

Regular Meeting

Wednesday, October 22, 2025 6:00 PM

NTDSE Administrative Center, 8701 Menard Ave, Morton Grove, IL 60053

1. CALL TO ORDER / ROLL CALL - (6:00 p.m.)

GOVERNING BOARD

District 67
Katie Leslie
Sterbenc (Alt.)

District 68
Jill Scheer / Jeffrey

District 69
Mark Chao / Fernanda Perez (Alt.)
Popielarczyk (Alt.)

District 70
Pamela Alper / Claudia

District 71
Matt Holbrook / Joe Kuffel (Alt.)
Estera Tomuta (Alt.)

District 72
Jacqueline Bujdei /

District 73
Frank Santoro / Atanu Das (Alt.)
Jacobs (Alt.)

District 73.5
Karen Chan / Elana

District 74
John Vranas / Elissa Rosenberg (Alt.)

ADMINISTRATIVE TEAM MEMBERS

Tarin Kendrick
Kathy Gavin
Candice Hartranft
Kristin Smith
Christine Perry
Marie Sheedy
Sheila Arad
Joy Singh
Christina Dimas

2. PLEDGE OF ALLEGIANCE

3. AUDIENCE TO VISITORS

4. PRESENTATION

Assistive Technology Coaching

5. INFORMATION/ACTION: CONSENT AGENDA

Recommended Motion: I recommend that the Governing Board approve the Consent Agenda, which includes: the Open Session Minutes of September 24, 2025; the Family Engagement Committee Meeting Minutes of October 10, 2025; the Personnel Report; and the Accounts Payable Report as of September 30, 2025, as presented and recommended by the Executive Director.

5.A. APPROVAL OF MINUTES

5.A.1. Regular NTDSE Governing Board Minutes of September 24, 2025

5.A.2. Family Engagement Committee Meeting Minutes of
October 10, 2025

5.B. PERSONNEL

5.C. ACCOUNTS PAYABLE

6. **ADMINISTRATIVE REPORTS**

6.A. Executive Director: Tarin Kendrick

6.A.1. Classroom Space

6.A.2. Strategic Plan Update

6.A.3. Historical Information

6.A.4. IAASE & CASE Update

6.A.5. Triple I

6.A.6. ESY Proposals

6.B. Curriculum and Instruction Report

6.C. Molloy Report

6.D. Satellite Report

6.E. Professional Learning Report

6.F. Technology Report

7. **BOARD COMMITTEE REPORTS**

7.A. Finance/Facilities Report: Kathy Gavin

7.B. Policy Report: Mark Chao and Jill Scheer

7.C. Collaborative for Curriculum (CFC) Report: Claudia
Popielarczyk and
Elissa Rosenberg

8. **DISCUSSION ITEMS**

8.A. Transportation Contract Extension

8.B. ESY Proposals

9. **ACTION ITEMS**

9.A. *Recommended Motion: I recommend that the
Governing Board approve the following PRESS
Policies from Issue 119:
1:10 Joint Agreement Legal Status; 1:15
Membership; 1:20 District Organization,
Operations, Cooperative Agreements; 1:30 Vision,
Purpose and Mission; 2:10 District Governance;
2:80 Board Member Oath and Conduct; 2:130 Board-*

Superintendent Relationship; 2:240 Board Policy Development; 3:30 Chain of Command; 3:65 Staff Supervision; 4:50 Payment Procedures; 4:90 Student Activity and Fiduciary Funds; 4:180 Pandemic Preparedness; Management; and Recovery; 5:270 Employment At-Will, Compensation, and Assignment; 7:90 Release During School Hours; 7:130 Student Rights and Responsibilities; 7:140 Search and Seizure; 7:300 Extracurricular Athletics; 7:325 Student Fundraising Activities; 8:80 Gifts to The District; 8:110 Public Suggestions and Concerns

10. COMMUNICATIONS: Tarin Kendrick

10.A. Student Enrollment Data

10.B. Staff Recognition

10.C. FOIA Request

11. ADJOURNMENT

12. CALENDAR NOTES

November 12, 2025 - Parent/Teacher Conferences - 4:00 P.M.- 7:30 P.M.

November 20, 2025 - Parent/Teacher Conferences - 4:00 P.M.- 7:30 P.M.

November 24 - 28, 2024 - Thanksgiving Break

December 10, 2025 - Finance Committee Meeting - 5:00 P.M. - NTDSE Administrative Center

December 10, 2025 - Governing Board Meeting - 6:00 P.M. - NTDSE Administrative Center

**Niles Township District for Special Education
8701 N. Menard
Morton Grove, IL 60053**

**Minutes of the Family Engagement Committee Meeting of the
Niles Township District for Special Education #807
Held on October 10, 2025, 8:00 a.m.**

I. Attendance at Meeting

The following persons were in attendance:

Sydney Ratliff
Chloe Schofield
Marie Sheedy
Nicole Greenan

II. New Business

The committee reviewed the minutes from the agenda dated September 19, 1925.
All were in agreement.

Fall Fest Sign Up: The committee reviewed the staff sign-up for Fall Fest. Sign-up will continue to be posted in the weekly Tuesday Tidbit and also sent separately to staff via Parent Square.

Fall Fest Food: The SEED Foundation will cover the cost of pizzas.

Pizza update: 60 pizzas (40 cheese & 20 pepperoni)

Chloe will place the pizza order - pick up at 5:00

Sydney & Chloe will pick up the pizzas

Marie will put in the work order for water setup and table setup in the cafe

Marie will organize plates and napkins

Raffle Prizes: The following raffle prizes have been donated to date:

MNASR - \$100 Gift Certificate (received)

Morton Grove Park District - Summer Pool Pass - Family (Marie picking up)

Niles Park District - 4-some of golf with carts at Tam and mini-golf passes for Pioneer Park (Chloe picking up)

Lincolnwood Park District - Family of 2 Pool Pass (Chloe picking up)

Skokie Park District - 4 Traveler Quests passes, 4 Family passes to the Exploritorium, 4 Weber Golf passes, and 4 Driving Range passes. (being mailed)

SEED Foundation - Cash donation to purchase additional prizes

NTDSE - Gift cards

Cary Izz - donation from his family

Additional prizes: A discussion was held regarding additional prizes. Suggestions included movie tickets, renting the theater, trampoline park, Children's Museum (Glenview), board games pack/family night. Final agreements will be made via email.

A discussion was held to clarify the distribution of raffle tickets. Each participant will receive 1 ticket.

The follow-up tasks are:

Resend Family notification on Parent Square - Marie

Resend staff sign-up via Parent Square- Marie

Order supplies from Amazon - Marie

Order pizzas - Chloe

Pick up pizzas - (use district card. Save receipt) - Chloe and Sydney

Work order for game tables, craft tables, water bottles, and pizza set up - Marie

Pick up Morton Grove Park District pool prize - Marie

Pick up Lincolnwood Park District & Niles Park District prizes - Chloe

Label raffle buckets with prizes - Nicole

The committee will meet again on Monday, October 20th, to finalize plans.

The committee agreed to discuss future events at the next Family Engagement Committee Meeting.

III. Adjournment

The meeting ended at 8:25 a.m.

Dr. Mark Chao, Governing Board President

Mrs. Marie Sheedy, Principal

***Niles Township District for Special Education
Governing Board Meeting 10/22/2025***

PERSONNEL REPORT - Revised

The Executive Director recommends that the Governing Board adopt the personnel report, which includes the following:

EMPLOYMENT

Ayat Almasalmeh, Paraprofessional, effective October 6, 2025

Salary: \$20.50/hr.

Shiva Rodrigus, Paraprofessional, effective October 27, 2025

Salary: \$22.00/hr.

Vasilika Vako, Paraprofessional, effective October 6, 2025

Salary: \$20.50/hr.

RESIGNATION

Joan Gubin, Paraprofessional, effective October 17, 2025

Arianna Guerrero, Paraprofessional, effective October 31, 2025

~~Mehzabin Patel, Paraprofessional, effective October 16, 2025~~

Mary Pellicano, Paraprofessional, effective October 10, 2025

TERMINATION

~~Mehzabin Patel, Paraprofessional, effective October 16, 2025~~

Sam Villegas, Night Custodian, effective September 22, 2025

**NILES TOWNSHIP DISTRICT FOR SPECIAL EDUCATION (NTDSE)
BILLS PAYABLE – EFFECTIVE October 22, 2025**

The following amounts reflect totals from September 1, 2025, through
September 30, 2025

Instructional Expenditures	Fund 00	\$43,934.44
Physical Plant	Fund 02	\$11,932.71
Fee for Service	Fund 04	\$360.56
Membership	Fund 07	\$4,279.75
Technical/Prof Development	Fund 08	\$1,523.69
Medicaid	Fund 12	\$21,958.51
Improvement of Instruction	Fund 14	\$6,408.23
Operations & Maintenance	Fund 20	\$88,484.27
	TOTAL	\$178,882.16

The undersigned hereby certify that the amount shown above is a true and correct list of bills payable, approved, and ordered paid by the Governing Board, School District #807, Cook County, at a meeting duly called and held on October 22, 2025, in the amount of **\$178,882.16**

President

Secretary

Niles Township District for Special Education #807

Voucher Supplement Account Summary

Voucher Batch Number: 1047

09/05/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
BESETZNY, JEANNE O		10.0.1201.332.00.0000.00 Check #: 8070028306	TRAVEL/MEETING EXPENSES	\$8.05
			Vendor Total:	\$8.05
BILL'S PLUMBING & SEWER, INC.		10.0.2540.300.02.0000.00 Check #: 8070028307	Physical Plant – contracted svc – PP	\$375.00
			Vendor Total:	\$375.00
BOND PRODUCTS	21200	10.0.1201.400.00.0000.00 Check #: 8070028308	Supplies and Materials – I	\$1,144.05
			Vendor Total:	\$1,144.05
CHICAGOLAND CUSTOM CLOSETS		60.0.2530.590.20.0000.11 Check #: 8070028309	Renovation misc costs – Pod 4	\$4,800.00
			Vendor Total:	\$4,800.00
CHRISTIE, NICOLE M		10.0.1201.332.04.0000.00 Check #: 8070028310	Instructional – travel – FFS – non grant	\$15.54
			Vendor Total:	\$15.54
CITYWIDE BUILDING MAINTENANCE, INC		10.0.2540.300.02.0000.00 Check #: 8070028311	Physical Plant – contracted svc – PP	\$4,377.21
		10.0.2540.322.02.0000.00 Check #: 8070028311	Summer cleaning svc – PP	\$808.10
			Vendor Total:	\$5,185.31
COWHEY, ERIKA K		10.0.1201.332.00.0000.00 Check #: 8070028312	TRAVEL/MEETING EXPENSES	\$19.46
			Vendor Total:	\$19.46
CUSHING CO				

Niles Township District for Special Education #807

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Vendor Remit Name	Vendor #	Account	Description	Amount
		60.0.2530.590.20.0000.11 Check #: 8070028313	Renovation misc costs – Pod 4	\$7,999.89
			Vendor Total:	\$7,999.89
DEDITZ, CARLY E		10.0.2150.332.04.0000.00 Check #: 8070028314	FEE FOR SERVICES	\$6.44
			Vendor Total:	\$6.44
DONOHUE, SIOBHAN L		10.0.2130.332.04.0000.00 Check #: 8070028315	Health Svcs. – Travel – FFS	\$11.69
			Vendor Total:	\$11.69
F.W. KLINE, INC		10.0.2540.300.02.0000.00 Check #: 8070028316	Physical Plant – contracted svc – PP	\$432.00
			Vendor Total:	\$432.00
FRIEDLANDER, TRACEY E		10.0.1201.332.00.0000.00 Check #: 8070028317	TRAVEL/MEETING EXPENSES	\$58.94
			Vendor Total:	\$58.94
GARVEY'S OFFICE PRODUCTS	96215	10.0.2210.491.14.0000.00 Check #: 8070028318	PD Supplies	\$118.08
		10.0.2540.400.00.0000.00 Check #: 8070028318	Physical Plant supplies – I	\$284.54
		10.0.2540.400.02.0000.00 Check #: 8070028318	Supplies – PP	\$71.14
			Vendor Total:	\$473.76
GETTY, KRISTINA K		10.0.2130.332.00.0000.00 Check #: 8070028319	Health Svc-Travel-I	\$15.89
			Vendor Total:	\$15.89
GRAINGER				

Niles Township District for Special Education #807

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Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2540.400.02.0000.00 Check #: 8070028320	Supplies - PP	\$94.40
			Vendor Total:	\$94.40
GRAYBAR FINANCIAL SERVICES, LLC		10.0.2410.340.00.0000.00 Check #: 8070028321	Princ Office-phone-I	\$1,945.12
			Vendor Total:	\$1,945.12
GROOT, INC		10.0.2540.321.00.0000.00 Check #: 8070028322	Phys Plant-Sanitation Svc-I	\$602.42
		10.0.2540.321.02.0000.00 Check #: 8070028322	Phys Plant-Sanitation Svc-PP	\$150.61
			Vendor Total:	\$753.03
HAMLINK, SUSAN M		10.0.1201.332.00.0000.00 Check #: 8070028323	TRAVEL/MEETING EXPENSES	\$9.80
			Vendor Total:	\$9.80
ILLINOIS ASBO		10.0.2210.338.14.0000.00 Check #: 8070028324	Improv of Instructn-conf expenses	\$220.00
			Vendor Total:	\$220.00
MEDRANO, VIVIAN		10.0.2130.332.00.0000.00 Check #: 8070028325	Health Svc-Travel-I	\$2.52
			Vendor Total:	\$2.52
NET56		12.0.2660.300.12.0000.99 Check #: 8070028326	Data management	\$595.00
			Vendor Total:	\$595.00
O'GARA, DANIELLE L		10.0.2150.332.00.0000.00 Check #: 8070028327	Speech services - I - non grant travel	\$8.75

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Vendor Remit Name	Vendor #	Account	Description	Amount
			Vendor Total:	\$8.75
O'MALLEY, KYLE A		10.0.2540.340.02.0000.00 Check #: 8070028328	Contracted communication vsc – PP	\$100.00
			Vendor Total:	\$100.00
OLENICZAK, ERIN		10.0.2130.332.04.0000.00 Check #: 8070028329	Health Svcs. – Travel – FFS	\$13.44
			Vendor Total:	\$13.44
PAR, INC		10.0.2140.400.00.0000.00 Check #: 8070028330	SUPPLIES & MATERIALS	\$166.00
			Vendor Total:	\$166.00
PIKES SYSTEMS, INC.		10.0.2540.400.00.0000.00 Check #: 8070028331	Physical Plant supplies – I	\$971.89
		10.0.2540.400.02.0000.00 Check #: 8070028331	Supplies – PP	\$166.71
			Vendor Total:	\$1,138.60
PMA LEASING, INC.		12.0.1201.326.12.0000.99 Check #: 8070028332	copiers	\$992.22
			Vendor Total:	\$992.22
PREMISTAR-NORTH		10.0.2540.324.02.0000.00 Check #: 8070028333	HVAC-PP	\$3,200.39
			Vendor Total:	\$3,200.39
RELIANCE STANDARD LIFE INSURANCE		10.0.1201.234.00.0000.00 Check #: 8070028334	LTD Insurance	\$4,145.10
			Vendor Total:	\$4,145.10

Niles Township District for Special Education #807

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Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
ROBBINS SCHWARTZ	86420	10.0.2311.318.07.0000.00 Check #: 8070028335	Legal Services – M	\$2,070.50
			Vendor Total:	\$2,070.50
RYBAK, ALANA N		10.0.1201.332.00.0000.00 Check #: 8070028336	TRAVEL/MEETING EXPENSES	\$53.48
			Vendor Total:	\$53.48
RZESZUTKO, AMY		10.0.2110.332.00.0000.00 Check #: 8070028337	Social work – travel	\$13.65
			Vendor Total:	\$13.65
SCHOOL SPECIALTY	48435	12.0.1201.500.12.0000.99 Check #: 8070028338	Instructional C/O	\$9,166.68
			Vendor Total:	\$9,166.68
SENTINEL		12.0.2660.300.12.0000.99 Check #: 8070028339	Data management	\$690.00
			Vendor Total:	\$690.00
SOLOKO, KARLEE		10.0.2140.332.00.0000.00 Check #: 8070028340	IN-DISTRICT TRAVEL	\$11.69
			Vendor Total:	\$11.69
STAPLES		10.0.1201.400.00.0000.00 Check #: 8070028341	Supplies and Materials – I	\$36.53
		10.0.2410.400.00.0000.00 Check #: 8070028341	Principal Office–supplies–I	\$250.45
		10.0.2540.400.00.0000.00 Check #: 8070028341	Physical Plant supplies – I	\$248.10
			Vendor Total:	\$535.08

Niles Township District for Special Education #807

Voucher Supplement Account Summary

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09/05/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
SWANSON, THOMAS		10.0.1201.332.00.0000.00 Check #: 8070028342	TRAVEL/MEETING EXPENSES	\$17.36
		10.0.2210.338.14.0000.00 Check #: 8070028342	Improv of Instructn-conf expenses	\$225.00
			Vendor Total:	\$242.36
TANK IT EASY		10.0.2540.300.02.0000.00 Check #: 8070028343	Physical Plant - contracted svc - PP	\$162.00
			Vendor Total:	\$162.00
THOMAS, TEMPE H		10.0.2210.400.14.0000.00 Check #: 8070028344	Improv of Instr-supplies	\$24.95
			Vendor Total:	\$24.95
WEST MUSIC		10.0.1201.413.00.0000.00 Check #: 8070028345	Music Therapy supplies - I - non grant	\$71.70
			Vendor Total:	\$71.70
WPS		12.0.2150.400.12.0000.99 Check #: 8070028346	SLP AT supplies	\$960.30
			Vendor Total:	\$960.30
			Grand Total:	\$47,932.78

End of Report

Niles Township District for Special Education #807

Voucher Supplement Account Summary

Voucher Batch Number: 1060

09/17/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
ARJO INC		10.0.2130.404.00.0000.07 Check #: 8070028357	Health Svc - Motor Room Supplies	\$218.58
			Vendor Total:	\$218.58
AT&T	15376	10.0.2660.300.08.0000.00 Check #: 8070028358	Tech-contracted svc-TPD	\$41.88
			Vendor Total:	\$41.88
CARDMEMBER SERVICES	16971	10.0.1201.435.00.0000.00 Check #: 8070028359	Fieldtrips and outings-I	\$2,985.89
		10.0.2210.300.14.0000.00 Check #: 8070028359	GOOGLE TEST	\$507.00
		10.0.2210.312.14.0000.00 Check #: 8070028359	Improv of Instruction-Trainings-non grant	\$490.89
		10.0.2210.400.14.0000.00 Check #: 8070028359	Improv of Instr-supplies	\$442.22
		10.0.2311.300.07.0000.00 Check #: 8070028359	Board services- contracted svcs. M	\$1,630.80
		10.0.2311.490.07.0000.00 Check #: 8070028359	Board Svcs - misc supplies - M	\$136.90
		10.0.2410.400.00.0000.00 Check #: 8070028359	Principal Office-supplies-I	\$20.52
			Vendor Total:	\$6,214.22
CHICAGO TRIBUNE	25752	10.0.3700.350.04.0000.00 Check #: 8070028360	Non-public-advert-FFS	\$11.45
			Vendor Total:	\$11.45
CITI CARDS		10.0.1201.400.00.0000.00 Check #: 8070028361	Supplies and Materials - I	\$1,609.06
		10.0.1201.400.00.0000.24 Check #: 8070028361	Tech instructional	\$104.48

Niles Township District for Special Education #807

Voucher Supplement Account Summary

Voucher Batch Number: 1060

09/17/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2130.400.00.0000.00 Check #: 8070028361	Health Svc Supplies - I	\$1,034.92
		10.0.2150.400.00.0000.00 Check #: 8070028361	Speech-supplies-I	\$174.92
		10.0.2210.400.14.0000.00 Check #: 8070028361	Improv of Instr-supplies	\$405.88
		10.0.2311.490.07.0000.00 Check #: 8070028361	Board Svcs - misc supplies - M	\$105.48
		10.0.2410.400.00.0000.00 Check #: 8070028361	Principal Office-supplies-I	\$282.20
		10.0.2520.400.00.0000.00 Check #: 8070028361	Business Office supplies - I	\$36.88
		10.0.2540.400.00.0000.00 Check #: 8070028361	Physical Plant supplies - I	\$123.82
		10.0.2540.500.02.0000.00 Check #: 8070028361	Physical Plant- Cap Outlay-PP	\$675.00
		10.0.2660.400.08.0000.00 Check #: 8070028361	Tech supplies-TPD	\$965.81
		12.0.1201.400.12.0000.99 Check #: 8070028361	Instructional supplies	\$1,406.36
		60.0.2530.400.20.0000.11 Check #: 8070028361	Phase 4 renovation supplies	\$519.48
			Vendor Total:	\$7,444.29
CONTOUR LANDSCAPING, INC.		10.0.2540.307.00.0000.00 Check #: 8070028362	Landscaping	\$2,148.00
		10.0.2540.307.02.0000.00 Check #: 8070028362	Landscaping - PP	\$537.00
			Vendor Total:	\$2,685.00
CONVERGINT		60.0.2530.590.20.0000.11 Check #: 8070028363	Renovation misc costs - Pod 4	\$1,767.55
			Vendor Total:	\$1,767.55

Niles Township District for Special Education #807

Voucher Supplement Account Summary

Voucher Batch Number: 1060

09/17/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
CRUZ, JULIENNE		10.0.1201.332.00.0000.00 Check #: 8070028364	TRAVEL/MEETING EXPENSES	\$46.48
			Vendor Total:	\$46.48
EFAQ CORPORATION		10.0.2410.400.00.0000.00 Check #: 8070028365	Principal Office-supplies-I	\$31.99
			Vendor Total:	\$31.99
EMERGENT LEARNING ACADEMY		10.0.1201.400.00.0000.00 Check #: 8070028366	Supplies and Materials - I	\$1,250.00
			Vendor Total:	\$1,250.00
EVERYDAY SPEECH LLC		10.0.2150.400.00.0000.00 Check #: 8070028367	Speech-supplies-I	\$599.99
			Vendor Total:	\$599.99
GARVEY'S OFFICE PRODUCTS	96215	10.0.2540.400.02.0000.00 Check #: 8070028368	Supplies - PP	\$211.62
			Vendor Total:	\$211.62
GILL, JERIKA A		10.0.1201.400.00.0000.00 Check #: 8070028369	Supplies and Materials - I	\$30.00
			Vendor Total:	\$30.00
GRAFTON INTEGRATED HEALTH NETWORK		10.0.2210.312.14.0000.00 Check #: 8070028370	Improv of Instruction-Trainings-non grant	\$568.51
			Vendor Total:	\$568.51
GRAINGER		10.0.2540.400.00.0000.00 Check #: 8070028371	Physical Plant supplies - I	\$80.62

Niles Township District for Special Education #807

Voucher Supplement Account Summary

Voucher Batch Number: 1060

09/17/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.2540.400.02.0000.00 Check #: 8070028371	Supplies – PP	\$20.16
			Vendor Total:	\$100.78
HARTRANFT, CANDICE M		10.0.2210.491.14.0000.00 Check #: 8070028372	PD Supplies	\$135.70
			Vendor Total:	\$135.70
IAASE-		10.0.2210.338.14.0000.00 Check #: 8070028373	Improv of Instructn-conf expenses	\$1,875.00
			Vendor Total:	\$1,875.00
IDENTISYS INC	44522	10.0.2660.300.08.0000.00 Check #: 8070028374	Tech-contracted svc-TPD	\$516.00
			Vendor Total:	\$516.00
KINGSWAY HOME HEALTH SERVICES INC		10.0.2130.314.00.0000.00 Check #: 8070028375	Contracted 1:1 nurse	\$1,406.25
			Vendor Total:	\$1,406.25
LOWERY MCDONNELL COMPANY		60.0.2530.541.20.0000.11 Check #: 8070028376	Pod 4 furniture	\$69,850.61
			Vendor Total:	\$69,850.61
METAPHRASIS LANGUAGE & CULTURAL SOLUTION		10.0.1201.390.04.0000.00 Check #: 8070028377	Interpreter svc – FFS	\$285.20
			Vendor Total:	\$285.20
NATIONAL SEATING AND MOBILITY		12.0.2130.405.12.0000.99 Check #: 8070028378	Phys Therapy supplies	\$866.00
			Vendor Total:	\$866.00

Niles Township District for Special Education #807

Voucher Supplement Account Summary

Voucher Batch Number: 1060

09/17/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
NICOR GAS	14840	10.0.2540.465.02.0000.00	Natural Gas - PP	\$99.80
		Check #: 8070028379		
		12.0.2540.465.12.0000.99	Natural Gas utility	\$399.22
			Vendor Total:	\$499.02
PAGE, CAITLIN		10.0.2130.332.04.0000.00	Health Svcs. - Travel - FFS	\$16.80
		Check #: 8070028380		
			Vendor Total:	\$16.80
PERSAUD-ABAS, THERESA K		10.0.1201.230.00.0000.99	Non CBA Tuition reimbursement	\$4,859.62
		Check #: 8070028381		
			Vendor Total:	\$4,859.62
PIKES SYSTEMS, INC.		10.0.2540.400.00.0000.00	Physical Plant supplies - I	\$501.16
		Check #: 8070028382		
		10.0.2540.400.02.0000.00	Supplies - PP	\$125.30
			Vendor Total:	\$626.46
QUADIENT FINANCE USA, INC.		10.0.2410.341.00.0000.00	Postage-I	\$453.30
		Check #: 8070028383		
			Vendor Total:	\$453.30
SCHOOL SAFETY SOLUTION		60.0.2530.400.20.0000.11	Phase 4 renovation supplies	\$272.74
		Check #: 8070028384		
			Vendor Total:	\$272.74
SCHOOL SPECIALTY	48435	12.0.1201.500.12.0000.99	Instructional C/O	\$6,245.33
		Check #: 8070028385		
			Vendor Total:	\$6,245.33

Niles Township District for Special Education #807

Voucher Supplement Account Summary

Voucher Batch Number: 1060

09/17/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
SMITHEREEN COMPANY	91750	10.0.2540.320.00.0000.00	Property Services-I	\$75.20
		Check #: 8070028386		
		10.0.2540.320.02.0000.00	Property Services-PP	\$18.80
			Vendor Total:	\$94.00
STAPLES		10.0.2150.400.00.0000.00	Speech-supplies-I	\$112.47
		Check #: 8070028387		
		10.0.2410.400.00.0000.00	Principal Office-supplies-I	\$92.00
			Vendor Total:	\$204.47
SUPER DUPER, INC.	94565	10.0.1201.400.00.0000.00	Supplies and Materials - I	\$169.90
		Check #: 8070028388		
			Vendor Total:	\$169.90
THE ZONES OF REGULATION, INC		10.0.2110.400.00.0000.00	Social Work-supplies-I	\$120.00
		Check #: 8070028389		
			Vendor Total:	\$120.00
TOOLS TO GROW, INC		12.0.2130.404.12.0000.99	Occupational Therapy supplies	\$66.99
		Check #: 8070028390		
			Vendor Total:	\$66.99
VILLAGE OF MORTON GROVE*		10.0.2540.370.00.0000.00	Water / Sewer - I	\$275.40
		Check #: 8070028391		
		10.0.2540.370.02.0000.00	Water / Sewer - PP	\$68.85
			Vendor Total:	\$344.25
VISION SERVICE PLAN (IL)	100260			

Niles Township District for Special Education #807

Voucher Supplement Account Summary

Voucher Batch Number: 1060

09/17/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
		10.0.1201.220.07.0000.00 Check #: 8070028392	Vision Insurance	\$212.74
			Vendor Total:	\$212.74
WEX HEALTH, INC.		10.0.1201.225.00.0000.00 Check #: 8070028393	Flex Manangement	\$95.00
			Vendor Total:	\$95.00
			Grand Total:	\$110,437.72

End of Report

Niles Township District for Special Education #807

Voucher Supplement Account Summary

Voucher Batch Number: 1062

09/19/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
ELAN FINANCIAL SERVICES*		10.0.1201.400.00.0000.00 Check #: 8070028394	Supplies and Materials – I	\$330.11
		10.0.1201.435.00.0000.00 Check #: 8070028394	Fieldtrips and outings–I	\$425.00
		10.0.2210.310.14.0000.00 Check #: 8070028394	Improv of Instruction – Membership Dues – NG	\$275.00
		10.0.2311.490.07.0000.00 Check #: 8070028394	Board Svcs – misc supplies – M	\$123.33
		10.0.2540.400.00.0000.00 Check #: 8070028394	Physical Plant supplies – I	\$375.83
		10.0.2540.400.02.0000.00 Check #: 8070028394	Supplies – PP	(\$120.48)
		10.0.2540.404.02.0000.00 Check #: 8070028394	Supplies pool – PP	\$78.01
		10.0.2540.464.02.0000.00 Check #: 8070028394	Truck gas & Supplies – PP	\$212.24
		60.0.2530.541.20.0000.11 Check #: 8070028394	Pod 4 furniture	\$900.00
		60.0.2530.590.20.0000.11 Check #: 8070028394	Renovation misc costs – Pod 4	\$2,374.00
			Vendor Total:	\$4,973.04
GARVEY'S OFFICE PRODUCTS	96215	10.0.2630.404.00.0000.00 Check #: 8070028395	Supplies–Paper–I	\$387.60
			Vendor Total:	\$387.60
GILL, JERIKA A		10.0.1201.230.00.0000.99 Check #: 8070028396	Non CBA Tuition reimbursement	\$4,613.18
			Vendor Total:	\$4,613.18
IAASE-		10.0.2210.338.14.0000.00 Check #: 8070028397	Improv of Instructn–conf expenses	\$1,120.00

Niles Township District for Special Education #807

Voucher Supplement Account Summary

Voucher Batch Number: 1062

09/19/2025

Fiscal Year: 2025-2026

Vendor Remit Name	Vendor #	Account	Description	Amount
			Vendor Total:	\$1,120.00
RELIANCE STANDARD LIFE INSURANCE		10.0.1201.234.00.0000.00 Check #: 8070028398	LTD Insurance	\$8,323.18
			Vendor Total:	\$8,323.18
SpectrumVoIP		12.0.2410.340.12.0000.99 Check #: 8070028399	VOIP phones	\$570.41
			Vendor Total:	\$570.41
STANIELUN, MARK		10.0.1201.300.00.0000.00 Check #: 8070028400	Instructional – contracted services	\$180.00
			Vendor Total:	\$180.00
VILLAGE OF MORTON GROVE*		10.0.2540.370.00.0000.00 Check #: 8070028401	Water / Sewer – I	\$275.40
		10.0.2540.370.02.0000.00 Check #: 8070028401	Water / Sewer – PP	\$68.85
			Vendor Total:	\$344.25
			Grand Total:	\$20,511.66

End of Report

NTDSE HISTORICAL ENROLLMENT											
	D67	D68	D69	D70	D71	D72	D73	D73.5	D74	NON	TOTAL
Sept 2020	12	39	8	34	9	13	10	30	34	50	239
June 2021	14	41	8	34	10	16	9	33	36	50	251
2021 CHANGE	2	2	0	0	1	3	-1	3	2	0	12
Sept 2021	13	42	9	35	12	18	9	35	37	47	257
June 2022	16	52	19	37	13	18	8	41	48	48	300
2022 CHANGE	3	10	10	2	1	0	-1	6	11	1	43
Sept 2022	25	53	20	35	16	15	7	40	47	45	303
June 2023	25	67	19	37	15	15	9	51	49	45	332
2023 CHANGE	0	14	-1	2	-1	0	2	11	2	0	29
*Sept 2023	20	57	14	35	12	21	10	35	40	46	290
June 2024	21	63	17	36	12	23	11	38	47	47	315
2024 CHANGE	1	6	3	1	0	2	1	3	7	1	25
Sept 2024	20	74	16	35	12	25	11	44	38	44	318
June 2025	26	79	21	38	14	24	12	47	41	43	345
2025 CHANGE	6	5	5	3	2	-1	1	3	3	-1	28
Sept 2025	24	78	17	39	15	20	11	51	45	47	347
June 2026											
2025 CHANGE											
DISTRICT 6TH DAY TOTAL ENROLLMENT											
	D67	D68	D69	D70	D71	D72	D73	D73.5	D74	TOTAL	
2019-2020	708.5	1692	1603	852	584	745.5	479	1033	1192	8889	
2020-2021	690	1649	1585	818	571	747.5	467	1023.5	1193.5	8744.5	
2021-2022	662.5	1576	1589	811.5	581	715	475	1014	1175	8599	
2022-2023	647	1574	1668	814.5	593	691.5	512.5	1005	1137	8642.5	
2023-2024	620	1633.5	1677	806	592	698	485	989	1145.5	8646	
2024-2025	607	1660.5	1681	804.5	598	669.5	491	987.5	1142.5	8641.5	

Niles Township District for Special Education #807

Fund Balances

Fiscal Year: 2025-2026

Month: September
Year: 2025
Fund Type:

Include Cash Balance
 FY End Report

Fund	Description	Beginning Balance	Revenue	Expense	Transfers	Fund Balance
10	EDUCATIONAL	\$8,833,915.78	\$506,452.27	(\$3,879,781.41)	\$0.00	\$5,460,586.64
12	MEDICAID	\$5,919,101.96	\$1,463,256.65	(\$300,320.19)	\$0.00	\$7,082,038.42
20	OPERATIONS & MAINTENANCE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
30	DEBT SERVICE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
40	TRANSPORTATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
60	CAPITAL PROJECTS	\$1,511,921.08	\$0.00	(\$1,219,534.40)	\$0.00	\$292,386.68
70	WORKING CASH	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
99	STUDENT ACTIVITIES	\$24,867.88	\$135.47	\$0.00	\$0.00	\$25,003.35
Grand Total:		\$16,289,806.70	\$1,969,844.39	(\$5,399,636.00)	\$0.00	\$12,860,015.09

End of Report

Niles Township District for Special Education #807
Statement of Revenues, Expenditures and Fund Balance
For the Period Ending September 30, 2025

GBM 10-22-25
Board Committee Reports
Item 7.A.

Cash General Fund Balance as of July 1, 2025	\$	8,833,916
Revenues:		
LOCAL		
From Member Districts	\$	80,074
From Non-Member Districts	\$	145,926
Other Grants/ Donations	\$	-
Interest	\$	75,055
Purchased Services	\$	36,646
ESY	\$	-
Medicaid FB Transfer	\$	-
STATE		
Evidence Based Funding	\$	168,752
Special Ed Transportation	\$	-
FEDERAL		
DCEO		
TOTAL REVENUE	\$	506,452
Expenditures:	\$	3,879,781
All funds		
TOTAL EXPENDITURES	\$	3,879,781
Excess of Revenue over Expenditures	\$	(3,373,329)
General Fund Balance as of September 30, 2025	\$	5,460,587 *

* Fund 10 balance noted above as of 9-30-25 does not include \$7,082,038 in obligated Medicaid funds or \$292,387 in Fund 60 which is committed for construction only.



NTDSE
Empowering All To Achieve

Niles Township District for Special Education #807
Cook County Districts 67, 68, 69, 70, 71, 72, 73, 73.5, 74

10-15-2025

TO: Tarin Kendrick

FROM: Kathy Gavin

RE: NORTH SHORE TRANSIT CONTRACT EXTENSION PROPOSAL

On behalf of the member districts, NTDSE facilitates the special education transportation contract for students who reside within Niles Township and who qualify for special education transportation. These routes include transportation for NTDSE students who attend class at the Molloy Education Center and in NTDSE satellite classrooms. It also includes students who attend therapeutic day schools outside of Niles Township and have transportation listed as a related service on their IEP.

Since the end of the initial 3-year contract in 2015, the NTDSE Governing Board has approved eight additional one-year contract extensions and one two-year contract extension. The current two-year extension will end on July 31, 2026. Over the past five years, the rate increases have been as follows:

2021-2022	3.25%
2022-2023	9.0%
2023-2024	5.0%
2024-2025	6.0%
2025-2026	5.5%

In August 2023, House Bill 2235 was passed by the 103rd General Assembly, and it amended the Transportation Article of the School Code. This legislation included language that allows school boards to enter into or extend a contract for any period of time deemed appropriate by a School Board.

Based on the increased cost of gas, vehicles, insurance, and proposed increased salaries for drivers and aides, Cook, Illinois has offered a 2-year rate increase schedule as follows:

YEAR 1 2026-2027 5.5% on all vehicles, including the cost of the bus aides.

YEAR 2 2027-2028 5.0% on all vehicles, including the cost of the bus aides.

I have found North Shore to be responsive to our day-to-day requests, and their overall service is very dependable. Their rates are competitive when compared to similar special education transportation companies. They are diligent in pursuing all areas related to ensuring student safety. They have partnered with NTDSE for staff trainings related to behavior intervention, and we continue to see a decrease in bus incidents as a result. I recommend a two-year contract extension with North Shore Transit for the time period of August 1, 2026, through July 30, 2028.

Thank you.



October 22, 2025

To: Tarin Kendrick

Re: Extended School Year (ESY) 2026 Proposed Schedule

Molloy Education Center, Morton Grove, IL
Marie Sheedy, Molloy Co-Principal

Satellite & District EC-7th Grade, Rutledge Hall, Lincolnwood School District #74
Chloe Schofield, Special Education Coordinator

The Extended School Year (ESY) program will provide services as determined by each student's Individualized Education Plan (IEP). This is a projected schedule for Molloy and Satellite/District programming.

Please see the proposed schedules below for both the Molloy and Satellite/District programs.

The ESY program is an extension of each student's IEP for the 2025-2026 school year. Curricular emphasis is placed on maintaining student achievement during the school year. Student goals will be addressed in a variety of classroom and community-based activities.

The Curriculum Workshop (Orientation) is a one-day process of orienting staff to buildings and district policies and procedures. Additionally, it provides for careful review of student IEPs in order to develop lesson plans and curricular units for the summer. Staff members have opportunities to work in teams to develop instructional opportunities that are both educationally appropriate and enriching. Related service team members work with classroom staff to develop therapy schedules and to train classroom staff on adapted equipment, behavior management systems, and health and safety needs.

The Board will receive additional proposals for budgets and staffing in the following months.



ESY 2026
Molloy Education Center

Sun	Mon	Tues	Wed	Thur	Fri	Sat
31	1	2	3 Molloy's Last Day	4	5	6
June 7	8 Orientation	9 Molloy 1/17	10 Molloy 2/17	11 Molloy 3/17	12 Molloy 4/17	13
14	15 Molloy 5/17	16 Molloy 6/17	17 Molloy 7/17	18 Molloy 8/17	19 No School	20
21	22 Molloy 9/17	23 Molloy 10/17	24 Molloy 11/17	25 Molloy 12/17	26 Molloy 13/17	27
28	29 Molloy 14/17	30 Molloy 15/17	July 1 Molloy 16/17	2 Molloy 17/17	3	4
5	6	7	8	9	10	11

Molloy Student Hours:

- 8:50 - 1:30

Total Days - 17 days

(17 days) x (4.67) = 79.4 Total Student Hours

Molloy Staff Hours:

- Orientation - 8:30 - 12:00
- Student Days - 8:35 - 2:00

Orientation: (1 day) x (3.5 hours) = 3.5 Staff Hours

Student Days: (17 days) x (5.42 hours) = 92.1 Hours

Total: (18 days) x (5.5hours)+ (3.5 hours) = 94.6 Total Hours



ESY 2026
Satellite & District Programming EC-7th
Rutledge Hall

Sun	Mon	Tues	Wed	Thur	Fri	Sat
June 7	8	9 D74's Last Day	10	11 Orientation	12	13
14	15 Satellite 1/16	16 Satellite 2/16	17 Satellite 3/16	18 Satellite 4/16	19	20
21	22 Satellite 5/16	23 Satellite 6/16	24 Satellite 7/16	25 Satellite 8/16	26	27
28	29 Satellite 9/16	30 Satellite 10/16	July 1 Satellite 11/16	2 Satellite 12/16	3	4
5	6 Satellite 13/16	7 Satellite 14/16	8 Satellite 15/16	9 Satellite 16/16	10	11
12	13	14	15	16	17	18

Satellite Student Hours:

- EC - 8:00-10:00 or 10:30-12:30 (2 hours)
- K-7 - 8:00-12:30 (4.5 hours)

EC: (16 days) x (2 hours) = 32 Total Student Hours

K-7: (16 days) x (4.5 hours) - 72 Total Student Hours

Total Days - 16 days

Satellite Staff Hours:

- Orientation - 8:00-1:30 (5.5 hours)
- Student Days - 7:45-12:45 (5 hours)

(16 student days x 5 hours) + 5.5 orientation hours = 85.5 total

PRESS

Policy Reference Education Subscription Service

ISSUE 119

June 2025

Update Memo

Please distribute to board members and appropriate staff.

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PRESS Terminology p. 2

PRESS Issue 119 Topic Bundles p. 2



Progress Report p. 4

Revisions to Policies, Administrative Procedures, and Exhibits (numerical table) p. 5

Next Issue: Fall Legislative Update

Online Instructions

Please follow these four easy steps to log in to **PRESS**:

- Go to www.iasb.com and click on the  button on the top navigation.
- Enter your email address and password.
- If you do not know your password, do not create a new account; reset your password using your district email address. Use the "forgot your password?" link. Make sure to check your spam folder for an email from info@iasb.com, if you do not see it in your email inbox.
- If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
- If you continue to have difficulty signing on to www.iasb.com, please contact Michael Ifkovits at mifkovits@iasb.com.
- Click the  button on the top navigator bar. This will bring you to your account page
- Under "Quick Links," click on "PRESS Login."

This publication is designed to provide information only and is **not** a substitute for legal advice from the Board Attorney. If you have any questions, please contact Debra Jacobson, Associate General Counsel and **PRESS** Editor, djacobson@iasb.com; Jeremy Duffy, IASB Deputy Executive Director/General Counsel and Assistant **PRESS** Editor, jduffy@iasb.com; Maryam Brotine, Associate General Counsel and Assistant **PRESS** Editor, mbrotine@iasb.com; or Megan Mikhail, Assistant General Counsel and Assistant **PRESS** Editor, mmikhail@iasb.com.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (PRM) pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** material by striking out deleted words and underscoring new words, a.k.a. "tracked changes."

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download and use **PRM** pages to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

For answers to common questions about using **PRESS**, see [Q&A: Getting the Most Out of Your PRESS Subscription](#), available on IASB's website.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on **PRESS** materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS** Online. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

Five-Year Reviews

PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB **PRESS PRM** occurs once every five years. The **PRM** contains approximately 480 separate pieces of material, including policies, administrative procedures, and related exhibits. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** materials are updated:

- 1:10, School District Legal Status
- 1:20, District Organization, Operations, and Cooperative Agreements
- 1:20-AP, Checklist for Handling Intergovernmental Agreement Requests
- 1:30, School District Philosophy
- 2:10, School District Governance
- 2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member
- 2:120-E2, Website Listing of Development and Training Completed by Board Members
- 2:125-E3, Resolution to Regulate Expense Reimbursements
- 2:130, Board-Superintendent Relationship
- 2:200-AP, Types of School Board Meetings
- 2:220-E4, Open Meeting Minutes
- 2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings
- 2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
- 2:240, Board Policy Development
- 2:240-E1, **PRESS** Issue Updates
- 2:240-E2, Developing Local Policy
- 3:30, Chain of Command
- 3:30-E, Organizational Chart for Administration
- 3:70-AP, Succession Plan
- 4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers
- 4:15-E2, Statement for Purpose of Collecting Social Security Numbers
- 4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers
- 4:50, Payment Procedures
- 4:55, Use of Credit and Procurement Cards
- 4:120-AP, Food Services; Competitive Foods; Exemptions
- 4:170-AP5, Unsafe School Choice Option
- 4:180-AP2, Pandemic Influenza Surveillance and Screening
- 4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic - **DELETED**
- 5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media
- 5:170-AP1, Copyright Compliance
- 5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works
- 5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment
- 5:170-E1, Request to Reprint or Adapt Material

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

After adoption by the board, each policy should have an adoption date.

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

Administrative procedures should be dated for implementation by the administrative staff and kept separately from the board policy manual.

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, Board Policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.

5:190-E2, Notice to Parents When Their Child is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Does Not Meet Applicable State Certification/Licensure Requirements
5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment
5:240-AP, Suspensions
6:120-AP4, Care of Students with Diabetes
6:190-AP, Eligibility for Participation in Extracurricular Activities
6:235-E5, Children's Online Privacy Protection Act
6:250-AP, Resource Persons and/or School Volunteers; Screening

7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students
7:90, Release During School Hours
7:130, Student Rights and Responsibilities
7:140, Search and Seizure
7:140-E, Letter to Parents/Guardians regarding the Right to Privacy in the School Setting Act
7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program
7:300, Extracurricular Athletics
8:80, Gifts to the District
8:95-E2, Verification of School Visitation
8:110, Public Suggestions and Concerns

Miscellaneous

The following **PRESS** materials are updated due to legislation, administrative rule and/or continuous improvement changes, including subscriber feedback. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** material is updated:

2:80, Board Member Oath and Conduct
4:175-AP1, Criminal Offender Notification Law; Screening
4:180, Pandemic Preparedness; Management; and Recovery
7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases
7:325, Student Fundraising Activities
8:30-AP, Definition of Child Sex Offender

Please also spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Progress Report - The contents of this table frequently change.

Topic	Our Response
<p>U.S. Supreme Court Hears Case on Parent Opt-Out from Use of LGBTQ+ Books in Elementary School Classrooms</p> <p>On April 22, 2025, the U.S. Supreme Court heard arguments in the case of <u>Mahmoud v. Taylor</u>. The Board of Education of Montgomery County Public Schools in Maryland was sued by a group of parents after it decided the schools should no longer provide parents with notice and the ability to opt their children out of classroom lessons that included books with LGBTQ+ characters and themes. The parents claimed the Board’s decision to deny opt-out requests conflicted with the parents’ religious beliefs. At the oral argument, a majority of the justices appeared sympathetic to the parents’ position. The Board argued it was not operationally feasible to allow for such opt-outs, and that the students’ mere exposure to such material in class did not burden the parents’ exercise of religion. The U.S. Supreme Court is expected to issue a decision in this case by early July.</p>	<p>After the U.S. Supreme Court’s decision is issued in this case, affected PRESS materials, which may include policies 6:40, <i>Curriculum Development</i>, 6:210, <i>Instructional Materials</i>, and/or 6:260, <i>Complaints About Curriculum, Instructional Materials, and Programs</i>, will be updated in the fall PRESS issue.</p>
<p>III. General Assembly Passes Immigration Bill Impacting Schools</p> <p>As its spring session came to close, the 104th General Assembly passed HB 3247, which is intended to protect the right of immigrant students to access a free, public education in Illinois. Assuming the bill is signed into law by the Governor, it will require each school board to adopt a policy by 7-1-26 that prohibits the exclusion of a child or their parent/guardian from activities or programs because of a child’s or parent’s/guardian’s perceived or actual immigration status, among other provisions. The bill also requires schools to develop procedures by 7-1-26 for reviewing and authorizing requests from law enforcement agents attempting to enter a school.</p>	<p>If HB 3247 becomes law, affected PRESS materials, including policy 7:150, <i>Agency and Police Interviews</i>, and administrative procedure 7:150-AP, <i>Agency and Police Interviews</i>, will be updated in the fall PRESS issue.</p>

PRESS Issue 119 Trivia

119 pages • 40,254 words • 56 PRM materials

Certain **PRM** materials in a **PRESS** Issue may be labeled in the **PRESS** Bundles, Revision Table and Committee Worksheets with one or more of the following categories:

NEW. This material is brand new to the **PRM**.

DELETED. This material has been deleted from the **PRM**.

RENUMBERED. This material has been assigned a new number within the **PRM**, usually due to the addition of **NEW** material.

RENAMED. The title of the material has been amended.

REWRITTEN. The material has undergone significant revisions. To preserve the readability of the Committee Worksheets, suggested changes are not shown as tracked changes.

REFORMATTED. Non-substantive changes in formatting, e.g., list renumbering, have been applied for consistency throughout the **PRM**. To preserve the readability of the Committee Worksheets, such formatting changes are not reflected as tracked changes.

Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions
1:10, School District Legal Status ✓	The Legal References are updated with a minor style change in response to a five-year review. <input type="checkbox"/>
1:20, District Organization, Operations, and Cooperative Agreements ✓	The Legal References are updated with a minor style change in response to a five-year review. The footnotes are updated for continuous improvement. <input type="checkbox"/>
1:20-AP, Checklist for Handling Intergovernmental Agreement Requests P	The procedure is updated in response to a five-year review. <input type="checkbox"/>
1:30, School District Philosophy ✓	The policy is unchanged in response to a five-year review. <input type="checkbox"/>
2:10, School District Governance ✓	The policy is unchanged. The footnotes are updated in response to a five-year review. <input type="checkbox"/>
2:80, Board Member Oath and Conduct ✓	The policy, Cross References, and footnotes are updated. The policy is updated to correct the title of IASB's <i>Code of Conduct for Members of School Boards</i> . The footnotes and Cross References are updated in response to Ill. Council of School Attorneys member feedback regarding oath of office violations. Footnote 1 is updated to include optional language a board can adopt to express potential consequences if a board member violates his or her oath of office. <input type="checkbox"/>
2:120-E1, Guidelines for Serving as a Mentor to a New School Board Member N/A	The exhibit is updated in response to a five-year review. <input type="checkbox"/>
2:120-E2, Website Listing of Development and Training Completed by Board Members N/A	The exhibit is updated in response to a five-year review. <input type="checkbox"/>
2:125-E3, Resolution to Regulate Expense Reimbursements ✓	The exhibit is unchanged in response to a five-year review. <input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

2:130, Board-Superintendent Relationship ✓	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
2:200-AP, Types of School Board Meetings N/A	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
2:220-E4, Open Meeting Minutes ✓	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:220-E7, Access to Closed Meeting Minutes and Verbatim Recordings ✓	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration ✓	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:240, Board Policy Development ✓	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>
2:240-E1, PRESS Issue Updates P	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:240-E2, Developing Local Policy ✓	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
2:250-E3, Recurrent Requestor Notification N/A	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
3:30, Chain of Command ✓	The policy is unchanged in response to a five-year review.	<input type="checkbox"/>
3:30-E, Organizational Chart for Administration P	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
3:70-AP, Succession Plan P	The procedure is unchanged in response to a five-year review.	<input type="checkbox"/>
4:15-E1, Letter to Employees Regarding Protecting the Privacy of Social Security Numbers P	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:15-E2, Statement for Purpose of Collecting Social Security Numbers P	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:15-E3, Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers P	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
4:50, Payment Procedures ✓	The policy is unchanged in response to a five-year review.	<input type="checkbox"/>
4:55, Use of Credit and Procurement Cards N/A	The policy is unchanged. The footnotes are updated in response to a five-year review.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

4:120-AP, Food Services; Competitive Foods; Exemptions N/A	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:170-AP5, Unsafe School Choice Option N/A	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:175-AP1, Criminal Offender Notification Law; Screening ?	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:180, Pandemic Preparedness; Management; and Recovery	The policy is unchanged. The footnotes are updated in response to the deletion of 4:180-AP3, <i>Grant Flexibility; Payment of Employee Salaries During a Pandemic</i> , and for continuous improvement.	<input type="checkbox"/>
4:180-AP2, Pandemic Influenza Surveillance and Screening ✓	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic	DELETED. The procedure is deleted in response to a five-year review.	<input type="checkbox"/>
5:125-E, Employee Receipt of Board Policy on Personal Technology and Social Media x	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
5:170-AP1, Copyright Compliance x	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:170-AP2, Seeking Permission to Copy or Use Copyrighted Works x	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:170-AP3, Instructional Materials and Computer Programs Developed Within the Scope of Employment x	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
5:170-E1, Request to Reprint or Adapt Material x	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>
5:190-E2, Notice to Parents When Their Child is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Does Not Meet Applicable State Certification/Licensure Requirements x	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:190-E3, Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment x	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
5:240-AP, Suspensions x	The procedure is updated in response to a five-year review.	<input type="checkbox"/>

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

6:120-AP4, Care of Students with Diabetes ✕	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:190-AP, Eligibility for Participation in Extracurricular Activities ✕	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
6:235-E5, Children's Online Privacy Protection Act ✕	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
6:250-AP, Resource Persons and/or School Volunteers; Screening ✕	The procedure is updated in response to a five-year review.	<input type="checkbox"/>
7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students ✓	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:90, Release During School Hours ✓	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:130, Student Rights and Responsibilities	The Legal References are updated with minor style changes in response to a five-year review. The footnotes are updated for continuous improvement.	<input type="checkbox"/>
7:140, Search and Seizure ✓	The policy, Legal References, and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:140-E, Letter to Parents/Guardians regarding the Right to Privacy in the School Setting Act ✕	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:240-AP2, E1, Consent to Participate in Extracurricular Drug and Alcohol Testing Program ✕	The exhibit is updated in response to a five-year review.	<input type="checkbox"/>
7:280-E2, Reporting and Exclusion Requirements for Common Communicable Diseases ✕	The exhibit is updated in response to 77 Ill. Admin. Code Part 690, amended by 48 Ill. Reg. 15900, revising reporting requirements for certain diseases or conditions.	<input type="checkbox"/>
7:300, Extracurricular Athletics ✓ ✕	The Legal References and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
7:325, Student Fundraising Activities ✓	The policy and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
8:30-AP, Definition of Child Sex Offender ✕	The procedure is updated in response to 720 ILCS 5/11-9.3(d), amended by P.A. 103-1071, eff. 7-1-25, amending certain sex offense definitions as they relate to juvenile sex offenders.	<input type="checkbox"/>
8:80, Gifts to the District ✓	The policy, Legal References, and footnotes are updated in response to a five-year review.	<input type="checkbox"/>
8:95-E2, Verification of School Visitation ✕	The exhibit is unchanged in response to a five-year review.	<input type="checkbox"/>

Acknowledgement to PRESS Advisory Board

The Policy Reference Education Subscription Service (PRESS) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on PRESS Issues. We appreciate their contributions and thank them sincerely.

— **Debra Jacobson, Jeremy Duffy, Maryam Brotine, Megan Mikhail**

Charles Watkins, Associate Director/General Counsel, Illinois Association of School Administrators

Brian Schwartz, Deputy Executive Director & General Counsel, Illinois Principals Association

Heather K. Brickman, Attorney, Hodges, Loizzi, Eisenhammer, Rodick & Kohn LLP

Dr. Kimberly C. Chambers, Executive Director, Illinois Association of School Personnel Administrators; Director of Human Resources, Adlai E. Stevenson High School District 125

Teri Engler, Attorney, Engler Callaway Baasten & Sraga, LLC

Dr. Dale R. Fisher, Assistant Superintendent for Human Resources, Deerfield Public Schools District 109

Yashekia Goldsmith, Deputy General Counsel, Rockford School District 205

Stephanie E. Jones, Attorney, Kriha Boucek LLC

Kathy Marshall, Assistant Superintendent, Bureau-Henry-Stark ROE 28

Steve Miller, Assistant Superintendent of Business Operations, Schaumburg CCSD 54

David G. Penn, Attorney, Schmiedeskamp, Robertson, Neu & Mitchell LLP

Merry Rhoades, Attorney, Tueth, Keeney, Cooper, Mohan & Jackstadt P.C.

M. Curt Richardson, Attorney, McLean County Unit District 5

Luis Rodriguez, General Counsel, Oak Park Elementary School District 97

Caroline Roselli, Attorney, Robbins Schwartz

Wayne Savageau, former IASB Policy Consultant, and former Superintendent

Dr. Glenn A. Wood, Superintendent, Plainfield Community Consolidated School District 202

IASB Staff Members, especially Policy Services Directors and select Outreach and Training and Governmental Relations Directors

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Ummehani Faizullabhoy, Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

Michael Ifkovits, Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

Karis Li, Office of General Counsel, preparation, formatting, quality assurance, editor, State and federal regulations monitor

Office of General Counsel



Debra Jacobson
PRESS Editor,
Associate General Counsel
(ext. 1211) djacobson@iasb.com



Jeremy Duffy
Assistant PRESS Editor,
Deputy Executive Director
and General Counsel
(ext. 1234) jduffy@iasb.com



Maryam Brotine
Assistant PRESS Editor,
Associate General Counsel
and Director, Diversity, Equity
& Inclusion Services
(ext. 1219) mbrotine@iasb.com



Megan Mikhail
Assistant PRESS Editor,
Assistant General Counsel,
(ext. 1215) mmikhail@iasb.com



Ummehani Faizullabhoy
Assistant Director,
Office of General Counsel
(ext. 1227) ufaizullabhoy@iasb.com



Michael Ifkovits
Legal Assistant,
Office of General Counsel
(ext. 1237) mifkovits@iasb.com



Karis Li
Legal Assistant,
Office of General Counsel
(ext. 1236) kli@iasb.com



Document Status: Review and Monitoring

1:10 Joint Agreement Legal Status

The Illinois Constitution requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities. [PRESSPlus1](#)

The General Assembly has implemented this constitutional mandate through the creation of joint agreements of various types for the purpose of providing special education services to children with disabilities. Niles Township District for Special Education hereinafter referred to as the District, is governed by such mandates.

Special education programs and/or services shall be developed in accordance with the requirements of the Individuals with Disabilities Education Act, Article 14 of the School Code, and their respective implementing procedures.

Consistent with 105 ILCS 5/10-22.31, the District's Governing Board shall serve as the administrative and legal entity for the Joint Agreement.

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

LEGAL REF.:

Ill. Constitution, Art. X, Sec. 1.

105 ILCS 5/10-1 et seq.

23 Ill.Admin.Code Part 226.

CROSS REF.: 2:10 (Joint Agreement Governance), 2:20 (Powers and Duties of the Governing Board; Indemnification)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and

re-adopted

Issue 119, June 2025

OK We currently have. Change date

Document Status: Review and Monitoring

1:15 Membership

Membership in this Niles Township District for Special Education shall be extended to all public school districts listed below. [PRESSPlus1](#)

The terms and conditions of membership are contained in the NTDSE Articles of Agreement.

The Member Districts participating in the NTDSE are:

- *Golf Elementary School District 67*
- *Skokie School District 68*
- *Skokie School District 69*
- *Morton Grove School District 70*
- *Niles Elementary School District 71*
- *Skokie Fairview School District 72*
- *East Prairie School District 73*
- *Skokie School District 73.5*
- *Lincolnwood School District 74*

~~ADOPTED: September 11, 2014~~

PRESSPlus Comments

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Issue 119, June 2025



Document Status: Review and Monitoring

1:20 District Organization, Operations, and Cooperative Agreements

The District is organized and operates as follows: [PRESSPlus1](#)

The District is organized and operates as a Special Education Cooperative serving the needs of children grades Pre-K to 12 and others as required by the School Code.

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

Skokie Library Intergovernmental Agreement

NTDSE Articles of Agreement

LEGAL REF.:

Ill. Constitution, Art. VII, Sec. 10.

5 ILCS 220/, Intergovernmental Cooperation Act.

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 119, June 2025

Attach update to

Document Status: Review and Monitoring

1:30 Vision, Purpose and Mission

NTDSE Vision Statement PRESSPlus1

To be recognized as an organization out in front of education.

NTDSE Purpose Statement

Empowering all to achieve.

NTDSE Mission Statement

The Niles Township District for Special Education, in collaboration with its member school districts and families, provides an array of quality programs that create optimum learning experiences to meet each child's specialized needs.

Beliefs and Values

- NTDSE believes that programs and student interventions should be based upon sound research and provide documented evidence of their effectiveness.
- NTDSE supports and helps build effective programs in member districts through research-based intervention programs and quality professional development.
- NTDSE believes in strong, meaningful, collaboration with families to meet their children's changing needs.
- NTDSE is an advocate for public policy and legislation benefitting children with special needs.

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

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Document Status: Review and Monitoring

2:10 District Governance

Section 1 - Niles Township District for Special Education Governing Board [PRESSPlus1](#)

The responsibility for the management and governance of NTDSE shall be vested in the Niles Township District for Special Education Governing Board, hereinafter called the Governing Board. The Governing Board's powers and duties include the authority to adopt, enforce, and monitor all policies for the management and governance of the District's schools.

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

Governing Board members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Governing Board.

Definition

Throughout Section 2 of this Policy Manual, the following terms shall have the meaning indicated:

Delegate

The delegate is the individual selected by the Member District's Board of Education and certified to the Governing Board as the Member District's delegate. The delegate remains the duly authorized representative of the Member District Board of Education and has the sole right and responsibility to execute the duties as listed in Policy 2:20 as a member of the Governing Board of Niles Township District for Special Education #807.

Alternate

The alternate is the individual selected by the Member District's Board of Education and certified to the Governing Board as the Member District's alternate. The alternate assumes the delegate's rights and responsibilities only in the absence of the delegate. At Governing Board meetings when both the delegate and alternate are present, the alternate is treated as a member of the general public.

Membership

Membership of the Governing Board shall consist of nine members, one Board of Education member from each Member School District selected by the Member District's Board of Education.

1. Each Member School District Board shall annually appoint and certify a Governing Board member delegate and Governing Board member alternate.
2. Voting in all the affairs of the Governing Board shall be limited to the designated Governing Board member delegates or alternates; provided however that alternates shall only vote when the designated Governing Board member delegate is not present.
3. If a designated Governing Board member alternate attends a meeting at which the designated Governing Board member delegate is also present, the Governing Board member alternate

shall act as a member of the general public attending the meeting, by sitting in the audience, and shall have no right to participate in the Governing Board discussions or deliberations during open or closed session.

A Governing Board member alternate may only attend a closed session of the Governing Board at the request of the Governing Board president.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

105 ILCS 5/10-1, 5/10-10 and 5/10-20.5.

CROSS REF.: 1:10 (Joint Agreement Legal Status), 2:20 (Powers and Duties of the Governing Board; Indemnification), 2:230 (Public Participation at Governing Board Meetings and Petitions to the Governing Board)

ADOPTED: April 9, 2003

AMENDED: August 25, 2004; March 22, 2007; September 27, 2011; September 11, 2014; November 2, 2021

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

Document Status: Draft Update

GOVERNING BOARD



2:80 Board Member Oath and Conduct

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

I, (name), ^{boasting} do **solemnly swear** (or affirm) that I will faithfully discharge the duties of the office of member of the Board of Education of Niles Township District for Special Education #807, in accordance with the Constitution of the United States, the Constitution of the State of Illinois, and the laws of the State of Illinois, to the best of my ability.

I further swear (or affirm) that:

I shall respect taxpayer interests by serving as a faithful protector of the School District's assets;

I shall encourage and respect the free expression of opinion by my fellow Board members and others who seek a hearing before the Board, while respecting the privacy of students and employees;

I shall recognize that a Board member has no legal authority as an individual and that decisions can be made only by a majority vote at a public Board meeting;

I shall abide by majority decisions of the Board, while retaining the right to seek changes in such decisions through ethical and constructive channels;

As part of the Board of Education, I shall accept the responsibility for my role in the equitable and quality education of every student in the School District;

I shall foster with the Board extensive participation of the community, formulate goals, define outcomes, and set the course for Niles Township District for Special Education #807;

I shall assist in establishing a structure and an environment designed to ensure all students have the opportunity to attain their maximum potential through a sound organizational framework;

I shall strive to ensure a continuous assessment of student achievement and all conditions affecting the education of our children, in compliance with State law;

I shall serve as education's key advocate on behalf of students and our community's school (or schools) to advance the vision for Niles Township District for Special Education #807; and

I shall strive to work together with the District Superintendent to lead the School District toward fulfilling the vision the Board has created, fostering excellence for every student in the areas of academic skills, knowledge, citizenship, and personal development.

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

The Board adopts the Illinois Association of School Boards' *Code of Conduct for Members of School Boards (Code)*. [PRESSPlus1](#) A copy of the *Code* shall be displayed in the regular Board meeting room.

LEGAL REF.:

105 ILCS 5/10-16.5.

CROSS REF.: 1:30 (Vision, Purpose and Mission), 2:20 (Powers and Duties of the Governing Board; Indemnification), 2:100 (Board Member Conflict of Interest), 2:105 (Ethics and Gift Ban)

Adopted: November 9, 2023

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement. **Issue 119, June 2025**

Document Status: Draft Update

GOVERNING BOARD



2:130 Board-Superintendent Relationship

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

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

The Board considers the recommendations of the Superintendent as the District's Chief Executive Officer. The Board adopts policies necessary to provide ~~general~~ [PRESSPlus1](#) direction for the District and to encourage achievement of District goals. The Superintendent develops plans, programs, and procedures needed to implement the policies and directs the District's operations.

LEGAL REF.:

105 ILCS 5/10-16.7 and 5/10-21.4.

CROSS REF.: 3:40 (Superintendent)

Adopted: November 2, 2021

PRESSPlus Comments

PRESSPlus 1. Updated in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**



Document Status: Review and Monitoring

2:240 Board Policy Development

The Governing Board governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate District ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward District ends. [PRESSPlus1](#)

Policy Development

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

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

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

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration may be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

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

Board Policy Review and Monitoring

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

Words Importing Gender

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

Superintendent Implementation

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

clarification.

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

Suspension of Policies

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

LEGAL REF.:

105 ILCS 5/10-20.5.

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

PRESSPlus Comments

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Issue 119, June 2025



Document Status: Review and Monitoring

3:30 Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations. PRESSPlus1

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

CROSS REF.: 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

PRESSPlus Comments

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Issue 119, June 2025

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is listed as
3:62 -
change date

Document Status: Draft Update

GENERAL ADMINISTRATION

3:65 Staff Supervision

In all cases, personnel shall be supervised and evaluated by the school district that employs the individual. PRESSPlus1 The employing organization and its administrative staff shall be responsible for the supervision of the general functions of the classroom or service on a day-to-day basis and is/are recognized as the line supervisor(s). Niles Township District for Special Education #807 directly supervises Niles Township District for Special Education employees. Member districts directly supervise their own employees.

The Niles Township District for Special Education #807 is responsible for providing technical assistance and consultation to teachers and administrators regarding special education programs and services. Such assistance and consultation may include, but is not limited to, the following activities:

1. Classroom Visitations - either the classroom teacher or the designated District supervisor may initiate classroom visitation. Other administrative staff of either the District or a Member District may request a classroom visitation by the designated supervisor.
2. Inservice - supervisors shall plan and conduct appropriate in-service activities.
3. Consultation - The classroom teacher or designated supervisor may initiate consultations regarding students, curriculum, instruction, etc. Other administrative staff of either the District or a Member District may request a consultation between a classroom teacher and his or her designated supervisor.
4. Records and reports - a designated supervisor may request appropriate records and reports. This includes all special education compliance issues.

Adopted: March 3, 2020

PRESSPlus Comments

PRESSPlus 1. This policy is re-numbered from 3:62 to 3:65. Boards should use numbers ending in 2, 4, 6, or 8 for locally developed policies on topics not covered by IASB sample policies. **Issue 119, June 2025**

Document Status: Review and Monitoring



4:50 Payment Procedures

The Director of Fiscal Services shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Governing Board in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Director of Fiscal Services shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board. [PRESSPlus1](#)

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

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

LEGAL REF.:

105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

23 Ill.Admin.Code §100.70.

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

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Document Status: Review and Monitoring

4:90 Student Activity and Fiduciary Funds

The Governing Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational, or cultural purposes. The Governing Board, upon the Superintendent or designee's recommendation, also establishes fiduciary funds to be supervised by the Superintendent or designee. The Joint Agreement has custodial responsibilities for fiduciary funds but no direct involvement in the management of such funds. [PRESSPlus1](#)

Student Activity Funds

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Ill. State Board of Education (ISBE) rules for student activity funds. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Governing Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

Fiduciary Funds

The Superintendent or designee shall be responsible for supervising fiduciary funds in accordance with Board policy 4:80, *Accounting and Audits*; State law; and ISBE rules for fiduciary funds. The Governing Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the ISBE rules for fiduciary funds.

LEGAL REF.:

105 ILCS 5/8-2 and 5/10-20.19.

23 Ill.Admin.Code §§100.20, 100.80, and 100.85.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fundraising Activities)

PRESSPlus Comments

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Issue 119, June 2025



Document Status: Review and Monitoring

4:180 Pandemic Preparedness; Management; and Recovery

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety during a pandemic. [PRESSPlus1](#)

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

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

Emergency School Closing

In the case of a pandemic, the Governor may declare a disaster due to a public health emergency that may affect any decision for an emergency school closing. Decisions for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the Governor, Ill. Dept. of Public Health, District's local health department, emergency management agencies, and/or Regional Office of Education.

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

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

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

Payment of Employee Salaries During Emergency School Closures

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

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

When the Governor declares a disaster due to a public health emergency pursuant to 20 ILCS 3305/7, and the State Superintendent of Education declares a requirement for the District to use *Remote Learning Days* or *Blended Remote Learning Days*, the Superintendent shall approve and present to the Board for adoption a Remote and/or Blended Remote Learning Day Plan (Plan) that:

1. Recommends to the Board for consideration any suspensions or amendments to curriculum-related policies to reduce any Board-required graduation or other instructional requirements in excess of minimum curricular requirements specified in School Code that the District may not be able to provide due to the pandemic;
2. Implements the requirements of 105 ILCS 5/10-30; and
3. Ensures a plan for periodic review of and/or amendments to the Plan when needed and/or required by statute, regulation, or State guidance.

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.5, 5/10-20.56, and 5/10-30.

5 ILCS 120/2.01 and 120/7(e), Open Meetings Act.

20 ILCS 2305/2(b), Ill. Dept. of Public Health Act (Part 1).

20 ILCS 3305/, Ill. Emergency Management Agency Act.

115 ILCS 5/, Ill. Educational Labor Relations Act.

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

PRESSPlus Comments

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Document Status: Review and Monitoring

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will [PRESSPlus1](#)

Unless otherwise specifically provided, District employment is at-will, meaning that employment may be terminated by the District or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Governing Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Superintendent is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

Please refer to the applicable collective bargaining agreement.

For employees not covered by this agreement:

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid every two weeks.

Assignment

Please refer to the applicable collective bargaining agreement.

For employees not covered by this agreement:

The Superintendent is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:

105 ILCS 5/10-22.34 and 5/10-23.5.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Employment Termination and Suspensions), 5:310 (Compensatory Time-Off)

PRESSPlus Comments

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Issue 119, June 2025



Document Status: Review and Monitoring

7:90 Release During School Hours

For safety and security reasons, a prior written or oral consent of a student's custodial parent/guardian is required before a student is released during school hours: (1) at any time before the regular dismissal time or at any time before school is otherwise officially closed, and/or (2) to any person other than a custodial parent/guardian. [PRESSPlus1](#)

Early Dismissal Announcement

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

Voting

The Superintendent or designee shall specify the hours during which students who are entitled to vote at a primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, may be absent from school for a period of two hours to vote. Students are entitled to be absent from school to vote beginning the 15th day before the primary, general, or special election, or any election at which propositions are submitted to a popular vote in Illinois, or on the day of such election.

LEGAL REF.:

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

CROSS REF.: 4:170 (Safety)

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Document Status: Review and Monitoring



7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. [PRESSPlus1](#)

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

LEGAL REF.:

20 U.S.C. §7904.

105 ILCS 20/5.

Tinker v. Des Moines Independent School District, 89 S.Ct. 733 (1969).

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

PRESSPlus Comments

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Issue 119, June 2025

Document Status: Draft Update

STUDENTS

7:140 Search and Seizure

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

School Property and Equipment as well as Personal Effects Left ~~There~~ On School Property ^{PRESSPlus1} by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. ~~This paragraph applies to student vehicles parked on school property.~~ In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

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

Students

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

When feasible, the search should be conducted as follows:

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

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

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement

authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

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

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

LEGAL REF.:

T.L.O. v. New Jersey, 469 U.S. 325 (1985).

Vernonia Sch. Dist. 47J v. Acton, 515 U.S. 646 (1995).

Safford Unified Sch. Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

Right to Privacy in the School Setting Act, 105 ILCS 75/, Right to Privacy in the School Setting Act.

Cornfield v. Consolidated High Sch. Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).

People v. Dilworth, 169 Ill.2d 195 (1996), cert. denied, 116 S.Ct. 1692 517 U.S. 1197 (1996).

People v. Pruitt, 278 Ill.App.3d 194 (1st Dist. 1996), app. denied, 167 Ill.2d 564 667 N.E. 2d 1064 (Ill.App.1, 1996).

T.L.O. v. New Jersey, 469 U.S. 325 (1985).

Vernonia School Dist. 47J v. Acton, 515 U.S. 646 (1995).

Safford Unified School Dist. No. 1 v. Redding, 557 U.S. 364 (2009).

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

Adopted: March 11, 2021

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**



Document Status: Draft Update

STUDENTS

7:300 Extracurricular Athletics

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

1. The student must meet the academic criteria set forth in Board policy 6:190, *Extracurricular and Co-Curricular Activities*.
2. A parent/guardian of the student must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a current certificate of physical fitness issued by a licensed physician, an advanced practice registered nurse, or a physician assistant. The **Pre-Participation Physical Examination Form**, offered by the Illinois High School Association and the Illinois Elementary School Association, is the preferred certificate of physical fitness.
4. The student must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the student is covered under a family insurance plan.
5. The student must agree to follow all conduct rules and the coaches' instructions.
6. The student and his or her parent(s)/guardian(s) must: (a) comply with the eligibility rules of, and complete any forms required by, any sponsoring association (such as, the Illinois Elementary School Association, the Illinois High School Association, or the Southern Illinois Junior High School Athletic Association), and (b) complete all forms required by the District.

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

LEGAL REF.:

105 ILCS 5/10-20.30, ~~5/10-20.54~~, [PRESSPlus1](#) 5/22-80, and 25/2.

23 Ill.Admin.Code §1.530(b).

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

Adopted: March 11, 2021

PRESSPlus Comments

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Document Status: Review and Monitoring

7:325 Student Fundraising Activities

No individual or organization is allowed to ask students to participate in fundraising activities while the students are on school grounds during school hours or during any school activity. Exceptions are: [PRESSPlus1](#)

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

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

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. For any school that participates in the School Breakfast Program or the National School Lunch Program, fundraising activities involving the sale of food and beverage items to students during the school day while on the school campus must comply with the Ill. State Board of Education rules concerning the sale of competitive food and beverage items.
3. Participation in fundraising efforts must be voluntary.
4. Student safety must be paramount.
5. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the student activity funds treasurer must safeguard the financial accounts.
6. The fundraising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
7. The funds shall be used to the maximum extent possible for the designated purpose.
8. Any fundraising efforts that solicit donor messages for incorporation into school property, e.g., tiles or bricks, or placement upon school property, e.g., posters or placards, must:
 - a. Develop viewpoint neutral guidelines for the creation of messages;
 - b. Inform potential donors that all messages are subject to review and approval, and that messages that do not meet the established guidelines must be resubmitted or the donation will be returned; and
 - c. Place a disclaimer on all fundraising information and near the completed donor messages that all messages are "solely the expression of the individual donors and not an endorsement by the District of any message's content."

LEGAL REF.:

105 ILCS 5/10-20.19(3).

23 Ill.Admin.Code Part 305, School Food Service.

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

PRESSPlus Comments

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Document Status: Draft Update

COMMUNITY RELATIONS

8:80 Gifts to the District

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

1. Be accepted by the Board or, if less than \$500.00 in value, the Superintendent or designee. Individuals should obtain a pre-acceptance commitment before identifying the District, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the District's mandate to provide equal educational and extracurricular opportunities to all students in the District as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the District to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the District to maintain resource equity among its learning centers.
5. Be viewpoint neutral when the gift involves the incorporation of any messages. [PRESSPlus1](#) The Superintendent or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the District including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The District will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the District's property. The acceptance of a gift is not an endorsement by the Board, District, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Education Amendments; implemented by 34 C.F.R. Part 106.

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives), 6:210 (Instructional Materials), 7:10 (Equal Educational Opportunities)

Adopted: June 11, 2020

PRESSPlus Comments

PRESSPlus 1. Updated throughout in response to a PRESS five-year review. PRESS Editors have a quality assurance goal to ensure that a review of each piece of the 1500+ page IASB PRESS Policy Reference Manual occurs once every five years. **Issue 119, June 2025**

OK

We have
changed date

Document Status: Review and Monitoring

8:110 Public Suggestions and Concerns

The Governing Board is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern by contacting any District or School office. Community members who e-mail the District or any District employee or board member are expected to abide by the standards in Board policy 6:235, *Access to Electronic Networks*, and should, to the extent possible, limit their communications to relevant individuals. All suggestions and/or concerns will be referred to the appropriate level staff member or District administrator who is most able to respond in a timely manner. Each concern or suggestion shall be considered on its merit. [PRESSPlus1](#)

An individual who is not satisfied may file a grievance under Board policy 2:260, *Uniform Grievance Procedure*. The Board encourages, but does not require, individuals to follow the channels of authority prior to filing a grievance. Neither this policy nor the *Uniform Grievance Procedure* create an independent right to a hearing before the Board.

LEGAL REF.:

115 ILCS 5/14(c-5), Ill. Educational Labor Relations Act.

CROSS REF.: 2:140 (Communications To and From the Board), 2:230 (Public Participation at Governing Board Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:235 (Access to Electronic Networks), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Connection with the Community)

PRESSPlus Comments

PRESSPlus 1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 119, June 2025

NTDSE ENROLLMENT DATA
October 15th, 2025

STUDENTS	August	September	October
Molloy	170	177	172
Satellite	162	170	183
Total	332	347	355

NTDSE ENROLLMENT DATA BY DISTRICT

<u>DISTRICT</u>	<u>SATELLITE</u>	<u>PROJECT CLASS</u>	<u>LIFE SKILLS</u>	<u>PROJECT ABLE</u>	<u>CHANGE</u>	<u>TOTAL</u>	<u>Out-of-District Students</u>	<u>Out Placed Therapeutic Day Students</u>	<u>Private/Parochial Schools by District</u>
62			2			2	2		
64		4				4	4		
67	16	5	2	1		24		2	
68	38	30	5	4	-1	77		5	23
69	2	9	2	5	1	18		1	
70	26	9	4	3	3	42			6
71	8	3	4	1	1	16			6
72	17	3				20		2	33
73	6	3	1	1		11			
73.5	32	14	3	5	3	54		3	
74	32	9	2	3	1	46		2	
158			1			1	1		
207		7	2			9	9		
219		23	8			31	31		
TOTAL	177	119	36	23	8	355	47	15	68

Your Name	Who brought their A-GAME this week?	How did they bring their A-GAME?
Jaimi Yousefi	Amanda Hagerty	Amanda has dealt with a challenging parent and been so great with them. She is also so helpful and kind, a friendly smiling face to see!
Jaimi Yousefi	Hiba, Jenna, Lisa	I love my classroom team! They make coming to work fun and sunshiney!
Chloe Jones	Kim O'Connor	Kim has been such a supportive mentor and I am learning so much from her. She is amazing!
Elyse Szymanski	Kim O'Connor	Kim has hit the ground running this year, differentiating for the wide variety of needs within her classroom and making sure her students are being pushed to reach their full potential! She is learning new curriculum to find the best way to meet their needs. I'm so excited to see what these students can do!
Allyson Sussman	Maro Simotas	Maro has a very fun and friendly demeanor, which makes her wonderful to work with!
Francesca Whitney	Connie Gusek	For coming in on her day off to get me the preschool screening folders. Thank you!
Nicole Wyack	Quintin "Q" Goltz	A HUGE thanks to Q for leading a hands-on lesson on interview attire. Thank you for always sharing your knowledge with students!
Rachel Brill	Olga Alfaro	Olga has jumped into teaching at Park View this year so well! She has made so many positive relationships with students and has adapted lessons so wonderfully. She is so flexible and fun to work with!
Kathy Gavin	Jennifer Joliffe	Thank you Jennifer for working so hard to ensure our students get to school safely and on time. Your kindness, patience, and competency shine every day whether you are working with teachers to share bus information, helping me with the monthly billing, or communicating with our districts and the parents. You bring your A-Game EVERY DAY!

Your Name	Who brought their A-GAME this week?	How did they bring their A-GAME?
Alana Rybak	Joy Chang, Lori Eslick, Tracy Friedlander, Susan Hamlink & Jess Wyma	Our Teachers of Deaf/Hard of Hearing and Teachers of the Visually Impaired demonstrate incredible creativity and dedication in meeting the unique needs of their students. They go above and beyond to ensure each student has the specialized equipment and resources necessary to fully access and engage with their curriculum. Their commitment not only empowers their students academically but also fosters confidence and independence, making a lasting positive impact on their lives!
Amy Grmusich	Jerika Gill	Jerika and I had to message one of her student's parents about showcasing his amazing IEP presentation and the mom replied, "Of course. You are almost a parent to ____, you and your team made ___ what he is today." And I thought that was so nice and it shows just how great of a teacher Jerika is!!!
Sara Lapidus	Sean O'Callaghan	Sean recently was transferred to our class and has been such an asset already. He has jumped right in with PEAK Programs and training new staff to administer PEAK. This has been so helpful. Thank you!
Amanda Hagerty	Joy Chang	Joy is wonderful in team meetings, because of her sense of humor. She is on top of her paperwork. She continues to impress me with how well she knows all her students on so many different teams.
Becca Canastra	Allyson Sussman	Very early into the year, without me asking, Allyson put my picture in student's devices so that they could greet me by name. It made our communication so much more meaningful.

Fwd: FOIA Request

1 message

Kathy Gavin <kgavin@ntdse.org>
To: Christina Dimas <cdimas@ntdse.org>
Cc: Tarin Kendrick <tkendrick@ntdse.org>

Fri, Oct 17, 2025 at 7:01 AM

Hi Christina - Here is some FOIA information for the packet.
Thanks - Kathy



Kathy Gavin, MS Ed. CSBO
Director of Finance and Facilities

847-965-9040 x 830 | www.ntdse.org | kgavin@ntdse.org
8701 Menard Avenue, Morton Grove, IL, 60053



----- Forwarded message -----

From: **Kathy Gavin** <kgavin@ntdse.org>
Date: Fri, Oct 17, 2025 at 6:59 AM
Subject: FOIA Request
To: <mrdclmcc@gmail.com>
Cc: Tarin Kendrick <tkendrick@ntdse.org>, Heather Lane <hlane@ntdse.org>

Dear Mr. Remolona,

Per your FOIA request dated 10/15/25, I have attached the following documents:

SUMMER 2025 RENOVATIONS - Bid opening date: 12/19/2024

Building permit
Letter of Award
Bid Tab Summary sheet

Please let us know if you need additional information.

Thank you,

Kathy Gavin



Kathy Gavin, MS Ed. CSBO
Director of Finance and Facilities

847-965-9040 x 830 | www.ntdse.org | kgavin@ntdse.org
8701 Menard Avenue, Morton Grove, IL, 60053



3 attachments

NICHOLAS & ASSOCIATES, INC.

1001 Feehanville Drive, Mount Prospect, IL 60056 | Phone (847) 394.6200 | Fax (847) 394.6205



December 20, 2024

Kathy Gavin, MS. Ed, CSBO
Director of Finance and Facilities
Niles Township District for Special Education #807
8701 Menard Ave
Morton Grove, IL 6053

**RE: Summer 2025 Renovations at Molloy Education Center
Construction Management Fee Structure**

Dear Ms. Kathy Gavin,

Bids for the above-referenced project were received at the Office of Nicholas & Associates located at 1001 Feehanville Drive, Mount Prospect, Illinois 60056. As you witnessed, bids were publicly opened and read aloud on Thursday, December 19, 2024, at 1:00pm local time.

Enclosed for your information is a copy of the bid tabulation sheet outlining the bids received from the contractors and applicable bid package.

Nicholas & Associates, Inc. affirms that the apparent low bidders for each bid package have reviewed and understand the bid documents for the Niles Township District for Special Education #807 – Summer 2025 Renovations at Molloy Education Center project and intend to perform the work as specified.

Therefore, we recommend that an award for construction be made as follows:

<u>Contractors</u>	<u>Contract Value Amount</u>
RB Construction, Inc. 220 Gerry Drive Wood Dale, IL	\$ 1,194,000 (Base Bid + Alternate No. 1)
DeKalb Mechanical, Inc. 339 Wurlitzer Drive DeKalb, IL	\$ 192,000 (Base Bid + Alternate No. 1)
Shoreline Electric 515 N. Wolf Road Wheeling, IL	\$ 242,500 (Base Bid + Alternate No. 1)
	Total: \$1,628,500.00

NICHOLAS & ASSOCIATES, INC.

1001 Feehanville Drive, Mount Prospect, IL 60056 | Phone (847) 394.6200 | Fax (847) 394.6205



The preceding recommendation represents our interpretation and understanding of the bids submitted. The contract values listed above include Base Bid plus Alternate 1 as recommended by the School District Administration.

If you have questions regarding the above or you need additional information, please do not hesitate to contact our office.

Sincerely,

Joe Papanicholas
Nicholas & Associates, Inc.

NICHOLAS & ASSOCIATES, INC.

1001 Feehanville Drive, Mount Prospect, IL 60056 | Phone (847) 394.6200 | Fax (847) 394.6205



Niles Township District for Special Education #807
2025 Summer Renovation - Molloy Education Center - Bid Tab
Thursday, December 19, 2024 1:00PM

Bid Package #1 - General Trades						
Contractor	Bid Bond	Addenda	Base Bid	Alternate No. 1	Comments	
Lo Destro Construction	Y	1,2	\$1,290,000	No Change		
Monarch Construction	Y	1,2	\$1,323,600	\$5,960		
RB Construction, Inc.	Y	1,2	\$1,185,000	\$9,000		
Bid Package #2 - HVAC						
Contractor	Bid Bond	Addenda	Base Bid	Alternate No. 1	Comments	
Amber Mechanical	Y	1,2	\$174,700	\$39,400		
Dekalb Mechanical	Y	1,2	\$173,000	\$19,000		
Helm Mechanical	Y	1,2	\$196,000	\$43,000		
Bid Package #3 - Electrical						
Contractor	Bid Bond	Addenda	Base Bid	Alternate No. 1	Comments	
Carey Electric	Y	1,2	\$284,795	\$8,268		
Meany Electric	Y	1,2	\$270,000	\$7,500		
Prospect Electric	Y	1,2	\$239,000	\$4,800		
Shoreline Electric	Y	1,2	\$235,000	\$7,500		

APPLICATION FOR BUILDING PERMIT

Date Received by Regional Office of Education _____

Regional Office of Education Assigned Application Number _____

DISTRICT NAME Niles Township District for Special Education #807	COUNTY Cook
FACILITY NAME Molloy Education Center	FACILITY LOCATION 8701 Menard Ave, Morton Grove, IL 60053

Property is owned by the district Property not owned by district (Attach Authorization by owner)

PROJECT SCOPE

COST AND FINANCING

- Less Than \$50,000 but involves like activity
- More than \$50,000
- Less than 15% of replacement cost
- More than 15% of replacement cost but less than 50% of replacement cost
- More than 50% of replacement cost
- Fire Prevention and Safety Financing Involved

PROJECT NUMBER: 74074

TOTAL ESTIMATED COST: \$ _____

ESTIMATED COMPLETION DATE: _____

SOURCE OF ALL FUNDS: → local

TOTAL SQUARE FOOTAGE: _____

AREA AFFECTED:

- New area more than 7200 square feet (Sprinklers req.)
- New standalone building with 50+ Group E occupants (Storm Shelter req.)
- Addition increasing existing square footage by 50% or more (Storm Shelter req.)
- Less than 50% of existing area
- More than 50% of existing area (Sprinklers req.)

FOR HEALTH/LIFE SAFETY FUNDING (5¢ LEVY OR BONDS) INDICATE:

Amendment number: # _____
Item(s): # _____

CATEGORIES OF WORK INVOLVED

- | | | |
|--|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> New building construction <input type="checkbox"/> School building addition <input type="checkbox"/> Asbestos abatement <input checked="" type="checkbox"/> Accessibility (ADA) <input checked="" type="checkbox"/> Electrical work | <ul style="list-style-type: none"> <input type="checkbox"/> Energy conservation <input checked="" type="checkbox"/> Mechanical (HVAC) work <input type="checkbox"/> Paving <input checked="" type="checkbox"/> Plumbing work <input type="checkbox"/> Security system | <ul style="list-style-type: none"> <input type="checkbox"/> Site work <input checked="" type="checkbox"/> Sprinkler system installation <input type="checkbox"/> Structural work <input type="checkbox"/> Telephone systems (E-911) <input type="checkbox"/> Other: _____ |
|--|--|--|

PROJECT DOCUMENTS (Attach two copies of all construction documents)

CONSTRUCTION DOCUMENTS ATTACHED	DATE SUBMITTED
Drawings	December 2, 2024
Specifications	December 2, 2024
Plan Review Statements	
Confirmation of Plan Review Records	

Illinois Licensed Design Professional

We hereby certify that this application accurately describes the work to be performed and that, upon approval, all work will be completed to the best of our knowledge in compliance with the Health/Life Safety Code, Sprinkler Code 5-22-23, local zoning code and any other applicable Illinois or Federal laws or regulations. We understand that a permit for construction of an elevator must be sought separately through the Office of the State Fire Marshal.

Date "Contract for Design" was signed by applicant _____

This Project is being built under the _____ IBC

(Seal)

Joel Chandler Koster
001.026386

001-026386

Nov 30, 2026

License Number

Expiration Date

Joel Chandler Koster

ARCON Assoc., Inc.

(630)495-1900

Name and Signature of Design Professional

Name of Firm

Phone Number

SCHOOL DISTRICT

The Board of Education does hereby approve and adopt said plans and specifications for submission to the Regional Superintendent for review and issuance of a building permit. The Board of Education is aware that local county and/or municipality zoning requirements may apply.

Date _____ Signature of President, Board of Education

Date _____ Signature of District Superintendent

The above Application for Building Permit is hereby accepted as submitted. An Application of Occupancy Permit and the final inspection are required for the Certificate of Occupancy, and must be scheduled prior to occupancy of building.

Date _____ Signature of Regional Superintendent