



**HUMAN RESOURCES AND POLICY COMMITTEES OF THE BOARD OF EDUCATION  
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204**

**Virtual Meeting  
100 South Brainard Avenue  
La Grange, Illinois 60525  
Thursday, May 13, 2021 - 7:00 AM**

**AGENDA**

Details to join the virtual meeting will be posted on the BOE/Meeting Dates page on the District's website.

**I. Policy Committee**

A. District Policy Updates: Policies 4:30 and 6:235 (Second Reading)

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**II. Human Resources Committee**

A. Administrative and Certified Employment Recommendations

B. Buildings and Grounds, Classified/Non-Contractual and ParaEducator Employment Recommendations

C. 2021 Summer Extended Contracts

D. Request for Additional Administrative Positions

E. Closed Session to discuss collective negotiating matters or confidential personnel items

BY ORDER OF  
JILL GRECH AND MICHAEL THOMAS, CHAIRPERSONS  
LYONS TOWNSHIP HIGH SCHOOL DISTRICT 204  
100 SOUTH BRAINARD AVENUE  
LA GRANGE, IL 60525

# LYONS TOWNSHIP HIGH SCHOOL



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**EDWARD M. PIOTROWSKI**  
Director of Human Resources

TO: Timothy B. Kilrea, Superintendent  
Board of Education

FROM: Edward M. Piotrowski, Director of Human Resources

DATE: May 17, 2021

RE: Updates to District Policy 4:30, Revenue and Investments, and  
Policy 6:235, Access to Electronic Networks (2<sup>nd</sup> Reading)

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The District maintains its policies through the PRESS service provided by the Illinois Association of School Boards (IASB). The following policies are being presented for your review.

## **Policy 4:30, Revenue and Investments**

This policy is updated in response to the Public Funds Investment Act and the implementation of the Illinois Sustainability Investing Act. Because the District's investments are handled through the Lyons Township School Treasurer's Office ("TTO"), this language update does not currently apply to District personnel. We are, however, recommending inclusion of this new language as it is legislative in nature. At such time when the District leaves the TTO, we recommend a review and update of this policy as necessary.

## **Policy 6:235, Access to Electronic Networks**

With the District's move to 1:1 technology beginning with the 2021-2022 school year, Policy 6:235 has been reviewed by legal counsel and marked revisions are shown on the attached copy. In addition to these policy changes, legal counsel also recommends updating the Acceptable Use of Technology Agreement (AUTA), the Student and Parent AUTA authorization form, and the staff AUTA authorization form. We will work with the Technology Department and appropriate personnel to ensure the agreement and authorizations are timely provided pursuant to this policy.

## **RECOMMENDATION**

We recommend the District policies listed above and attached to this memorandum be adopted as presented.

## Document Status: Draft Update

### OPERATIONAL SERVICES

#### 4:30 Revenue and Investments

##### Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

##### Investments

The Director of Business Services shall serve as the District's Chief Investment Officer. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

##### Purpose/Scope

The purpose of this Investment Policy is to establish a clear understanding between the Lyons Township School Treasurer's office and institutions regarding investment objectives, goals and guidelines for the Lyons Township School Treasurer, to comply with Section 2.5 of the Public Funds Investment Act, 20 ILCS 235/2.5, and to obtain a maximized return within the confines of low risk tolerance. In this context funds should be managed in a prudent manner as it relates to such issues as rates of return, investment vehicles and diversification among individual investments.

##### Pooling of Funds

Except for cash in certain restricted and special funds, the Lyons Township School Treasurer will consolidate balances from all funds to maximize investment earnings. Investment income will be allocated to the various funds based on their respective participation and in accordance with generally accepted accounting principles.

##### Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

##### Authorized Investments

The Chief Investment Officer may invest District funds in any investment as authorized in [30 ILCS 235/2](#), and Acts amended thereto.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

The Chief Investment Officer and Superintendent shall regularly consider material, relevant, and decision-useful sustainability factors in evaluating investment decisions, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: (1) corporate governance and leadership factors, (2) environmental factors, (3) social capital factors, (4) human capital factors, and (5) business model and innovation factors, as provided under the Ill. Sustainable Investing Act, 30 ILCS 238/. [PRESSPlus1](#)

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

#### Activity Funds

The Director of Business Services is authorized to invest the District's activity funds.

#### Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, [30 ILCS 235/](#). The Superintendent or designee shall keep the Board informed of collateral agreements.

#### Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3 Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

#### Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

#### Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

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1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,

2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, III. Sustainable Investing Act.

105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED: January 21, 2014

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Public Funds Investment Act, 30 ILCS 235/, amended by P.A. 101-473, eff. 1-1-20. See the III. Sustainable Investing Act (SIA) (30 ILCS 238/, added by P.A. 101-473, eff. 1-1-20) for examples of these five *sustainability factors*. Under the SIA, school districts, must “prudently integrate sustainability factors into its investment decisions-making, investment analysis, portfolio construction, due diligence, and investment ownership in order to maximize anticipated financial returns, minimize projected risk, and more effectively execute its fiduciary duty.” **Issue 102, October 2019**

## INSTRUCTION

### **6:235 Access to Electronic Networks**

The District's electronic ~~resources network (the "District Network")~~, including the Internet when used through such network, and District Technology are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. The District's electronic resources Network and District Technology are part of the curriculum and are not public forums for general use. The Superintendent or his/her designee shall develop an implementation plan for this policy, appoint system administrator(s), develop an administrative procedure defining relevant terms used and expectations set forth in this policy, and develop an *Authorization for Electronic Network Access* form.

~~The District Network and District Technology are part of the curriculum and are not public forums for general use. The District is not responsible for any information that may be lost or damaged, or become unavailable when using the District Network or District Technology, or for any information that is retrieved or transmitted via the Internet through the District Network or District Technology. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from user access to the Internet through the District Network or District Technology.~~

#### Definitions

The term "electronic resources" includes, but is not limited to, the District's electronic networks and information systems, such as the Internet, Wi-Fi, electronic data networks, and infrastructure for oral, visual, and written electronic communication, including electronic mail, text messaging, instant messaging, and chat programs. "Electronic Resources" also include technology owned or licensed by the District and provided by the District for use by its employees or students, including, if offered, technology issued to students and/or employees (i.e., a "one-to-one" program), and District and District-authorized webpages and social media or websites. If a user accesses the District's electronic resources, including Internet service or Wi-Fi, with a personal technology device, that use is also considered use of "electronic resources" that is covered by this AUP and the District's Acceptable Use of Technology Agreement (AUTA).

The term "technology" includes desktop computers, laptop computers, tablet computers, cell phones and smart phones, text messaging services, instant messaging services, and other technology, as well as any webpages or social media profiles, such as Internet forums, weblogs (or "blogs"), video logs (or "vlogs"), wikis, social networks and social media pages (such as Facebook, Twitter, and MySpace), podcasts, photograph and video sharing programs (such as YouTube and Instagram), rating websites, music-sharing websites, and crowdsourcing.

The term "user" includes any person who uses the District's electronic resources, with or without District authorization, and may include students, parents, employees, contractors, and volunteers of the District.

## Curriculum and Appropriate Online Behavior

The use of the District's electronic resources and networks shall: (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. As required by federal law and Board policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

## Acceptable Use

~~The District's Acceptable Use of Technology Agreement (AUTA) contains the appropriate uses, ethics, and protocols. Access to the District's electronic resources is intended for educational purposes, conducting District business, and/or extracurricular activities. Use of the District Network and District Technology is a privilege, not a right. The District Network and District Technology are to be used to support education and/or research or for other school-related purposes, unless specific written approval is obtained prior to use for other purposes. Employees may use District electronic resources for incidental personal use during non-work times as long as the use complies with the other parameters of this AUP and any implementing procedures and does not interfere with the employee's job duties or the provision of education and services by the District. Students may only use the District's electronic resources for incidental personal use during non-instructional times if the student is authorized to use the particular electronic resource at the time used, the use complies with the other parameters of this AUP and any implementing procedures, and the use does not violate any other District policy or state or federal law, including Board Policy 7:190 Student Discipline. The Superintendent may permit use of the District Network and District Technology for incidental personal use, such as checking personal e-mail correspondence, in related administrative procedures, but only to the extent that such use does not occur during instructional or working times, does not interfere with instruction or District operations, and does not violate any District policies or procedures.~~

~~All users of the District Network, including those who access the Internet through the Network and/or District Technology, shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the District Network or accessed through District Technology.~~

The District may issue technology to users, including students and employees, for educational or extra-curricular purposes and/or District business, including through a one-to-one program. Use of District-issued technology is governed by this AUP and the District's AUTA, including the Acceptable and Unacceptable Use provisions of this AUP and the AUTA, regardless of when, where, or for what purpose the use occurs. The user is responsible for reasonable care of District-issued technology at all times during which the technology is issued to the user, regardless of whether the technology is on school property or at related events or activities. This includes the requirement that the user not allow others to use the technology without authorization from an administrator. The procedures implemented by the Superintendent or designee for this AUP, including the AUTA, may contain further guidelines regarding responsible use, as may handbooks and other guidelines issued at the District or school level.

### Internet Safety

~~No technology is guaranteed to be error free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:~~

- ~~1. Information that may be lost, damaged, or unavailable due to technical, or other, difficulties;~~
- ~~2. The accuracy or suitability of any information that is retrieved through District Technology;~~
- ~~3. Breaches of confidentiality; or~~
- ~~4. Defamatory material.~~

Technology protection measures shall be used on each District computer with Internet access. They shall include a filtering device ~~blocks user access that protects against Internet access by both adults and minors~~ to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Superintendent or his/her designee. The Superintendent or his/her designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior written permission from the Superintendent or his/her designee for such use.

The Superintendent or his/her designee shall include measures in this policy's implementation plan to address the following:

1. Supervision of student access to online electronic networks;
2. Restriction of student access to inappropriate matter and/or harmful materials;
3. Provision of student and staff education and training regarding privacy, safety, and security when using electronic communications and social networking websites and prevention and response to cyberbullying;
4. Restriction of unauthorized access, including "hacking" and other unlawful activities; and
5. Restriction of unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

The District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such materials.

### **Confidentiality of Private Information**

Users of the District's electronic resources must comply with all policies and procedures that govern confidentiality of private information, including policies governing school student records and personnel records or information, when using the District's electronic resources.

### **Maintenance of Records**

Certain laws require the District to maintain business records, including public records, school student records, and personnel records, for certain periods of time. Users of the District's electronic resources are responsible for maintaining records as required by District policy, District procedures, and/or relevant laws. This may include maintaining school student records and local records as required by state and federal law.

### **Disclaimer, Limitation of Liability, and Indemnification**

The District does not guarantee the quality of the services provided through its electronic resources. The District makes no guarantees about the accuracy of information accessed through its electronic resources. The District is not responsible for: (i) any loss or damages resulting from the unavailability or failure of its electronic resources; (ii) any information that is rendered unavailable because of its electronic resources or lack thereof; or (iii) any inaccurate information accessed through its electronic resources.

All users assume full responsibility for any costs, liabilities, or damages arising from their use of the District's electronic resources, and must reimburse the District for any loss, including reasonable attorney's fees, incurred as a result of their use to the extent allowed by law. The District is not liable for the actions of users of its electronic resources.

### **No Expectation of Privacy**

Users of the District's electronic resources have no expectation of privacy with respect to use of the District's electronic resources, including access of the District's Internet or Wi-Fi using personal technology, or with respect to any material created, transmitted, accessed, or stored via District electronic resources. This includes material created, transmitted, accessed, or stored for personal use, including incidental personal use, on or through the District's electronic resources. The District reserves the right to monitor users' activities on District electronic resources at any time for any reason without prior notification; to access, review, copy, store, and/or delete any electronic information accessed or stored therein; and to disclose such information to others as it deems necessary and/or as required by law. Users should be aware that information may remain on the District's electronic resources even after it has been deleted by the user. This section of this policy may only be altered through amendment of this policy, and may not be altered or diminished by the verbal or written assurances of any employee or representative of the District.

## Administrative Procedures and Authorization for Electronic Network Access

The District's administrative procedures and AUTA regarding use of electronic networks shall contain the appropriate uses, ethics, and protocol for use of the District Network and District Technology. The failure of any student or staff member to follow the terms of this policy and the related administrative procedures may result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Each student and his or her parent(s)/guardian(s) must sign the AUTA and related *Authorization* before the student is granted unsupervised use of the District Network or District Technology. All other users, including staff members and parents/community members, must sign the *Authorization* as a condition for using or accessing the District's electronic resources or technology~~District's Network and/or District Technology~~. Even if no *Authorization* is signed, users have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic resources~~Network or District Technology~~. Users also agree by use that the District may monitor and/or read electronic communications and downloaded material, including files deleted from a user's account but not erased from the District's network.

### LEGAL REF.:

No Child Left Behind Act, [20 U.S.C. §6777](#).

Children's Internet Protection Act, [47 U.S.C. §254](#)(h) and (l).

Enhancing Education Through Technology Act, [20 U.S.C §6751](#)*et seq.*

[47 C.F.R. Part 54](#), Subpart F, Universal Service Support for Schools and Libraries.

[720 ILCS 5/26.5](#).

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:210 (Instructional Materials), 6:230 (Library Media Program), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:310 (Restrictions on Publications)

ADOPTED: January 21, 2014

**Lyons Township High School District 204**