

Regular Meeting of the Board of Education

Wednesday, March 9, 2022 6:30 PM

District Office, 12809 S. McVickers Avenue, Palos Heights, IL 60463

1. Call to Order

1.A. Pledge to the Flag

1.B. Roll Call

2. Superintendent's Report

2.A. Grade 8 Entrepreneur Projects

2.B. Community Recognition

3. Approval of the Consent Agenda Items

3.A. Minutes of the Regular Meeting of January 26, 2022

3.B. Approval of Bills & Payroll

3.C. Review of Schools' Activity Accounts

3.D. Policy

3.E. Final 2022-2023 School Calendar

4. Old Business

4.A. Facility Updates

4.B. Bid Approval for Masonry (Action Item)

4.C. Bid Approval for Sitework (Action Item)

4.D. COVID Mitigation Update

5. New Business

5.A. Intergovernmental Agreement Palos Heights Parks and Recreation Summer Camp 2022 (Action Item)

5.B. Resolution to Abate the Working Cash Fund of the District (Action Item)

5.C. Reduction in Force (Action Item)

6. Audience Participation

We are at the audience participation portion of the meeting. If you are coming up to speak, please identify yourself by name and connection to the district and we ask that comments remain brief to accommodate everyone wishing to speak. Policy provides up to 3 minutes per speaker. If multiple speakers are addressing the same topic, policy provides for a maximum of 15 minutes per topic to allow for others topics to be addressed

in the 30 minute time period designated for comments.

7. Information Items

7.A. YTD Financial Summary

7.B. Extended Leave

7.C. Resignation

7.D. Retirement

7.E. Freedom of Information Act Request

8. Closed Session

Discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee; collective negotiating matters or deliberations concerning salary schedules for classes of employees; discussion of possible litigation; and student disciplinary issues. The placement of individual students in special education programs and other matters relating to individual students.

9. Return to Open Session

10. Adjournment

Palos Heights School District 128
Minutes of Board of Education Meeting
January 26, 2022

The regular meeting of the Board of Education of Palos Heights School District 128 was held on Wednesday, January 26, 2022, at the Dr. Edward T. Rancic Administrative Center, 12809 S. McVicker Ave., Palos Heights, Illinois.

Mr. Grady called the meeting to order at 6:30pm and led the Pledge to the Flag.

Roll Call:

Present: Dr. Powell Mrs. Restivo, Dr. Facko, Mr. Grady, & Mrs. Lyons

Absent: Mrs. Lachowicz & Mrs. Rubio

Dr. Brownlow was also in attendance.

Mrs. Lachowicz arrived at 6:38pm

Visitors

Jason Smit, Kaitlin Curran, Kevin Kirk, Kim Anoman, Mary Lynn Duffy, Nikki Bridges, Chris Kamberos, Cassidy Smith, Grace Woolwine, Eric Woolwine, Bella Bettio, Callie Riley, Heather Meskimen & Family, Gayle Greenwald, Clare Pizer & Family, Chris Petitgout, Joe Young, Ashley Prohaska, & Adelia Brienzo

Superintendent's Report

To begin Dr. Brownlow's Superintendent's Report, seventh graders from Ms. Meskimen's social studies classes presented digital self identity portraits, a project that was in response to the book they read, *The Barren Grounds*, by David Robertson. Students shared aspects of their identities that are reflected inside and out.

Dr. Brownlow then discussed the Certified Staffing Recommendations for the 2022-2023 School Year. She also stated that the current plan is to return to typical class sizes.

Dr. Brownlow's Superintendent's Report concluded with a Strategic Planning Update presented by Jason Smit. The first Strategic Plan Design Team meeting was held on January 19, 2022. There were 26 participants. The team explored the concept of student competencies in developing the Plan. The intent of plan development is to have a living document that supports systems alignment for all major decisions that are made at the district level.

Approval of Consent Agenda Items

It was moved by Mr. Grady to approve the consent agenda items as follows: the Minutes of the Regular Meeting of December 8, 2021; the Bills and Payroll; the Schools' Activity Accounts; the Employment of Personnel (*Claudia DeMent, Paraprofessional IJHS; Lucas Bauer (LTS) - Elementary Music*); and the Policy Updates. The motion was seconded by Dr. Facko.

Roll Call:

Ayes: Mrs. Lachowicz, Mrs. Lyons, Mr. Grady, Dr. Facko, Ms. Restivo, & Dr. Powell
Motion carried.

Old Business

A general contracting bid was approved for renovating the Chippewa Library Resource Center into a 21st century learning space. In addition to the work at Chippewa, the district is also planning to create a more secure entrance at Indian Hill Early Learning Center, and address mechanical work at Navajo and Independence. The bid also includes the addition of a storage shed at the back of Navajo for housing custodial equipment that is currently stored indoors or has to be transported from other schools when needed.

Also included in Old Business was the Action Item of a "Resolution providing for the issue of not to exceed \$5,000,000 General Obligation Limited Tax School Bonds for the purpose of increasing the Working Cash Fund of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof." Mr. Grady made a motion to approve the Resolution as presented. The motion was seconded by Dr. Facko.

Roll Call:

Ayes: Dr. Facko, Mrs. Restivo, Mrs. Lachowicz, Dr. Powell, Mrs. Lyons, & Mr. Grady
Motion carried.

New Business

The School Calendar was discussed as an Action Item for approval. It was presented that all start dates, end dates and non-attendance dates be approved and not change. The Board also discussed the naming of Columbus Day being written as Columbus Day/Indigenous Peoples' Day on the 2022-2023 School Calendar. Mrs. Lachowicz made a motion to approve the 2022-2023 School Calendar as presented. The motion was seconded by Mrs. Lyons, and approved by unanimous consent.

Preschool and Kindergarten registration plans were presented as an Action Item to open on February 7, 2022 for families new to the district. Registration fees were proposed to remain the same. It was also proposed that registration for returning students in Grades 1-8 open on April 4, 2022. Mr. Grady made a motion to approve the plans for registration and fees as presented. The motion was seconded by Dr. Facko, and approved by unanimous consent.

The addition of a Curriculum Instructional Specialist position to create student and staff teaching and learning support in the areas of English Language Arts and Social Studies was presented as an Action Item. This will be a teacher contracted position. Mrs. Lyons made a motion to approve the addition of a Curriculum Instructional Specialist position as presented. The motion was seconded by Mrs. Restivo, and approved by unanimous consent.

The FY23 Tentative Budget Authorization Resolution was presented as an Action Item. Mr. Grady made a motion to approve the FY23 Tentative Budget Authorization Resolution as presented. The motion to approve was seconded by Dr. Facko.

Roll Call:

Ayes: Dr. Powell, Mrs. Restivo, Dr. Facko, Mr. Grady, Mrs. Lyons, & Mrs. Lachowicz
Motion carried.

As an item of new business, Dr. Brownlow stated that the Parks and Recreation Summer Day Camp will be held at Independence Jr. High School.

The Policy Updates, First Read was included on the Agenda as an Item of New Business.

The advanced approval of estimated bills & payroll for February 2022 and estimated educational expenditures not to exceed \$300,000 was presented as an Action Item. Mr. Grady made a motion to approve the estimated bills & payroll for February 2022 and estimated educational expenditures not to exceed \$300,000 as presented. The motion to approve was seconded by Dr. Facko.

Roll Call:

Ayes: Mrs. Lachowicz, Mrs. Lyons, Mr. Grady, Dr. Facko, Dr. Facko, Mrs. Restivo,
& Dr. Powell
Motion carried.

As the final item of New Business, Dr. Brownlow provided a COVID-29 Mitigation Litigation Update.

Audience Participation

None

Information Items

The following were included in the Board Packet as Information Items:

- A. YTD Financial Summary Report
- B. Retirement - *Linda Anicich*
- C. Resignations - *Allison Miller, Music; Christine O'Grady, Social Worker*
- D. Staff FMLA - *Evan Katsenis, 7th Grade Science*
- E. Freedom of Information Act Request:

Received via email from Zoe Yalcin of SmartProcure on December 22, 2021

SmartProcure is submitting a commercial FOIA request to the Palos Heights School District #128 for any and all purchasing records from 09/15/2021 (mm/dd/yyyy) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address

Complied via email December 28, 2021

- F. Freedom of Information Act Request:

Received via email from Karen Garcia of SmartProcure on January 12, 2022

SmartProcure is submitting a commercial FOIA request to the Palos Heights School District #128 for all current employee/staff contact information. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. First Name
2. Last Name
3. Position Title
4. Department
5. Direct Phone Number (if does not exist, list main phone number with extension)
6. Business Cell Phone (if provided by Palos Heights School District #128)
7. Email Address
8. Office Address (Address, City, State, Zip)

Complied via Digital Upload January 18, 2022

G. Freedom of Information Act Request:

Received from Nathan Mihelich of the Illinois Retired Teachers Association on January 18, 2022

RECORDS REQUESTED: Please provide the name and email address of any certified staff (teachers, administrators, nurses, counselors, etc.) who are retiring this year.

Please provide the requested records electronically. Please email to freedom@irtaonline.org.

If your district has NO RETIREES this year, simply reply to this email with the word NONE and please include your name, district name and number of your district and I will consider the request fulfilled.

This is a request by the Illinois Retired Teachers Association, a 501c4 not-for-profit Illinois organization.

Complied via email January 19, 2022

Closed Session

It was moved by Mr. Grady and seconded by Mrs. Lyons that the Board enters into Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee; collective negotiating matters or deliberations concerning salary schedules for classes of employees; discussion of possible litigation; and student disciplinary issues. The placement of individual students in special education programs and other matters relating to individual students.

Roll call:

Present: Mr. Grady, Mrs. Lyons, Mrs. Restivo, Dr. Powell, Dr. Facko, & Mrs. Lachowicz
Dr. Brownlow was also in attendance.

The Board of Education entered into Closed Session at 8:15pm.

The Board reconvened into Open Session at 8:50pm.

Adjournment

With no further business to discuss, Mr. Grady made a motion to adjourn at 8:51pm, seconded by Mrs. Lyons, and approved by unanimous consent. Meeting Adjourned.

President

Secretary

PALOS HEIGHTS SCHOOL DISTRICT 128

FEBRUARY 2022

GROSS PAYROLL

JANUARY 1 THROUGH JANUARY 31, 2022 532,867.92

TRS 39,061.04

BOARD TRS SURCHARGE 2,440.58

THIS 6,606.29

IMRF, FICA, MEDICARE 28,540.73

TOTAL JANUARY PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE 609,516.56

EDUCATION FUND 10 92,861.84

BUILDING FUND 20 27,210.53

TRANSPORTATION 40 46,906.96

CAPITAL PROJECTS 60 0.00

SPECIAL CHECKS -JANUARY 14,371.38

TOTAL FEBRUARY 2022 BILLS PAYABLE 181,350.71

TOTAL FEBRUARY 2022 BILLS PAYABLE GROSS AND
JANUARY 2022 PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE 790,867.27


PRESIDENT

SECRETARY

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1146

Voucher Date: 02/08/2022

Prepared By: 

Printed: 02/08/2022 12:44:08 PM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$166,979.33 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$92,861.84
20	OPERATIONS AND MAINTENANCE	\$27,210.53
40	TRANSPORTATION	\$46,906.96
		<hr/> <hr/>
		\$166,979.33

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1146

02/08/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
ACACIA ACADEMY		10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$3,575.29
			Vendor Total:	\$3,575.29
ACCURATE BIOMETRICS		10.5.2310.314.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -PROFESS SERVS/CONSULTANTS	\$100.00
			Vendor Total:	\$100.00
ALPHA BUILDING MAINTENANCE SERV. INC.		10.5.1100.411.0000.00.10.00 Check #: 0	REG K-12 SUPPLIES COVID-19	\$16,443.00
			Vendor Total:	\$16,443.00
ALPHA SCHOOL BUS	2011	40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$41,867.60
			Vendor Total:	\$41,867.60
AMAZON CAPITAL SERVICES		10.5.1100.411.0000.00.00.00 Check #: 0	K-12 - SUPPLIES	\$504.16
		10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$787.75
		10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$39.75
		10.5.1205.411.0000.00.00.00 Check #: 0	SPEC ED K-12- SUPPLIES	\$444.00
		10.5.2310.411.0000.00.00.00 Check #: 0	BOARD OF EDUCATION - SUPPLIES	\$139.02
		10.5.2320.411.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN - SUPPLIES	\$185.49
		10.5.2410.411.0000.03.00.00 Check #: 0	OFFICE OF PRINCIPAL - SUPPLIES - NAVAJO HEIGHTS	\$157.05

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1146

02/08/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
B ALLEN GRAPHICS	23182			Vendor Total: \$2,257.22
		10.5.2310.341.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -POSTAGE	\$500.20
		10.5.2310.351.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -PRINT PUBLICATIONS	\$800.00
C & C DAIRY	18217			Vendor Total: \$1,300.20
		10.5.2560.410.0000.00.00.00 Check #: 0	FOOD SERVICES- MILK SUPPLIES	\$2,305.04
CANDOR HEALTH EDUCATION				Vendor Total: \$2,305.04
		10.5.2210.314.0000.00.00.00 Check #: 0	IMPROV OF INSTRUCT PROF SERV	\$1,365.00
CHALET FLORIST				Vendor Total: \$1,365.00
		10.5.2310.411.0000.00.00.00 Check #: 0	BOARD OF EDUCATION - SUPPLIES	\$75.95
CITY OF PALOS HEIGHTS	23899			Vendor Total: \$75.95
		20.5.2540.370.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-WATER/SEWER SERVICE	\$776.64
COUNTRY HOUSE RESTAURANT	11753			Vendor Total: \$776.64
		10.5.2560.315.0000.00.00.00 Check #: 0	FOOD SERVICES CONTRACTED SERVICES	\$900.00
		10.5.2560.490.0000.00.00.00 Check #: 0	FREE AND REDUCED LUNCHES	\$7,966.50
CUSTOM EDUCATION SOLUTIONS				Vendor Total: \$8,866.50

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1146

02/08/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1100.410.4998.00.03.00 Check #: 0	K-12 CURR ADOPTIONS ESSER III	\$2,116.81
			Vendor Total:	\$2,116.81
DELUXE PLUMBING, INC.		20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$695.00
			Vendor Total:	\$695.00
ELIM CHRISTIAN SERVICES	4659	10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$16,414.00
		40.5.2550.333.0000.00.00.00 Check #: 0	SPECIAL EDUCATION TRANSPORTATION	\$1,600.00
			Vendor Total:	\$18,014.00
IL MTSS NETWORK		10.5.2210.314.4400.05.00.00 Check #: 0	INSTR PROF DEV TITLE IV	\$400.00
			Vendor Total:	\$400.00
ILLINOIS SCHOOL BUS	242	40.5.2550.334.0000.02.00.00 Check #: 0	Athletic & Academic Conf. Buses	\$639.36
			Vendor Total:	\$639.36
KATIE BARTGEN		10.5.3700.300.4620.05.00.00 Check #: 0	CONTR SPEECH SERV PAROCH IDEA	\$1,725.00
			Vendor Total:	\$1,725.00
KRIHA BOUCEK LLC		10.5.2310.317.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -LEGAL SERVICES	\$2,022.50
			Vendor Total:	\$2,022.50
LEAF		10.5.2660.360.0000.00.00.00 Check #: 0	DATA PROCESSING CAPITAL LEASE	\$2,367.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1146

02/08/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
MENARDS INC	1008	20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$253.84
			Vendor Total:	\$2,367.00
MIDWEST PAPER RETRIEVER		20.5.2540.321.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-SANITATION SERVICES	\$95.00
			Vendor Total:	\$253.84
MILESTONE THERAPY, LLC.		10.5.2130.314.0000.00.00.00 Check #: 0	HEALTH SERVICES PHYSICAL THERAPY	\$3,557.25
			Vendor Total:	\$95.00
MOBILE MODULAR PORTABLE STORAGE		10.5.1100.411.0000.00.10.00 Check #: 0	REG K-12 SUPPLIES COVID-19	\$211.52
			Vendor Total:	\$3,557.25
NEXTERA ENERGY		20.5.2540.466.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-ELECTRICITY	\$11,168.25
			Vendor Total:	\$211.52
NICOR GAS		20.5.2540.465.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-NATURAL GAS	\$1,578.50
			Vendor Total:	\$11,168.25
NUTOYS LEISURE PRODUCTS		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$71.00
			Vendor Total:	\$1,578.50
OAK BROOK MECHANICAL, INC.				\$71.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1146

02/08/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$420.00
			Vendor Total:	\$420.00
ORIENTAL TRADING COMPANY INC	3309	10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$96.41
		10.5.1100.411.0000.04.00.00 Check #: 0	K-12 - SUPPLIES - INDIAN HILL	\$122.93
		10.5.2410.411.0000.03.00.00 Check #: 0	OFFICE OF PRINCIPAL - SUPPLIES - NAVAJO HEIGHTS	\$95.93
			Vendor Total:	\$315.27
PALOS ACE HARDWARE	17607	20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$33.26
			Vendor Total:	\$33.26
PAULA STEPANIUK		10.5.2210.332.0000.02.00.00 Check #: 0	INSTR-TRAVEL/CONF INDEPENDENCE	\$103.04
			Vendor Total:	\$103.04
PEERLESS NETWORK		20.5.2540.340.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-COMM/AT&T	\$1,511.36
			Vendor Total:	\$1,511.36
PROSHRED		20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$53.00
			Vendor Total:	\$53.00
PUBLIC CONSULTING GROUP	22516	10.5.1800.300.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS - TRANSLATIONS	\$336.00
			Vendor Total:	\$336.00
REALLY GOOD STUFF	24407			

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1146

02/08/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$473.71
			Vendor Total:	\$473.71
REHABMART, LLC		10.5.1205.411.0000.00.00.00 Check #: 0	SPEC ED K-12- SUPPLIES	\$118.55
			Vendor Total:	\$118.55
REPUBLIC SERVICES		20.5.2540.321.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-SANITATION SERVICES	\$698.63
			Vendor Total:	\$698.63
SCHOOLWIDE, INC.		10.5.1100.411.0000.03.00.00 Check #: 0	K-12 -SUPPLIES - NAVAJO HEIGHTS	\$207.96
			Vendor Total:	\$207.96
SERTOMA SPEECH & HEARING CENTER	5222	10.5.2150.310.4620.05.00.00 Check #: 0	AUDIOLOGY SERVICES IDEA GRANT	\$534.00
			Vendor Total:	\$534.00
SMITHEREEN EXTERMINATING COMPANY	4755	20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$170.00
			Vendor Total:	\$170.00
SOUTHWEST COOK COUNTY COOP SP ED ASSN	1908	10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$1,292.40
			Vendor Total:	\$1,292.40
STABRAWA, LORETTA	4310	10.5.3700.310.4620.05.00.00 Check #: 0	CONTR LBSI SERV PAROCH LS IDEA	\$1,740.00
			Vendor Total:	\$1,740.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1146

02/08/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
STAPLES ADVANTAGE_12999	12999	10.5.1100.411.0000.00.00.00 Check #: 0	K-12 - SUPPLIES	\$555.47
		10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$82.06
			Vendor Total:	\$637.53
SUNBELT STAFFING		10.5.2110.300.0000.00.00.00 Check #: 0	SOCIAL WORKER CONTRACTED SERVICES	\$5,827.25
			Vendor Total:	\$5,827.25
SYMMETRY ENERGY SOLUTIONS		20.5.2540.465.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-NATURAL GAS	\$3,928.00
			Vendor Total:	\$3,928.00
TWAN ENTERPRISES, LLC		20.5.2540.319.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-OTHER PROF/TECH SERVICES	\$3,790.50
			Vendor Total:	\$3,790.50
U.S. POSTAL SERVICE		10.5.2310.341.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -POSTAGE	\$750.00
			Vendor Total:	\$750.00
UNIQUE PRODUCTS		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$1,967.55
			Vendor Total:	\$1,967.55
UNIVERSAL TAXI DISPATCH		40.5.2550.331.0000.00.00.00 Check #: 0	PUPIL TRANSPORTATION-PUPIL TRANSPORTATION	\$2,800.00
			Vendor Total:	\$2,800.00
UNIVERSITY OF ILLINOIS AT CHICAGO				

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1146

02/08/2022

Fiscal Year: 2021-2022


Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2210.310.4300.05.00.00 Check #: 0	PROF DEV MATH K-5 TITLE I	\$14,710.00
			Vendor Total:	\$14,710.00
WESTERN PSYCHOLOGICAL SERVICES_26922	26922	10.5.2150.411.0000.00.00.00 Check #: 0	SPEECH/PATH & AUDIO SERVICES- SUPPLIES	\$53.90
		10.5.2230.411.0000.00.00.00 Check #: 0	ASSESSMENT AND TESTING- SUPPLIES	\$659.95
			Vendor Total:	\$713.85
			Grand Total:	\$166,979.33

End of Report

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1130

Voucher Date: 01/10/2022

Prepared By: 

Printed: 02/08/2022 04:06:36 PM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$12,587.03 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$12,543.22
20	OPERATIONS AND MAINTENANCE	\$43.81
		<hr/>
		\$12,587.03

SPECIAL CHECKS DRAWN IN JANUARY

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1130

01/10/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
AMAZON CAPITAL SERVICES				
		10.5.1100.411.0000.00.00.00 Check #: 39823	K-12 - SUPPLIES	\$7.99
		10.5.1100.411.0000.00.10.00 Check #: 39823	REG K-12 SUPPLIES COVID-19	\$89.94
		10.5.1100.411.0000.02.00.00 Check #: 39823	K-12 - SUPPLIES INDEPENDENCE	\$117.92
		10.5.1100.411.0000.03.00.00 Check #: 39823	K-12 -SUPPLIES - NAVAJO HEIGHTS	\$219.55
		10.5.1205.411.0000.00.00.00 Check #: 39823	SPEC ED K-12- SUPPLIES	\$509.36
		10.5.2310.411.0000.00.00.00 Check #: 39823	BOARD OF EDUCATION - SUPPLIES	\$96.13
		10.5.2320.411.0000.00.00.00 Check #: 39823	EXECUTIVE ADMIN - SUPPLIES	\$29.67
		10.5.2410.411.0000.03.00.00 Check #: 39823	OFFICE OF PRINCIPAL - SUPPLIES - NAVAJO HEIGHTS	\$131.13
		20.5.2540.411.0000.00.00.00 Check #: 39823	OPERATION/MAINTENANCE- SUPPLIES	\$43.81
			Vendor Total:	\$1,245.50
BMO FINANCIAL GROUP				
		10.5.1100.411.0000.00.00.00 Check #: 39824	K-12 - SUPPLIES	\$965.46
		10.5.1100.640.0000.00.00.00 Check #: 39824	K-12 DUES AND FEES	\$50.00
		10.5.1205.411.0000.00.00.00 Check #: 39824	SPEC ED K-12- SUPPLIES	\$153.99
		10.5.2210.314.0000.01.00.00 Check #: 39824	PROF SERV TRAINING/ASSEMBLY-CHIPPEWA	\$320.00
		10.5.2210.314.0000.03.00.00 Check #: 39824	PROF SERV TRAINING/ASSEMBLY-NAVAJO	\$160.00
		10.5.2210.314.0000.04.00.00 Check #: 39824	PROF SERV TRAINING/ASSEMBLY-INDIAN HILL	\$160.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1130

01/10/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2210.332.0000.01.00.00 Check #: 39824	INSTR-TRAVEL/CONF- CHIPPEWA	\$140.00
		10.5.2310.332.0000.00.00.00 Check #: 39824	BOARD OF EDUCATION -TRAVEL/CONF	\$486.04
		10.5.2310.341.0000.00.00.00 Check #: 39824	BOARD OF EDUCATION -POSTAGE	\$64.76
		10.5.2310.411.0000.00.00.00 Check #: 39824	BOARD OF EDUCATION - SUPPLIES	\$4,320.52
		10.5.2310.640.0000.00.00.00 Check #: 39824	BOARD OF EDUCATION -DUES AND FEES	\$31.92
		10.5.2320.411.0000.00.00.00 Check #: 39824	EXECUTIVE ADMIN - SUPPLIES	\$60.00
		10.5.2410.411.0000.01.00.00 Check #: 39824	OFFICE OF PRINCIPAL - SUPPLIES CHIPPEWA	\$716.95
		10.5.2410.411.0000.02.00.00 Check #: 39824	OFFICE OF PRINCIPAL-SUPPLIES-INDEPENDENCE	\$193.38
		10.5.2410.411.0000.03.00.00 Check #: 39824	OFFICE OF PRINCIPAL - SUPPLIES - NAVAJO HEIGHTS	\$709.48
		10.5.2410.411.0000.04.00.00 Check #: 39824	OFFICE OF PRINCIPAL - SUPPLIES INDIAN HILL	\$139.03
			Vendor Total:	\$8,671.53
LEAF		10.5.2660.360.0000.00.00.00 Check #: 39825	DATA PROCESSING CAPITAL LEASE	\$2,367.00
			Vendor Total:	\$2,367.00
MICHAELS		10.5.1100.411.0000.03.00.00 Check #: 39826	K-12 -SUPPLIES - NAVAJO HEIGHTS	\$303.00
			Vendor Total:	\$303.00
			Grand Total:	\$12,587.03

End of Report

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1139

Voucher Date: 01/31/2022

Prepared By:


Printed: 02/08/2022 04:05:15 PM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$1,784.35 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$839.47
20	OPERATIONS AND MAINTENANCE	\$944.88
		<hr/> \$1,784.35

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1139

01/31/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
BMO FINANCIAL GROUP				
		10.5.1100.411.0000.00.00.00 Check #: 39956	K-12 - SUPPLIES	\$237.39
		10.5.1205.411.0000.00.00.00 Check #: 39956	SPEC ED K-12- SUPPLIES	\$41.50
		10.5.2310.640.0000.00.00.00 Check #: 39956	BOARD OF EDUCATION -DUES AND FEES	\$15.96
		10.5.2320.332.0000.00.00.00 Check #: 39956	EXECUTIVE ADMIN -TRAVEL/CONF	\$34.12
		10.5.2410.411.0000.01.00.00 Check #: 39956	OFFICE OF PRINCIPAL - SUPPLIES CHIPPEWA	\$118.72
		10.5.2410.411.0000.04.00.00 Check #: 39956	OFFICE OF PRINCIPAL - SUPPLIES INDIAN HILL	\$214.73
		20.5.2540.411.0000.00.00.00 Check #: 39956	OPERATION/MAINTENANCE- SUPPLIES	\$944.88
			Vendor Total:	\$1,607.30
GAIL RUBIO				
		10.5.2310.332.0000.00.00.00 Check #: 39957	BOARD OF EDUCATION -TRAVEL/CONF	\$177.05
			Vendor Total:	\$177.05
			Grand Total:	\$1,784.35

End of Report

Palos Heights School District 128

Fund Balances

Fiscal Year: 2021-2022

Month: January

Year: 2022

Fund Type:

Include Cash Balance

FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
10	EDUCATIONAL	\$6,439,680.92	\$4,521,035.88	(\$4,837,330.82)	(\$1,200,000.00)	\$4,923,385.98
11	STUDENT ACTIVITY FUND	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20	OPERATIONS AND MAINTENANCE	\$1,121,529.82	\$349,540.11	(\$467,306.08)	\$0.00	\$1,003,763.85
30	DEBT SERVICE	\$761,828.08	\$423,042.05	(\$883,750.00)	\$0.00	\$301,120.13
40	TRANSPORTATION	\$502,253.14	\$218,948.19	(\$112,981.53)	\$0.00	\$608,219.80
50	MUNICIPAL RETIREMENT	\$101,406.42	\$76,806.23	(\$100,258.19)	\$0.00	\$77,954.46
55	SOCIAL SECURITY	\$137,876.25	\$79,493.08	(\$98,034.94)	\$0.00	\$119,334.39
60	CAPITAL PROJECTS	\$583,016.82	\$243.24	(\$1,746,506.12)	\$1,200,000.00	\$36,753.94
70	WORKING CASH	\$185,010.51	\$3,247.57	\$0.00	\$0.00	\$188,258.08
80	TORT IMMUNITY	\$4,618.62	\$12.54	\$0.00	\$0.00	\$4,631.16
90	LIFE SAFETY	\$47,695.51	\$685.91	\$0.00	\$0.00	\$48,381.42
Grand Total:		\$9,884,916.09	\$5,673,054.80	(\$8,246,167.68)	\$0.00	\$7,311,803.21

End of Report

PALOS HEIGHTS SCHOOL DISTRICT 128

MARCH 2022

<u>GROSS PAYROLL</u>		
<u>FEBRUARY 1 THROUGH FEBRUARY 28, 2022</u>		537,485.76
<u>TRS</u>		39,243.55
<u>BOARD TRS SURCHARGE</u>		2,414.03
<u>THIS</u>		6,533.61
<u>IMRF, FICA, MEDICARE</u>		28,674.10
<u>TOTAL FEBRUARY PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE</u>		614,351.05
<u>EDUCATION FUND</u>	<u>10</u>	38,117.61
<u>BUILDING FUND</u>	<u>20</u>	34,817.51
<u>TRANSPORTATION</u>	<u>40</u>	37,515.93
<u>CAPITAL PROJECTS</u>	<u>60</u>	1,995.86
<u>SPECIAL CHECKS</u>		0.00
 <u>TOTAL MARCH 2022 BILLS PAYABLE</u>		 112,446.91
 <u>TOTAL MARCH 2022 BILLS PAYABLE GROSS AND</u>		
<u>FEBRUARY 2022 PAYROLL, TRS, THIS, IMRF, FICA, MEDICARE</u>		726,797.96

PRESIDENT

SECRETARY

PALOS HEIGHTS SCHOOL DISTRICT 128 VOUCHER

Voucher No: 1162

Voucher Date: 03/09/2022

Prepared By:


Printed: 03/02/2022 04:40:34 PM

PALOS HEIGHTS SCHOOL DISTRICT 128 is hereby authorized to draw warrants against PALOS HEIGHTS SCHOOL DISTRICT 128 funds for the sum of \$112,446.91 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2021 to June 30, 2022 (period cannot overlap fiscal year end.)

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.



PALOS HEIGHTS SCHOOL DISTRICT 128

Fund		Amount
10	EDUCATIONAL	\$38,117.61
20	OPERATIONS AND MAINTENANCE	\$34,817.51
40	TRANSPORTATION	\$37,515.93
60	CAPITAL PROJECTS	\$1,995.86
		<hr/> <hr/>
		\$112,446.91

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1162

03/09/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
ABLENET, INC.		10.5.1205.411.0000.00.00.00 Check #: 0	SPEC ED K-12- SUPPLIES	\$194.00
			Vendor Total:	\$194.00
ACACIA ACADEMY		10.5.1912.670.0000.00.00.00 Check #: 0	SPEC ED K-12 PRIVATE TUITION	\$2,851.58
			Vendor Total:	\$2,851.58
ACUTRANS		10.5.1800.300.0000.00.00.00 Check #: 0	BILINGUAL PROGRAMS - TRANSLATIONS	\$75.00
			Vendor Total:	\$75.00
AMAZON CAPITAL SERVICES		10.5.1100.411.0000.00.00.00 Check #: 0	K-12 - SUPPLIES	\$547.20
		10.5.1100.411.0000.00.10.00 Check #: 0	REG K-12 SUPPLIES COVID-19	\$149.19
		10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$154.08
		10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$389.40
		10.5.1100.411.0000.03.00.00 Check #: 0	K-12 -SUPPLIES - NAVAJO HEIGHTS	\$1,977.46
		10.5.1100.411.0000.04.00.00 Check #: 0	K-12 - SUPPLIES - INDIAN HILL	\$1,135.38
		10.5.1205.310.0000.00.00.00 Check #: 0	SPEC ED K-12- ASSISTIVE TECH	\$35.99
		10.5.1205.411.0000.00.00.00 Check #: 0	SPEC ED K-12- SUPPLIES	\$191.91
		10.5.2130.411.0000.00.00.00 Check #: 0	HEALTH SERVICES- SUPPLIES	\$163.96
		10.5.2220.430.0000.03.00.00 Check #: 0	EDUCATION MEDIA -LIBRARY BOOKS NAVAJO HEIGHTS	\$126.74

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1162

03/09/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2320.411.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN - SUPPLIES	\$39.98
		10.5.2410.411.0000.03.00.00 Check #: 0	OFFICE OF PRINCIPAL - SUPPLIES - NAVAJO HEIGHTS	\$178.78
		10.5.2660.411.0000.00.00.00 Check #: 0	DATA PROCESSING SERVICES- SUPPLIES	\$243.67
			Vendor Total:	\$5,333.74
AMERICAN TIME & SIGNAL, COMPANY	3334	20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$176.11
			Vendor Total:	\$176.11
C & C DAIRY	18217	10.5.2560.410.0000.00.00.00 Check #: 0	FOOD SERVICES- MILK SUPPLIES	\$1,466.01
			Vendor Total:	\$1,466.01
CARNEGIE LEARNING		10.5.1205.411.4620.05.00.00 Check #: 0	SPEC ED SUPPLIES IDEA GRANT	\$180.00
			Vendor Total:	\$180.00
CHICAGO TRIBUNE MEDIA GROUP	23803	10.5.2310.351.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -PRINT PUBLICATIONS	\$178.50
			Vendor Total:	\$178.50
CITY OF PALOS HEIGHTS	23899	20.5.2540.370.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-WATER/SEWER SERVICE	\$852.72
			Vendor Total:	\$852.72
COUNTRY HOUSE RESTAURANT	11753	10.5.2560.315.0000.00.00.00 Check #: 0	FOOD SERVICES CONTRACTED SERVICES	\$950.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1162

03/09/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2560.490.0000.00.00.00 Check #: 0	FREE AND REDUCED LUNCHES	\$8,663.75
EDUCATION WEEK			Vendor Total:	\$9,613.75
		10.5.2320.411.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN - SUPPLIES	\$79.00
FLINN SCIENTIFIC INC	4378		Vendor Total:	\$79.00
		10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$45.30
FOREST ALARM SERVICE INC	7714		Vendor Total:	\$45.30
		20.5.2540.340.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-COMM/AT&T	\$1,196.00
FOUR POINT O INC	15341		Vendor Total:	\$1,196.00
		10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$125.00
GRAPHIC SCREEN PRINTING	8798		Vendor Total:	\$125.00
		10.5.2310.411.0000.00.00.00 Check #: 0	BOARD OF EDUCATION - SUPPLIES	\$1,447.55
GREATWORKS THEATRE			Vendor Total:	\$1,447.55
		10.5.3700.314.4400.05.00.00 Check #: 0	PROFESSIONAL SERVICES TITLE IV GRANT	\$650.00
HAUSER, IZZO, PETRARCA GLEASON &STILLMAN			Vendor Total:	\$650.00
		10.5.2310.317.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -LEGAL SERVICES	\$322.00
			Vendor Total:	\$322.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1162

03/09/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
ILLINOIS SCHOOL BUS	242	40.5.2550.331.0000.00.00.00 Check #: 0	PUPIL TRANSPORTATION-PUPIL TRANSPORTATION	\$32,156.25
		40.5.2550.334.0000.02.00.00 Check #: 0	Athletic & Academic Conf. Buses	\$319.68
				Vendor Total: \$32,475.93
INDEPENDENCE JR HIGH	1820	10.5.1100.411.0000.02.00.00 Check #: 0	K-12 - SUPPLIES INDEPENDENCE	\$575.80
LAMINATOR.COM, INC.		10.5.1100.411.0000.04.00.00 Check #: 0	K-12 - SUPPLIES - INDIAN HILL	\$513.55
LEAF		10.5.2660.360.0000.00.00.00 Check #: 0	DATA PROCESSING CAPITAL LEASE	\$2,367.00
LEARNING TECHNOLOGY CENTER		10.5.2660.332.0000.00.00.00 Check #: 0	DATA PROCESSING -PROF. DEV TRAVEL/CONF	\$25.00
MOBILE MODULAR PORTABLE STORAGE		10.5.1100.411.0000.00.10.00 Check #: 0	REG K-12 SUPPLIES COVID-19	\$108.80
NAVAJO HEIGHTS SCHOOL	9327	10.5.1100.411.0000.03.00.00 Check #: 0	K-12 -SUPPLIES - NAVAJO HEIGHTS	\$60.92
NCS PEARSON_25380	25380			

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1162

03/09/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.2230.411.0000.00.00.00 Check #: 0	ASSESSMENT AND TESTING- SUPPLIES	\$234.32
NEXTERA ENERGY			Vendor Total:	\$234.32
		20.5.2540.466.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-ELECTRICITY	\$17,404.15
NICOR GAS			Vendor Total:	\$17,404.15
		20.5.2540.465.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-NATURAL GAS	\$491.43
NUTOYS LEISURE PRODUCTS			Vendor Total:	\$491.43
		60.5.2530.530.0000.00.00.00 Check #: 0	SITE AND BUILDING IMPROVEMENTS	\$558.00
PALOS AREA CHAMBER OF COMMERCE	26928		Vendor Total:	\$558.00
		10.5.2320.640.0000.00.00.00 Check #: 0	EXECUTIVE ADMIN -DUES & FEES PROF. ORGANIZATIONS	\$180.00
PALOS SPORTS INC	68		Vendor Total:	\$180.00
		10.5.1500.411.0000.02.00.00 Check #: 0	PHYS ED SUPPLIES - INDEPENDENCE	\$27.81
PEERLESS NETWORK			Vendor Total:	\$27.81
		20.5.2540.340.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-COMM/AT&T	\$1,545.01
POSTMASTER-PALOS HEIGHTS	70		Vendor Total:	\$1,545.01
		10.5.2310.341.0000.00.00.00 Check #: 0	BOARD OF EDUCATION -POSTAGE	\$580.00
			Vendor Total:	\$580.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1162

03/09/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
REPUBLIC SERVICES				
		20.5.2540.321.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-SANITATION SERVICES	\$698.63
			Vendor Total:	\$698.63
SCHOOL HEALTH CORP.	3983	10.5.2130.411.0000.00.00.00 Check #: 0	HEALTH SERVICES- SUPPLIES	\$333.14
			Vendor Total:	\$333.14
SCHOOL SPECIALTY_2074	2074	10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$68.61
			Vendor Total:	\$68.61
SDM GYM SOLUTIONS				
		20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$1,230.00
		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE- SUPPLIES	\$4,360.00
			Vendor Total:	\$5,590.00
SMITHEREEN EXTERMINATING COMPANY	4755	20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$217.00
			Vendor Total:	\$217.00
SOUTH COOK ISC4	8028	10.5.2211.312.4932.05.00.00 Check #: 0	TITLE II PROF DEV SEL	\$3,000.00
			Vendor Total:	\$3,000.00
STAPLES ADVANTAGE_12999	12999	10.5.1100.411.0000.00.00.00 Check #: 0	K-12 - SUPPLIES	\$219.36
		10.5.1100.411.0000.01.00.00 Check #: 0	K-12 - SUPPLIES CHIPPEWA	\$505.35

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1162

03/09/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.5.1100.411.0000.02.00.00 Check #: 0	K-12 – SUPPLIES INDEPENDENCE	\$270.01
			Vendor Total:	\$994.72
STUDIO GC ARCHITECTURE		60.5.2530.310.0000.00.00.00 Check #: 0	SITE AND BLD IMRPV ARCHITECT SERVICES	\$1,437.86
			Vendor Total:	\$1,437.86
SUNBELT STAFFING		10.5.2110.300.0000.00.00.00 Check #: 0	SOCIAL WORKER CONTRACTED SERVICES	\$4,934.51
		10.5.2110.300.4300.01.00.00 Check #: 0	SW contracted services – Chip	\$600.00
		10.5.2110.300.4300.03.00.00 Check #: 0	SW contracted services – Nav	\$200.00
		10.5.2110.300.4300.04.00.00 Check #: 0	SW contracted services – IH	\$200.00
			Vendor Total:	\$5,934.51
SYMMETRY ENERGY SOLUTIONS		20.5.2540.465.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE–NATURAL GAS	\$5,662.46
			Vendor Total:	\$5,662.46
TIMBERLINE BILLING SERVICE		10.5.1205.311.0000.00.00.00 Check #: 0	SPEC ED PURCH SERVICES	\$137.08
			Vendor Total:	\$137.08
UCP SEGUIN/INFINITEC OF CHICAGO		10.5.1205.310.0000.00.00.00 Check #: 0	SPEC ED K-12– ASSISTIVE TECH	\$38.00
			Vendor Total:	\$38.00
UNIQUE PRODUCTS		20.5.2540.411.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE– SUPPLIES	\$364.00

Palos Heights School District 128

Voucher Supplement Account Summary

Voucher Batch Number: 1162

03/09/2022

Fiscal Year: 2021-2022

Vendor Remit Name	Vendor #	Account	Description	Amount
UNIVERSAL TAXI DISPATCH				Vendor Total: \$364.00
		40.5.2550.331.0000.00.00.00 Check #: 0	PUPIL TRANSPORTATION-PUPIL TRANSPORTATION	\$5,040.00
				Vendor Total: \$5,040.00
VOLT ELECTRIC				
		20.5.2540.323.0000.00.00.00 Check #: 0	OPERATION/MAINTENANCE-MTCE	\$620.00
				Vendor Total: \$620.00
WILSON LANGUAGE TRAINING.	8647			
		10.5.1205.411.0000.00.00.00 Check #: 0	SPEC ED K-12- SUPPLIES	\$376.92
				Vendor Total: \$376.92
				Grand Total: \$112,446.91

End of Report

Palos Heights School District 128

Fund Balances

Fiscal Year: 2021-2022

Month: February

Year: 2022

Fund Type:

Include Cash Balance

FY End Report

<u>Fund</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Revenue</u>	<u>Expense</u>	<u>Transfers</u>	<u>Fund Balance</u>
10	EDUCATIONAL	\$6,439,680.92	\$4,746,294.64	(\$5,530,836.18)	(\$1,200,000.00)	\$4,455,139.38
11	STUDENT ACTIVITY FUND	\$14,275.00	\$0.00	\$0.00	\$0.00	\$14,275.00
20	OPERATIONS AND MAINTENANCE	\$1,121,529.82	\$349,540.11	(\$521,391.93)	\$0.00	\$949,678.00
30	DEBT SERVICE	\$761,828.08	\$423,042.05	(\$883,750.00)	\$0.00	\$301,120.13
40	TRANSPORTATION	\$502,253.14	\$218,948.19	(\$159,901.07)	\$0.00	\$561,300.26
50	MUNICIPAL RETIREMENT	\$101,406.42	\$76,806.23	(\$113,637.83)	\$0.00	\$64,574.82
55	SOCIAL SECURITY	\$137,876.25	\$79,493.08	(\$112,718.58)	\$0.00	\$104,650.75
60	CAPITAL PROJECTS	\$583,016.82	\$243.24	(\$1,746,506.12)	\$1,200,000.00	\$36,753.94
70	WORKING CASH	\$185,010.51	\$3,247.57	\$0.00	\$0.00	\$188,258.08
80	TORT IMMUNITY	\$4,618.62	\$12.54	\$0.00	\$0.00	\$4,631.16
90	LIFE SAFETY	\$47,695.51	\$685.91	\$0.00	\$0.00	\$48,381.42
Grand Total:		\$9,899,191.09	\$5,898,313.56	(\$9,068,741.71)	\$0.00	\$6,728,762.94

End of Report

Document Status: Draft Update - Rewritten

2:220-E3 Exhibit - Closed Meeting Minutes

1

Closed Meeting Minutes

Date:		Time:	
Location:			
Name of person(s) taking and recording the minutes:			
Name of person presiding:			
Members in attendance:		Members absent:	
1. 2. 3. 4. 5. 6. 7.		1. 2. 3.	
Summary of the discussion on all matters:			
Time of adjournment or return to open meeting:			
<p><i>The Board of Education, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment. <u>Semi-annual means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. 5 ILCS 120/2.06(d), amended by P.A. 102-653.</u> PRESSPlus1</i></p>			
<input type="checkbox"/> These minutes are available for public inspection as of: _____ . <div style="text-align: center;">(Date)</div>			

DATED: April 9, 2014

PRESSPlus Comments

PRESSPlus 1. For the sake of brevity and to align with the closed meeting exception in 5 ILCS 120/2(c)(21) that continues to refer to a public body's *semi-annual* review of its closed session minutes, this exhibit use the term *semi-annual*, even though that term was removed from 5 ILCS 120/2.06(d). **Issue 108, November 2021**

PRESS Footnotes

1. The required inclusions for closed meeting minutes are:
 1. The meeting's date, time, and place;
 2. Board members recorded as either present or absent;
 3. A summary of the discussion on the topic(s) specified in the vote to hold the closed meeting; and
 4. If the vote to close the meeting was to discuss litigation that is probable or imminent, the basis for that finding.

Document Status: Draft Update - Rewritten

2:220-E8 Exhibit - Board of Education Records Maintenance Requirements and FAQs

Title has been updated. Original Title: *School Board Records Maintenance Requirements and FAQs*

Open Meetings Act ^{PRESSPlus1}

The Open Meetings Act (OMA) requires public bodies to “keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording.” 5 ILCS 120/2.06(a). Minutes must include, but are not limited to: (1) the date, time, and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and record of any votes taken. Id.

The remainder of Section 2.06 addresses the approval of open meeting minutes, the treatment of verbatim recordings of closed meetings, the semi-annual review of closed meeting minutes, the confidential nature of closed meeting minutes, and the right of persons to address public officials under rules established and recorded by the public body. The requirements of Section 2.06, as well as OMA requirements pertaining to Board agendas, are included in policy 2:220, *Board of Education Meeting Procedure*.

Exhibit 2:220-E3, *Closed Meeting Minutes*, provides a sample template for keeping closed meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also includes an area to designate if the Board has determined, pursuant to Section 2.06(d), that the closed meeting minutes no longer need confidential treatment.

Exhibit 2:220-E4, *Open Meeting Minutes*, contains a protocol for open meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also provides a sample template for keeping open meeting minutes.

Exhibit 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*, contains a process for implementing the semi-annual review of closed meeting minutes, and exhibit 2:220-E6, *Log of Closed Meeting Minutes*, is designed to facilitate this semi-annual review (every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the Board). 5 ILCS 120/2.06(d), amended by P.A. 102-653.

Exhibit 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*, contains a process for compliance with 105 ILCS 120/7(e), added by P.A. 101-640, when a board is meeting without a physical quorum present at the meeting location during a disaster declaration related to public health concerns.

Local Records Act

The Local Records Act (LRA) provides that public records, including “any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connections with the transaction of public business and preserved or appropriate for preservation by such agency or officer” must be preserved unless the State Local Records Commission has given permission to destroy those records. 50 ILCS 205/3 and 7. Board records, including agendas, meeting packets and meeting minutes, fall into this definition.

Public bodies located in Cook County must work with the Local Records Commission of Cook County to determine how long they must retain public records. Public bodies located outside of Cook County must work with the Downstate Local Records Commission to determine how long they must retain public records.

Policy 2:250, *Access to District Public Records*, contains a subhead entitled **Preserving Public Records** which provides as follows:

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District’s organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the Board of Education or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

See the sample policy, 2:220, *Board of Education Meeting Procedure*, for all relevant footnotes. Also see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*, for recommendations regarding school district records retention protocols and links to web-based record management resources.

Open Meeting Minutes

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?
Yes, within 30 days or at the next subsequent meeting, whichever is later.	No. Unlike the closed meeting requirement, OMA does not	Yes, must within 10 days after minutes are approved.	No. There is no OMA provision permitting the destruction of open

<p>A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. 5 ILCS 120/2.06(b).</p>	<p>contain semi-annual review requirements for open meeting minutes.</p>	<p>The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting. 5 ILCS 120/2.06(b).</p>	<p>meeting minutes, and they must be preserved unless the State Local Records Commission has given permission to destroy them.</p> <p>If a public body would like to destroy open meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.</p>
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Open Meeting Verbatim Recordings

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?
<p>No.</p> <p>OMA does not require public bodies to approve verbatim recordings of open meetings.</p>	<p>No.</p> <p>Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings, <i>unless</i> the public body is meeting without the physical presence of a quorum during a disaster declaration related to public health concerns. 5 ILCS 120/7(e). OMA does not contain semi-annual review requirements for open meeting verbatim recordings.</p>	<p>Yes.</p> <p>Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings, <i>unless</i> the public body is meeting without the physical presence of a quorum during a disaster declaration related to public health concerns. 5 ILCS 120/7(e). If a public body makes verbatim recordings of open meetings, then such recordings are subject to public disclosure pursuant to the Freedom of Information Act. 5 ILCS 140/.</p>	<p>Open meeting verbatim recordings made of meetings held without the physical presence of a quorum of a public body during a disaster declaration related to public health concerns may be destroyed after 18 months if prerequisites are met. (See Closed Meeting Verbatim Recordings subhead, below).</p> <p><i>[P]ublic bodies holding open meetings under this subsection (e) must also keep a verbatim record of all their meetings in the form of an audio or video recording. Verbatim records made under this paragraph (9) shall be made available to the public under, and are otherwise subject to, the provisions of Section 2.06. 5 ILCS 120/7(e)(9).</i></p> <p>In all other cases, if a public body would like to destroy open meeting verbatim recordings, then it must comply with the LRA and work with its Local Records Commission.</p>

Closed Meeting Minutes

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?
<p>Yes.</p> <p>OMA does not directly state public bodies are required to approve closed meeting minutes, nor does it set a time frame for such approval.</p>	<p>Yes.</p> <p><i>Each public body shall periodically meet to review all existing minutes of all prior closed meetings (this</i></p>	<p>Yes, if prerequisites are met.</p> <p><i>Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to</i></p>	<p>No.</p> <p>There is no OMA provision permitting the destruction of closed meeting minutes, and they must be preserved unless the</p>

<p>However, OMA Section 2.06(d) requires public bodies to meet at least semi-annually to “review minutes of all closed meetings.” 5 ILCS 120/2.06(d).</p> <p>Moreover, OMA Section 2.06(c) specifically allows the destruction of closed meeting verbatim recordings only if certain conditions are met, one of which is that “the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.” 5 ILCS 120/2.06(c)(2). Both of these tasks would be difficult to achieve if closed meeting minutes were not first approved.</p> <p>One practice is to approve closed meeting minutes within the same time frame that open meeting minutes are approved – within 30 days of the meeting or at the next subsequent meeting, whichever is later.</p>	<p><i>includes records from all time that the board has been in existence). Meetings to review minutes shall occur every 6 months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the public body. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.</i> 5 ILCS 120/2.06(d), amended by P.A. 102-653.</p>	<p>protect the public interest or the privacy of an individual by keeping them confidential. 5 ILCS 120/2.06(f).</p>	<p>State Local Records Commission has given permission to destroy them.</p> <p>In addition:</p> <p><i>No minutes of meetings closed to the public shall be removed from the public body’s main office or official storage location, except by vote of the public body or by court order.</i> 5 ILCS 120/2.06(f).</p> <p>If a public body would like to destroy closed meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.</p>
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Closed Meeting Verbatim Recordings

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?
<p>No.</p> <p>OMA does not require approval of closed meeting verbatim recordings.</p>	<p>No.</p> <p>OMA does not require semi-annual review of closed meeting verbatim recordings.</p>	<p>Possibly but unlikely.</p> <p><i>Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act.</i> 5 ILCS 120/2.06(e).</p> <p>But see <u>Kodish v. Oakbrook Terrace Fire Protection Dist.</u> (235 F.R.D. 447 (N.D. Ill. 2006), where a federal district court ordered that closed meeting verbatim recordings be disclosed to the Plaintiff in discovery because his primary claim was brought under federal law.</p>	<p>Yes, after 18 months if prerequisites are met.</p> <p><i>The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: 1.) the public body approves the destruction of a particular recording; and 2.) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.</i> 5 ILCS 120/2.06(c).</p> <p>In addition:</p> <p><i>No verbatim recordings shall be recorded or removed from the public body’s main office or official storage location, except by vote of the public body or by court order.</i> 5 ILCS 120/2.06(e).</p>

PRESSPlus Comments

PRESSPlus 1. This Board exhibit is rewritten for PRESS Plus subscribers. A redlined version showing the changes made is available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

School Board

Exhibit - School Board Records Maintenance Requirements and FAQs

Open Meetings Act

The Open Meetings Act (OMA) requires public bodies to “keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording.” 5 ILCS 120/2.06(a). Minutes must include, but are not limited to: (1) the date, time, and place of the meeting; (2) the members of the public body recorded as either present or absent and whether the members were physically present or present by means of video or audio conference; and (3) a summary of discussion on all matters proposed, deliberated, or decided, and record of any votes taken. Id.

The remainder of Section 2.06 addresses the approval of open meeting minutes, the treatment of verbatim recordings of closed meetings, the semi-annual review of closed meeting minutes, the confidential nature of closed meeting minutes, and the right of persons to address public officials under rules established and recorded by the public body. The requirements of Section 2.06, as well as OMA requirements pertaining to Board agendas, are included in policy 2:220, *School Board Meeting Procedure*.

Exhibit 2:220-E3, *Closed Meeting Minutes*, provides a sample template for keeping closed meeting minutes that incorporates the requirements of Section 2.06 of OMA. It also includes an area to designate if the Board has determined, pursuant to Section 2.06(d), that the closed meeting minutes no longer need confidential treatment.

Exhibit 2:220-E4, *Open Meeting Minutes*, contains an ~~open meeting minute's~~ protocol [for open meeting minutes](#) that incorporates the requirements of Section 2.06 of OMA. It also provides a sample template for keeping open meeting minutes.

Exhibit 2:220-E5, *Semi-Annual Review of Closed Meeting Minutes*, contains a process for implementing the semi-annual review of closed meeting minutes, and exhibit 2:220-E6, *Log of Closed Meeting Minutes*, is designed to facilitate this semi-annual review ([every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the Board](#)). 5 ILCS 120/2.06(d), amended by P.A. 102-653.

[Exhibit 2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration, contains a process for compliance with 105 ILCS 120/7\(e\), added by P.A. 101-640, when a board is meeting without a physical quorum present at the meeting location during a disaster declaration related to public health concerns.](#)

Local Records Act

The Local Records Act (LRA) provides that public records, including “any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connections with the transaction of public business and preserved or appropriate for preservation by such agency or officer” must be preserved unless the State Local Records Commission has given permission to destroy those records. 50 ILCS 205/3 and 7. Board records, including agendas, meeting packets and meeting minutes, fall into this definition.

Public bodies located in Cook County must work with the Local Records Commission of Cook County to determine how long they must retain public records. Public bodies located outside of Cook County must work with the Downstate Local Records Commission to determine how long they must retain public records.

Policy 2:250, *Access to District Public Records*, contains a subhead entitled **Preserving Public Records** which provides as follows:

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

See the sample policy, 2:220, *School Board Meeting Procedure*, for all relevant footnotes. Also see administrative procedure 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*, for recommendations regarding school district records retention protocols and links to web-based record management resources.

Open Meeting Minutes

Are weyou required to approve them?	Must they be semi-annually reviewed?	May weyou release them to the public?	May weyou destroy them?
<p>Yes, within 30 days or at the next subsequent meeting, whichever is later.</p> <p><i>A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later. 5 ILCS 120/2.06(b).</i></p>	<p>No.</p> <p>Unlike the closed meeting requirement, OMA does not contain semi-annual review requirements for open meeting minutes.</p>	<p>Yes, must within 10ten days after minutes are approved.</p> <p><i>The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted</i></p>	<p>No.</p> <p>There is no OMA provision permitting the destruction of open meeting minutes, and they must be preserved unless the State Local Records Commission has given permission to destroy them.</p> <p>If a public body would like to destroy open meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.</p>

Are weyou required to approve them?	Must they be semi-annually reviewed?	May weyou release them to the public?	May weyou destroy them?
		<i>on the website for at least 60 days after their initial posting. 5 ILCS 120/2.06(b).</i>	

Open Meeting Verbatim Recordings

Are weyou required to approve them?	Must they be semi-annually reviewed?	May weyou release them to the public?	May weyou destroy them?
No. OMA does not require public bodies to approve verbatim recordings of open meetings.	No. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings, <u>unless the public body is meeting without the physical presence of a quorum during a disaster declaration related to public health concerns. 5 ILCS 120/7(e).</u> OMA does not contain semi-annual review requirements for open meeting verbatim recordings.	Yes. Unlike the closed meeting requirement, OMA does not require public bodies to keep verbatim recordings of open meetings, <u>unless the public body is meeting without the physical presence of a quorum during a disaster declaration related to public health concerns. 5 ILCS 120/7(e).</u> If a public body makes verbatim recordings of open meetings, then such recordings are subject to public disclosure pursuant to the Freedom of Information Act, (5 ILCS 140/).	<u>Open meeting verbatim recordings made of meetings held without the physical presence of a quorum of a public body during a disaster declaration related to public health concerns may be destroyed after 18 months if prerequisites are met. (See Closed Meeting Verbatim Recordings subhead, below).</u> <u>[P]ublic bodies holding open meetings under this subsection (e) must also keep a verbatim record of all their meetings in the form of an audio or video recording. Verbatim records made under this paragraph (9) shall be made available to the public under, and are otherwise subject to, the provisions of Section 2.06. 5 ILCS 120/7(e)(9). Possibly.</u> <u>In all other cases, if a public body would like to destroy open meeting verbatim recordings, then it must comply with the LRA and work with its Local Records Commission.</u>

Closed Meeting Minutes

Are weyou required to approve them?	Must they be semi-annually reviewed?	May weyou release them to the public?	May weyou destroy them?

Are weyou required to approve them?	Must they be semi-annually reviewed?	May weyou release them to the public?	May weyou destroy them?
<p>Yes.</p> <p>OMA does not directly state public bodies are required to approve closed meeting minutes, nor does it set a time frame for such approval. However, OMA Section 2.06(d) requires public bodies to meet at least semi-annually to “review minutes of all closed meetings.” 5 ILCS 120/2.06(d).</p> <p>Moreover, OMA Section 2.06(c) specifically allows the destruction of closed meeting verbatim recordings only if certain conditions are met, one of which is that “the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.” 5 ILCS 120/2.06(c)(2). Both of these tasks would be difficult to achieve if closed meeting minutes were not first approved.</p> <p>One practice is to approve closed meeting minutes within the same time frame that open meeting minutes are approved – within 30 days of the meeting or at the next subsequent meeting, whichever is later.</p>	<p>Yes.</p> <p><i>Each public body shall periodically, but not less than semi-annually, meet to review all existing minutes of all prior closed meetings (this includes records from all time that the board has been in existence). <u>Meetings to review minutes shall occur every 6 months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the public body.</u> At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. 5 ILCS 120/2.06(d), <u>amended by P.A. 102-653.</u></i></p>	<p>Yes, if prerequisites are met.</p> <p><i>Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential. 5 ILCS 120/2.06(f).</i></p>	<p>No.</p> <p>There is no OMA provision permitting the destruction of closed meeting minutes, and they must be preserved unless the State Local Records Commission has given permission to destroy them.</p> <p>In addition, <u>per OMA Section 2.06(f), as amended by P.A. 99-515:</u></p> <p><i>No minutes of meetings closed to the public shall be removed from the public body’s main office or official storage location, except by vote of the public body or by court order. 5 ILCS 120/2.06(f).</i></p> <p>If a public body would like to destroy closed meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.</p>

Closed Meeting Verbatim Recordings

Are weyou required to approve them?	Must they be semi-annually reviewed?	May weyou release them to the public?	May weyou destroy them?
<p>No.</p> <p>OMA does not require approval of closed meeting verbatim recordings.</p>	<p>No.</p> <p>OMA does not require semi-annual review of closed meeting verbatim recordings.</p>	<p>Possibly but unlikely.</p> <p><i>Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise</i></p>	<p>Yes, after 18 months if prerequisites are met.</p> <p><i>The verbatim record may be destroyed without notification to or the approval of a records</i></p>

		<p><i>consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act. 5 ILCS 120/2.06(e).</i></p> <p>But see <u>Kodish v. Oakbrook Terrace Fire Protection Dist.</u> (235 F.R.D. 447 (N.D.-Ill. 2006)), where a federal district court ordered that closed meeting verbatim recordings be disclosed to the Plaintiff in discovery because his primary claim was brought under federal law.</p>	<p><i>commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after: 1.) the public body approves the destruction of a particular recording; and 2.) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section. 5 ILCS 120/2.06(c).</i></p> <p>In addition, <u>per OMA Section 2.06(f), as amended by P.A. 99-515:</u></p> <p><i>No verbatim recordings shall be recorded or removed from the public body's main office or official storage location, except by vote of the public body or by court order. 5 ILCS 120/2.06(e).</i></p>
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Document Status: Draft Update

5:125 Personal Technology and Social Media; Usage and Conduct

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. This includes, but is not limited to, services such as *Facebook, LinkedIn, Twitter, Instagram, Snapchat, and YouTube.*

Personal technology - Any device that is not owned or leased by the District or otherwise authorized for District use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®).

Usage and Conduct

All District employees who use personal technology and/or social media shall: [PRESSPlus1](#)

1. Adhere to the high standards for **Professional and Appropriate Conduct** [appropriate school relationships](#) required by policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes District employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, [23 Ill.Admin.Code §22.20](#).
2. Choose a District-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. **Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.**
5. **Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.**
6. **Not disclose student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance** [Comply](#) with policy 5:130, *Responsibilities Concerning Internal Information*. [This means that personal technology and social media may not be used to share, publish, or transmit information about or images of students and/or District employees without proper approval.](#) For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logos without permission and follow Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the District employee's personal technology or social media. The Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this policy.

The Superintendent shall:

1. Inform District employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Board policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest*.
2. Direct Building Principals to annually:
 - a. Provide their building staff with a copy of this policy.
 - b. Inform their building staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary

action up to and including dismissal.

3. Build awareness of this policy with students, parents, and the community.
4. Ensure that ~~no one for~~ neither the District, nor anyone on its behalf, ~~commits~~ requests of an ~~act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the Facebook Password Law~~ employee or applicant access in any manner to his or her social networking website or requests passwords to such sites.
5. Periodically review this policy and any procedures with District employee representatives and electronic network system administrator(s) and present proposed changes to the Board.

LEGAL REF.:

[105 ILCS 5/21B-75](#) and [5/21B-80](#).

~~Ill. Human Rights Act,~~ 775 ILCS 5/5A-102, [Ill. Human Rights Act](#).

[820 ILCS 55/10, Right to Privacy in the Workplace Act](#).

~~Code of Ethics for Ill. Educators,~~ 23 Ill.Admin.Code §22.20, [Code of Ethics for Ill. Educators](#).

[Garcetti v. Ceballos](#), 547 U.S. 410 (2006).

[Pickering v. High School Dist. 205](#), 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

~~ADOPTED: January 10, 2018~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to the requirements of districts outlined in 105 ILCS 5/10-23.13 (*Erin's Law*), amended by P.A. 102-610. For more information about *Erin's Law* requirements, see policy 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*. See also the Ethics, Training, and Educator Misconduct bundle in the **PRESS** Issue 108 Update Memo, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

5:185 Family and Medical Leave

Please refer to the following current agreement:

"Palos Heights School District 128, PHEA Teacher Contract."

For employees not covered by this agreement:

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period, beginning August 1 and ending July 31 of the next year.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

While FMLA leave is normally unpaid, the District will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, **provided such leave is available for use in accordance with Board policies and rules.** [PRESSPlus1](#) In addition, **a** All policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

1. The birth and first-year care of a son or daughter.
2. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided by federal rules.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

1. The employee has been employed by the District for at least 12 months and has been employed for at least 1,000 ~~250~~ [PRESSPlus2](#) hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), [38 U.S.C. 4301](#), et seq., or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to

the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Superintendent or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.
2. When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.
3. When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a complete and sufficient certificate signed by an authorized health care provider for the covered servicemember.
4. When the leave is because of a qualified exigency, the employee must provide: (a) a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

Failure to furnish a complete and sufficient certification on forms provided by the District may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A District's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Superintendent or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Superintendent or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the District may impose as provided in the FMLA or implementing regulations, and (2) the District's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The Superintendent or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

Please refer to the following current agreement:

"Palos Heights School District 128, PHEA Teacher Contract."

LEGAL REF.:

Family and Medical Leave Act, 29 U.S.C. §2601 et seq., Family and Medical Leave Act; 29 C.F.R. Part 825.

105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: January 10, 2018

PRESSPlus Comments

PRESSPlus 1. In order to substitute paid leave for FMLA, it must be available for use under the employer's normal leave policies. For example, under 105 ILCS 5/24-6 and sample board policies 5:250, *Leaves of Absence*, and 5:330, *Sick Day, Vacation, Holidays, and Leaves*, an employee may only substitute 30 days of sick leave for birth without providing a medical certification, even if the employee has 100 sick days accrued; only 30 of those days are available for use.

Once an eligible employee communicates a need to take leave for an FMLA-qualifying reason, a district may not delay designating the leave as FMLA leave, and neither the employee nor a district may decline FMLA protection for that leave, even when a collective bargaining agreement requires or allows for such a delay. Further, when a district requires employees to substitute accrued paid leave for FMLA leave, all the benefits and protections that would otherwise apply during the paid leave (such as accrual of seniority) must continue to apply when substituting for FMLA leave. See *DOL Wage and Hour Division Letter FMLA 2019-3-A* (9-10-19), at: www.dol.gov/sites/dolgov/files/WHD/legacy/files/2019_09_10_3A_FMLA.pdf. **Issue 108, November 2021**

PRESSPlus 2. A provision in State law expands eligibility for FMLA leave to school district employees who have been employed by the district for at least 12 months and work 1,000 hours (rather than the federal FMLA's 1,250 hours) in the 12-month period immediately preceding the leave, which effectively makes more educational support personnel eligible for the leave. 105 ILCS 5/24-6.4, added by P.A. 102-335. **Issue 108, November 2021**

Document Status: Draft Update

5:200 Terms and Conditions of Employment and Dismissal

The Board of Education delegates authority and responsibility to the Superintendent to manage the terms and conditions for the employment of professional personnel. The Superintendent shall act reasonably and comply with State and federal law as well as any applicable [individual employment contract or PRESSPlus1](#) collective bargaining agreement in effect. The Superintendent is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Teacher Workday, Duty-Free Lunch, Assignments, Evaluation, Salary

Please refer to the following current agreement:

"Palos Heights School District 128, PHEA Teacher Contract."

Nursing Mothers

The District accommodates employees who are nursing mothers according to provisions in State and federal law.

School Social Worker Services Outside of District Employment

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

Dismissal

The District will follow State law when dismissing a teacher.

LEGAL REF.:

[105 ILCS 5/10-19, 5/10-19.05, 5/10-20.65, 5/14-1.09a, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20](#).

820 ILCS 260/, [Nursing Mothers in the Workplace Act](#) ~~1 et seq.~~

[23 Ill.Admin.Code Parts 50](#) (Evaluation of Educator Licensed Employees) and [51](#) (Dismissal of Tenured Teachers).

[Cleveland Bd. of Educ. v. Loudemill](#), 470 U.S. 532(1985).

CROSS REF.: 5:290 (Employment Termination and Suspensions), 6:20 (School Year Calendar and Day)

PRESSPlus Comments

PRESSPlus 1. Updated in response to PRESS Advisory Board member feedback regarding the need to comply with the terms of individual employment contracts, in addition to collective bargaining agreement(s) and other legal requirements. **Issue 108, November 2021**

Document Status: Draft Update

5:220 Substitute Teachers

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

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

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the District only for a period not to exceed 90 paid school days in any one school term.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the District only for a period not to exceed 120 paid school days.
3. A short-term substitute teacher holding a short-term substitute teaching license may teach for any one licensed teacher under contract with the District only for a period not to exceed five consecutive school days.

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2023, [PRESSPlus1](#), a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the appropriate Intermediate Service Center has certified that a personnel shortage exists.

The Board of Education establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Short-Term Substitute Teachers

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

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the District has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Superintendent shall notify the appropriate Intermediate Service Center within five business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.:

[105 ILCS 5/10-20.68](#), [5/21B-20\(2\)](#), [5/21B-20\(3\)](#), and [5/21B-20\(4\)](#).

[23 Ill.Admin.Code §1.790](#) (Substitute Teacher) and [§25.520](#) (Substitute Teaching License).

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to P.A. 102-537, changing the date to 7-1-23, previously 7-1-21.

TRS annuitants may return to teach in subject shortage area through 6-30-24, previously 6-30-21. P.A. 102-440. **Issue 108, November 2021**

**Recommend as Presented - Current
understanding is Juneteenth is not a paid
holiday when falling on a Saturday or Sunday**

Document Status: Draft Update

5:330 Sick Days, Vacation, Holidays, and Leaves

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

Sick and Bereavement Leave

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year.

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

As a condition for paying sick leave after three days absence for personal illness ~~or 30 days for birth~~ or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse, (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

Employees are entitled to use up to 30 days of paid sick leave because of the birth of a child that is not dependent on the need to recover from childbirth. Such days may be used at any time within the 12-month period following the birth of the child. Intervening periods of nonworking days or school not being in session, such as breaks and holidays, do not count towards the 30 working school days. As a condition of paying sick leave beyond the 30 working school days, the Board or the Superintendent may require medical certification. [PRESSPlus1](#)

The use of paid sick leave ~~for~~ purposes of adoption, ~~or~~ placement for adoption, or acceptance of a child in need of foster care, paid sick leave may be used for reasons related to the formal adoption or the formal foster care process prior to taking custody of the child or accepting the child in need of foster care, and for taking custody of the child or accepting the child in need of foster care. Such leave is limited to 30 days, unless a longer leave is provided in an applicable collective bargaining agreement, and need not be used consecutively once the formal adoption or foster care process is underway. The Board or Superintendent may require that the employee provide evidence that the formal adoption or foster care process is underway. [PRESSPlus2](#)

Vacation

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

Length of Employment		Monthly Accumulation	Maximum Vacation Leave Earned Per Year
<u>From:</u>	<u>To:</u>		
Beginning of year 2	End of year 5	0.83 Days	10 Days per year
Beginning of year 6	End of year 15	1.25 Days	15 Days per year
Beginning of year 16	End of year	1.67 Days	20 Days per year

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

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

Holidays

Unless the District has a waiver or modification of the School Code pursuant to [Section 2-3.25g](#) or [24-2\(b\)](#) allowing it to schedule school on a legal school holiday listed below, District employees will not be required to work on:

New Year's Day

Labor Day

Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	2022 20 Election Day PRESSPlus3
Memorial Day	Thanksgiving Day
Juneteenth National Freedom Day PRESSPlus4	Christmas Day
Independence Day	

A holiday will not cause a deduction from an employee's time or compensation. The District may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Personal Leave

Full-time educational support personnel have one paid personal leave day per year. The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, a personal leave request should be submitted to the Building Principal 3 days before the requested date.
2. No personal leave day may be used immediately before or immediately after a holiday, or during the first and/or last 5 days of the school year, unless the Superintendent grants prior approval.
3. Personal leave may not be used in increments of less than one-half day.
4. Personal leave is subject to any necessary replacement's availability.
5. Personal leave may not be used on an in-service training day and/or institute training days.
6. Personal leave may not be used when the employee's absence would create an undue hardship.

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

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Ill. Municipal Retirement Fund in accordance with [105 ILCS 5/24-6.3](#).

Other Leaves

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

1. Leaves for Service in the Military ~~and General Assembly~~.
2. [Leave for Service in the General Assembly](#) [PRESSPlus5](#)
3. School Visitation Leave.
4. Leaves for Victims of Domestic Violence, Sexual Violence, ~~or Gender Violence~~, [or Other Crime of Violence](#) [PRESSPlus6](#)
5. Child Bereavement Leave.
6. Leave to serve as an election judge.

LEGAL REF.:

[105 ILCS 5/10-20.7b](#), [5/24-2](#), and [5/24-6](#).

[330 ILCS 61/](#), Service Member Employment and Reemployment Rights Act.

[820 ILCS 147/](#), School Visitation Rights Act.

[820 ILCS 154/](#), Child Bereavement Leave Act.

[820 ILCS 180/](#), Victims' Economic Security and Safety Act.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/24-6, amended by P.A. 102-275. **Issue 108, November 2021**

PRESSPlus 3. 10 ILCS 5/2A-1.1c, added by P.A. 102-15 and scheduled to be repealed on 1-1-23, requires any school closed on 2022 Election Day to make itself available to an election authority as a polling place on those days. 2020 Election Day remains a holiday listed in 105 ILCS 5/24-2(e), amended by P.A. 102-15, but no longer appears in this policy. **Issue 108, November 2021**

PRESSPlus 4. Updated in response to 5 ILCS 490/63, amended by P.A.s 102-14, eff. 1-1-22, and 102-334 (enacting Juneteenth National Freedom Day on June 19 each year). Note that conflicts related to celebrating Juneteenth when it falls on a Saturday or Sunday exist, e.g., P.A. 102-14 (the controlling Public Act) states “when June nineteenth falls on a Saturday or Sunday, neither the preceding Friday nor the following Monday shall be held or considered as a *paid* holiday” but contrast P.A. 102-334, stating “when June nineteenth falls on a Sunday, the following Monday shall be held and considered the holiday” (notice the word *paid* is missing and it does not address when Juneteenth falls on a Saturday whether Friday is the holiday). Consult the board attorney about whether Juneteenth should be celebrated as an *unpaid holiday* on either the preceding Friday or the following Monday when it falls on a Saturday or Sunday, respectively, or not at all when it falls on a Saturday. **Issue 108, November 2021**

PRESSPlus 5. Moved from #1, above. Granting General Assembly leave to Educational Support Personnel is optional. **Issue 108, November 2021**

PRESSPlus 6. Updated in response to Victims’ Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 102-487. *Other crime of violence* means conduct prohibited by 720 ILCS 5/9 (homicide), 720 ILCS 5/11 (sex offenses), 720 ILCS 5/12 (bodily harm), 720 ILCS 5/26.5 (harassing and obscene communications), 720 ILCS 5/29D (terrorism), and 720 ILCS 5/33A (armed violence) or similar provisions of the Criminal Code of 1961. 820 ILCS 180/10(2.5), added by P.A. 102-487. **Issue 108, November 2021**

Document Status: Draft Update

6:15 School Accountability

According to the Illinois General Assembly, the primary purpose of schooling is the transmission of knowledge and culture through which students learn in areas necessary to their continuing development and entry into the world of work. To fulfill that purpose, the Ill. State Board of Education (ISBE) prepared State Goals for Learning with accompanying Illinois Learning Standards.

The Board of Education gives priority in the allocation of resources, including funds, time, personnel, and facilities, to fulfilling this purpose.

Quality Assurance

The Board continuously monitors student achievement and the quality of the District's work. The Superintendent shall supervise the following quality assurance components, in accordance with State law and ISBE rules, and continuously keep the Board informed:

1. Prepare each school's annual recognition application and quality assurance appraisal, whether internal or external, to assess each school's continuous school improvement.
2. Continuously assess the District's and each school's overall performance in terms of both academic success and equity. This includes, without limitation, a thorough analysis of ISBE's balanced accountability measure and each school's Multiple Measure Index and corresponding Annual Measurable Objective provided by ISBE.
3. If applicable, develop District and School Improvement Plans, present them for Board approval, and supervise their implementation.
4. Prepare a school report card, present it at a regular Board meeting, and disseminate it as provided in State law.
5. In accordance with [105 ILCS 5/2-3.153](#), annually administer a climate survey on the instructional environment within the school to, at minimum, students in grades 4 through 8 and teachers.

LEGAL REF.:

[105 ILCS 5/2-3.25](#), [5/2-3.25a](#), [5/2-3.25b](#), [5/2-3.25c](#), [5/2-3.25d-5](#), [5/2-3.25e-5](#), [5/2-3.25f](#), [5/2-3.25f-5](#), [5/2-3.63](#), [5/2-3.64a-5](#), [5/2-3.153](#), [5/10-17a](#), [PRESSPlus1 5/10-21.3a](#), and [5/27-1](#).

[23 Ill.Admin.Code Part 1, Subpart A](#): Recognition Requirements.

CROSS REF.: 6:170 (Title I Programs), 6:340 (Student Testing and Assessment Program), 7:10 (Equal Educational Opportunities)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-17a, amended by P.A.s 101-68, 102-294, eff. 1-1-22 (data on the number of incidents of violence that occurred on school grounds or during school-related activities and that resulted in an out-of-school suspension, expulsion, or removal to an alternative setting), 102-594, eff. 7-1-22 (the number of teachers who are National Board Certified Teachers, disaggregated by race and ethnicity), and 102-539 (school report card deliveries delayed until 12-31 in years when the Governor declares a public health emergency). **Issue 108, November 2021**

Document Status: Draft Update

6:20 School Year Calendar and Day

School Calendar

The Board of Education, upon the Superintendent's recommendation and subject to State regulations, annually establishes the dates for opening and closing classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board establishes the length of the school day with the recommendation of the Superintendent and subject to State law requirements. The Superintendent or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [5/10-20.56](#), [5/10-24.46](#), [5/10-30](#), [5/18-12](#), [5/18-12.5](#), [5/24-2](#), [5/27-3](#), [5/27-18](#), [5/27-19](#), [5/27-20](#), [5/27-20.1](#), [5/27-20.2](#), and [20/1](#).

[10 ILCS 5/11-4.1](#).

[5 ILCS 490/](#), [State Commemorative Dates Act](#), [PRESSPlus1](#)

[23 Ill.Admin.Code §1.420\(f\)](#).

Metz/ v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd by* 57 F.3d 618 (7th Cir., 1995).

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content), 6:70 (Teaching About Religions), 7:90 (Release During School Hours)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

6:50 School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy's implementation.

Goals for Nutrition Education and Nutrition Promotion

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

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

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See ~~Board policies~~ 6:60, *Curriculum Content* and ~~Board policy~~ 7:260, *Exemption from Physical Education*
- During the school day, all students will be required to engage in a ~~daily~~ physical education course, unless otherwise exempted. See ~~Board policies~~ 6:60, *Curriculum Content* [PRESSPlus1](#) and ~~Board policy~~ 7:260, *Exemption from Physical Education*
- The curriculum will be consistent with and incorporate relevant *Illinois Learning Standards for Physical Development and Health* as established by the ~~Illinois~~ State Board of Education.

INSERT: for a minimum of three days per five day week with such frequency as determined by the Board of Education after recommendation by the Superintendent

Nutrition Guidelines for Foods Available During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current *Dietary Guidelines for Americans* published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of *competitive foods*, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the "general nutrition standards for competitive foods" specified in federal law, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). To request an EFD and learn more about the District's related procedure(s), contact the Superintendent or designee. The District's procedures are subject to change. The number of EFDs is set by ISBE rule.

Guidelines for Reimbursable School Meals

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

Unused Food Sharing Plan [PRESSPlus2](#)

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

1. Develop and support a food sharing plan (Plan) for unused food that is focused on needy students. [PRESSPlus3](#)
2. Implement the Plan throughout the District.
3. Ensure the Plan complies with the Richard B. Russell National School Lunch Act, as well as accompanying guidance from the U.S. Department of Agriculture on the Food Donation Program. [PRESSPlus4](#)
4. Ensure that any leftover food items are properly donated to combat potential food insecurity in the District's community. Properly means in accordance with all federal regulations and State and local health and sanitation codes.

Monitoring

The Superintendent or designee shall annually provide implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and community.

Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

LEGAL REF.:

~~Child Nutrition and WIC Reauthorization Act of 2004~~, Pub. L. 108-265, Sec. 204, Child Nutrition and WIC Reauthorization Act of 2004.

~~Child Nutrition Act of 1966~~, 42 U.S.C. §1771 et seq., Child Nutrition Act of 1966.

~~National School Lunch Act~~, 42 U.S.C. §1751 et seq., National School Lunch Act.

~~Healthy, Hunger-Free Kids Act of 2010~~, 42 U.S.C. §1758b, Pub. L. 111-296, Healthy, Hunger-Free Kids Act of 2010.

42 U.S.C. §1779, as implemented by 7 C.F.R. §§210.11 and 210.31.

~~Local Records Act~~, 50 ILCS 205/ Local Records Act.

105 ILCS 5/2-3.139.

23 Ill.Admin.Code Part 305, Food Program.

ISBE's ~~"School Wellness Policy"~~ Goal, adopted Oct. 2007.

CROSS REF.: 4:120 (Food Services), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 7:260 (Exemption from Physical Education)

~~ADOPTED: January 10, 2018~~

PRESSPlus Comments

PRESSPlus 1. Policy 6:50's sample text is based upon federal and State *goals* while sample policy 6:60, *Curriculum Content's* text is based only upon State curriculum requirements that require a minimum of three days of physical education per five-day week (with an exception for schools engaged in block scheduling). Ensure the text in this policy's goal aligns with the district's practice stated in policy 6:60 for meeting the minimum requirements of 23 Ill.Admin.Code §1.425(b). If the board adopts changes to this policy's goal, enter the change, and use the save status "Adopted with Additional District Edits." **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/2-3.182, added by P.A. 102-359. Food sharing plans will depend on many local factors and require local health department involvement, so because of that, a sample **PRESS** administrative procedure is not practical and does not exist. **Issue 108, November 2021**

PRESSPlus 3. *Needy students* is not defined by 105 ILCS 5/2-3.182, added by P.A. 102-359. **Issue 108, November 2021**

PRESSPlus 4. Required for districts that participate in child nutrition programs, the National School Lunch Program and National School Breakfast Program, the Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP). See 105 ILCS 5/2-3.182, added by P.A. 102-359. Delete number 3 *only if* the district participates in none of the programs listed. **Issue 108, November 2021**

Document Status: Draft Update

Recommend as presented; legal updates

6:120 Education of Children with Disabilities

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 15 ~~(inclusive)~~ [PRESSPlus1](#) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to ~~the~~ IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the ISBE *Special Education* rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's ~~disabled~~ students [with disabilities](#).

If necessary, students may also be placed in nonpublic special education programs or education facilities.

LEGAL REF.:

Americans With Disabilities Act, [42 U.S.C. §12101](#) *et seq.*

Individuals With Disabilities Education Improvement Act of 2004, [20 U.S.C. §1400](#) *et seq.*

Rehabilitation Act of 1973, Section 504, [29 U.S.C. §794](#).

[105 ILCS 5/14-1.01](#) *et seq.*, [5/14-7.02](#), and [5/14-7.02b](#).

[23 Ill.Admin.Code Part 226](#).

[34 C.F.R. Part 106](#).

34 C.F.R. [§Part 300](#).

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

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/14-6.01 states that high school districts are financially responsible for the education of children with disabilities who reside in their districts when such children reach age 15, but they may admit children with disabilities into special education facilities without regard to graduation from the eighth grade after they reach age 14 ½. When a child with a disability turns 14 ½ years old, it is the elementary school district's responsibility to notify the high school district of the child's current eligibility, program, and evaluation data upon which the current program is based. **Issue 108, November 2021**

Document Status: Draft Update

6:340 Student Testing and Assessment Program

The District student assessment program provides information for determining individual student achievement and instructional needs, curriculum and instruction effectiveness, and school performance measured against District student learning objectives and statewide norms.

The Superintendent or designee shall manage the student assessment program that, at a minimum:

1. Administers to students all standardized assessments required by the Ill. State Board of Education (ISBE) and/or any other appropriate assessment methods and instruments, including norm and criterion-referenced achievement tests, aptitude tests, proficiency tests, and teacher-developed tests.
2. Informs students of the timelines and procedures applicable to their participation in every State assessment.
3. Provides each student's parents/guardians with the results or scores of each State assessment. See policy 6:280, *Grading and Promotion*.
4. Utilizes professional testing practices.

Overall student assessment data on tests required by State law will be aggregated by the District and reported, along with other information, on the District's annual report card. All reliable assessments administered by the District and scored by entities outside of the District must be (1) reported to ISBE on its form by the 30th day of each school year, and (2) made publicly available to parents/guardians of students. Board policy 7:340, *Student Records*, and its implementing procedures govern record keeping and access issues.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act.

[105 ILCS 10/](#), Illinois School Student Records Act.

105 ILCS 5/2-3.63, 5/2-3.64a-5, [5/2-3.64a-10](#), [5/2-3.107](#), [5/2-3.153](#), 5/10-17a, 5/22-82, and 5/27-1.

[23 Ill. Admin. Code §1.30\(b\) and §375.10](#), [PRESSPlus1](#)

CROSS REF.: 6:15 (School Accountability), 6:280 (Grading and Promotion), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

7:10 Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under Board of Education policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using Board policy 2:260, *Uniform Grievance Procedure*.

Sex Equity

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, *Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the appropriate Intermediate Service Center (pursuant to [105 ILCS 5/3-10](#)) and, thereafter, to the State Superintendent of Education (pursuant to [105 ILCS 5/2-3.8](#)).

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator, who also serves as the District's Title IX Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and related grievance procedures.

LEGAL REF.:

[20 U.S.C. §1681](#) et seq., Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §791](#) et seq., Rehabilitation Act of 1973.

[42 U.S.C. §11431](#) et seq., McKinney-Vento Homeless Assistance Act.

[Good News Club v. Milford Central Sch.](#), 533 U.S. 98 (2001).

[Ill. Constitution, Art. I](#), §18.

105 ILCS 5/3.25b, 5/3.25d(b), 5/10-20.12, 5/10-20.60, [5/10-20.63](#) (P.A.s 100-29 and 100-163, final citations pending), [PRESSPlus1](#) 5/10-22.5, and 5/27-1.

[775 ILCS 5/1-101](#) et seq., Illinois Human Rights Act.

[775 ILCS 35/5](#), Religious Freedom Restoration Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 6:65 (Student Social and Emotional Development), 7:20 (Harassment of Students Prohibited), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:130 (Student Rights and Responsibilities), 7:160 (Student Appearance), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:250 (Student Support Services), 7:330 (Student Use of Buildings - Equal Access), 7:340 (Student Records), 8:20 (Community Use of School Facilities)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: Draft Update

7:20 Harassment of Students Prohibited

No person, including a School District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. See policies 2:265, *Title IX Sexual Harassment Grievance Procedure*, and 2:260, *Uniform Grievance Procedure*.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Reports under this policy will be considered a report under Board policy 2:260, *Uniform Grievance Procedure*, and/or Board policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. The Nondiscrimination Coordinator and/or Complaint Manager shall process and review the report according to the appropriate grievance procedure.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

Nondiscrimination Coordinator:

Merryl Brownlow

12809 S. McVickers Avenue, Palos Heights, IL 60463

mbrownlow@palos128.org

708-597-9040

Complaint Managers:

Merryl Brownlow

12809 S. McVickers Avenue, Palos Heights, IL 60463

mbrownlow@palos128.org

708-597-9040

Kevin Kirk

6610 W. Highland Drive, Palos Heights, IL 60463

kkirk@palos128.org

708-448-0737

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including:

1. For students, age-appropriate information about the contents of this policy in the District's student handbook(s), on the District's website, and, if applicable, in any other areas where policies, rules, and standards of conduct are otherwise posted in each school.
2. For staff members, this policy in the appropriate employee handbook(s), if applicable, and/or in any other areas where policies, rules, and standards of conduct are otherwise made available to staff.

Investigation Process

Any District employee who receives a report or complaint of harassment must promptly forward the report or complaint to the

Nondiscrimination Coordinator or a Complaint Manager. Any employee who fails to promptly comply may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 ([20 U.S.C. §1681 et seq.](#)), the Nondiscrimination Coordinator or designee shall consider whether action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, should be initiated.

For any other alleged student harassment that does not require action under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under policies 2:260, *Uniform Grievance Procedure*, and/or 7:190, *Student Behavior*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, or policy 2:260, *Uniform Grievance Procedure*.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints or providing information about harassment is prohibited (see policies 2:260, *Uniform Grievance Procedure*, and 2:265, *Title IX Sexual Harassment Grievance Procedure*).

Students should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

LEGAL REF.:

[20 U.S.C. §1681 et seq.](#), Title IX of the Educational Amendments of 1972; [34 C.F.R. Part 106](#).

105 ILCS 5/10-20.12, [5/10-22.5](#), [5/10-23.13](#), [PRESSPlus1](#) 5/27-1, and 5/27-23.7.

[775 ILCS 5/1-101 et seq.](#), Illinois Human Rights Act.

[23 Ill.Admin.Code §1.240](#) and [Part 200](#).

[Davis v. Monroe County Bd. of Educ.](#), 526 U.S. 629 (1999).

[Franklin v. Gwinnett Co. Public Schs.](#), 503 U.S. 60 (1992).

[Gebser v. Lago Vista Independent Sch. Dist.](#), 524 U.S. 274 (1998).

[West v. Derby Unified Sch. Dist. No. 260](#), 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), [4:165 \(Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors\)](#), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Recommend as Presented - Legal
update on Homeless Definition

Document Status: Draft Update

7:30 Student Assignment

Class Assignments

The Superintendent or designee shall assign students to classes. Homeless children shall be assigned according to policy 6:140, Education of Homeless Children. [PRESSPlus1](#)

LEGAL REF.:

[105 ILCS 5/10-21.3](#), [5/10-21.3a](#), and [5/10-22.5](#).

CROSS REF.: 4:170 (Safety), 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children)

~~ADOPTED: April 9, 2014~~

PRESSPlus Comments

PRESSPlus 1. McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq. and Ill. Education for Homeless Children Act, 105 ILCS 45/. **Issue 108, November 2021**

Document Status: Draft Update

7:60 Residence

Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise [PRESSPlus1](#) provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney affidavit stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

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

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

If, at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District, but will be living within the District within 60 days six months [PRESSPlus2](#) after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

Admission of Nonresident Students Pursuant to an Agreement or Order

Nonresident students may attend District schools tuition-free pursuant to whenever any State or federal law or a court order mandates the acceptance of a non-resident student.

Homeless Children

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

Challenging a Student's Residence Status

If the Superintendent or designee determines that a non-resident student is attending school on a tuition-free basis is a nonresident of the District for whom tuition is required to be charged school, he or she on behalf of the Board of Education shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. [PRESSPlus3](#) The notice shall detail the specific reasons why the Board believes that the student is a nonresident of the District and shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by the School Code, [105 ILCS 5/10-20.12b](#).

LEGAL REF.:

~~McKinney-Vento Homeless Assistance Act~~, 42 U.S.C. §11431 et seq., McKinney-Vento Homeless Assistance Act.

105 ILCS 5/10-20.12a, 5/10-20.12b, ~~and 5/10-22.5~~, and 5/10-22.5a.

105 ILCS 45/, Education for Homeless Children Act ~~and 70/~~.

105 ILCS 70/, Educational Opportunity for Military Children Act.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 235 Ill.App.3d 652 (Ill.App.1, 5th Dist. 1992).

Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 292 Ill.App.3d 607 (Ill.App.1, 1st Dist. 1997).

Kraut v. Rachford, 366 N.E.2d 497 51 Ill.App.3d 206 (Ill.App.1, 1st Dist. 1977).

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

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/10-22.5a(a-5), amended by P.A. 102-126. **Issue 108, November 2021**

PRESSPlus 3. Updated in response to a five-year review. **Issue 108, November 2021**

Document Status: Draft Update

7:70 Attendance and Truancy

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years (unless the child has graduated from high school), or (b) who is enrolled in any of grades kindergarten through 8 in the public school regardless of age. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, and (5) any child absent because of religious reasons, PRESSPlus1 including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness (including mental or behavioral health of the student), PRESSPlus2 observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student as determined by the Board, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe. PRESSPlus3

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with the School Code and Board of Education policy. The program shall include but not be limited to:

1. A protocol for excusing a student in grades 6 through 8 from attendance to sound *Taps* at a military honors funeral held in Illinois for a deceased veteran.
2. A protocol for excusing a student from attendance on a particular day(s) or at a particular time of day when his/her parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
3. A process to telephone, within two hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
4. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in [105 ILCS 5/26-2a](#).
5. A description of diagnostic procedures for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information about the reasons for the student's attendance problem.
6. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, *Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program*.
7. A process for the collection and review of chronic absence data and to: PRESSPlus4
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
8. Reasonable efforts to provide ongoing professional development to teachers, administrators, Board members, school resource officers, and staff on the appropriate and available supportive services for the promotion of student attendance and engagement.
9. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Intermediate Service Center, if truancy continues after supportive services have been offered.
10. A protocol for cooperating with non-District agencies including County or municipal authorities, the Intermediate Service Center, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Student Records*, as well as State and federal law concerning school student records.
11. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
12. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.

LEGAL REF.:

[105 ILCS 5/26-1 through 18](#).

[705 ILCS 405/3-33.5](#), Juvenile Court Act of 1987.

[23 Ill.Admin.Code §§1.242](#) and [1.290](#).

CROSS REF.: 5:100 (Staff Development Program), 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions and Student Transfers To and From Non-District Schools), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Behavior), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406, which prohibits schools from requiring students excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

PRESSPlus 2. 105 ILCS 5/26-1 and 5/26-2a, amended by P.A.s. 102-266 and 102-321. A student may be absent for mental or behavioral health for up to five days without providing a medical note, and the student must be given an opportunity to make up any missed school work. *Medical note* is not defined, but the same portion of the statute discusses a student's inability to attend school due to a disability being certified by an Illinois licensed physician, chiropractic physician, advanced practice registered nurse, or physician assistant; presumably any of these individuals could provide a *medical note*. After the second mental health day used, the student may be referred to the appropriate school support personnel. See policy 7:250, *Student Support Services*. **Issue 108, November 2021**

PRESSPlus 3. 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-471, requires a written policy related to absences and missed homework or classwork assignments as a result of or related to a student's pregnancy. It makes sense to apply such a policy to all students who are absent for a valid cause. **Issue 108, November 2021**

PRESSPlus 4. 105 ILCS 5/22-90 (final citation pending), added by P.A. 102-157, requires the incorporation of provisions relating to chronic absenteeism in accordance with 105 ILCS 5/26-18. 105 ILCS 5/26-18 requires districts to collect and review chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. 105 ILCS 5/26-18(c). **Issue 108, November 2021**

Recommend as Presented - School
Code update

Document Status: Draft Update

7:80 Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, ~~or~~ for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). ~~This notice shall satisfy the District's requirement for a written excuse when the student returns to school.~~ [PRESSPlus1](#)

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

LEGAL REF.:

~~Religious Freedom Restoration Act, 775 ILCS 35/.~~

105 ILCS 5/26-1 and 5/26-2b.

775 ILCS 35/, Religious Freedom Restoration Act.

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

~~ADOPTED: April 9, 2014~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/26-1, amended by P.A. 102-406. Schools cannot require students who are excused for religious reasons to submit a written excuse after returning to school. **Issue 108, November 2021**

Recommend as Presented -
Semantic update

Document Status: Draft Update

7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will:

1. Recognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student,
3. Minimize potential disruption,
4. Foster a cooperative relationship with public agencies and law enforcement, and
5. Comply with State law including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will:
 - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
 - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, ~~guidance~~ [PRESSPlus1](#) counselor, or any other mental health professional) are present during the questioning; and
 - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning.

LEGAL REF.:

105 ILCS 5/10-20.64, 5/22-88.5 (final citation pending) [55 ILCS 80/](#), Children's Advocacy Center Act.

[325 ILCS 5/](#), Abused and Neglected Child Reporting Act.

[720 ILCS 5/31-1](#) *et seq.*, Interference with Public Officers Act.

[725 ILCS 120/](#), Rights of Crime Victims and Witnesses Act.

CROSS REF.: 5:90 (Abused and Neglected Child Reporting), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:190 (Student Behavior)

PRESSPlus Comments

PRESSPlus 1. Updated in response to P.A. 102-197, changing the term *school guidance counselor* to *school counselor* to clarify that a school counselor's role is broader than the role of a school guidance counselor. School counselors have a licensed school support personnel endorsement, and the role of a school counselor includes academic, social-emotional, and college and career counseling. **Issue 108, November 2021**

Recommend with default definition vs expanded definition

Document Status: Draft Update

7:160 Student Appearance

A student's appearance, including dress and hygiene grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, and safety, and decency. The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. PRESSPlus1 Q1 Students who disrupt the educational process or compromise standards of health and safety must modify their appearance. Procedures for guiding student appearance, handling students who dress or groom inappropriately will be developed by the Superintendent or designee and included in the *Student Handbook(s)*.

LEGAL REF.:

105 ILCS 5/2-3.25 and 5/10-22.25b.

Tinker v. Des Moines Independent Sch.ool Dist., 89 S.Ct. 733 393 U.S. 503 (1969).

CROSS REF.: 7:10 (Equal Educational Opportunities), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior)

ADOPTED: April 9, 2014

Questions and Answers:

***Required Question 1. If the board would like to expand upon the law's requirement of race, ethnicity, or hair texture, IASB will amend this sentence as follows: "The District does not prohibit hairstyles or hair textures historically associated with historically associated with race, ethnicity, or hair texture, or any other protected classes under Board policy 7:10, *Equal Educational Opportunities*, including, but not limited to, protective hairstyles such as braids, locks, and twists."

Would the board would like to expand upon the law's requirement of race, ethnicity, or hair texture?

- No (default)
- Yes.

PRESSPlus Comments

PRESSPlus 1. Required by 105 ILCS 5/10-22.25b, amended by P.A. 102-360, eff. 1-1-22, for recognition under 105 ILCS 5/2-3.25 (*Jett Hawkins Law*). For districts to receive recognition from the Ill. State Board of Education (ISBE), they must provide assurances of compliance with the *Jett Hawkins Law*. This policy's second sentence does that. ISBE will have resource materials on its website by 7-1-22. State or federal law also controls this policy's content. **Issue 108, November 2021**

Document Status: Draft Update

7:190 Student Behavior

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

When and Where Conduct Rules Apply

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

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

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
 - a. Any illegal drug or controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a *weapon* as that term is defined in the **Weapons** section of this policy, or violating the **Weapons** section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual

depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off or silenced [PRESSPlus1](#) and [Q1](#) out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period, or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truant.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.

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

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

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

Isolated Time Out, Time Out, and Physical Restraint

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

Weapons

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

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

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

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

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

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related

incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, Ill. Dept. of State Police (ISP), and any involved student's parent/guardian. School grounds includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

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

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

Student Handbook

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

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

Incorporated

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

LEGAL REF.:

[20 U.S.C. §6081](#), Pro-Children Act of 1994.

[20 U.S.C. §7961](#) *et seq.*, Gun Free Schools Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/22-33, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3, ~~and 110/3.10~~.

[105 ILCS 110/3.10](#), Critical Health Problems and Comprehensive Health Education Act.

[410 ILCS 130/](#), Compassionate Use of Medical Cannabis Pilot Program.

[410 ILCS 647/](#), Powdered Caffeine Control and Education Act.

[430 ILCS 66/](#), Firearm Concealed Carry Act.

[23 Ill.Admin.Code §§ 1.280, 1.285](#).

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

Questions and Answers:

***Required Question 1. Are cell phones required to be kept out of sight?

Yes (default)

No. (IASB will remove "and out-of-sight")

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 108, November 2021**

Document Status: Draft Update

Recommend as Presented - School Code Update

7:200 Suspension Procedures

In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

Out-of-School Suspension

The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
 - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
 - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
 - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
 - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
 - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
 - a) A threat to school safety, or
 - b) A disruption to other students' learning opportunities.
 - ii. For a suspension of 4 or more school days, an explanation:
 - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
 - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
 - c) That the student's continuing presence in school would either:
 - i) Pose a threat to the safety of other students, staff, or members of the school community, or
 - ii) Substantially disrupt, impede, or interfere with the operation of the school.
 - iii) For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
 5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from ~~the Department of Human Services~~ [a local mental health agency](#) [PRESSPlus1](#) to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

LEGAL REF.:

Goss v. Lopez, 95 S.Ct. 729, 419 U.S. 565 (1975).

Sieck v. Oak Park River Forest High School, 807 F.Supp. 73 (N.D. Ill., E.D., 1992).

105 ILCS 5/10-20.14, 5/10-22.6.

23 Ill.Admin.Code §1.280.

CROSS REF.: 5:100 (Staff Development), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:220 (Bus Conduct)

ADOPTED: October 19, 2016

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

Document Status: Draft Update

Recommend as Presented - School Code Update

7:210 Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
 - a. Include the time, date, and place for the hearing.
 - b. Briefly describe what will happen during the hearing.
 - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
 - d. List the student's prior suspension(s).
 - e. State that the School Code allows the Board of Education to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
 - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from ~~the Dept. of Human Services~~ a local mental health agency [PRESSPlus1](#) to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
 - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
 - b. Provide a rationale for the specific duration of the recommended expulsion.
 - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
 - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

LEGAL REF.:

Goss v. Lopez, 95 S.Ct. 729 419 U.S. 565 (1975).

105 ILCS 5/10-20.14, 10-22.6

CROSS REF.: 5:100 (Staff Development Program), 7:130 (Student Rights and Responsibilities), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:230 (Misconduct by Students with Disabilities)

~~ADOPTED: October 19, 2016~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.6(c), amended by P.A. 102-539. **Issue 108, November 2021**

Document Status: Draft Update

Recommend as Presented - Legal precedent... Students must be given due process

7:240 Conduct Code for Participants in Extracurricular Activities

The Superintendent or designee, using input from coaches and sponsors of extracurricular activities, shall develop a conduct code for all participants in extracurricular activities consistent with Board of Education policy and the rules adopted by any association in which the School District maintains a membership. The conduct code shall: (1) require participants in extracurricular activities to conduct themselves as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on and off school property, and (2) notify participants that failure to abide by it could result in discipline, up to and including removal from the activity. Participants who violate the conduct code will be allowed to give an explanation before being progressively disciplined. PRESSPlus1 . The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

Participants in extracurricular activities must abide by the conduct code for the activity and Board policy 7:190, *Student Behavior*. All coaches and sponsors of extracurricular activities shall annually review the conduct code with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 7 through 8 participating in these programs.

LEGAL REF.:

Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021).

Board of Education of Independent School Dist. No. 92 v. Earls, 536 U.S. 822 122 S.Ct. 2559 (2002).

Vernonia Sch. Dist. 475 v. Acton, 515 U.S. 646 (1995).

Clements v. Board of Education of Decatur, 133 Ill.App.3d 531 (4th Dist. 1985) 478 N.E.2d 1209 (Ill.App.4, 1985).

Kevin Jordan v. O'Fallon THSD 203, 302 Ill.App.3d 1070 (5th Dist. 1999) 706 N.E.2d 137 (Ill.App.5, 1999).

Todd v. Rush County Schools, 133 F.3d 984 (7th Cir. 1998).

Vernonia School Dist. 475 v. Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24, 5/27-23.3, and 25/2.

CROSS REF.: 5:280 (Duties and Qualifications), 6:190 (Extracurricular and Co-Curricular Activities), 7:190 (Student Behavior), 7:300 (Extracurricular Athletics)

ADOPTED: January 11, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to U.S. Supreme Court's 2021 decision in Mahanoy Area Sch. Dist. v. B.L., 141 S.Ct. 2038 (2021), which involved a student suspended from the cheerleading squad for one year after she posted two vulgar *snaps* on Snapchat while off campus during the weekend. The U.S. Supreme Court held that while schools may have a special interest in regulating some off-campus student speech, e.g., teaching good manners and preventing disruption, here the school's interests were insufficient to overcome the student's interest in free expression, and the one-year suspension violated the student's First Amendment rights. The Court noted that the school's interest in regulation was diminished by the fact that the student's speech did not identify the school, did not target any member of the school community, and was transmitted through a personal cell phone to an audience consisting of her private circle of Snapchat friends. Comments during oral argument suggest the Court was particularly struck by the severity of the discipline issued as well. Careful factual analysis, in consultation with the board attorney, should occur when considering discipline of participants for off-campus activity. See 7:240-AP1, *Code of Conduct for Extracurricular Activities*, available at **PRESS** Online by logging in at www.iasb.com. **Issue 108, November 2021**

Document Status: Draft Update

Recommend as Presented - School Code Update

7:250 Student Support Services

The Superintendent or designee shall develop protocols for responding to students with social, emotional, or mental health needs that impact learning ability. The District, however, assumes no liability for preventing, identifying, or treating such needs.

Erin's Law Counseling Options, Assistance, and Intervention [PRESSPlus1](#)

The Superintendent or designee will ensure that each school building's Student Support Committee identifies counseling options for students who are affected by sexual abuse, along with District and community-based options for victims of sexual abuse to obtain assistance and intervention. Community-based options must include a Children's Advocacy Center and sexual assault crisis center(s) that serve the District, if any.

This policy shall be implemented in a manner consistent with State and federal laws, including the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

LEGAL REF.:

[105 ILCS 5/10-23.13\(b\) and 5/21B-25\(G\).](#)

~~Children's Mental Health Act of 2003, [405 ILCS 49/](#), Children's Mental Health Act of 2003.~~

~~Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110/](#), Mental Health and Developmental Disabilities Confidentiality Act.~~

~~[105 ILCS 5/10-20.58.](#)~~

CROSS REF.: 6:65 (Student Social and Emotional Development), 6:270 (Guidance and Counseling Program), 7:100 (Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students), 7:280 (Communicable and Chronic Infectious Diseases), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. Required by *Erin's Law*, 105 ILCS 5/10-23.13(b)(2), (3), and (5), amended by P.A. 102-610. See policy 5:90, *Abused and Neglected Child Reporting*, and administrative procedure 5:90-AP, *Coordination with Children's Advocacy Center*, available at **PRESS** Online by logging in at www.iasb.com, for more information on Children's Advocacy Centers. **Issue 108, November 2021**

Document Status: Draft Update

Recommend as Presented - School Code Update

7:260 Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting. [PRESSPlus1](#)

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-8, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

1. The time of year when the student's participation ceases; and
2. The student's class schedule.

LEGAL REF.:

[105 ILCS 5/27-6.](#)

[225 ILCS 60/](#), Medical Practice Act.

[23 Ill.Admin.Code §1.420\(p\)](#) and [§1.425\(d\)](#), (e).

CROSS REF.: 6:60 (Curriculum Content)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/27-6(b-5), added by P.A. 102-405. A note from clergy or a religious leader is unnecessary and should not be requested by a district. **Issue 108, November 2021**

Document Status: Draft Update

Recommend as Presented - School Code Update

7:290 Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important Board goals.

Suicide and Depression Awareness and Prevention Program

The Superintendent or designee shall develop, implement, and maintain a suicide and depression awareness and prevention program (Program) that advances the Board's goals of increasing awareness and prevention of depression and suicide. This program must be consistent with the requirements of Ann Marie's Law listed below; each listed requirement, 1-6, corresponds with the list of required policy components in the School Code [Section 5/2-3.166c](#)(2)-(7). The Program shall include:

1. Protocols for administering youth suicide awareness and prevention education to students and staff.
 - a. For students, implementation will incorporate Board policy 6:60, *Curriculum Content*, which implements [105 ILCS 5/2-3.139](#) and [105 ILCS 5/27-7](#) (requiring education for students to develop a sound mind and a healthy body).
 - b. For staff, implementation will incorporate Board policy 5:100, *Staff Development Program*, and teacher's institutes under [105 ILCS 5/3-14.8](#) (requiring coverage of the warning signs of suicidal behavior).
2. Procedures for methods of suicide prevention with the goal of early identification and referral of students possibly at risk of suicide. Implementation will incorporate:
 - a. The training required by [105 ILCS 5/10-22.39](#) for licensed school personnel and administrators who work with students to identify the warning signs of suicidal behavior in youth along with appropriate intervention and referral techniques, including methods of prevention, procedures for early identification, and referral of students at risk of suicide; and
 - iii. State Board of Education (ISBE)-recommended guidelines and educational materials for staff training and professional development, along with ISBE-recommended resources for students containing age-appropriate educational materials on youth suicide and awareness, if available pursuant to *Ann Marie's Law* on ISBE's website.
3. Methods of intervention, including procedures that address an emotional or mental health safety plan for use during the school day and at school-sponsored events for a student identified as being at increased risk of suicide including those students who: (A) suffer from a mental health disorder; (B) suffer from a substance abuse disorder; (C) engage in self-harm or have previously attempted suicide; (D) reside in an out-of-home placement; (E) are experiencing homelessness; (F) are lesbian, gay, bisexual, transgender, or questioning (LGBTQ); (G) are bereaved by suicide; or (H) have a medical condition or certain types of disabilities. [PRESSPlus1](#)
Implementation will incorporate paragraph number 2, above, along with Board policies:
 - a. ~~Board policy~~ 6:65, *Student Social and Emotional Development*, implementing the goals and benchmarks of the III. Learning Standards and 405 ILCS 49/15(b) (requiring student social and emotional development in the District's educational program);
 - b. [6:120, Education of Children with Disabilities](#), implementing special education requirements for the District;
 - c. [6:140, Education of Homeless Children](#), implementing provision of District services to students who are homeless;
 - d. ~~Board policy~~ 6:270, *Guidance and Counseling Program*, implementing guidance and counseling program(s) for students, and 105 ILCS 5/10-22.24a and 22.24b, which allow a qualified guidance specialist or any licensed staff member to provide school counseling services;
 - e. [7:10, Equal Educational Opportunities](#), and its implementing administrative procedure and exhibit, implementing supports for equal educational opportunities for students who are LGBTQ;
 - f. [7:50, School Admissions and Student Transfers To and From Non-District Schools](#), implementing State law requirements related to students who are in foster care;
 - g. ~~Board policy~~ 7:250, *Student Support Services*, implementing the Children's Mental Health Act of 2003, 405 ILCS 49/ (requiring protocols for responding to students with social, emotional, or mental health issues that impact learning ability); and
 - h. State and/or federal resources that address emotional or mental health safety plans for students who are possibly at an increased risk for suicide, if available on the ISBE's website pursuant to *Ann Marie's Law*.
4. Methods of responding to a student or staff suicide or suicide attempt. Implementation of this requirement shall incorporate building-level Student Support Committee(s) established through Board policy 7:250, *Student Support Services*.
4. Reporting procedures. Implementation of this requirement shall incorporate Board policy 6:270, *Guidance and Counseling Program*, and Board policy 7:250, *Student Support Services*, in addition to other State and/or federal resources that address reporting procedures.
5. A process to incorporate ISBE-recommended resources on youth suicide awareness and prevention programs, including current contact information for such programs in the District's Suicide and Depression Awareness and Prevention Program.

Illinois Suicide Prevention Strategic Planning Committee

The Superintendent or designee shall attempt to develop a relationship between the District and the Illinois Suicide Prevention Strategic

Planning Committee, the Illinois Suicide Prevention Coalition Alliance, and/or a community mental health agency. The purpose of the relationship is to discuss how to incorporate the goals and objectives of the Illinois Suicide Prevention Strategic Plan into the District's Suicide Prevention and Depression Awareness Program.

Monitoring

The Board will review and update this policy pursuant to Ann Marie's Law and Board policy 2:240, *Board Policy Development*.

Information to Staff, Parents/Guardians, and Students

The Superintendent shall inform each school district employee about this policy and ensure its posting on the District's website. The Superintendent or designee shall provide a copy of this policy to the parent or legal guardian of each student enrolled in the District. Student identification (ID) cards, the District's website, and student handbooks and planners will contain the support information as required by State law. [PRESSPlus2](#)

Implementation

This policy shall be implemented in a manner consistent with State and federal laws, including the Children's Mental Health Act of 2003, [405 ILCS 49](#), Mental Health and Developmental Disabilities Confidentiality Act, [740 ILCS 110](#), and the Individuals with Disabilities Education Act, [42 U.S.C. §12101](#) *et seq.*

The District, Board, and its staff are protected from liability by the Local Governmental and Governmental Employees Tort Immunity Act. Services provided pursuant to this policy: (1) do not replace the care of a physician licensed to practice medicine in all of its branches or a licensed medical practitioner or professional trained in suicide prevention, assessments and counseling services, (2) are strictly limited to the available resources within the District, (3) do not extend beyond the school day and/or school-sponsored events, and (4) cannot guarantee or ensure the safety of a student or the student body.

LEGAL REF.:

[42 U.S.C. § 1201 et seq. Individuals with Disabilities Education Act.](#)

[105 ILCS 5/2-3.166](#), [105 ILCS 5/2-3.139](#), [5/3-14.8](#), [5/10-20.73](#) (final citation pending), [5/10-22.24a](#), [5/10-22.24b](#), [5/10-22.39](#), [5/10-20.75](#) (final citation pending), [5/14-1.01](#) et seq., [5/14-7.02](#), and [5/14-7.02b](#), [5/27-7](#).

[405 ILCS 49](#), Children's Mental Health Act of 2003.

[740 ILCS 110](#), Mental Health and Developmental Disabilities Confidentiality Act.

[745 ILCS 10](#), Local Governmental and Governmental Tort Immunity Act. [745 ILCS 10](#).

CROSS REF.: 2:240 (Board Policy Development), 5:100 (Staff Development Program), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:120 (Education of Children with Disabilities), 6:270 (Guidance and Counseling Program), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:250 (Student Support Services)

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/2-3.166(c)(4), amended by P.A. 102-267, eff. 7-1-22, which added seven categories students who may be identified as being at increased risk of suicide. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-20.73 (final citation pending), added by P.A. 102-134 (district-issued ID cards for students, and information on districts' websites); and 105 ILCS 5/10-20.75 (final citation pending), added by P.A. 102-416 (districts must insert either the Safe2Help Illinois helpline or a local suicide prevention hotline on ID card, contact to identify each helpline that may be contacted through text messaging, and include the same in student handbooks and planners (if a student planner is custom printed by a district or its schools for distribution to students in any of grades 6 through 12)). The Ill. Principals Association (IPA) maintains a handbook service that coordinates with **PRESS** material, Online Model Student Handbook (MSH), at: www.ilprincipals.org/resources/model-student-handbook. **Issue 108, November 2021**

Recommend as Presented - Legal ref updates

Document Status: Draft Update

7:310 Restrictions on Publications; Elementary Schools

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed On-Campus

For purposes of this section and the following section, a *publication* includes, without limitation: (1) written or electronic print material, (2) audio-visual material on any medium including electromagnetic media (e.g., images, [digital files](#) [MP3 files](#), flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, [digital files](#) [CD-ROM](#), etc.) or online (e.g., any website, social networking site, database for information retrieval, etc.), or (3) information or material on electronic devices (e.g., [text data](#) or voice messages delivered by cell phones, tablets, and other hand-held devices). [PRESSPlus1](#)

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by Board of Education policy and Student Handbooks;
4. Is reasonably viewed as promoting illegal drug use; or
5. Is distributed in kindergarten through eighth grade and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Bullying and Cyberbullying

The Superintendent or designee shall treat behavior that is *bullying* and/or *cyberbullying* according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy.

LEGAL REF.:

105 ILCS 5/27-23.7.

[Hazelwood v. Kuhlmeier](#), [108 S.Ct. 562](#) [484 U.S. 260](#) (1988).

[Hedges v. Wauconda Cmty. Community Unit Sch. Dist. No. 118](#), [9 F.3d 1295](#) (7th Cir. 1993).

[Tinker v. Des Moines Indep. Cmty. Sch. Dist.](#), [89 S.Ct. 733](#) [393 U.S. 503](#) (1969).

[Hedges v. Wauconda Cmty. Unit Sch. Dist. No. 118](#), [9 F.3d 1295](#) (7th Cir. 1993).

CROSS REF.: 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment),

8:25 (Advertising and Distributing Materials in School Provided by Non-School Related Entities)

~~ADOPTED: January 10, 2018~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to a five-year review. **Issue 108, November 2021**

Document Status: Draft Update

Recommend as Presented - School Code Update

7:340 Student Records

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 18 [PRESSPlus1](#) years who has been arrested or taken into custody.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to opt-out of the release of directory information regarding his or her child. ~~However, the District will comply with State or federal law with regard to release of an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records, including, where applicable, without notice to, or the consent of, the student's parent/guardian or eligible student.~~ [PRESSPlus2](#) Upon request, the District discloses school student records without parent consent to the official records custodian of another school in which a student has enrolled or intends to enroll, as well as to any other person as specifically required or permitted by State or federal law.

The Superintendent shall fully implement this policy and designate an *official records custodian* for each school who shall maintain and protect the confidentiality of school student records, inform staff members of this policy, and inform students and their parents/guardians of their rights regarding school student records.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

50 ILCS 205/7, [Local Records Act](#).

105 ILCS 5/10-20. [12/21b](#), [5/20.37](#), [5/10-20.40](#), and [5/14-1.01 et seq. 105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[325 ILCS 17/](#), Children's Privacy Protection and Parental Empowerment Act.

[750 ILCS 5/602.11](#), Ill. Marriage and Dissolution of Marriage Act.

[23 Ill.Admin.Code Parts 226](#) and [375](#).

[Owasso I.S.D. No. I-011 v. Falvo](#), 534 U.S. 426 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 332 Ill.App.3d 60 (1st Dist. 2002).

CROSS REF.: 5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information), 7:15 (Student and Family Privacy Rights), 7:220 (Bus Conduct), 7:345 (Use of Educational Technologies; Student Data Privacy and Security)

PRESSPlus Comments

PRESSPlus 1. 705 ILCS 405/5-905, amended by P.A. 98-61, applies to law enforcement records of minors arrested or taken into custody before their 18th (formerly 17th) birthday. **Issue 108, November 2021**

PRESSPlus 2. Updated in response to feedback from PRESS Advisory Board (PAB) members. **Issue 108, November 2021**

Document Status: Draft Update

Recommend as Presented -Legal
Reference update

7:345 Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the District shall further the objectives of the District's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient District operations. The Superintendent shall ensure that the use of educational technologies in the District meets the above criteria.

The District and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or District operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the District; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the District.

Operator Contracts

The Superintendent or designee designates which District employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Superintendent or designee shall ensure the District implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the District receives notice from an operator of a breach or has determined a breach has occurred, the Superintendent or designee shall also ensure that the District provides any breach notifications required by State law.

LEGAL REF.:

[20 U.S.C. §1232g](#), Family and Educational Rights and Privacy Act, implemented by [34 C.F.R. Part 99](#).

[105 ILCS 10/](#), Ill. School Student Records Act.

[105 ILCS 85/](#), Student Online Personal Protection Act.

[23 Ill. Admin. Code Part 380](#), [PRESSPlus1](#)

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

PRESSPlus Comments

PRESSPlus 1. The Legal References are updated. **Issue 108, November 2021**

Document Status: 5-Year-Review - Needs Review

8:100 Relations with Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including but not limited to:

- County Health Department
- Law enforcement agencies
- Fire authorities
- Planning authorities
- Zoning authorities
- Illinois Emergency Management Agency (IEMA), local organizations for civil defense, and other appropriate disaster relief organizations concerned with civil defense
- Other school districts

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Police Interviews)

ADOPTED: April 9, 2014



Palos Heights School District 128

2022 – 2023 School Calendar

AUGUST						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	I	I	18	19	20
21	22	23	24	25	27	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	X	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	X	8
9	X	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	X	9	10	11	12
13	14	15	16	17	18	19
20	PT	PT	X	X	X	26
27	28	29	30			

DECEMBER						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	16	17	18
18	19	20	21	X	X	24
25	X	X	X	X	X	31

JANUARY						
S	M	T	W	Th	F	S
1	X	X	X	X	X	7
8	9	10	11	12	13	14
15	X	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	X	X	X	X	X	

APRIL						
S	M	T	W	Th	F	S
						1
2	3	I	5	6	X	8
9	X	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	27	27
28	X	30	31			

Important Dates

AUG 16 & 17	Teacher & Staff Institute Days
AUG 18	First Day for Students – Early Dismissal at 12:00 PM
SEPT 5	Labor Day – No School
OCT 7	Institute Day – Student Non-Attendance Day
OCT 10	Columbus Day / Indigenous Peoples' Day – No School
NOV 8	Election Day – No School
NOV 21 & 22	Parent Teacher Conferences – No School
NOV 24 - 26	Thanksgiving Break – No School
DEC 22, 2022 - JAN 6, 2023	Winter Break – No School
JAN 16	Martin Luther King Jr. Day – No School
FEB 20	Presidents' Day – No School
MAR 27 – 31	Spring Break – No School
APR 4	Institute Day – Student Non-Attendance Day
APR 7	Non-Attendance Day
APR 10	Non-Attendance Day
MAY 29	Memorial Day – No School
JUNE 1	Last Day for Students – Early Dismissal at 11:00 AM

Professional Learning Early Release Days

Dismissal Times: Navajo 1:15 PM; Independence 1:20 PM; Chippewa 1:25 PM; Indian Hill 1:30 PM

September 14, 2022	September 28, 2022	October 19, 2022
November 16, 2022	December 14, 2022	January 25, 2023
February 8, 2023	February 22, 2023	March 8, 2023
April 19, 2023	May 10, 2023	

Calendar Key

- Student's First and Last Day of School
- Student Non-Attendance Day
- PLC Day – Student Early Dismissal
- Emergency Days

Note: The recommendation for inclement weather is to utilize the District E-Learning plan to avoid adding days to the end of the school year.

Final Date of Trimesters

- Trimester 1: November 11, 2022
- Trimester 2: February 28, 2023
- Trimester 3: May 31, 2023

Report Card Dates

- Trimester 1: November 18, 2022
- Trimester 2: March 7, 2023
- Trimester 3: June 1, 2023

School Attendance Hours

- Indian Hill Half Day Pre-K AM: 8:30 AM – 11:00 AM
- Indian Hill Half Day Pre-K PM: 12:00 PM – 2:30 PM
- Indian Hill Kindergarten: 8:30 AM – 2:30 PM
- Chippewa Grades 1 - 3: 8:15 AM – 2:50 PM
- Navajo Grades 4 - 5: 8:00 AM – 2:35 PM
- Independence Jr. High School Grades 6 - 8: 7:55 AM – 2:43 PM



memo

To: District 128 Board of Education
From: Merryl Brownlow
Date: March 4, 2022
Re: Veregy VRF Replacement Plan

As you know, we have continued to experience challenges with the VRF HVAC system installed by CTS in 2018. Last spring, the Vice President of Operations, Al Willis, addressed the Board of Education with a commitment to evaluate the functioning of the system this fall, after troubleshooting and implementing changes that were thought to be able to resolve our challenges.

Unfortunately, the adjustments made in preparation for this heating system did not solve our challenges and we continued to experience failures and a system that was not functioning as designed. At the time of the meeting last spring, Mr. Willis had committed to considering replacement of the system at the expense of the company (now known as Veregy) if we continued to experience failures.

Our team met with Mr. Willis and his new team on February 25, 2022. At that meeting Mr. Willis acknowledged that our issues remained unresolved. The company enlisted a new engineer to provide a thorough analysis of our system and its chronic failure. After examining the product components, engineering design and functionality of the system, it was determined that the VRF system is not the proper system to support our building needs.

Given the constraints of our building configurations, Veregy provided two options for replacement of the system.

1. An electrical duct heater system specified to the appropriate measurements to operate as the primary heating system and continue to maintain the VRF system for the cooling season. The duct system would operate with its own stand alone controls. The performance energy savings would not be realized at the same level with this system, given the heating season is the time when buildings are most often occupied.

2. Remove the VRF system entirely and replace it with high efficiency gas fired furnaces for heating and a separate condenser system for cooling. This system is intended to result in performance savings similar to that of a VRF system.

Veregy is scheduled to provide the detailed options and drawings to the district by March 18, 2022. It is anticipated that the district will select Option 2, as long as the drawings and design are received as anticipated. Upon receipt of the drawings, Studio GC and their engineering team will review the plans to affirm that the proposal meets our desired specifications.

The project is anticipated to be completed this summer at no cost to the district. We will affirm the decision with Veregy prior to the April 13, 2022 Board Meeting, and you will approve a final contract at that meeting. The new contract will include the scope of the full replacement at no cost with a full coverage 1-year warranty from the time of project completion.

MOVABLE TABLES



MODULAR SEATING



ROLLING BOOK SHELVES



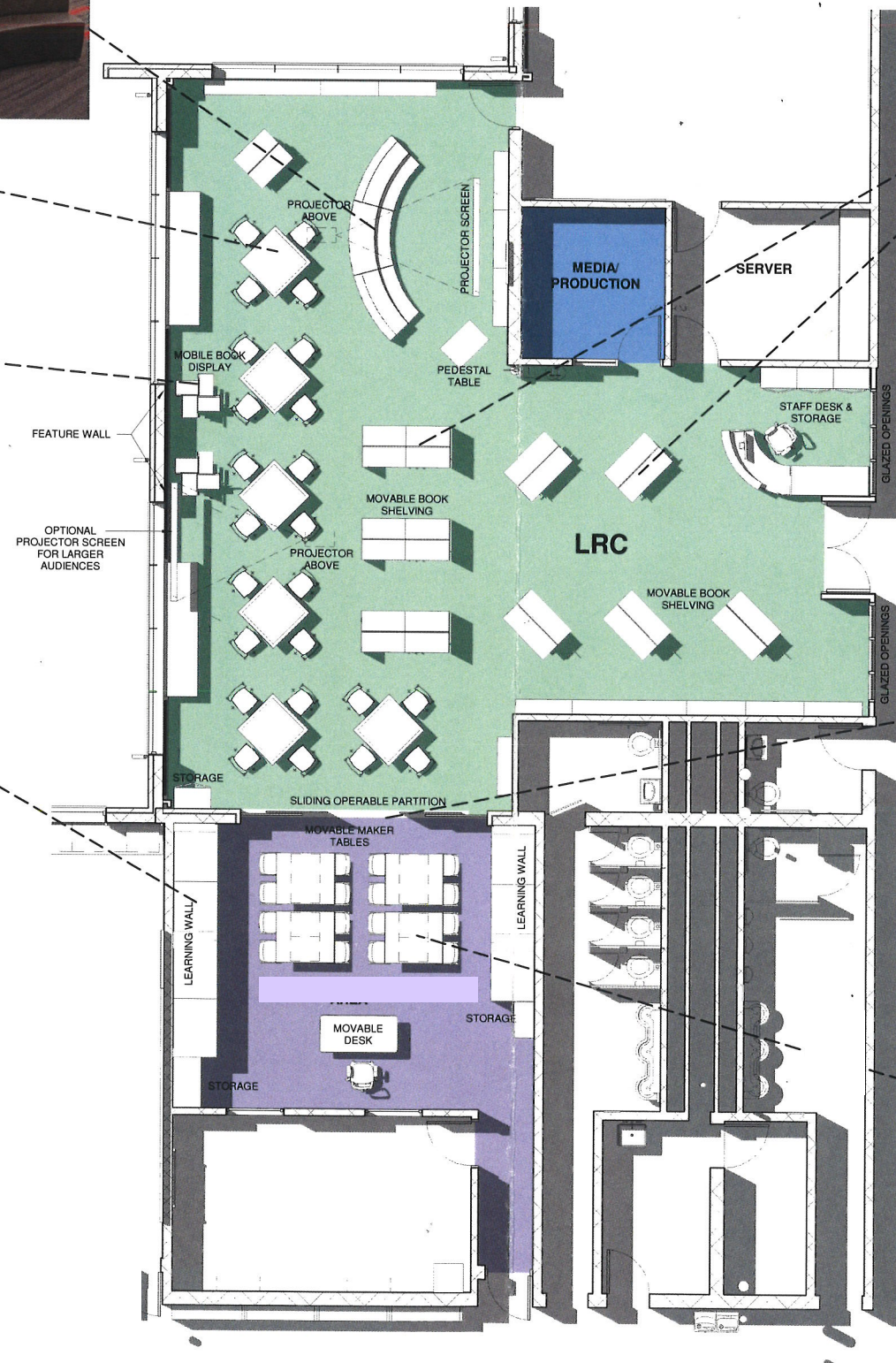
MOBILE BOOK DISPLAY



ADDITIONAL BOOK SHELVES OPTIONS



LEARNING WALL



SLIDING OPERABLE PARTITION



MAKER TABLE/ STOOLS



The maker space area will be the existing computer lab room, where project based furniture will be added.

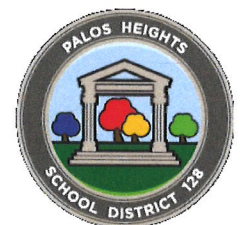


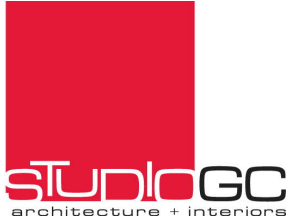
11.17.21

LIBRARY CONCEPTUAL LAYOUT
Palos Heights School District 128
CHIPPEWA ELEMENTARY SCHOOL

12425 South Austin Ave, Palos Heights, IL

0000 **A1**





223 West Jackson Boulevard
Suite 1200
Chicago, IL 60606
Phone: 312 253 3400
Fax: 312 253 3401

March 3, 2022

Dr. Merryl Brownlow, Ed. D.
Superintendent
Palos Heights School District 128
12809 S. McVickers Avenue
Palos Heights, IL 60463

RE: Masonry Restoration at Navajo Heights
Project No. 21109

Dear Dr. Brownlow:

Bids for the above referenced project were received at 1:00 p.m. on Thursday, February 22, 2022. There were six (6) bidders of record; five (5) bids were received. A bid tabulation sheet is herein attached for your review.

The lowest bid was submitted by Bee Liner Lean Services. Bee Liner withdrew their bid on 3/1/22. The second lowest bid was submitted by Otto Baum Co. We have analyzed the bids and the qualifications of Otto Baum and recommend that the contract for the Masonry Restoration at Navajo Heights project be awarded to the lowest responsible, responsive bidder, **Otto Baum Co.** Their Base Bid amount is \$99,820.

Please do not hesitate to contact me if you have any questions.

Sincerely,

Nikki D. Bridges, AIA, LEED-AP

Enclosure – Bid Tabulation
cc: Vicki Luczynski, StudioGC



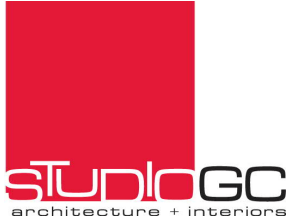
223 W. Jackson Blvd., Suite 1200
 Chicago, IL 60606
 P: 312.253.3400

Client: Palos Heights SD 128
Project Name: Masonry Restoration at Navajo Heights

Project No.: 21109
Bid Date: Tuesday, February 22, 2022 @ 1:00 p.m.
Project Architect: Nikki Bridges

BID TAB WORKSHEET

Contractor	Total Bid Amount	Addendum	Addendum	Bid Bond	Remarks
		#1	#2		
All Masonry Construction	No Bid				
Bee Liner Lean Services	\$72,390.00	X	X	X	
Berglund Construction	\$112,000.00	X	X	X	
Burroak Masonry	\$153,300.00	X	X	X	
Dynamic Building Restoration	\$170,000.00	X	X	X	
Otto Baum Co	\$99,820.00	X	X	X	



223 West Jackson Boulevard
Suite 1200
Chicago, IL 60606
Phone: 312 253 3400
Fax: 312 253 3401

March 3, 2022

Dr. Meryll Brownlow, Ed. D.
Superintendent
Palos Heights School District 128
12809 S. McVickers Avenue
Palos Heights, IL 60463

RE: Site Improvements at Chippewa, Independence and Navajo Heights Schools
Project No. 21108

Dear Dr. Brownlow:

Bids for the above referenced project were received at 2:00 p.m. on Wednesday, March 2, 2022. There were five (5) bidders of record; one (1) bid was received. A bid tabulation sheet is herein attached for your review.

There were numerous Alternate Bids which are indicated on the Bid Tabulation Sheet. A description of each is provided below:

Alternate Bid No. 1: Amount ADDED to remove the existing playground surface to the depth indicated and associated perimeter curb at Chippewa School. Provide new playground section and timber curb in accordance with the drawings. ADD: \$ 74,000

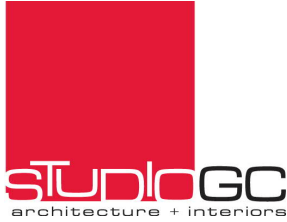
Alternate Bid No. 2: Amount ADDED to remove the asphalt sidewalk at Chippewa School and provide new 6' wide concrete sidewalk. ADD: \$ 12,500

Alternate Bid No. 3: Amount ADDED to delete sod in the designated area at Chippewa and provide Butterfly seed mix in accordance with the drawings. ADD: \$ 4,000

Alternate Bid No. 4: Amount DEDUCTED to have the remaining disturbed grassy areas not covered in Alternate Bid No. 3 be restored with seed in lieu of sod. DEDUCT (\$ 2,480)

Alternate Bid No. 5: Amount DEDUCTED to revise the bollard lighting at Independence School to be wall mounted light fixture and wall mounted outlet. DEDUCT (\$ 9,050)

We have analyzed the bids and the qualifications of the bidder and recommend that the contract for the Site Improvements at Chippewa, Independence, Indian Hill and Navajo Heights project be awarded to the lowest responsible, responsive bidder, **Abbey Paving Co, Inc.** Their Base Bid amount is \$547,800.



223 West Jackson Boulevard
Suite 1200
Chicago, IL 60606
Phone: 312 253 3400
Fax: 312 253 3401

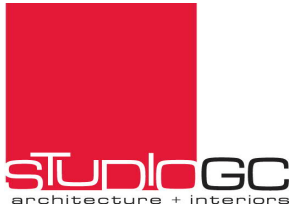
Please do not hesitate to contact me if you have any questions.

Sincerely,

Nikki D. Bridges, AIA, LEED-AP

Enclosure – Bid Tabulation

cc: Vicki Luczynski, StudioGC



223 W. Jackson Blvd., Suite 1200
 Chicago, IL 60606
 P: 312.253.3400

Client: Palos Heights SD 128
Project Name: 2022 Site Improvements at Chippewa, Independence & Navajo Hts.
Project No.: 21108
Bid Date: Wednesday, March 2, 2022 @ 2:00 pm.
Project Architect: Nikki Bridges

BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternates					Bid Bond	Remarks
		No. 1	No. 2	No. 3	No. 4	No. 5		
Abbey Paving 312-799-1699	\$547,800.00	\$74,400.00	\$12,500.00	\$4,000.00	-\$2,480.00	-\$9,050.00	X	
Advantage paving 708-205-1449	No Bid							
Matthew Paving 708-907-5784	No Bid							
Misfits Construction 312-420-5041	No Bid							
Schroeder Asphalt 815-923-4380	No Bid							

- Alt. No. 1: Remove existing playground surface to depth indicated & associated perimeter curb at Chippewa; provide new playground section/timber curb.
- Alt. No. 2: Remove asphalt sidewalk at Chippewa and provide new 6' wide concrete sidewalk.
- Alt. No. 3: Delete sod in designated area at Chippewa and provide butterfly seed mix.
- Alt. No. 4: Remaining disturbed grassy areas not covered in Alt. #3 be restored with seed in lieu of sod.
- Alt. No. 5: Revise bollard lighting at Independence to be wall mounted light fixture and wall mounted outlet.

**Intergovernmental Agreement with the Palos Heights School District 128
and the City of Palos Heights**

WHEREAS, THE CITY OF PALOS HEIGHTS, Cook County, Illinois, hereinafter called the “The City”, and the PALOS HEIGHTS SCHOOL DISTRICT NO. 128, Cook County, Illinois, hereinafter called the “School District”, have cooperated for the mutual benefit of its community for many years; and

WHEREAS, The City seeks the use of School District facilities to hold The City’s Day Camp Program.

WHEREAS, the School District is presently the owner of school buildings and ground commonly known as Chippewa Elementary School and may own or operate other school buildings and grounds during the term of this Agreement (collectively the “School Properties”) situated within the boundaries of The City; and

WHEREAS, the School District has determined that The City’s use of the School Properties for the Day Camp Program during agreed upon hours would not interfere with the School District’s delivery of educational services to its students and residents, and has further determined that such use may enhance delivery of such educational services; and

WHEREAS, Article VII, Section 10, of the 1970 State of Illinois Constitution authorizes units of local government, such as the School District and The City, to contract or otherwise associate among themselves in any manner not prohibited by law or by ordinance; and

WHEREAS, Section 3 of the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3) provides that any powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government where not prohibited by law;

WHEREAS, Section 5 of the Illinois Intergovernmental Cooperation Act (5 ILCS 220/3) further provides that any one or more units of local government at contract to perform any governmental service, activity or undertaking which any unit of local government entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and

WHEREAS, the School District has been granted the control and supervision of school grounds and the authority under Section 10-22.10 of the Illinois School Code (105 ILCS 5/10-22.10) to grant the use of school grounds, under such provisions and control as they may see fit to impose and for the conducting of recreational, social and civic activities in the school building or on the school grounds or both; and

WHEREAS, the parties hereto have determined that it is in their respective best interests and the best interests of their residents to enter into this Agreement to secure to each the benefits of enhanced recreational and educational activities for the residents of The City and the School District;

NOW THEREFORE, in consideration of the foregoing recitals, and the mutual covenants and promises contained below, the sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

I Term

1.1 Term- The term of this Agreement shall be for a period of eight weeks, commencing on June 6, 2022 and continuing thereafter through August 2, 2022 unless terminated prior to that date, as provided in this Agreement.

1.2 Termination- Each party reserves the right to terminate this Agreement for any reason upon 30 days advanced written notice to the other party.

1.3 Effect of termination- The termination of this Agreement shall not alleviate any responsibility to pay or make repairs occurring during the effective period of this Agreement.

1.4 Condition of Property-At the expiration of this Agreement, whether by lapse of time or otherwise, each party shall leave the other party's properties in substantially the same condition, normal wear and tear attributable to a party's use excepted, as in existence at the time of the execution of this Agreement. To the extent that a party does not meet this obligation, the other party may see reimbursement for expenses incurred for any work necessary to restore the other party's properties to substantially the same condition as in existence at the time of the execution of this Agreement or to the same condition to which the property has been later modified by the party owning the property, as provided for in Section 5.1 and 5.2.

II Use

2.1 School Properties- Subject to the conditions set forth herein, the School District shall make available for use by The City during times when there are no conflicting school sponsored activities those portions of the Independence Junior High and its surrounding grounds as are agreed upon by the parties pursuant to Section 2.3 for The City's Day Camp Program. There shall be no charge to The City for such use of School Properties.

2.2 Priority of Use- The School District shall have the right to use of the space that the Day Camp Program occupies with one week's notice. The School District shall immediately notify The City upon first learning of the circumstances requiring a schedule change and shall take reasonable steps to avoid conflicts, and shall attempt to provide alternatives not sponsored by the School District. The Day Camp Program will be moved to a temporary space Palos Heights Recreation Center. The City shall notify the School District within 48 hours of any schedule changes of the Day Camp Program.

2.3 Scheduling- The Superintendent of the School District or the Superintendent's designee and the Director of The City's Palos Heights Parks and Recreation Department or the Director's designee shall jointly establish schedules of the areas, days, and hours of use of the School Properties by each of the parties. Meetings to establish the schedule shall occur once, and from time to time as deemed necessary by both parties, with sufficient lead time to prepare the properties for the Day Camp Program.

2.4 Appropriate Use- The City will use those agreed-upon portions of the School Properties for their reasonably intended uses.

2.5 Storage- The School District will accommodate the storage of The City's equipment at the School Property in locations reasonably accessible to The City to be able to run the Day Camp Program.

2.6 Restrooms- Restroom facilities in the building on the School Property will be available for the use of the participants and staff of the Day Camp Program.

2.7 Participants- The City will manage the qualification and registration of program participants for the Day Camp Program.

III. Transportation

3.1 The City's Responsibilities- The City is responsible for transportation arrangements for the Day Camp Program.

IV. Responsibilities

4.1 The City's Responsibilities- The City shall:

- a. Plan and Implement all activities for the Day Camp Program.
- b. Determine fee structure for program.
- c. Will hire, train and employ all Day Camp Program Staff.
- d. Shall conduct background investigations of all City employees who work for Day Camp Program at the expense of The City.
- e. Will take all registrations for the program.
- f. Will be in communication with the School District on problems or issues The City might come across regarding the Day Camp Program.
- g. Will supply all supplies or equipment for the program to be able to run successfully. The City will maintain the equipment and supplies and will replace when needed.
- h. Except as otherwise set forth in this Agreement, be responsible for all expenses associated with the Program.
- i. Comply with applicable federal, state and local laws relating to its use of School District Facilities

4.2 The School District's Responsibilities- The School District Shall:

- a. Let The City know one week in advance if the space that the Day Camp Program uses on a daily basis needs to be used for a School District purpose so that the Day Camp Program can be moved to a temporary space Parks and Recreation, except in the event of an unforeseen emergency.
- b. Will be in charge of all transportation of participants to and from the Day Camp Program
- c. Be in communication with The City on any problems or issues The School District might encounter regarding the Day Camp Program.

V. Maintenance

5.1 Maintenance - The School District shall be responsible for the day to day maintenance of the building and structures on the School Property.

5.2 Health and Safety Protocols – The City shall be responsible for the daily cleaning and sanitizing of all facility spaces utilized by the Day Camp program and for establishing health and safety protocols required with respect to the COVID-19 pandemic as outlined by the Illinois Department of Health.

5.2 Construction and Renovation-The City acknowledges that from time to time it may be necessary for the School District to undertake construction or renovation projects with respect to the School Properties. In such cases where the construction or renovation is anticipated or not in response to an emergency, the School District shall consult with The City to minimize the disruption or impact on The City's use of the School Property. Where construction or renovation is in response to an emergency, the School District will make reasonable attempts to accommodate relocation of The City's program.

VI. Insurance and Indemnification

6.1 Insurance- Each party shall procure and maintain, at its sole cost and expense, policies of insurance covering its use of the other party's properties as provided in the Agreement, in reasonable and appropriate amounts to be agreed upon by the School District and The City as hereinafter provided, including commercial general liability coverage for bodily injury, personal injury and property damage. Each party's obligations of this paragraph may be satisfied by that party's membership in a self-insurance pool, a self-insurance plan or by policies of insurance written by a responsible insurance company or companies licensed to do business in the State of Illinois.

6.2 Additional Insured- The policies of insurance obtained and maintained by each party shall name the other party as an additional insured for liability arising out of their negligence.

6.3 Insurance Certificates- All insurance policies procured herein or certificates evidencing the existence thereof shall be delivered by each party to the other party within thirty (30) days of execution of this Agreement. Said policies shall contain a provision that at least thirty (30) days prior to the termination, nonrenewal or modification thereof, each party shall receive written notice of the termination, nonrenewal or modification. Usage may be suspended until such time as all insurance requirements are met.

6.4 Indemnification by The City- The City shall indemnify and hold harmless the School District, members of the Board of Education, its officers, employees and agents for any costs, claims, actions or causes of actions, including reasonable attorneys' fees, which may arise from The City's use of the facilities or from The City's obligations under this agreement.

6.5 Indemnification by The School District- The School District shall indemnify and hold harmless The City, members of the City Council, its officers, employees and agents for any costs, claims, actions or causes of actions, including reasonable attorneys' fees, which may arise from the School District's use of the facilities or from storage of The City's equipment or from the School District's obligations under this Agreement.

6.6 Incident Report- In the event of an incident involving injury to persons or property occurring the Day Camp Program The City will write an incident report as soon thereafter practicable.

VII. Miscellaneous Provisions

7.1 Binding Effect-This Agreement shall be binding upon and insure to the benefit of the successors and assigns of the parties as if they too were parties to this Agreement

7.2 Assignment-Neither party shall have the right to assign this Agreement without the prior written consent of the other party.

7.3 Severability-The invalidity of any provision of this Agreement shall not render invalid any other provision herein. If for any reason any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, that provision shall be deemed served and this Agreement shall remain in full force and effect with the provision served or modified by court order.

7.4 Governing Law- This agreement shall be governed, interpreted, and construed according to the laws of the State of Illinois.

7.5 Execution of Counterparts-This Agreement may be executed in multiple counterparts or duplicate originals, each of which shall constitute and be deemed as one and the same document.

7.6 Amendment- Except as specified herein, this agreement contains the entire agreement of the parties and shall supercede any prior written or oral agreements or understandings. This Agreement may only be altered, modified or amended upon the written consent and agreement of bother parties hereto duly adopted as required by law. This section shall not be interpreted to preclude or limit, however, the amended or modification of regulations, procedures or policies established by parties.

School Board President

Date

X 

Mayor of Palos Heights

X 2-15-22

Date

RESOLUTION abating the working cash fund of School District
Number 128, Cook County, Illinois.

* * *

WHEREAS, the Board of Education (the “*Board*”) of School District Number 128, Cook County, Illinois (the “*District*”), has heretofore created and maintained a working cash fund in and for the District (the “*Fund*”); and

WHEREAS, the Board has determined and does hereby determine that it is necessary and in the best interests of the District that the Fund be abated; and

WHEREAS, Section 20-10 of the School Code of the State of Illinois, as amended (the “*Code*”), authorizes the Board to abate the Fund:

NOW, THEREFORE, Be It and It Is Hereby Resolved by the Board of Education of School District Number 128, Cook County, Illinois, as follows:

Section 1. Incorporation of Preambles. The Board hereby finds that all of the recitals contained in the preambles to this Resolution are full, true and correct and does incorporate them into this Resolution by this reference.

Section 2. Amount of Abatement. The Fund shall be abated as of the date hereof by the amount of \$5,004,639.72 (the “*Abatement Amount*”).

Section 3. Permanent Transfer. The School Treasurer of the District is hereby authorized and directed to permanently transfer on the date hereof the Abatement Amount to the operations and maintenance fund of the District (the “*O&M Fund*”), the same being the fund of the District most in need of the Abatement Amount. It is also hereby found and determined that

(a) the Abatement Amount, when added to the O&M Fund and regardless of any subsequent transfers of the Abatement Amount, will not result in an excessive accumulation of assets in the O&M Fund, and (b) following said abatement, the balance to the credit of the Fund, including the amount of any taxes heretofore levied by the District for the Fund pursuant to Section 20-3 of the Code, but not yet collected and deposited into the Fund, and amounts transferred pursuant to Section 20-4 of the Code and to be reimbursed to the Fund, is at least equal to 0.05% of the value, as equalized or assessed by the Department of Revenue, of the taxable property in the District.

Section 4. Outstanding Loans. If necessary to effectuate such abatement and permanent transfer, any outstanding loans from the Fund to other funds of the District in an amount, together with any cash immediately transferred pursuant to Section 2 above, equal in the aggregate to the Abatement Amount shall be paid to the O&M Fund, and any remaining outstanding loans shall be paid to the Fund at the time and in the manner required by the Code.

Section 5. Transfer to Capital Projects Fund. In accordance with the rules and regulations of the Illinois State Board of Education and specifically Section 100.50(d)(2) of Title 23 of the Illinois Administrative Code, the Abatement Amount may be further transferred from time to time from the O&M Fund to the District's Capital Projects Fund to be used as provided in said rules and regulations.

Section 6. Severability. If any section, paragraph, clause or provision of this Resolution shall be held to be invalid or unenforceable for any reason, the invalidity or

unenforceability of such section, paragraph, clause or provision shall not affect any of the remaining provisions of this Resolution.

Section 7. Repealer and Effective Date. All resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Resolution shall be in full force and effect forthwith upon its adoption.

Adopted March 9, 2022.

President, Board of Education

Secretary, Board of Education

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

CERTIFICATION OF SECRETARY

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Education of School District Number 128, Cook County, Illinois (the “*Board*”), and that as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a true, correct and complete copy of a resolution adopted at a meeting of the Board held on the 9th day of March, 2022, entitled:

RESOLUTION abating the working cash fund of School District
Number 128, Cook County, Illinois.

I do further certify that the deliberations of the Board on the adoption of said resolution were conducted openly, that the vote on the adoption of said resolution was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board on a day other than a Saturday, Sunday or legal holiday in the State of Illinois and at least 48 hours in advance of the holding of said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A*, that at least one copy of said agenda was continuously available for public review from the time of such posting until said meeting, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the School Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature, this 9th day of March, 2022.

Secretary, Board of Education

BOARD OF EDUCATION

2:230 Public Participation at Board of Education Meetings and Petitions to the Board

For a period of 30 minutes during each regular and special open meeting, any person may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below. During public participation, there will be a 15-minute total length of time for any one subject. When public participation takes less time than these minimums, it shall end.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President.
2. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to three minutes. In unusual circumstances, and when an individual has made a request to speak for a longer period of time, the person may be allowed to speak for more than three minutes.
3. Observe, when necessary and appropriate, the:
 - a. Shortening of the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak;
 - b. Expansion of the overall 30 minutes for public participation and/or the 15-minute total length of time for any one subject; and/or
 - c. Determination of procedural matters regarding public participation not otherwise covered in Board policy.
4. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board in the next regular Board packet.

LEGAL REF.:

[5 ILCS 120/2.06](#), Open Meetings Act.

[105 ILCS 5/10-6](#) and [5/10-16](#).

CROSS REF.: 2:220 (Board of Education Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

Adopted: September 18, 2019

Palos Heights SD 128

School District 128
Financial Summary Report - All Funds
JANUARY 2022

	Current YTD	Current Budget	(Over)/Under Budget	% of Budget	Prior YTD January-21	Prior Budget	(Over)/Under Budget	% of Budget	Prior YTD vs. Current YTD
BEGINNING BALANCE	\$9,883,213.00				\$11,212,496.83				
REVENUES									
Real Estate Taxes 1100	\$4,283,906.87	\$9,394,346.00	\$5,110,439.13	46%	\$4,209,667.61	\$8,753,804.00	\$4,544,136.39	48%	\$74,239.26
Other Local Sources 1000	\$284,706.64	\$457,100.00	\$172,393.36	62%	\$167,117.89	\$541,618.79	\$374,500.90	31%	\$117,588.75
General St Aid 3001	\$328,200.00	\$601,701.00	\$273,501.00	55%	\$327,828.00	\$601,011.42	\$273,183.42	55%	\$372.00
Other State 3000	\$165,880.12	\$176,394.00	\$10,513.88	94%	\$142,125.61	\$232,317.27	\$90,191.66	61%	\$23,754.51
Federal 4000	\$217,978.97	\$367,034.00	\$149,055.03	59%	\$264,173.43	\$342,205.00	\$78,031.57	77%	(\$46,194.46)
ESSER Grants	\$409,219.00	\$735,000.00	\$325,781.00	56%	\$0.00	\$0.00	\$0.00	n/a	\$409,219.00
TOTAL REVENUES	\$5,689,891.60	\$11,731,575.00	\$6,041,683.40	49%	\$5,110,912.54	\$10,470,956.48	\$5,360,043.94	49%	\$578,979.06
EXPENDITURES									
Salaries 100	\$3,358,657.38	\$6,806,232.00	\$3,447,574.62	49%	\$3,164,070.24	\$5,726,296.71	\$2,562,226.47	55%	\$194,587.14
Benefits 200	\$854,799.86	\$1,741,203.00	\$886,403.14	49%	\$815,813.67	\$1,419,813.56	\$603,999.89	57%	\$38,986.19
Purchased Services 300	\$816,445.82	\$1,288,943.00	\$472,497.18	63%	\$752,330.93	\$1,064,279.00	\$311,948.07	71%	\$64,114.89
Supp/Materials 400	\$414,946.67	\$708,106.00	\$293,159.33	59%	\$330,913.39	\$470,785.00	\$139,871.61	70%	\$84,033.28
Capital Outlay 500	\$1,665,320.53	\$2,085,580.00	\$420,259.47	80%	\$351,325.73	\$1,052,500.00	\$701,174.27	33%	\$1,313,994.80
Out of Dist Tuition 670	\$164,811.89	\$350,000.00	\$185,188.11	47%	\$76,840.56	\$451,976.00	\$375,135.44	17%	\$87,971.33
Other 600	\$894,804.29	\$892,500.00	(\$2,304.29)	100%	\$891,731.17	\$910,500.00	\$18,768.83	98%	\$3,073.12
Non-Capitalized Equip 700	\$76,347.00	\$117,244.00	\$40,897.00	65%	\$1,798.00	\$41,000.00	\$39,202.00	4%	\$74,549.00
Termination Benefits 800	\$0.00	\$0.00	\$0.00	n/a	\$0.00	\$0.00	\$0.00	n/a	\$0.00
TOTAL EXPENDITURES	\$8,246,133.44	\$13,989,808.00	\$5,743,674.56	59%	\$6,384,823.69	\$11,137,150.27	\$4,752,326.58	57%	\$1,861,309.75
LIABILITES	(\$293,199.27)				(\$243,582.83)				
TOTAL FUND BALANCE	\$7,326,971.16				\$9,938,585.68				
TOTAL LIAB & FUND BALANCE	\$7,033,771.89				9,695,002.85				
CAPITAL PROJECTS	\$1,746,506.12				489,510.88				
EXCLUDING CAPITAL PROJECTS	5,580,465.04				9,449,074.80				
TOTAL LIAB & FUND BALANCE EXCLUDING CAPITAL	5,287,265.77				9,205,491.97				

School District 128
Financial Summary Report - All Funds
FEBRUARY 2022

	Current YTD	Current Budget	(Over)/Under Budget	% of Budget	Prior YTD February-21	Prior Budget	(Over)/Under Budget	% of Budget	Prior YTD vs. Current YTD
BEGINNING BALANCE	\$9,883,213.00				\$11,212,496.83				
REVENUES									
Real Estate Taxes 1100	\$4,283,906.87	\$9,394,346.00	\$5,110,439.13	46%	\$4,209,667.61	\$8,753,804.00	\$4,544,136.39	48%	\$74,239.26
Other Local Sources 1000	\$286,653.94	\$457,100.00	\$170,446.06	63%	\$167,117.89	\$541,618.79	\$374,500.90	31%	\$119,536.05
General St Aid 3001	\$382,900.00	\$601,701.00	\$218,801.00	64%	\$382,946.34	\$601,011.42	\$218,065.08	64%	(\$46.34)
Other State 3000	\$165,880.12	\$176,394.00	\$10,513.88	94%	\$142,125.61	\$232,317.27	\$90,191.66	61%	\$23,754.51
Federal 4000	\$312,597.63	\$367,034.00	\$54,436.37	85%	\$363,458.75	\$342,205.00	(\$21,253.75)	106%	(\$50,861.12)
ESSER Grants	\$466,375.00	\$735,000.00	\$268,625.00	63%	\$0.00	\$0.00	\$0.00	n/a	\$466,375.00
TOTAL REVENUES	\$5,898,313.56	\$11,731,575.00	\$5,833,261.44	50%	\$5,265,316.20	\$10,470,956.48	\$5,205,640.28	50%	\$632,997.36
EXPENDITURES									
Salaries 100	\$3,882,172.58	\$6,806,232.00	\$2,924,059.42	57%	\$3,659,126.70	\$5,726,296.71	\$2,067,170.01	64%	\$223,045.88
Benefits 200	\$986,652.90	\$1,741,203.00	\$754,550.10	57%	\$944,911.16	\$1,419,813.56	\$474,902.40	67%	\$41,741.74
Purchased Services 300	\$909,644.53	\$1,288,943.00	\$379,298.47	71%	\$909,285.90	\$1,064,279.00	\$154,993.10	85%	\$358.63
Supp/Materials 400	\$467,672.06	\$708,106.00	\$240,433.94	66%	\$357,344.69	\$470,785.00	\$113,440.31	76%	\$110,327.37
Capital Outlay 500	\$1,665,320.53	\$2,085,580.00	\$420,259.47	80%	\$354,643.72	\$1,052,500.00	\$697,856.28	34%	\$1,310,676.81
Out of Dist Tuition 670	\$186,093.58	\$350,000.00	\$163,906.42	53%	\$102,473.19	\$451,976.00	\$349,502.81	23%	\$83,620.39
Other 600	\$894,804.29	\$892,500.00	(\$2,304.29)	100%	\$891,731.17	\$910,500.00	\$18,768.83	98%	\$3,073.12
Non-Capitalized Equip 700	\$76,347.00	\$117,244.00	\$40,897.00	65%	\$1,798.00	\$41,000.00	\$39,202.00	4%	\$74,549.00
Termination Benefits 800	\$0.00	\$0.00	\$0.00	n/a	\$0.00	\$0.00	\$0.00	n/a	\$0.00
TOTAL EXPENDITURES	\$9,068,707.47	\$13,989,808.00	\$4,921,100.53	65%	\$7,221,314.53	\$11,137,150.27	\$3,915,835.74	65%	\$1,847,392.94
LIABILITES	(\$304,307.22)				(\$257,158.29)				
TOTAL FUND BALANCE	\$6,712,819.09				\$9,256,498.50				
TOTAL LIAB & FUND BALANCE	\$6,408,511.87				8,999,340.21				
CAPITAL PROJECTS	\$1,746,506.12				564,588.61				
EXCLUDING CAPITAL PROJECTS	4,966,312.97				8,691,909.89				
TOTAL LIAB & FUND BALANCE EXCLUDING CAPITAL	4,662,005.75				8,434,751.60				

From: **Kim Anoman** <kanoman@palos128.org>

Date: Thu, Jan 27, 2022 at 10:25 AM

Subject: Response to FOIA request for the 2022 Alterations and Life Safety

To: Thomas Haley <THaley@iiffc.org>

Mr. Haley please see the attached bid tabulation and responses in red below to your FOIA request.

To Whom it May Concern:

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140/1 et. Seq.), the Indiana, Illinois, Iowa Foundation for Fair Contracting (III FFC) respectfully requests the following information regarding the 2022 Alterations and Life Safety project:

1. Please provide the bid tabulation and engineer's estimate **engineer's estimate s \$494,644.75.**
2. Please advise if the project has been awarded, to whom it has been awarded, the start date, and estimated end date **the project was approved and awarded last night 1/26 at our board meeting to K.M. Holly. The start date is 6/3/2022 and the substantial completion date is 8/4/22 and the final completion date is 8/12/22**
3. Please provide a list of sub-contractors if applicable. **There are no sub-contractors**



223 W. Jackson Blvd., Suite 1200
 Chicago, IL 60606
 P: 312.253.3400

Client: Palos Heights SD 128
Project Name: 2022 Alterations and Life Safety Work
 General Trades Package
Project No.: 21105
Bid Date: Wednesday, January 19, 2022 @ 1:00 pm
Project Architect: Nikki Bridges

BID TAB WORKSHEET

Contractor	Total Bid Amount	Alternates				Addendum			Bid Bond	Remarks
		No. 1	No. 2	No. 3	No. 4	#1	#2	#3		
Blue Reef 312-719-4826	No Bid									
D Kersey 847-919-4980	\$525,550.00	\$31,000.00	\$17,200.00	\$38,800.00	\$20,300.00	X	X	X	X	
Empire 708-629-8334	No Bid									
K. M. Holly 708-429-9955	\$498,885.00	\$19,050.00	\$9,400.00	\$26,680.00	\$14,920.00	X	X	X	X	
Metropolitan Corp. 708-201-0870	No Bid									
Tandem Inc. 312-982-2658	No Bid									
Troop Contracting 630-568-5252	\$649,210.00	\$44,300.00	\$18,700.00	\$45,100.00	\$22,800.00	X	X	X	X	

- Alt. No. 1: Perform all mechanical work associated with Chippewa Library area (ADD)
- Alt. No. 2: Perform all mechanical work associated with Server Room 53A indicated as Alt. 2 on drawing 2/HV1.11. (ADD)
- Alt. No. 3: Perform all mechanical work associated with Server Room 53A indicated as Alt. 3 on drawing 3/HV1.11 (ADD)
- Alt. No. 4: Perform all mechanical work associated with Indian Hill on Drawing HV1.31 (ADD)

