, 4-5-160-000-1501-3310, 4-5-180-000-1501-3310

Signature of Vendor: *Rick Lawson* **Date:** 10/20/2025

Signature of Budget Administrator: *[Signature]* **Date:** 10/20/2025

Superintendent or School Board President

Date



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Ramona Dixon, Director of Grants, Accountability, and Assessments
Date: October 28, 2025
Re: **Advancement Via Individual Determination (AVID) - Learning Partner for School Improvement**

As a part of the Illinois State Board of Education's School Improvement Initiative, a number of vendors have been vetted and approved by ISBE to provide learning partner services to intensive, comprehensive, and targeted schools. Following the planning year and a comprehensive needs assessment, schools designated as comprehensive must partner with at least one Illinois State Board of Education Partner to focus on garnering supports that are aligned with supporting, supplementing, and enhancing the individual building school improvement plan.

Each building team has worked to access and update their greatest areas of need, access root causes of low achievement, consult with the Illinois State Board of Education, and selected learning partners that provide innovative ways to improve academic outcomes. AVID was one of the learning partners that was selected to support our 5 comprehensive schools (WJHS, EJHS, RIA, LF, and FW) in the area of engaging in specialized professional development with grade-level and content teachers on the use of specific Writing, Inquiry, Collaboration, Organization, and Reading (WICOR) strategies that align with the curriculum and the AVID approach.

Therefore, it is recommended that the Rock Island Milan School District's Board of Education approve the payment in an amount not to exceed \$28,350.00 to AVID Center, 9797 Aero Drive San Diego, CA 92123.

Investment Period: October 2025- August 2026
Total Investment: Not to exceed: \$28,350
Funding Source: Designated Building SIG Funds

Contract for Service Form **Rock Island-Milan School District 41**

VENDOR NAME: AVID Center **CONTACT NAME:** Frances O'Brien

PHONE: 972-591-2531 **EMAIL:** fobrien@avid.org

ADDRESS: 9797 Aero Drive, Suite 100, San Diego, CA 92123

DATES OF SERVICE TO BE COMPLETED: October, 2025 - August 31, 2026

SCHOOL DISTRICT CONTACT: Paulette Ridsen-Rice

COMPENSATION: \$28,350

Description	Base Contract Amount
AVID will serve the 5 comprehensive schools (WJHS, EJHS, RIA, LF, and FW) in the area of engaging in specialized professional development with grade-level and content teachers on the use of specific Writing, Inquiry, Collaboration, Organization, and Reading (WICOR) strategies that align with the curriculum and the AVID approach through use of one, two, or 2-day COP prescribed professional learning opportunities.	Not to exceed \$28,350
Grand Total	Not to exceed \$28,350

Invoicing Details:
Invoice for the annual service on or after September 1, 2025

Is this a Subscription/Software: Yes or No

If yes, this is an internal form that does not need to be sent to the vendor.

Subscription/Software Name: N/A **Website:** N/A

Subscription/Software Start Date: N/A **End Date:** N/A

SOPPA Approved: Yes or No N/A

School Board President or Superintendent: _____ **Date:** _____

Requesting School: Administration Center

Budget Code: Title I Comprehensive SIG School (@ \$5,670/school)

Signature of Vendor: _____ **Date:** _____

Signature of Requestor: R. Dixon **Date:** 9/22/25

Signature of Budget Administrator: R. Dixon **Date:** 9/22/25

[Handwritten Signature]

9/22/25

AVID Center



Products and Services Quote/Order

Quote/Order #: Q-91829
Client: Rock Island Milan School District #41
Address: 2101 6th Ave
Rock Island, IL 61201

AVID Center Representative: Mia Heffner
Phone: (858) 654-5066
Email: mheffner@avid.org

Effective Date: July 01, 2025

Expiration Date: June 30, 2026

District Products			
QTY	PRODUCT NAME	UNIT PRICE	EXTENDED PRICE
9	Coaching Days for AE and AVID Secondary	\$3,299.00	\$26,955.00
District Products SUBTOTAL:			\$26,955.00

TOTAL:		\$26,955.00
<i>plus all applicable taxes</i>		

Additional Comments:

This coaching day must be completed by June 30, 2026.

This AVID Center Products and Services Quote/Order is a Subsequent Quote/Order as defined in the General Terms and Conditions previously agreed to by AVID Center and the "Client" identified above ("Ts&Cs"). This Quote/Order and any exhibits or attachments hereto, together with the Ts&Cs (including the definitions of terms set forth at <https://www.avid.org/Page/3290> or another location on AVID Center's website designated by AVID Center), supersedes all previous Quote/Orders and constitutes a binding agreement between AVID Center and Client with respect to the AVID Products and Services specified above. Certain AVID Products and Services may be cancelled by Client as set forth in AVID Center's Rest Assured Policy at <https://www.avid.org/rest-assured-policy>.

AVID Center is committed to assisting Client with a successful implementation. Additional information regarding professional learning registrations is listed below:

- Newly implementing AVID sites are best supported by a core site team of educators – at least 8 for AVID Secondary or 4 for AVID Elementary. In the initial year of implementation, Client agrees to enroll participants into AVID Summer Institute ("SI") equal to the minimum core site team described herein, unless AVID Center agrees otherwise on this Quote/Order. If other professional learning events are taken instead of SI, prices will be adjusted accordingly upon completion of the training event.
- For each existing site in year 2 and beyond of AVID implementation, Client agrees to enroll one (1) participant into AVID Ignite, unless Client notifies otherwise. If a participant is not enrolled or a registrant does not attend, Client will receive a voucher to be used for AVID Ignite in the following summer after payment has been received.

Client will be invoiced for the greater of the number of participants from a site registered for the event or committed to on this Quote/Order. No payment is due at the time of execution of this Quote/Order, notwithstanding anything to the contrary in the General Terms and Conditions. At the time of invoicing, AVID Center will verify registration fees for each site listed on this Quote/Order and any registrations which have been previously paid will be removed from the invoice. Payment will be due within thirty (30) days following receipt of AVID Center's invoice related to this Quote/Order. Each party has caused this Quote/Order to be signed by its duly authorized representative. The terms of this Quote/Order will control in the event of a conflict with any terms or conditions set forth in any purchase order or other document or communication from Client and any such terms and conditions are hereby rejected by AVID Center and of no effect.

AVID Center,
a California Non-Profit Corporation 501(c)(3)

Rock Island Milan School District #41

Sign: _____
Print
Name: _____

Sign: _____
Print
Name: _____

Title: _____

Title: _____

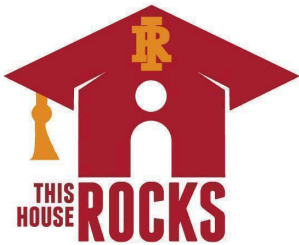
Date: _____

Date: _____

Email: contracts@avid.org

Email: ramona.dixon@rimisd41.org

AVID Center
5187 College Ave., Ste. 163
San Diego, CA 92115
Employer ID # 33-0522594



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Josh Becker, Director of Building Operations
Date: October 28, 2025
Re: Crawford Company Contract for Service

Throughout the first quarter, Crawford Company has consistently delivered reliable and responsive plumbing and HVAC services to the District, particularly in addressing urgent plumbing and heating/cooling issues. Their expertise and timely availability have been essential in maintaining safe, sanitary conditions and consistent indoor temperatures across all school facilities.

Services provided include, but are not limited to, drain cleaning, pipe repair, fixture replacement, system diagnostics, and general plumbing and HVAC repairs. This agreement ensures the District has immediate access to qualified professionals to respond to issues that could impact building operations, safety, or learning environments.

Due to an increased number of urgent situations, the District's recent implementation of a preventive maintenance program, and the growing reliance on Crawford Company for these services, we are requesting an amendment to the previously approved service contract of \$20,000, raising the not-to-exceed amount to \$100,000.

It is therefore recommended that the Board of Education approve a contract for service with Crawford Company, Inc., located at 1306 Mill Street, Rock Island, IL 61201, in an amount not to exceed \$100,000, for the provision of emergency and preventative plumbing and HVAC maintenance services for Rock Island-Milan School District #41 for FY2026.

Investment Period: July 1, 2025 - June 30, 2026
Total Investment: Not to exceed \$100,000
Funding Source: District Funds/Maintenance and Operations Department

Contract for Service Form

Rock Island-Milan School District 41

VENDOR NAME: Crawford Company EMAIL: aisaacson@crawford-company.com

ADDRESS: 1306 Mill St, Rock Island, IL 61201

DATES OF SERVICE TO BE COMPLETED: July 1, 2025-June 30, 2026

SCHOOL DISTRICT CONTACT: Josh Becker

COMPENSATION: \$ Not to exceed \$100,000

DESCRIPTION OF DUTIES:

For any necessary repairs or emergent service calls that may be needed for all district schools for the 2025-26 school year.

*amendment, this was originally for \$20,000.

Is this a Subscription/Software: Yes or No

If NO, go to next section. If YES, complete below, then go to next section (no vendor signature)

Subscription/Software Name: _____ Website: _____

Subscription/Software Start Date: _____ End Date: _____

SOPPA Approved: Yes or No

Requester Name/Building: DISTRICT

Budget Code: _____

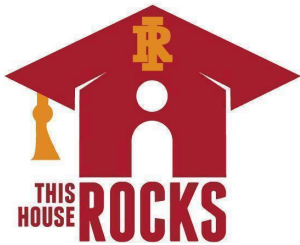
Signature of Vendor:  Date: 10/22/2025

Signature of Budget Administrator:  Date: 10/22/25

Superintendent or School Board President

57

Date



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Josh Becker, Director of Building Operations
Date: May 27, 2025
Re: Crawford Company Contract for Service

Crawford Company has provided dependable and responsive plumbing services to the District, particularly in addressing urgent plumbing issues and performing routine maintenance to prevent costly disruptions. Their expertise and availability have been critical in maintaining the safe and sanitary operation of school facilities. Services may include, but are not limited to, drain cleaning, pipe repair, fixture replacement, and system diagnostics. This agreement ensures that the District has immediate access to qualified professionals to address plumbing concerns that may impact building operations or safety.

It is recommended that the Board of Education approve a contract for service with Crawford Company, Inc., located at 1306 Mill Street, Rock Island, IL 61201, not to exceed \$20,000, to provide emergency and preventative plumbing maintenance services for Rock Island-Milan School District #41 for FY2026.

Investment Period: July 1, 2025 - June 30, 2026
Total Investment: Not to exceed \$20,000
Funding Source: District Funds/Maintenance and Operations Department

Contract for Service Form

Rock Island-Milan School District 41

VENDOR NAME: Crawford Company EMAIL: aisaacson@crawford-company.com

ADDRESS: 1306 Mill St, Rock Island, IL 61201

DATES OF SERVICE TO BE COMPLETED: July 1, 2025-June 30, 2026

SCHOOL DISTRICT CONTACT: Joshua Becker

COMPENSATION: \$ Not to exceed \$20,000

DESCRIPTION OF DUTIES:

For any necessary repairs or emergent service calls that may be needed for all district schools for the 2025-26 school year.

Is this a Subscription/Software: Yes or No

If NO, go to next section. If YES, complete below, then go to next section (no vendor signature)

Subscription/Software Name: _____ Website: _____

Subscription/Software Start Date: _____ End Date: _____

SOPPA Approved: Yes or No

Requesting School: District Buildings

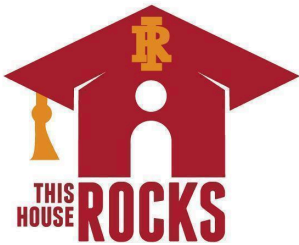
Budget Code: O & M Budget

Signature of Vendor:  Date: 5/20/2025

Signature of Budget Administrator:  Date: 5/20/25

Superintendent or School Board President

Date



Sharon Williams, Ed.D.
Superintendent of Schools

+++

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Josh Becker, Director of Building Operations
Date: October 28, 2025
Re: JL Brady Company Contract for Service

Over the last several years, the Board has approved a contract for service with JL Brady Company to provide reliable and responsive plumbing and HVAC services to the District, particularly in addressing urgent plumbing and heating/cooling issues. Their expertise and timely availability have been essential in maintaining safe, sanitary conditions and consistent indoor temperatures across all school facilities.

Services provided include, but are not limited to, drain cleaning, pipe repair, fixture replacement, system diagnostics, and general plumbing and HVAC repairs. This agreement ensures the District has immediate access to qualified professionals to respond to issues that could impact building operations, safety, or learning environments.

In particular, urgent AC repairs were required at the high school in late July, during a period of extreme heat, in order to restore cooling systems and ensure a safe environment for students and staff. JL Brady Company's swift response was critical in resolving the issue and minimizing disruption to school operations.

Due to this and other increased demands—along with the District's recent implementation of a preventative maintenance program, we are requesting an amendment to the previously approved service contract of \$350,873. The increase is comparable to the previous year's expenditures, and also supports the addition of a dedicated, year-round onsite team member to enhance responsiveness and ensure continuous maintenance coverage across all facilities.

It is therefore recommended that the Board of Education approve a contract for service with JL Brady Company, located at 4831 41st Street, Moline, IL 61265, in an amount not to exceed \$425,000, for the provision of emergency and preventative plumbing and HVAC maintenance services, including an onsite technician, for Rock Island-Milan School District #41 for FY2026.

Investment Period: July 1, 2025 - June 30, 2026

Total Investment: Not to exceed \$425,000

Funding Source: District Funds/Maintenance and Operations Department

Rock Island-Milan School District #41

2000 7th Avenue, Rock Island, IL 61201
309-793-5900 x10210 | 309-793-5905 fax
Sharon.williams@rimsd41.org
www.rimsd41.org

Contract for Service Form

Rock Island-Milan School District 41

VENDOR NAME: J.L.Brady Company EMAIL: katieh@jlbradyco.com

ADDRESS: 4831 41st St., Moline, IL 61265

DATES OF SERVICE TO BE COMPLETED: December 2024-November 2025

SCHOOL DISTRICT CONTACT: Josh Becker

COMPENSATION: \$ Not to exceed \$425,000

DESCRIPTION OF DUTIES:

For contract hour for services through November 2025 and any necessary repairs or emergent service calls that may be needed for all district schools for the 2025-26 school year.

*amendment, this was originally for \$350,873-\$275,000 + \$75,873 for chiller rental.

Is this a Subscription/Software: Yes or No

If NO, go to next section. If YES, complete below, then go to next section (no vendor signature)

Subscription/Software Name: _____ Website: _____

Subscription/Software Start Date: _____ End Date: _____

SOPPA Approved: Yes or No

Requester Name/Building: District

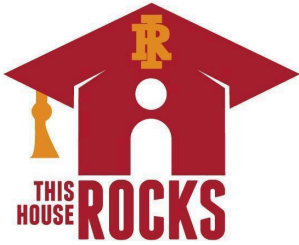
Budget Code: O & M Budget codes

Signature of Vendor: _____ Date: _____

Signature of Budget Administrator:  _____ Date: 10/22/25

Superintendent or School Board President

Date



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Rob DeMeyer, Interim Operations Director
Date: October 22, 2024
Re: JL Brady Contract Extension

The District is recommending that the Board of Education approve the extension of the contract with JL Brady to provide a full-time HVAC/Plumber journeyman for the district from December 1, 2024 through November 30, 2025. The journeyman will report directly to and be assigned work through our Operations Director. All labor rates, transportation, overhead, travel, insurance and all other related costs necessary to meet the work requirements are included in the following hourly rates:

Regular Hours: Monday through Friday, 7:00 AM - 3:00 PM \$103.00/hour

After Hours: Monday - Saturday \$154.00 /hour

Sunday or Holiday Hours: \$199.00 /hour

Investment Period: December 1, 2024 - November 30, 2025

Total Investment: Not to exceed \$275,000

Funding Source: Operations/Maintenance

Rock Island-Milan School District #41

2000 7th Avenue, Rock Island, IL 61201
309-793-5900 x10210 | 309-793-5905 fax
Sharon.williams@rimsd41.org
www.rimsd41.org



Family Owned & Operated Since 1915

STEAM HEAT • PLUMBING • COMMERCIAL • AIR CONDITIONING • SHEET METAL • ENERGY MANAGEMENT

September 19, 2024

Board of Education
Rock Island – Milan School District # 41
2106 6th Avenue
Rock Island, IL 61201

Re: RFP- HVAC/Plumber Contractor

We offer the below labor rates in response to the above referenced RFP. These rates are to be held for 52 weeks commencing on December 1, 2024, with the option to renew.

- Journeyman labor rate during normal hours 7:00 AM to 3:30 PM, Monday thru Friday shall be \$ 103.00 per hour
- Journeyman labor rate during after hours, Monday thru Saturday shall be \$ 154.00 per hour
- Journeyman labor rate during Sunday or Holiday hours shall be \$ 199.00 per hour

The above rates include all labor, transportation, tolls, overhead, profit, insurance, and all other related costs necessary to meet the work requirements

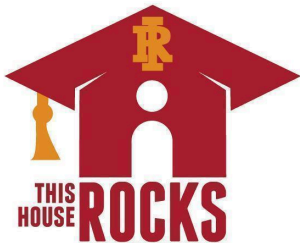
Note: The Requirements and Details listed in the RFP are available, upon request

Note: We may withdraw this proposal if not accepted within 60 days

Thank you for the opportunity of quoting on this project. If you have any questions, or require additional information, please feel free to contact me.

Respectfully submitted,

Scott Robinson
Project Manager/Estimator



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Joshua Becker, Operations Director
Date: July 22, 2025
Re: Rental Chiller Agreement

To ensure reliable cooling and maintain a safe, comfortable environment at Rock Island High School during the upcoming controls project, we recommend having a temporary rental chiller on site as a proactive measure during the project. Planning, design, and contractor selection for the work for a new, permanent HVAC system is underway, and having a temporary chiller available through the fall season will help support consistent building climate control throughout this transition.

It is recommended that the Board of Education approve the rental chiller from JL Brady Company at a total cost not to exceed \$75,873.00. This measure will ensure consistent climate control throughout the warmest months and into late fall, supporting uninterrupted learning and daily operations.

Investment Period: FY26
Total Investment: Maximum: \$75,873.00
Funding Source: District/ Operations and Maintenance



Family Owned & Operated Since 1915

STEAM HEAT • PLUMBING • COMMERCIAL • AIR CONDITIONING • SHEET METAL • ENERGY MANAGEMENT

June 3, 2025

Mr. Josh Becker
Rock Island/Milan School District 41
2000 7th Avenue
Rock Island, IL 61201

Re: High School – Rental Chiller

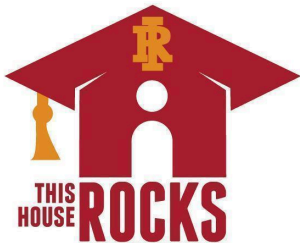
Josh,
We propose to furnish and install (1) 300-ton rental chiller for the High School. The pricing below includes chiller rental, chiller delivery and pick up (chiller will be on a semi-trailer parked next to the existing chiller enclosure) setup, tear-down, temporary power and barricades.

Setup/tear down/barricades/power	\$ 15,517.00
Rental Chiller (1st-month)	\$ 24,156.00
<u>Rental Chiller (per subsequential month)</u>	<u>\$ 18,100.00 x 2= \$ 36,200.00</u>
Total rental cost for <u>three</u> months is	\$ 75,873.00 (this will be adjusted to reflect actual length of rental usage at the final billing)

If you have any questions, or require additional information, please feel free to contact me.

Respectfully,

Scott Robinson
Project Manager



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Scott Vance, Assistant Superintendent for Teaching and Learning
Date: October 23, 2025
Re: Project Lead the Way (PLTW)

Project Lead the Way is a nationally recognized program that integrates STEM learning and activities into schools. Currently, several schools within the Rock Island Milan School District utilize Project Lead the Way. RIMSD has been awarded a Computer Science Equity grant, and as part of that grant the District will be expanding Project Lead the Way into two (2) additional elementary schools for the 2026-2027 school year.

The contract for service with Project Lead the Way includes the following:

- Annual Course Registration Fee:
 - Edison Junior High
 - RICMS
 - RIHS
 - Washington Junior High
- Professional Development for staff implementing PLTW courses for the 2026-2027 school year at Denkmann Elementary, Earl Hanson Elementary, and Rock Island High School.
- Supplies and materials for implementation of the various PLTW curriculums.

It is recommended that the Board of Education approve Project Lead the Way, Inc. 555 North Morton Street, Bloomington, IN as a district vendor for the amount not to exceed \$32,000.

Investment Period: July 1, 2025 - June 30, 2026
Total Investment: \$32,000.00
Funding Source: District and Computer Science Equity Grant

Contract for Service Form

Rock Island-Milan School District 41

VENDOR NAME: PLTW EMAIL: _____
ADDRESS: 5939 Castle Creek Pathway North Drive, Indianapolis, IN 46250
DATES OF SERVICE TO BE COMPLETED: 2025-2026 school year
SCHOOL DISTRICT CONTACT: Stacey Golz
COMPENSATION: \$ \$32,000

DESCRIPTION OF DUTIES:

Participation Fees, Professional Development, and Supplies/Materials
1-5-080-052-2210-3142-0 \$16,100
1-5-080-052-2210-4106-0 \$15,900

Is this a Subscription/Software: Yes or No

If NO, go to next section. If YES, complete below, then go to next section (no vendor signature)

Subscription/Software Name: _____ Website: _____

Subscription/Software Start Date: _____ End Date: _____

SOPPA Approved: Yes or No

Requester Name/Building: Scott Vance/ Administrative Center

Budget Code: District and State Funds

Signature of Vendor: _____ Date: _____

Signature of Budget Administrator:  _____ Date: 10/22/25

Superintendent or School Board President

67

Date



Invoice

Project Lead The Way, Inc.
5939 Castle Creek Parkway North Drive
Indianapolis, Indiana 46250

Account Eugene Field Elem School
Date 7/17/2025
Invoice # 495362
Amount \$1,900.00
Status Open
Due date 8/31/2025

Billing Address

Eugene Field Elem School
2900 31st Ave
Rock Island, IL 61201

Shipping Address

Eugene Field Elem School
2900 31st Ave
Rock Island, IL 61201

Item	Item #	Item Price	Qty	Total Price
PLTW Gateway Participation-2025/2026		\$950.00	1	\$950.00
PLTW Launch Participation-2025/2026		\$950.00	1	\$950.00
			Subtotal	\$1,900.00⁶⁸

To pay via EFT/ACH please utilize the following information:

Bank Name: Bank of America
Bank Address: 222 Broadway, New York, NY 10038
Beneficiary: Project Lead The Way - Operating Account
Bank Account Number: 61919352
Bank Routing Number: 021052053

Please forward your payment remittance advice to epayment@pltw.org

Tax	\$0.00
Total	\$1,900.00
Amount Paid	\$0.00
Amount Due	\$1,900.00



Invoice

Project Lead The Way, Inc.
5939 Castle Creek Parkway North Drive
Indianapolis, Indiana 46250

Account Thomas Jefferson Elem School
Date 7/17/2025
Invoice # 495363
Amount \$950.00
Status Open
Due date 8/31/2025

Billing Address
Thomas Jefferson Elem School
1307 4th St W
Milan, IL 61264

Shipping Address
Thomas Jefferson Elem School
1307 4th St W
Milan, IL 61264

Item	Item #	Item Price	Qty	Total Price
PLTW Launch Participation-2025/2026		\$950.00	1	\$950.00
			Subtotal	\$950.00

To pay via EFT/ACH please utilize the following information:

69

Bank Name: Bank of America
Bank Address: 222 Broadway, New York, NY 10038
Beneficiary: Project Lead The Way - Operating Account
Bank Account Number: 61919352
Bank Routing Number: 021052053

Please forward your payment remittance advice to epayment@pltw.org

Tax	\$0.00
Total	\$950.00
Amount Paid	\$0.00
Amount Due	\$950.00



Invoice

Project Lead The Way, Inc.
5939 Castle Creek Parkway North Drive
Indianapolis, Indiana 46250

Account Rock Island High School
Date 5/21/2025
Invoice # 492657
Amount \$3,200.00
Status Open
Due date 8/31/2025

Billing Address

Rock Island - Milan School District
Attn: Accounts Payable
2101 6th Avenue
Rock Island, IL 61201

Shipping Address

Rock Island High School
1400 25th Avenue
Rock Island, IL 61201

Item	Item #	Item Price	Qty	Total Price
PLTW Engineering Participation-2025/2026		\$3,200.00	1	\$3,200.00
			Subtotal	\$3,200.00

70

To pay via EFT/ACH please utilize the following information:

Bank Name: Bank of America
Bank Address: 222 Broadway, New York, NY 10038
Beneficiary: Project Lead The Way - Operating Account
Bank Account Number: 61919352
Bank Routing Number: 021052053

Please forward your payment remittance advice to epayment@pltw.org

Tax	\$0.00
Total	\$3,200.00
Amount Paid	\$0.00
Amount Due	\$3,200.00



Invoice

Project Lead The Way, Inc.
5939 Castle Creek Parkway North Drive
Indianapolis, Indiana 46250

Account Edison Junior High School
Date 5/21/2025
Invoice # 493286
Amount \$950.00
Status Open
Due date 8/31/2025

Billing Address

Rock Island - Milan School District
Attn: Accounts Payable
2101 6th Avenue
Rock Island, IL 61201

Shipping Address

Edison Junior High School
Attn: Jennifer Pfaff
4141 9th Street
Rock Island, IL 61201

Item	Item #	Item Price	Qty	Total Price
PLTW Gateway Participation-2025/2026		\$950.00	1	\$950.00
			Subtotal	\$950.00

71

To pay via EFT/ACH please utilize the following information:

Bank Name: Bank of America
Bank Address: 222 Broadway, New York, NY 10038
Beneficiary: Project Lead The Way - Operating Account
Bank Account Number: 61919352
Bank Routing Number: 021052053

Please forward your payment remittance advice to epayment@pltw.org

Tax	\$0.00
Total	\$950.00
Amount Paid	\$0.00
Amount Due	\$950.00



Invoice

Project Lead The Way, Inc.
5939 Castle Creek Parkway North Drive
Indianapolis, Indiana 46250

Account Rock Island Center for Math and Science
Date 5/21/2025
Invoice # 494148
Amount \$950.00
Status Open
Due date 8/31/2025

Billing Address

RICMS
2101 16TH ST
ROCK ISLAND, IL 61201

Shipping Address

RICMS
2101 16TH ST
ROCK ISLAND, IL 61201

Item	Item #	Item Price	Qty	Total Price
PLTW Launch Participation-2025/2026		\$950.00	1	\$950.00
			Subtotal	\$950.00

To pay via EFT/ACH please utilize the following information:

72

Bank Name: Bank of America
Bank Address: 222 Broadway, New York, NY 10038
Beneficiary: Project Lead The Way - Operating Account
Bank Account Number: 61919352
Bank Routing Number: 021052053

Please forward your payment remittance advice to epayment@pltw.org

Tax	\$0.00
Total	\$950.00
Amount Paid	\$0.00
Amount Due	\$950.00



Invoice

Project Lead The Way, Inc.
5939 Castle Creek Parkway North Drive
Indianapolis, Indiana 46250

Account Washington Junior High School
Date 5/21/2025
Invoice # 493287
Amount \$950.00
Status Open
Due date 8/31/2025

Billing Address

Rock Island - Milan School District
Attn: Accounts Payable
2101 6th Avenue
Rock Island, IL 61201

Shipping Address

Washington Junior High School
Attn: Todd Schmit
3300 18th Avenue
Rock Island, IL 61201

Item	Item #	Item Price	Qty	Total Price
PLTW Gateway Participation-2025/2026		\$950.00	1	\$950.00
			Subtotal	\$950.00

73

To pay via EFT/ACH please utilize the following information:

Bank Name: Bank of America
Bank Address: 222 Broadway, New York, NY 10038
Beneficiary: Project Lead The Way - Operating Account
Bank Account Number: 61919352
Bank Routing Number: 021052053

Please forward your payment remittance advice to epayment@pltw.org

Tax	\$0.00
Total	\$950.00
Amount Paid	\$0.00
Amount Due	\$950.00

SUMMARY OF CHECKS AND WIRES

September 30, 2025

COMPUTERIZED CHECK RUN

EDUCATION

Ed Fund CHECKS

V207435-V207530

Education	\$	998,589.58
Transportation	\$	178,227.09
Debt Service Fund		
Capital Projects	\$	69,672.12
Life Safety		
Tort Immunity	\$	3,788.00
	\$	<u>1,250,276.79</u>

Ed Fund ACH

VA3635-VA3708

Education	\$	321,865.51
Transportation	\$	4,763.54
Debt Service Fund		
Capital Projects		
Life Safety		
Tort Immunity	\$	2,486.25
	\$	<u>329,115.30</u>

TOTAL EDUCATION \$ **1,579,392.09**

O&M

O&M CHECKS

B38665-B38687 \$ 227,807.50

O&M Fund ACH

BA544-BA549 \$ 32,248.38

TOTAL O&M \$ **260,055.88**

HEALTH

Health Fund CHECKS

Health Fund ACH

HA71 \$ 792,232.25

TOTAL HEALTH \$ **792,232.25**

TOTAL COMPUTERIZED CHECK RUN \$ **2,631,680.22**

WIRES

Ed, Bldg, Tort Salary Checks	\$	1,939,670.35
Federal Income Tax	\$	257,598.00
OASDI/Medicare	\$	157,755.96
State Withholdings	\$	115,629.11
Teacher's Retirement Systems/IMRF	\$	252,873.30
Employee Deductions	\$	<u>63,316.37</u>

Benefits Payments

TOTAL WIRES \$ **2,786,843.09**

GRAND TOTAL 74 \$ **5,418,523.31**

ROCK ISLAND SCHOOLS

Page 1 of 8
09/30/2025
4:12:00 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - ACH

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
3636	10/07/2025	ACH	P - 07246	AHUMADA, SONIA GUADALUPE	30.10
3637	10/07/2025	ACH	P - 17764	AJIBOLA, BEATRICE OLABISI	44.38
3638	10/07/2025	ACH	P - 07209	ANSON, STEPHANIE A	48.37
3639	10/07/2025	ACH	P - 07843	BEIERLEIN, CHRISTINE M	83.58
3640	10/07/2025	ACH	P - 06395	BRADDY, CRISTINA MARIA	62.79
3641	10/07/2025	ACH	P - 07074	BRADDY, STEVEN M	96.18
3642	10/07/2025	ACH	P - 07534	BRADLEY, DONNA LEIGH	25.13
3643	10/07/2025	ACH	P - 06321	BROOKS, PATTI ANN	55.86
3644	10/07/2025	ACH	P - 97349	CHAPMAN, JOSHUA EDWARD	83.58
3645	10/07/2025	ACH	P - 04858	CONAWAY, JEREMY A	71.26
3646	10/07/2025	ACH	P - 96303	COOK-BEHRENS, CAREY LYNN	143.50
3647	10/07/2025	ACH	P - 18342	FREEMAN, SARAH GRACE	44.10
3648	10/07/2025	ACH	P - 05029	HALL, LAURA L	88.27
3649	10/07/2025	ACH	P - 97100	HOLTROP, JOCELYN LESLIE	59.78
3650	10/07/2025	ACH	P - 97026	JOY, MELISSA LYNN	12.67
3651	10/07/2025	ACH	P - 96111	KELLER, AUBREY L	49.70
3652	10/07/2025	ACH	P - 95794	KUFFLER, LISA MARIE	36.40
3653	10/07/2025	ACH	P - 97008	LAERMANS, BREANN MICHELLE	84.91
3654	10/07/2025	ACH	P - 95225	LOHMANN, DIONNE L	62.72
3655	10/07/2025	ACH	P - 18391	LYON, LAURIE CHRISTINE	82.39
3656	10/07/2025	ACH	P - 96836	MADER, STEPHANIE LEE	57.68
3657	10/07/2025	ACH	P - 07108	MANWEILER, MATTHEW R	118.65
3658	10/07/2025	ACH	P - 04786	MARTIN, MELISSA JEAN	225.44
3659	10/07/2025	ACH	P - 06237	MCDONALD, MICHELE A	34.23
3660	10/07/2025	ACH	P - 01188	MUELLER, JEANNE L	48.65
3661	10/07/2025	ACH	P - 95786	OWEN, MELISSA M	30.00
3662	10/07/2025	ACH	P - 07564	PAINTER, MONICA C	46.69
3663	10/07/2025	ACH	P - 96892	PITTARD, SUSIE J	30.45
3664	10/07/2025	ACH	P - 03200	POTERACK, TONIA R	67.90
3665	10/07/2025	ACH	P - 05986	QUINN, ANDREA D	21.00
3666	10/07/2025	ACH	P - 95047	RODRIGUEZ, FALLON MARIE	20.58
3667	10/07/2025	ACH	P - 95799	ROHWER, AMY MARGARET	32.48
3668	10/07/2025	ACH	P - 07652	SCHMIDT, SONJI LASHAWN	70.00
3669	10/07/2025	ACH	P - 06768	SCHULENBERG, ANN C	99.54
3670	10/07/2025	ACH	P - 97149	SHANNON, AARON DANIEL	191.03
3671	10/07/2025	ACH	P - 07834	SPARACELLO, LINNEA MARIE	26.74
3672	10/07/2025	ACH	P - 95655	TAETS, MCKENZIE A	28.98
3673	10/07/2025	ACH	P - 02557	TAYLOR, LILLIAN L	25.06
3674	10/07/2025	ACH	P - 96679	THOMAS, KIMBERLY JEAN	43.40
3675	10/07/2025	ACH	P - 97191	THOMPSON, PAULA JO	42.63
3676	10/07/2025	ACH	P - 07870	VOIGT, SCOTT STUART	85.96
3677	10/07/2025	ACH	P - 17994	WANGLER, HEATHER K	76.44

ROCK ISLAND SCHOOLS

Page 2 of 8
09/30/2025
4:12:00 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - ACH

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
3678	10/07/2025	ACH	P - 97266	WHITING, ANNAKA M	15.26
Total No. of Checks : 43				Total Amount :	2,704.46

ROCK ISLAND SCHOOLS

Page 3 of 8
09/30/2025
4:12:00 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - CHECK

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
207436	09/30/2025	Check	V - 10001	A & A AIR CONDITIONING	441.54
207437	09/30/2025	Check	V - 10245	ACT II TRANSPORTATION, INC.	13,070.00
207438	09/30/2025	Check	V - 25579	ADVANCED MEDICAL TRANSPORT OF CENTRAL ILLINOIS	980.00
207439	09/30/2025	Check	V - 11013	AFSCME COUNCIL 31	2,105.61
207440	09/30/2025	Check	V - 26377	ALLEN JONES	30.00
207441	09/30/2025	Check	V - 15172	ALLMAKES OFFICE & FURNITURE	1,484.80
207442	09/30/2025	Check	V - 26044	AMERICAN WELDING SOCIETY, INC.	273.00
207443	09/30/2025	Check	V - 26437	APPTEGY, INC.	23,270.00
207444	09/30/2025	Check	V - 19097	ARMSTRONG SYSTEMS & CONSULTING	700.00
207445	09/30/2025	Check	V - 22296	BLITT AND GAINES, P.C.	303.74
207446	09/30/2025	Check	V - 22296	BLITT AND GAINES, P.C.	101.81
207447	09/30/2025	Check	V - 22296	BLITT AND GAINES, P.C.	321.81
207448	09/30/2025	Check	V - 11617	BREEDLOVE SPORTING GOODS	851.50
207449	09/30/2025	Check	V - 25156	BRIDGES CATERING WEH, INC	1,000.00
207450	09/30/2025	Check	V - 25948	CAMELOT THERAPEUTIC SCHOOLS, LLC	4,542.30
207451	09/30/2025	Check	V - 26378	CARL ROBINSON	60.00
207452	09/30/2025	Check	V - 24698	CARTRIDGE INK QUAD CITIES	541.96
207453	09/30/2025	Check	V - 23713	COMMUNICATIONS ENGINEERING COMPANY	294.75
207454	09/30/2025	Check	V - 26552	CIRCLE UP! YOUTH RESTORATIVE JUSTICE ARTS, INC	2,889.49
207455	09/30/2025	Check	V - 26317	COLUMN SOFTWARE PBC	296.55
207456	09/30/2025	Check	V - 26541	COMPLETE WEDDINGS + EVENTS	395.00
207457	09/30/2025	Check	V - 22507	COOK'S DIRECT, INC.	5,875.29
207458	09/30/2025	Check	V - 14564	CORN CRIB NURSERY, INC	820.00
207459	09/30/2025	Check	V - 26329	DANIEL GLEASON	100.00
207460	09/30/2025	Check	V - 14209	BLICK ART MATERIALS	1,884.06
207461	09/30/2025	Check	V - 22567	DIVISION FOR EARLY CHILDHOOD	495.00
207462	09/30/2025	Check	V - 26303	DOUBLE H ENTERTAINMENT LLC	250.00
207463	09/30/2025	Check	V - 11612	DUCKY'S FORMAL WEAR	169.95
207464	09/30/2025	Check	V - 17527	EASTERN IOWA COMMUNITY COLLEGE	12.00
207465	09/30/2025	Check	V - 26079	EMERGENT PRESS	849.00
207466	09/30/2025	Check	V - 25837	ERNEST BEA JR.	25.00
207467	09/30/2025	Check	V - 24926	EXPLORELEARNING, LLC	2,820.00
207468	09/30/2025	Check	V - 23135	FELDESMAN TUCKER LEIFER FIDELL LLP	795.00
207469	09/30/2025	Check	V - 11149	FLINN SCIENTIFIC, INC.	1,386.43
207470	09/30/2025	Check	V - 24904	FLORIDA STATE DISBURSEMENT UNIT	64.54
207471	09/30/2025	Check	V - 26250	FOLLETT CONTENT SOLUTIONS	1,234.98

ROCK ISLAND SCHOOLS

Page 4 of 8
09/30/2025
4:12:00 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - CHECK

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
207472	09/30/2025	Check	V - 24312	ARTHUR J GALLAGHER RISK MANAGEMENT SVC., INC	3,788.00
207473	09/30/2025	Check	V - 19698	GENESEO HIGH SCHOOL	960.00
207474	09/30/2025	Check	V - 26549	GITADINI LLC	180.00
207475	09/30/2025	Check	V - 18133	GUMDROP BOOKS	503.22
207476	09/30/2025	Check	V - 11475	HY-VEE FOOD STORE	285.77
207477	09/30/2025	Check	V - 26485	IDG ARCHITECTS + PARTNERS INC	8,098.32
207478	09/30/2025	Check	V - 11230	ILLINOIS ASBO	220.00
207479	09/30/2025	Check	V - 18009	IL MUSIC EDUCATORS ASSOCIATION	75.00
207480	09/30/2025	Check	V - 22645	ILLINOIS SCHOOL NUTRITION ASSO	595.00
207481	09/30/2025	Check	V - 25440	IMEG CORP	39,156.62
207482	09/30/2025	Check	V - 10441	JOHANNES BUS SERVICE INC.	176,582.83
207483	09/30/2025	Check	V - 10246	JOHNSON DISTRIBUTING INC.	14.00
207484	09/30/2025	Check	V - 24174	JUMPIN JOEYS/BOUNCE QC	740.00
207485	09/30/2025	Check	V - 26546	KASEYA US LLC	1,921.46
207486	09/30/2025	Check	V - 12092	KING FOOD SERVICE, INC.	1,044.00
207487	09/30/2025	Check	V - 26065	L&M ACCOUNTS	599.08
207488	09/30/2025	Check	V - 11342	LAIRD PIANO TUNING & REPAIR	192.00
207489	09/30/2025	Check	V - 23642	LEGO EDUCATION	4,293.30
207490	09/30/2025	Check	V - 20947	LOFFREDO FRESH PRODUCE CO., INC.	15,518.59
207491	09/30/2025	Check	V - 26438	LOGAN RIVER ACADEMY	18,978.11
207492	09/30/2025	Check	V - 26531	MARCHING GEAR, LLC	8,853.00
207493	09/30/2025	Check	V - 25331	MARTY BEA	30.00
207494	09/30/2025	Check	V - 19278	MVP AUTO CENTER & RENTAL	1,165.00
207495	09/30/2025	Check	V - 26535	FIRST CHURCH OF THE NAZARENE OF ROCK ISLAND	5,720.00
207496	09/30/2025	Check	V - 21630	NIABI ZOO	50.00
207497	09/30/2025	Check	V - 10613	OFFICE MACHINE CONSULTANT	385.00
207498	09/30/2025	Check	V - 24456	ONE STEP INC	741.00
207499	09/30/2025	Check	V - 25409	OPEN UP RESOURCES	4,775.00
207500	09/30/2025	Check	V - 19416	PAPA JOHN'S OF IOWA	4,590.00
207501	09/30/2025	Check	V - 24616	PATRICK STEVEN O'BRIEN	100.00
207502	09/30/2025	Check	V - 25389	PEPSI-COLA OF ROCK ISLAND	333.60
207503	09/30/2025	Check	V - 26386	POE DAH WAH	180.00
207504	09/30/2025	Check	V - 26425	QUAD CORPORATION INC	184.48
207505	09/30/2025	Check	V - 10232	R. K. DIXON CO.	125.32
207506	09/30/2025	Check	V - 25728	REACHING ACROSS ILLINOIS LIBRARY SYSTEM	425.00
207507	09/30/2025	Check	V - 11658	ROCK ISLAND FITNESS AND	911.48
207508	09/30/2025	Check	V - 10721	ROCK ISLAND BOARD OF EDUCATION	62.00
207509	09/30/2025	Check	V - 10722	CITY OF ROCK ISLAND	18.00

ROCK ISLAND SCHOOLS

Page 5 of 8
09/30/2025
4:12:00 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - CHECK

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
207510	09/30/2025	Check	V - 18465	ROCK ISLAND SCHOOL DISTRICT 41	791,329.68
207511	09/30/2025	Check	V - 10706	REGIONAL OFFICE OF EDUCATION-MOLINE	50.00
207512	09/30/2025	Check	V - 20576	ROYAL IMAGING	1,585.85
207513	09/30/2025	Check	V - 23239	RUSSELL CONSTRUCTION COMPANY	22,392.18
207514	09/30/2025	Check	V - 16561	SCHOLASTIC INC. - MAGAZINES	274.73
207515	09/30/2025	Check	V - 20442	SCHOLASTIC TEACHERS STORE	395.00
207516	09/30/2025	Check	V - 25582	SCOTT COUNTY SHERIFF	815.40
207517	09/30/2025	Check	V - 26232	SCOTT HOLLENBACK	60.00
207518	09/30/2025	Check	V - 26523	TH LOBSTER TENNIS, LLC	311.50
207519	09/30/2025	Check	V - 18792	THE CENTER: RESOURCES FOR TEACHING AND LEARNING	8,020.00
207520	09/30/2025	Check	V - 26548	THE CERAMIC SHOP	43.30
207521	09/30/2025	Check	V - 26550	THE CINCINNATI INSURANCE COMPANY	25.00
207522	09/30/2025	Check	V - 20539	TRANSITIONS	1,180.00
207523	09/30/2025	Check	V - 21935	TOP SHELF, INC.	819.00
207524	09/30/2025	Check	V - 15380	TRI-STATE TRAVEL	4,725.00
207525	09/30/2025	Check	V - 26017	TROPHY WORLD, INC.	48.00
207526	09/30/2025	Check	V - 25451	TRUGREEN LP	321.95
207527	09/30/2025	Check	V - 20891	UNITED PARCEL SERVICE	18.39
207528	09/30/2025	Check	V - 22612	VIBRANT ARENA	5,850.00
207529	09/30/2025	Check	V - 24843	WI SCTF	100.00
207530	09/30/2025	Check	V - 22334	WILSON LANGUAGE TRAINING CORP.	1,802.52

Total No. of Checks : 95

Total Amount : 1,213,296.79

ROCK ISLAND SCHOOLS

Page 6 of 8
09/30/2025
4:12:00 PM

CHECK REGISTER FOR BH OBM - OBM CHECKS - ACH

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
544	10/07/2025	ACH	P - 07577	COOKSEY, RACHAEL MARIE	11.20
Total No. of Checks :				Total Amount :	11.20

ROCK ISLAND SCHOOLS

Page 7 of 8
09/30/2025
4:12:00 PM

CHECK REGISTER FOR BH OBM - OBM CHECKS - CHECK

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
38665	09/30/2025	Check	V - 26299	A&A MUFFLER AND LUBE	77.35
38666	09/30/2025	Check	V - 10018	ADEL WHOLESALERS, INC.	116.04
38667	09/30/2025	Check	V - 26524	All Green Turf, LLC	6,814.39
38668	09/30/2025	Check	V - 10409	AT&T	271.23
38669	09/30/2025	Check	V - 12747	B & B HARDWARE	113.10
38670	09/30/2025	Check	V - 26490	CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC.	916.57
38671	09/30/2025	Check	V - 15518	CRAWFORD COMPANY	1,343.63
38672	09/30/2025	Check	V - 25710	DUKE RENTALS	830.87
38673	09/30/2025	Check	V - 23196	ILLINOIS OFFICE OF THE STATE FIRE MARSHAL	125.00
38674	09/30/2025	Check	V - 23698	J.L. BRADY COMPANY, LLC	51,155.75
38675	09/30/2025	Check	V - 18292	LOWE'S	1,324.59
38676	09/30/2025	Check	V - 14673	MENARDS, INC.	203.19
38677	09/30/2025	Check	V - 10428	MIDAMERICAN ENERGY COMPANY	123,103.44
38678	09/30/2025	Check	V - 26544	POWER SOLUTION SERVICES, INC	475.00
38679	09/30/2025	Check	V - 23858	QC POWER EQUIPMENT INC	469.18
38680	09/30/2025	Check	V - 10722	CITY OF ROCK ISLAND	1,294.85
38681	09/30/2025	Check	V - 10730	ROCK ISLAND POLICE DEPARTMENT	75.00
38682	09/30/2025	Check	V - 18465	ROCK ISLAND SCHOOL DISTRICT 41	35,012.17
38683	09/30/2025	Check	V - 13473	SAMPSON FENCING & DECK CO.	1,545.00
38684	09/30/2025	Check	V - 23326	SHERWIN WILLIAMS	188.19
38685	09/30/2025	Check	V - 25071	STERLING COMMERCIAL ROOFING, INC	129.96
38686	09/30/2025	Check	V - 23154	STUARD & ASSOCIATES, INC.	125.00
38687	09/30/2025	Check	V - 15967	TRANE	2,098.00

Total No. of Checks : 23

Total Amount : 227,807.50

ROCK ISLAND SCHOOLS

Page 8 of 8
09/30/2025
4:12:00 PM

Report Code: AP_CHECKREG

Search Criteria:

Fiscal Year	: 2026
FY Period - Task	: 3 - A4
Start Due Date	: None
End Due Date	: None
Check Date	: 09/30/2025
Reprint Check Date	: None
Separate Check for Each Fund	: No
Group By	: FIN_INST_ACCT_ID, FIN_INST_TRAN_SOURCE
Sort By	: VENDOR_SHORT_NAME
Sort Employee Checks By Pay Location	: No

ROCK ISLAND SCHOOLS

Page 1 of 3
09/30/2025
4:13:07 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - ACH

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
3679	10/07/2025	ACH	V - 10004	A-1 MARKING PRODUCTS	915.00
3680	10/07/2025	ACH	V - 25525	AMAZON.COM SERVICES, INC.	38,358.29
3681	10/07/2025	ACH	V - 24888	AMPLIFY EDUCATION INC	35,071.16
3682	10/07/2025	ACH	V - 26513	BSN SPORTS LLC	8,705.06
3683	10/07/2025	ACH	V - 17243	CDW GOVERNMENT, INC.	360.98
3684	10/07/2025	ACH	V - 22526	CENGAGE LEARNING, INC.	1,100.00
3685	10/07/2025	ACH	V - 18471	DELL INC.	895.69
3686	10/07/2025	ACH	V - 25757	IMAGINE LEARNING LLC	8,620.65
3687	10/07/2025	ACH	V - 12004	THE PROPHET CORPORATION	1,079.58
3688	10/07/2025	ACH	V - 10355	HANDY TRUE VALUE HARDWARE	76.51
3689	10/07/2025	ACH	V - 12439	ILLINOIS PRINCIPALS ASSOCIATION	1,248.00
3690	10/07/2025	ACH	V - 18269	J.W. PEPPER & SON	598.14
3691	10/07/2025	ACH	V - 24278	JOSTENS, INC	3,369.35
3692	10/07/2025	ACH	V - 24908	KOHL WHOLESALE	77,730.58
3693	10/07/2025	ACH	V - 23276	LEARNING A-Z	1,890.00
3694	10/07/2025	ACH	V - 15989	MAINSTREAMUSA INC.	8,212.43
3695	10/07/2025	ACH	V - 20508	NCS PEARSON INCORPORATED	282.13
3696	10/07/2025	ACH	V - 26008	PAN-O-GOLD BAKING CO.	3,299.60
3697	10/07/2025	ACH	V - 25751	QUALITY CONTROLLED STAFFING, INC.	4,763.54
3698	10/07/2025	ACH	V - 25669	SAVVAS LEARNING COMPANY LLC	68,730.00
3699	10/07/2025	ACH	V - 25326	SPHERO, INC	1,434.00
3700	10/07/2025	ACH	V - 19712	STAPLES ADVANTAGE	122.91
3701	10/07/2025	ACH	V - 26101	THE PITNEY BOWES RESERVE ACCOUNT	4,000.00
3702	10/07/2025	ACH	V - 18768	TRI-CITY ELECTRIC CO. OF IOWA	7,123.25
3703	10/07/2025	ACH	V - 20134	WEST MUSIC	819.62

Total No. of Checks : 25

Total Amount : **278,806.47**

ROCK ISLAND SCHOOLS

Page 2 of 3
09/30/2025
4:13:07 PM

CHECK REGISTER FOR BH OBM - OBM CHECKS - ACH

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
545	10/07/2025	ACH	V - 25525	AMAZON.COM SERVICES, INC.	5,323.98
546	10/07/2025	ACH	V - 17235	GREENWOOD CLEANING SYSTEMS, IN	23,573.69
547	10/07/2025	ACH	V - 10355	HANDY TRUE VALUE HARDWARE	250.47
548	10/07/2025	ACH	V - 23695	MIDWEST ALARM SERVICES	779.04
549	10/07/2025	ACH	V - 19762	WEST MAINTENANCE, INC.	2,310.00
Total No. of Checks : 5				Total Amount :	32,237.18

ROCK ISLAND SCHOOLS

Page 3 of 3
09/30/2025
4:13:07 PM

Report Code: AP_CHECKREG

Search Criteria:

Fiscal Year	: 2026
FY Period - Task	: 3 - A5
Start Due Date	: None
End Due Date	: None
Check Date	: 09/30/2025
Reprint Check Date	: None
Separate Check for Each Fund	: No
Group By	: FIN_INST_ACCT_ID, FIN_INST_TRAN_SOURCE
Sort By	: VENDOR_SHORT_NAME
Sort Employee Checks By Pay Location	: No

ROCK ISLAND SCHOOLS

Page 1 of 3
09/30/2025
4:13:22 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - ACH

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
3704	10/02/2025	ACH	V - 26444	AMERITAS LIFE INSURANCE CORP	17,653.84
3705	10/02/2025	ACH	V - 26020	ANNA THIRTYACRE	300.00
3706	10/02/2025	ACH	V - 26278	COMBINED INSURANCE COMPANY OF AMERICA	1,281.79
3707	10/02/2025	ACH	V - 11015	IMRF ACCOUNT	12,033.03
3708	10/02/2025	ACH	V - 26286	RELIANCE STANDARD LIFE INSURANCE COMPANY	10,288.66
Total No. of Checks : 5				Total Amount :	41,557.32

ROCK ISLAND SCHOOLS

Page 2 of 3
09/30/2025
4:13:22 PM

CHECK REGISTER FOR BH HEALTH INS - HEALTH INSURANCE - ACH

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
71	10/02/2025	ACH	V - 22013	HEALTH CARE SERVICE CORP- BLUE	792,232.25

Total No. of Checks : 1

Total Amount : 792,232.25

ROCK ISLAND SCHOOLS

Page 3 of 3
09/30/2025
4:13:22 PM

Report Code: AP_CHECKREG

Search Criteria:

Fiscal Year	: 2026
FY Period - Task	: 3 - A6
Start Due Date	: None
End Due Date	: None
Check Date	: 09/30/2025
Reprint Check Date	: None
Separate Check for Each Fund	: No
Group By	: FIN_INST_ACCT_ID, FIN_INST_TRAN_SOURCE
Sort By	: VENDOR_SHORT_NAME
Sort Employee Checks By Pay Location	: No

ROCK ISLAND SCHOOLS

Page 1 of 3
09/19/2025
11:16:13 AM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - ACH

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
3635	09/23/2025	ACH	V - 24216	PROJECT LEAD THE WAY, INC	6,047.05
Total No. of Checks :				Total Amount :	6,047.05

ROCK ISLAND SCHOOLS

Page 2 of 3
09/19/2025
11:16:13 AM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - CHECK

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
207435	09/19/2025	Check	V - 26431	LOVING GUIDANCE LLC	36,980.00
Total No. of Checks : 1				Total Amount :	36,980.00

ROCK ISLAND SCHOOLS

Page 3 of 3
09/19/2025
11:16:13 AM

Report Code: AP_CHECKREG

Search Criteria:

Fiscal Year	: 2026
FY Period - Task	: 3 - A7
Start Due Date	: None
End Due Date	: None
Check Date	: 09/19/2025
Reprint Check Date	: None
Separate Check for Each Fund	: No
Group By	: FIN_INST_ACCT_ID, FIN_INST_TRAN_SOURCE
Sort By	: VENDOR_SHORT_NAME
Sort Employee Checks By Pay Location	: No

SUMMARY OF CHECKS AND WIRES

October 15, 2025

COMPUTERIZED CHECK RUN

EDUCATION

Ed Fund CHECKS

V207531-V207621

Education \$ 425,513.71
Transportation \$ 38,330.65
Debt Service Fund
Capital Projects
Life Safety
Tort Immunity

\$ 463,844.36

Ed Fund ACH

VA3709-VA3781

Education \$ 293,209.40
Transportation \$ 5,376.08
Debt Service Fund
Capital Projects
Life Safety
Tort Immunity \$ 10,418.01

\$ 309,003.49

TOTAL EDUCATION \$ 772,847.85

O&M

O&M CHECKS

B38688-B38710

\$ 132,004.93

O&M Fund ACH

BA550-BA558

\$ 31,147.53

TOTAL O&M \$ 163,152.46

HEALTH

Health Fund CHECKS

Health Fund ACH

TOTAL HEALTH \$ -

TOTAL COMPUTERIZED CHECK RUN

\$ 936,000.31

WIRES

Ed, Bldg, Tort Salary Checks \$ 1,965,510.29
Federal Income Tax \$ 260,801.00
OASDI/Medicare \$ 159,313.40
State Withholdings \$ 117,157.86
Teacher's Retirement Systems/IMRF \$ 257,261.38
Employee Deductions \$ 66,290.37

Benefits Payments

TOTAL WIRES

\$ 2,826,334.30

GRAND TOTAL

92

\$ 3,762,334.61

ROCK ISLAND SCHOOLS

Page 1 of 8
10/15/2025
3:45:32 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - ACH

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
3709	10/21/2025	ACH	P - 07246	AHUMADA, SONIA GUADALUPE	17.85
3710	10/21/2025	ACH	P - 17764	AJIBOLA, BEATRICE OLABISI	8.33
3711	10/21/2025	ACH	P - 07356	ANDERSON, LINDSAY ERIN	59.88
3712	10/21/2025	ACH	P - 07062	ANDRUS, SARAH A	59.88
3713	10/21/2025	ACH	P - 07209	ANSON, STEPHANIE A	78.47
3714	10/21/2025	ACH	P - 07843	BEIERLEIN, CHRISTINE M	82.18
3715	10/21/2025	ACH	P - 07821	BERRY, NICOLE ELIZABETH	93.31
3716	10/21/2025	ACH	P - 06395	BRADDY, CRISTINA MARIA	111.30
3717	10/21/2025	ACH	P - 07074	BRADDY, STEVEN M	160.79
3718	10/21/2025	ACH	P - 07534	BRADLEY, DONNA LEIGH	54.88
3719	10/21/2025	ACH	P - 07137	BUTLER, CHARLES J	235.20
3720	10/21/2025	ACH	P - 97349	CHAPMAN, JOSHUA EDWARD	55.23
3721	10/21/2025	ACH	P - 96303	COOK-BEHRENS, CAREY LYNN	134.82
3722	10/21/2025	ACH	P - 17750	DIEUDONNE, STEPHANIE ROCHELLE	133.98
3723	10/21/2025	ACH	P - 95252	DIXON, RAMONA B	471.80
3724	10/21/2025	ACH	P - 96789	FRANTZ, DEBRA LYNN	565.68
3725	10/21/2025	ACH	P - 18342	FREEMAN, SARAH GRACE	66.36
3726	10/21/2025	ACH	P - 06656	GEISLER, KRISTI MARIE	45.00
3727	10/21/2025	ACH	P - 05029	HALL, LAURA L	55.58
3728	10/21/2025	ACH	P - 97100	HOLTROP, JOCELYN LESLIE	39.20
3729	10/21/2025	ACH	P - 97026	JOY, MELISSA LYNN	6.65
3730	10/21/2025	ACH	P - 05386	KETCHAM, JODI L	14.14
3731	10/21/2025	ACH	P - 97008	LAERMANS, BREANN MICHELLE	132.02
3732	10/21/2025	ACH	P - 95225	LOHMANN, DIONNE L	48.09
3733	10/21/2025	ACH	P - 18391	LYON, LAURIE CHRISTINE	13.02
3734	10/21/2025	ACH	P - 96205	MARSHALL, AMY LYNN	327.71
3735	10/21/2025	ACH	P - 04756	MCWILLIAMS, BETTINA JO CULBERSON	127.75
3736	10/21/2025	ACH	P - 97272	MEYERS, LAURA L	4.47
3737	10/21/2025	ACH	P - 07564	PAINTER, MONICA C	13.02
3738	10/21/2025	ACH	P - 97292	PHILLIPS, FELICIA JANE	84.00
3739	10/21/2025	ACH	P - 03200	POTERACK, TONIA R	94.64
3740	10/21/2025	ACH	P - 97201	RAGONA, ANTHONY A	650.00
3741	10/21/2025	ACH	P - 95047	RODRIGUEZ, FALLON MARIE	26.46
3742	10/21/2025	ACH	P - 97149	SHANNON, AARON DANIEL	166.67
3743	10/21/2025	ACH	P - 95655	TAETS, MCKENZIE A	98.14
3744	10/21/2025	ACH	P - 02557	TAYLOR, LILLIAN L	2.80
3745	10/21/2025	ACH	P - 96679	THOMAS, KIMBERLY JEAN	50.12
3746	10/21/2025	ACH	P - 97191	THOMPSON, PAULA JO	22.19
3747	10/21/2025	ACH	P - 00866	TOBIN, LINDA R	61.41
3748	10/21/2025	ACH	P - 95592	TRIMBLE, JENNIFER ANN	118.47
3749	10/21/2025	ACH	P - 97126	TUOMINEN, QUINNLAN R	12.74

ROCK ISLAND SCHOOLS

Page 2 of 8
10/15/2025
3:45:32 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - ACH

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
3750	10/21/2025	ACH	P - 07870	VOIGT, SCOTT STUART	84.00
3751	10/21/2025	ACH	P - 17994	WANGLER, HEATHER K	75.11
3752	10/21/2025	ACH	P - 95054	WENTHE, KELLEY M	184.38
3753	10/21/2025	ACH	P - 95978	WOODS, CARMEN MICHELLE	449.00
Total No. of Checks : 45					Total Amount : 5,396.72

ROCK ISLAND SCHOOLS

Page 3 of 8
10/15/2025
3:45:32 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - CHECK

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
207531	10/15/2025	Check	V - 21599	4IMPRINT, INC.	1,669.23
207532	10/15/2025	Check	V - 10001	A & A AIR CONDITIONING	1,248.71
207533	10/15/2025	Check	V - 23446	IDMS ACCOUNT ABILITY	1,696.21
207534	10/15/2025	Check	V - 10245	ACT II TRANSPORTATION, INC.	14,500.00
207535	10/15/2025	Check	V - 25579	ADVANCED MEDICAL TRANSPORT OF CENTRAL ILLINOIS	560.00
207536	10/15/2025	Check	V - 11013	AFSCME COUNCIL 31	2,135.70
207537	10/15/2025	Check	V - 19097	ARMSTRONG SYSTEMS & CONSULTING	1,400.00
207538	10/15/2025	Check	V - 26248	ARTHUR'S GARDEN DELI	329.82
207539	10/15/2025	Check	V - 22657	AUGUSTANA COLLEGE	2,190.00
207540	10/15/2025	Check	V - 24732	BACKGROUND INVESTIGATION BUREAU, LLC	486.25
207541	10/15/2025	Check	V - 25510	BAND TODAY LLC	532.00
207542	10/15/2025	Check	V - 20275	BARNES & NOBLE	115.10
207543	10/15/2025	Check	V - 10091	BLACKHAWK BANK & TRUST	13,772.21
207544	10/15/2025	Check	V - 22296	BLITT AND GAINES, P.C.	303.74
207545	10/15/2025	Check	V - 22296	BLITT AND GAINES, P.C.	321.81
207546	10/15/2025	Check	V - 26493	BOOKPAL	691.50
207547	10/15/2025	Check	V - 21140	BOOKSAMILLION.COM	147.88
207548	10/15/2025	Check	V - 10098	BOUND TO STAY BOUND BOOKS, INC	336.43
207549	10/15/2025	Check	V - 26562	BROADWAY IN CHICAGO, LLC	6,171.00
207550	10/15/2025	Check	V - 10102	BRODART COMPANY	65.97
207551	10/15/2025	Check	V - 25353	BULBAMERICA	279.85
207552	10/15/2025	Check	V - 24698	CARTRIDGE INK QUAD CITIES	189.99
207553	10/15/2025	Check	V - 11364	CIRCA 21 DINNER PLAYHOUSE	1,490.00
207554	10/15/2025	Check	V - 13477	COUNCIL FOR ECONOMIC EDUCATION	51.95
207555	10/15/2025	Check	V - 12877	ECOLAB, INC.	433.69
207556	10/15/2025	Check	V - 26462	EDUCATIONAL EPIPHANY LLC	82,500.00
207557	10/15/2025	Check	V - 10272	ERIKSEN CHEVROLET INC.	1,083.63
207558	10/15/2025	Check	V - 15426	EVERYCHILD	23,550.00
207559	10/15/2025	Check	V - 24926	EXPLORELEARNING, LLC	38,032.55
207560	10/15/2025	Check	V - 11149	FLINN SCIENTIFIC, INC.	2,457.45
207561	10/15/2025	Check	V - 24904	FLORIDA STATE DISBURSEMENT UNIT	41.47
207562	10/15/2025	Check	V - 26250	FOLLETT CONTENT SOLUTIONS	35.39
207563	10/15/2025	Check	V - 25836	GRANT PROFESSIONALS ASSOCIATION	235.00
207564	10/15/2025	Check	V - 11075	THE GREAT BOOKS FOUNDATION	881.77
207565	10/15/2025	Check	V - 25687	HEGGERTY PHONEMIC AWARENESS	1,993.60
207566	10/15/2025	Check	V - 11475	HY-VEE FOOD STORE	540.88
207567	10/15/2025	Check	V - 16693	IASA	200.00

ROCK ISLAND SCHOOLS

Page 4 of 8
10/15/2025
3:45:32 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - CHECK

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
207568	10/15/2025	Check	V - 24570	IL DEPT. OF CENTRAL MANAGEMENT SVCS	650.00
207569	10/15/2025	Check	V - 19730	ILLINOIS DEPARTMENT OF REVENUE	507.54
207570	10/15/2025	Check	V - 17637	ILLINOIS STATE BOARD OF ED.	8,803.00
207571	10/15/2025	Check	V - 19076	ILLINOIS STATE UNIVERSITY	1,425.00
207572	10/15/2025	Check	V - 10441	JOHANNES BUS SERVICE INC.	11,115.05
207573	10/15/2025	Check	V - 11929	KAPLAN COMPANIES INC.	423.14
207574	10/15/2025	Check	V - 26546	KASEYA US LLC	1,293.95
207575	10/15/2025	Check	V - 26538	KLETT WORLD LANGUAGES INC.	188.64
207576	10/15/2025	Check	V - 26065	L&M ACCOUNTS	122.95
207577	10/15/2025	Check	V - 25922	LAKESHORE LEARNING MATERIALS, LLC	2,625.37
207578	10/15/2025	Check	V - 10300	SUMMIT FINANCIAL RESOURCES, L.P.	935.99
207579	10/15/2025	Check	V - 25947	LEADING EDGE FUNDRAISING	863.42
207580	10/15/2025	Check	V - 25974	LEARNWELL	936.32
207581	10/15/2025	Check	V - 20947	LOFFREDO FRESH PRODUCE CO., INC.	4,890.54
207582	10/15/2025	Check	V - 26438	LOGAN RIVER ACADEMY	19,013.80
207583	10/15/2025	Check	V - 26431	LOVING GUIDANCE LLC	207.00
207584	10/15/2025	Check	V - 25241	MARCO TECHNOLOGIES, LLC	149.59
207585	10/15/2025	Check	V - 24063	MCGRAW-HILL SCHOOL EDUCATION, LLC	535.58
207586	10/15/2025	Check	V - 23379	MEDIACOM COMMUNICATIONS CORP	1,028.97
207587	10/15/2025	Check	V - 25860	MOBYMAX EDUCATION, LLC	2,785.00
207588	10/15/2025	Check	V - 10980	MODERN WOODMEN OF AMERICA	1,689.10
207589	10/15/2025	Check	V - 26564	NABE	1,980.00
207590	10/15/2025	Check	V - 10613	OFFICE MACHINE CONSULTANT	2,709.14
207591	10/15/2025	Check	V - 24456	ONE STEP INC	2,145.00
207592	10/15/2025	Check	V - 25409	OPEN UP RESOURCES	8,750.00
207593	10/15/2025	Check	V - 19416	PAPA JOHN'S OF IOWA	6,407.00
207594	10/15/2025	Check	V - 26386	POE DAH WAH	60.00
207595	10/15/2025	Check	V - 24053	PRAIRIE FARMS DAIRY	33,252.04
207596	10/15/2025	Check	V - 14554	QUAD CITY ARTS INC	750.00
207597	10/15/2025	Check	V - 26425	QUAD CORPORATION INC	184.48
207598	10/15/2025	Check	V - 17693	PEORIA COUNTY REGIONAL OFFICE OF EDUCATION 48	1,200.00
207599	10/15/2025	Check	V - 11658	ROCK ISLAND FITNESS AND	888.28
207600	10/15/2025	Check	V - 10721	ROCK ISLAND BOARD OF EDUCATION	62.00
207601	10/15/2025	Check	V - 18465	ROCK ISLAND SCHOOL DISTRICT 41	73,447.31
207602	10/15/2025	Check	V - 10706	REGIONAL OFFICE OF EDUCATION- MOLINE	3,000.00

ROCK ISLAND SCHOOLS

Page 5 of 8
10/15/2025
3:45:32 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - CHECK

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
207603	10/15/2025	Check	V - 16561	SCHOLASTIC INC. - MAGAZINES	597.58
207604	10/15/2025	Check	V - 20442	SCHOLASTIC TEACHERS STORE	1,861.72
207605	10/15/2025	Check	V - 25582	SCOTT COUNTY SHERIFF	236.92
207606	10/15/2025	Check	V - 26500	SPECIAL EDUCATION SERVICES	30,121.14
207607	10/15/2025	Check	V - 26501	SPECIAL EDUCATION SYSTEMS, INC	7,740.60
207608	10/15/2025	Check	V - 10803	SPORTS DEPOT, INC.	320.00
207609	10/15/2025	Check	V - 26526	ST. GEORGE GREEK ORTHODOX CHURCH, INC	450.00
207610	10/15/2025	Check	V - 24811	STEVE WEISS MUSIC INC.	299.70
207611	10/15/2025	Check	V - 24190	SWEETWATER SOUND, LLC	3,393.38
207612	10/15/2025	Check	V - 20539	TRANSITIONS	795.00
207613	10/15/2025	Check	V - 15380	TRI-STATE TRAVEL	4,975.00
207614	10/15/2025	Check	V - 26017	TROPHY WORLD, INC.	126.00
207615	10/15/2025	Check	V - 25451	TRUGREEN LP	150.45
207616	10/15/2025	Check	V - 20598	VERIZON WIRELESS	1,835.16
207617	10/15/2025	Check	V - 24843	WI SCTF	100.00
207618	10/15/2025	Check	V - 24843	WI SCTF	65.00
207619	10/15/2025	Check	V - 26536	WONDER WORKSHIP, INC.	1,259.93
207620	10/15/2025	Check	V - 26509	WORKSPACE, INC	3,969.50
207621	10/15/2025	Check	V - 10945	XEROX CORPORATION	7,851.30

Total No. of Checks : 91

Total Amount : 463,844.36

ROCK ISLAND SCHOOLS

Page 6 of 8
10/15/2025
3:45:32 PM

CHECK REGISTER FOR BH OBM - OBM CHECKS - ACH

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
550	10/21/2025	ACH	P - 96790	LOHMANN, RALPH AUGUST	24.08
551	10/21/2025	ACH	P - 96296	MUNOZ, JUSTIN TYLER	23.94
552	10/21/2025	ACH	P - 97290	NIMMERS, TROY L	13.37
553	10/21/2025	ACH	P - 96058	SCHAULAND, AMY H	103.25
Total No. of Checks : 4					Total Amount : 164.64

ROCK ISLAND SCHOOLS

Page 7 of 8
10/15/2025
3:45:32 PM

CHECK REGISTER FOR BH OBM - OBM CHECKS - CHECK

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
38688	10/15/2025	Check	V - 10018	ADEL WHOLESALERS, INC.	151.40
38689	10/15/2025	Check	V - 23054	REPUBLIC SERVICES	14,458.29
38690	10/15/2025	Check	V - 24050	FW ASPHALT SEALING	4,000.00
38691	10/15/2025	Check	V - 12747	B & B HARDWARE	100.93
38692	10/15/2025	Check	V - 10091	BLACKHAWK BANK & TRUST	161.20
38693	10/15/2025	Check	V - 25870	CAMPOS #3 INC	79.00
38694	10/15/2025	Check	V - 24698	CARTRIDGE INK QUAD CITIES	279.98
38695	10/15/2025	Check	V - 26490	CONSOLIDATED ELECTRICAL DISTRIBUTORS, INC.	1,013.05
38696	10/15/2025	Check	V - 15518	CRAWFORD COMPANY	8,167.71
38697	10/15/2025	Check	V - 26491	DEM SERVICES, INC	79,200.00
38698	10/15/2025	Check	V - 15180	ECONOMY ROOFING & INSULATING	443.00
38699	10/15/2025	Check	V - 26262	FILTERBUY INC.	3,618.54
38700	10/15/2025	Check	V - 12258	GLASS SERVICE CENTER, INC.	396.74
38701	10/15/2025	Check	V - 10338	GRAINGER	299.80
38702	10/15/2025	Check	V - 23196	ILLINOIS OFFICE OF THE STATE FIRE MARSHAL	210.00
38703	10/15/2025	Check	V - 23698	J.L. BRADY COMPANY, LLC	9,864.00
38704	10/15/2025	Check	V - 14673	MENARDS, INC.	42.42
38705	10/15/2025	Check	V - 25119	O'REILLY AUTO PARTS	27.68
38706	10/15/2025	Check	V - 22570	PRO CLEAN CAR WASH AND DETAILING	24.00
38707	10/15/2025	Check	V - 20055	RIVER CITY TURF	931.00
38708	10/15/2025	Check	V - 10722	CITY OF ROCK ISLAND	8,011.15
38709	10/15/2025	Check	V - 23154	STUARD & ASSOCIATES, INC.	210.00
38710	10/15/2025	Check	V - 20598	VERIZON WIRELESS	315.04
Total No. of Checks : 23					Total Amount : 132,004.93

ROCK ISLAND SCHOOLS

Page 8 of 8
10/15/2025
3:45:32 PM

Report Code: AP_CHECKREG

Search Criteria:

Fiscal Year	: 2026
FY Period - Task	: 4 - A1
Start Due Date	: None
End Due Date	: None
Check Date	: 10/15/2025
Reprint Check Date	: None
Separate Check for Each Fund	: No
Group By	: FIN_INST_ACCT_ID, FIN_INST_TRAN_SOURCE
Sort By	: VENDOR_SHORT_NAME
Sort Employee Checks By Pay Location	: No

ROCK ISLAND SCHOOLS

Page 1 of 3
10/15/2025
3:45:43 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - ACH

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
3754	10/21/2025	ACH	V - 25525	AMAZON.COM SERVICES, INC.	31,082.88
3755	10/21/2025	ACH	V - 24888	AMPLIFY EDUCATION INC	18,746.05
3756	10/21/2025	ACH	V - 26513	BSN SPORTS LLC	11,929.31
3757	10/21/2025	ACH	V - 14613	BURKE CLEANERS, INC.	1,007.38
3758	10/21/2025	ACH	V - 17243	CDW GOVERNMENT, INC.	27,873.00
3759	10/21/2025	ACH	V - 26138	CONNECTWISE LLC	3,120.00
3760	10/21/2025	ACH	V - 25711	CULLIGAN OF DAVENPORT	29.65
3761	10/21/2025	ACH	V - 18471	DELL INC.	13,690.78
3762	10/21/2025	ACH	V - 25757	IMAGINE LEARNING LLC	16,475.15
3763	10/21/2025	ACH	V - 24299	ESGI, LLC	12,300.00
3764	10/21/2025	ACH	V - 16421	FRANCZEK RADELET	10,418.01
3765	10/21/2025	ACH	V - 25049	GREAT MINDS PBC	18,531.11
3766	10/21/2025	ACH	V - 16777	HUGHES NETWORK TECHNOLOGIES	379.00
3767	10/21/2025	ACH	V - 24908	KOHL WHOLESALE	67,088.03
3768	10/21/2025	ACH	V - 16753	LEXIA VOYAGER SOPRIS, INC.	3,036.00
3769	10/21/2025	ACH	V - 15989	MAINSTREAMUSA INC.	899.25
3770	10/21/2025	ACH	V - 24189	THE OUTHOUSE	235.71
3771	10/21/2025	ACH	V - 26008	PAN-O-GOLD BAKING CO.	987.90
3772	10/21/2025	ACH	V - 25751	QUALITY CONTROLLED STAFFING, INC.	5,376.08
3773	10/21/2025	ACH	V - 25681	SHI INTERNATIONAL CORP	1,699.00
3774	10/21/2025	ACH	V - 19712	STAPLES ADVANTAGE	456.38
3775	10/21/2025	ACH	V - 18768	TRI-CITY ELECTRIC CO. OF IOWA	15,311.60
Total No. of Checks : 22				Total Amount :	260,672.27

ROCK ISLAND SCHOOLS

Page 2 of 3
10/15/2025
3:45:43 PM

CHECK REGISTER FOR BH OBM - OBM CHECKS - ACH

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
554	10/21/2025	ACH	V - 25525	AMAZON.COM SERVICES, INC.	3,401.69
555	10/21/2025	ACH	V - 17235	GREENWOOD CLEANING SYSTEMS, IN	12,093.60
556	10/21/2025	ACH	V - 10355	HANDY TRUE VALUE HARDWARE	696.79
557	10/21/2025	ACH	V - 10003	THYMET PEST CONTROL	636.00
Total No. of Checks : 4				Total Amount :	16,828.08

ROCK ISLAND SCHOOLS

Page 3 of 3
10/15/2025
3:45:43 PM

Report Code: AP_CHECKREG

Search Criteria:

Fiscal Year	: 2026
FY Period - Task	: 4 - A2
Start Due Date	: None
End Due Date	: None
Check Date	: 10/15/2025
Reprint Check Date	: None
Separate Check for Each Fund	: No
Group By	: FIN_INST_ACCT_ID, FIN_INST_TRAN_SOURCE
Sort By	: VENDOR_SHORT_NAME
Sort Employee Checks By Pay Location	: No

ROCK ISLAND SCHOOLS

Page 1 of 3
10/15/2025
3:45:58 PM

CHECK REGISTER FOR BH EDUCATION - VENDOR CHECKS - ACH

Report Code: AP_CHECKREG

CHECK NO.	CHECK DATE	TYPE	VENDOR TYPE - ID	VENDOR NAME	AMOUNT
3776	10/17/2025	ACH	V - 26444	AMERITAS LIFE INSURANCE CORP	17,713.89
3777	10/17/2025	ACH	V - 26020	ANNA THIRTYACRE	300.00
3778	10/17/2025	ACH	V - 26278	COMBINED INSURANCE COMPANY OF AMERICA	1,281.79
3779	10/17/2025	ACH	V - 16777	HUGHES NETWORK TECHNOLOGIES	727.35
3780	10/17/2025	ACH	V - 11015	IMRF ACCOUNT	12,607.16
3781	10/17/2025	ACH	V - 26286	RELIANCE STANDARD LIFE INSURANCE COMPANY	10,304.31
Total No. of Checks : 6				Total Amount :	42,934.50

ROCK ISLAND SCHOOLS

Page 2 of 3
10/15/2025
3:45:58 PM

CHECK REGISTER FOR BH OBM - OBM CHECKS - ACH

Report Code: AP_CHECKREG

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>TYPE</u>	<u>VENDOR TYPE - ID</u>	<u>VENDOR NAME</u>	<u>AMOUNT</u>
558	10/17/2025	ACH	V - 16777	HUGHES NETWORK TECHNOLOGIES	14,154.81

Total No. of Checks : 1

Total Amount : 14,154.81

ROCK ISLAND SCHOOLS

Page 3 of 3
10/15/2025
3:45:58 PM

Report Code: AP_CHECKREG

Search Criteria:

Fiscal Year	: 2026
FY Period - Task	: 4 - A3
Start Due Date	: None
End Due Date	: None
Check Date	: 10/15/2025
Reprint Check Date	: None
Separate Check for Each Fund	: No
Group By	: FIN_INST_ACCT_ID, FIN_INST_TRAN_SOURCE
Sort By	: VENDOR_SHORT_NAME
Sort Employee Checks By Pay Location	: No



Personnel Recommendations
Board of Education Meeting
October 28, 2025

Certified Appointment

It is recommended that the Board of Education approve the following certified appointment for the 2025-26 school year.

Laurie Schadler - First Grade Teacher at Rock Island Academy
Salary - \$59,700/annual

Non-Certified Appointments

It is recommended that the Board of Education approve the following non-certified appointments for the 2025-26 school year.

Makayla Craig - AVID Tutor at Districtwide
Salary - \$15.86/hour

Stephen Echols - Security Personnel (Hall Monitor) at Rock Island High School
Salary - \$21.68/hour

Isabella Gerard - AVID Tutor at Districtwide
Salary - \$15.86/hour

Saadan Lodhi - AVID Tutor at Districtwide
Salary - \$15.86/hour

Samuel Williams - AVID Tutor at Districtwide
Salary - \$15.86/hour

Non-Certified Coach Appointments

It is recommended that the Board of Education approve the following non-certified support coach appointments for the 2025-26 school year.

Mark Jackson - Assistant Boys Bowling Coach at Rock Island High School
Salary - \$2,557/annual stipend

Monte' Jenkins - 7th Grade Boys Basketball Coach at Edison Junior High School
Salary - \$4,332/annual stipend



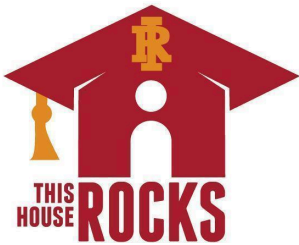
Personnel Recommendations
 Board of Education Meeting
 October 28, 2025

- Ashley Johnson - Assistant Boys Basketball Cheer Coach at Rock Island High School (split stipend) Salary - \$1,095/annual stipend
- Laticia McCray - Assistant Boys Basketball Cheer Coach at Rock Island High School (split stipend) Salary - \$1,095/annual stipend

Non- Certified Resignations

It is recommended that the Board of Education accept the following non-certified resignations during the 2025-26 school year.

<u>Staff Member</u>	<u>Current Position</u>	<u>Years of Continuous Service</u>
Marissa Allen	Paraprofessional at Horace Mann Early Learning Center	3 Years Effective 10/06/2025
Heather Lawver	Cashier at District Wide	1 Year Effective 09/20/2025
Crystal McNeal	Cashier at District Wide	1 Year Effective 09/20/2025
Kimberly Rodgers	Cashier at District Wide	<1 Year Effective 03/31/2025
Carol Streater	Secretary - Rover at District Wide	<1 Year Effective 10/30/2025



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
 From: Dr. Sharon Williams
 Cabinet Champion: Annaka Whiting, Chief Financial Officer
 Date: October 28, 2025
 Re: Multi-Function School Activity Bus

The District issued a request for bids to trade in the 2019 Multi-Function School Activity Bus and purchase a 2025 model. The bid opportunity was publicly advertised both online and in the Dispatch/Argus newspaper. Bid documents were made available for pick-up at the Administration Center and accessible online. All bids were required to be submitted to the Administration Center by 10:00 AM September 30, 2025.

The District received bids from two vendors which were opened and read aloud. The bids were reviewed by Ms. Annaka Whiting and Mr. Mike Emendorfer.

Vendor Name	Base Price	Delivery Date	Trade In Value	Price w/Trade In Allowance
Southern Bus + Mobility	\$105,989	2/2026 or 3/2026	\$20,000	\$85,989
Midwest Transit Equipment, Inc.	\$108,489	Available Now	\$18,000	\$90,489

Midwest Transit Equipment, Inc. met all requirements of the bid specs and the vehicle is available immediately. Given the current state of the District’s activity bus and repairs needed, it is recommended that the Board of Education approve the purchase of a 2025 Chevy Collins Multi-Function School Activity Bus from Midwest Transit Equipment, Inc., 146 W. Issert Dr., Kankakee, IL 60901 for \$108,480 less the \$18,000 to be received for the 2019 Chevy Express trade in for \$90,489.

Investment Period: 2025 - 26 Fiscal Year
Total Investment: \$90,489
Funding Source: Transportation Fund

Bid Form

Company: MIDWEST TRANSIT EQUIPMENT, INC

Address: 146 W. ISSERT DR.

City, State, Zip: KANKAKEE, IL 60901

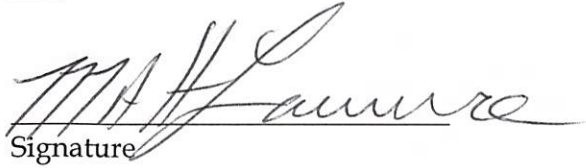
Phone Number: 800-933-2412

Email: matt.lawrence@midwesttransit.com

Company Representative:

MATT LAWRENCE

Printed Name


Signature

Quotes must be valid for 60 days from bid opening.

New 14-Passenger Multi-Function School Activity Bus. Trade in: 2019 Chevy Express - 57,000 miles

Base Bid: \$108,489

*District is exempt from Sales Tax

Expected Delivery Date: STOCK BUS AVAILABLE RIGHT AWAY

Year: 2025

Make: CHEVY

Model: COLLINS

*Price is to include first safety lane inspection, license, title, lettering, and delivery.

Trade in Value: \$18,000

Total Price with Trade-in: \$90,489

Total Price without Trade-in: \$108,489

Rock Island Milan School District #41 (RIMSD 41) will be accepting sealed bids for a Multifunction School Activity Bus (MFSAB). Bids will be received until September 30, 2025 at 10:00am at which time they will be opened in public and read aloud. No bids will be accepted after this time. Bids shall be in an envelope clearly marked: MFSAB Bid. Electronic Submissions will be allowed, and should be sent to annaka.whiting@rimsd41.org with the subject line: MFSAB Bid.

The MFSAB is a vehicle classified by the National Highway Traffic Safety Administration's Department of Transportation. It meets all Federal Motor Vehicle Safety Standards as outlined by the NHTSA.

RIMSD 41 has the right to refuse any or all bids that it deems are not in the district's best interest.

ROCK ISLAND MILAN SCHOOL DISTRICT #41
14-PASSENGER
MULTIFUNCTION SCHOOL ACTIVITY BUS (MFSAB)

Suggested specifications are listed below. On the left, indicate if specification is met. On the right, please note any comments or exceptions. Buses must meet all Federal and State guidelines of Illinois Safety Standards.

<u>MEETS SUGGESTED SPECIFICATION</u>	<u>MINIMUM CHASSIS SPECIFICATIONS</u>	<u>COMMENTS/EXCEPTIONS</u>
YES	School Bus Certification	
YES	Frame rail type chassis	
YES	139" Wheelbase	
YES	6.0L V8, 342 HP, gasoline engine	CHEVY HAS CHANGED TO 6.6L
YES	OEM Cruise control	
YES	Tilt steering wheel	
YES	Integral engine oil cooler	
YES	6 speed automatic transmission with overdrive	
YES	Transmission oil cooler	
YES	12,300 lb. GVWR	
YES	Front axle- 4,300 lb.	
YES	Front springs- 4,300 lb.	
YES	Front stabilizer bars	
YES	Rear axle- 8,600 lb.	
YES	Rear springs- 8,600 lb.	
YES	Dual rear wheels	
YES	3.73 rear axle ratio	
YES	LT225/75R16E all season radials	
YES	Hydraulic brakes	
YES	Steel disc wheels 16" x 6.5"	
YES	Stainless Steel wheel inserts- front and rear	
YES	Four wheel disc brakes-front and rear	
YES	4 channel anti-lock brakes	
YES	Front and rear shock absorbers	
YES	220 amp alternator	
YES	Dual batteries with side skirt compartment located after entrance door	
YES	Heavy duty muffler and tailpipe	
YES	Dual note electronic horn	
YES	Chassis heater and defroster system	
YES	Voltmeter , oil pressure, water temperature, oil life monitor	
YES	Armrest on the drivers door and right hand of the driver	
YES	Driver's seat belt with shoulder harness 12	
YES	Tinted windshield	
YES	Tinted driver's window	

YES	Automatic resetting circuit breakers in lieu of fuses	
YES	Two (2) 12 volt power plugs	
YES	Halogen headlamps	
YES	Daytime running lights	
YES	Console to have 1 cup holder	
YES	Chassis supplied front bumper- painted matte black	
YES	Driveline guards	
YES	Front dash air conditioning	
YES	Passlock theft deterrent system	
YES	3 year/36,000 mile chassis warranty	
YES	5 year/ 100,000 mile powertrain warranty	
YES	GM 24 hour roadside assistance for 5 years/ 100,000 miles	
YES	Federal and state certification as required	
	4 sets of ignition keys per unit	2 SETS TO BE SUPPLIED

BODY SPECIFICATIONS

<u>MEETS SUGGESTED SPECIFICATION</u>	<u>MINIMUM BODY SPECIFICATIONS</u>	<u>COMMENTS/EXCEPTIONS</u>
YES	2025 Bus Body	
YES	Body to meet the FMVSS 221 Joint Strength Requirements	
YES	MFSAB Bus	
YES	5 row body length	
EXCEED	Front dash with rear in-wall air conditioning with skirt mounted condenser 45,000 BTU total	55,000 BTU TOTAL
YES	Three (3) year air conditioning warranty	
YES	Capacity to be 14 plus driver	
YES	Freedman High Back Cloth Seats with lap belts. Three (3) 35" seats on the driver' s side and (4) 35" seats on the passenger side	CLOTH FREEMAN SEATS
YES	37" Freedman permanent mounted barriers at entrance	
YES	All seats to be mounted in a "full length" single row tracking- both sides for aisle seat leg mounting	
YES	Rubber floor filler pieces for the seat tracking between seats	
YES	Modesty kick panel mounted on barrier after the entrance door	
YES	Stainless Steel full length grab rail left hand side after entrance door	
YES	Padded header over entrance door to be covered with gray upholstery	
YES	Padded header over the rear emergency door cover with gray upholstery	
YES	Driver ' s seat belt with shoulder harness- chassis supplied	
YES	Overall length to be a minimum of 266"	258.23"
YES	Overall height- 115"- before roof hatch or strobe light	111"
YES	Headroom-78.625" minimum over plywood	
YES	96" Exterior overall width	
YES	92.5" minimum interior width at floor	
YES	Passenger compartment to be a minimum of 160"	
YES	Front and rear end caps to be contoured fiberglass, corrosion-resistant	
YES	Floor to have a 14 gauge minimum galvanized steel belly structure	
YES	Interior roof panels to be aluminum	
YES	Interior wall to be embossed aluminum panels	
YES	Structure to be attached to the steel cage with insulation sealed rivets to prevent corrosion of material around the fasteners. All inner and outer panel edges are attached to mating structure or other panels using structural adhesive	
YES	Exterior walls to be aluminum. Panel to be coated with corrosion - inhibiting primer. All exposed surfaces to also be coated with an additional corrosion-inhibiting paint	

YES	Roof panels to be non-corrosive "one piece" FRP (fiberglass reinforce plastic) laminated	
YES	Roof bows- 16 gauge with 18 gauge cap cold rolled steel	
YES	Continuous longitudinal "seat rail" members to be located in each side wall for seat mounting in track	
YES	Stepwell- 14 gauge cold rolled steel	
YES	Rear bumper- 9" high, .125 thick steel bumper with 12.5" wrap around corners. Molded ABS shrouds to protect the leading edge of the bumper from catching on passing objects	
YES	2 exterior rub rails to be 16 gauge galvanized steel, 4" wide. Rails to be floor level and seat level	
YES	All rub rails to be painted white	
YES	Outward opening entrance door with a clear opening of 26" x 73.5"	
YES	Electrically control entrance door. System to have two lever activated release handles. One handle for emergencies to lock door in the open position, other handle to release door and swing freely	
YES	Entrance door to have full length glass sections	
YES	Entrance door to be aluminum extrusion	
YES	Two step entrance- first step height 10" from the ground with 8.5" risers	
YES	Exterior aluminum diamond grade drivers step with built-in mud flap	
YES	Front mud flaps	
YES	Rear mud flaps	
YES	Rubber fenders around rear wheels	
YES	Rear emergency door 33.4"W x 57. 25"H clear opening	
YES	Rear door to be <u>aluminum</u> construction	
YES	Rear door to have slide bolt locking device with starter interlock	
YES	Rear door to have a positive rear door latch- three point slide-bar design	
YES	Rear door to have locking hold open device mounted on the floor	
YES	1/2" exterior grade plywood sub-floor secured to a full length and width galvanized metal "belly skin"	
YES	Floor rubber to be bonded to the plywood with a water proof adhesive	
YES	RCA Gray rubber flooring	
YES	RCA rubber floor to have smooth 1/8" rubber under seats and 29" wide 3/16" ribbed rubber in the aisle section	
YES	Rubber floor seams to be sealed to eliminate the need for moldings	
YES	Gray ribbed entrance steps with white step nosing on all steps	
YES	2" white standee line between barriers and front header decal	
YES	Fuel sender inspection cover over fuel tank	
YES	Front heater and defroster for the windshield as supplied by chassis manufacturer	
YES	Two (2) Positive water cut-off valves under the body	
YES	Rear heater- 65,000 BTU minimum	60,000BTU
YES	Heaters to be connected in series	
YES	1.5" polystyrene with UL rated insulation to be provided in the roof, side walls, rear wall, and end caps	
YES	Undercoat underside of body floor, skirt , and wheelhousings	
YES	"Full View" one piece window to be located on the right hand side of rearward of the windshield "A" pillar and forward of the passenger entrance door, 10.4" x 38.4" (400 sq. inches)	
YES	Passenger windows to be a minimum of 26" high x 22" wide.	
YES	Passenger windows to have adjustable top sashes with nylon latches. Bottom window to be stationary	
YES	Passenger side window to have a black anodized aluminum frame	
YES	All side and rear windows to have "dark tinted" glass	
YES	Two (2) "dark tinted" emergency push out windows with vertical hinges and required buzzers	114
YES	Side windows to have 6" black stop line to meet IL standards	
YES	Glass in the top of the rear emergency door to be 21" x 32" minimum	

YES	Glass in the bottom of the rear emergency door to be 12" x 32" minimum	
YES	Glass windows to be located on each side of the emergency door	
YES	Rear door glass to be bonded	
YES	Stainless Steel Roscoe "Combination E-Z Bracket System" for the rear and cross view mirrors.	
YES	Heated and Remote Powered Roscoe AccuStyle 815 Series rear view mirrors with 7" x 9.5" flat and 7" x 4" convex	
YES	6" x 16" interior mirror with rubber padded edge	
YES	Printed circuit board mounted in lockable compartment above the driver's door	
YES	Lockable storage compartment next to the printed circuit board compartment	
YES	Circuit breakers in lieu of fuses for the body	
YES	All wiring to be color-coded and function-coded with labels for easy identification of system function	
YES	Wiring is routed in easily removable moldings above of the side windows for access to the harness without removing the windows	
YES	Body wiring is enclosed in loom meeting SAE standards, supported and routed for protection from heat, moisture, solvents, corrosion, road debris, abrasion and tension. Grommets are provided at all points where wiring penetrates metal or other materials with acute edges	
YES	Driver control rocker switches to be back lit and located on the console for electrical options	
YES	All body wiring and circuit breakers/fuses are located in the electrical compartment in locking compartment over the driver's door	
YES	Body electric disconnect solenoid wired through the ignition	
YES	Specialty electronic crossing gate mounted to the front bumper with yellow polycarbonate blade and magnet	
YES	Momentary interrupt switch for the crossing gate	
YES	Backup alarm 97db	
YES	Strobe light with switch on the control panel	
YES	Fender mounted antenna to be stainless steel	
YES	Yellow "Noise Suppression Switch". Switch to control all heater motors, defroster fan, and radio so that the driver can hear at intersections and railroad crossings	
YES	"LED" four (4) interior dome lights	
YES	"LED" Drivers dome light on a separate switch	
	Red ICC light mounted over the rear emergency door	STOCK BUS
YES	Two (2) stepwell lights wired to the entrance door	
YES	"LED" clearance lights for longer life a better visibility	
YES	"LED" marker lights for longer life a better visibility	
YES	"LED" side turn signal lights for longer life a better visibility	
YES	"LED" 4" white backup lights for longer life a better visibility	
YES	"LED" flush mounted 5" stop/tail/turn light for longer life a better visibility	
YES	"LED" two (2) 7" rear stop/tail lights	
YES	"LED" two (2) 4" brake lights flush mounted	
YES	"LED" two (2) 7" rear turn signal lights	
YES	Rear light on the dash to alert driver when rear door is opened	
YES	Transpec roof hatch	
YES	Paint- exterior color to be white	
YES	All exterior reflectors to be reflexite or 3M sticker type decals	
YES	All emergency exits to have reflective tape around the perimeter	
YES	Highly reflective tape around the perimeter of the rear emergency door	
YES	Highly reflective tape around all emergency exits including the perimeter of all kickout windows and roof hatches if installed	
YES	Certificate holder-plastic envelope type 5" x 7"	
YES	First aid kit	
YES	Body fluid kit	115
YES	5 lb. fire extinguisher	
YES	Triangle reflector kit in red storage box mounted on floor behind the driver	

YES	Seat belt cutter	
YES	"NO STANDEES" decal on the front header	
YES	"TO COMMENT ON MY DRIVING" decal with district phone number	
YES	Exterior lettering including capacity and empty weight	
YES	Interior lettering including capacity and body length	
YES	Graphics package- lettering, logos, mascot to meet the District design	
YES	"Child Check Mate " detection system with dome light activation system and header mounted instructions	
	FULL LENGTH overhead storage parcel/book rack on the left and right hand sides. Supported by stainless steel posts. Entire length to have cargo netting to protect passengers	NOT AVAILBLE ON STOCK BUS FOR IMMEDIATE DELIVERY

BUS WILL ALSO INCLUDE

USB PORTS IN EACH SEATING ROW

REAR EQUIPMENT RACK

AM/FM/BT RADIO

POWER REMOTE MIRRORS

LEVEL 5 GRAY CLOTH RAINBOW PATTERN CAMIRA FABRIC INSERT

BUS IS IN STOCK AND AVAILABLE FOR IMMEDIATE DELIVERY

2025 CHEVROLET / COLLINS MFSAB – 14 PASSENGERS
FREEDMAN ACTIVITY SEATS – REAR STORAGE

CHASSIS

2025 CHEVROLET CG-33503
139" WHEELBASE
6.6L V8 GM GASOLINE ENGINE 401hp / 464tq
6 - SPEED AUTOMATIC TRANS. W/ OVERDRIVE
POWER STEERING WITH TILT WHEEL
CRUISE CONTROL
POWER BRAKES W/4 WHEEL ABS
DISC FRONT / REAR BRAKES
BRAKE WARNING LIGHT
FRONT STABILIZER BAR
DRIVE LINE GUARDS
4,300 # FRONT AXLE CONSTRUCTION
4,300 # FRONT SPRINGS - COIL TYPE
8,600 # REAR AXLE - 4.10 RATIO
8,600 # REAR SPRINGS - PARABOLIC TYPE
12,300 # GVWR
FRONT & REAR SHOCK ABSORBERS
6 - LT225/75R16D ALL SEASON RADIAL TIRES
16.0 X 6.5 STEEL DISC WHEELS
DUAL REAR WHEELS
STAINLESS STEEL WHEEL COVERS
HEAVY DUTY COOLING
220 AMP ALTERNATOR
DUAL BATTERIES – SKIRT COMPARTMENT
33 GALLON FUEL TANK
HEAT SHIELD - FUEL TANK
HALOGEN HEAD LAMPS
DAYTIME RUNNING LIGHTS
DUAL ELECTRIC HORNS
CIRCUIT BREAKERS
SCHOOL BUS CHASSIS EQUIPMENT
TINTED/SHADED WINDSHIELD
TINTED DRIVERS WINDOW
FRONT HEATER / DEFROSTER
DRIVER'S SUN VISOR – ORANGE SEAT BELT
2 - SPEED INTERMITTENT WIPERS
HIGH BACK DRIVER SEAT – GRAY VINYL
ARMREST ON DRIVER DOOR
2 - 12 VOLT POWER SOCKETS – CUP HOLDER
SPEEDOMETER / ODOMETER
VOLTMETER / FUEL LEVEL GAUGES
OIL PRESSURE / WATER TEMP. GAUGES
3 YEAR / 36,000 MILE WARRANTY
5 YEAR / 100,000 MILE POWERTRAIN WARRANTY
FRONT DASH HEATER WITH FULL DEFROST
FRONT DASH W/ REAR IN WALL - FLUSH MOUNTED A/C
W/SKIRT MOUNTED CONDENSOR – 55,000 BTU TOTAL

BODY

2025 COLLINS - 5 ROW BODY / 4 WINDOWS +16"
FMVSS MFSAB SCHOOL BUS CONSTRUCTION
76.5" HEADROOM W / 12" WINDOW OPENINGS
DRIVER DOOR SIDE ENTRANCE STEP ALUMINUM
42" LH ENTRANCE HAND RAIL –STAINLESS STEEL
ACCESS COVER - FUEL SENDING UNIT
ELECTRIC OPEN-OUT ENTRANCE DOOR 79" X 24"
REAR EMER. DOOR W/VANDAL LOCK & INTERLOCK
UPPER RETAINER WITH GAS SHOCK REAR DOOR
REAR DOOR STAINLESS STEEL HINGE

BODY

INSULATION COMPLETE 2.5"
ALUMINIZED INNER SIDE PANELS
2 - SIDE RUB RAILS FLOOR LINE & SEAT LINE
FULL UNDERBODY UNDERCOATING
UPPER & LOWER GLASS - EMERGENCY DOOR – TINTED
(1) TRANSPEC ROOF/HATCH VENT MODEL 1975
(2) EMERGENCY EXIT WINDOWS VERTICAL HINGED
TINTED TEMPERED SIDE & REAR WINDOWS – 32%
UNDER SEAT REAR HEATER - **60,000 BTU**
HEATER CUT-OFF VALVE - UNDER HOOD
MARKER / CLEARANCE LAMPS - **LED**
REAR DIRECTIONAL - 7" AMBER -**LED**
SIDE DIRECTIONAL - **LED ARMORED**
REAR STOP / TAIL LAMPS - 7" RED -**LED**
BACKUP LAMPS - 4" CLEAR – **LED**
LO PROFILE STROBE LIGHT WITH SWITCH
LED DOME LAMPS WIRED THRU IGNITION SWITCH
DRIVER LED DOME LAMP – SEPARATE SWITCH
BACK-UP ALARM 112db
BODY CUT-OFF SOLENOID – IGNITION ACTIVATED
AM / FM / BT / RADIO W / CLOCK & 4 SPEAKERS
DOOR SWITCH - STEP WELL LAMP –ENTRY DOOR LED LIGHT
REAR DOOR BUZZER & RED PILOT LAMP
WHITE REFLECTIVE STRIPING AT ALL EXITS
(3) 35" LH FREEDMAN FAMILY SEATS W/BELTS
(4) 35" RH FREEDMAN FAMILY SEATS W/BELTS
(2) 37" DOT HB BARRIERS GRAY VINYL
UPHOLSTERY – PREVAIL VINYL BACKS **w/ LEVEL 5 GRAY**
CLOTH RAINBOW PATTERN CAMIRA FABRIC INSERT
ENTRANCE - EMERGENCY DOOR HEADER PADS
1/2" MARINE GRADE PLYWOOD OVER STEEL FLOOR
GRAY KOROSAEEL FLOOR COVERING
GRAY PEBBLE STEP TREADS
2" WHITE STANDEE LINE AT AISLE WITH DECAL
RUBBER COVERED WHEELHOUSES –RUBBER FENDERS
FRONT & REAR MUD FLAPS WITH S/S MOUNTING
6" X 16" INTERIOR MIRROR - PADDED EDGE
ROSCO COMBINATION BLACK BRACKET MIRROR SYSTEM
ACCUSTYLE 815 SERIES 7" X 9.5" FLAT REAR VIEW MIRROR
PLUS 8" X 4" CONVEX MIRROR
EYE-MAX LP OVAL CROSS VIEW MIRRORS
HEATED REMOTE POWERED EXTERIOR MIRRORS
STAINLESS STEEL MIRROR BRACKETS ALL MIRRORS
SAFETY EQUIPMENT PER IL REQUIREMENTS
OVERALL LENGTH - 258"
OVERALL HEIGHT - 111"
OVERALL WIDTH - EXTERIOR - 96"
OVERALL WIDTH - INTERIOR - 91"
PASSENGER COMPARTMENT LENGTH 152"
CROSSING GATE W/ INTERRUPT SWITCH
YELLOW NOISE SUPPRESSION SWITCH
ALL REQUIRED ILLINOIS DECALS INTERIOR & EXTERIOR
CERTIFICATE HOLDER ON FRONT BULKHEAD
DRIVERS CUPHOLDER ON CENTER CONSOLE
LETTERING – EMPTY WEIGHT, LENGTH, CAPACITY
CHILD CHECKMATE SYSTEM WITH DOME ACTIVATION
EQUIPMENT RACK / CAGE 36" LH REAR TUBULAR – S / S
BACK UP CAMERA SYSTEM INTEGRATED IN CHASSIS MIRROR
USB PORTS IN EACH SEATING ROW

***MEETS MFSAB REQUIREMENTS**
EXTERIOR COLOR WHITE
***THIS BUS MEETS ALL FEDERAL SCHOOL BUS REQUIREMENTS WITH**
EXCEPTION OF TRAFFIC SIGNALS



Midwest Transit Equipment, Inc.
146 W Issert Dr
Kankakee, IL 60901
(800) 933-2412

September 30th, 2025

Annaka Whiting, Chief Financial Officer
Rock Island-Milan School District #41
2000 – 7th Avenue
Rock Island, Illinois, 61201

We wish to thank you for the opportunity to bid on your SCHOOL BUS requirements. Enclosed are our quotations on a White 14 passenger Activity bus, which meet all Federal, State of Illinois and Rock Island-Milan School District #41, except as noted. Any other specifications included in the equipment are as attached to this quote. No other specifications apply. Net amount quoted is due on delivery of the Bus/Buses to your school. There are no Federal, State, or Local taxes included in this quotation and all available fleet discounts have been deducted from the quote price. For the convenience of your Accounting Department, we will supply an invoice and other required documents 30 to 45 days in advance of delivery to allow for payment processing. Certificate of Origin will be released to School only after payment in full is received. Please note that credit cards cannot be accepted for full or partial payment

Copies of the warranties are enclosed with this quote.. All GM or Ford Chassis warranty work can be performed by your nearest Chevrolet or Ford Dealer respectively. The purchaser is responsible for delivery of the Bus/Buses to the authorized servicing dealer for any warranty work that is needed.

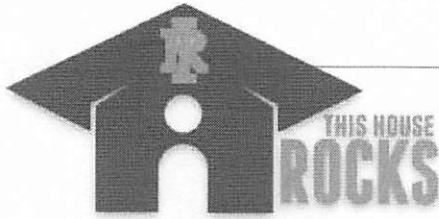
Trades are accepted on a one for one basis unless otherwise noted. Trades will have a current Illinois Safety Sticker at the time the new Bus/Buses delivery. Purchaser is responsible for all maintenance on units to be traded, and Midwest Transit Equipment expects the trade in Bus/Buses to be in running, drivable condition at the time of new unit delivery. Trade in Bus/Buses will be released to Midwest Transit Equipment at the time of the new Bus/Buses delivery, unless prior arrangements have been made. Quotation is good for 60 days and may be extended by contacting our office prior to 30 days.

PLEASE NOTE: Midwest Transit Equipment, Inc. is engaged in the business of buying, selling and servicing buses, not leasing them. It has, however, established a relationship with a respected independent leasing company to offer customers who wish to lease buses a convenient and reasonably-priced means of doing so. Accordingly, if you elect to lease the bus, the leasing company will purchase the bus from Midwest Transit for lease to you, and Midwest Transit will provide you with all warranty and maintenance services.

Respectfully,

A handwritten signature in black ink that reads 'Matt Lawrence'. The signature is written in a cursive, flowing style with a long horizontal tail stroke extending to the right.

Matt Lawrence



Rock Island - Milan
School District #41

2000 7th Avenue
Rock Island, IL 61201

**Bid Specifications
for
Multifunction School Activity Bus (MFSAB)**

Bid Opening:
September 30, 2025 at 10:00am

Annaka Whiting, Chief Financial Officer
annaka.whiting@rimsd41.org
(309) 793-5900

General Motors Warranty Information

Covered for 5 years/100,000 Miles*

Chevrolet will warrant each 2007 through 2025 model year Chevrolet passenger car, light-duty truck, crossover or van for 5 years or 100,000 miles/160,000 kilometers (whichever comes first; see dealer for details) with no deductible, from the original in-service date of the vehicle, for warrantable repairs that are required as a result of defects due to material and/or workmanship to the powertrain components as listed below:

Engine

Cylinder head, block, timing gears, timing chain, timing cover, oil pump/oil pump housing, OHC carriers valve covers, oil pan, seals, gaskets, turbocharger, supercharger and all internal lubricated parts as well as manifolds, flywheel, water pump, harmonic balancer and engine mount. Timing belts are covered until the first scheduled maintenance interval.

Engine: Chevrolet vehicles

All internally lubricated parts, engine oil cooling hoses, lines and radiators. Also included are all actuators and electrical components internal to the engine (i.e., Active Fuel Management Valve Lifter Oil Manifold, etc.), cylinder head, block, timing gears, timing chain, timing cover, oil pump/oil pump housing, OHC carriers, valve covers, oil pan, seals, gaskets, manifolds, flywheel, water pump, harmonic balancer, engine mount, starter motor, turbocharger and supercharger. Timing belts are covered until the first scheduled maintenance interval. **Exclusions:** Excluded from the powertrain coverage are sensors, wiring, connectors, engine radiator, coolant hoses, coolant and heater core. Coverage on the engine cooling system begins at the inlet to the water pump and ends with the thermostat housing and/or outlet that attaches to the return hose. Also excluded are the entire pressurized fuel system (in-tank fuel pump, pressure lines, fuel rail(s), regulator, injectors and return line) as well as the Engine/Powertrain Control Module and/or module programming.

Transmission/Transaxle/Transfer Case

Case, all internal lubricated parts, torque converter, transfer case, transmission/transaxle mounts, transmission/transaxle mounts, seals and gaskets.

Transmission/Transaxle: Chevrolet vehicles

All internally lubricated parts, case, torque converter, mounts, seals and gaskets as well as any electrical components internal to the transmission/transaxle. Also covered are any actuators directly connected to the transmission (slave cylinder, etc.). **Exclusions:** Excluded from the powertrain coverage are transmission cooling lines, hoses, radiator, sensors, wiring and electrical connectors. Also excluded are clutch and pressure plate as well as any Transmission Control Module and/or module programming.

Transfer Case: Chevrolet vehicles

All internally lubricated parts, case, mounts, seals and gaskets as well as any electrical components internal to the transfer case. Also covered are any actuators directly connected to the transfer case as well as encoder motor. **Exclusions:** Excluded from the powertrain coverage are transfer case cooling lines, hoses, radiator, sensors, wiring and electrical connectors as well as the transfer case control module and/or module programming.

Drive Systems

All internally lubricated parts, final-drive housings, axle shafts and bearings, constant velocity joints, propeller shafts and universal joints. All mounts, supports, seals and gaskets as well as any electrical components internal to the drive axle. Also covered are any actuators directly connected to the drive axle (i.e., front differential actuator, etc). **Exclusions:** Excluded from the powertrain coverage are all wheel bearings, drive wheel front and rear hub bearings, locking hubs, drive system cooling, lines, hoses, radiator, sensors, wiring and electrical connectors related to drive systems as well as any drive system control module and/or module programming.

Courtesy Transportation Program

During the warranty coverage period, this Chevrolet program provides alternate transportation and/or reimbursement of certain transportation expenses under the Courtesy Transportation Program if your vehicle requires warranty repairs. Several transportation options are available. Refer to your Owner's Manual for details, including reservation of rights, or consult your dealer/retailer.

Roadside Assistance Program

Chevrolet is proud to offer the response, security and convenience of the 24-Hour Roadside Assistance Program for a period of 5 years or 100,000 miles/160,000 kilometers, whichever comes first. The program provides you with the following services during the New Vehicle Limited Warranty period:

- Emergency Towing (to closest Chevy dealer from a legal roadway)
- Lockout Service (keys locked inside vehicle)
- Flat Tire Changes (spare installed)
- Fuel Delivery (\$5 worth of fuel delivered on the road)
- Jump-Starts (at home or on the road)

Refer to your Owner's Manual for details, including reservation of rights, or consult your dealer/retailer. For specific terms and conditions, please contact your Chevrolet Roadside Assistance Program advisor at 1-800-243-8872.

What Is Not Covered

All the above items are not covered for damage due to accident, misuse, alteration, insufficient or improper maintenance, contaminated or poor quality fuel. Medium-duty trucks, including the C4500, are excluded from this powertrain coverage. For complete details, refer to your Warranty and Owner Assistance Information booklet.

This is a supplement to the express conditions and warranties described in the Warranty and Owner Assistance Information booklet. Other coverages are not extended or altered due to this supplement.

For 2007 through 2009 model year passenger car, light-duty truck, crossover and van owners requiring a more comprehensive coverage than what is provided with this warranty and the New Vehicle Limited Warranty, an authorized GM service contract (GM Protection Plan) is available through your dealer/retailer. This is the only plan recommended by General Motors. See your dealer/retailer for details.

Covered for 3 years/36,000 miles*

Chevrolet backs your new vehicle with its no-deductible, Bumper-to-Bumper New Vehicle Limited Warranty. The entire vehicle is warranted for repairs, including parts and labor, to correct problems in materials or workmanship, for three years or 36,000 miles, whichever comes first (except normal maintenance). The warranty covers towing to the nearest Chevrolet dealership, and there is no deductible for warranty repairs during the warranty period. The warranty transfers automatically with vehicle ownership during the warranty period.

Covered for 6 years/100,000 miles Corrosion Protection

Chevrolet vehicles are designed and built to resist corrosion. All body and sheet metal components are warranted against rust-through corrosion for six years or 100,000 miles, whichever comes first. Application of additional rust-inhibiting materials is not required under the corrosion coverage and none is recommended. See your Chevrolet dealer for terms of this limited warranty.

An Important Note about Alterations and Warranties

Installations or alterations to the original equipment vehicle (or chassis) as distributed by General Motors are not covered by the General Motors New Vehicle Limited Warranty. The special body company, assembler, equipment installer or upfitter is solely responsible for warranties on the body or equipment and any alterations (or any effect of the alterations) to any of the parts, components, systems, or assemblies installed by GM. General Motors is not responsible for the safety or quality of design features, materials or workmanship of any alterations by such suppliers.



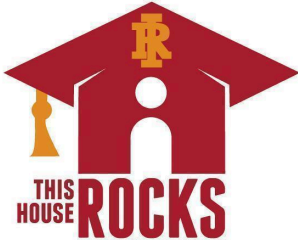
Extended Limited Warranty

Collins Bus Corporation (Collins) warrants each new bus body to be free from defects in material and workmanship under normal use and service within the expressed time and mileage limits set forth herein.

1. **What is Covered by this Warranty.** Collins warrants to the original purchaser only, that the bus that is the subject of this sale and all other original components manufactured by Collins are free from defects in material and workmanship. The duration of warranties offered herein are as follows:
 - A. For a period of five (5) years from the date of delivery or 100,000 miles, whichever occurs first, Collins warrants the:
 - a. Body shell (including structural metal components welded or riveted together forming the floor, side walls, roof, front or end caps) to be free from defects in structural integrity, including rust-through.
 - b. School bus seat frames and barrier frames to be free from defects in structural integrity.
 - B. For a period of (3) years from the date of delivery or 36,000 miles, whichever occurs first, Collins warrants all other components manufactured by Collins.
 - C. For a period of (3) years from the date of delivery or 36,000 miles, whichever occurs first, Collins warrants all other components not covered by A and B above, except for the chassis and the wheelchair lift (if applicable) which are warranted by their manufacturers with copies of said warranties supplied with each new bus.

If the purchaser discovers within any of the applicable periods a defect in material or workmanship, they must notify Collins promptly in writing. In no event shall such notification be received by Collins later than one (1) month after the applicable warranty period or one month after the applicable mileage, whichever comes first. Within a reasonable time such notification, Collins will correct any defect in material or workmanship with either new or used replacement parts, at Collins' option. Such repair, including both parts and labor, is a Collins' expense. All warranty work is subject to the designated service center will be at the purchaser's expense and is not included as a cost of repair covered by this warranty. These remedies are the purchaser's exclusive remedies for breach of warranty.

2. **What is Not Covered by this Warranty.** Collins does not warrant (a) any product, components or parts not manufactured by Collins, including but not limited to the chassis or any chassis part, (b) damage caused by use of the bus body for purposes other than those for which it was designed, (c) damage caused by accident or the negligence of the purchaser or any third party or by disasters such as fire, flood, wind, and lightning, (d) damage caused by the purchaser's failure to provide normal preventive maintenance as customarily accepted in the industry or as set forth in maintenance guidelines, (e) filters, belts or other parts which are a part of normal maintenance replacement, (f) damage caused by unauthorized or improper installation of attachments, repairs, modifications or alterations, (h) damage caused by replacement of original parts or components with unauthorized substitutes, (i) damage during shipment, or (j) any other abuse or misuse by the purchaser (k) damage caused by exposure to contaminants, corrosives, salt, chemicals, irradiation or environmental or atmospheric conditions, (l) tires carry only the warranty of their manufacturer. Collins makes no warranty whatsoever concerning tires.
3. **Disclaimer of Warranty.** THE FOREGOING WARRANTIES ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
4. **Limitation of Remedies.** In no case shall Collins be liable for any special, incidental, or consequential damages based upon breach of warranty, breach of contract, negligence, strict tort, or any other legal theory. Such damages include, but are not limited to, loss of profits, loss of savings or revenue, loss of use of the bus body or any associated equipment, cost of capital, cost of any substitute bus body, equipment, facilities or services, downtime, the claims of third parties including customers, and injury to property. This limitation does not apply to claims for personal injury. Some states do not allow limits on warranties, or on remedies for the breach in certain transactions. In such states, the limits in this paragraph and in paragraph (3) may not apply.
5. **Warranty Claim Procedure.** The Purchaser must notify Collins in writing of a warranty claim prior to any warranty work. Collins will provide the purchaser with further instructions on how to proceed with such warranty claim. Any notice of a warranty claim and all other warranty correspondence must be sent to Collins Bus Corporation, P.O. Box 2946, Hutchinson, KS 67504-2946. Collins may designate new or additional addresses.
6. **Time Limit for Bringing Suit.** Any action for breach warranty must be commenced within 15 months following delivery of the vehicle or within the first three (3) months following the first 12,000 miles, whichever comes first.
7. **No Other Warranties.** Unless modified in writing and signed by both parties, this agreement is understood to be the complete and exclusive agreement between parties, superseding all the prior agreements, oral or written, and all other communications between the parties (including without limitation any terms and conditions contained in any purchase order or sales invoice issued pursuant to the sale of this bus body) relating to the subject matter of this agreement. No employee of Collins or any other party is authorized to make any warranty in addition to those made in this agreement.
8. **Warranty Registration.** This warranty is conditioned upon receipt by Collins of a completed and signed customer acceptance card within two weeks of delivery. It is the obligation of the purchaser to sign the customer acceptance card and return it to Collins within the two weeks following delivery. The customer acceptance card must be on file for any warranty claim to be considered.



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Annaka Whiting, Chief Financial Officer
Date: October 28, 2025
Re: Civil Engineer of Record

On September 18, 2025, the District issued a Request for Qualifications (RFQ) for Civil Engineering Services in order to follow Qualifications-Based Selection (QBS) guidelines and establish a Civil Engineer of Record for the District. Six firms were contacted regarding the RFQ, which closed on October 2, 2025. The District received responses from two firms.

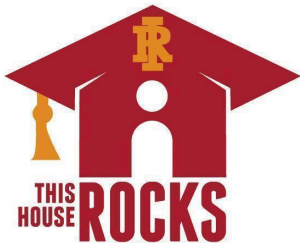
QBS rules typically require a minimum of three respondents; however, the District's legal counsel has confirmed that under the Local Government Professional Services Selection Act (50 ILCS 510/6), the District may proceed with negotiations if fewer than three firms submit letters of interest, provided the District determines that one or both firms are qualified. Additionally, the Act allows the District to waive the selection process if it has an existing relationship with a firm, which is the case with IMEG.

Given the District's previous experience with IMEG, their demonstrated qualifications, and the attorney's guidance, it is recommended that the Board approve IMEG as the District's Civil Engineer of Record. With the Facilities Management Plan underway, having a Civil Engineer of Record in place is essential to complete various projects and keep the process moving efficiently. The District has negotiated, with the review of our attorney, and is ready to execute an agreement with IMEG as Civil Engineer of record.

It is recommended that the Board of Education approve IMEG Corp, 623 26th Avenue, Rock Island, IL 61201 as the District's Civil Engineer of Record.

Investment Period: N/A
Total Investment: Varies based on project/Agreement
Funding Source: Operations & Maintenance/Capital Projects Fund

Rock Island-Milan School District #41
2000 7th Avenue, Rock Island, IL 61201
309-793-5900 x10210 | 309-793-5905 fax
Sharon.williams@rimsd41.org
www.rimsd41.org



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Joshua Becker, Director of Building Operations
Date: October 28, 2025
Re: Dry Mop Services Recommendation

The Rock Island-Milan School District issued a request for proposals from qualified vendors to supply dry mop products for custodial use and to provide biweekly distribution and rotation of floor mats of various sizes and quantities across the District. This Request for Proposal (RFP) was publicly advertised both online and in the Dispatch/Argus newspaper. Specifications were available for pick up at the Administration Center or online and proposals were due by 2:00 p.m., Friday, October 3, 2025.

The district received a total of four competitive bids for the requested supplies. Two of the bidding companies are participants in cooperative purchasing programs in which the district is a member, offering the potential for streamlined procurement and cost savings. Among all submissions, UniFirst provided the lowest overall pricing across all requested items. Their bid reflected discounted rates available through the Sourcwell cooperative purchasing agreement, ensuring both compliance and value for the district.

It is recommended that the Board of Education approve UniFirst Corporation, at #247 804 W 5th St, Grundy Center, IA 50638 to supply dry mop heads, frames, handles, and related accessories for use in all buildings throughout the District not to exceed \$60,000 for the 2025 -26 school year.

Investment Period: July 1, 2025 - June 30, 2026
Total Investment: Not to exceed \$60,000
Funding Source: District Funds/Maintenance and Operations Department



Rock Island - Milan

School District #41

REQUEST FOR PROPOSAL (RFP)

Dry Mop Services - RFP 2025-003

Issue Date: September 23, 2025

1. Introduction

The Rock Island-Milan School District #41 is seeking proposals from qualified vendors to supply dry mop products for custodial use and to provide biweekly distribution and rotation of floor mats of various sizes and quantities across the District. This Request for Proposal (RFP) aims to establish consistent pricing and a reliable supply of dry mop heads, frames, handles, and related accessories for use in 15 school buildings throughout the District.

2. Scope of Work

Vendors shall provide pricing for the following categories of dry mop products:

- Dry mop heads (various sizes/materials)
- Dry mop frames (compatible with offered heads)
- Mop handles (standard and ergonomic options)
- Replacement parts and accessories (if applicable)
- Floor mat (various sizes)

All items must meet industrial/commercial cleaning standards and be compatible with standard custodial equipment used within the District. Eco-friendly and washable/reusable options are preferred.

3. Quantity Tiers for Pricing

Vendors must provide unit pricing based on the following quantity ranges for each item:

- 1-50 units
- 51-100 units
- 101-250 units
- 251-500 units
- 501-1,000 units
- 1,000+ units

Bulk discounts and set-up charges (if applicable) must be clearly indicated.

4. Proposal Requirements

Each proposal must include:

- Company profile and primary point of contact
- Itemized pricing sheet with quantity tiers (see Attachment A)
- Product specifications and descriptions
- Estimated turnaround time for orders
- Shipping/delivery terms and fees
- Return/replacement policy
- Minimum order quantities (if any)
- Payment terms and conditions

5. Evaluation Criteria

Proposals will be evaluated based on the following:

- Competitive pricing and discount structure
- Product durability, quality, and cleaning effectiveness
- Vendor reliability, experience, and references
- Ability to fulfill and deliver timely across the District
- Compliance with RFP submission requirements

6. Submission Instructions

All proposals must be submitted electronically or in print no later than 2:00pm **October 3, 2025**.

Rock Island-Milan School District #41

Attn: Josh Becker

2000 7th Avenue

Rock Island, IL 61201

joshua.becker@rimsd41.org

7. Timeline

- RFP Issue Date: September 23, 2025
- Proposal Submission Deadline: October 3, 2025
- Vendor Selection Board Approval: October 28
- Contract Dates: October 29, 2025 – June 30, 2026 with the option to extend for one year if agreed upon with both parties

8. Additional Information

The Rock Island-Milan School District #41 reserves the right to reject any or all proposals, waive informalities, and award contracts in the best interest of the district. This RFP does not constitute a guarantee of business.

Attachment A – Pricing Sheet (next page)

Attachment A - Pricing Sheet

Company Name: UniFirst
804 W 5th Street
Grundy Center, Ia 50638

Contact: Casey Hewitt Sales Manager

Phone: 319-491-4508

Email: casey_hewitt@unifirst.com

See Attachment titled pricing for services with Discounts.

Item Description	Unit Price (1-25)	26-50	51-100	101-250	251-500	500+	Notes
Dry Mop Head - 24"							
Dry Mop Head - 42"							
Dry Mop Head - 60"							
Dry Mop Frame - 24"							
Dry Mop Frame - 42"							
Dry Mop Frame - 36"							
Mop Handle - Standard							
Mop Handle - Ergonomic							
Other Accessories							

Mat Size (ft)	Price (1–10 qty)	Price (11–20 qty)	Price (21–30 qty)	Price (31+ qty)			
4x6							
6x8							
4x10							
6x10							
6x12							
6x16							
3x20							
4x30							

Additional Comments: Pricing based on terms and conditions of Sourcewell Program.

Pricing is based Every Other Week Service. This is an even exchange program.

Pricing is in additional attachments. Please contact regarding questions.

Payment Terms are net 30

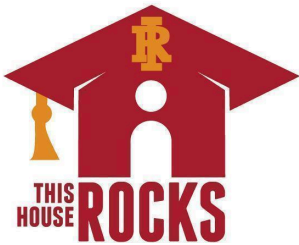
Service will be provided out of our Milan office.

Pricing Attachment.

Items	Item Code	Frequency	Rental Price	Description
Mop - rental	811602	EOW	\$1.08	Wet Mop Large 24 oz.
Hardware - no charge	816500	EOW	\$0.00	Wet Mop Handle
Mop - rental	832410	EOW	\$0.90	Dust Mop 24"
Mop - rental	833623	EOW	\$1.35	Dust Mop 36"
Mop - rental	834805	EOW	\$1.80	Dust Mop 48"
Mop - rental	836017	EOW	\$2.25	Dust Mop 60"
Hardware - no charge	813200	EOW	\$0.00	Dust Mop Frame 24"
Hardware - no charge	813300	EOW	\$0.00	Dust Mop Frame 36"
Hardware - no charge	813800	EOW	\$0.00	Dust Mop Frame 48"
Hardware - no charge	814700	EOW	\$0.00	A/C Handle/Frame 60"
Hardware - no charge	813007	EOW	\$0.00	Dust Mop Handle 15/16" x 60"
Hardware - no charge	813107	EOW	\$0.00	Dust Mop Handle 1 1/8" x 60"
Mat - rental	76GA	EOW	\$2.03	Great Impression 2.0 Dust Mat 3x5
Mat - rental	76GB	EOW	\$3.24	Great Impression 2.0 Dust Mat 4x6
Mat - rental	76GC	EOW	\$4.05	Great Impression 2.0 Dust Mat 3x10

3. Minimum Charge Per Location (or applicable Service Invoice) **\$27.75 each**

4. DEFE Per Service Invoice **\$3.89 each**



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Troy Bevans, IT Director
Date: October 28, 2025
Re: Asset Disposal

In compliance with Board Policy 4:80, the Superintendent or their designee will inform the Board of Education of the disposition of District personal property (excluding buildings and land) that is no longer necessary for school purposes. Attached is a list of various technology equipment, which includes asset numbers, types, locations, and reasons for disposition, as required by Board Policy and State Statute.

It is recommended that the Board of Education approve the disposal of the assets as outlined, in accordance with Board Policy 4:80.

Investment Period: N/A
Total Investment: N/A
Funding Source: Technology Department

Rock Island - Milan School District #41 Assets for Disposal

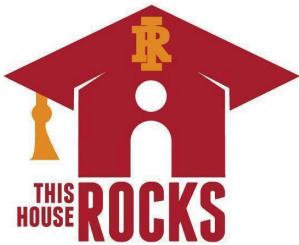
Asset Number	Description	Location	Reason For Disposal
13558	Dell Power Edge 1300	RIHS	Past Useful Life
13577	Dell Power Edge 1300	RIHS	Past Useful Life
16445	Dell Latitude 3550	FW	Past Useful Life
16450	Del Latitude 3550	FW	Past Useful Life
16973	Dell Latitude 3450	Admin	Past Useful Life
17081	Dell Optiplex 390	RIHS	Past Useful Life
18414	HP Envy x360 M6	EF	Past Useful Life
18546	Microsoft Surfacebook	RIA	Past Useful Life
18552	Microsoft Surfacebook	RIA	Past Useful Life
18553	Microsoft Surfacebook	RIA	Past Useful Life
18573	Macbook Air	FW	Past Useful Life
18807	Lenovo Thinkpad 11e	DENK	Past Useful Life
18818	Dell Optiplex 3050M	RIHS	Past Useful Life
18844	Lenovo Thinkpad 11e	Admin	Past Useful Life
18846	Lenovo Thinkpad 11e	TMLC	Past Useful Life
18859	Lenovo ThinkCentre	Admin	Past Useful Life
18860	Lenovo ThinkCentre	TJ	Past Useful Life
18981	Lenovo Thinkpad L380	Admin	Past Useful Life
19113	Lenovo Thinkpad 11e	Admin	Past Useful Life
19133	Lenovo Thinkpad 11e	Admin	Past Useful Life
19139	Lenovo Thinkpad 11e	Admin	Past Useful Life
19217	Dell Latitude 3570	RIHS	Past Useful Life
19219	Dell Latitude 3570	RIHS	Past Useful Life
19241	Lenovo Thinkpad 11e	Admin	Past Useful Life
20329	Dell Latitude 3310	LF	Past Useful Life
20348	Dell Latitude 3310	RW	Past Useful Life
20366	Dell Latitude 3310	RIA	Past Useful Life
20369	Dell Latitude 3310	RIA	Past Useful Life
20401	Dell Latitude 3310	TJ	Past Useful Life
20402	Dell Latitude 3310	TJ	Past Useful Life
20404	Dell Latitude 3310	TJ	Past Useful Life

Rock Island - Milan School District #41 Assets for Disposal

20417	Dell Latitude 3310	Admin	Past Useful Life
20500	Dell Latitude 3310	Admin	Past Useful Life
20505	Dell Latitude 3310	FW	Past Useful Life
20518	Dell Latitude 3310	TJ	Past Useful Life
20539	Dell Latitude 3310	Admin	Past Useful Life
20620	Dell Latitude 3310	FW	Past Useful Life
20630	Dell Latitude 3310	RIA	Past Useful Life
20632	Dell Latitude 3310	Admin	Past Useful Life
20657	Dell Latitude 3310	TJ	Past Useful Life
20662	Dell Latitude 3310	TJ	Past Useful Life
20664	Dell Latitude 3310		Past Useful Life
20666	Dell Latitude 3310	TJ	Past Useful Life
20668	Dell Latitude 3310	TJ	Past Useful Life
20669	Dell Latitude 3310	FW	Past Useful Life
20670	Dell Latitude 3310	Admin	Past Useful Life
20671	Dell Latitude 3310	Admin	Past Useful Life
20672	Dell Latitude 3310	TJ	Past Useful Life
20672	Dell Latitude 3310	TJ	Past Useful Life
20678	Dell Latitude 3310	TJ	Past Useful Life
20693	Dell Latitude 3310	FW	Past Useful Life
20694	Dell Latitude 3310	FW	Past Useful Life
20696	Dell Latitude 3310	FW	Past Useful Life
20707	Dell Latitude 3310	FW	Past Useful Life
20709	Dell Latitude 3310	FW	Past Useful Life
20792	Dell Latitude 3310	TJ	Past Useful Life
20875	Dell Latitude 3310	WJHS	Past Useful Life
20882	Dell Latitude 3310	TMLC	Past Useful Life
20885	Dell Latitude 3310	TMLC	Past Useful Life
20890	Dell Latitude 3310	WJHS	Past Useful Life
20898	Dell Latitude 3310	WJHS	Past Useful Life
20918	Dell Latitude 3310	DENK	Past Useful Life

Rock Island - Milan School District #41 Assets for Disposal

20919	Dell Latitude 3310	FW	Past Useful Life
21039	Dell Latitude 3310	Admin	Past Useful Life
21254	Dell Latitude 3330	RIHS	Board Short OOW
21477	Dell Latitude 3310	Admin	Board Short OOW
5M114332	Sharp Dynabook	RIHS	Past Useful Life
BOY1B63	Dell Latitude 3310	HMELC	Past Useful Life
BR92B63	Dell Latitude 3310	HMELC	Past Useful Life
PF181LBR	Lenovo Thinkpad 11e	HMELC	Past Useful Life
PF1WLJ9L	Lenovo Thinkpad 11e	HMELC	Past Useful Life
R90QYJGV	Lenovo Thinkpad 11e	HMELC	Past Useful Life
R90VLWX2	Lenovo Thinkpad 11e	HMELC	Past Useful Life
R90VLWXD	Lenovo Thinkpad 11e	HMELC	Past Useful Life
R9115FJJ	Lenovo Thinkpad 11e	HMELC	Past Useful Life
TYCQ963	Unknown	RIHS	Past Useful Life



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
 From: Dr. Sharon Williams
 Cabinet Champion: Joshua Becker, Director of Building Operations
 Date: October 28, 2025
 Re: Snow Removal Bid Recommendation 2025 - 26

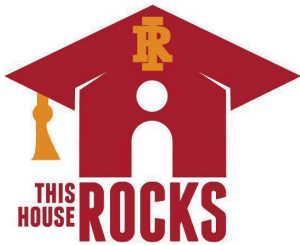
The District issued a request for bids for snow removal for the 2025-26 school year. The bid opportunity was publicly advertised both online and in the Dispatch/Argus newspaper. Bid documents were made available for pick up at the Administration Center and accessible online. All bids were required to be submitted to the Administration Center by 2:00 p.m. September 29, 2025.

Bids were received by C+J Landscaping and Green Acres Lawn + Snow and were reviewed by the building operations team. We are seeking Board approval of the contract for service with Green Acres Lawn and Snow, located at 600 8th Ave W, Milan, IL 61264, for snow removal services across all Rock Island/Milan School District properties for the 2025-26 school year.

The scope of this contract includes timely and comprehensive snow and ice management to ensure safe access to buildings, parking lots, sidewalks, and other critical areas throughout the winter season greater than 1inch of accumulation and ice events. Services are to be rendered during inclement weather events, with an emphasis on maintaining safety and minimizing disruptions to school operations. Accumulations less than 1" will be managed by district staff and equipment.

Due to the variable nature of winter weather, the attached proposal includes estimated costs based on hourly rates for grouped sets of schools known as projects and the equipment that is required to complete the task in a timely manner. Precise communication with the Director of Building Operations will occur prior to, during, and after each winter weather event.

Green Acres Lawn + Snow	Plowing/Hour	Shoveling/Hour	Crew/ location	Salt
Projects 1, 3, 4	Plow Truck \$252.00	Shovelers \$120 Toro Multiforce \$175	5	Rock Salt 50#/bag - \$24 Treated/50# bag - \$32 Bulk Salt/ton - \$700 Bulk Treated Salt/ton \$850
Project 2	Skid Steer w/winged plow \$400 Plow Truck \$220	Shovelers \$120 Toro Multiforce \$175	9	Rock Salt 50#/bag - \$24 Treated/50# bag - \$32 Bulk Salt/ton - \$700 Bulk Treated Salt/ton \$850



Sharon Williams, Ed.D.
Superintendent of Schools

Project #1 – Thomas Jefferson Elementary, Ridgewood Elementary, Earl Hanson Elementary, Edison Jr. High, and Frances Willard

Project #2 – Rock Island High School, Rock Island Center for Math & Science, and Franklin Site (City Sidewalks Only)

Project #3 – Denkmann Elementary, Eugene Field Elementary, Horace Mann Early Learning Center, and Washington Jr. High

Project #4 – Thurgood Marshall Learning Center, Longfellow Liberal Arts, Old Administration Center, New Administration Center, and Rock Island Academy

It is recommended that the Board of Education approve the snow removal agreement with Green Acres Lawn and Snow, located at 600 8th Ave W, Milan, IL 61264, for use on all district properties, with a budget not to exceed \$100,000 annually.

Investment Period: FY26

Total Investment: Not to exceed \$100,000

Funding Source: District Operations and Maintenance

Rock Island-Milan School District #41

2000 7th Avenue, Rock Island, IL 61201
309-793-5900 x10210 | 309-793-5905 fax
Sharon.williams@rimsd41.org
www.rimsd41.org

Contract for Service Form

Rock Island-Milan School District 41

VENDOR NAME: Green Acres EMAIL: Mchughssnowremoval@gmail.com
ADDRESS: 600 8th Ave W., Milan, IL 61264

DATES OF SERVICE TO BE COMPLETED: FY26

SCHOOL DISTRICT CONTACT: Josh Becker

COMPENSATION: \$ Not to Exceed \$100,000

DESCRIPTION OF DUTIES:

To provide timely and comprehensive snow and ice management to ensure safe access to buildings, parking lots, sidewalks, and other critical areas throughout the winter season greater than 1 inch of accumulation and ice events. Services are to be rendered during inclement weather events, with an emphasis on maintaining safety and minimizing disruptions to school operations. Accumulations less than 1" will be managed by district staff and equipment.

Is this a Subscription/Software: Yes or No

If NO, go to next section. If YES, complete below, then go to next section (no vendor signature)

Subscription/Software Name: _____ Website: _____

Subscription/Software Start Date: _____ End Date: _____

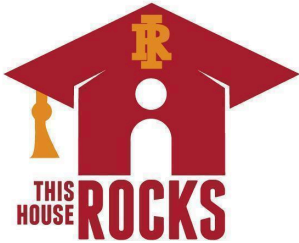
SOPPA Approved: Yes or No

Requester Name/Building: District

Budget Code: 2-5-080-000-2542-3232-0

Signature of Vendor: B. J... Date: 10/01/2025

Signature of Budget Administrator: [Signature] Date: 10/2/25



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Josh Becker, Director of Building Operations
Date: October 28, 2025
Re: 2011 Ford F450 SD Vehicle Replacement Purchase

As part of the continued efforts to support the operational efficiency and maintenance of the Rock Island/Milan School District #41, it is necessary to invest in reliable transportation and groundskeeping resources. The Operations Department has identified the need to replace the 2011 Ford F450 SD vehicle to support nutrition deliveries and facility maintenance. The vehicle being replaced would be placed on auction after the purchase is approved.

Factors to determine if a vehicle will be traded or auctioned according to the District's Preventative Maintenance Plan include but are not limited to: the vehicle must have completed all scheduled preventative maintenance, have no major deferred repair items or repeated unscheduled downtime, a documented maintenance history, and reached either the maximum allowable service life (10 years or 100,000 miles) or otherwise meets the criteria for replacement.

It is recommended that the Board of Education approve the purchase of a 2025 E350 Cutaway Box Van from Kimberly Car City located at 625 W Kimberly Rd, Davenport, IA 52806 at the cost of \$54,065. The vehicle will be utilized by the Operations Department to transport food, supplies, and equipment to various school sites. This vehicle acquisition will enhance the department's ability to maintain reliable equipment for daily operations throughout the district.

Investment Period: July 1, 2025 - June 30, 2026
Total Investment: Not to exceed \$54,065
Funding Source: District Funds/Maintenance and Operations Department

Preventative Maintenance Plan

Operations & Maintenance

March 11, 2025

Automotive Replacement Cycle

Suggested Replacement - 8 Years/100,000 Miles

Vehicle	Current Mileage	Replacement Year
2006 Ford F450 SD	110,080	2025
2011 Ford F450 SD	89,281	2026
2012 Ford F450 SD	114,641	2025
2019 Ford F450 SD	7,339	2028
2022 Ford Econoline	12,031	2030
2015 Ford City Express	42,870	2028
2018 Ford F150	101,836 (Motor 40k)	Rotate to RIHS and replace
2019 Ford Transit Cargo Van	42,116	2029
2022 Chevy Silverado 2500 HD Plow	10,038	2029
2022 Chevy Silverado 2500 HD Plow	9,858	2030
2022 Chevy Silverado 2500 HD Plow	7,773	2030

Automotive Maintenance Schedule

Oil Change	Every 5,000 Miles
Tire Rotation	Every 10,000 Miles
Air Filters	Every 15,000 Miles
Brake Fluid Flush	Every 30,000 Miles
Transmission Service	Every 30,000 Miles
Belt and Hose Check	Every 50,000 Miles
Power Steering Flush	Every 50,000 Miles
Cooling System Flush	Every 60,000 Miles
Tune up	Every 60,000 Miles
Timing Belt	Every 100,000 Miles

COURTESY FORD
3921 W RIVER DR
DAVENPORT IA 52802
563/391-8300

CUST# 1083982

RETAIL PURCHASE AGREEMENT

Deal #: 20412

Purchaser's Name(s): ROCK ISLAND - MILAN SCHOOL DISTRICT 41

Date: 10/14/2025

Address: 2000 7TH AVENUE ROCK ISLAND IL 61201

County: _____

Telephone (1): 309/236-3764

Telephone (2): _____

DOB: _____

E-mail: ROBERT.DEMEYER@RIMSD41.ORG

D.L./State I.D.#: _____

Issuing State: _____

Exp. Date: 10/14/2025

The above information has been requested so that we may verify your identity. By signing below, you represent that you are at least 18 years of age and have authority to enter into this Agreement. The Odometer Reading for the Vehicle you are purchasing is accurate unless indicated otherwise. Please refer to the Federal Mileage Statement for full disclosure.

YEAR 2025	MAKE FORD	MODEL E350	COLOR WHITE	STOCK NO. F25001
VIN/SERIAL NO. 1FDWE3FN0SDD09975		ODOMETER READING <input type="checkbox"/> Not Accurate	SALESPERSON LEIGH MACK	
THE VEHICLE IS: <input checked="" type="checkbox"/> NEW <input type="checkbox"/> USED		PRIOR USE DISCLOSURE: <input type="checkbox"/> DEMONSTRATOR <input type="checkbox"/> FACTORY OFFICIAL <input type="checkbox"/> RENTAL <input type="checkbox"/> OTHER		
WARRANTY STATEMENT			CASH PRICE OF VEHICLE	53900.00
<p>We are selling this Vehicle to you AS-IS and we expressly disclaim all warranties, express and implied, including any implied warranties of merchantability and fitness for a particular purpose, unless the box beside the "Used Vehicle Limited Warranty Applies" is marked below or we enter into a service contract with you at the time of, or within 90 days of, the date of this transaction. Any warranties by a manufacturer or supplier other than our Dealership are theirs, not ours, and only such manufacturer or supplier shall be liable for performance under such warranties. We neither assume nor authorize any other person to assume for us any liability in connection with the sale of the Vehicle and the related goods and services.</p> <p>CONTRACTUAL DISCLOSURE STATEMENT (USED VEHICLES ONLY) The information you see on the window form for this Vehicle is part of this contract. Information on the window form overrides any contrary provisions in the contract of sale. Guía para compradores de vehículos usados. La información que ve en el formulario de la ventanilla para este vehículo forma parte del presente contrato. La información del formulario de la ventanilla deja sin efecto toda disposición en contrario contenida en el contrato de venta.</p> <p><input type="checkbox"/> Used Vehicle Limited Warranty Applies. We are providing the attached Used Vehicle Limited Warranty in connection with this transaction. Any implied warranties apply for the duration of the Limited Warranty.</p>				
			N/A	N/A
			N/A	N/A
			N/A	N/A
			N/A	N/A
			N/A	N/A
			N/A	N/A
			DOCUMENTARY FEE**	N/A
			TOTAL SELLING PRICE	53900.00
			LESS: TRADE-IN ALLOWANCE	N/A
TRADE-IN VEHICLE INFORMATION			N/A	N/A
Year: N/A	Make: N/A	Model: N/A	Color: N/A	N/A
VIN/Serial No.: N/A	Odometer Reading: <input type="checkbox"/> Not Accurate	N/A		
Trade-In Allowance: N/A	Balance Owed & Lienholder: N/A	N/A		
*The Deposit/Down Payment received from you is not refundable, except as set forth in this Retail Purchase Agreement. In the case of a Deposit, we will refrain from selling the Vehicle for _____ days.			I understand that liability insurance coverage which would protect me under the Iowa Motor Vehicle and Safety Responsibility Act IS NOT INCLUDED in my purchase of this motor vehicle. I have received a copy of this statement.	
X			X	
OTHER MATERIAL UNDERSTANDINGS AND INTEGRATED DOCUMENTS			Electronic/TTL, Title, Licfee	165.00
<input type="checkbox"/> IF BOX IS MARKED, PLEASE SEE THE DELIVERY CONFIRMATION			N/A	N/A
**DOCUMENTARY FEE. A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO A BUYER FOR THE PREPARATION OF DOCUMENTS AND THE PERFORMANCE OF RELATED SERVICES. THE MAXIMUM AMOUNT THAT MAY BE CHARGED FOR A DOCUMENTARY FEE IS DETERMINED BY IOWA CODE SECTION 322.19A. THIS NOTICE IS REQUIRED BY LAW.			LIEN FEE (See paragraph 11)	N/A
			TOTAL DUE	54065.00
			DEPOSIT/DOWN PAYMENT*	N/A
			N/A	N/A
			N/A	N/A
			LESS CASH DUE AT DELIVERY	N/A
			AMOUNT TO BE FINANCED	54065.00

This Agreement and any documents which are a part of this transaction or incorporated herein comprise the entire agreement affecting this Retail Purchase Agreement and no other agreement or understanding of any nature concerning the same has been made or entered into, or will be recognized. I have read all of the terms and conditions of this Agreement and agree to them as if they were printed above my signature. I further acknowledge receipt of a copy of this Agreement. This Agreement shall not become binding until signed and accepted by an Authorized Dealership Representative.

10/14/2025

10/14/2025

Purchaser's Signature

Date

139 Accepted by Authorized Dealership Representative

Date

N/A

N/A

Purchaser's Signature

Date

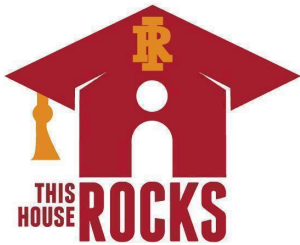
53253*1*FORD-FI

10/14/2025 02:43 pm

DealerCAP

CATALOG #8963185

© 2015 CDK Global, LLC Iowa (06/16)



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Joshua Becker, Director of Building Operations
Date: October 28, 2025
Re: District Vehicle Auction Request

The District is requesting authorization to auction the following vehicle:

Vehicle	Mileage	Vehicle Replacement
2011 Ford F450 Box Truck	92,244	2025 Ford E350 Box Truck

Per Board Policy 4:80 The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. The funds from the auction of these trucks will be placed back into the Operations/Maintenance fund to offset recent vehicle purchases.

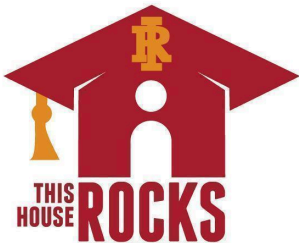
Investment Period: N/A

Total Investment: N/A

Funding Source: Funds from auction will go back into the Operations/Maintenance Department Budget

Rock Island-Milan School District #41

2000 7th Avenue, Rock Island, IL 61201
309-793-5900 x10210 | 309-793-5905 fax
Sharon.williams@rimsd41.org
www.rimsd41.org



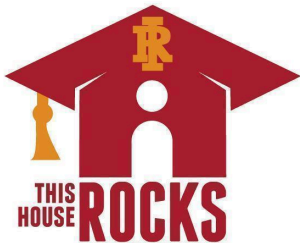
Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
 From: Dr. Sharon Williams
 Date: October 28, 2025
 Re: PRESS Policy First Reading - Issue 119

The Board of Education reviews policies in two readings: the first to discuss the policies and make changes as necessary, and the second to finalize any changes and adopt new policies. The following policies are presented for the Board’s first reading. The policies have been modified due to changes in the law, legal references, and a review to ensure policies are up to date. The PRESS documentation is attached for this agenda item. The second reading will occur at the November 10th, 2025 meeting.

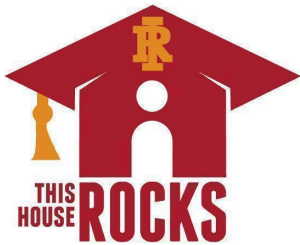
Issue 119 has no substantive policy changes. Legal references, footnotes, policies and exhibits were updated to align with current practices and for continuous improvement. One procedure was deleted: 4:180-AP3 (Grant Flexibility; Payment of Employee Salaries During a Pandemic.)

Policy	Revision Descriptions
1:10, School District Legal Status	The Legal References are updated with a minor style change in response to a five-year review.
1:20, District Organization, Operations, and Cooperative Agreements	The Legal References are updated with a minor style change in response to a five-year review. The footnotes are updated for continuous improvement.
1:20-AP, Checklist for Handling Intergovernmental Agreement Requests	The procedure is updated in response to a five-year review.
1:30, School District Philosophy	The policy is unchanged in response to a five-year review.
2:10, School District Governance	The policy is unchanged. The footnotes are updated in response to a five-year review.



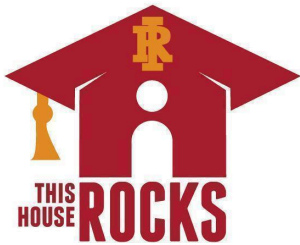
Sharon Williams, Ed.D.
Superintendent of Schools

Policy	Revision Descriptions
2:80, Board Member Oath and Conduct	The policy, Cross References, and footnotes are updated. The policy is updated to correct the title of IASB's <i>Code of Conduct for Members of School Boards</i> . The footnotes and Cross References are updated in response to Ill. Council of School Attorneys member feedback regarding oath of office violations. Footnote 1 is updated to include optional language a board can adopt to express potential consequences if a board member violates his or her oath of office.
2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member	The exhibit is updated in response to a five-year review.
2:120-E2, Website Listing of Development and Training Completed by Board Members	The exhibit is updated in response to a five-year review.
2:125-E3, Resolution to Regulate Expense Reimbursements	The exhibit is unchanged in response to a five-year review.
2:130, Board-Superintendent Relationship	The policy and footnotes are updated in response to a five-year review.
2:200-AP, Types of School Board Meetings	The procedure is updated in response to a five-year review.
2:220-E4, Open Meeting Minutes	The exhibit is updated in response to a five-year review.
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings	The exhibit is updated in response to a five-year review.



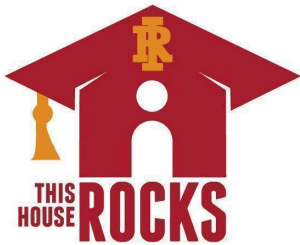
Sharon Williams, Ed.D.
Superintendent of Schools

Policy	Revision Descriptions
2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration	The exhibit is updated in response to a five-year review.
2:240, Board Policy Development	The policy is unchanged. The footnotes are updated in response to a five-year review.
2:240-E1, PRESS Issue Updates	The exhibit is updated in response to a five-year review.
2:240-E2, Developing Local Policy	The exhibit is updated in response to a five-year review.
2:250-E3, Recurrent Requestor Notification	The exhibit is unchanged in response to a five-year review.
3:30, Chain of Command	The policy is unchanged in response to a five-year review.
3:30-E, Organizational Chart for Administration	The exhibit is unchanged in response to a five-year review.
3:70-AP, Succession Plan	The procedure is unchanged in response to a five-year review.
4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers	The exhibit is updated in response to a five-year review.
4:15-E2, Statement for Purpose of Collecting Social Security Numbers	The exhibit is updated in response to a five-year review.



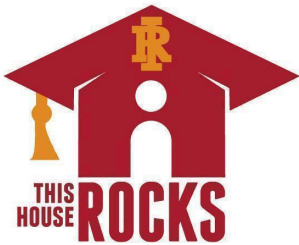
Sharon Williams, Ed.D.
Superintendent of Schools

Policy	Revision Descriptions
4:15-E3, Statement for Employee Manual or District Website Describing the District’s Purpose for Collecting Social Security Numbers	The exhibit is updated in response to a five-year review.
4:50, Payment Procedures	The policy is unchanged in response to a five-year review.
4:55, Use of Credit and Procurement Cards	The policy is unchanged. The footnotes are updated in response to a five-year review.
4:120-AP, Food Services; Competitive Foods; Exemptions	The procedure is updated in response to a five-year review.
4:170-AP5, Unsafe School Choice Option	The procedure is updated in response to a five-year review.
4:175-AP1, Criminal Offender Notification Law; Screening	The procedure is updated in response to a five-year review.
4:180, Pandemic Preparedness; Management; and Recovery	The policy is unchanged. The footnotes are updated in response to the deletion of 4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic, and for continuous improvement.
4:180-AP2, Pandemic Influenza Surveillance and Screening	The procedure is updated in response to a five-year review.
4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic	DELETED. The procedure is deleted in response to a five-year review.
5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media	The exhibit is unchanged in response to a five-year review.
5:170-AP1, Copyright Compliance	The procedure is updated in response to a five-year review.



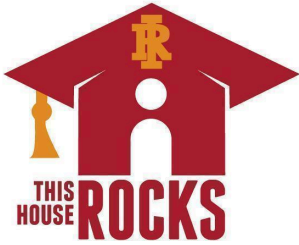
Sharon Williams, Ed.D.
Superintendent of Schools

Policy	Revision Descriptions
5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works	The procedure is updated in response to a five-year review.
5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment	The procedure is updated in response to a five-year review.
5:170-E1, Request to Reprint or Adapt Material	The exhibit is unchanged in response to a five-year review.
5:190-E2, Notice to Parents When Their Child is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Does Not Meet Applicable State Certification/ Licensure Requirements	The exhibit is updated in response to a five-year review.
5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment	The exhibit is updated in response to a five-year review.
5:240-AP, Suspensions	The procedure is updated in response to a five-year review.
6:120-AP4, Care of Students with Diabetes	The procedure is updated in response to a five-year review.
6:190-AP, Eligibility for Participation in Extracurricular Activities	The procedure is updated in response to a five-year review.
6:235-E5, Children’s Online Privacy Protection Act	The exhibit is updated in response to a five-year review.



Sharon Williams, Ed.D.
Superintendent of Schools

Policy	Revision Descriptions
6:250-AP, Resource Persons and/ or School Volunteers; Screening	The procedure is updated in response to a five-year review.
7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students	The policy and footnotes are updated in response to a five-year review.
7:90, Release During School Hours	The policy and footnotes are updated in response to a five-year review.
7:130, Student Rights and Responsibilities	The Legal References are updated with minor style changes in response to a five-year review. The footnotes are updated for continuous improvement.
7:140, Search and Seizure	The policy, Legal References, and footnotes are updated in response to a five-year review.
7:140-E, Letter to Parents/ Guardians regarding the Right to Privacy in the School Setting Act	The exhibit is updated in response to a five-year review.
7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program	The exhibit is updated in response to a five-year review.
7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases	The exhibit is updated in response to 77 Ill. Admin. Code Part 690, amended by 48 Ill. Reg. 15900, revising reporting requirements for certain diseases or conditions.
7:300, Extracurricular Athletics	The Legal References and footnotes are updated in response to a five-year review.
7:325, Student Fundraising Activities	The policy and footnotes are updated in response to a five-year review.
8:30-AP, Definition of Child Sex Offender	The procedure is updated in response to 720 ILCS 5/11-9.3(d), amended by P.A.103-1071, eff. 7-1-25,



Sharon Williams, Ed.D.
Superintendent of Schools

Policy	Revision Descriptions
	amending certain sex offense definitions as they relate to juvenile sex offenders.
8:80, Gifts to the District	The policy, Legal References, and footnotes are updated in response to a five-year review.
8:95-E2, Verification of School Visitation	The exhibit is unchanged in response to a five-year review.

School District Organization

School District Legal Status ¹

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

The General Assembly has implemented this mandate through the creation of school districts. The District is governed by the laws for school districts serving a resident population of not fewer than 1,000 and not more than 500,000. ²

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

LEGAL REF.: [Ill. Constitution, Art. X, Sec. 1.](#)
105 ILCS 5/10-1 [et seq.](#)

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

Formatted: No underline

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

² See f/n 2 of [sample](#) policy 2:10, *School District Governance*, for a discussion of school districts having a population of less than 1,000 inhabitants.

School District Organization

District Organization, Operations, and Cooperative Agreements

The District is organized and operates as follows: ¹

[INSERT DISTRICT'S ORGANIZATION and OPERATIONS]

The District enters into and participates in joint programs and intergovernmental agreements with units of local government and other school districts in order to jointly provide services and activities in a manner that will increase flexibility, scope of service opportunities, cost reductions, and/or otherwise benefit the District and the community.² The Superintendent shall manage these activities to the extent the program or agreement requires the District's participation, and shall provide periodic implementation or operational data and/or reports to the School Board concerning these programs and agreements. The District participates in the following joint programs and intergovernmental agreements: ³

[INSERT APPLICABLE JOINT PROGRAMS]

LEGAL REF.: Ill. Constitution, Art. VII, Sec. 10.
 5 ILCS 220/, Intergovernmental Cooperation Act.

Formatted: No underline

Formatted: No underline

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. Whatever school system is established by the State legislature must be free and open to all, without discrimination. Lewis E. v. Spagnolo, 287 Ill.App.3d 822 (3rd. Dist. 1997). Boards may use the following sentence as the first sentence, customizing it as appropriate: "The District is organized and operates as a Unit District serving the educational needs of children in grades Pre-K through 12 and others as required by the School Code."

² Ill. Constitution, Art. VII, Sec. 10; 5 ILCS 220/. A number of provisions in the School Code which provide authority for boards to jointly provide programs or services with other school districts or colleges that meet specified criteria, including: (1) 105 ILCS 5/10-22.20a (vocational and career education); (2) 5/10-22.22e (science and math partnership school); (3) 5/10-22.31 (special education), (4) 5/10-22.31a (joint educational programs); (5) 5/10-22.31b (joint building program); and (6) 5/10-20.42 (wind and solar farms).

³ In some districts, the joint educational programs and intergovernmental agreements in which they participate change frequently; boards in those districts should omit this sentence and should not list the joint educational programs and intergovernmental agreements. While this list may be limited to only educational programs, some boards may choose to also list insurance co-ops or other similar joint agreements.

School District Organization

School District Philosophy ¹

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership aims to empower all students to develop strong self-respect and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum,² a knowledgeable and dedicated staff, and sound fiscal and management practices.

CROSS REF: 2:10 (School District Governance), 3:10 (Goals and Objectives), 6:10 (Educational Philosophy and Objectives)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Replace the text in this sample policy with the district’s mission, vision, and/or belief statement, if any. A mission statement is a statement of purpose: why the district exists, what benefits it intends to deliver, and who will receive those benefits. See IASB’s *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm.

² Alternatively, strike “visionary and innovative” and substitute: “comprehensive and challenging”.

School Board

School District Governance ¹

The District is governed by a School Board consisting of seven members.² The Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.³

Official action by the Board may only occur at a duly called and legally conducted meeting. Except as otherwise provided by the Open Meetings Act, a quorum must be physically present at the meeting.⁴

As stated in the Board member oath of office prescribed by the School Code, a Board member has no legal authority as an individual.⁵

LEGAL REF.: 5 ILCS 120/, Open Meetings Act.
105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

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

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. IASB sample policies are aligned with ~~the~~ IASB's *Foundational Principles of Effective Governance*, www.iasb.com/principles_popup.cfm.

Sample policy 2:120, *Board Member Development*, contains the board member training requirements.

² School districts having a population between 1,000 and 500,000 inhabitants are governed by a seven-member board of education. 105 ILCS 5/10-10. School districts having a population of less than 1,000 are governed by a three-member board of school directors, unless it is governed by a special act, or is a consolidated district, or a district in which the membership was increased by the passage of a proposition. 105 ILCS 5/10-1.

³ 105 ILCS 5/10-16.7 and 5/10-20.

⁴ 5 ILCS 120/2.01 and 120/7(e)(1)-(10), ~~amended by P.A. 101-640~~; see also 105 ILCS 5/10-12.

The Open Meetings Act (OMA) defines *meeting* as "any gathering, whether in person or by video or audio conference, telephone call, electronic means (such as, without limitation, electronic mail, electronic chat, and instant messaging), or other means of contemporaneous interactive communication, of a majority of a quorum of the members of a public body held for the purpose of discussing public business." 5 ILCS 120/1.02. A quorum must be physically present for all meetings, except under limited circumstances such as during a public health emergency. 5 ILCS 120/2.01 and 120/7(e). During the COVID-19 pandemic, the ~~OMA Open Meetings Act~~ was amended to give public bodies the flexibility to meet without the presence of a physical quorum during a disaster declaration related to a public health emergency. See f/n 32 of sample policy 2:220, *School Board Meeting Procedure*, and its subhead **No Physical Presence of Quorum and Participation by Audio or Video; Disaster Declaration**.

⁵ The oath is found in 105 ILCS 5/10-16.5. Specific board officers may have individual authority; for example, the president may call a special meeting. 105 ILCS 5/10-16.

School Board

Board Member Oath and Conduct

Each School Board member, before taking his or her seat on the Board, shall take the following oath of office: ¹

I, (*name*), **do solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education² of (*name of School District*), in accordance with the

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Although the policy is not required by State or federal law, each board member, before taking his or her seat on the board, must take an oath in substantially the form given in the statute as reprinted in this sample policy. 105 ILCS 5/10-16.5. Districts often ask whether this applies only to newly elected board members or to all members elected and/or re-elected. To ensure compliance, those members that are newly elected or appointed and members returning by re-appointment and/or re-election should take the oath as the board determines it should be administered, i.e., examine the board's policy or its current practice for administering the oath of office.

This policy contains the verbatim oath because many of its provisions have policy implications. However, if a board prefers to remove the oath from the policy, it should replace the first sentence with this alternative:

Each Board member, before taking his or her seat on the Board, shall take the oath of office as prescribed in Section 10-16.5 of the School Code.

The School Code does not specifically address what happens when board members violate their oath of office, nor does it create an opportunity to take legal action for such violations. Collins v. Bd. of Educ. of North Chicago Comm. Unit Sch. Dist. 187, 792 F.Supp.2d 992 (N.D.Ill. 2011). Consult the board attorney for guidance when considering any type of disciplinary action or sanction against a board member.

Depending on the situation, a board self-evaluation or private one-on-one meetings with a board member may be appropriate to address an issue relating to board member behavior (for a list of IASB workshops, see www.iasb.com/conference-training-and-events/training/workshops/). When a board member's violation of the oath of office also constitutes a willful failure to perform his or her official duties, the board may request the regional superintendent to remove the member from office. See sample policy 2:60, *Board Member Removal from Office*, at f/n 2, for further discussion. A board member whose conduct violates conflict of interest laws may also be subject to criminal liability and removal from office. See sample policy 2:100, *Board Member Conflict of Interest*, and its footnotes, for additional information. In consultation with the board attorney, a board may also consider other actions to address a member's violation of the oath of office, such as publicly censuring a member. Houston Comm. College System v. Wilson, 595 U.S. 468 (2022) (holding that a college board of trustees did not violate a trustee's First Amendment rights when it adopted a resolution censuring him for "reprehensible" conduct). Other sanctions may be also warranted, depending on the facts. For example, in Earnest v. Jasper Cty. Comm. Unit Sch. Dist. No. 1, 371 F.Supp.3d 459 (S.D.Ill 2019), a court held a board member was not deprived of his liberty interest under the 14th Amendment when the board limited his access to confidential board packet information after it found the board member shared confidential personnel and student information with members of the public.

To encourage appropriate conduct, boards may wish to have their policy express potential consequences for violating the oath of office or the *Code of Conduct for Members of School Boards*. Such boards may add the following sentence to the end of this policy. Use this alternative for districts in suburban Cook County: replace "Regional Superintendent" with "appropriate Intermediate Service Center Executive Director."

A board member who fails to abide by the oath of office or the Code may be subject to action by the Board, including, but not limited to, formal censure and/or referral to the Regional Superintendent for removal from office under Board policy 2:60, *Board Member Removal from Office*.

² Replace "Board of Education" with "Board of School Directors" throughout, when applicable.

Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

- I shall respect** taxpayer interests by serving as a faithful protector of the School District's assets;
- I shall encourage** and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;
- I shall recognize** that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;
- I shall abide** by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;
- As part of the Board of Education**, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;
- I shall foster** with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for (*name of School District*);
- I shall assist** in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;
- I shall strive** to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;
- I shall serve** as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for (*name of School District*); and
- I shall strive** to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

The Board President will administer the oath in an open Board meeting; in the absence of the President, the Vice President will administer the oath. If neither is available, the Board member with the longest service on the Board will administer the oath.³

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards (Code)*.⁴ A copy of the *Code* shall be displayed in the regular Board meeting room.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

³ Optional. State law allows the board to determine how the oath is administered. 105 ILCS 5/10-16.5. Use the following alternative if a board does not want anyone to administer the oath:

Each Board member who is taking office shall read the oath during an open meeting and swear or affirm to follow it as indicated in the oath.

If the Board's practice is to have a local official administer the oath, revise the paragraph as follows:

The Board President may designate a local official, such as a judge, to administer the oath at an open Board meeting. Otherwise, the Board President will administer the oath during an open Board meeting; in the absence of the President, the Vice President will administer the oath.

⁴ Although national and state associations have developed codes of conduct, each board may find it helpful, as part of its self-evaluation process, to consider what behavior members expect from each other. The resulting ethics statement may serve as an important step in new member orientation. Additionally, IASB provides [a resource, School Board Member Opportunities and Expectations](#), [that includes](#) a summary of the treatment that all board members are entitled to expect as members of the school board. For IASB resources, see www.iasb.com/conference-training-and-events/training/training-resources/.

LEGAL REF.: 105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (School District Philosophy), 2:20 (Powers and Duties of the School Board; Indemnification), 2:50 (Board Member Term of Office), [2:60 \(Board Member Removal from Office\)](#), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban), 2:210 (Organizational School Board Meeting)

DRAFT

School Board

Board-Superintendent Relationship¹

The School Board directs, through policy, the Superintendent in his or her charge of the administration of the District by delegating its authority to operate the District and provide leadership to staff. The Board employs and evaluates the Superintendent and holds him or her responsible for the operation of the District in accordance with Board policies and State and federal law.²

The Board-Superintendent relationship is based on mutual respect for their complementary roles. The relationship requires clear communication of expectations regarding the duties and responsibilities of both the Board and Superintendent.

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide ~~general~~ direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.: 105 ILCS 5/10-16.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law controls this policy's content. 105 ILCS 5/10-16.7 requires the board to make all employment decisions pertaining to the superintendent as well as "[to] direct, through policy, the superintendent in his or her charge of the administration of the school district, including without limitation considering the recommendations of the superintendent concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of employees, and the selection of textbooks, instructional material, and courses of study." It also requires the "board [to] evaluate the superintendent in his or her administration of school board policies and his or her stewardship of the assets of the district."

Open and honest communication between the board and superintendent about expectations is crucial. The superintendent and board should periodically discuss, for example, the amount, type, and timing of information each expects to give and receive. Discussing each party's role and using an annual, formal, written superintendent evaluation process that includes a written evaluation instrument will further clarify role expectations.

² Boards may want to incorporate additional governance concepts into the first ~~sentence~~paragraph, e.g., by holding the superintendent responsible for progress toward district ends. See IASB's *Foundational Principles of Effective Governance*, www.iasb.com/principles_popup.cfm. The IASB guide titled *The Superintendent Evaluation Process* contains information on strengthening the board-superintendent relationship. It is available at: www.iasb.com/training/superintendent-evaluation-process.pdf.

School Board

Board Policy Development¹

The School Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends.²

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Superintendent. Suggestions from all others should be made to the Board President or the Superintendent.

A Board Policy Committee will consider all policy suggestions and provide information and recommendations to the Board.³

The Superintendent is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Superintendent shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant.⁴ Further Board consideration may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires this subject matter be covered by policy. See 105 ILCS 5/10-20.5 and 5/10-16.7.

105 ILCS 5/10-16.7 requires the board to make all employment decisions pertaining to the superintendent as well as “to direct, through policy, the superintendent in his or her charge of the administration of the school district, including, without limitation, considering the recommendations of the superintendent concerning the budget, building plans, the locations of sites, the selection, retention, and dismissal of employees, and the selection of textbooks, instructional material, and courses of study.” Rather than being a laundry list of mandated written board policies, this ~~statute~~ provides items on which boards must make decisions after considering the superintendent’s recommendations. The statute also requires the “board [to] evaluate the superintendent in his or her administration of board policies and his or her stewardship of the assets of the district.” Boards have broad incidental powers to adopt all necessary policies. *Thomas v. Bd. of Educ. of Cmty. Unit Sch. Dist. 1*, 117 Ill.App.3d 374 (5th Dist. 1983).

² See the IASB’s *Foundational Principles of Effective Governance*, available on-line at: www.iasb.com/pdf/found_prin.pdf.

³ Optional. See [sample](#) policy 2:150, *Committees*.

⁴ State law does not require a first reading before a board adopts a policy. The use of a consent agenda allows a board to vote on a matter without discussion. Policies or policy revisions may be appropriate for a consent agenda when providing for legal compliance; [updating legal references](#); correcting substantive grammar, spelling, or punctuation; or clarifying pre-existing policy language. A board member may make a motion to remove any item from the consent agenda to the regular agenda for discussion. See [sample](#) policy 2:220, *School Board Meeting Procedure*.

The Board policies are available for public inspection in the District's main office during regular office hours.⁵ Copy requests should be made pursuant to Board policy 2:250, *Access to District Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required. The Board may use an annual policy review and monitoring calendar.⁶

Words Importing Gender⁷

Throughout this policy manual, words importing the masculine and/or feminine gender include all gender neutral/inclusive pronouns.

Superintendent Implementation

The Board will support any reasonable interpretation of Board policy made by the Superintendent.⁸ If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Superintendent is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate the Board action.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ This sentence must be customized to include where and how policies are available, such as, through School Board Policies Online or the district's website.

⁶ Optional. [Examples of review and monitoring plans can be found here: www.iasb.com/IASB/media/Documents/Review-by-Policy-Manual.pdf](http://www.iasb.com/IASB/media/Documents/Review-by-Policy-Manual.pdf) and www.iasb.com/IASB/media/Documents/Hybrid-Approach.pdf.

⁷ Optional. Consult the board attorney to determine whether inclusion of a subhead related to gender neutral/inclusive pronouns is appropriate for the district. This subhead's text mirrors language from the Ill. Statute on Statutes importing words applying the masculine gender to include the female gender. See 5 ILCS 70/1.04.

For students, State law prohibits gender-based discrimination, including transgender and gender non-conforming students. 775 ILCS 5/5-101(A)(11); 775 ILCS 5/1-103(O-1); and 23 Ill.Admin.Code §1.240. Title IX of the Education Amendments of 1972 (20 U.S.C. §1681) also prohibits exclusion and discrimination on the basis of sex. 20 U.S.C. §1681(a). See also [sample](#) policy 7:10, *Equal Educational Opportunities*.

For employees, [the Equal Employment Opportunities Act \(a/k/a Title VII of the Civil Rights Act of 1964\)](#) prohibits discrimination because of an individual's sex, which includes sexual orientation and/or transgender status. See 42 U.S.C. §2000e *et seq.*, amended by The Lilly Ledbetter Fair Pay Act of 2009, Pub.L. 111-2; [Bostock v. Clayton Cnty.](#), [590 U.S. 644](#) (2020); and [Hively v. Ivy Tech](#), 853 F.3d 339 (7th Cir. 2017). See also [sample](#) policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

⁸ The board delegates authority to the superintendent through written board policy. The board will not substitute its judgment for that of the superintendent when the superintendent acts reasonably based upon his or her policy interpretation. See the IASB's *Foundational Principles of Effective Governance*, available online at: www.iasb.com/pdf/found_prin.pdf.

LEGAL REF.: 105 ILCS 5/10-20.5.

CROSS REF.: 2:150 (Committees), 2:250 (Access to District Public Records), 3:40 (Superintendent)

DRAFT

General School Administration

Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations. ¹

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ The chain of command communicates the channels of authority that should be consistently followed with informal conversations that can solve issues without use of the more formal policy 2:260, *Uniform Grievance Procedure*, other administrative procedures, and/or collective bargaining agreements. See IASB's *Foundational Principles of Effective Governance*, at www.iasb.com/principles_popup.cfm.

Operational Services

Payment Procedures ¹

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the School Board in advance of the Board’s first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order.² Approval of all bills shall be given by a roll call vote, and the votes shall be recorded in the minutes.³ The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board. ⁴

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills.⁵ These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law. ⁶

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy’s content.

² 105 ILCS 5/8-16 and 5/10-20.19.

³ 105 ILCS 5/10-7.

⁴ Except for the payment of social security taxes and recurring bills, 105 ILCS 5/8-16 permits the treasurer to “pay out funds of the school district only upon an order of the board signed by the president and clerk or secretary or by a majority of the board.” 105 ILCS 5/10-20.19 grants the treasurer authority to pay bills after receipt of “a certified copy of those portions of the board minutes, properly signed by the secretary and president, or a majority of the board.” As minutes are not approved until the following meeting, a literal reading of this statute would result in late payments. The policy uses a pragmatic solution: the treasurer may pay bills upon receiving a board order or minutes, even if the minutes are unapproved, provided the order or minutes are signed by the president and secretary, or a majority of the board.

The Local Government Prompt Payment Act (50 ILCS 505/) governs the timelines for a board’s approval and payment of bills and potential penalties for late payment. Unless otherwise agreed to between the board and a vendor/contractor, bills must be approved or disapproved within 30 days after receipt of the bill or 30 days after the date on which the goods or services are received, whichever is later, and payment is due within 30 days after the date of approval. 50 ILCS 505/3, 505/4, and 505/6.

⁵ 105 ILCS 5/8-16 and 5/10-20.19.

⁶ 105 ILCS 5/10-20.19(2); 23 Ill.Admin.Code §100.70.

Operational Services

Use of Credit and Procurement Cards ¹

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf.² Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:³

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.⁴

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ If district employees or board members are issued credit and/or procurement cards, an ISBE rule requires this subject matter to be covered in policy and specifies its content, 23 Ill.Admin.Code §100.70(d). Add the following optional new paragraph if the district issues credit cards to board members:

The District may from time-to-time issue and/or authorize Board members to use District credit cards to simplify the payment of actual and necessary expenses as authorized in Board policy 2:125, *Board Member Compensation; Expenses*. The Board will determine whether a Board member's use of a District credit card is appropriate through the expense approval process and the annual audit. All other components of this policy apply to a Board Member's use of a District credit card.

See f/n 19 in [sample](#) policy 2:125, *Board Member Compensation; Expenses* and ensure both policies are consistent in their treatment of this issue.

² The Local Government Travel Expense Control Act (50 ILCS 150/) requires districts to regulate the reimbursement of all travel, meal and lodging expenses of board members and employees. 50 ILCS 150/10. Consult the board attorney about how the Act affects the use of credit and procurement cards.

³ The policy's restrictions, numbered 1-10, correspond to the items that ISBE requires to be covered. Each item may be customized as long as the following items are covered as per 23 Ill.Admin.Code §100.70(d):

1. Identifies the allowable types of purchases;
2. Provides for the issuing bank to block the cards' use at unapproved merchants;
3. Limits the amount a cardholder can charge in a single purchase or within a given month;
4. Provides specific guidelines on purchases via telephone, fax, and the Internet;
5. Indicates the consequences for unauthorized purchases;
6. Requires cardholders to sign a statement affirming that they are familiar with the board's credit card policy;
7. Requires review and approval of purchases by someone other than the cardholder or user;
8. Requires submission of original receipts to document purchases; and
9. Forbids the use of a card to make purchases in a manner contrary to the requirements of 105 ILCS 5/10-20.21.
10. Indicates how financial or material rewards or rebates are to be accounted for and treated.

⁴ This limitation is from the introductory sentence in 23 Ill.Admin.Code §100.70(d).

2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Superintendent, may charge no more than \$500 in a single purchase and no more than \$1000 within a given month without prior authorization from the Superintendent. ⁵
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy. ⁶
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 4:90 (Student Activity and Fiduciary Funds), 5:60 (Expenses)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ The dollar caps are at the local board's discretion. An alternative follows: "The Superintendent shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations."

⁶ See [sample](#) exhibit 4:55-E, *Cardholder's Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards*.

Operational Services

Pandemic Preparedness; Management; and Recovery ¹

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public’s health and safety during a pandemic. ²

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. ³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Certain subheads of this policy are required; specifically **Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)** (see f/n 12, below), and depending upon the specific terms of government orders and/or guidance issued during a pandemic, if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, **Payment of Employee Salaries During Emergency School Closures** (see f/n 11, below). Other subheads and text in this policy are optional. Its purpose is to establish board direction about pandemic preparedness, management, and recovery issues and inform the community about the board’s role during a pandemic.

Boards are authorized to adopt a policy on pandemic preparedness even though State and federal law provide little guidance. On 3-11-20, the World Health Organization (WHO) characterized the COVID-19 outbreak as a pandemic. See www.who.int/director-general/speeches/detail/who-director-general-s-opening-remarks-at-the-media-briefing-on-covid-19--11-march-2020. Before the COVID-19 pandemic, most research and guidance around pandemics was specific to influenza, but the same principles for influenza pandemics were applied to the management of the COVID-19 pandemic. State law grants boards broad authority to formulate, adopt, and modify school board policies, at the board’s sole discretion, subject only to mandatory collective bargaining agreements and State and federal law. 105 ILCS 5/10-20.5 and 115 ILCS 5/1 *et seq.* See [sample policies 2:20, Powers and Duties of the School Board; Indemnification, and also 2:240, Board Policy Development](#).

Information similar to this policy’s content may also be a part of a district’s safety plans, which the superintendent uses to implement the board’s direction in this policy.

See f/n 3, below for a definition of a pandemic. ~~According to the Centers for Disease Control and Prevention (CDC) guidance, schools serve as an “amplification point” of flu epidemics. School Superintendent’s Insider, April 2007. School officials should be preparing for the flu pandemic as a U.S. Health and Human Services Pandemic Influenza Plan estimates that about 30 percent of the general population would become ill in a pandemic. The agency estimates among school-aged children the figure would be higher, about 40 percent. Sources: NSBA and School Board News, 3-14-06.~~

² Multiple stakeholders at many levels and in many groups have important roles in effective pandemic preparedness, management, and recovery efforts. Stakeholders include federal departments and agencies, public health organizations, State and local health departments and laboratories, private health care organizations, influenza vaccine and antiviral manufacturers, and vaccine distributors and vaccinators. **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, *Concept of Operations 2.0*, page 36, at: www.idph.state.il.us/pandemic_flu/planning.htm.

³ This paragraph embodies the CDC’s pandemic definition. See www.cdc.gov/flu/pandemic-resources/basics/index.html ~~www.cdc.gov/pandemic-flu/basics/index.html~~. The **Illinois Pandemic Influenza Preparedness and Response Plan**, Version 5.0, May 2014, also defines pandemic at page 9; however, that definition is specific to influenza. The ~~new~~ COVID-19 coronavirus is not an influenza virus yet was characterized as a pandemic by ~~WHO~~ [the World Health Organization](http://www.who.int).

Prior to the COVID-19 pandemic, literature discussed that during an influenza pandemic, a new influenza virus will cause thousands or even millions of people to contract the disease and, in turn, spread the illness to others because people have not been previously exposed to the new virus. See **School Guidance During an Influenza Pandemic**, December 2006, at: www.idph.state.il.us/pandemic_flu/school_guide/school_pan_flu_guide.pdf; Ill. State Board of Education (ISBE) opening letter to School Officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker, at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf.

To prepare the School District community for a pandemic, the Superintendent or designee shall:⁴ (1) learn and understand how the roles that the federal, State, and local government function; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing⁵

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ 105 ILCS 5/10-16.7. The school board directs, through policy, the superintendent in his or her charge of the district's administration.

⁵ In times of emergency, the functions of different levels of State and federal government often become cloudy, and determining what governmental entity has powers to take a particular action can be confusing. The concept of federalism, or the coexistence of federal and state governments with their own local powers, was utilized during the response to the COVID-19 pandemic. Federalism is premised on the Constitutional limits of federal power. See U.S. Const. Art, I, Sec. 8 (limiting powers of Congress providing only those powers enumerated). Generally, during the COVID-19 pandemic, Illinois and other states were left with these remaining powers of government to respond to the crisis. The states' governors and local leaders made state-specific or locality-specific decisions based upon the local conditions in each community. Depending upon the federal administration in power at the time of a pandemic, the federal government may seek to play a greater or lesser role in the management of a pandemic.

Local health departments, emergency medical agencies, and the Regional Office of Education (or appropriate Intermediate Service Center) may direct a school to close during a pandemic. See **School Guidance During an Influenza Pandemic**, December 2006, at: www.idph.state.il.us/pandemic_flu/school_guide/school_pan_flu_guide.pdf; ISBE opening letter to school officials dated November 2006 from Dr. Randy J. Dunn and Dr. Eric Whitaker. This letter is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_letter.pdf. Since the 2006 School Guidance During an Influenza Pandemic letter was written, several Illinois schools faced an H1N1 outbreak in 2009, and all Illinois schools faced the COVID-19 pandemic in 2020 and the years following.

The Ill. Dept. of Public Health (IDPH) is also authorized to order a place to be closed and made off-limits to the public to prevent the probable spread of a dangerously contagious or infectious disease. 20 ILCS 2305/2(b).

The Governor also has emergency powers upon his or her declaration of a disaster, which includes among other things public health emergencies. 20 ILCS 3305/4 and 3305/7. Upon such proclamation, the Governor has, and may exercise for a period not to exceed 30 days, several emergency powers. *Id.*

During the 2009 H1N1 outbreak, ISBE directed schools with a statement titled *Closing School in Response to H1N1* that outlined "the decision to close school must be made locally by the school district and in conjunction and support with the relevant local public health department. The impact of a pandemic may vary from region to region. Therefore, it is crucial that district administrators rely on the advice and recommendations of their local public health department." During the COVID-19 pandemic, the Governor and ISBE issued many directives and/or guidance, including reliance upon the advice and recommendations of local public health departments. See www.isbe.net/Pages/covid19.aspx. And see IDPH-ISBE joint [summary of the CDC's schools—guidance for prevention of COVID-19 in schools](https://dph.illinois.gov/content/dam/soi/en/web/idph/covid19/guidance/school/School-Guidance_6.13.2023.pdf), at: https://dph.illinois.gov/content/dam/soi/en/web/idph/covid19/guidance/school/School-Guidance_6.13.2023.pdf www.dph.illinois.gov/covid19/community_guidance/school_guidance.html.

will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education.⁶

During an emergency school closing, the Board President and the Superintendent⁷ may, to the extent the emergency situation allows, examine existing Board policies pursuant to Policy 2:240, *Board Policy Development*, and recommend to the Board for consideration any needed amendments or suspensions to address mandates that the District may not be able to accomplish or implement due to a pandemic.⁸

Board Meeting Procedure: No Physical Presence of Quorum and Participation by Audio or Video⁹

A disaster declaration related to a public health emergency¹⁰ may affect the Board's ability to meet in person and generate a quorum of members who are physically present at the location of a meeting. Policy 2:220, *School Board Meeting Procedure*, governs Board meetings by video or audio conference without the physical presence of a quorum.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

During the COVID-19 pandemic, protests occurred and many lawsuits were filed challenging ~~Ill.~~ Gov. Pritzker's extensions of disaster declaration emergency power under ~~the Ill. Emergency Management Act (IEMA)~~, 20 ILCS 3305/7. ~~See the COVID-19 disaster declarations and Executive Orders (EO) at: www.coronavirus.illinois.gov.~~ Controversies existed across party and regional lines with all branches of government looking to balance the need to protect human life against the desire to preserve personal liberty. Gov. Pritzker's ~~Executive Orders (EOs)~~ faced unsettled challenges in both the courts of law and public opinion as a five-phased plan to re-open Illinois was also being introduced a/k/a *Restore Illinois Plan* (~~coronavirus.illinois.gov/s/restore-illinois-introduction~~). Certain EOs required schools to implement specific mitigations, including universal indoor masking, exclusion of close contacts, and vaccination/testing mandates for school personnel. The EOs and the implementing emergency rules adopted by ISBE and IDPH were the subject of frequent litigation, ~~but as of the date of the publication of PRESS Issue 109, no Illinois court has issued a final decision addressing the Governor's authority to mandate such mitigations.~~ See *Austin v. Bd. of Educ. of Cmty. Unit. Sch. Dist. 300 et al. v. Pritzker*, 2022 IL 128205 (Ill. 2022). ~~Therefore~~, the scope of the Governor's authority over schools in a pandemic remains unsettled. Some school personnel objected to the vaccination/testing mandate under the Health Care Right of Conscience Act (HCRCA), 745 ILCS 70/. The General Assembly subsequently amended the HCRCA to clarify that it is not a violation of the HCRCA for public officials or employers to require services by health care personnel (such as testing) intended to prevent the transmission of COVID-19. 745 ILCS 70/13.5, ~~added by P.A. 102-667~~. Following the HCRCA amendment, an Illinois appellate court denied plaintiff employees emergency relief from the vaccination/testing mandate for school personnel, finding that their claims under the HCRCA were unlikely to succeed. ~~*Graham v. Pekin Fire Dept., et al.*, 2022 IL App (4th) 220270~~ *Glass v. Dept. of Corrections, et al.*, 461 Ill.Dec. 384 (4th Dist. 2022).

⁶ Use this alternative for districts in suburban Cook County: replace "Regional Office of Education" with "appropriate Intermediate Service Center."

⁷ For a board that prefers its policy committee to engage in this work, delete Board President and the Superintendent and insert: Board Policy Committee. See policies 2:150, *Committees* and 2:240, *Board Policy Development*. This sample policy uses the board president and superintendent as the default text because during a pandemic, it may be difficult for a board policy committee to meet pursuant emergency executive orders that are issued, etc.

⁸ For an example of some issues that these entailed during the COVID-19 pandemic, see paragraph six of f/n 12, below.

⁹ 5 ILCS 120/2.01 and 120/7(e), ~~respectively amended and added by P.A. 101-640~~. See also 105 ILCS 5/10-6, 5/10-12, and 5/10-16.

¹⁰ While 5 ILCS 120/7(e)(1), ~~added by P.A. 101-640~~, uses the phrase "related to public health concerns," the text "due to public health emergency" aligns with ~~Ill. Emergency Act (IEMA)~~, 20 ILCS 3305/4 and 7, the governing statute of disaster declarations. For ease of understanding and alignment with IEMA, this policy uses "public health emergency." For more discussion, see f/n 33 in sample policy 2:220, *School Board Meeting Procedure*.

Payment of Employee Salaries During Emergency School Closures ¹¹

The Superintendent shall consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees, pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal*, and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with: (1) applicable laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives; (2) collective bargaining agreements and any bargaining obligations; and (3) the terms of any grant under which an employee is being paid.

Suspension of In-Person Instruction; Remote and/or Blended Remote Learning Day Plan(s)

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote*

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹¹ ~~This may be R~~required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure, depending upon the specific terms of government orders and/or guidance issued during a pandemic. 2 C.F.R. Part 200 (see, e.g., www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf, which was extended until 9-30-20 by www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf) and 30 ILCS 708/. ~~See sample procedure 4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic, and its footnotes.~~

During the COVID-19 pandemic, Gov. Pritzker and ISBE issued directives and/or guidance regarding payment of school district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement (JS) with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The JS cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

Learning Days or Blended Remote Learning Days, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan¹² (Plan) that: ¹³

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic; ¹⁴

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹² 105 ILCS 5/10-30(3), ~~added by P.A. 101-643~~, requires the “[board] to adopt and the superintendent to approve” these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State. See sample administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)* for the specifics of implementing Remote Learning Days (RLDs) and/or Blended Remote Learning Days (BLRDs).

Implementing a plan under this subhead contains items on which collective bargaining may be required. Any policy that impacts wages, hours, or terms and conditions of employment, is subject to collective bargaining upon request by the employee representative, even if the policy involves an inherent managerial right. This subhead of the policy concerns an area in which the law is unsettled. See 105 ILCS 5/10-30(7), ~~added by P.A. 101-643~~ (stating that it does not increase or diminish any collective bargaining rights under existing law). Aspects of the plan that impact the wages or other terms or conditions of employment will need to be bargained with the exclusive bargaining representative(s).

To avoid confusion, note that the triggers under the Open Meetings Act (OMA), 5 ILCS 120/7(e), ~~added by P.A. 101-640~~, for when a school board may conduct its meetings by audio or video conference without the physical presence of a quorum are a bit more broad: (1) the “governor or the director of IDPH has issued a disaster declaration as defined in 20 ILCS 3305/, and (2) all or part of the jurisdiction of the [school board] is covered by the disaster area. This means that it is possible for the board to meet remotely under OMA if the director of IDPH declares a disaster, but the School Code requires the governor to be the one to declare the disaster under 20 ILCS 3305/ in order for the state superintendent of education to declare that a district implement RLD/BRLDs. RLD/BRLDs and *e-learning days/e-learning programs* are different. RLD/BRLDs are for use when the governor declares a disaster under 20 ILCS 3305/ and the state superintendent has declared a requirement for the district to use them to provide remote instruction to pre-kindergarten through grade 12 that count as pupil attendance days under 105 ILCS 5/10-19.05(j-5), ~~amended by P.A. 101-643~~. 105 ILCS 5/10-30(1), ~~added by P.A. 101-643~~. BRLDs allow districts to utilize “hybrid models of in-person and remote instruction. E-learning days are part of an e-learning program that require a board to, among other things, hold a public hearing and obtain approval by the Regional Office of Education (or Intermediate Service Center) to allow the district to provide instruction to students electronically while they are not physically present ~~due to inclement weather and other unexpected events~~ in lieu of the district’s scheduled emergency days as required under 105 ILCS 5/10-19 or because a school was selected to be a polling place under 10 ILCS 5/11-4.1. 105 ILCS 5/10-20.56(b), amended by P.A. ~~103-780s, 101-12 and 101-643~~. School districts with e-learning programs may adapt them for use during RLDs and BLRDs (105 ILCS 5/10-20.56(a), ~~amended by P.As. 101-12 and 101-643~~, and 5/10-30(2), ~~added by P.A. 101-643~~.

If the board has adopted an e-learning program pursuant to 105 ILCS 5/10-20.56, ~~added by P.A. 101-12~~, add the following text to number two after 105 ILCS 5/10-30:

- ~~2.~~ by adapting into a Plan the District’s e-learning program implemented pursuant to 105 ILCS 5/10-20.56

See sample policies 6:20, *School Year Calendar and Day*, 6:300, *Graduation Requirements*, and 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*, and Executive Order 2020-31 (temporarily suspending certain State assessment and graduation requirements (not local requirements that exceed the State-identified minimums)) and allowing local school boards to amend policies to reduce any local graduation requirements adopted in excess of the minimum requirements specified in School Code that school districts were unable to complete during the 2019-20 school year due to the suspension of in-person instruction and/or the Stay-at-Home orders issued in response to the COVID-19 pandemic).

¹³ 105 ILCS 5/10-30(3), ~~added by P.A. 101-643~~ states “the district shall adopt a remote and blended remote learning day plan approved by the district superintendent.” For ease of administration, to avoid confusion during implementation, and to align with the IASB Foundational Principles of Effective Governance (www.iasb.com/principles_popup.cfm), this policy assigns the duty to *adopt* the remote and blended remote learning day plan (plan) by “the district” to the board. In alignment with this policy, ~~sample~~ administrative procedure 6:20-AP, *Remote and/or Blended Remote Learning Day Plan(s)*, requires the superintendent to approve the plan and present it to the board for *adoption* prior to district-wide implementation and posting on the district’s website.

¹⁴ 105 ILCS 5/10-30(8), ~~added by P.A. 101-643~~, does not excuse districts from completing all statutory and regulatory curricular mandates and offerings.

2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.: 105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.
5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.
20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).
20 ILCS 3305/, Ill. Emergency Management Agency Act.
115 ILCS 5/, Ill. Educational Labor Relations Act.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 2:20 (Powers and Duties of the School Board; Indemnification), 2:220 (School Board Meeting Procedure), 2:240 (Board Policy Development), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:70 (Succession of Authority), 4:170 (Safety), 5:35 (Compliance with the Fair Labor Standards Act), 5:200 (Terms and Conditions of Employment and Dismissal), 5:270 (Employment At-Will, Compensation, and Assignment), 6:20 (School Year Calendar and Day), 6:60 (Curriculum Content), 6:300 (Graduation Requirements), 7:90 (Release During School Hours), 8:100 (Relations with Other Organizations and Agencies)

DRAFT

Students

Nonpublic School Students, Including Parochial and Home-Schooled Students¹

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space-available basis.² Requests for part-time attendance must be submitted to the Building Principal of the school in the school attendance area where the student resides. All requests for attendance in the following school year must be submitted before May 1.³

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students.⁴ Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability⁵

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content. The compulsory attendance law requires that parents/guardians of a child between the ages of 7 and 17 years send their child to public school. 105 ILCS 5/26-1 *et seq.* An exception is provided for any child attending a private or parochial school "where children are taught the branches of education taught to children of corresponding age and grades in public schools, and where the instruction of the child in the branches of education is in the English language." *Id.* Home schooling is included in this exception if the teacher is competent, the required subjects are taught, and the student receives an education that is at least equivalent to public schooling. *People v. Levisen*, 404 Ill. 574 (1950).

² As of January 1, 1996, many of the duties imposed on school boards became powers. 105 ILCS 5/10-20. Thus, boards have the power to accept students enrolled in nonpublic schools for part-time attendance. 105 ILCS 5/10-20.24. A board should consult its attorney before deciding not to accept nonpublic students for part-time attendance.

³ *Id.* The deadline for submitting a request is at the local district's option. Consult the board attorney if the district or a school receives a request after this deadline.

⁴ Such transportation is required by 105 ILCS 5/29-4.

⁵ This paragraph restates State law. 105 ILCS 5/14-6.01. Federal law requires districts to develop and implement a system to locate, identify, and evaluate children with disabilities who attend private schools (including religiously affiliated schools and home-schools) located within the district. Moreover, the district must conduct child find activities for private school children with disabilities that are similar to those for children with disabilities in public schools. See 34 C.F.R. §§300.130-300.144 (children with disabilities enrolled by their parents in private schools). See Section 2, **Child Find**, in the IASB/III. Council of School Attorneys sample *Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities*, at www.iasb.com/law/icsaspeced.cfm. ~~Information from the U.S. Dept. of Education is at: www2.ed.gov/admins/lead/speced/privateschools/index.html?exp=3, including~~ See the U.S. Dept. of Education's publication *Provisions Related to Children with Disabilities Enrolled by their Parents in Private Schools*, available at www.ed.gov/sites/ed/files/admins/lead/speced/privateschools/idea.pdf.

enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's Individualized Educational Program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the ~~School~~ District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch.⁶ A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.⁷

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration.⁸ Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.⁹

Notwithstanding the above, recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District. All school and class assignments will be made

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁶ State law is silent on this issue, [allowing districts to set their own participation requirements](#).⁶ However, the Ill. High School Association Bylaws, 3.011 and 4.011, state that in order to be eligible to participate in interscholastic competition a student must be enrolled in a district school and take a minimum of 25 credit hours of work for which the district will grant high school credit upon the student completing and passing the courses. If the board decides not to allow such participation, consider omitting this section of the policy and substituting:

Nonpublic school students, regardless of whether they attend a District school part-time, will not be allowed to participate in any extracurricular activities.

⁷ This paragraph is optional; districts are not required to accept the grade placement or academic credits from nonpublic schools. However, the Ill. State Board of Education (ISBE) provides a *recognition* status to nonpublic schools in order to, among other things, provide assurance that the school's educational program meets at least minimum State requirements. See 105 ILCS 5/2-3.25o; 23 Ill.Admin.Code Part 425, and ISBE's guidance at: www.isbe.net/Pages/Nonpublic-Elementary-and-Secondary-School-Registration-and-Recognition.aspx. Nonpublic schools may seek a *Certificate of Nonpublic School Recognition* by complying with these guidelines. While nonpublic school certification is entirely voluntarily, only nonpublic schools that have met the voluntary recognition requirements are eligible to receive school safety and education improvement block grant funding. See 23 Ill.Admin.Code §425.80.

⁸ The question whether to award academic credit based on proficiency is complex. If credit is not given, any incoming secondary student from a nongraded school begins high school as a freshman, regardless of age or proficiency. On the other hand, to award credit based on a student's proficiency only if the student is transferring from a nongraded school will seem unfair to other students. State law is silent on this issue and boards should consult their administrative team for guidance.

⁹ Optional.

according to ~~School~~ Board policy 7:30, *Student Assignment and Intra-District Transfer*, as well as administrative procedures implementing this policy.

LEGAL REF.: 105 ILCS 5/10-20.24 and 5/14-6.01.

CROSS REF.: 4:110 (Transportation), 6:170 (Title I Programs), 6:190 (Extracurricular and Co-Curricular Activities), 6:320 (High School Credit for Proficiency), 7:30 (Student Assignment and Intra-District Transfer), 7:300 (Extracurricular Athletics)

DRAFT

Students

Release During School Hours ¹

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian.

Early Dismissal Announcement

The Superintendent or designee shall make reasonable efforts to issue an announcement whenever it is necessary to close school early due to inclement weather or other reason.

[For high school and unit districts only]

Voting ² *[High school and unit districts only]*

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ This sample policy and its contents are discretionary with each school board. Sample ~~PRESS~~-policy 4:170, *Safety*, authorizes the Superintendent to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Planning for unforeseen early dismissals furthers a positive parent-school relationship and reduces the possibility of unsupervised children. According to this sample policy's introductory section, the school does not need prior parental consent before releasing students for an early dismissal even when it is unforeseen. The second section, however, requires the superintendent or designee to use *reasonable efforts* to announce an early dismissal. The *reasonable efforts* could be satisfied, for example, by a website posting, [email notification](#), [text message notification](#), telephone chain notification, or recorded message on the school's telephone.

² Optional. While 10 ILCS 5/7-42(b) and 5/17-15(b), ~~amended by P.A. 101-624, eff. 6-1-20~~, do not require this information to be in policy, including it aligns with best practice (ensuring compliance and aligning with good governance principles).

Including it also serves several policy functions and purposes: ensuring legal compliance, directing or authorizing the superintendent or staff members, and/or providing information.

To implement this law, each board and superintendent may wish to engage in a conversation about balancing the students' right to be absent from school with the district's attendance and safety and security goals and its right to minimize disruption to the educational process and/or ensure orderly operation of a school. Factors affecting implementation will depend upon a board's local conditions and the community expectations that may include, but not be limited to: (1) the board attorney's recommendations, (2) the district's budget parameters, if any, for any increased security needs during the 15 days before and the day of the qualifying elections, (3) each individual building's unique needs, and (4) the community's expectations.

The superintendent and building principal may implement this policy differently in different buildings. Once the board and superintendent or designee determine implementation logistics, these should be communicated in student handbooks. A comprehensive student handbook can provide notice of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. The Ill. Principals Association maintains a handbook service that coordinates with ~~PRESS~~ material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbook.

For high school and unit districts not wanting to include this subhead, delete it and the Legal Reference to it in this policy, delete it from the Cross References in policy 7:70, *Attendance and Truancy*, and follow the instructions listed in paragraph three of f/n ~~36~~ of ~~sample~~ policy 7:70, *Attendance and Truancy*.

entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.: 10 ILCS 5/7-42(b) and 5/17-15(b), Election Code.

CROSS REF.: 4:170 (Safety)

DRAFT

Students

Student Rights and Responsibilities ¹

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.² Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.³

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee.⁴ *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.⁵

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy’s content.

² In 1969 the U.S. Supreme Court changed the relationship between schools and students by finding that students “do not shed their constitutional rights at the schoolhouse door.” *Tinker v. Des Moines Indep. Cmty. Sch. Dist.*, 89 S.Ct. 733 393 U.S. 503 (1969).

³ Consult the board attorney to ensure the district’s non-discrimination coordinator and complaint managers are trained to appropriately respond to allegations of discrimination based upon bullying and/or sexual violence under Title IX’s sexual harassment umbrella. The U.S. Dept. of Education (DOE)’s guidance states that while acts of sexual violence are crimes, they may also be discrimination under Title IX. See *Dear Colleague Letter: Sexual Violence Background, Summary, and Fast Facts*, U.S. Dept. of Education Office for Civil Rights, 111 LRP 23852 (April 4, 2011), at www.ed.gov/about/offices/list/ocr/letters/colleague-201104.html, https://obamawhitehouse.archives.gov/sites/default/files/fact_sheet_sexual_violence.pdf.

⁴ This language is from 105 ILCS 20/5. The statute provides these examples of religious-based meetings: prayer groups, B I B L E (Basic Instruction Before Leaving Earth) clubs, and *meet at the flagpole for prayer* days. **Districts with secondary schools should amend the Cross References by adding “7:330 (Student Use of Buildings - Equal Access).”**

In addition, federal law requires districts to certify that “no [district] policy... prevents, or otherwise denies participation in, constitutionally protected prayer in both public elementary and secondary schools.” 20 U.S.C. §7904(b). The State provides certification instructions and the U.S. Dept. of Education DOE provides guidance on constitutionally protected prayer in public schools. See *Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools*, www.ed.gov/policy/gen/guid/religionandschools/prayer_guidance.html. Certification with the Ill. State Board of Education occurs through the signed assurances that a superintendent provides through the grant application process.

⁵ 105 ILCS 20/5.

LEGAL REF.: 20 U.S.C. §7904.
~~105 ILCS 20/5.~~
~~Tinker v. Des Moines Indep. Cmty. Sch. Dist.~~, ~~89 S.Ct. 733~~ 393 U.S.
503 (1969).
105 ILCS 20/5, Silent Reflection and Student Prayer Act.

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:190 (Student Behavior)

DRAFT

Students

Search and Seizure ¹

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers. ²

School Property and Equipment as well as Personal Effects Left ~~There~~ On School Property by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. ³

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy’s content. This policy concerns an area in which the law is unsettled. Consult the board’s attorney with questions about implementing this policy and searching students or seizing their possessions.

According to Fourth Amendment cases, a search by the police requires “probable cause” supported by a warrant. However, in a U.S. Supreme Court decision, cited in every student search case, the Court upheld the warrantless search of a student. A search is: (1) justified at its inception when there are reasonable grounds for suspecting the search of a particular student will turn up evidence that the student violated the law or school rules, and (2) permissible in its scope when it is reasonably related to the search’s objective and not excessively intrusive. T.L.O. v. New Jersey, 469 U.S. 325 (1985).

² The Ill. Supreme Court upheld a search conducted by a school liaison officer, saying: “Decisions ... that involve police officers in school settings can generally be grouped into three categories: (1) those where school officials initiate a search or where police involvement is minimal, (2) those involving school police or liaison officers acting on their own authority, and (3) those where outside police officers initiate a search. Where school officials initiate the search or police involvement is minimal, most courts have held that the reasonable suspicion test [applies]. ... The same is true in cases involving school police or liaison officers acting on their own authority. ... However, where outside police officers initiate a search, or where school officials act at the behest of law enforcement agencies, the probable cause standard has been applied. In the present case, the record shows that Detective Ruettiger was a liaison police officer on staff at the Alternate School, which is a high school student with behavioral disorders. ... We hold that the reasonable suspicion standard applies under these facts.” People v. Dilworth, 169 Ill.2d 195 (1996).

³ ~~A State statute~~ The School Code allows school officials to inspect the personal effects left by a student on property owned or controlled by the school, e.g., lockers, desks, and parking lots. 105 ILCS 5/10-22.6(e). This law does not mean that school officials have an excuse for unjustifiably opening students’ possessions looking for contraband (see footnote 1). See Doe v. Little Rick Sch. Dist., 380 F.3d 349 (8th Cir. 2004) (~~S~~earches conducted pursuant to the following policy were unconstitutional: “[B]ook bags, backpacks, purses and similar containers are permitted on school property as a convenience for students,” and “if brought onto school property, such containers and their contents are at all times subject to random and periodic inspections by school officials.”).

The Fourth Amendment protects individuals from searches only when the person has a legitimate expectation of privacy. While case law supports that lockers, as school property, may be searched without individualized suspicion of wrongdoing, many cases suggest that in order to search a student’s possessions left in the locker, school officials need individualized suspicion of wrongdoing. This paragraph, as well as 105 ILCS 5/10-22.6(e), attempts to avoid Fourth Amendment protection for personal property left by students on school property by telling students not to expect privacy in these places or in their personal property left there. **This is an unsettled area of the law and should be reviewed with the school board’s attorney.**

Option for high school and unit districts, insert the following paragraph:

~~This paragraph applies to student vehicles parked on school property.~~ In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. ⁴

Students ⁵

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. ⁶ The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. ⁷

When feasible, the search should be conducted as follows: ⁸

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a ~~certificated~~licensed employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁴ 105 ILCS 5/10-22.6(e). The sample policy may be amended to name other staff members who are authorized to request law enforcement aid.

⁵ For more information about searches, seizures, and interviews of students, see *Guidelines for Interviews of Students at School by Law Enforcement Authorities*, published by the Ill. Council of School Attorneys and available at: www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf.

⁶ T.L.O., 469 U.S. at 342. An unsubstantiated tip from a student may serve as the grounds for a search. People v. Pruitt, 278 Ill.App.3d 194 (1st. Dist. 1996).

⁷ 105 ILCS 5/10-22.6(e) and T.L.O., 469 U.S. at 326.

⁸ Optional; these are practical guidelines that will help to ensure that all searches comply with constitutional requirements. State or federal law requires nothing in this paragraph. For an alternative to intrusive pat-down searches and guidelines on strip searches, see Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993). There, school officials had reason to believe that a high school student was concealing illegal drugs in his crotch area. Believing a pat down to be excessively intrusive and ineffective at detecting drugs, the school officials required the student to change into his gym clothes in a locked locker room while male school officials observed him. The search was upheld. But see, Stuczynski v. Bremen High Sch., 423 F.Supp.2d 823 (N.D.Ill. 2006) (the requisite individualized, reasonable suspicion to conduct a strip search was missing where the only reason for the strip search was the dean's belief that the students were the last students in a locker room before the money was reported missing.). See also, Safford Unified Sch. Dist. v. Redding, 557 U.S. 364 (2009) (finding a strip search of student was not justified under the circumstances even though the asst. principal had reasonable suspicion but still awarded qualified immunity to the asst. principal because the law was unclear).

A school district may randomly conduct a mass search by using a metal detector. People v. Pruitt, 278 Ill.App.3d 194 (1st. Dist. 1996). The use of a metal detector must be according to the district's standards for when and how metal detector searches are to be conducted.

The U.S. Supreme Court upheld a random drug testing policy for student athletes and extracurricular participants, Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 (1995); and Indep.endent Sch. Dist. No. 92 of Pottawatomie County v. Earls, 536 U.S. 822 (2002). The circumstances justifying random drug searches do not exist for the entire student body; thus, random drug tests of the student body would probably not survive constitutional scrutiny.

action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.⁹

Notification Regarding Student Accounts or Profiles on Social Networking Websites ¹⁰

The Superintendent or designee shall notify students and their parents/guardians of each of the following in accordance with the Right to Privacy in the School Setting Act, 105 ILCS 75/:

1. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

LEGAL REF.: [T.L.O. v. New Jersey, 469 U.S. 325 \(1985\).](#)
[Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 \(1995\).](#)
[Safford Unified Sch. Dist. No. 1 v. Redding, 557 U.S. 364 \(2009\).](#)
105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.
[Right to Privacy in the School Setting Act, 105 ILCS 75/](#), [Right to Privacy in the School Setting Act.](#)
[Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 \(7th Cir. 1993\).](#)
[People v. Dilworth, 169 Ill.2d 195 \(1996\), cert. denied, 116 S.Ct. 1692 517 U.S. 1197 \(1996\).](#)
[People v. Pruitt, 278 Ill.App.3d 194 \(1st Dist. 1996\), app. denied, 167 Ill.2d 564 667 N.E. 2d 1061 \(Ill.App.1, 1996\).](#)
[T.L.O. v. New Jersey, 469 U.S. 325 \(1985\).](#)
[Vernonia School Dist. 47J v. Acton, 515 U.S. 646 \(1995\).](#)
[Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 \(2009\).](#)

CROSS REF.: 7:130 (Student Rights and Responsibilities), 7:150 (Agency and Police Interviews), 7:190 (Student Behavior)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁹ See 105 ILCS 5/10-22.6(e).

¹⁰ Right to Privacy in the School Setting Act, 105 ILCS 75/15. This law prohibits school officials from requiring or requesting a student to provide a password or other related account information. It requires districts to provide parents/guardians with notice of the law. The notification must be published in the school's disciplinary rules, policies, or handbook, or communicated by similar means. The Illinois Principals Association maintains a handbook service that coordinates with PRESS material, *Online Model Student Handbook (MSH)*, at: www.ilprincipals.org/resources/model-student-handbookwww.ilprincipals.org/msh/.

Students

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.¹
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.²
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The ***Pre-Participation Physical Examination Form***, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.³
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.⁴

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State or federal law controls this policy's content.

A comprehensive Student Handbook can provide notice to parents and students of the school's conduct rules, extracurricular and athletic participation requirements, and other important information. The building principal usually develops the Handbook, subject to review and approval by the superintendent and board.

Each board in a district that maintains any of grades 9 through 12 must have a *no pass-no play* policy. 105 ILCS 5/10-20.30. See [sample](#) policy 6:190, *Extracurricular and Co-Curricular Activities*, for complete details.

For purposes of clarity, the IASB uses a curricular-extracurricular dichotomy. All classes are included in the category *curricular* as well as what was formally known as *co-curricular*, e.g., band and choral performances that are a required part of the class. The category *extracurricular* includes all school-sponsored activities that are not a part of a student's educational program as reflected in the student's class schedule. Examples include football, cheerleading, French club, Key Club, and student government. Note that extracurricular activities may be curriculum-related or non-curriculum-related for purposes of determining access to school facilities under the federal Equal Access Act. See ~~PRESS~~-sample policy 7:330, *Student Use of Buildings - Equal Access*.

² At a minimum, schools should: (1) fully inform and warn students and their parents/guardians of risks inherent in a sport, (2) assist their understanding and appreciation of these risks, and (3) document the school's efforts. See [sample exhibit](#) 7:300-E1, *Agreement to Participate*. This form's provision concerning waiver of liability and hold harmless should be reviewed with the board attorney. The district may not be able to waive gross negligence or recklessness on its part, but the waiver language in the form serves to alert the student and his/her parents/guardians to the seriousness of potential injuries.

³ Students participating in interscholastic athletics must have an annual physical exam. 23 Ill.Admin.Code §1.530(b)(2). [Ill. High School Association \(IHSA\)](#) by-law 2.150 requires schools to have on file for each student participating in interscholastic athletics a certificate of physical fitness issued by a licensed physician, physician assistant, or nurse practitioner not more than 395 days preceding any date of participation; a form is available on the IHSA website at: ihsa.org/Resources/DownloadCenter.aspx.

⁴ This item ensures that students are covered by insurance for medical expenses up to \$50,000 (before the district's catastrophic accident insurance kicks in) and that students who are not covered by the district's catastrophic insurance are otherwise covered by insurance.

5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parents/guardians must provide written consent to random drug and alcohol testing pursuant to the Extracurricular Drug and Alcohol Testing Program.⁵
7. The student and his or her parents/guardians must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association),⁶ and (b) complete all forms required by the District including, without limitation, signing an acknowledgment of receiving information about the Board's concussion policy 7:305, *Student Athlete Concussions and Head Injuries*.⁷

The Superintendent or designee (1) is authorized to impose additional requirements for a student to participate in extracurricular athletics, provided the requirement(s) comply with Board policy 7:10, *Equal Educational Opportunities*, and (2) shall maintain the necessary records to ensure student compliance with this policy.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

105 ILCS 5/22-15 requires (with limited exceptions) each school district having grades 9-12 to maintain catastrophic insurance coverage for student athletes who sustain an accidental injury while participating in interscholastic athletic events sanctioned by IHSA that results in medical expenses in excess of \$50,000. A district maintaining grades K-8 may, but is not required to, provide accident and/or health insurance on a group or individual basis for students injured while participating in any school-sponsored athletic activity. For more information see [sample policy 4:100, Insurance Management](#).

⁵ Optional; delete if the district does not have such a program. Be sure this provision is consistent with policy 7:240, *Conduct Code for Participants in Extracurricular Activities*, and [administrative procedure 7:240-AP2, Extracurricular Drug and Alcohol Testing Program](#). The Seventh Circuit upheld the constitutionality of a high school's random drug testing program for students involved in extracurricular activities in *Todd v. Rush County Schools*, 133 F.3d 984 (7th Cir. 1998).

⁶ Participants in an IHSA-sponsored or sanctioned athletic event are subject to testing for banned substances. For a list of banned substances, the testing program, and other related resources, see the IHSA Sports Medicine website, www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation.aspx.

The sponsoring organization's rules/bylaws/policies control transgender student participation in extracurricular athletic activities. See:

1. IESA *Policy and School Recommendations for Transgender Participation* at: www.iesa.org/documents/handbook/IESA-Policies.pdf;
2. IHSA policy #34, *Policy and School Recommendations for Transgender Participation*, at: www.ihsa.org/About-the-IHSA/Constitution-By-laws-Policies; and
3. SIJHSA *Transgender Participation Policy* at: [www.sijhsaa.com/images/stories/pdf/TRANSGENDER PARICIPATION POLICY Revised 10-17-18.pdf](http://www.sijhsaa.com/images/stories/pdf/TRANSGENDER_PARICIPATION_POLICY_Revised_10-17-18.pdf).

For further information on accommodating transgender students, see **PRESS** sample [administrative procedure 7:10-API, Accommodating Transgender, Nonbinary, Students or Gender Non-Conforming Students](#). See also two Ill. State Board of Education non-regulatory guidance documents entitled *Supporting Transgender, Nonbinary and Gender Nonconforming Students* and *Sample District Policy and Administrative Procedures*, at: www.isbe.net/supportallstudents. **Federal administrations have taken varying positions on whether transgender students can compete consistent with their gender identity; consult the board attorney for guidance on this evolving area of law.**

⁷ IHSA eligibility information and required forms are available at: www.ihsa.org/Resources/Download-Center.

A district must include information concerning the board's concussion policy in any agreement, contract, code, or other written instrument that the district requires a student athlete and his or her parent(s) or guardian(s) to sign before participating in practice or interscholastic competition. ~~105 ILCS 5/10-20.54 and~~ 23 Ill.Admin.Code §1.530(b)(1). ~~The Sample exhibit form 7:300-E1, Agreement to Participate~~, contains the requirements in this policy. In addition, the student and student's parent/guardian must sign a form approved by IHSA acknowledging receiving and reading written information on concussions. 105 ILCS 5/22-80(e).

The IHSA website contains many helpful resources, e.g.:

1. www.ihsa.org/Resources/Download-Center (see consent form under subhead Sports Medicine Forms)
2. www.ihsa.org/Resources/SportsMedicine/PerformanceEnhancingDrugsSteroidEducation/IHSAPerformanceEnhancingSubstancePolicy.aspx (performance-enhancing drugs)
3. www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ConcussionResources.aspx (concussions)

Concussion information is available from the Ill. Elementary School Assoc. at: www.iesa.org/activities/concussion.asp.

LEGAL REF.: 105 ILCS 5/10-20.30, ~~5/10-20.54~~, 5/22-80, and 25/2.
23 Ill.Admin.Code §1.530(b).

CROSS REF.: 4:100 (Insurance Management), 4:170 (Safety), 6:190 (Extracurricular and Co-Curricular Activities), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:305 (Student Athlete Concussions and Head Injuries), 7:340 (Student Records)

DRAFT

Students

Student Fundraising Activities ¹

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to [Board](#) policy 8:90, *Parent Organizations and Booster Clubs*.

The Superintendent or designee shall manage student fundraising activities in alignment with the following directives: ²

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items. ³
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount. ⁴
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State law requires this subject matter be covered by policy. 105 ILCS 5/10-20.19(3) requires districts to have rules governing: (1) "conditions under which school classes, clubs, and associations may collect or acquire funds," and (2) "the safekeeping of such funds for the educational, recreational, or cultural purposes they are designed to serve."

² Except for #2 (see f/n 3, below), all numbered directives are optional and may be deleted or amended. These directives are intended to comply with 105 ILCS 5/10-20.19(3) by stating the conditions under which funds may be collected and by providing for their safekeeping.

³ Selling popular food items to raise funds is restricted by federal and State rules. [The Ill. State Board of Education ISBE](#) limits the sale of competitive food and beverages sold to students on the school campus of any school that participates in the School Breakfast Program or the National School Lunch Program (*participating schools*). 23 Ill.Admin.Code §305.15(a). *Competitive foods* are all food and beverages that are offered by any person, organization, or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. 7 C.F.R. §210.11(a)(2); 23 Ill.Admin.Code §305.5. *Participating schools* with grades 8 and below have zero *exempted fundraising days*, and *participating schools* with grades 9-12 may have no more than nine *exempted fundraising days*. 23 Ill.Admin.Code §305.15 (b)(2)(A)-(B). *Exempted fundraising day* means a school day on which foods and/or beverages not meeting the "general nutrition standards for competitive foods" may be sold to students on the school campus. 7 C.F.R. §210.11-(b)(4); 23 Ill.Admin.Code §305.5. See [sample policy](#) 4:120, *Food Services*; and [sample administrative procedure](#) 4:120-AP, *Food Services; Competitive Foods; Exemptions*.

⁴ Two alternatives follow:

- | | |
|----------------|--|
| Alternative 1: | 4. Student safety must be paramount <u>and door-to-door solicitations are prohibited.</u> |
| Alternative 2: | 4. Student safety must be paramount <u>and door-to-door solicitations are discouraged.</u> |

8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:⁵
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are “solely the expression of the individual donors and not an endorsement by the District of any message’s content.”

LEGAL REF.: 105 ILCS 5/10-20.19(3).
23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:90 (Student Activity and Fiduciary Funds), 4:120 (Food Services), 8:80 (Gifts to the District), 8:90 (Parent Organizations and Booster Clubs)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁵ The issue of soliciting or receiving donor messages is an unsettled area of the law that is frequently litigated because of its many complex legal and practical issues. The U.S. Constitution’s Free Speech, Establishment, and Equal Protection Clauses may be triggered. As a general rule, school officials can avoid constitutional issues by reviewing donor messages according to uniform rules that do not discriminate on the basis of viewpoint. Requiring that donor messages go through a thorough review process prior to their permanent placement on any medium can avoid issues that may occur when messages are reviewed after placement and found to be unacceptable. For sample cases discussing the issue of a district’s exclusion of donor messages on school property, see Fleming v. Jefferson Cnty. Sch. Dist. R-1, 298 F.3d 918 (10th Cir. 2002), *cert. denied* (school’s restriction on the use of religious symbols on tiles that would become a part of the rebuilt school allowed because the messages were school-sponsored speech, and the restrictions had a reasonable relation to legitimate teaching concerns); DiLoreto v. Downey Unified Sch. Dist. Bd. of Educ., 196 F.3d 958 (9th Cir. 1999), *cert. denied* (school district’s refusal to post an advertisement featuring the text of the Ten Commandments on its baseball field upheld because the field was a nonpublic forum for a limited purpose); Gernetzke v. Kenosha Unified Sch. Dist. No. 1, 274 F.3d 464 (7th Cir. 2001), *cert. denied* (school district disallowed religious symbols on Bible Club’s mural so it would not have to allow speech that would cause a disruption like white supremacists who wanted to display the swastika); and Kiesinger v. Mexico Acad. and Central Sch., 427 F.Supp. 2d 182 (N.D.N.Y. 2006)(school district’s removal of bricks inscribed with a donor’s religious messages from a walkway in front of a school was viewpoint discrimination because the district allowed messages about God generally, but not a specific religious viewpoint on God).

Community Relations

Gifts to the District ¹

The School Board appreciates gifts from any education foundation, ² other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee.³ Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt. ⁴
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programing, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities. ⁵
4. Permit the District to maintain resource equity among its learning centers. ⁶

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ State and federal law control this policy's content. 105 ILCS 5/16-1 grants authority to school boards to accept and manage gifts. Specifying the criteria for gifts in the board policy provides important information to potential donors and promotes a common understanding, uniform treatment, and adherence to legal requirements. Any gift to a school district or attendance center becomes district property to be "held, managed, improved, invested or disposed of by such board in such manner as the board, in its discretion, sees fit..." *Id.* When a donor expresses an intention that a gift be used for a certain purpose, the board must "promote and carry into effect" that intention until the "board determines in its discretion that it is no longer possible, practical or prudent to do so." *Id.*

² An education foundation can be an effective tool for collecting and donating financial and non-financial resources to a school district. An education foundation is a separate entity from the school district. In order to be exempt from federal income taxes and allow donors to deduct their donations, it must be organized as a tax-exempt organization, such as, under Section 501(c)(3) of the Internal Revenue Code.

³ The board may remove or amend the value of a gift that the superintendent or designee is permitted to accept.

⁴ Well-intentioned people can raise funds in a variety of ways, e.g., putting donation jars in retail establishments, 50/50 drawings, and websites designed for fundraising like *GoFundMe*. Addressing fundraising by individuals in policy allows the board to manage donations and minimize liability in a manner consistent with its policies and legal requirements. [Before accepting a gift, a board \(or superintendent, if applicable\) should evaluate costs that may be associated with acceptance of a gift, such as installation costs.](#)

⁵ 20 U.S.C. §1681 *et seq.*, Title IX of the Education Amendments, implemented by 34 C.F.R. Part 106; 23 Ill. Admin. Code §200.40. See [www.ed.gov/laws-and-policy/civil-rights-laws/title-ix-and-sex-discrimination-Title-IX-Resource-Guide,-U.S.-Dept.-of-Education-Office-for-Civil-Rights-\(April-2015\),-at:-www2.ed.gov/about/offices/list/ocr/docs/del-title-ix-coordinators-guide-201504.pdf](http://www.ed.gov/laws-and-policy/civil-rights-laws/title-ix-and-sex-discrimination-Title-IX-Resource-Guide,-U.S.-Dept.-of-Education-Office-for-Civil-Rights-(April-2015),-at:-www2.ed.gov/about/offices/list/ocr/docs/del-title-ix-coordinators-guide-201504.pdf).

⁶ See [sample](#) policy 6:210, *Instructional Materials*.

5. Be viewpoint neutral when the gift involves the incorporation of any messages. The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property. ⁷
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift. ⁸

LEGAL REF.: 20 U.S.C. §1681 et seq., Title IX of the Education Amendments; implemented by 34 C.F.R. Part 106.
105 ILCS 5/16-1.
23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

DRAFT

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁷ The U.S. Constitution's Free Speech, Establishment, and Equal Protection Clauses may be triggered when a donation comes with a message, e.g., art that incorporates political or religious messages. Contact the board attorney for assistance. ~~The second sentence is optional.~~ Soliciting or receiving donor messages raises many complex legal and practical issues. As a general rule, school officials can avoid constitutional issues by reviewing donor messages according to uniform rules that do not discriminate against groups or individuals on the basis of their viewpoints. For more detailed explanations of viewpoint-neutrality and forum issues, see f/n 1 in sample policy 8:20, *Community Use of School Facilities*, and f/n 1 in sample policy 8:25, *Advertising and Distributing Materials in Schools Provided by Non-School Related Entities*.

A publicized procedure for reviewing donor messages according to pre-established viewpoint-neutral guidelines may limit misunderstandings or disputes with donors or other members of the public. Each board may want to discuss with the superintendent what expectations exist based upon the scope and scale of the donor message project, so that the superintendent can manage the expectations in the procedure. Consult the board attorney to assist with this process. Lastly, posting disclaimers informing members of the public that the donor messages incorporated into school property or placed upon school property are the personal expressions of individual donors and not the district's may avoid Establishment Clause arguments. For a more detailed discussion of the issues pertaining to excluding donor messages on school property and implementing procedures to review donor messages, see f/n 5 in sample policy 7:325, *Student Fundraising Activities*.

⁸ Examples of ways to recognize a gift include a letter of appreciation, mentioning the gift on the district or school website or publication, a shout-out at a public event, and a recognition plaque.

Community Relations

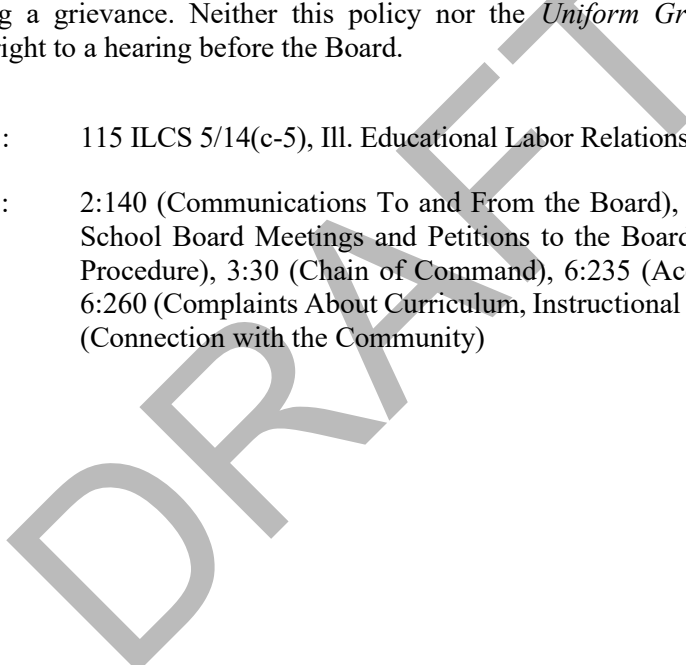
Public Suggestions and Concerns

The School Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, *Access to Electronic Networks*, and should, to the extent possible, limit their communications to relevant individuals.¹ All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit.

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.: 115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at School Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)



The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ The Ill. Educational Labor Relations Act requires employers to establish email policies in an effort to prohibit the use of its email system by outside sources. 115 ILCS 5/14(c-5), ~~added by P.A. 101-620~~. [Sample p](#)Policy 6:235, *Access to Electronic Networks*, states that the district’s network, which includes its email system, is not a public forum for general use. Further, acceptable uses of the network by any party are limited to uses in support of education and/or research or for legitimate school business purposes. See [sample](#) policy 6:235, *Access to Electronic Networks*, at f/n 6 for additional discussion. Including this statement also discourages school community members from engaging in the disruptive practice of mass *cc’ing* district staff who have no involvement in a particular issue.

School District Organization

Administrative Procedure - Checklist for Handling Intergovernmental Agreement Requests

The Superintendent completes this checklist whenever the District receives a request to enter into an intergovernmental agreement. ¹

- Acknowledge the receipt of the request to the sender.
- Confer with the ~~School~~ Board President as to when to put the request on an open meeting agenda as a discussion and/or action item.
- Inform the request's sender of approximately when the request will be presented to the Board.
- Investigate the factual context and the impact of granting or not granting the request.
- Determine if the request is for procurement purposes and evaluate whether an intergovernmental agreement would be exempt under 105 ILCS 5/10-20.21.
- Prepare an evaluation of the request and a recommendation that takes into account the Board's priorities in the allocation of resources, including funds, time, personnel, facilities, and the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. ²
- Consult the Board ~~A~~ttorney for a legal review of the proposed intergovernmental agreement.
- Include the evaluation and recommendation in the appropriate Board meeting packet.

The footnotes should be removed before the material is used.

¹ If the pre-existing process for handling requests to enter into an intergovernmental agreement is that the board receives all requests, use the following alternative:

Whenever the Board, having received a request to enter into an intergovernmental agreement, requests the Superintendent to provide an evaluation and recommendation, the Superintendent will:

² This language is from ~~sample~~ policy 6:15, *School Accountability*. Some issues for consideration include: (1) space availability, (2) teacher-student ratio, (3) available resources, (4) costs, (5) effect on Evidence-Based Funding, transportation reimbursement, and special education reimbursement, (6) rival gang factors and other safety concerns, and (7) current levels of school performance.

School Board

Administrative Procedure - Types of School Board Meetings

Meeting Type	Notice	Agenda	Notice to News Media	District's Website ¹
Regular	<p>Given once a year when the Board adopts its regular meeting schedule.</p> <p>105 ILCS 5/10-6, 5/10-16.</p> <p>The notice and agenda must be continuously available for public review during the entire 48-hour period before the meeting. Posting on the District's website satisfies the requirement for continuous posting. However, to comply with the legislative intent, posting on the District's website does not replace the posting described in the Agenda column.</p> <p>5 ILCS 120/2.02.</p>	<p>Post at the District's main office and at the meeting site, at least 48 hours before the meeting.</p> <p>5 ILCS 120/2.02.</p>	<p>Give to any news media that filed an annual request for such notices.</p> <p>5 ILCS 120/2.02.</p>	<p>Post the annual schedule of regular meetings and post a public notice of each meeting along with the meeting agenda.</p> <p>5 ILCS 120/2.02.</p> <p>Post regular Board meeting minutes within 10 days after approval; the minutes remain there for at least 60 days.</p> <p>5 ILCS 120/2.06.</p>
Special	<p>Post a notice at the District's main office or, if no main office exists, at the meeting site, at least 48 hours before the meeting.</p> <p>5 ILCS 120/2.02.</p>	<p>Include with the public notice.</p> <p>5 ILCS 120/2.02.</p>	<p>Give to any news media that files an annual request. Must also give the same notice as that given Board members if the</p>	<p>Post a public notice of each meeting along with the meeting agenda, at least 48 hours before the</p>

The footnotes should be removed before the material is used.

¹ Required *only if* the district has a website that is maintained by a full-time staff member; if not, this column may be omitted. 5 ILCS 120/2.026(b).

Meeting Type	Notice	Agenda	Notice to News Media	District's Website ¹
	<p>The notice and agenda must be continuously available and/or posted on the District's website as provided in the Regular meeting row.</p> <p>Notice to Board members must be served by mail 48 hours before the meeting or by personal service 24 hours before the meeting.</p> <p>105 ILCS 5/10-16.</p>		<p>news media provides an address or telephone number within the District's jurisdiction.</p> <p>5 ILCS 120/2.02.</p>	<p>meeting. The notice and agenda must remain posted on the website until the meeting is concluded.</p> <p>5 ILCS 120/2.02.</p>
Emergency	<p>Post the notice at the District's main office or, if no main office exists, at the meeting site, as soon as practicable before the meeting.</p> <p>5 ILCS 120/2.02.</p> <p>The notice and agenda must be continuously available and/or posted on the District's website as provided in the Regular meeting row.</p> <p>No specific notice to Board members is specified, but it is advisable to provide the notice as soon as possible.</p>	No State law requirements.	Same as for special meetings.	<p>Post a public notice.</p> <p>5 ILCS 120/2.02.</p>
Closed	<p>May hold a closed meeting, or close a portion of an open meeting, upon a majority <u>roll call</u> vote of a quorum present, taken at a properly noticed open meeting.</p> <p>5 ILCS 120/2a.</p>	<p>None required, but only topics <u>covered by the specific exception(s) cited</u> in the vote to hold the closed meeting may be considered.</p> <p>5 ILCS 120/2a.</p>	No additional notice required.	<p>Post a public notice.</p> <p>5 ILCS 120/2.02.</p>

Meeting Type	Notice	Agenda	Notice to News Media	District's Website ¹
Rescheduled or Reconvened	<p>Post a notice at the District's main office or, if no main office exists, at the meeting site at least 48 hours before the meeting.</p> <p>5 ILCS 120/2.02.</p> <p>The notice and agenda must be continuously available and/or posted on the District's website as provided in the Regular meeting row.</p> <p>No notice is needed when an open meeting is reconvened within 24 hours, or when the time and place of a reconvened meeting was announced at the original meeting and the agenda is not changed.</p> <p>5 ILCS 120/2.02.</p>	Included with any public notice.	Same as for a special meeting.	<p>Post a public notice.</p> <p>5 ILCS 120/2.02.</p>

General School Administration

Administrative Procedure - Succession Plan

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall be as stated below. If the first person on the succession list is unavailable, the second person shall be the responsible person, and so on, in order through the list. The designated individual shall communicate with the ~~School~~ Board President in cases of importance and/or emergency.

Superintendent

Building Principal

**IASB POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 4 - OPERATIONAL SERVICES**

Fiscal and Business

4:10	Fiscal and Business Management
4:15	Identity Protection
4:15-AP1	Administrative Procedure — Protecting the Privacy of Social Security Numbers
4:15-AP2	Administrative Procedure — Treatment of Personally Identifiable Information Under Grant Awards
4:15-E1	Exhibit — Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
4:15-E2	Exhibit — Statement of Purpose for Collecting Social Security Numbers
4:15-E3	Exhibit — Statement for Employee Manual or District Website Describing the District’s Purpose for Collecting Social Security Numbers
4:20	Fund Balances
4:30	Revenue and Investments
4:40	Incurring Debt
4:40-AP	Administrative Procedure — Preparing and Updating Disclosures
4:45	Insufficient Fund Checks and Debt Recovery
4:45-AP1	Administrative Procedure — Insufficient Fund Checks
4:45-AP2	Administrative Procedure — Local Debt Recovery Program Implementation Procedures
4:45-E1	Exhibit — Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller (IOC)
4:45-E2	Exhibit — Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge
4:50	Payment Procedures
4:50-E	Exhibit — School District Payment Order
4:55	Use of Credit and Procurement Cards

- 4:55-AP Administrative Procedure — Controls for the Use of District Credit and Procurement Cards
- 4:55-E Exhibit — Cardholder’s Statement Affirming Familiarity with Requirements for Using District Credit and/or Procurement Cards
- 4:60 Purchases and Contracts
 - 4:60-AP1 Administrative Procedure — Purchases
 - 4:60-AP2 Administrative Procedure — Third Party Non-Instructional Contracts
 - 4:60-AP3 Administrative Procedure — Criminal History Records Check of Contractor Employees
 - 4:60-AP4 Administrative Procedure — Sexual Misconduct Related Employment History Review (EHR) of Contractor Employees
 - 4:60-AP5 Administrative Procedure — Federal and State Award Procurement Procedures
 - 4:60-AP5, E Exhibit — Internal Procedures for Procurement Transactions
 - 4:60-E Exhibit — Notice to Contractors
- 4:70 Resource Conservation
 - 4:70-AP Administrative Procedure — Resource Conservation
- 4:80 Accounting and Audits
 - 4:80-AP1 Administrative Procedure — Checklist for Internal Controls
 - 4:80-AP2 Administrative Procedure — Fraud, Waste, and Abuse Awareness Program
 - 4:80-AP3 Administrative Procedure — Inventory Management for Federal and State Awards
- 4:90 Student Activity and Fiduciary Funds
- 4:100 Insurance Management
- Operations
 - 4:110 Transportation
 - 4:110-AP1 Administrative Procedure — School Bus Post-Accident Checklist
 - 4:110-AP2 Administrative Procedure — Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments

- 4:110-AP3 Administrative Procedure — School Bus Safety Rules
- 4:110-E Exhibit — Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses
- 4:120 Food Services
 - 4:120-AP Administrative Procedure — Food Services; Competitive Foods; Exemptions
- 4:130 Free and Reduced-Price Food Services
 - 4:130-E Exhibit — Free and Reduced-Price Food Services; Meal Charge Notifications
- 4:140 Waiver of Student Fees
 - 4:140-AP Administrative Procedure — Fines, Fees, and Charges - Waiver of Student Fees
 - 4:140-E1 Exhibit — Application for Fee Waiver
 - 4:140-E2 Exhibit — Application for Fee Waiver Based on Federal Free Meals Program
 - 4:140-E3 Exhibit — Response to Application for Fee Waiver, Appeal, and Response to Appeal
 - 4:140-E4 Exhibit — Resolution to Increase Driver Education Fees
- 4:150 Facility Management and Building Programs
- 4:160 Environmental Quality of Buildings and Grounds
 - 4:160-AP Administrative Procedure — Environmental Quality of Buildings and Grounds
- 4:165 Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors

Safety and Security

- 4:170 Safety
 - 4:170-AP1 Administrative Procedure — Comprehensive Safety and Security Plan
 - 4:170-AP1, E1 Exhibit — Accident or Injury Form
 - 4:170-AP1, E2 Exhibit — Memo to Staff Members Regarding Contacts by Media About a Crisis
 - 4:170-AP2 Administrative Procedure — Routine Communications Concerning Safety and Security

4:170-AP2, E1	Exhibit — Letter to Parents/Guardians Regarding Student Safety
4:170-AP2, E2	Exhibit — Letter to Parents/Guardians Regarding the Dangers of Underage Drinking
4:170-AP2, E3	Exhibit — Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers
4:170-AP2, E4	Exhibit — Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting
4:170-AP2, E5	Exhibit — Notice to Parents/Guardians of Lockdown Drill; Opt-out
4:170-AP2, E6	Exhibit — Letter to Parents/Guardians About Safe Firearm Storage
4:170-AP3	OPEN
4:170-AP4	Administrative Procedure — National Terrorism Advisory System
4:170-AP5	Administrative Procedure — Unsafe School Choice Option
4:170-AP6	Administrative Procedure — Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED
4:170-AP6, E1	Exhibit — School Staff AED Notification Letter
4:170-AP6, E2	Exhibit — Notification to Staff and Parents/Guardians of CPR and AED Video
4:170-AP7	OPEN
4:170-AP7, E1	OPEN
4:170-AP7, E2	OPEN
4:170-AP7, E3	OPEN
4:170-AP8	Administrative Procedure — Movable Soccer Goal Safety
4:175	Convicted Child Sex Offender; Screening; Notifications
4:175-AP1	Administrative Procedure — Criminal Offender Notification Laws; Screening
4:175-AP1, E1	Exhibit — Informing Parents/Guardians About Offender Community Notification Laws
4:180	Pandemic Preparedness; Management; and Recovery

4:180-AP1	Administrative Procedure — School Action Steps for Pandemic Influenza or Other Virus/Disease
4:180-AP2	Administrative Procedure — Pandemic Influenza Surveillance and Reporting
4:180-AP3	Administrative Procedure — Grant Flexibility; Payment of Employee Salaries During a Pandemic
4:190	Targeted School Violence Prevention Program
4:190-AP1	Administrative Procedure — Targeted School Violence Prevention Program
4:190-AP1, E1	Exhibit — Targeted School Violence Prevention Program Resources
4:190-AP2	Administrative Procedure — Threat Assessment Team (TAT)
4:190-AP2, E1	Exhibit — Principles of Threat Assessment
4:190-AP2, E2	Exhibit — Threat Assessment Documentation
4:190-AP2, E3	Exhibit — Threat Assessment Key Areas and Questions; Examples
4:190-AP2, E4	Exhibit — Responding to Types of Threats
4:190-AP2, E5	Exhibit — Threat Assessment Case Management Strategies
4:190-AP2, E6	Exhibit — Targeted School Violence Prevention and Threat Assessment Education

Operational Services

Administrative Procedure - Food Services; Competitive Foods; Exemptions

This procedure applies only to schools that participate in federal meal reimbursement programs. 7 C.F.R. Part 210; 23 Ill.Admin.Code Part 305. They are *participating* schools.

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 7 C.F.R. §210.11, unless they are exempted by 23 Ill. Admin.Code §305.15(a).

Definitions

Competitive foods are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. 7 C.F.R. §210.11(a)(2); 23 Ill. Admin.Code §305.5. Competitive foods do not include foods offered during after-school athletics or extracurricular events, or weekend events. *School campus* means all areas of the property under the jurisdiction of the participating school that are accessible to students during the school day. 23 Ill.Admin.Code §305.5. *School day* means the period of time from midnight before the start of the official school day until 30 minutes after the end of the official school day. 23 Ill.Admin.Code §305.5.

Exempted fundraising day (EFD) means a school day on which foods and/or beverage items not meeting the “general nutrition standards for competitive foods” may be sold to students on the school campus. 7 C.F.R. §210.11 (b)(4); 23 Ill.Admin.Code §305.5.

Competitive Foods

Competitive foods and beverage items sold during the school day must meet the requirements listed at 7 C.F.R. §210.11 (c)-(1~~1~~).

All revenue from the sale of competitive foods sold to students in the food service areas during meal periods shall accrue to the nonprofit school lunch program account. 23 Ill.Admin.Code §305.15(d).

Exempted Fundraising Days

EFD foods and/or beverages may not be sold in competition with school meals in the food service area during meal periods. 7 C.F.R. §210.11 (b)(4). In schools with grades 9-12, only 9 or fewer EFDs are allowed. In schools with grades 8 and below, EFDs are prohibited. 23 Ill.Admin.Code §305.15(b)(2~~1~~)-(3).

To request an EFD, the Superintendent or designee for the participating school must be contacted. He or she will (1) explain the District’s process and criteria for reviewing and approving or denying an EFD request, and (2) provide any written documents to assist with the EFD request. The Superintendent or designee must maintain a list of all EFDs held and retain them for at least three years. 7 C.F.R. §210.9(b)(17) and 23 Ill.Admin.Code §305.15(c)(3).

LEGAL REF.: 42 U.S.C. §1779⁵
7 C.F.R. §210.11.
23 Ill.Admin.Code Part 305, School Food Service.

Operational Services

Administrative Procedure - Unsafe School Choice Option

Illinois public school districts must comply with the following two statutes: (1) 105 ILCS 5/2-3.134 requires ISBE to maintain data and annually publish a list of persistently dangerous schools, and (2) 105 ILCS 5/10-21.3a, ~~amended by P.A. 100-1046~~, requires each school board to adopt a policy governing the transfer of students within the district from a persistently dangerous school to another public school in the district. Board policy 4:170, *Safety*, fulfills this requirement with its section on **Unsafe School Choice Option**.

This procedure implements the policy. It incorporates guidance issued by the U.S. Dept. of Education (DOE), *Unsafe School Choice Option, Non-Regulatory Guidance* (February 2004), available under the Policy Guidance section at <https://files.eric.ed.gov/fulltext/ED494736.pdf> ~~www2.ed.gov/programs/dvpgovgrants/legislation.html~~, when No Child Left Behind (NCLB) was in effect. NCLB was repealed. The law that took its place is called the Every Student Succeeds Act (ESSA), which amended [Elementary and Secondary Education Act \(ESEA\)](#) on December 10, 2015. ESEA, as amended by ESSA, still requires states to implement an unsafe school choice option; however, the DOE has not updated its guidance to be consistent with this new law. This procedure incorporates DOE guidance to the extent that it is consistent with the new law. ~~ESSA implementation guidance is expected as states implement the law.~~

Unsafe School Choice Option for Students in Persistently Dangerous Schools

Actor	Action
ISBE	Identifies each Illinois school that is a <i>persistently dangerous school</i> as defined in 105 ILCS 5/10-21.3a(b) (attached) . As of May 2014 <u>June 2025</u> , ISBE has not identified a <i>persistently dangerous school</i> .
Building Principal or designee	Within 10 calendar days of identification, or longer time if necessary, notifies by U.S. mail, the parents/guardians of students attending a <i>persistently dangerous school</i> , of that school's status as <i>persistently dangerous</i> .
Superintendent	Keeps the Board informed as appropriate. Determines which, if any, schools will receive students assigned to a <i>persistently dangerous school</i> . The recipient school may be a public charter school. If a recipient school is not available in the District, the Superintendent will explore other appropriate options, e.g., intergovernmental agreements with another district to accept transfer students. The needs and preferences of affected students and parents/guardians will be considered. Develops and implements a corrective action plan.

Actor	Action
Building Principal or designee	Within 20 calendar days of identification, or longer time if necessary, informs parents/guardians of the following: <ol style="list-style-type: none"> 1. The status of the corrective action plan; and 2. The identities of any available school or public charter school into which students may transfer.
Parents/guardians	As soon as possible after being informed of the unsafe school choice option, confers with the Building Principal concerning whether to exercise the transfer option.
Building Principal or designee	Executes any requested transfers as soon as possible. Transfers will be in effect at least while the original school is identified as <i>persistently dangerous</i> . When determining the transfer length, the Principal considers the student's educational needs as well as other factors affecting the student's ability to succeed if returned to the transferring school.
Superintendent or designee	Upon corrective action plan's completion, requests that ISBE remove the school from the list of <i>persistently dangerous schools</i> .

Unsafe School Choice Option for Any Student Who Is a Victim of a Violent Criminal Offense Occurring on School Grounds During Regular School Hours or During a School-Sponsored Event

Actor	Action
Building Principal or designee	Notifies the Superintendent that a student was a victim of a violent crime, as defined by 725 ILCS 120/3 (attached) , occurring on school grounds during regular school hours or during a school-sponsored event.
Superintendent	As soon as possible, determines which, if any, schools are available recipients for a student who was a victim of a violent crime while in school or on school grounds. <p>The recipient school may be a public charter school.</p> <p>If a recipient school is not available in the District, the Superintendent will explore other appropriate options, e.g., an agreement with a neighboring district to accept the student.</p> <p>The needs and preferences of the affected student and his or her parents/guardians shall be considered.</p> <p>Keeps the Board informed as appropriate.</p>
Building Principal or designee	As soon as possible, notifies the student's parent(s)/guardian(s) that the student may transfer to another school, provided another school is available.
Parent(s)/guardian(s)	As soon as possible after being informed of the unsafe school choice option, confers with the Building Principal concerning whether to exercise the transfer option.
Building Principal or designee	Executes any requested transfer as soon as possible. When determining the transfer length, considers the student's educational needs as well as other

Actor	Action
	factors affecting the student's ability to succeed if returned to the transferring school.

Definitions for “Persistently Dangerous School”

105 ILCS 5/10-21.3a, amended by P.A. 100-1046 (current as of June 2021)

~~§10-21.3a(b).~~— In order to be considered a persistently dangerous school, the school must meet all of the following criteria for 2 consecutive years:

- ~~1. Have greater than 3% of the students enrolled in the school expelled for violence related conduct.~~
- ~~2. Have one or more students expelled for bringing a firearm to school as defined in 18 U.S.C. 921.~~
- ~~3. Have at least 3% of students enrolled in the school exercise the individual option to transfer schools pursuant to subsection (c) of this section. [105 ILCS 5/10-21.3a(c), see the second section of this procedure]~~

Definitions for “Crime Victim” and “Violent Crime”

725 ILCS 120/3, amended by P.A. 100-961 (current as of June 2021)

~~§ 3.~~— The terms used in this Act shall have the following meanings:

~~(a) "Crime victim" or "victim" means (1) any natural person determined by the prosecutor or the court to have suffered direct physical or psychological harm as a result of a violent crime perpetrated or attempted against that person or direct physical or psychological harm as a result of (i) a violation of Section 11-501 of the Illinois Vehicle Code or similar provision of a local ordinance or (ii) a violation of Section 9-3 of the Criminal Code of 1961 or the Criminal Code of 2012; (2) in the case of a crime victim who is under 18 years of age or an adult victim who is incompetent or incapacitated, both parents, legal guardians, foster parents, or a single adult representative; (3) in the case of an adult deceased victim, 2 representatives who may be the spouse, parent, child or sibling of the victim, or the representative of the victim's estate; and (4) an immediate family member of a victim under clause (1) of this paragraph (a) chosen by the victim. In no event shall the defendant or any person who aided and abetted in the commission of the crime be considered a victim, a crime victim, or a representative of the victim.~~

~~(c) "Violent Crime" means: (1) any felony in which force or threat of force was used against the victim; (2) any offense involving sexual exploitation, sexual conduct, or sexual penetration; (3) a violation of Section 11-20.1, 11-20.1B, 11-20.3, 11-23, or 11-23.5 of the Criminal Code of 1961 or the Criminal Code of 2012; (4) domestic battery or stalking; (5) violation of an order of protection, a civil no contact order, or a stalking no contact order; (6) any misdemeanor which results in death or great bodily harm to the victim; (7) any violation of Section 9-3 of the Criminal Code of 1961 or the Criminal Code of 2012, or Section 11-501 of the Illinois Vehicle Code, or a similar provision of a local ordinance, if the violation resulted in personal injury or death. "Violent crime" includes any action committed by a juvenile that would be a violent crime if committed by~~

an adult. For the purposes of this paragraph, "personal injury" shall include any Type A injury as indicated on the traffic accident report completed by a law enforcement officer that requires immediate professional attention in either a doctor's office or medical facility. A Type A injury shall include severely bleeding wounds, distorted extremities, and injuries that require the injured party to be carried from the scene.

Operational Services

Administrative Procedure - Criminal Offender Notification Laws; Screening

Laws Protecting Students on School Grounds

The following list describes laws [and resources](#) protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute. 720 ILCS 5/11-9.3(a), (b). See ~~School~~ Board policies 4:175, *Convicted Child Sex Offender; Screening; Notifications*; and 8:30, *Visitors to and Conduct on School Property*; ~~and administrative procedure 8:30 AP, Definition of Child Sex Offender.~~
2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/, and (b) Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-154/105. These laws are hereafter referred to as “offender notification laws.” See also [Board](#) policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.
The School Code (105 ILCS 5/10-21.9, 5/21B-5 and 5/21B-80) lists criminal offenses that disqualify an individual from District employment if the individual was convicted. 105 ILCS 5/~~21~~10-21.9 requires any person hired by the District to submit to a fingerprint-based criminal history records check through ~~(a)~~ the Ill. State Police (ISP) for an individual’s *Criminal History Records Information* (CHRI), and ~~(b)~~ the Federal Bureau of Investigation (FBI) national crime information databases. The law also requires a school district to initially check ~~two publicly available Illinois offender databases for each applicant being considered for hire and, if hired, repeatedly at least once every five years that an individual remains employed by the District~~¹, which are ~~(a)~~ the Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>, and ~~(b)~~ the Statewide Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>, ~~for each applicant being considered for hire and, if hired, repeatedly checked at least once every five years that an individual remains employed by the District.~~ Obtaining the results of the fingerprint-based criminal history records check and review of the database registries is a *complete criminal history records check* as required by the School Code. See [Board](#) policy 5:30, *Hiring Process and Criteria*; administrative procedure 5:30-AP2, *Investigations*; and [Ill. State Board of Education \(ISBE\)](#)’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.
3. The National Sex Offender Public Website, www.nsopw.gov/; however, if performing a check here note that the same information will likely appear in the information furnished by the FBI.
4. The provisions in the School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students. 105 ILCS

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ 105 ILCS 5/10-21.9(a-5) and (a-6), ~~amended by P.A. 101-531~~. **Note:** the statute uses the term *applicant* even though a person who “remains employed by the school district” is commonly referred to as an employee.

5/10-21.9(f). See administrative procedures 4:60-AP3, *Criminal History Records Check of Contractor Employees*; and 5:30-AP2, *Investigations*.

5. Being charged with attempting to commit, conspiring to commit, soliciting, or committing any offense listed in 105 ILCS 5/21B-80(b-5) results in the automatic suspension ~~or revocation~~ of the individual's license or denial of the individual's license application until the individual's criminal charges are adjudicated through a court of competent jurisdiction. If the individual is acquitted, his or her license or application shall be immediately reinstated. ²
6. Conviction of an offense listed in 105 ILCS 5/21B-80(c) results in the automatic suspension ~~or revocation~~ of the individual's license or denial of the individual's license application, whichever is applicable. When the conviction becomes final, the license will be revoked. Conviction of an offense listed in 105 ILCS 5/21B-80(b), ~~depending upon whether the individual's sentence has been satisfactorily completed and seven years have passed since that date, may result~~ in the automatic suspension or revocation of the individual's license or denial of the individual's license application, whichever is applicable, until seven (7) years following the end of the sentence for the criminal offense. ³
7. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any school counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender. 730 ILCS 152/121(b). See Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*.
8. When a criminal sexual offense is committed, or alleged to have been committed, by a District employee or contractor, law enforcement shall immediately transmit a copy of the criminal history record information relating to the investigation of the offense/alleged offense to the Superintendent. This transmission occurs either (725 ILCS 191/15, ~~added by P.A. 102-652~~):
 - a. Upon the Superintendent's request⁴ to a law enforcement agency; or
 - b. If the law enforcement agency knows the offender/alleged offender is employed by the District (either as an employee or contractor), automatically.The copy of the CHRI that is provided must exclude the identity of the adult victim, and if the Superintendent is otherwise aware of the adult victim, he or she must keep that person's identity confidential.

Receipt of Information from and Collaboration with Law Enforcement ⁵

Offender Notification Laws: The Superintendent and Building Principal(s) shall notify the local law enforcement official, including the relevant lawyers in the county State's Attorney's Office and/or

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

² 105 ILCS 5/21B-80(b-5), ~~added by P.A. 101-531~~.

³ 105 ILCS 21B-80(b), (c); 105 ILCS 5/21B-15(a).

⁴ The law is silent as to how a superintendent can make this request. Contacting the county State's Attorney's Office(s) and/or local law enforcement agencies that the district has established relationships with through a reciprocal reporting agreement are the suggested request methods. See sample administrative procedure 7:190-AP3, *Guidelines for Reciprocal Reporting of Criminal Offenses Committed by Students*. The law also does not address to whom criminal history records information may be transmitted if the superintendent is the offender/alleged offender. **Contact the board attorney for further guidance.**

⁵ The law is silent with regard to what, if anything, districts do with the information (except for records provided to a school district by a state's attorney's office under the Juvenile Court Act at 705 ILCS 405/5-901(8), ~~amended by P.A. 102-197~~). It does, however, provide that "any person who provides or fails to provide information relevant to the procedures set forth in this [Sex Offender Community Notification] Law shall not be liable in any civil or criminal action." 730 ILCS 152/130.

county sheriff, that he or she is the District's official contact person for purposes of the offender notification laws.⁶ The Superintendent and/or Building Principal may at any time request information from law enforcement officials regarding sex offenders or violent offenders against youth.

The Superintendent will provide Building Principals and other supervisors with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Building Principal or designee shall provide the lists to staff members in his or her building on a need-to-know basis, but in any event:

- A teacher will be told if one of his or her students, or a student's parent/guardian, is on a list.
- The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on a list.

No person receiving a list shall provide it to any other person, except as provided in these procedures, State law,⁷ or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials or State Police.

Licensed Teacher Felony Conviction Notification Laws: On behalf of the Board, the Superintendent, or if the licensed teacher is the Superintendent, the Board President, shall notify 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.⁸

On behalf of the Board, the Superintendent, or if the teacher is the Superintendent, the Board President, shall notify the Teachers' Retirement System (TRS) of the State of Ill. Board of Trustees promptly and in writing when the District 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.⁹

Juvenile Delinquency Adjudication Notifications: The Superintendent or designee shall contact the Juvenile Division(s) of the County State's Attorney Office(s) having jurisdiction over the District's school(s) to discuss how the State's Attorney(s) shall inform the Superintendent or designee of any students adjudicated as delinquent minors for offenses that would be felonies and/or certain weapons offenses under the Criminal Code of 2012. 705 ILCS 405/5-901(8), ~~amended by P.A. 102-197~~. The Superintendent and/or designee(s) shall ensure the dissemination of such information is limited to the Building Principal and any school counselor designated by the Building Principal. Id.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

⁶ Naming a contact person will facilitate communication and cooperation with local law enforcement agencies. Any school official may be used as the contact person and the superintendent may wish to have a contact person from each building.

⁷ The list of child sex offenders may be a *public record* subject to disclosure under the Ill. Freedom of Information Act (FOIA). 5 ILCS 140/. Consult the board attorney when a FOIA request is made ~~using this Act~~.

⁸ 105 ILCS 5/21B-85(a).

⁹ Id. at 5/21B-85(b), ~~amended by P.A. 102-552~~.

Informing Staff Members and Parents/Guardians About the Law ¹⁰

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. Information should be distributed about the Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>, and the Statewide Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>. Information may also be included in the Student Handbook. See the Sex Offender Community Notification Law, 730 ILCS 152/, and exhibit 4:175-AP1, E1, *Informing Parents/Guardians About Offender Community Notification Laws*.

Requests for additional information shall be referred to local law enforcement officials.

Screening Individuals Who Are Likely to Have Contact with Students at School or School Events ¹¹

The law is silent with regard to *screening* volunteers and individuals in the proximity of a school. *Screening* is not the same as the School Code's requirement to perform a *fingerprint-based criminal history records check* through (a) the ISP for an individual's *Criminal History Records Information* (CHRI), and (b) the FBI's national crime information databases. 105 ILCS 5/10-21.9.

Screening involves checking an individual's name and address against the: (1) Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>, and (2) the Statewide Murderer and Violent Offender Against Youth Registry maintained by the ~~ISP State~~ ~~Police~~, <https://isp.illinois.gov/MVOAY/Disclaimer>. 105 ILCS 5/10-21.9(a-5), (a-6).

There are five categories listed below of individuals with the potential to have contact with students at school or at school events.

1. For employees and student teachers, the Superintendent or Building Principal(s) perform the following tasks:
 - a. Complete the required forms to request the *fingerprint-based criminal history records check*; see *administrative procedure* 5:30-AP2, *Investigations*. 105 ILCS 5/10-21.9(a).
 - b. Screen the individual's name and address against the: (1) Statewide Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>, and (2) the Statewide Murderer and Violent Offender Against Youth Registry maintained by the State Police, <https://isp.illinois.gov/MVOAY/Disclaimer>. 105 ILCS 5/10-21.9(a-5), (a-6). This screening must be done for applicants being considered for hire and, if hired, repeatedly at least once every five years that an individual remains employed by the District. ¹²
 - c. Review the lists of sex offenders and violent offenders against youth as the lists are received from law enforcement. If a match is found, the Superintendent immediately contacts the local police officials to confirm or disprove the match. The Superintendent immediately notifies the Board if a match is confirmed. The Board President will contact

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁰ State law requires a principal or teacher to notify the parents/guardians during school registration or parent-teacher conferences that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law, 730 ILCS 152/120(g). While State law allows the notification to be made during registration or parent-teacher conferences, the sample procedure makes a notification mandatory just during registration to be sure that all parents/guardians are informed.

¹¹ The law is silent with regard to screening volunteers and individuals in the proximity of a school. *Screening* is not the same as the School Code's requirement to perform a *fingerprint-based criminal history records check* through (a) the ISP for an individual's *Criminal History Records Information* (CHRI), and (b) the FBI's national crime information databases. 105 ILCS 5/10-21.9.

¹² See f/n 1.

the Board Attorney and the Board will take the appropriate action to comply with State law that may include terminating the individual's employment.

- d. May request the individual to authorize a clearance of his or her name through the Ill. Dept. of Children and Family Services (DCFS) [Child Abuse and Neglect Tracking System, a/k/a CANTS system](#). This check documents that the person does not have an indicated report or record on DCFS' registry of child abuse and/or neglect. 325 ILCS 5/11.1(a)(11) and (c). Clearances must be requested using the DCFS [Background Check Portal form](#) at www.dhs.state.il.us/page.aspx?item=48125 <https://dcfs.illinois.gov/providers/background-checks-for-licensed-and-unlicensed-providers/background-check-portal-for-licensed-providers.html>.
If an indicated report by DCFS or by a child welfare agency of another jurisdiction is found, the Board must consider the individual's status as a condition of employment.¹³ Contact the Board Attorney for guidance.
 - e. Notify the State Superintendent of Education in writing¹⁴ within ~~ten~~¹⁰ business¹⁵ days when a fingerprint-based criminal history records check returns a *pending* criminal charge against a license holder for an offense set forth in 105 ILCS 5/21B-80.
 - f. Notify the State Superintendent of Education in writing within 15 business days when a fingerprint-based criminal history records check returns a *conviction* of a crime set forth in 105 ILCS 5/21B-80 or when publicly available Illinois offender databases checks find a registration.¹⁶
2. For students doing field or clinical experience other than student teaching, the Superintendent or Building Principal(s):
 - a. May require the same fingerprint-based criminal history records check required of student teachers.¹⁷ The cost of this check will be reimbursed by the student seeking the experience.¹⁸
 - b. Performs the responsibilities listed in 1. b. & c., above.
 3. For volunteers, see [administrative procedure](#) 6:250-AP, *Resource Persons and/or School Volunteers; Screening*. The Superintendent or Building Principal(s):

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹³ 105 ILCS 5/10-21.9(c) and (g), ~~amended by P.A. 101-531~~.

¹⁴ 105 ILCS 5/10-21.9(e), ~~amended by P.A. 101-643~~, requires written notice for *convictions*. While notice for *pending* criminal charges is not required to be "in writing," for ease of use, consistency in administration, alignment with the requirement to provide written notice for *convictions*, and best practices this sample text states the State Superintendent will also be notified of *pending* criminal charges in writing. Consult the board attorney for further guidance.

¹⁵ 105 ILCS 5/10-21.9(e), ~~amended by P.A.s 101-531 and 101-643~~. The statute does not state whether the notice requirement is *calendar* days or *business* days. Support for it being *business* days is found later in 105 ILCS 5/10-21.9(e), which requires that notice for *convictions* be provided within 15 business days.

¹⁶ Id.

¹⁷ For districts with boards that require students participating in any field or clinical experience to undergo the same fingerprint-based criminal history records check required of student teachers in 105 ILCS 5/10-21.9(g), delete "~~May require~~" and replace with "Performs". See f/n 3 in sample policy 5:260, *Student Teachers*.

¹⁸ ~~For districts with boards that require students participating in any field or clinical experience to undergo the same fingerprint based criminal history records check required of student teachers in 105 ILCS 5/10-21.9(g), delete "May require" and replace with "Performs". See f/n 3 in policy 5:260, *Student Teachers*. Optional. Delete if your district pays for the fingerprint-based criminal history records check for student teachers.~~

- a. May require the same fingerprint-based criminal history records check required of student teachers. ¹⁹
 - b. Performs the responsibilities listed in 1. b. & c., above.
4. For contractors' employees, see [administrative procedures 4:60-AP3, Criminal History Records Check of Contractor Employees](#); and [5:30-AP2, Investigations](#).
 5. For individuals in the proximity of a school or bus stop, the Building Principal(s) review(s) the lists of sex offenders and violent offenders against youth as they are received from law enforcement. The Building Principal or designee shall: (a) notify staff members according to the section of this procedure on **Receipt of the Information from Law Enforcement**, and (b) attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 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), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property)

ADMIN. PROC.: 4:60-AP3 (Criminal History Records Check of Contractor Employees), 4:175-AP1, E1 (Informing Parents/Guardians About Offender Community Notification Laws), 5:30-AP2 (Investigations), 6:250-AP (Resource Persons and/or School Volunteers; Screening), 6:250-E (Resource Person and Volunteer Information Form and Waiver of Liability), 8:30-AP (Definition of Child Sex Offender), 8:30-E1 (Letter to Parent Regarding Visits to School by Child Sex Offenders), 8:30-E2 (Child Sex Offender's Request for Permission to Visit School Property)

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹⁹ [For districts with boards that require volunteers to undergo the same fingerprint-based criminal history records check required of student teachers in 105 ILCS 5/10-21.9\(g\), delete "May require" and replace with "Performs".](#)

Operational Services

Administrative Procedure - Pandemic Influenza Surveillance and Reporting ¹

During all levels of a pandemic flu outbreak, monitoring and documenting the number of students and faculty who are absent and report having influenza is critical. Keeping track of these numbers helps health officials determine whether: (1) the outbreak is increasing in scope, (2) to declare an epidemic and (3) to close school buildings and facilities. Consult the local public health department for an illness' *expected range*.

The following information assists officials with monitoring illness rates and the potential for an epidemic:

- Basic surveillance level definitions and response actions with instructions as outlined below.
- Website links to reporting form(s) to submit to the local public health department.
- Sample attendance log to document flu-related absences.

Surveillance Levels	Response Actions
<p>Standard Surveillance -- Reported illnesses are within expected range.</p>	<p>Monitor attendance for increased reports of absence due to flu-like illness.</p> <p>Do not report absences to the local health department.</p>
<p>Heightened Surveillance -- Reported illnesses exceed expected range.</p>	<p>Monitor weekly attendance for flu-like illness/absences on Weekly Influenza Census at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_weekly_census.pdf.</p> <p>Begin morning <i>flu check</i> first hour of school; screen those who report positive for symptoms.</p> <p>Log absences due to flu-like illness on Daily Pandemic Influenza Census Log; a sample is available at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_daily_censusus.pdf.</p> <p>Send weekly absence report to local health department upon request.</p>
<p>Intensive Surveillance -- Reported illnesses significantly exceed expected range.</p>	<p>Monitor daily attendance and log absences on Daily Influenza Census or Daily Pandemic Influenza Log at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_daily_censusus.pdf.</p>

The footnotes should be removed before the material is used.

¹ This administrative procedure is specific to pandemic influenza only. Do not use this material for COVID-19 surveillance and reporting.

Surveillance Levels	Response Actions
	Continue morning flu check. Send daily absence report to local health department upon request. Begin preparation for potential school closure.

Important Resources

School Guidance During an Influenza Pandemic, Section III. Surveillance at: www.idph.state.il.us/pandemic_flu/schoolguide.htm.

Operational Services

Administrative Procedure – Grant Flexibility; Payment of Employee Salaries During a Pandemic 1

The Superintendent may implement this procedure if it is determined it would be in the best interest of the District to utilize grant flexibilities that allow the District to continue to pay employee salaries and benefits from grant funds during a pandemic. This procedure is required by Board policies 5:200, 5:270, 5:271, 5:272, 5:273, 5:274, 5:275, 5:276, 5:277, 5:278, 5:279, 5:280, 5:281, 5:282, 5:283, 5:284, 5:285, 5:286, 5:287, 5:288, 5:289, 5:290, 5:291, 5:292, 5:293, 5:294, 5:295, 5:296, 5:297, 5:298, 5:299, 5:300, 5:301, 5:302, 5:303, 5:304, 5:305, 5:306, 5:307, 5:308, 5:309, 5:310, 5:311, 5:312, 5:313, 5:314, 5:315, 5:316, 5:317, 5:318, 5:319, 5:320, 5:321, 5:322, 5:323, 5:324, 5:325, 5:326, 5:327, 5:328, 5:329, 5:330, 5:331, 5:332, 5:333, 5:334, 5:335, 5:336, 5:337, 5:338, 5:339, 5:340, 5:341, 5:342, 5:343, 5:344, 5:345, 5:346, 5:347, 5:348, 5:349, 5:350, 5:351, 5:352, 5:353, 5:354, 5:355, 5:356, 5:357, 5:358, 5:359, 5:360, 5:361, 5:362, 5:363, 5:364, 5:365, 5:366, 5:367, 5:368, 5:369, 5:370, 5:371, 5:372, 5:373, 5:374, 5:375, 5:376, 5:377, 5:378, 5:379, 5:380, 5:381, 5:382, 5:383, 5:384, 5:385, 5:386, 5:387, 5:388, 5:389, 5:390, 5:391, 5:392, 5:393, 5:394, 5:395, 5:396, 5:397, 5:398, 5:399, 5:400, 5:401, 5:402, 5:403, 5:404, 5:405, 5:406, 5:407, 5:408, 5:409, 5:410, 5:411, 5:412, 5:413, 5:414, 5:415, 5:416, 5:417, 5:418, 5:419, 5:420, 5:421, 5:422, 5:423, 5:424, 5:425, 5:426, 5:427, 5:428, 5:429, 5:430, 5:431, 5:432, 5:433, 5:434, 5:435, 5:436, 5:437, 5:438, 5:439, 5:440, 5:441, 5:442, 5:443, 5:444, 5:445, 5:446, 5:447, 5:448, 5:449, 5:450, 5:451, 5:452, 5:453, 5:454, 5:455, 5:456, 5:457, 5:458, 5:459, 5:460, 5:461, 5:462, 5:463, 5:464, 5:465, 5:466, 5:467, 5:468, 5:469, 5:470, 5:471, 5:472, 5:473, 5:474, 5:475, 5:476, 5:477, 5:478, 5:479, 5:480, 5:481, 5:482, 5:483, 5:484, 5:485, 5:486, 5:487, 5:488, 5:489, 5:490, 5:491, 5:492, 5:493, 5:494, 5:495, 5:496, 5:497, 5:498, 5:499, 5:500, 5:501, 5:502, 5:503, 5:504, 5:505, 5:506, 5:507, 5:508, 5:509, 5:510, 5:511, 5:512, 5:513, 5:514, 5:515, 5:516, 5:517, 5:518, 5:519, 5:520, 5:521, 5:522, 5:523, 5:524, 5:525, 5:526, 5:527, 5:528, 5:529, 5:530, 5:531, 5:532, 5:533, 5:534, 5:535, 5:536, 5:537, 5:538, 5:539, 5:540, 5:541, 5:542, 5:543, 5:544, 5:545, 5:546, 5:547, 5:548, 5:549, 5:550, 5:551, 5:552, 5:553, 5:554, 5:555, 5:556, 5:557, 5:558, 5:559, 5:560, 5:561, 5:562, 5:563, 5:564, 5:565, 5:566, 5:567, 5:568, 5:569, 5:570, 5:571, 5:572, 5:573, 5:574, 5:575, 5:576, 5:577, 5:578, 5:579, 5:580, 5:581, 5:582, 5:583, 5:584, 5:585, 5:586, 5:587, 5:588, 5:589, 5:590, 5:591, 5:592, 5:593, 5:594, 5:595, 5:596, 5:597, 5:598, 5:599, 5:600, 5:601, 5:602, 5:603, 5:604, 5:605, 5:606, 5:607, 5:608, 5:609, 5:610, 5:611, 5:612, 5:613, 5:614, 5:615, 5:616, 5:617, 5:618, 5:619, 5:620, 5:621, 5:622, 5:623, 5:624, 5:625, 5:626, 5:627, 5:628, 5:629, 5:630, 5:631, 5:632, 5:633, 5:634, 5:635, 5:636, 5:637, 5:638, 5:639, 5:640, 5:641, 5:642, 5:643, 5:644, 5:645, 5:646, 5:647, 5:648, 5:649, 5:650, 5:651, 5:652, 5:653, 5:654, 5:655, 5:656, 5:657, 5:658, 5:659, 5:660, 5:661, 5:662, 5:663, 5:664, 5:665, 5:666, 5:667, 5:668, 5:669, 5:670, 5:671, 5:672, 5:673, 5:674, 5:675, 5:676, 5:677, 5:678, 5:679, 5:680, 5:681, 5:682, 5:683, 5:684, 5:685, 5:686, 5:687, 5:688, 5:689, 5:690, 5:691, 5:692, 5:693, 5:694, 5:695, 5:696, 5:697, 5:698, 5:699, 5:700, 5:701, 5:702, 5:703, 5:704, 5:705, 5:706, 5:707, 5:708, 5:709, 5:710, 5:711, 5:712, 5:713, 5:714, 5:715, 5:716, 5:717, 5:718, 5:719, 5:720, 5:721, 5:722, 5:723, 5:724, 5:725, 5:726, 5:727, 5:728, 5:729, 5:730, 5:731, 5:732, 5:733, 5:734, 5:735, 5:736, 5:737, 5:738, 5:739, 5:740, 5:741, 5:742, 5:743, 5:744, 5:745, 5:746, 5:747, 5:748, 5:749, 5:750, 5:751, 5:752, 5:753, 5:754, 5:755, 5:756, 5:757, 5:758, 5:759, 5:760, 5:761, 5:762, 5:763, 5:764, 5:765, 5:766, 5:767, 5:768, 5:769, 5:770, 5:771, 5:772, 5:773, 5:774, 5:775, 5:776, 5:777, 5:778, 5:779, 5:780, 5:781, 5:782, 5:783, 5:784, 5:785, 5:786, 5:787, 5:788, 5:789, 5:790, 5:791, 5:792, 5:793, 5:794, 5:795, 5:796, 5:797, 5:798, 5:799, 5:800, 5:801, 5:802, 5:803, 5:804, 5:805, 5:806, 5:807, 5:808, 5:809, 5:810, 5:811, 5:812, 5:813, 5:814, 5:815, 5:816, 5:817, 5:818, 5:819, 5:820, 5:821, 5:822, 5:823, 5:824, 5:825, 5:826, 5:827, 5:828, 5:829, 5:830, 5:831, 5:832, 5:833, 5:834, 5:835, 5:836, 5:837, 5:838, 5:839, 5:840, 5:841, 5:842, 5:843, 5:844, 5:845, 5:846, 5:847, 5:848, 5:849, 5:850, 5:851, 5:852, 5:853, 5:854, 5:855, 5:856, 5:857, 5:858, 5:859, 5:860, 5:861, 5:862, 5:863, 5:864, 5:865, 5:866, 5:867, 5:868, 5:869, 5:870, 5:871, 5:872, 5:873, 5:874, 5:875, 5:876, 5:877, 5:878, 5:879, 5:880, 5:881, 5:882, 5:883, 5:884, 5:885, 5:886, 5:887, 5:888, 5:889, 5:890, 5:891, 5:892, 5:893, 5:894, 5:895, 5:896, 5:897, 5:898, 5:899, 5:900, 5:901, 5:902, 5:903, 5:904, 5:905, 5:906, 5:907, 5:908, 5:909, 5:910, 5:911, 5:912, 5:913, 5:914, 5:915, 5:916, 5:917, 5:918, 5:919, 5:920, 5:921, 5:922, 5:923, 5:924, 5:925, 5:926, 5:927, 5:928, 5:929, 5:930, 5:931, 5:932, 5:933, 5:934, 5:935, 5:936, 5:937, 5:938, 5:939, 5:940, 5:941, 5:942, 5:943, 5:944, 5:945, 5:946, 5:947, 5:948, 5:949, 5:950, 5:951, 5:952, 5:953, 5:954, 5:955, 5:956, 5:957, 5:958, 5:959, 5:960, 5:961, 5:962, 5:963, 5:964, 5:965, 5:966, 5:967, 5:968, 5:969, 5:970, 5:971, 5:972, 5:973, 5:974, 5:975, 5:976, 5:977, 5:978, 5:979, 5:980, 5:981, 5:982, 5:983, 5:984, 5:985, 5:986, 5:987, 5:988, 5:989, 5:990, 5:991, 5:992, 5:993, 5:994, 5:995, 5:996, 5:997, 5:998, 5:999, 6:000.

DELETED

consultation with the Board², when it is determined it would be in the best interest of the District to utilize federal or State agency grants and benefits from grant funds consistent with District practices consistent with District practices *Terms and Conditions of Employment and Dismissal*, and 5:270, 5:271, 5:272, 5:273, 5:274, 5:275, 5:276, 5:277, 5:278, 5:279, 5:280, 5:281, 5:282, 5:283, 5:284, 5:285, 5:286, 5:287, 5:288, 5:289, 5:290, 5:291, 5:292, 5:293, 5:294, 5:295, 5:296, 5:297, 5:298, 5:299, 5:300, 5:301, 5:302, 5:303, 5:304, 5:305, 5:306, 5:307, 5:308, 5:309, 5:310, 5:311, 5:312, 5:313, 5:314, 5:315, 5:316, 5:317, 5:318, 5:319, 5:320, 5:321, 5:322, 5:323, 5:324, 5:325, 5:326, 5:327, 5:328, 5:329, 5:330, 5:331, 5:332, 5:333, 5:334, 5:335, 5:336, 5:337, 5:338, 5:339, 5:340, 5:341, 5:342, 5:343, 5:344, 5:345, 5:346, 5:347, 5:348, 5:349, 5:350, 5:351, 5:352, 5:353, 5:354, 5:355, 5:356, 5:357, 5:358, 5:359, 5:360, 5:361, 5:362, 5:363, 5:364, 5:365, 5:366, 5:367, 5:368, 5:369, 5:370, 5:371, 5:372, 5:373, 5:374, 5:375, 5:376, 5:377, 5:378, 5:379, 5:380, 5:381, 5:382, 5:383, 5:384, 5:385, 5:386, 5:387, 5:388, 5:389, 5:390, 5:391, 5:392, 5:393, 5:394, 5:395, 5:396, 5:397, 5:398, 5:399, 5:400, 5:401, 5:402, 5:403, 5:404, 5:405, 5:406, 5:407, 5:408, 5:409, 5:410, 5:411, 5:412, 5:413, 5:414, 5:415, 5:416, 5:417, 5:418, 5:419, 5:420, 5:421, 5:422, 5:423, 5:424, 5:425, 5:426, 5:427, 5:428, 5:429, 5:430, 5:431, 5:432, 5:433, 5:434, 5:435, 5:436, 5:437, 5:438, 5:439, 5:440, 5:441, 5:442, 5:443, 5:444, 5:445, 5:446, 5:447, 5:448, 5:449, 5:450, 5:451, 5:452, 5:453, 5:454, 5:455, 5:456, 5:457, 5:458, 5:459, 5:460, 5:461, 5:462, 5:463, 5:464, 5:465, 5:466, 5:467, 5:468, 5:469, 5:470, 5:471, 5:472, 5:473, 5:474, 5:475, 5:476, 5:477, 5:478, 5:479, 5:480, 5:481, 5:482, 5:483, 5:484, 5:485, 5:486, 5:487, 5:488, 5:489, 5:490, 5:491, 5:492, 5:493, 5:494, 5:495, 5:496, 5:497, 5:498, 5:499, 5:500, 5:501, 5:502, 5:503, 5:504, 5:505, 5:506, 5:507, 5:508, 5:509, 5:510, 5:511, 5:512, 5:513, 5:514, 5:515, 5:516, 5:517, 5:518, 5:519, 5:520, 5:521, 5:522, 5:523, 5:524, 5:525, 5:526, 5:527, 5:528, 5:529, 5:530, 5:531, 5:532, 5:533, 5:534, 5:535, 5:536, 5:537, 5:538, 5:539, 5:540, 5:541, 5:542, 5:543, 5:544, 5:545, 5:546, 5:547, 5:548, 5:549, 5:550, 5:551, 5:552, 5:553, 5:554, 5:555, 5:556, 5:557, 5:558, 5:559, 5:560, 5:561, 5:562, 5:563, 5:564, 5:565, 5:566, 5:567, 5:568, 5:569, 5:570, 5:571, 5:572, 5:573, 5:574, 5:575, 5:576, 5:577, 5:578, 5:579, 5:580, 5:581, 5:582, 5:583, 5:584, 5:585, 5:586, 5:587, 5:588, 5:589, 5:590, 5:591, 5:592, 5:593, 5:594, 5:595, 5:596, 5:597, 5:598, 5:599, 5:600, 5:601, 5:602, 5:603, 5:604, 5:605, 5:606, 5:607, 5:608, 5:609, 5:610, 5:611, 5:612, 5:613, 5:614, 5:615, 5:616, 5:617, 5:618, 5:619, 5:620, 5:621, 5:622, 5:623, 5:624, 5:625, 5:626, 5:627, 5:628, 5:629, 5:630, 5:631, 5:632, 5:633, 5:634, 5:635, 5:636, 5:637, 5:638, 5:639, 5:640, 5:641, 5:642, 5:643, 5:644, 5:645, 5:646, 5:647, 5:648, 5:649, 5:650, 5:651, 5:652, 5:653, 5:654, 5:655, 5:656, 5:657, 5:658, 5:659, 5:660, 5:661, 5:662, 5:663, 5:664, 5:665, 5:666, 5:667, 5:668, 5:669, 5:670, 5:671, 5:672, 5:673, 5:674, 5:675, 5:676, 5:677, 5:678, 5:679, 5:680, 5:681, 5:682, 5:683, 5:684, 5:685, 5:686, 5:687, 5:688, 5:689, 5:690, 5:691, 5:692, 5:693, 5:694, 5:695, 5:696, 5:697, 5:698, 5:699, 5:700, 5:701, 5:702, 5:703, 5:704, 5:705, 5:706, 5:707, 5:708, 5:709, 5:710, 5:711, 5:712, 5:713, 5:714, 5:715, 5:716, 5:717, 5:718, 5:719, 5:720, 5:721, 5:722, 5:723, 5:724, 5:725, 5:726, 5:727, 5:728, 5:729, 5:730, 5:731, 5:732, 5:733, 5:734, 5:735, 5:736, 5:737, 5:738, 5:739, 5:740, 5:741, 5:742, 5:743, 5:744, 5:745, 5:746, 5:747, 5:748, 5:749, 5:750, 5:751, 5:752, 5:753, 5:754, 5:755, 5:756, 5:757, 5:758, 5:759, 5:760, 5:761, 5:762, 5:763, 5:764, 5:765, 5:766, 5:767, 5:768, 5:769, 5:770, 5:771, 5:772, 5:773, 5:774, 5:775, 5:776, 5:777, 5:778, 5:779, 5:780, 5:781, 5:782, 5:783, 5:784, 5:785, 5:786, 5:787, 5:788, 5:789, 5:790, 5:791, 5:792, 5:793, 5:794, 5:795, 5:796, 5:797, 5:798, 5:799, 5:800, 5:801, 5:802, 5:803, 5:804, 5:805, 5:806, 5:807, 5:808, 5:809, 5:810, 5:811, 5:812, 5:813, 5:814, 5:815, 5:816, 5:817, 5:818, 5:819, 5:820, 5:821, 5:822, 5:823, 5:824, 5:825, 5:826, 5:827, 5:828, 5:829, 5:830, 5:831, 5:832, 5:833, 5:834, 5:835, 5:836, 5:837, 5:838, 5:839, 5:840, 5:841, 5:842, 5:843, 5:844, 5:845, 5:846, 5:847, 5:848, 5:849, 5:850, 5:851, 5:852, 5:853, 5:854, 5:855, 5:856, 5:857, 5:858, 5:859, 5:860, 5:861, 5:862, 5:863, 5:864, 5:865, 5:866, 5:867, 5:868, 5:869, 5:870, 5:871, 5:872, 5:873, 5:874, 5:875, 5:876, 5:877, 5:878, 5:879, 5:880, 5:881, 5:882, 5:883, 5:884, 5:885, 5:886, 5:887, 5:888, 5:889, 5:890, 5:891, 5:892, 5:893, 5:894, 5:895, 5:896, 5:897, 5:898, 5:899, 5:900, 5:901, 5:902, 5:903, 5:904, 5:905, 5:906, 5:907, 5:908, 5:909, 5:910, 5:911, 5:912, 5:913, 5:914, 5:915, 5:916, 5:917, 5:918, 5:919, 5:920, 5:921, 5:922, 5:923, 5:924, 5:925, 5:926, 5:927, 5:928, 5:929, 5:930, 5:931, 5:932, 5:933, 5:934, 5:935, 5:936, 5:937, 5:938, 5:939, 5:940, 5:941, 5:942, 5:943, 5:944, 5:945, 5:946, 5:947, 5:948, 5:949, 5:950, 5:951, 5:952, 5:953, 5:954, 5:955, 5:956, 5:957, 5:958, 5:959, 5:960, 5:961, 5:962, 5:963, 5:964, 5:965, 5:966, 5:967, 5:968, 5:969, 5:970, 5:971, 5:972, 5:973, 5:974, 5:975, 5:976, 5:977, 5:978, 5:979, 5:980, 5:981, 5:982, 5:983, 5:984, 5:985, 5:986, 5:987, 5:988, 5:989, 5:990, 5:991, 5:992, 5:993, 5:994, 5:995, 5:996, 5:997, 5:998, 5:999, 6:000.

During a pandemic, federal and/or State agencies may take official action to temporarily allow the District (as a grant recipient) to continue to charge employee salaries and benefits to grant funds while the activities of a grant are closed in whole or in part because of a pandemic, when those payments are made consistent with the District’s local practices⁴ for the payment of salaries and benefits to *similarly situated* employees paid from *other* funding sources (i.e., not tied to grant-funds) during a pandemic. The Districts will use this procedure to address the payment of salaries and benefits to grant-funded employees and similarly situated non-grant funded employees during a pandemic. ⁵

The footnotes should be removed before the material is used.

¹ Depending upon the specific terms of government orders and/or guidance issued during a pandemic, this procedure may be required if a district wishes to continue to charge employee salaries and benefits to a grant during an extended school closure. See f/n 3 below for further discussion. **Note:** Apart from this potential requirement tied to grant funding, there is no other federal or State law that requires a district to have a procedure that specifically addresses the payment of employee salaries during a pandemic.

² The Superintendent needs to document his or her consultation with the Board under this procedure. This procedure does not require formal board action; however, documentation could be accomplished through board meeting minutes if discussed at a meeting or through correspondence from the Superintendent to Board members. See policy 2:140, *Communications To and From the Board*, and 2:140-E, *Guidance for Board Member Communications, Including Email Use* for guidance regarding compliance with the Open Meetings Act as it pertains to board member communications outside of a public meeting.

³ See policies 5:200, *Terms and Conditions of Employment and Dismissal*, at f/n 7 and 5:270, *Employment At-Will, Compensation, and Assignment*, for information about general sources of board authority for the payment of professional and educational support personnel.

⁴ The memorandum issued by the federal Office of Management and Budget (OMB) referenced in f/n 5 below refers to grant recipients having a “policy,” which is used in the generic sense and does not mean a formally adopted board policy. To avoid confusion regarding the federal government’s use of the word “policy” in this context and the PRESS PRM’s use of policy, this procedure uses the term “practices.”

⁵ During the COVID-19 pandemic, the federal Office of Management and Budget (OMB) issued a memorandum on 3-19-20, that permitted federal agencies to allow grant recipients to continue to pay employee salaries and benefits from federal grant funds for a 90-day period, if such payments were made “consistent with the recipients’ policy of paying salaries (under unexpected or extraordinary circumstances) from all funding sources.” See www.whitehouse.gov/wp-content/uploads/2020/03/M-20-17.pdf. Specifically, the memorandum permitted relief from certain provisions of the federal uniform guidance for grants at 2 C.F.R. Part 200 that require grant expenditures to be directly tied to the activities of the grant. That relief was subsequently extended until 9-30-20. See www.whitehouse.gov/wp-content/uploads/2020/06/M-20-26.pdf. The Grant Accountability and Transparency Unit of the Illinois Governor’s office, which administers the Grant Accountability and Transparency Act (GATA)(30 ILCS 708/), confirmed that the OMB flexibility memo also applied to State grants through GATA. See *Guidance for Short-Term Relief of 2 CFR 200*, at www2.illinois.gov/sites/GATA/Pages/default.aspx.

When school buildings are closed due to a pandemic, the Superintendent shall:

1. Consult with the Board to determine the extent to which continued payment of salaries and benefits will be made to the District's employees,⁶ pursuant to Board policies 3:40, *Superintendent*, 3:50, *Administrative Personnel Other Than the Superintendent*, 5:35, *Compliance with the Fair Labor Standards Act*, 5:200, *Terms and Conditions of Employment and Dismissal* and 5:270, *Employment At-Will, Compensation, and Assignment*, and consistent with the following:⁷
 - a. Laws, regulations, federal or State or local emergency declarations, executive orders, and agency directives;⁸
 - b. Collective bargaining agreements and any bargaining obligations; and
 - c. The terms of any grant under which an employee is being paid.
2. When permitted by the terms of any grant or related regulatory flexibility, and in consultation with the Board, ensure that the District continues to charge to the respective grants payment of the salaries and benefits to grant-funded employees when payment of salary and benefits is also being made to similarly situated non-grant funded employees.
3. Consult with the Board Attorney for guidance on the continued payment of salaries and benefits for grant-funded employees and similarly situated non-grant funded employees and any related legal obligations, such as collective bargaining.⁹

The footnotes should be removed before the material is used.

Following the OMB memorandum, the U.S. Dept. of Education (DOE) issued its own guidance to grant recipients, stating that recipients could continue to pay employees with DOE grant funds when closed due to COVID-19, as long as the recipient paid "consistent with its policies and procedures, similarly situated employees whose compensation is paid with non-federal funds during an extended closure." See www2.ed.gov/documents/coronavirus/factsheet-fiscal-questions.pdf. Neither the OMB nor DOE define *similarly situated* in their guidance; consult the board attorney for advice on this issue. Other agencies administering grant flexibilities during a pandemic such as COVID-19 may issue their own guidance regarding whether a grant recipient's local employee payment practices during extraordinary circumstances must address all employees, only similarly situated employees, or other subsets of employees. This procedure includes the *similarly situated* standard because districts receive much of their federal funding through DOE. Consult the board attorney if the district wants to modify this procedure based on agency guidance from agencies other than DOE.

⁶ 105 ILCS 5/10-23.8 and 5/10-23.8a (superintendent and other administrators salary and benefits); 105 ILCS 5/10-20.7, 5/10-21.1, 5/24-1, and 5/24-8, amended by P.A. 101-443, beginning with the 2020-2021 school year, (teacher minimum salary); and 105 ILCS 5/10-22.34, 5/10-23.5 (educational support personnel); 29 U.S.C. §201 *et seq.* (payment of *exempt* employees as defined in the Fair Labor Standards Act (FLSA)); and 820 ILCS 115/3 (payment of non-exempt educational support personnel).

⁷ 105 ILCS 5/10-20.5 and 115 ILCS 5/1 *et seq.* See paragraph four of f/n 1 in policy 4:180, *Pandemic Preparedness*.

⁸ The Fair Labor Standards Act (FLSA) (29 U.S.C. §201 *et seq.*) generally requires employers to pay *exempt employees* their full salary for any week in which the employee performs work, regardless of the number of days or hours worked in that week; however, the FLSA does not require employers to pay them for any workweek in which they perform no work. 29 C.F.R. §541.602. The FLSA has no such payment requirement for *non-exempt* employees who are generally paid on an hourly basis.

During the 2020 COVID-19 pandemic, the Governor and the Ill. State Board of Education (ISBE) issued directives and/or guidance regarding payment of school district employees that may impact a board's decision regarding continued payment of employees during an extended closure. ISBE and the Governor suspended in-person learning and issued a Joint Statement with other school administrator and union groups, which purported to mandate that all school district employees on the district's payroll be paid as if districts were functioning normally and they were performing their normal work. See www.isbe.net/Documents/Joint-Statement-Updated%203-27-20.pdf. The Joint Statement cited no specific authority for the payment mandate. Additionally, changes to wages, hours, terms and conditions of employment, even when made during an extraordinary circumstance such as a pandemic, remain subject to collective bargaining obligations.

⁹ Staffing and payment of employees during a pandemic presents a number of complex and potentially fluid legal issues; regular consultation with the board attorney is critical under such circumstances to limit the district's liability.

4. Make recommendation(s) to the Board about the continued payment of grant-funded and similarly situated non-grant funded employees' salary and benefits during the emergency closure.
5. Regularly report to the Board regarding the payment of grant-funded and similarly situated non-grant funded employees and the work being performed by those employees during the period of the emergency closure.

General Personnel

Administrative Procedure - Copyright Compliance

These guidelines help staff members determine if they may use non-original work freely or whether permission is needed to use or copy it. Whenever a staff member is uncertain, has questions, or needs permission from a copyright owner to use or copy a work, he or she should contact the Superintendent or designated copyright compliance officer. Appendix 1 is a *Fair Use Assessment Factors Checklist*. Appendix 2 contains use resources available online.

1. Is the work copyright protected? A “no” means you may use the work freely; a “yes” or uncertain answer means you should proceed with the second query. Note: The presence of a copyright notice is not determinative.
 - a. No, if it is in the public domain.
 - b. No, if it is a U.S. Government publication.
 - c. No, if it is an idea or method described in copyrighted work.
 - ~~d. The presence of a copyright notice is not determinative.~~
 - e.d. Yes, almost all other works.
2. Do you want to exercise one of the copyright owner’s exclusive rights? A “yes” or uncertain answer means you should proceed with the third query.
 - a. Yes, if you plan to copy the work.
 - b. Yes, if you plan to use the work as the basis for a new work.
 - c. Yes, if you plan to electronically distribute or publish copies.
 - d. Yes, if you plan to perform music or drama, recite prose or poetry, or if you plan to play a video and/or audio ~~digital or tape recording or DVD~~.
 - e. Yes, if you plan to publicly display the work.
3. Does your planned use of the work require the copyright owner’s permission? A “no” means you may use the work, provided that any copies contain the copyright notice as it appears in the original work; a “yes” or uncertain answer means you should contact the Superintendent or designated copyright compliance officer.
 - a. No, if your planned use of printed work is within the *fair use* exception as defined in 17 U.S.C. §107. See Appendix 1.
 - b. No, if your planned use of the work is within the *library’s special rules* exception as defined in 17 U.S.C. §108.
 - A library may make a single copy containing the copyright notice for the purpose of archiving lost, stolen, damaged, or deteriorating works.
 - A library may make a single copy containing the copyright notice for a student or staff member at no more than the actual cost of photocopying, provided that the

library finds that the copyrighted work cannot be obtained elsewhere at a fair price.

- c. No, if your planned use of the work is within the *educational performances and displays* exception as defined in 17 U.S.C. §110.

Performances by teachers or students are permitted as part of a teaching activity in a classroom or instructional setting. All other performances require permission from the copyright owner.

- d. No, if you plan to use it in an overhead or opaque projector for instructional purposes.
- e. No, if you plan to copy and use music for academic purposes, other than performance.
- f. Yes, notwithstanding the above, if you plan to create anthologies, compilations, or collective works.
- g. Yes, notwithstanding the above, if copies will be *consumed* during the course. *Consumable* works include: workbooks, exercises, standardized tests, test booklets, and answer sheets.
- h. Yes, notwithstanding the above, if you plan to substitute copies for the purchase of the work; likewise, if you yearly copy the same item.
- i. You must receive permission from the Superintendent or designated copyright compliance officer before showing the off-air recording of television programs, video rentals, or videos purchased for home use. You must follow any applicable license agreements.
- j. You must receive permission from the Superintendent or designated copyright compliance officer before using any non-District owned software, DVD products, and/or downloadable files in District-owned equipment. No one may install or download any program on District-owned equipment without the Superintendent or designee's permission.
- k. You must follow licensing agreements applicable to District-owned software and DVD products.
- Licensing agreements with the manufacturer and vendor shall be followed.
 - Staff members shall take reasonable precautions to prevent copying or the use of unauthorized copies on school equipment, to avoid the installation of privately purchased software on school equipment, and to avoid the use of single copy software across a network with multiple users unless the applicable license agreement permits.
 - A back-up copy shall be purchased for use as a replacement when a program is lost or damaged. If the vendor is not able to supply such, the District shall make a back-up program in accordance with the terms of the applicable licensing agreement or 17 U.S.C. §117.

Appendix 1: Copyright Fair Use Assessment Factors Checklist

Purpose and Character of Use of Copyrighted Work

Use this checklist to analyze whether material falls under the *fair use doctrine*. Factors favoring fair use will generally indicate that material may be used without seeking permission from the copyright

owner. Factors opposing fair use require permission to reprint or adapt the material from the copyright owner. If a copyright owner is known, always request permission before using any material.

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Teaching	<input type="checkbox"/> Commercial activity — gain of financial rewards from (sic) use; e.g., sale of goods, services; advertising; fundraising, etc.
<input type="checkbox"/> Research/Scholarship/Academics	<input type="checkbox"/> Profiting from use
<input type="checkbox"/> Nonprofit educational institution	<input type="checkbox"/> Bad-faith behavior; e.g., misrepresentation of intended use
<input type="checkbox"/> Criticism	<input type="checkbox"/> Denying credit to original author or artist
<input type="checkbox"/> Comment	<input type="checkbox"/> Entertainment
<input type="checkbox"/> News reporting that is fact intensive	<input type="checkbox"/> News reporting with a new perspective or creative flair
<input type="checkbox"/> Used to create something different and new	<input type="checkbox"/> Making a stylized version that retains the core elements of the original work
<input type="checkbox"/> Restricted access given	
<input type="checkbox"/> Parody	

Nature of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Published work	<input type="checkbox"/> Unpublished work
<input type="checkbox"/> Factual or nonfiction based	<input type="checkbox"/> Highly creative work (art, music, novel)
<input type="checkbox"/> Out of print work	<input type="checkbox"/> Fiction

Amount and Substantiality of Copyrighted Work Used

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> Small amount used	<input type="checkbox"/> Large portion or whole work used
<input type="checkbox"/> Portion used not central or significant to entire work	<input type="checkbox"/> Portion used is the heart of the work

Impact on Market of Copyrighted Work (often viewed as the most important factor)

Favoring Fair Use	Opposing Fair Use
<input type="checkbox"/> User owns lawfully acquired/purchased copy	<input type="checkbox"/> Use could supplant original author's sale for copyrighted work

<input type="checkbox"/> One or few copies made	<input type="checkbox"/> Significantly impairs the market/potential market of copyrighted work or derivative work
<input type="checkbox"/> No significant effect on market/potential market for copyrighted work	<input type="checkbox"/> Reasonable available licensing mechanisms
<input type="checkbox"/> No similar product marketed by copyright holder	<input type="checkbox"/> Affordable permission to use copyrighted work available
<input type="checkbox"/> No ready licensing or permission mechanism	<input type="checkbox"/> Numerous copies made
	<input type="checkbox"/> Made accessible on the Internet or elsewhere
	<input type="checkbox"/> Repeated or long-term use

In addition to the defense of fair use, a user of a work may also raise the argument that the expression at issue is not protectable because it is composed of *scènes à faire*, which are elements of work that are so rudimentary, commonplace, standard or unavoidable that they do not distinguish one work in a class from another, and therefore receive no copyright protection. Examples of *scènes à faire* might include:

- Story elements, e.g., an adventure story involving a wizened old mentor to a young upstart
- A horror story featuring an unstoppable killer
- Cliché phrases such as *ruby red lips*

A related concept is the *merger doctrine*, which provides that if an idea can be expressed in only a few limited ways, the expression *merges* with the idea and cannot be protected by copyright. Examples of merger may be:

- An order form for a certain type of product
- The architectural layout of a one-bedroom apartment
- Sweepstakes rules

Like questions of fair use, these issues are likely to be factually intensive and their application can be highly subjective. Consult the board attorney for guidance.

Adapted with permission from Steven Mandell; © 2021 Mandell Menkes LLC. All Rights Reserved.

Appendix 2: Copyright Resource List

U.S. Copyright Office

www.copyright.gov

U.S. Copyright Office Fair Use Index

www.copyright.gov/fair-use/

Copyright Act, as amended, Title 17 of the United States Code

www.copyright.gov/title17/92chap1.html

[Copyright and Artificial Intelligence](#)

www.copyright.gov/ai/

Copyright Term and the Public Domain in the United States; updated every Jan. 1.

Cornell University Copyright Information Center

<https://guides.library.cornell.edu/copyright>

copyright.cornell.edu/resources/publicdomain.cfm

Cornell University Copyright Information Center

U.S. Copyright Office Circular 21: Reproductions of Copyrighted Works by Educators and Librarians

www.copyright.gov/circs/circ21.pdf U.S. Copyright Office

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals (see Circular 21: Reproductions of Copyrighted Works by Educators and Librarians, page 6) www.copyright.gov/circs/circ21.pdf

TEACH Act (Technology, Education and Copyright Harmonization Act of 2002)

www.copyright.gov/legislation/pl107-273.pdf

The TEACH Act: New roles, rules and responsibilities for academic institutions

<https://library.udel.edu/wp-content/uploads/2023/08/copyright-teach-act.pdf>
www.copyright.com/wp-content/uploads/2015/04/CR-Teach-Act.pdf

Copyright: Distance Education and the TEACH Act

<http://www.ala.org/advocacy/copyright/teachact/distancededucation>
www.ala.org/advocacy/copyright/teachact/distancededucation

Copyright Crash Course: TEACH ACT

The University of Texas Libraries

<https://guides.lib.utexas.edu/copyright/teachact>

The University of Texas Libraries

WIPO (World Intellectual Property Organization)

www.wipo.org

MPAA (Motion Picture Association of America)

www.mpa.org

[Permissions Group \(Negotiation of rights and fees for the use of copyrighted material in and for all media\)](http://Permissions Group)

www.permissionsgroup.com

SIIA (Software & Information Industry Association)

www.sii.net/

CCC Copyright Clearance Center (Copyright permission for publications worldwide)

www.copyright.com

ASCAP (American Society of Composers, Authors and Publishers)

www.ascap.com

BMI (Broadcast Music Inc.)

www.bmi.com

SESAC, Inc. (A performing rights organization)

www.sesac.com

The Harry Fox Agency, Inc. (Licensing agency for U.S. music publishers)

www.harryfox.com

The Authors Registry (Maintains an extensive directory of authors)

www.authorsregistry.org

Copyright & Fair Use (Stanford University Libraries)

<https://fairuse.stanford.edu/>

Copyright Society of the USA

www.copyrightsociety.org <https://www.esusa.org> (copy and paste link into browser if clicking doesn't work)

The Copyright (Copyright Registration and Information Resource)

www.benedict.com

Crash Course in Copyright

University of Texas Libraries

<https://guides.lib.utexas.edu/copyright> copyright.lib.utexas.edu/

Kohn on Music Licensing

www.kohnmusic.com

National Writers Union

www.nwu.org

Poets & Writers, Inc.

www.pw.org

Project Gutenberg (Internet's oldest producer of FREE electronic books (eBooks or eTexts))

www.gutenberg.org

WATCH: Writers and Their Copyright Holders

The University of Texas at Austin

<https://norman.hrc.utexas.edu/watch/>

General Personnel

Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works

The following resources are a partial list of where to begin searching for permission to copy or use copyrighted work. Whenever it is unclear who the owner is, or if the owner is a legal entity of some kind (a business or organization), be sure that the person granting permission is authorized to do so. Once it is known whom to ask, initiate contact by writing a letter, calling, or emailing. Seek written permission that clearly describes its scope. Document the receipt of an oral permission and send the owner a confirming letter or email. A copyright protects materials regardless of whether the owner cares about protection or not. Thus, if required permission cannot be obtained, the work may not be used.

1. For information regarding how to find copyright owners, contact the Writers Artists and Their Copyright Holders (WATCH) program through the University of Texas, Austin's Harry Ransom Humanities Research Center at <https://norman.hrc.utexas.edu/watch/>. Phone: 512/471-8944, Email: see www.hrc.utexas.edu/contact/.
2. For a part of a book or a journal article, contact: Copyright Clearance Center, "CCC" Copyright Clearance Center, Inc., 222 Rosewood Drive, Danvers, MA 01923, Phone: 978/750-8400, Email: see www.copyright.com/about/contact/, www.copyright.com.
3. For images, contact: The Film Foundation, 7920 Sunset Boulevard, 6th Floor, Los Angeles, CA 90046, Phone: 303/436-5060, Email: see www.film-foundation.org; American Society of Media Photographers, Four Embarcadero Center, Suite 1400, San Francisco, CA 94111, Phone: 877/771-2767, Email: see www.asmp.org/.
4. If the author owns the copyright in a contribution to a periodical, magazine, or newspaper, permission may be obtained through The National Writers Union, 61 Broadway Ste. 1630, New York, NY 10006, Phone: 315/545-5034, Email: see <https://nwu.org/contact-us/>, www.nwu.org; and the Society of Children's Book Writers and Illustrators, 8271 Beverly Blvd., Los Angeles, CA 90048, Phone: 323/782-1010, Email: see www.scbwi.org/contact-us averysilverberg@scbwi.org, www.scbwi.org.
5. For a musical work, contact: American Society of Composers, Authors and Publishers (ASCAP), 250 West 57th Street, New York, NY 10107, Phone: 212/621-6000, Email: see www.ascap.com; Broadcast Music Incorporated (BMI), 7 World Trade Center, 250 Greenwich Street, New York, NY 10007, Phone: 212/220-3000, Email: see www.bmi.com/licensing; or SESAC, 55 Music Square East, Nashville, TN 37203, Phone: 615/320-0055, Email: see www.sesac.com.
6. To record and distribute a musical composition recorded by someone else, or synchronize music with visual images, contact: The Harry Fox Agency, Inc. at www.harryfox.com; National Music Publishers Association, 1900 N St NW, Suite 500, Washington, DC 20036, Phone: 202/393-46672, Email: see www.nmpa.org.

7. For Plays-Rights, contact:

Concord Theatricals
250 W. 57th St., 6th Floor
New York, NY 10107
Phone: 866/979-0447
info@concordtheatricals.com
<https://www.concordtheatricals.com/concordtheatricals.com>

Dramatists Play Service, Inc.
440 Park Avenue South
New York, NY 10016
Phone: 212/683-8960
postmaster@www.dramatists.com
https://dramatists.com/
Anchorage Press (Plays for young people)
c/o Dramatic Publishing
311 Washington St.
Woodstock, IL 60098-3308
Phone: 800/448-7469

Anchorage Press (Plays for young people)
c/o Dramatic Publishing
311 Washington St.
Woodstock, IL 60098-3308
Phone: 800/448-7469
customerservice@dpcplays.com
www.dramaticpublishing.com
Dramatists Play Service, Inc.
440 Park Avenue South
New York, NY 10016
Phone: 212/683-8960
postmaster@www.dramatists.com
https://dramatists.com/

8. For news archives, check the Webnews organization's website. Many of the largest news organizations have placed archives of their back issues online.

9. For Movies, contact:

~~10.~~ 9. ~~t~~The Motion Picture Licensing Corporation at ~~www.mplc.com~~<https://us.mplc.com/>, Phone: 800/462-8855, Email: ~~see https://us.mplc.com/customer-support/~~<https://us.mplc.com/customer-support/>~~mplc.org/index/contactform,~~
info@mplc.com, ~~www.mplc.org,~~ grants public performance rights. If the author and the publisher are known, contact them directly. If the publisher is unknown, contact: The Literary Marketplace, www.literarymarketplace.com (for books) or Ulrich's International Periodicals, www.ulrichsweb.com (for journals), both published by the R. R. Bowker Company, www.bowker.com.

~~11.~~ For a Changed Owner where

~~12.~~ 10. ~~t~~The apparent copyright owner may not be the real copyright owner. ~~t~~The U.S. Copyright Office, www.copyright.gov, provides online searching of its registration records and performs professional searches for a fee.

~~13.~~ For Software,

11. ~~c~~Contact the software's manufacturer at the address given on the licensing agreement.

~~14.~~ 12. ~~For musical theater, contact: Music Theater International at~~ www.mtishows.com, Phone: 212/541-4684, Email: ~~see~~ www.mtishows.com/about/contact-us; or Broadway Licensing at

www.broadwaylicensing.com, Phone: 212/540-9330, Email: [see
www.broadwaylicensing.com/contact/](mailto:see@www.broadwaylicensing.com/contact/).

General Personnel

Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment

Definitions¹

The definitions used in this procedure are in accordance with State and federal law. In the event of a change, these procedures shall be deemed to be modified to the extent required by the change.

Works made for hire — Instructional materials and computer programs (including written, electronic, digital, audio, visual materials ~~and tapes~~, films, and works of art) when an employee creates them:

1. Within the employee's scope of employment,
2. In whole or in part during hours of District employment (not including lunch periods or other similar free periods),
3. Under the District's supervision or control,
4. As a direct result of the employee's duties with the District, and/or
5. Using District resources or facilities.

Proceeds — Profits derived from the marketing or sale of instructional materials after deducting the expenses of developing and marketing these materials.

Computer program — A series of coded instructions or statements in a form acceptable to a computer, which causes the computer to process data in order to achieve a certain result.

Computer — An internally programmed, general purpose digital device capable of automatically accepting and processing data and supplying the results of the operation.

Instructional Material Prepared Within the Scope of Employment

All instructional materials developed by an employee within the scope of District employment are works made for hire and belong to the District. The District is entitled to all proceeds from the marketing or sale of works made for hire other than computer programs.

~~An employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.~~

Computer Programs Prepared Within the Scope of Employment

All computer programs developed by an employee within the scope of District employment are works made for hire and belong to the District.

An employee who develops a computer program is entitled to a share of the proceeds from its sale as agreed to by the District. Neither the employee nor the District may receive more than 90% of the

~~The footnotes should be removed before the material is used.~~

¹ The definitions are derived from 105 ILCS 5/10-23.10(b) and 17 U.S.C. §101. See also the U.S. Copyright Office's *Works Made for Hire Circular 30-9*, at: www.copyright.gov/circs/circ30.pdf ~~www.copyright.gov/circs/circ09.pdf~~.

proceeds. An employee's representative may conduct the negotiation; the School Board must approve all agreements.²

The employee must provide the Superintendent or designee with prior written notification of his or her intention to publish any computer programs developed within the scope of District employment. The District has the exclusive right to register the copyrights for them. Unless the employee specifically states in writing to the contrary, the employee warrants that any programs developed and submitted to the District for publication are original.

The District shall compute proceeds. The proceeds of a computer program developed by more than one employee shall be equitably distributed among such employees, in proportion to their participation in the program's development.

LEGAL REF.: 17 U.S.C. §101.
105 ILCS 5/10-23.10.

The footnotes should be removed before the material is used.

² The provisions contained in this paragraph are required by 105 ILCS 5/10-23.10(a).

Professional Personnel

Administrative Procedure - Suspensions

Suspension Without Pay

Actor	Action
School Board or designee	<p>Provides the professional employee with a written pre-suspension notification that includes:</p> <ol style="list-style-type: none"> 1. The reason(s) for the proposed suspension; 2. The date(s) and duration of the proposed suspension; 3. How the employee may request a hearing; and 4. The employee’s rights to be represented, present witnesses on his/her behalf, and cross-examine any witness who testifies against him/her. <p>Contacts the Board Attorney for advice and assistance.</p>
Professional Employee	<p>If a hearing is desired, requests a hearing within five (5) calendar days of receipt of the pre-suspension notification. ¹</p>
School Board or designee	<p>If a hearing is requested:</p> <ol style="list-style-type: none"> 1. Promptly schedules a hearing and gives the employee written notification of its date, time, and place at least five (5) calendar days before the hearing. This notification shall set forth the procedure to be followed at the hearing as stated below. <ol style="list-style-type: none"> a. The hearing shall be in closed session. b. The professional employee may be represented by a person of the employee’s choice. c. The school officials and the employee may make short opening statements. d. The school officials shall present their evidence in oral or written form. e. After the school officials conclude their evidentiary presentation, the employee may present evidence to refute the charges orally or in writing. f. Each party shall be afforded an opportunity to cross-examine all witnesses who testify and to examine all written evidence presented.

The footnotes should be removed before the material is used.

¹ See footnotes in [sample](#) policy 5:240, *Suspension*, for a list of cases holding that a district must provide due process, including a hearing, before suspending an employee especially if the suspension is without pay. The timelines are not specified in statute and may be modified as long as the employee is given ample opportunity to exercise his or her rights.

Actor	Action
	<ul style="list-style-type: none"> g. The Board may receive all relevant oral and written evidence without regard to the legal rules of evidence, but shall consider the weight of the evidence in making a determination. h. The school officials and the employee may make closing statements at the conclusion of the hearing. i. The hearing may be recorded stenographically, electronically, or by tape at the direction of either party at its own expense. If either party makes a recording, the other party shall be offered an opportunity to purchase a copy of the transcript or to reproduce the electronic/tape recording. <p>2. Appoints a hearing officer, if desired.</p>
School Board or Hearing Officer	<p>Conducts the hearing.</p> <p>The hearing officer, if one was used, shall prepare a written summary of the evidence for the Board and, if requested, a written recommendation.</p>
School Board	<p>Decides whether to suspend the professional employee as authorized by 105 ILCS 5/24-12(d)(1). If the Board used a hearing officer and requested a written recommendation, the Board may uphold, modify, or reverse the hearing officer's recommendation. If the teacher is not suspended, his or her personnel record shall be expunged of any notices or material relating to the suspension.</p> <p>If the Board's suspension is not sustained following review by a trial court: (1) ensures that the professional employee does not suffer the loss of any salary or benefits by reason of the suspension, and (2) assigns the professional employee to a position substantially similar to the one that the employee held prior to the suspension. 105 ILCS 5/24-12(d)(10).</p>

Suspension With Pay

Actor	Action
Superintendent or designee	<ul style="list-style-type: none"> 1. Informs the professional employee of a proposed suspension with pay by written or oral notice, which shall specify the reasons for the suspension. If the notice is oral, gives written notice as soon as reasonable. 2. Meets with the employee before the proposed suspension to discuss the reasons for the suspension. If the Superintendent or designee cannot, for reasonable cause, meet with the employee before the suspension, the Superintendent or designee shall attempt such a meeting after the suspension begins. 3. Gives the professional employee written confirmation of the suspension as soon as reasonably possible. <p>Contact the Board Attorney for advice and assistance.</p>

Instruction

Administrative Procedure - Care of Students with Diabetes ¹

The Ill. Council of School Attorneys prepared material for implementing the Care of Students with Diabetes Act (105 ILCS 145/). This material includes:

1. Sample procedures for the care of students with diabetes
2. Answers to FAQs on: Process for selecting a Delegated Care Aide; Training; Developing a diabetes care plan; Classroom management; and Sample Authorization, Release, and Acknowledgement

The material is posted on the IASB website at: iasb.com/law/diabmats.cfm.

School officials should periodically check the IASB website for updates to the material that are made in response to legislation or other developments.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ [See sample policy 7:270, *Administering Medicines to Students*, addressing the administration of medication including self-carry management under a student's diabetes care plan.](#)

Instruction

Administrative Procedure - Academic Eligibility for Participation in Extracurricular Activities¹

Actor	Action
Building Principal	Includes the minimum academic criteria for participation in the student handbook.
Coach or Sponsor	Explains the minimum academic criteria for participation to student-participants.
Student	In order to be eligible to participate, maintains an overall _____ grade point average. ²
Coach or Sponsor	Before allowing a student to join an extracurricular activity, ensures that the student meets the academic criteria.
Building Principal or designee	At the end of each grade-reporting period, arranges for all coaches and sponsors to have access to their student-participants' grades and grade point averages.
Coach or Sponsor	<p>At the end of each grade-reporting period, determines whether any student(s) failed to meet the academic criteria.</p> <p>For any student who fails to meet the academic criteria:</p> <p>Determines how long the student will be suspended from the activity; explains to the student the reason for the suspension; sends a notice of the suspension to the student's parent(s)/guardian(s).</p> <p>For any student suspended for not meeting the academic criteria:</p> <p>At the end of the suspension, determines whether the student now meets the District's academic criteria. If so, notifies the student and the student's parent(s)/guardian(s) that the student is now eligible to participate. If the student does not meet these criteria, notifies the student's parent(s)/guardian(s) that the student will remain ineligible to participate until the student meets the academic criteria.</p>

The footnotes should be removed before the material is used.

¹ These procedures must adhere to the academic criteria and suspension term established in school board policy.

² This provision must be consistent with board policy. Alternatives the board may have selected include:

Alternative 1: ... a student must maintain an overall ___ grade point average and a passing grade [or minimum grade of ___] in each course the student is enrolled.

Alternative 2: ...a student must maintain a passing grade [or minimum grade of ___] in each course the student is enrolled.

Alternative 3: ...a student must satisfy the Illinois High School Association's scholastic standing requirements [doing passing work in at least 25 credit hours of high school work per week].

Instruction

Administrative Procedure - Resource Persons and/or School Volunteers; Screening

The Building Principal or designee directs the use of resource persons and school volunteers within the school building. The use of any individual as a resource person or volunteer is subject to ~~School~~ Board policy 4:170, *Safety*; administrative procedure 4:175-AP1, *Criminal Offender Notification Laws; Screening*; and Board policy 8:30, *Visitors to and Conduct on School Property*. Specifically, the Principal or designee directs recruitment, screening, placement, and training within the following parameters:

Qualifications -- Resource persons and volunteers may come from all backgrounds and all age groups. The main qualification is for the individual to have a desire to give his or her time and talent to enrich student learning opportunities and the school community generally.

Individuals Prohibited from Serving as a Volunteer or Resource Person -- No individual who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Child Murderer and Violent Offender Against Youth Registration Act, may serve as a resource person or volunteer. ¹

Screening -- Whenever a potential ~~new~~ resource person or volunteer submits an ~~new~~ information form, the Principal or designee shall screen that individual's name and address ~~against in the following registries maintained by the Ill. State Police:~~ (1) Ill. Sex Offender Registry, ~~isp.illinois.gov/Sor/Disclaimer~~~~www.isp.state.il.us/sor/~~, and (2) the ~~Murderer and~~ Violent Offender Against Youth Registry ~~maintained by the Ill. Dept. of State Police (ISP),~~ ~~isp.illinois.gov/MVOAY/Disclaimer~~~~www.isp.state.il.us/emvo/~~. The Principal may also request an individual to submit to a fingerprint-based criminal history records information check in situations where it would be prudent, e.g., extended direct, daily contact with students. In addition, the Principal or designee shall review monthly² the names of individuals who are serving as resource persons or volunteers to determine if any resource person or volunteer appears on the Ill. Sex Offender or ~~Murderer and~~ Violent Offender Against Youth Registries.

Recruitment -- School personnel may recruit resource persons and volunteers through the following resources: parents/guardians, parent organizations, retired teachers and other senior citizen groups, community businesses, local volunteer centers, and universities. If a staff member, other than the Principal, recruits someone, the staff member must provide the individual's name and address to the Principal.

The footnotes should be removed before the material is used.

¹ Be sure this procedure is consistent with board policy regarding the persons prohibited from serving as a school volunteer or resource person.

² Optional. Insert the frequency with which the district will require a principal to review these publicly available databases. The databases are updated daily and allow searching by name, city, county, ~~zip~~ZIP code, compliance status, or any combination thereof.

Role — Resource persons and volunteers serve only in an auxiliary capacity under the direction and direct supervision of a staff member; they are not a substitute for a member of the school staff. Resource persons and volunteers do not have access to confidential student school records.

Selection, Placement, and Supervision — Selection and placement shall be on the basis of an individual's qualifications and availability and the school's needs. The individual will be assigned to a staff member only with the staff member's consent. The relationship between the individual and staff member should be one of mutual respect and confidence.

Requirements — Each resource person and volunteer must register in the school's main office at the beginning of each visit and wear identifying information, e.g., a name tag, etc., while in the building or serving. Unless he or she has already done so during the current academic year, the individual must complete an information form and waiver. Absent an indication on the form that the individual may not qualify, the individual may proceed to the assigned activity.

An individual is prohibited from being a resource person or volunteer if he or she behaves in any manner that does not align with Board policy, the District's vision/mission, or the District's and/or school building's vision, mission, policy and/or procedures or is otherwise detrimental to the school environment, e.g., —swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act on school grounds or at a school activity, touching a student in a rude or overly forceful manner, failing to dress in an appropriate manner, or violating any school rule, etc.

Training — Each academic year, when an individual first completes the volunteer information form, the Principal or designee will give the individual a copy of this administrative procedure along with other pertinent information. The staff member to whom the individual is assigned is responsible for explaining what is expected of the individual. The Principal or designee should arrange appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Community Relations

Administrative Procedure - Definition of Child Sex Offender

This procedure is intended as a reference, but it may not reflect recent legislative updates. Consult the Board Attorney for further guidance.

Child Sex Offender ¹ 720 ILCS 5/11-9.3(d)

- (1) *Child sex offender* means any person who:
- (i) Has been charged under Illinois law, or any substantially similar federal law or law of another state, with a sex offense set forth in paragraph (2) of this subsection (d) or the attempt to commit an included sex offense, and
 - (A) Is convicted of such offense or an attempt to commit such offense; or
 - (B) Is found not guilty by reason of insanity of such offense or an attempt to commit such offense; or
 - (C) Is found not guilty by reason of insanity pursuant to subsection (c) of Section 104-25 of the Code of Criminal Procedure of 1963 of such offense or an attempt to commit such offense; or
 - (D) Is the subject of a finding not resulting in an acquittal at a hearing conducted pursuant to subsection (a) of Section 104-25 of the Code of Criminal Procedure of 1963 for the alleged commission or attempted commission of such offense; or
 - (E) Is found not guilty by reason of insanity following a hearing conducted pursuant to a federal law or the law of another state substantially similar to subsection (c) of Section 104-25 of the Code of Criminal Procedure of 1963 of such offense or of the attempted commission of such offense; or
 - (F) Is the subject of a finding not resulting in an acquittal at a hearing conducted pursuant to a federal law or the law of another state substantially similar to subsection (a) of Section 104-25 of the Code of Criminal Procedure of 1963 for the alleged violation or attempted commission of such offense; or
 - (ii) Is certified as a sexually dangerous person pursuant to the Illinois Sexually Dangerous Persons Act, or any substantially similar federal law or the law of another state, when any conduct giving rise to such certification is committed or attempted against a person less than 18 years of age; or
 - (iii) Is subject to the provisions of Section 2 of the Interstate Agreements on Sexually Dangerous Persons Act.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Before relying on the definitions as stated, check the Illinois General Assembly website, www.ilga.gov, for the current statute.

Convictions that result from or are connected with the same act, or result from offenses committed at the same time, shall be counted for the purpose of this Section as one conviction. Any conviction set aside pursuant to law is not a conviction for purposes of this Section.

- (2) Except as otherwise provided in paragraph (2.5), *sex offense* means:
- (i) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012:
 - 10-4 (forcible detention),
 - 10-7 (aiding or abetting child abduction under Section 10-5(b)(10)),
 - 10-5(b)(10) (child luring),
 - 11-1.40 (predatory criminal sexual assault of a child),
 - 11-6 (indecent solicitation of a child), 11-6.5 (indecent solicitation of an adult),
 - 11-9.1 (sexual exploitation of a child),
 - 11-9.2 (custodial sexual misconduct),
 - 11-9.5 (sexual misconduct with a person with a disability),
 - 11-14.3(a)(1) (promoting prostitution by advancing prostitution),
 - 11-14.3(a)(2)(A) (promoting prostitution by profiting from prostitution by compelling a person to be a ~~prostitute~~person engaged in the sex trade),
 - 11-14.3(a)(2)(c) (promoting prostitution by profiting from prostitution by means other than as described in subparagraphs (A) and(B) of paragraph (2) of subsection (a) of Section 11-14.3),
 - 11-14.4 (promoting ~~juvenile prostitution~~commercial sexual exploitation of a child),
 - 11-18.1(patronizing a ~~juvenile prostitute~~sexually exploited child),
 - 11-20.1 (child pornography),
 - 11-20.1B (aggravated child pornography),
 - 11-21 (harmful material),
 - 11-25 (grooming),
 - 11-26 (traveling to meet a minor or traveling to meet a child),
 - 12-33 (ritualized abuse of a child),
 - 11-20 (obscenity) (when that offense was committed in any school, on real property comprising any school, in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or in a public park),
 - 11-30 (public indecency) (when committed in a school, on real property comprising a school, in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity, or in a public park). An attempt to commit any of these offenses.
 - (ii) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012, when the victim is a person under 18 years of age:

- 11-1.20 (criminal sexual assault),
- 11-1.30 (aggravated criminal sexual assault),
- 11-1.50 (criminal sexual abuse),
- 11-1.60 (aggravated criminal sexual abuse).

An attempt to commit any of these offenses.

- (iii) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012, when the victim is a person under 18 years of age and the defendant is not a parent of the victim:

- 10-1 (kidnapping),
- 10-2 (aggravated kidnapping),
- 10-3 (unlawful restraint),
- 10-3.1 (aggravated unlawful restraint),
- 11-9.1(A) (permitting sexual abuse of a child).

An attempt to commit any of these offenses.

- (iv) A violation of any former law of this State substantially equivalent to any offense listed in clause (2)(i) or (2)(ii) of subsection (d) of this Section.

(2.5) For the purposes of subsections (b-5) and (b-10) only, a sex offense means:

- (i) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012:

- 10-5(b)(10) (child luring),
- 10-7 (aiding or abetting child abduction under Section 10-5(b)(10)),
- 11-1.40 (predatory criminal sexual assault of a child),
- 11-6 (indecent solicitation of a child),
- 11-6.5 (indecent solicitation of an adult),
- 11-9.2 (custodial sexual misconduct),
- 11-9.5 (sexual misconduct with a person with a disability),
- 11-11 (sexual relations within families),
- 11-14.3(a)(1) (promoting prostitution by advancing prostitution),
- 11-14.3(a)(2)(A) (promoting prostitution by profiting from prostitution by compelling a person to be a ~~prostitute~~person engaged in the sex trade),
- 11-14.3(a)(2)(C) (promoting prostitution by profiting from prostitution by means other than as described in subparagraphs (A) and (B) of paragraph (2) of subsection (a) of Section 11-14.3),
- 11-14.4 (promoting ~~juvenile prostitution~~commercial sexual exploitation of a child),
- 11-18.1 (patronizing a ~~sexually exploited child~~juvenile prostitute),

11-20.1 (child pornography),
11-20.1B (aggravated child pornography),
11-25 (grooming),
11-26 (traveling to meet a minor or traveling to meet a child), or
12-33 (ritualized abuse of a child).

An attempt to commit any of these offenses.

- (ii) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012, when the victim is a person under 18 years of age:

11-1.20 (criminal sexual assault),
11-1.30 (aggravated criminal sexual assault),
11-1.60 (aggravated criminal sexual abuse), and
subsection (a) of Section 11-1.50 (criminal sexual abuse).

An attempt to commit any of these offenses.

- (iii) A violation of any of the following Sections of the Criminal Code of 1961 or the Criminal Code of 2012, when the victim is a person under 18 years of age and the defendant is not a parent of the victim:

10-1 (kidnapping),
10-2 (aggravated kidnapping),
10-3 (unlawful restraint),
10-3.1 (aggravated unlawful restraint),
11-9.1(A) (permitting sexual abuse of a child).

An attempt to commit any of these offenses.

- (iv) A violation of any former law of this State substantially equivalent to any offense listed in this paragraph (2.5) of this subsection.

- (3) A conviction for an offense of federal law or the law of another state that is substantially equivalent to any offense listed in paragraph (2) of subsection (d) of this Section shall constitute a conviction for the purpose of this Section. A finding or adjudication as a sexually dangerous person under any federal law or law of another state that is substantially equivalent to the Sexually Dangerous Persons Act shall constitute an adjudication for the purposes of this Section.

School Board

Exhibit - Guidelines for Serving as a Mentor to a New School Board Member

On District letterhead

Date

Dear School Board Member:

Thank you for agreeing to serve as a mentor to a new Board member. The goal of the mentoring program is to orient a new Board member to the Board and District and to help the new Board member be comfortable, ~~develop self confidence,~~ and become an effective ~~leader~~ member of our governance team. Follow these guidelines to maximize your mentoring effectiveness:-

1. During your first contact with the new Board member, introduce yourself and explain that you will serve as the new Board member's mentor and are looking forward to sharing information about the Board and District. If possible, meet with the individual to become acquainted. Be available as needed to provide assistance, advice, and support. The Superintendent's office will have already provided the new Board member with a web link or paper copy of the Board's policies, as well as other helpful material.
- ~~2.~~ Be a good mentor by ~~s~~sharing your knowledge and experiences with ~~other~~the new Board member. Take a personal interest in helping ~~others~~the new Board member succeed.
- ~~3.~~ Try to develop an informal, collegial relationship with the new Board member – explain that you are there to help. Listen respectfully to all concerns and answer questions honestly.
- ~~3.~~ During your first contact with the new Board member, introduce yourself and explain that you will serve as the new Board member's mentor and are looking forward to sharing information about the Board and District. If possible, meet with the individual to become acquainted. Be available as needed to provide assistance, advice, and support. The Superintendent's office will have already provided the new Board member with a web link or paper copy of the Board's policies as well as other helpful material.
4. Be prepared to introduce the new Board member at upcoming Board events until the new Board member becomes a familiar face.
5. Be available and maintain a helpful attitude. ~~You will assist the new Board member in becoming an effective member of the Board and ensuring skilled and knowledgeable future leadership for the District.~~

Being a mentor can bring rewards to you, the new Board member, and the District. You will assist the new Board member in becoming an effective member of the Board and ensuring skilled and knowledgeable future leadership for the District. Thank you for your assistance and commitment.

Sincerely,

School Board President

School Board

Exhibit - Website Listing of Development and Training Completed by Board Members

District website administrator/master: Post this template (including the explanatory paragraphs) on the District's website and update the table as information is provided.

Each Illinois school board member who is elected or appointed to fill a vacancy of at least one year's duration must complete State-mandated *professional development and leadership training* (PDLT) and *Open Meetings Act* (OMA) training. State-mandated training is also required for board members who want to vote upon a dismissal based upon the *Performance Evaluation Reform Act*. For additional information, see Board policy 2:120, *Board Member Development*.

The following table contains State-mandated training requirements and other professional development activities that were completed by each Board member. When the Illinois Association of School Boards (IASB) provided the training, the acronym "IASB" follows the listed activity.

Name	Development or and Training Activity and Provider	Date Completed

IASB is a voluntary organization of local boards of education dedicated to strengthening the Illinois public schools through local citizen control. Although not a part of State government, IASB is organized by member school boards as a private not-for-profit corporation under authority granted by Article 23 of the School Code. The vision of IASB is excellence in local school board governance supporting quality public education.

For more information regarding IASB and its programs, visit www.iasb.com.

School Board

Exhibit - Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the School District's budget and other financial considerations, the Superintendent has recommended to the Board a maximum allowable reimbursement amount of \$[amount] _____ for Board members and District staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$[amount] _____, effective on [date] _____ until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 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*.
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary

School Board

Exhibit - Open Meeting Minutes¹

Meeting Minutes Protocol

1. Meeting minutes are the permanent record of the proceedings during a School Board meeting. All Board action must be recorded in the minutes; thus, the minutes focus on Board action.
2. The minutes only include information provided at the meeting. Information may not be corrected or updated in the minutes unless it was discussed at the meeting.
3. Minutes include a summary of the Board's discussion on an agenda topic; the minutes do not state what is said verbatim. The minutes do not repeat the same point made by different individuals. If appropriate, the minutes include a brief background and an explanation of the circumstances surrounding an issue discussed. The minutes do not include the names of Board members making specific points during discussion. Requests from individual Board members to include their vote or an opinion in the minutes are handled according to Board policy 2:220, *School Board Meeting Procedure*.
4. The minutes include the topic of reports that are made to the Board including reports from the Superintendent or a Board committee. Written reports are filed with the minutes but do not become part of the minutes.
5. The minutes note when a member is not present for the entire meeting due to late arrival and/or early departure.
6. Although items may be considered by the Board in a different order than appeared on the agenda, items in the minutes are generally recorded in the same order as they appeared on the agenda. When a meeting is reconvened on a different date, the minutes must describe what happened on each meeting date.
7. The minutes should be recorded in an objective ~~but positive/constructive~~ tone. Answers and explanations, rather than questions, are recorded. Writing style, including choice of words and sentence structure, is at the discretion of the individual recording the minutes.
8. The minutes include individuals' names who speak during the meeting's public participation segment as well as the topics they address. All written documents presented at a Board meeting are filed with the minutes but do not become part of the minutes.
9. The following template generally governs meeting minutes.

The footnotes are not intended to be part of the adopted policy; they should be removed before the policy is adopted.

¹ Other than the required inclusions, the listed meeting protocols are at the board's discretion. They should facilitate a discussion and common understanding concerning what the board wants recorded in its meeting minutes. The required inclusions for meeting minutes are (5 ILCS 120/2.06; 120/2a):

1. The meeting's date, time, and place;
2. Board members recorded as either physically present, ~~remotely~~ present by means of video or audio conference, 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/or *nay*;
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting; and
6. When a vote is taken to hold a closed meeting, the vote of each member and the reason for the closed meeting with a citation to the specific exception authorizing the closed meeting.

Open Meeting Minutes

Date: _____ Time: _____

Location: _____

Type of meeting: Regular Special Reconvened or rescheduled Emergency

Name of person taking the minutes: _____

Name of person presiding: _____

Members in attendance:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Members absent:

- 1.
- 2.
- 3.

Members in attendance remotely (by audio or video conference):

- 1.
- 2.
- 3.

Approval of Agenda

List any items removed from the consent agenda:

Motion made by: _____

Motion: To approve
 To add items as follows: *(No action may be taken on new agenda items.)*

Motion seconded by: _____

Action: Passed Failed

Approval of Previous Meeting Minutes *(Needed only if this item is not on the consent agenda.)*

Minutes from the Board meeting held on: _____

Motion made by: _____

Motion: To approve
 To approve subject to incorporation of the following amendment(s):

Motion seconded by: _____

Action: Passed Failed

Approval of Items on Consent Agenda *(Delete if the Board does not use a consent agenda. This may include expense advancements, reimbursements, and/or purchase orders regulated by the Local*

Government Travel Expense Control Act (see Board policies 2:125, Board Member Compensation; Expenses, and 5:60, Expenses))

Summary of discussion:

Motion to approve the consent agenda made by: _____

Motion seconded by: _____

Roll Call: *(Needed when consent agenda contains an item involving the expenditure of money.)*

“Yeas”

“Nays”

Action: Passed Failed

Public Comments *(Reproduce this section for each individual making a comment.)*

The following individual appeared and commented on the topic noted below: *(Include the title of any documents presented to the Board.)*

Name: _____

Topic: _____

Remaining Agenda Items *(Reproduce this section for each agenda item.)*

Agenda item: _____

Summary of discussion: _____

Motion made by: _____

Motion to: _____

Motion seconded by: _____

Action: Passed Failed

(If a roll call vote occurred, record the vote of individual Board members.)

“Yeas”

“Nays”

If Applicable, Approval of Motion to Adjourn to Closed Meeting *(Insert [exhibit 2:220-E2](#), Motion to Adjourn to Closed Meeting.)*

Approval of Motion to Adjourn

Motion to adjourn made by: _____

Motion seconded by: _____

Action: Passed Failed

Time of adjournment: _____

Post-Meeting Action

Date minutes approved: _____

Date minutes were available for public inspection: _____

Date minutes were posted on District website: _____

DRAFT

School Board

Exhibit - Access to Closed Meeting Minutes and Verbatim Recordings

The Board must allow its duly elected officials or appointed officials filling a vacancy of an elected office access to closed session minutes and verbatim recordings. 5 ILCS 120/2.06(e). The following subheads implement the logistics of granting this access.

Note: If the board wishes to mirror the statutory language, replace checkboxes below with: “ Records Secretary; Administrative official of the public body; and Any elected official of the public body.”

Access to Closed Meeting Minutes

Duplicate this section for each grant of access to closed meeting minutes.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the closed meeting minutes: _____

Access granted

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member’s name *(Please print)*

In the presence of: *(Check appropriate box and insert name ~~on line.~~)*

- Recording Secretary _____
- Superintendent or designated administrator _____
- Elected Board member _____

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (*Swanson v. Bd. of Police Commissioners*, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session minutes not yet released to the public could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature _____ Date

Verbatim Recording Access

Duplicate this section for each grant of access to verbatim recordings.

Date: _____ Time: _____ Storage Location: _____

Name of person(s) responsible for storing the verbatim recording: _____

Access granted

Date access occurred: _____ Start time: _____ End time: _____

Requesting Board member’s name *(Please print)*

In the presence of: *(Check appropriate box and insert name ~~on line~~.)*

- Recording Secretary _____
- Superintendent or designated administrator _____
- Elected Board member _____

- Access denied** **Access unavailable.** Verbatim recording requested is older than 18 months and was destroyed pursuant to 5 ILCS 120/2.06(c).

For requesting Board member: *(Read the following and sign below.)*

While the Open Meetings Act does not provide a cause of action against me or the Board for disclosing closed session discussions (Swanson v. Bd. of Police Commissioners, 197 Ill.App.3d 592 (2nd Dist. 1990)), I acknowledge and understand that any disclosures by me of information in the closed session verbatim recordings could subject me to a possible civil action alleging that I created harm to another, i.e., an intentional tort(s).

Requesting Board Member Signature

Date

DRAFT

School Board

Exhibit - Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration

Use this exhibit to document the Board's and/or its committee(s)'s (5 ILCS 120/1.02) processes to comply with the requirements of the Open Meetings Act (OMA) when a board and/or its committee(s) must meet during a disaster declaration related to a public health emergency/concern, and the meeting will have no physical presence of a quorum and participation by audio or video.

Note: If a Board committee uses this exhibit, replace Board President, Vice President, and Superintendent- with the appropriate committee leaders.

Consult the Board Attorney for guidance.

Documentation of OMA Requirements for Board Members to Participate in a Meeting with No Physical Presence of Quorum

The Governor or the Director of the Ill. Dept. of Public Health has issued a disaster declaration related to a public health emergency because of a disaster as defined in 20 ILCS 3305/4, and all or part of the jurisdiction of the Board is covered by the disaster area. 5 ILCS 120/7(e)(1), ~~amended by P.A. 101-640~~. **Note:** OMA uses “public health concerns,” but the Ill. Emergency Management Agency Act (IEMA) uses “public health emergency;” this exhibit matches the IEMA term because it governs disaster declarations.

Insert Disaster Declaration or Executive Order number [_____] or attach to this document.

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, or if neither the President nor Vice President are present or able to perform this determination, the Superintendent (5 ILCS 120/7(e)(2), ~~amended by P.A. 101-640~~, and 140/2(e)) signs below that the following three **Steps** were executed by:

Step 1. Determining whether the meeting is a bona fide emergency (5 ILCS 120/7(e)(7), ~~amended by P.A. 101-640~~) (check Yes or No, below):

- Yes; it is an emergency meeting, and I:
- a. Notified the Board members and the public, including any news medium which has filed an annual request for notice of meetings as soon as practicable, but in any event prior to the holding of such meeting pursuant to 5 ILCS 120/2.02(a) and 120/7(e)(7)(A), ~~amended by P.A. 101-640~~;
 - b. Stated the nature of the emergency at the beginning of the meeting; and
 - c. Provided the Superintendent or Board Secretary the resources necessary during the meeting to keep a verbatim record of the meeting, **for both open and closed**, and managed it the same way that the Board complies with the verbatim recording requirements for closed meetings (see exhibit 2:220-E1, *Board Treatment of Closed Meeting Verbatim Recordings and Minutes*). **Note:** In this situation, a verbatim recording is not limited to closed meetings only.
 - d. Move to Step 2, below.
- No; it is a regular or special meeting, and I:

- a. Ensured that the Board provided 48 hours' notice of the meeting to all Board members, to any news medium on file in the District that have requested notice of meetings pursuant to 5 ILCS 120/2.02(a), and to members of the public by posting it on the District's website. 5 ILCS 120/7(e)(7), ~~amended by P.A. 101-640~~. **Note:** 5 ILCS 120/7(e), ~~amended by P.A. 101-640~~ does not have the "if any" exception for school boards that do not have websites. Consult the [Board Attorney](#) regarding alternate ways to communicate notice of a meeting when the District does not have a website and a Disaster Declaration or Executive Order has been issued.

Insert meeting date and time, and a link to the meeting notice or attach a copy of the notice to this document.

- b. ~~Moves~~ to Step 2, below.

Step 2. Determining whether it is practical, prudent, or feasible for any in-person attendance at the regular meeting location (5 ILCS 120/7(e)(2), ~~amended by P.A. 101-640~~). (check Yes or No, below):

Yes; in-person attendance is practical, prudent, or feasible, and I:

- a. Ensured that at least one Board member, the Board Attorney, or the Superintendent was physically present at the regular meeting location (5 ILCS 120/7(e)(5), ~~amended by P.A. 101-640~~), and
- b. Verified that members of the public who were present could hear all discussion and testimony and all votes of the members of the Board. 5 ILCS 120/7(e)(4), ~~amended by P.A. 101-640~~.
- c. Move to Step 3, below.

No; in-person attendance is not practical, prudent, or feasible, and I:

- a. Made a written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting. 5 ILCS 120/7(e)(1) and (2), ~~amended by P.A. 101-640~~.
- b. Included the written determination made in letter ~~aA.~~, above, on the Board's published notice and agenda for the alternative arrangements for the meeting. 5 ILCS 120/7(e)(7)(A) ~~(B)~~, ~~amended by P.A. 101-640~~.
- c. Offered the alternative arrangements to the public by offering a telephone number or a web-based link. 5 ILCS 120/7(e)(4), ~~amended by P.A. 101-640~~.

Insert a link to the meeting notice or attach a copy of the notice or refer to above if already attached to this document (see above).

Include this written determination on the Board/committee's published notice and agenda for the audio or video meeting, and in the meeting minutes.

- d. Move to Step 3, below.

Step 3. During the meeting, I:

Directed the Recording Secretary to, in addition to the requirements for open meetings under OMA, also keep verbatim record of the open meeting by recording it and making it open and available to the public under all provisions of OMA. 5 ILCS 120/7(e)(9), ~~amended by P.A. 101-640~~. *Sample text follows below in the subhead ~~below~~ Report to the Public Following the Board's Meeting with No Physical Presence of Quorum.*

Read my written determination referring to the specific Executive Order or Disaster Declaration citing the public health concern/emergency that applies to the Board and the meeting and directed the Recording Secretary to include it in the meeting minutes.

Ensured that any interested member of the public has access to contemporaneously hear all discussion, testimony, and roll call votes. 5 ILCS 120/7(e)(4), ~~amended by P.A. 101-640~~.

Requested the Recording Secretary to enter into the appropriate minutes of the Board that each Board member participating in the meeting, wherever their physical locations, ~~announced~~:

1. ~~Announced themselves present~~ (5 ILCS 120/7(e)(3), ~~amended by P.A. 101-640~~), and
2. ~~Verified~~ that they could hear one another and all discussion and testimony. Id.

See exhibits 2:220-E3, Closed Meeting Minutes and/or 2:220-E4, Open Meeting Minutes.

Attach to this document copies or information about where these minutes may be found.

Announced and considered each Board member participating in the meeting present at the meeting for purposes of determining a quorum and participating in all proceedings (5 ILCS 120/7(e)(8), ~~amended by P.A. 101-640~~) and directed the Recording Secretary to reflect it in the minutes (best practice for transparency).

Conducted all votes by roll call, so each Board member's vote on each issue could be identified and recorded (5 ILCS 120/7(e)(6), ~~amended by P.A. 101-640~~), and ensured that the Recording Secretary entered all votes as **Roll Call Votes** (Use exhibit 2:220-E4, *Open Meeting Minutes*, but ensure all votes are recorded as roll call votes pursuant to the example below.):

"Yeas"	"Nays"

Motion: Carried Failed

Executed or directed execution of the subhead below **Report to the Public Following the Board's Meeting with No Physical Presence of Quorum**.

Report to the Public Following the Board's Meeting with No Physical Presence of Quorum

The text below may be used for the actual report.

The School Board met on [*insert date*] with no physical presence of quorum to conduct its business.

The verbatim [*circle one*] audio | video recording of this meeting is available to the public under all provisions of OMA and will be destroyed pursuant to 5 ILCS 120/2.06(c)(no less than 18 months after the completion of the meeting recorded but only after: (1) the Board approves the destruction of the particular recording; and (2) the Board approves minutes of the meeting that meet the written minutes requirements of OMA). 5 ILCS 120/7(e)(9), ~~amended by P.A. 101-640~~.

Insert links to the verbatim recording of meeting here or attach to this document.

Note: Consult the ~~b~~Board Attorney for guidance on the destruction of a verbatim recording of an open meeting without the physical presence of a quorum. While 5 ILCS 120/2.06(c) refers to the process for destroying closed session verbatim recordings, 5 ILCS 120/7(e)(9), ~~amended by P.A. 101-640~~, applies that process for destroying closed session verbatim recordings to the destruction of the verbatim open session recordings that are required when a board determines it is necessary for it to meet without the physical presence of a quorum due to a public health emergency.

Completed By: _____

Title: _____

School Board

Exhibit - PRESS Issue Updates

This ~~exhibit~~ procedure is for **PRESS** subscribers. For subscribers to **PRESS Plus**, IASB’s full-maintenance policy update service, the **PRESS Plus** Online User Guide and video tutorials, available at www.iasb.com/policy-services-and-school-law/policy-services/press-plus/www.iasb.com/policy, provides further guidance.

Actor	Action
Superintendent	<p>Manages the process for the Board to receive PRESS updates to policies.</p> <p><u>Requests review of recommended revisions by the Board Attorney, as appropriate.</u></p> <p>Manages the Board’s compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and Schoolfull Board include discussion and list action to consider, adopt, <u>implement</u>, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions, as appropriate, to staff members, parents, students, and community members.</p>
Superintendent or Superintendent’s Secretary	<p>Updates the District’s <i>Roster</i> as follows:</p> <ol style="list-style-type: none"> 1. Go to www.iasb.com and click on the Member Login button. 2. Log in using your email address and password. If you do not know your password, use the “forgot your password?” link. 3. At the bottom of your Profile page, click on Districts You Manage and then the District name. 4. Review and verify or change the District’s existing records. Ensure that all current board members, administrators, and anyone else on staff who <u>needs</u> access <u>to PRESS Online</u> are listed with their current email addresses. <u>For detailed roster management instructions, see www.iasb.com/IASB/media/Documents/rostermanagementinstructions.pdf.</u>
Designated support staff	<p>Logs in to PRESS Online as follows:</p> <ol style="list-style-type: none"> 1. Go to www.iasb.com and click on the Member Login button. 2. Log in using your email address and password. If you do not know your password, use the “forgot your password?” link.

Actor	Action
	<p>3. Under “My AccountQuick Links,” click “PRESS Login.”</p> <p>To each member of the Policy Committee, full Board, <u>and</u>/or other interested school official, emails or otherwise distributes the following:</p> <ol style="list-style-type: none"> 1. PRESS Update Memo; 2. PRESS video tutorial link at: www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/www.iasb.com/policy; 3. Committee worksheets (<u>showing tracked changes in redline</u>); and 4. Current District policy in relevant areas. <p>As appropriate, includes new and revised policies in the Board meeting packets.</p> <p>After a policy is adopted or revised, updates the District’s policy manual master electronic file and adds or updates adoption dates.</p> <p>Archives previous version of revised policy.</p> <p>Follows <u>D</u>istrict process for updating paper and online manuals.</p> <p>Considers distributing <u>the</u> PRESS Update Memo to Building Principals.</p>
Policy Committee (or Full Board)	<p>Considers each PRESS update. Reviews all footnote changes.</p> <p>Decides which changes require School Board discussion and which are appropriate as consent agenda items. <u>Policies or policy revisions may be appropriate for a consent agenda when providing for legal compliance; updating legal references; correcting substantive grammar, spelling, or punctuation; or clarifying pre-existing policy language.</u></p> <p>Requests review of recommended revisions by the Board Attorney, as appropriate.</p> <p>Presents recommendations regarding PRESS updates to the Board at a regularly scheduled meeting.</p>
Full Board	<p>Conducts a first reading of the policies that are recommended for adoption or revision. <u>Policies may be adopted after a first reading when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant.</u></p> <p>During the next regular meeting, conducts a second reading.</p> <p>A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</p>

Actor	Action
	After the second reading, consider and take action to approve the policies at a duly convened open meeting.
Assistant Superintendents, Directors, Building Principals, and supervisory employees	Reads <u>the</u> PRESS Update Memo (if applicable) and adopted policies, follows the Superintendent’s process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).
Anyone	For further clarification, view the online tutorial for PRESS , available at www.iasb.com/policy-services-and-school-law/policy-services/press-policy-reference-education-subscription-serv/www.iasb.com/policy .

DRAFT

School Board

Exhibit - Developing Local Policy

Actor	Action
Anyone (Superintendent, School Board member, staff, parent, student, community member, or Board Attorney)	Brings a concern that may necessitate a new policy or a current policy's revision to the attention of the School Board.
Superintendent	<p>Confers with the Board Attorney as appropriate.</p> <p>Manages the Board's compliance with the Open Meetings Act. Ensures that, as appropriate, the agendas for the Board Policy Committee and full School Board include discussion and list actions to consider, adopt, <u>implement</u>, or revise Board policies and Board exhibits.</p> <p>Manages the process for approving new or revised administrative procedures, administrative procedure exhibits, and changes to employee and student handbooks.</p> <p>Communicates all policy and administrative procedure revisions or adoptions as appropriate to staff members, parents, students, and community members.</p>
Policy Committee (or Full Board)	<p>First, answers these questions to decide whether new policy language is needed:</p> <ol style="list-style-type: none"> 1. Does the IASB Policy Reference Manual provide guidance? 2. Is the request something that should be covered in policy (i.e., Board work), or is it something that should be handled by the staff <u>covered in an administrative procedure</u> (i.e., staff work)? 3. Is it already covered in <u>Board</u> policy? Checks for policies that cover similar or connected topics, using Tools such as search engines, Tables of Contents, cross references, and indexes <u>at PRESS Online can be used to identify relevant policy numbers to check for in the Board's policy manual.</u> <p>Second, uses a 3-step process to draft new policy language:</p> <ol style="list-style-type: none"> 1. Frames the question and discusses the topic. 2. Requests the Superintendent to provide research, including appropriate data, and input from others, such as, those who may be affected by the policy and those who will implement the policy. 3. Drafts or requests the Superintendent or Board Attorney to draft language addressing the concern that aligns with the Board's mission, vision, goals, and objectives.

Actor	Action
	<p>Third, decides whether the new language should be included in an existing policy or added as a new policy. Assigns any new policy an appropriate location and number.</p> <p>The PRESS coding system reserves policy numbers ending in a ‘0’ and ‘5’ for PRESS material. Locally developed <u>Board</u>District policies should use policy numbers ending in 2, 4, 6, or 8.</p>
Full Board	<p>Conducts a first reading of the policy that is recommended for adoption or revision. <u>Policies may be adopted after a first reading when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant.</u></p> <p>During the next regular meeting, conducts a second reading.</p> <p>A second reading allows the Board to hear feedback from interested parties, including staff, parents, students, and community members; however, State law does not require two readings.</p> <p>After the second reading, consider and take action to approve the policyies at a duly convened open meeting.</p>
Designated support staff	<p>After a policy is adopted or revised, updates the District’s policy manual master electronic file and adds or updates adoption dates.</p> <p>Archives previous version of revised policy.</p> <p>Follows <u>D</u>istrict process for updating paper and online manuals.</p>
Assistant Superintendents, Directors, Building Principals, and supervisory employees	<p>Reads PRESS Update Memo (if applicable) and adopted policies, follows the Superintendent’s process for updating administrative procedures, and makes necessary changes to employee and student handbooks within their assigned building(s).</p>

School Board

Exhibit - Recurrent Requester Notification

The District Freedom of Information Officer completes this form on District letterhead.

Name of record(s) requester	Date of receipt of request
Contact information	

You are notified that your request for a District record(s) is being treated as a request from a recurrent requester, as defined in Section 2(g) of the Freedom of Information Act.

Your request is being treated as a request from a recurrent requester because, in the 12 months immediately preceding this request, you have submitted to the District one or more of the following:

- 1. A minimum of 50 requests for records
- 2. A minimum of 15 requests for records within a 30-day period
- 3. A minimum of seven requests for records within a 7-day period

You will be provided an initial response to your request for documents within 21 business days following the date the District received your request.

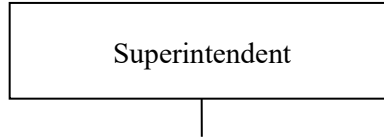
In that response, you will receive one of the following responses, whichever is appropriate:

1. An estimate of the time required by the District to provide the records requested and an estimate of the fees to be charged, which you must pay in full before the District copies the requested documents; or
2. A denial of the request pursuant to one or more of the exemptions set out in the Freedom of Information Act; or
3. A notification that the request is unduly burdensome and an extension of an opportunity for you to reduce the request to manageable proportions; or
4. Provision of the records requested.

Name of Freedom of Information Officer (Printed)	Telephone or email contact information
Freedom of Information Officer (Signature)	Date of Recurrent Requestor Notification

General School Administration

Exhibit - Organizational Chart for Administration



DRAFT

Operational Services

Exhibit - Letter to Employees Regarding Protecting the Privacy of Social Security Numbers

On District Letterhead

Date

Re: Protecting the Privacy of Social Security Numbers (SSNs)

The Illinois Identity Protection Act, 5 ILCS 179/, contains requirements applicable to school districts and their employees. This letter’s purpose is to help you understand the protections and requirements of this law.

In implementing this law and the Board’s policy, I am seeking to:

1. Increase the awareness of the confidential nature of the SSN and the risk of identity theft related to unauthorized disclosure;
2. Have every employee understand that he or she is prohibited from collecting, displaying, or using another individual’s SSN unless authorized by a member of the District administrative staff; and
3. Ensure the use of consistent protocol regarding SSNs throughout the District.

I have copied below sections of the Identity Protection Act that must be followed by every school employee. I have also attached the School Board’s policy 4:15, *Identity Protection*. Please carefully read these documents. You will be contacted if you are scheduled to receive training on the protocol for collecting, using, maintaining, and disclosing SSNs.

An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal, in accordance with District policy and procedures.

Sincerely,

Superintendent

Attachment #1: Relevant Sections from the Identity Protection Act, 5 ILCS 179/

Section 10. Prohibited Activities.

- (a) Beginning July 1, 2010, no person or State or local government agency may do any of the following:
 - (1) Publicly post or publicly display in any manner an individual's social security number.
 - (2) Print an individual's social security number on any card required for the individual to access products or services provided by the person or entity.

- (3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
 - (4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act [pursuant to the limitations and requirements of that Act](#), any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- (b) Except as otherwise provided in this Act, beginning July 1, 2010, no person or State or local government agency may do any of the following:
- (1) Collect, use, or disclose a social security number from an individual, unless (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the social security number is documented before collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose.
 - (2) Require an individual to use his or her social security number to access an Internet website.
 - (3) Use the social security number for any purpose other than the purpose for which it was collected.
- (c) The prohibitions in subsection (b) do not apply in the following circumstances:
- (1) The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's social security number will be achieved.
 - (2) The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
 - (3) The collection, use, or disclosure of social security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
 - (4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.

- (5) The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
 - (6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm-Leach-Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.
- (d) If any State or local government agency has adopted standards for the collection, use, or disclosure of social security numbers that are stricter than the standards under this Act with respect to the protection of those social security numbers, then, in the event of any conflict with the provisions of this Act, the stricter standards adopted by the State or local government agency shall control.

Section 15. Public inspection and copying of documents.

Notwithstanding any other provision of this Act to the contrary, a person or State or local government agency must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. A person or State or local government agency must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

Section 20. Applicability.

- (a) This Act does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.
- (b) This Act does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. Notwithstanding this Section, county recorders must comply with Section 35 of this Act.

Section 25. Compliance with federal law.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any State or local government agency that complies with the federal law shall be deemed to be in compliance with this Act.

Section 30. Embedded social security numbers.

Beginning December 31, 2009, no person or State or local government agency may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this Act.

Section 45. Violation.

Any person who intentionally violates the prohibitions in Section 10 of this Act is guilty of a Class B misdemeanor.

[Attachment #2:](#) [Board policy 4:15, Identity Protection](#)

Operational Services

Exhibit - Statement of Purpose for Collecting Social Security Numbers ¹

This Statement of Purpose is being given to you because you have been asked by the ~~School~~District to provide your social security number (SSN) or because you requested a copy of this Statement.

You are being asked for your SSN for one or more of the following reasons:

- Employment matters, e.g., income reporting to ~~the IRS-Internal Revenue Service~~ and the ~~Ill. Dept. of Revenue~~ of Revenue, or payroll tax withholding purposes, FICA, or Medicare.
- Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, or veterans' programs.
- Filing insurance claims.
- Internal verification or administrative purposes.
- Other: _____

In addition, State law authorizes and/or requires the District to use or disclose your SSN in specified circumstances including, without limitation, in the following circumstances:

1. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
2. Disclosing SSNs pursuant to a court order, warrant, or subpoena; and
3. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact *[insert contact information]*.

The footnotes should be removed before the material is used.

¹ The Identity Protection Act requires school districts, when collecting a social security number or upon request by an individual, to provide a statement of the purpose(s) for which the district is collecting and using the social security number. 5 ILCS 179/35(a)(5). State law does not require districts to retain evidence that the individual received the statement of purpose.

Operational Services

Exhibit - Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers¹

The School District treats social security numbers (SSNs) confidentially. It uses SSNs for one or more of the following reasons:

1. Employment matters, e.g., income reporting to [the Internal Revenue Service](#) and the ~~Ill. Dept. of Revenue~~ ~~Department~~ of Revenue, [or payroll tax withholding purposes, FICA, or Medicare.](#)
2. Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, or veterans' programs.
3. Filing insurance claims.
4. Internal verification or administrative purposes.

In addition, State law authorizes and/or requires the District to use or disclose SSNs in specified circumstances including, without limitation, in the following circumstances:

1. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
2. Disclosing SSNs pursuant to a court order, warrant, or subpoena; and
3. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact *[insert contact information]*.

The footnotes should be removed before the material is used.

¹ The Identity Protection Act requires school districts, when collecting a SSN or upon request by an individual, to provide a statement of the purpose(s) for which the district is collecting and using the SSN. 5 ILCS 179/35(a)(5). State law does not require districts to retain evidence that the individual received the statement of purpose.

General Personnel

Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media

I, the individual whose signature appears below, acknowledge receipt of Board policy 5:125, *Personal Technology and Social Media; Usage and Conduct*. I affirm that I have read the policy and agree to comply with its requirements.

Name (*please print*)

Signature

Date

DRAFT

General Personnel

Exhibit - Request to Reprint or Adapt Material

On District letterhead

Date _____

To: _____

On behalf of the School District, I am requesting permission to **reprint** [*to use without change*] or **adapt** [*to use and modify*] the following material:

No reprinted or adapted material will be used in a sales promotion or advertising campaign. If permission to reprint or adapt this material is granted, the material will be used for the following purpose(s): _____

The following credit line will appear on each reprint or adaption:

Reprinted/Adapted, with permission from (publication) _____ Copyright year of publication _____ Copyright owner _____ All rights reserved.
--

If you agree to grant permission for the School District to reprint or adapt the above listed material, please sign the **Permission to Reprint or Adapt Material** and return it to the requestor.

Please contact me at _____ if you have any questions. Thank you for your consideration.

School District Requestor (*please print*)

Email/Fax

Signature

Date

Permission to Reprint or Adapt Material

I hereby grant permission to the School District requestor to reprint or adapt material as requested on the terms and conditions stated herein.

Copyright Owner's Name (*please print*)

Copyright Owner's Signature

Date

Professional Personnel

Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements

On District letterhead

Date

Re: Your Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification and/or Licensure Requirements

Dear Parents/Guardians:

All teachers working in a program supported with federal funds under Title I, Part A must meet applicable State certification and licensure requirements.

The teacher listed below has taught your child’s class for the last four consecutive weeks. While the District is unable to verify that the teacher meets applicable State certification and/or licensure requirements for the grade level and subject area to which he/she is assigned, our observations of his/her classroom indicate that he/she is providing a satisfactory educational program and experience.

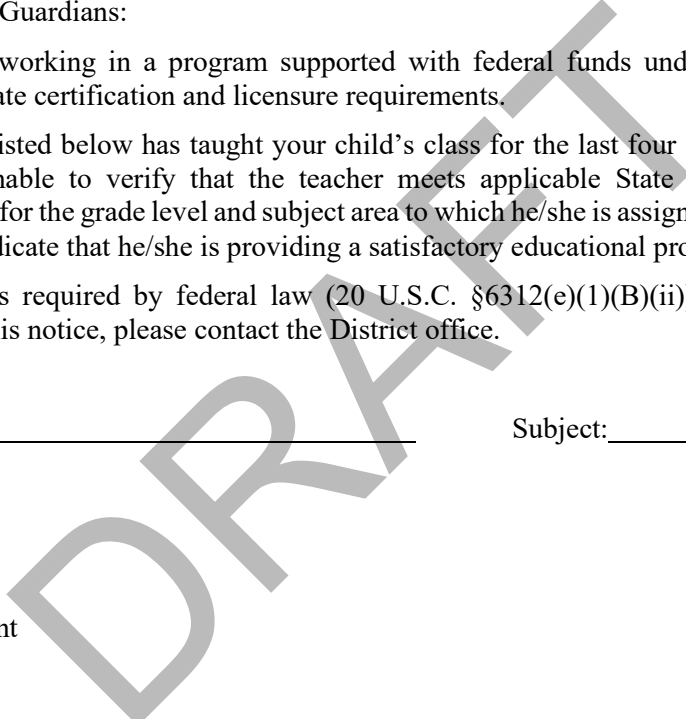
This notice is required by federal law (20 U.S.C. §6312(e)(1)(B)(ii)). If you have any questions concerning this notice, please contact the District office.

Teacher: _____

Subject: _____

Sincerely,

Superintendent



Professional Personnel

Exhibit - Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment

On District letterhead

Date

Re: Your Educator Certification and/or Licensure

Dear *[insert teacher's name]*:

Teachers working in a program supported with federal funds under Title I, Part A are required to meet applicable State certification and licensure requirements.

Our records indicate you are teaching without meeting applicable State educator certification and/or licensure requirements for the grade level and subject to which you are assigned. As required by federal law, the District has notified the parents/guardians of students in your classes that you are teaching without the above-referenced certification or licensure (20 U.S.C. §6312(e)(1)(B)(ii)).

Please contact your Building Principal as soon as possible to discuss your educator certification and/or licensure requirements. If you believe this letter was sent to you by mistake, please contact your Building Principal as soon as possible so that we may correct our records if appropriate.

Sincerely,

Superintendent

DRAFT

Instruction

Exhibit - Children's Online Privacy Protection Act

On District letterhead:

Re: Children's Online Privacy Protection Act

Dear Parents/Guardians:

This letter is being sent as part of the District's continuing effort to educate parents and students about privacy protection and Internet use that occurs outside of the protections required for use of educational technology in school.

The Children's Online Privacy Protection Act (COPPA) gives parents/guardians control over what information companies can collect from their children online. However, not all companies are transparent about what data a mobile app or website collects, who will have access to that data, and how it will be used. Allowing your child access to games and other seemingly harmless applications on a smartphone or computer risks his or her exposure to intrusive marketing and access to personal information.

The following suggestions may help keep children from being bombarded by unwanted advertising, from making unwanted purchases and from disclosing personal information and location:

- Talk to your child early and often about online behavior, safety, and security, and encourage your child to make good choices.
- Be selective about the online applications and websites that you let your child access. Try the app or website yourself to check for advertising messages and/or social networking and purchase options before allowing your child access. Pay particular attention to apps and websites that would allow your child to receive direct messages, video chats, file uploads and/or to interact with users anonymously. These types of features are frequently used by online child predators.
- Select safe activities that do not require access to the Internet or an application, such as looking at family pictures or listening to preselected music, screened and approved by you.
- Make certain that the ability to make online purchases is password protected.
- Set up family rules and consequences explaining that all purchases made via a smartphone or computer must have parent/guardian consent.
- Caution children about the use of social networking and other websites and/or apps that can pinpoint locations.
- Adjust privacy settings and use parental controls for online games, apps, and social media sites.
- Monitor computer and smartphone use whenever and wherever possible.

For more information on the Children's Online Privacy Protection Act and protecting your child online, please see the following links:

www.consumer.ftc.gov/articles/0031-protecting-your-childs-privacy-online#breakingrules
www.consumer.ftc.gov/features/feature-0002-parents
www.justice.gov/criminal/criminal-ceos/keeping-children-safe-online

Sincerely,

DRAFT

Students

Exhibit - Letter to Parents/Guardians Regarding the Right to Privacy in the School Setting Act

On District letterhead

Re: When may school officials require a student to share the content from his or her account or profile on a social networking website?

Dear Parents/Guardians:

State law requires the District to notify students and their parents/guardians of each of the following:

1. School officials may not request or require a student or his or her parents/guardians to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of *social networking websites and platforms* include Facebook, Instagram, ~~Twitter~~X, TikTok, and Snapchat.
2. School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school behavior rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Please contact the school if you have any questions.

Sincerely,

Building Principal

Students

Exhibit - Reporting and Exclusion Requirements for Common Communicable Diseases

The following chart contains requirements from rules adopted by the Ill. Dept. of Public Health (IDPH). They provide routine measures for the control of communicable diseases by establishing progressive initiatives for implementing disease-reporting and exclusions measures. School personnel must notify the local health authority if they have knowledge of a known or suspected case or carrier of communicable disease, and such reports must be kept confidential. 77 Ill.Admin.Code §690.200.

Diseases and Conditions, 77 Ill.Admin.Code §690.100

The following are declared to be contagious, infectious, or communicable and may be dangerous to the public health. The Section number associated with the listed diseases or conditions indicates the Section of the rules explaining the notifiable disease or condition. Diseases and conditions are listed alphabetically by class. Every class has a different timeframe for mandatory reporting to IDPH.

Standard precautions refers to infection prevention and control measures for healthcare settings that apply to all patients regardless of diagnosis or presumed infection status. 77 Ill.Admin.Code §690.10.

Contact precautions refers to infection control measures for healthcare settings designed to reduce the risk of transmission of infectious agents that can be spread through direct contact with the suspected or known case or indirect contact with potentially infectious items or surfaces. 77 Ill.Admin.Code §690.10.

Droplet precautions refers to infection prevention and control measures for healthcare settings designed to reduce the risk of transmission of infectious agents via large particle droplets that do not remain suspended in the air and are usually generated by coughing, sneezing, or talking. 77 Ill.Admin.Code §690.10.

Case refers to any living or deceased person having a recent illness due to a notifiable condition. 77 Ill.Admin.Code §690.10.

Class I(a) Diseases or Conditions

The following notifiable diseases or conditions shall be reported by telephone immediately (within three hours) upon initial clinical suspicion of the disease or condition to the local health authority, who shall then report to IDPH immediately (within three hours).

Disease or Condition	Precaution and Exclusion Rules
Any unusual case of a disease or condition not listed in IDPH regulations that is of urgent public health significance (including, but not limited to, cowpox, Reye’s syndrome, glanders, amoebic meningoencephalitis, orf, monkeypox, hemorrhagic fever viruses, infection from a laboratory-acquired recombinant organism, or any disease	Contacts shall be evaluated to determine the need for quarantine and/or for symptoms monitoring follow-up for a period of time following exposure. The local health authority shall implement appropriate control measures.

or condition non-indigenous to the United States), §690.295	
Anthrax, §690.320	A search shall be made for history of exposure to infected animals or animal products and traced to the place of origin. All anthrax cases shall be reviewed carefully for consideration of a bioterrorist event. No restrictions on contacts.
Botulism, Foodborne, §690.327	No restrictions.
Brucellosis (if suspected to be a bioterrorist event or part of an outbreak), §690.330	No restrictions.
Coronavirus, Novel, including Severe Acute Respiratory Syndrome (SARS), and Middle Eastern Respiratory Syndrome (MERS), §690.361	IDPH will make recommendations as information becomes known about the transmissibility of the novel coronavirus. IPDH will make recommendations for control of contacts based on transmissibility and severity of illness caused by the novel strain.
Diphtheria, §690.380	The case shall be isolated until two successive cultures from both throat and nose (and skin lesions in cutaneous diphtheria) are negative for diphtheria bacilli or when a virulence test proves the bacilli to be avirulent. The first culture shall be taken not less than 24 hours after completion of antibiotic therapy and the second culture shall be taken not less than 24 hours after the first. If culturing is unavailable or impractical, isolation may be ended after 14 days of effective appropriate antimicrobial therapy.
Influenza A, Novel or Variant Virus, §690.469	IDPH will make recommendations as information becomes known about the transmissibility of the novel or variant influenza virus. IDPH will make recommendations for control of contacts based on transmissibility and severity of the illness caused by the novel or variant influenza A strain. (See the f/ns of sample policy 4:180, <i>Pandemic Preparedness; Management; and Recovery</i> , for information and resources regarding influenza epidemics in schools; administrative procedure 4:180-AP1, <i>School Action Steps for Pandemic Influenza or Other Virus/Disease</i> ; and administrative procedure 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i> .)
Measles, suspect, probable or confirmed, §690.520	All cases, including suspect cases, with measles shall isolate themselves at home and shall be excluded from school, work, and childcare facilities for at least four days after appearance of the rash.

Plague, §690.570	Cases, their clothing, their living quarters and any pets shall be treated to eliminate fleas. Contacts to pneumonic plague and bubonic plague shall be monitored daily for seven days by the local health authority or other designated individual.
Poliomyelitis, §690.580	Cases or suspected cases with polio who are not in the hospital shall isolate themselves at home, and shall be excluded from school, work, or any child care facility until IDPH determines the person is no longer infectious and isolation is no longer needed.
Q-fever (if suspected to be a bioterrorist event or part of an outbreak), §690.595	The local health authority should investigate. No specific restrictions on contacts.
Smallpox, §690.650	Cases shall be admitted to a health care setting.
Tularemia (if suspected to be a bioterrorist event or part of an outbreak), §690.725	No specific restrictions.
Any suspected bioterrorist threat or event, §690.800	Cases and contacts shall be evaluated to determine need for isolation.

Class I(b) Diseases or Conditions

The following notifiable diseases or conditions shall be reported as soon as possible during normal business hours by telephone (some rules state that facsimile or electronic reporting are also acceptable, the Disease column indicates “F” for facsimile or “E” for electronic in those instances), but within 24 hours, i.e., within eight regularly scheduled business hours after identifying the case, to the local health authority, who shall then report to IDPH as soon as possible, but within 24 hours.

Disease	Precaution and Exclusion Rules
Acute Flaccid Myelitis (AFM), §690.290	No general restrictions.
Botulism (intestinal, wound and other), §690.327 (F or E)	No restrictions.
Brucellosis (not part of suspected bioterrorist event or part of an outbreak), §690.330	Standard precautions shall be followed. Contact precautions shall be followed when dressing does not adequately contain drainage. No restrictions on contacts.
Chickenpox (Varicella), §690.350 (F or E)	Children shall be excluded from school or child care facilities for a minimum of five days after the appearance of eruption (with day zero being the first day of rash appearance) or until vesicles become dry/crusted, whichever is longer.
Cholera, §690.360 (F)	Contacts should be asked about symptoms during the period of household exposure and for five days after last exposure.

Cronobacter, including <i>C. sakazakii</i> and <i>C. malonaticus</i> , infants younger than 12 months of age, §690.362	No specific restrictions.
Escherichia coli infections (E. coli O157:H7 and other Shiga toxin-producing E. coli), §690.400 (F)	Cases shall avoid public swimming pools while symptomatic and for two weeks after the date diarrhea has ceased. Specific precautions for food handlers must be followed.
Haemophilus influenzae, invasive disease, §690.441 (F)	No specific restrictions.
Hantavirus pulmonary syndrome, §690.442 (F)	No specific restrictions on contacts.
Hemolytic uremic syndrome, post-diarrheal, §690.444 (F)	See requirements for the applicable disease that preceded the HUS (when preceding cases are either E.Coli (Section §690.400) or Shigellosis (Section §690.640) standard precautions shall be followed and contact precautions shall be followed for diapered or incontinent persons or during institutional outbreaks until absence of diarrhea for 24 hours).
Hepatitis A, §690.450 (F or E)	See §690.450
Influenza, — (Laboratory Confirmed Deaths in persons younger than 18 years of age), §690.465	The death of a child younger than 18 years of age with laboratory confirmed influenza shall be reported.
Influenza, — (Laboratory Confirmed Testing via Electronic Laboratory Reporting (ELR) only and Intensive Care Unit Admissions), §690.468 (F or E)	No specific restrictions. IDPH will recommend control of contacts based on transmissibility and severity of the illness caused by the influenza strain.
Melioidosis due to <i>Burkholderia pseudomallei</i> , §690.530	No specific restrictions.
Mumps, §690.550 (F or E)	Suspect, probable, and confirmed cases as defined in Section 690.10 shall be excluded from school, child care facilities or the workplace until five days after onset of symptoms (parotitis). Susceptible close contacts to confirmed and probable cases shall be excluded from school, child care facilities or the workplace from days 12 through 25 after exposure.
Neisseria meningitidis, invasive disease and purpura fulminans, §690.555 (F or E)	No specific restrictions.
Any suspected or Confirmed Outbreak of a Disease of Known or Unknown Etiology that may be a Danger to the Public Health, Whether the Disease, Infection, Microorganism, or Condition is specified in the Rule (including but not limited to, foodborne, healthcare-	Make a report to local health authority within 24 hours for investigation. If outbreak has occurred, the local health authority makes a final report to IDPH. Cases are evaluated to determine need for isolation.

associated, zoonotic disease, and waterborne outbreaks), §690.565 (E)	
Pertussis (whooping cough), §690.750	Cases shall be excluded from school, child care facilities, or the workplace until five days of appropriate antibiotic therapy has been completed. All household contacts and community-based contacts determined by the local health authority to be at risk should receive at least five days of a course of appropriate antibiotics.
Q-fever (not suspected in bioterrorist attack or part of an outbreak), §690.595	Standard precautions shall be followed. No restrictions for contacts.
Rabies, human, §690.600 (F or E)	Cases of suspect human rabies should be admitted to a health care facility.
Rabies, potential human exposure and animal rabies, §690.601 (F or E) Definition of exposed person to be reported is lengthy and available in §690.601	The local health authority determines whether rabies post-exposure prophylaxis for the exposed person is needed.
Respiratory Syncytial Virus (RSV) Infection (Laboratory Confirmed Testing via ELR only, Pediatric Deaths, and Intensive Care Unit Admissions); §690.605 (F or E)	No specific restrictions.
Rubella, §690.620 (F or E)	Cases shall isolate themselves and be excluded from school, child care facilities or the workplace for seven days after rash onset. Susceptible contacts shall be excluded from school or the workplace from days seven through 23 following rash onset after last exposure.
SARS CoV2 Infection (COVID 19) (Laboratory Confirmed Testing via ELR Only, Pediatric Deaths, and Intensive Care Unit Admissions); §690.635	All cases shall isolate themselves at home per CDC recommendations or as directed by the local health authority.
Staphylococcus aureus infections with intermediate or high level resistance to Vancomycin, §690.661 (F)	No specific restrictions. IDPH will issue specific recommendations for the control of contacts on a case-by-case basis.
Streptococcal infections, Group A, invasive and sequelae to Group A streptococcal infections In Persons Admitted to the Hospital or Residing in a Residential Facility, including antibiotic susceptibility test results; §690.670 (F)	No specific restrictions.
Tularemia (not suspected to be bioterrorist event or part of an outbreak), §690.725	Standard precautions shall be followed. No restrictions on contacts.
Typhoid fever and Paratyphoid fever (including S. Typhi, S. Paratyphi A, S.	Cases with typhoid fever in non-sensitive occupations shall not return to their occupation until the following are completed: i) termination of the acute illness (absence of

Paratyphi B (tartrate negative), and S. Paratyphi C cases), §690.730 (F)	fever); and ii) receipt of education on transmission of the bacterium that causes typhoid fever from the local health authority.
Typhus, §690.740 (F or E)	Proper delousing for louse-borne typhus is required. The local health authority shall monitor all immediate contacts for clinical signs for two weeks.

Class II Diseases or Conditions

The following diseases shall be reported as soon as possible by mail, telephone, facsimile or electronically during normal business hours, but within ~~threeseven~~ days, to the local health authority which shall then report to the IDPH as soon as possible during normal business hours but within three additional days.

Arboviral Infections, §690.322	No general restrictions.
Campylobacteriosis, §690.335	No specific restrictions.
Cryptosporidiosis, §690.365	Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic and for 2 weeks after cessation of diarrhea.
Cyclosporiasis, §690.368	No specific restrictions for contacts.
Hepatitis B, §690.451	No specific restrictions. Contacts to cases or carriers of hepatitis B should be tested for susceptibility to hepatitis B virus.
Hepatitis C Acute Infection, Perinatal and Non-Acute Confirmed Infection, §690.452	No specific restrictions.
Histoplasmosis, §690.460	No specific restrictions.
<u>Influenza, (Laboratory Confirmed Deaths in persons younger than 18 years of age), §690.465</u>	<u>The death of a child younger than 18 years of age with laboratory-confirmed influenza shall be reported.</u>
<u>Influenza, (Laboratory Confirmed Testing via Electronic Laboratory Reporting (ELR) only and Intensive Care Unit Admissions), §690.468 (T, F or E)</u>	<u>No specific restrictions. IDPH will recommend control of contacts based on transmissibility and severity of the illness caused by the influenza strain.</u>
Legionellosis, §690.475	No specific restrictions.
Leptospirosis, §690.490	No specific restrictions.
Listeriosis, §690.495	No specific restrictions
Malaria, §690.510	No specific restrictions.
Multi-drug resistant organisms considered to be of epidemiologic importance due to either severity of	Patients in health care facilities, including, but not limited to, long-term acute care hospitals and skilled nursing facilities, should comply with the local health authority's

clinical disease, potential for transmission of genetic elements, or opportunities for effective control effects, §690.445	recommendations for control measures as supported by IDPH or CDC procedures and best practices for control of transmission.
Psittacosis due to chlamydia psittaci, §690.590	No specific restrictions.
<u>Respiratory Syncytial Virus (RSV) Infection (Laboratory Confirmed Testing via ELR only, Pediatric Deaths, and Intensive Care Unit Admissions), §690.605 (F or E)</u>	<u>No specific restrictions.</u>
Salmonellosis including Paratyphi V var. L(+) tartrate+ (other than S. typhi A., S Paratyphi B (tartrate negative), and S. Paratyphi C cases), §690.630	Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic and for two weeks after cessation of diarrhea.
<u>SARS-CoV2 Infection (COVID-19) (Laboratory Confirmed Testing via ELR Only, Pediatric Deaths, and Intensive Care Unit Admissions), §690.635</u>	<u>All cases shall isolate themselves at home per CDC recommendations or as directed by the local health authority.</u>
Shigellosis, §690.640	Cases shall avoid swimming in public recreational water venues (e.g., swimming pools, whirlpool spas, wading pools, water parks, interactive fountains, lakes) while symptomatic, and for two weeks after cessation of diarrhea.
<u>Streptococcal infections, Group A, invasive and sequelae to Group A streptococcal infections In Persons Admitted to the Hospital or Residing in a Residential Facility, including antibiotic susceptibility test results, §690.670 (F)</u>	<u>No specific restrictions.</u>
Toxic shock syndrome due to Staphylococcus aureus infection, §690.695	No specific restrictions.
Streptococcus pneumoniae, invasive disease in children younger than five years, §690.678	No specific restrictions.
Tetanus, §690.690	No specific restrictions. No restrictions on contacts.
Tickborne Disease, including African Tick Bite Virus, Anaplasmosis, Babesiosis, Bourbon Virus,	No specific restrictions.

Ehrlichiosis, Heartland Virus, Lyme disease, and spotted fever Rickettsiosis, §690.698	
Trichinosis, §690.710	No specific restrictions.
Tuberculosis, §696.170	Reporting requirement is limited to health care professionals (includes nurses and health coordinators or health care settings). Report electronically or by facsimile, followed up with a phone call to local TB authority, or if none, to IDPH. Exclude case if considered to be infectious according to IDPH's rules and regulations for the control of TB or as recommended by the local health authority.
Vibriosis (Other than Toxigenic Vibrio cholera O1 or O139), §690.745	No specific restrictions.

Reporting of Sexually Transmissible Infections, 77 Ill.Admin.Code 693.30

The following sexually transmitted infections are reportable by health care professionals only (which includes advanced practice nurses, licensed nurses (including school nurses), or other persons licensed or certified to provide health care services of any kind to the local health department, or if none exists, to IDPH. Reports are strictly confidential and must be made within seven days after the diagnosis or treatment.

Infection	Exclusion Rules
Acquired Immunodeficiency Syndrome (AIDS)	A person may only be isolated with that person's consent or upon order of a court in those cases where the public's health and welfare are significantly endangered and where all other reasonable means have been exhausted and no less restrictive alternative exists. 77 Ill.Admin.Code §693.60(b).
HIV Infection	See above.
Syphilis	See above.
Gonorrhea	See above.
Chlamydia	See above.
Chancroid	See above.

Exclusion Criteria for Non-Reportable Diseases and Illnesses

There are a number of diseases and illnesses that have either never been reportable or no longer need to be reported under IDPH rules. However, some of these conditions may still pose a health risk and require exclusion from school. IDPH has published a chart which includes diseases and illnesses that do not require reporting of individual cases (as well as more common diseases those that do need to be reported), but may still require exclusion from school. Please refer to 77 Ill.Admin.Code §690.110, and the following link for further guidance at: <https://dph.illinois.gov/content/dam/soi/en/web/idph/files/publications/commchartschool-032817.pdf>

Community Relations

Exhibit - Verification of School Visitation

To be completed by the parent/guardian and given to the Building Principal. Please print.

This document serves to verify that the named parent/guardian attended a school conference or classroom activity for his or her child held on the date and time indicated below.

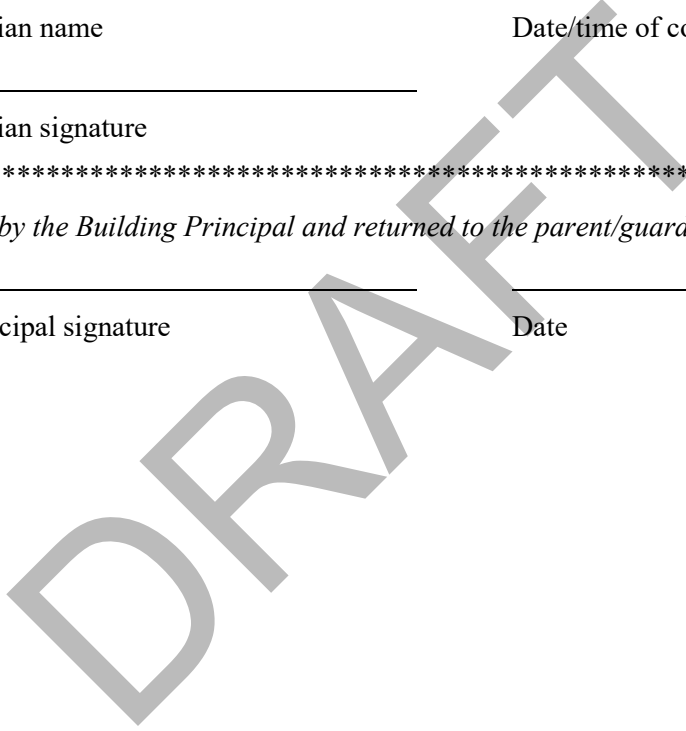
Student Conference/Classroom activity

Parent/Guardian name Date/time of conference/classroom activity

Parent/Guardian signature

To be signed by the Building Principal and returned to the parent/guardian.

Building Principal signature Date



OPERATIONAL SERVICES

4:60 Purchases and Contracts

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

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with applicable federal and Illinois law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. ~~All professional services contracts greater than \$10,000 shall be approved or authorized by the Board of Education.~~

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency. ~~Notwithstanding the above, the Superintendent shall not commit to any single, non-customary purchase or expenditure, excluding personnel, of greater than \$10,000 without prior Board approval.~~

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

1. Supplies, materials, or work involving an expenditure in excess of \$35,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, Facility Management and Building Programs.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1 et seq.](#)
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21](#)(b-5). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21](#)(b- 10).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, Resource Conservation.
8. Each contractor with the District is bound by each of the following:
 - a. In accordance with [105 ILCS 5/10-21.9](#)(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9](#)(c) and [5/21B-80](#)(c) to have

direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibit any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80](#)(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.

- b. In accordance with [105 ILCS 5/22-94](#): (1) prohibit any of its employees from having *direct contact with children or students* if the contractor has not performed a sexual misconduct related employment history review (EHR) of the employee or if the District objects to the employee's assignment based on the employee's involvement in an instance of sexual misconduct as provided in [105 ILCS 5/22-94\(j\)\(3\)](#), which the contractor is required to disclose; (2) discipline, 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; (3) maintain all records of EHRs and provide the District access to such records upon request; and (4) refrain from entering into any agreements prohibited by [105 ILCS 5/22-94\(g\)](#).
- c. In accordance with [105 ILCS 5/24-5](#): (1) concerning each new employee of a contractor that provides services to students or in schools, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease; and (2) require any new or existing employee who provides services to students or in schools to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Ill. Dept. of Public Health rules or order of a local health official.

- 9. Any pavement engineering project using a coal tar-based sealant product or high polycyclic aromatic hydrocarbon sealant product for pavement engineering-related use must comply with the Coal Tar Sealant Disclosure Act.
- 10. Design-build contracts must comply with [105 ILCS 5/15A-1 et seq.](#)
- 11. Any new contract for a district-administered assessment must comply with [105 ILCS 5/10-20.86](#).
- 12. Purchases made with federal or State awards must comply with [2 C.F.R. Part 200](#) and [30 ILCS 708/](#), as applicable, and any terms of the award.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided. Bids shall be sealed and shall be opened by the Associate Superintendent or designee in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder.; ~~however, consideration can be given to:~~

- ~~A. The quality of the item(s) to be supplied;~~
- ~~B. Conformity with specifications;~~
- ~~C. Suitability to the requirements of the District;~~
- ~~D. Delivery terms;~~
- ~~E. Past performance of the vendor.~~

The District reserves the right to reject any and all bids.

In order to promote efficiency and economy in the operation of the District, the Board requires that the Superintendent or designee periodically estimate requirements for standard items or classes of items

and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

~~Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.~~

~~Before the Associate Superintendent places a purchase order, he/she shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.~~

In the interest of economy, fairness, and efficiency, in its business dealings, the Board requires that:

- A. Items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. Opportunity be provided to as many responsible suppliers as possible to do business with the School District;
- C. A prompt and courteous reception, insofar as conditions permit, be given to all who call on legitimate business matters;
- D. When the requisitioner has recommended a supplier, the Associate Superintendent or designee may make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order;
- E. Upon placement of a purchase order, the Associate Superintendent or designee shall commit the expenditure against a specific line item to guard against the creation of liabilities in excess of the budget.

~~The Board may acquire equipment by lease, by installment payments, by entering into lease purchase agreements, or by lease with an option to purchase, in accordance with law.~~

The Superintendent or designee shall seek at least two (2) price quotations on purchases of more than \$10,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District.

LEGAL REF.:

[2 C.F.R. Part 200.](#)

[105 ILCS 5/10-20.19c](#), [5/10-20.21](#), [5/10-20.86](#), [5/10-21.9](#), [5/10-22.34c](#), [5/15A-1](#) *et seq.*, [5/19b-1](#) *et seq.*, [5/22-94](#), and [5/24-5](#).

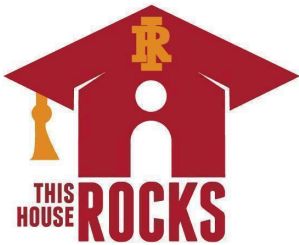
[30 ILCS 708/](#), Grant Accountability and Transparency Act. [410](#)

[ILCS 170/](#), Coal Tar Sealant Disclosure Act.

[820 ILCS 130/](#), Prevailing Wage Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting)

Adopted: February 11, 2025



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Dr. Sharon Williams
Cabinet Champion: Dr. Dominique Moore, Assistant Superintendent of HR
Date: October 21, 2025
Re: Human Resources Assistant/Benefits Coordinator

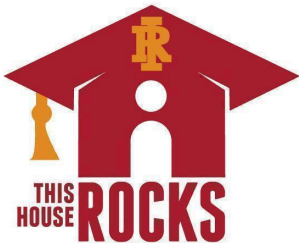
The selection process for the Human Resources Assistant/Benefits Coordinator yielded a pool of seventeen (17) candidates. Six (6) candidates were invited to the interview process, all accepted the invitation and were interviewed. The selection process included screening, an in-person panel interview. Three (3) candidates were invited to a second round interview, with two (2) candidates accepting. Ms. Sina King emerged as the candidate of choice and is being recommended for the Human Resources Assistant/Benefits Coordinator position.

Ms. King holds an Office Management Certification and brings over thirteen (13) years of experience as an administrative assistant. Before joining our team, Ms. King served as a Human Resources Assistant where she managed employee records and ensured compliance in Human Resources policies and regulations.

Ms. King's references describe her as organized, friendly, and honest. She was also described as being professional and empathetic with a high capacity to serve. It was also noted that Ms. King has good customer service skills and a strong work ethic.

It is recommended the Board of Education approve the appointment of Ms. Sina King to the position of Human Resources Assistant/Benefits Coordinator for the 2025 - 2026 school year at the salary of \$57,456, prorated to start date.

Investment Period: One year contract
Total Investment: \$57,456
Funding Source: District



Sharon Williams, Ed.D.
Superintendent of Schools

To: RIMSD 41 Board of Education
From: Sharon Williams, Ed.D.
Cabinet Champion: Dr. Dominique Moore, Assistant Superintendent of HR
Date: October 28, 2025
Re: Interim Dean, Rock Island High School

The selection process for the RIHS Dean position yielded a pool of sixteen (16) candidates. Ten (10) candidates were invited to the interview process for one (1) Junior High School vacancy and two (2) vacancies at RIHS. All accepted the invitation and were interviewed. The selection process included screening, a task presentation, an in-person panel interview, and a writing assessment. Three (3) candidates were invited to final interviews with the Superintendent. Dr. Yolanda Grandberry-Pugh emerged as the candidate of choice and is being recommended for one of the positions at Rock Island High School.

A native of Rock Island, Dr. Grandberry-Pugh has served in the Rock Island-Milan School District for almost 20 years. Prior to her service in the district, she taught in the Memphis City Schools in Memphis, TN. Dr. Grandberry-Pugh holds a Doctorate of Education in Educational Leadership, an Education Specialist degree in Educational Administration, and a Masters Degree in Leadership & Policy Studies.

Dr. Grandberry-Pugh has served as principal designee at one of the elementary schools in the district and is a participant in the newly formed Aspiring Leaders Academy. References noted that she has demonstrated leadership and excellent communication skills in all areas of her work. Dr. Grandberry-Pugh's references describe her as having the qualities of integrity, honesty, and purpose.

It is recommended the Board of Education approve the appointment of Dr. Yolanda Grandberry-Pugh to the position of Interim Dean at Rock Island High School for the 2025-26 school year at the salary of \$109,117, prorated to start date.

Investment Period: One year contract
Total Investment: \$109,117
Funding Source: District Funds