MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

Public Hearing & Regular Board Meeting
Tuesday, August 25, 2026
East District Office
6:30 PM

1. CALL TO ORDER
2. ATTENDANCE
3. PUBLIC HEARING REGARDING THE eLEARNING DAYS
4. CITIZEN COMMENTS
5. ADJOURN PUBLIC HEARING
6. CALL TO ORDER
7. ATTENDANCE
8. RECOGNITION
9. CITIZEN COMMENTS
10. BOE COMMENTS
    a. Code of Conduct
11. DISTRICT 75 REPORT
    a. Business Office
        1. 10-Year Health Life Safety Assessment
    b. Teaching and Learning
        1. eLearning Plan
12. REPRESENTATIVE and COMMITTEE UPDATES
    a. Representative: STEAM Foundation
    b. Representative: SEDOL
    c. Representative: Village Liaison
    d. Committee: Finance Advisory
    e. Committee: Shared Services
    f. Committee: Community Outreach
    g. Committee: PRESS Policy
13. CONSENT AGENDA
    a. Minutes of Regular Board Meeting of July 14, 2026
    b. Minutes of Special Board Meeting of August 13, 2026
    c. Approval of Personnel Report
    d. Bill List
    e. Financial Report
    f. FOIA Request(s)
    g. Annual Renewal List
    h. PRESS Policy #122, Second and Final Reading
14. BOARD ACTION ITEM
    a. 10-Year Health Life Safety Assessment
    b. eLearning Plan
15. ADJOURN TO EXECUTIVE SESSION
16. ENTER EXECUTIVE SESSION
    a. Personnel (5 ILCS 120/2(c)(1)
    b. Executive Session Minutes (5 ILCS 120/2(c)(21)
17. RETURN TO OPEN SESSION

18. ACTION MAY BE TAKEN AS A RESULT OF EXECUTIVE SESSION
    a. July 14, 2026, Executive Session Minutes
    b. August 13, 2026, Executive Session Minutes
    c. Review of Closed Session Minutes
    d. Verbatim Record (Audio Recording) of Executive Session
19. PRESIDENT'S PREROGATIVE
20. ADJOURNMENT

Board Calendar Dates, Public Participation at School Board Meetings and Petitions to the Board: Click Here

ACTION: 7-A

OFFICIAL MINUTES OF THE BOARD OF EDUCATION
MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

MINUTES OF THE BOARD OF EDUCATION of Mundelein Elementary School District 75 held on the fourteenth day of July 2026, at 6:06 p.m.

MEMBERS OF THE BOARD OF EDUCATION DISTRICT 75:

Members of the Board of Education Mundelein Elementary School District 75 present:

PRESENT: Kristie Fingerhut, President
Ray Rose, Vice President
Georgina Aguirre
Marcela Duran
Al Hitzke
Emily Karl, Secretary Pro Tem

ABSENT: Eric Billittier, Secretary

Members of the Board of Education Mundelein High School District 120 present:

PRESENT: Peter Rastrelli, President
Mark Ponce, Vice President
Jennifer Hill
Sean Hogan
Laura Mellon
Sophia Schneckloth, Secretary Pro Tem

ABSENT: Aaron Wellington, Secretary

D120 & D75 ADMINISTRATORS:
Dr. Corey Tafoya, Superintendent
Jamie DiCarlo, Assistant Superintendent of Student Services
Dr. Cathy Johnson, Assistant Superintendent of Finance and Operations
Shane McCreery, Assistant Superintendent of Human Resources & Legal
Art Vallicelli, Assistant Superintendent of Secondary Schools
Kevin Quinn, Director of Maintenance and Facilities

CALL TO ORDER
Board of Education of Mundelein Elementary School District 75 board members: Aguirre, Duran, Fingerhut, Hitzke, Karl and Rose were present for the July 14, 2026, regular board meeting.

All in favor by voice vote: 6-0

RECOGNITION
No recognition.

CITIZENS' COMMENTS
No citizen comments.

Strategic Goal Discussion
Dr. Tafoya, superintendent, facilitated a discussion of the D120/75 Shared Services strategic goals, vision, and system alignments. He shared that the Shared Services Committee had previously met to help identify share services practices between the two districts. Board members reviewed the topics and identified the three system alignments that will be brought back to the Shared Services Committee members to review.

BoardBook Premier Preview
The support resources for BoardBook Premier were reviewed to assist board members become familiar with the program. Discussion was held on the topic.

ADJOURNMENT
It was moved by Board Member Fingerhut, seconded by Board Member Rose, that the Board of Education of Mundelein Elementary School District 75 board members: Aguirre, Duran, Fingerhut, Hitzke, Karl and Rose moved all in favor that the Board adjourn from regular board meeting on July 14, 2026, at 7:13 p.m.

Motion approved by voice vote: 6-0.

CALL TO ORDER
Board of Education of Mundelein Elementary School District 75 board members: Aguirre, Duran, Fingerhut, Hitzke, Karl and Rose were present for the July 14, 2026, regular board meeting.

All in favor by voice vote: 6-0

CITIZENS' COMMENTS
No citizen comments.

BOE COMMENTS
No BOE comments.

DISTRICT 75 REPORT
Washington SIP Plan
Dr. Tafoya, superintendent, reviewed the Washington School Improvement Plan. He stated that Washington became a school on "targeted status" based on data from school year 2023 related to attendance and performance in the area of math. The school is entering into the third and final year of implementation.

COMMITTEE UPDATES
Board Policy
Committee member Fingerhut reviewed the recommended edits and questions that were included in PRESS policy #122.

Finance Advisory
No updates.

Shared Services
No updates.

Community Outreach
No updates.

DRAFT

REPRESENTATIVE UPDATES

STEAM Foundation
Dr. Tafoya provided a brief update on STEAM related topics.

SEDOL
Dr. Tafoya shared that he has joined the SEDOL Executive Board.

Village Liaison
Committee member Rose reported on the various services, events and activities happening in Lake County and the Village of Mundelein.

CONSENT AGENDA

It was moved by Board Member Fingerhut, seconded by Board Member Hitzke, that the Board of Education of Mundelein Elementary School District 75 approve the consent agenda of July 14, 2026, which included:

- June 16,2026, Regular Board Minutes
- June 16, 2026, Public Hearing Minutes
- Bill List
- Financial Report
- FOIA Request(s)
- Annual Renewal List
- Approval of Personnel Report
  New Hire – Certified: Timothy Gorman
  New Hire – Classified: Tina Stanley
  Change In Assignment: Kristen Donovan
  Increase to Pay: Rachel Johnson
  Resignation: Amanda Garcia
  Retirement: Cari Strong

Upon roll call, the following members voted:
AYE: Board members: Aguirre, Duran, Fingerhut, Hitzke, Karl and Rose
NAY: None

BOARD ACTION ITEMS

Washington SIP Plan
It was moved by Board Member Fingerhut, seconded by Board Member Karl, that the Board of Education of Mundelein Elementary School District 75 to approve the Washington Early Learning Center SIP Plan as presented.

Upon roll call, the following members voted:
AYE: Board members: Aguirre, Duran, Fingerhut, Hitzke, Karl and Rose
NAY: None

EXECUTIVE SESSION

It was moved by Board Member Fingerhut, seconded by Board Member Karl, that the Board adjourn for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine it validity, 5 ILCS 120/2(c)(1)

DRAFT

Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21)

OPEN SESSION
The Board reconvened to Open Session at 8:06 p.m.

CALL TO ORDER
Board of Education of Mundelein Elementary School District 75 board members: Aguirre, Duran, Fingerhut, Hitzke, Karl and Rose were present for the July 14, 2026, regular board meeting.

All in favor by voice vote: 6-0

ACTION
Executive Session Minutes
It was moved by Board Member Fingerhut, seconded by Board Member Duran, that the Board of Education of Mundelein Elementary School District 75 approve the June 16, 2026, executive session minutes.

Upon roll call, the following members voted:
AYE: Board members: Aguirre, Duran, Fingerhut, Hitzke, Karl and Rose
NAY: None

Bonus Proposal Request
It was moved by Board Member Fingerhut, seconded by Board Member Aguirre, that the Board of Education of Mundelein Elementary School District 75 approve a one-time performance award of $3,000, funded by District 120, payable on or before June 30, 2026, in recognition of the Superintendent's performance during the 2025-2026 contract year, and shall not be incorporated into the Superintendent's annual base salary.

Upon roll call, the following members voted:
AYE: Board members: Aguirre, Duran, Fingerhut, Hitzke, Karl and Rose
NAY: None

FY26-27 Superintendent Compensation and Benefit
It was moved by Board Member Fingerhut, seconded by Board Member Duran, that the Board of Education of Mundelein Elementary School District 75 approve an increase of 2.7% to the Superintendent's annual base salary effective July 1, 2026, in accordance with the Superintendent's Employment Agreement. Additionally, the relocation reimbursement will be extended for an additional 12 months.

Upon roll call, the following members voted:
AYE: Board members: Aguirre, Duran, Fingerhut, Hitzke, Karl and Rose
NAY: None

President’s Prerogative
A reminder was shared that the BOE self-evaluation would be sent to board members, to allow them time to review and prepare accordingly.

DRAFT

ADJOURNMENT

It was moved by Board Member Fingerhut, seconded by Board Member Hitzke, that the Board of Education of Mundelein Elementary School District 75 board members: Aguirre, Duran, Fingerhut, Hitzke, Karl and Rose adjourned the meeting of July 14, 2026, at 8:09 p.m.

Motion approved by voice vote: 6-0.

Respectfully submitted,

_____
KRISTIE FINGERHUT, PRESIDENT
DISTRICT 75, BOARD OF EDUCATION

_____
EMILY KARL, SECRETARY PRO TEM
DISTRICT 75, BOARD OF EDUCATION

DRAFT

ACTION: 7-A

OFFICIAL MINUTES OF THE BOARD OF EDUCATION
MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

MINUTES OF THE BOARD OF EDUCATION of Mundelein Elementary School District 75 held on the thirteenth day of August 2026, at 6:33 p.m.

Members of the Board of Education Mundelein Elementary School District 75 present:

PRESENT: Kristie Fingerhut, President
Ray Rose, Vice President
Marcela Duran
Al Hitzke
Emily Karl, Secretary Pro Tem

ABSENT: Georgina Aguirre
Eric Billittier, Secretary

D75 ADMINISTRATORS:
Dr. Corey Tafoya, Superintendent
Jamie DiCarlo, Assistant Superintendent of Student Services
Dr. Cathy Johnson, Assistant Superintendent of Finance and Operations
Shane McCreery, Assistant Superintendent of Human Resources & Legal
Dr. Art Vallicelli, Assistant Superintendent of Secondary Schools
Peter Gill, Director of Public Relations

CALL TO ORDER
Board of Education of Mundelein Elementary School District 75 board members: Duran, Fingerhut, Hitzke, Karl and Rose were present for the August 13, 2026, special board meeting.

All in favor by voice vote: 5-0

CITIZENS' COMMENTS
No citizen comments.

CONSENT AGENDA
It was moved by Board Member Fingerhut, seconded by Board Member Hitzke, that the Board of Education of Mundelein Elementary School District 75 approve the consent agenda of August 13, 2026, which included:

- Approval of Personnel Report
  New Hire – Administration: Jason Then
  Change In Assignment: Dan Bryant
  New Hire – Certified: Breanna Wolf, Lisa Sanchez, Shannon Dacey
  Recall – Certified: Diana Alday
  Resignation: Melissa Nocera, Jeny Bueno, Sabrina Schaefges, Kathy Barchman, Andrew Vondran
  Rescind Employment: Jessica Spalding

Dr. Tafoya congratulated Dan Bryant and Jason Then on their new positions.

EXECUTIVE SESSION
It was moved by Board Member Fingerhut, seconded by Board Member Hitzke, that the Board adjourn for the collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5ILCS 120/2(c)(2).

OPEN SESSION
The Board reconvened to Open Session at 6:51 p.m.

CALL TO ORDER
Board of Education of Mundelein Elementary School District 75 board members: Duran, Fingerhut, Hitzke, Karl and Rose were present for the August 13, 2026, special board meeting.

All in favor by voice vote: 5-0

BOARD ACTION ITEMS
Ratification of MEEA Certified Contract
It was moved by Board Member Fingerhut, seconded by Board Member Duran, that the Board of Education of Mundelein Elementary School District 75 ratify the contract with the Mundelein Elementary Education Association, effective July 1, 2026, through June 30, 2029, as presented.

Upon roll call, the following members voted:
AYE: Board members: Duran, Fingerhut, Hitzke, Karl and Rose
NAY: None

ADJOURNMENT
It was moved by Board Member Fingerhut, seconded by Board Member Hitzke, that the Board of Education of Mundelein Elementary School District 75 board members: Duran, Fingerhut, Hitzke, Karl and Rose moved all in favor that the Board adjourn from the special board meeting on August 13, 2026, at 6:52 p.m.

Motion approved by voice vote: 5-0.

Respectfully submitted,

_____
KRISTIE FINGERHUT, PRESIDENT
DISTRICT 75, BOARD OF EDUCATION

_____
EMILY KARL, SECRETARY PRO TEM
DISTRICT 75, BOARD OF EDUCATION

DRAFT

ACTION 13-E
August 25, 2026

MUNDELEIN ELEMENTARY SCHOOL DISTRICT 75

FINANCIAL REPORTS
June, 2026

The following financial reports for the month of June 2026 are attached:

Financial Dashboard
Statement of Revenues
Statement of Expenses
Statement of Fund Balances
Investment Report
Student Activity Summary

RECOMMENDED MOTION
The Board of Education of Mundelein Elementary School District 75 approves the Financial Reports for August 25, 2026.

DISTRICT 75 FINANCIAL DASHBOARD | June, 2026

MUNDELEIN 75 ELEMENTARY

MONTH TO DATE

REVENUE

$10,244,145

EXPENDITURES

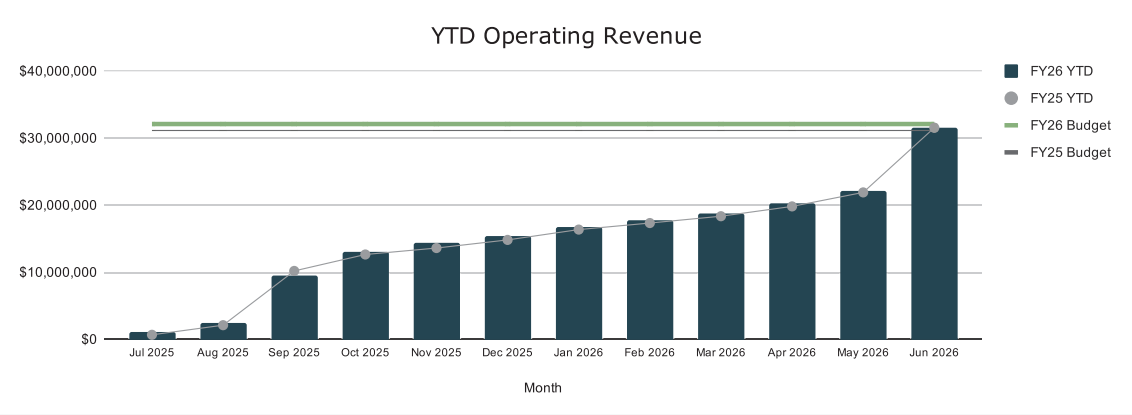
$5,069,603

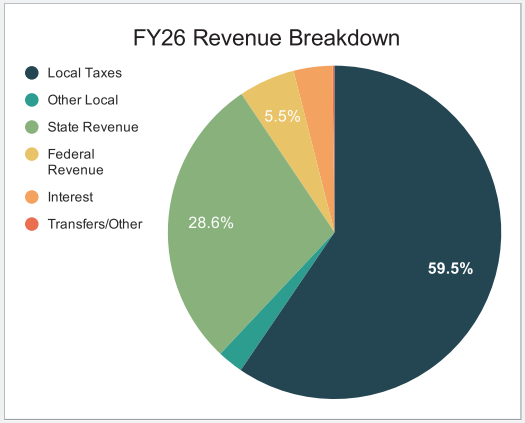
FUND BALANCE

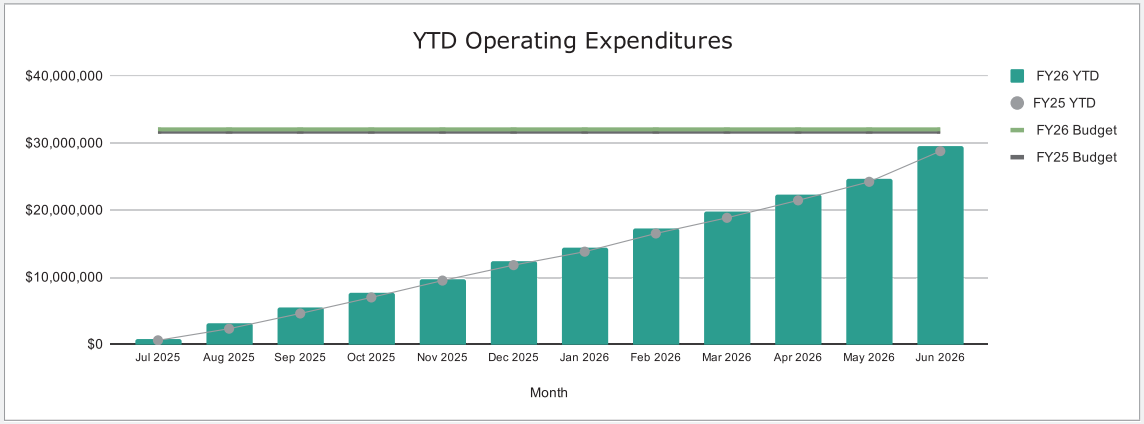
	ALL FUNDS	OPERATING FUNDS
2025-26 STARTING BALANCE	$ 31,124,900	$ 20,113,856
JUNE NET CHANGE	$ 5,174,541	$ 4,873,635
JUNE ENDING BALANCE	$ 28,661,784	$ 24,229,813

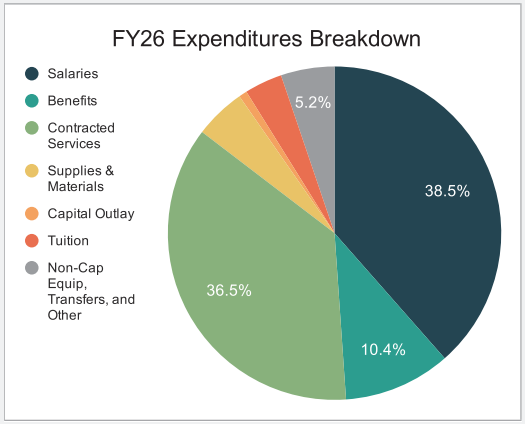
	EDUCATION	O&M	DEBT SERVICE	TRANS-PORTATION	IMRF	CAPITAL PROJECTS	WORKING CASH
2025-26 STARTING BALANCE	$ 15,671,027	$ 1,152,099	$ 1,962,367	$ 1,319,082	$ 1,391,779	$ 9,048,677	$ 579,870
JUNE NET CHANGE	$ 3,396,425	$ 757,367	$ 371,792	$ 505,611	$ 209,434	$ (70,886)	$ 4,797
JUNE ENDING BALANCE	$ 19,775,887	$ 1,117,639	$ 1,661,042	$ 1,093,612	$ 1,626,873	$ 2,770,929	$ 615,803

YEAR TO DATE









STATEMENT OF REVENUES

June, 2026

MUNDELEIN 75 ELEMENTARY

		2024-25		2025-26					Note
		Revenue	% as of Jun 2024	Budget	Percent Realized	Balance	Received Jun 2026	Received Year to Date	
Education	Local Taxes	$ 13,622,470	100%	$ 13,922,904	96%	$ 577,826	$ 5,958,892	$ 13,345,079	
	Interest Earned	936,630	100%	455,563	194%	(428,057)	61,773	883,620	
	Other Local Revenue	648,027	100%	675,382	70%	205,429	10,932	469,953	
	Evidence Based Funding	7,652,986	100%	8,127,172	96%	307,121	710,859	7,820,051	
	Other State Revenue	507,093	100%	479,268	139%	(187,461)	157,190	666,729	
	Federal Revenue	1,228,563	100%	1,818,857	99%	12,120	299,846	1,806,737	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Educational	$ 24,595,769	100%	$ 25,479,146	98%	$ 486,976	$ 7,199,493	$ 24,992,170	
O&M	Local Taxes	$ 2,528,505	100%	$ 2,693,197	98%	$ 59,168	$ 1,201,304	$ 2,634,029	
	Interest Earned	40,754	100%	15,700	229%	(20,204)	1,524	35,904	
	Leases	364,521	100%	323,700	91%	28,554	-	295,147	
	Donations/Impact Fees	-	-	-	-	-	-	-	
	Other Local Revenue	281,917	100%	30,000	111%	(3,387)	1,956	33,387	
	Transfers/Other	-	-	-	-	-	-	59,734	
	Total, O&M	$ 3,215,697	100%	$ 3,062,597	100%	$ 4,396	$ 1,204,784	$ 3,058,201	
Transp.	Local Taxes	$ 1,082,077	100%	$ 1,100,004	129%	$ (317,194)	$ 804,397	$ 1,417,198	
	Interest Earned	93,082	100%	60,000	102%	(906)	2,488	60,906	
	Other Local Revenue	39,332	-	9,000	-	(19,000)	-	28,000	
	State Revenue	1,189,518	100%	1,189,518	80%	962,097	236,712	954,607	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Transportation	$ 2,404,010	100%	$ 2,358,522	104%	$ (102,190)	$ 1,043,598	$ 2,460,712	
IMRF/SS	Local Taxes	$ 1,220,722	100%	$ 1,142,956	76%	$ 276,361	$ 294,811	$ 866,595	
	Interest Earned	48,439	100%	18,500	424%	(59,972)	6,368	78,472	
	Transfers/Other	9,304	100%	5,900	103%	(151)	517	6,051	
	Total, IMRF	$ 1,278,465	100%	$ 1,167,356	81%	$ 216,238	$ 301,696	$ 951,118	
Work. Cash	Local Taxes	$ 4,932	100%	$ 5,004	97%	$ 130	$ 2,214	$ 4,874	
	Interest Earned	55,621	100%	35,000	89%	33,330	2,584	31,059	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Work. Cash	$ 60,553	100%	$ 40,004	90%	$ 4,071	$ 4,797	$ 35,933	
Operating Funds	Local Taxes	$ 18,458,707	100%	$ 18,864,065	97%	$ 596,290	$ 8,261,618	$ 18,267,775	
	Other Local	1,333,797	100%	1,038,082	80%	211,595	12,888	826,487	
	State Revenue	9,349,597	100%	9,795,958	96%	354,571	1,104,762	9,441,387	
	Federal Revenue	1,228,563	100%	1,818,857	99%	12,120	299,846	1,806,737	
	Interest	1,174,526	100%	584,763	186%	2,683,329	74,737	1,089,962	
	Transfers/Other	9,304	100%	5,900	1115%	(59,885)	517	65,785	
	Total, Operating Funds	**$ 31,554,493**	**100%**	**$ 32,107,625**	**98%**	**$ 609,491**	**$ 9,754,368**	**$ 31,498,134**	
Debt Service	Local Taxes	$ 1,931,966	100%	$ 1,791,505	78%	$ 387,592	$ 479,112	$ 1,403,913	
	Interest Earned	66,328	100%	50,000	162%	(30,962)	5,452	80,962	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Debt Service	$ 1,998,294	100%	$ 1,841,505	81%	$ 356,630	$ 484,565	$ 1,484,875	
Capital Projects	Local Taxes	$ -	-	$ -	-	$ -	$ -	$ -	
	Interest Earned	284,503	100%	58,000	126%	(15,250)	5,212	73,250	
	Impact Fees	5,184	0%	-	-	-	-	-	
	Transfers/Other	800,000	-	-	-	-	-	-	
	Total, Capital Projects	$ 1,089,687	100%	$ 58,000	126%	$ (15,250)	$ 5,212	$ 73,250	
All Funds		**$ 34,642,474**	**100%**	**$ 34,007,130**	**97%**	**$ 950,871**	**$ 10,244,145**	**$ 33,056,259**	

STATEMENT OF EXPENDITURES

June, 2026

MUNDELEIN ELEMENTARY

		2024-25		2025-26					Note
		Expenses	% as of Jun 2024	Budget	Percent Spent	Balance	Spent Jun 2026	Spent Year to Date	
Education	Salaries	$ 13,981,684	100%	$ 14,592,814	94%	$ 910,498	$ 2,332,875	$ 13,682,316	
	Benefits	3,210,233	100%	3,754,649	79%	772,397	530,964	2,982,252	
	Contracted Services	3,288,641	100%	3,543,437	105%	(179,811)	542,554	3,723,248	
	Supplies & Materials	817,528	100%	1,087,229	97%	33,957	163,985	1,053,272	
	Capital Expenditures	123,489	100%	257,509	20%	207,211	635	50,298	
	Tuition (Other Objects)	1,048,169	100%	1,792,216	77%	416,751	223,674	1,375,465	
	Non-Capitalized Equip.	112,948	100%	65,794	176%	(49,883)	3,670	115,677	
	Transfers/Other	45,520	100%	265,000	13%	230,914	4,709	34,086	
	Total, Educ. Fund	$ 22,628,212	100%	$ 25,358,648	91%	$ 2,161,003	$ 3,803,067	$ 23,016,613	
O&M	Salaries	$ 840,393	100%	$ 827,318	92%	$ 63,440	$ 60,293	$ 763,878	
	Benefits	211,508	100%	204,510	98%	3,933	15,765	200,577	
	Contracted Services	1,040,423	100%	1,088,608	124%	(258,982)	272,800	1,347,590	
	Supplies & Materials	618,277	100%	857,502	75%	210,320	95,081	647,182	
	Capital Expenditures	91,794	100%	69,059	87%	9,217	-	59,842	
	Non-Capitalized Equip.	7,222	100%	27,868	38%	17,189	3,557	10,679	
	Transfers/Other	61,367	100%	64,880	97%	1,967	(79)	62,913	
	Total, O & M	$ 2,870,983	100%	$ 3,139,745	99%	$ 47,083	$ 447,417	$ 3,092,662	
Transportation	Salaries	$ 3,349	100%	$ 3,835	90%	$ 393	$ 9	$ 3,442	
	Benefits	401	100%	500	0%	500	-	-	
	Contracted Services	2,311,106	100%	2,404,331	105%	(120,011)	531,087	2,524,342	
	Supplies & Materials	298,281	100%	398,360	40%	239,962	6,891	158,398	
	Capital Outlay	-	-	3,997	0%	3,997	-	-	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, Transport.	$ 2,613,137	100%	$ 2,811,023	96%	$ 124,842	$ 537,987	$ 2,686,181	
IMRF S.S.	Employee Benefits	$ 673,823	100%	$ 685,335	104%	$ (30,689)	$ 92,262	$ 716,024	
	Termination Benefits	-	-	-	-	-	-	-	
	Transfers/Other	-	-	-	-	-	-	-	
	Total, IMRF/S.S.	$ 673,823	100%	$ 685,335	104%	$ (30,689)	$ 92,262	$ 716,024	
Operating Funds	Salaries	$ 14,825,426	100%	$ 15,423,967	94%	$ 974,332	$ 2,393,177	$ 14,449,635	
	Benefits	4,095,964	100%	4,644,994	84%	746,141	638,990	3,898,853	
	Contracted Services	6,640,169	100%	7,036,376	108%	(558,804)	1,346,440	7,595,180	
	Supplies & Materials	1,734,086	100%	2,343,091	79%	484,240	265,958	1,858,851	
	Capital Outlay	215,283	100%	330,565	33%	220,425	635	110,141	
	Tuition	1,048,169	100%	1,792,216	77%	416,751	223,674	1,375,465	
	Non-Capitalized Equip.	120,170	100%	93,662	135%	(32,694)	7,228	126,356	
	Transfers/Other	106,887	100%	329,880	29%	232,881	4,630	96,999	
	Total, Operating Funds	**$ 28,786,155**	**100%**	**$ 31,994,751**	**92%**	**$ 2,483,270**	**$ 4,880,733**	**$ 29,511,481**	
Debt Service		$ 2,092,979	100%	$ 1,840,345	97%	$ 54,145	$ 112,773	$ 1,786,200	
Capital Projects	Contracted Services	922,206	100%	$ 7,555,000	81%	$ 1,463,164	$ 34,831	$ 6,091,836	
	Capital Outlay	119,882	100%	944,900	20%	756,059	-	188,841	
	Non-Capitalized Equip.	-	-	-	-	(41,118)	41,118	41,118	
	Transfers/Other	-	-	-	-	(29,204)	149	29,204	
	Total, Cap. Proj.	$ 1,042,088	100%	$ 8,499,900	75%	$ 2,148,902	$ 76,098	$ 6,350,998	
Working Cash		$ 800,000	100%	$ -	0%	$ -	$ -	$ -	
All Funds		**$ 32,721,222**	**100%**	**$ 42,334,996**	**89%**	**$ 4,686,317**	**$ 5,069,603**	**$ 37,648,679**	

STATEMENT OF FUND BALANCES

June, 2026

MUNDELEIN ELEMENTARY

	Fund Balance 06/30/2025 (Unaudited)	2025-26 Revenues	2025-26 Expenditures	Accruals	Fund Balance Jun 2026	Note
Educational	$ 15,671,027	$ 24,992,170	$ 23,016,613	$ 2,129,304	$ 19,775,887	
O&M	$ 1,152,099	$ 3,058,201	$ 3,092,662	$ -	$ 1,117,639	
Debt Service	$ 1,962,367	$ 1,484,875	$ 1,786,200	$ -	$ 1,661,042	
Transportation	$ 1,319,082	$ 2,460,712	$ 2,686,181	$ -	$ 1,093,612	
IMRF/SS	$ 1,391,779	$ 951,118	$ 716,024	$ -	$ 1,626,873	
Capital Projects	$ 9,048,677	$ 73,250	$ 6,350,998	$ -	$ 2,770,929	
Working Cash	$ 579,870	$ 35,933	$ -	$ -	$ 615,803	
Fund Totals	**$ 31,124,900**	**$ 33,056,259**	**$ 37,648,679**	**$ 2,129,304**	**$ 28,661,784**	

Treasurer's Balance

Cash in Bank - PMA/BMO	$	22,151,992
Cash in Bank - Wintrust	$	7,710,530
Cash in Bank - Old National	$	378,183
Petty Cash	$	2,725
Total Cash in Bank	$	30,243,430
Add: Deposits in Transit	$	405
Less: Outstanding Checks	$	(751,064)
Bank Rec Adjustments	$	(830,986)
Adjusted Cash in Bank	**$**	**28,661,784**
Ledger Cash Balance - General	$	28,761,717
Ledger Cash Balance - Petty Cash	$	2,725
Less: Cash with Fiscal Agent	$	102,658
Adjusted Cash Balance	**$**	**28,661,784**
Average Investment Rate of Return		3.736%

Approved by the Board

KRISTIE FINGERHUT, PRESIDENT

ERIC BILLITTIER, SECRETARY

CATHY JOHNSON, TREASURER

DATE

INVESTMENT REPORT

June, 2026

MUNDELEIN ELEMENTARY

	Number of Investments	Cost of Investments	Weighted Avg Rate	YTD Earnings on Investments	Note
All Funds	22	$ 9,843,212	3.41%	$ 686,366	

Investment Type	Account	Settle Date	Maturity Date	Days	Institution	Cost	Rate
CD	Revenue	08/15/2025	01/26/2027	529	Premier Bank	$ 236,700	3.792%
CD	Revenue	08/15/2025	01/26/2027	529	GBank	$ 236,200	3.951%
CD	Revenue	08/15/2025	01/26/2027	529	First Capital Bank	$ 237,000	3.692%
CD	Revenue	08/15/2025	01/26/2027	529	ESB Bank	$ 237,200	3.682%
CD	Revenue	08/15/2025	01/26/2027	529	Mission National Bank	$ 236,600	3.842%
CD	Revenue	05/29/2026	12/30/2026	215	Millennial Bank	$ 244,500	3.688%
CD	Revenue	05/29/2026	12/30/2026	215	Cumberland Federal Bank, FSB	$ 244,500	3.680%
CD	Revenue	05/29/2026	12/30/2026	215	Financial Federal Bank	$ 244,500	3.760%
BILL	Revenue	06/01/2026	11/19/2026	171	TREASURY BILL	$ 299,953	3.592%
BILL	Revenue	06/01/2026	11/12/2026	164	TREASURY BILL	$ 1,899,403	3.585%
CD	Revenue	03/12/2026	06/17/2026	97	FirstBank Southwest	$ 247,500	3.522%
CD	Revenue	03/12/2026	06/17/2026	97	American Pride Bank	$ 247,600	3.490%
CD	Revenue	03/12/2026	06/17/2026	97	Merrick Bank	$ 247,600	3.490%
CD	Revenue	03/12/2026	06/17/2026	97	Harmony Bank	$ 247,600	3.501%
CD	Revenue	03/12/2026	06/17/2026	97	Third Coast Bank	$ 247,500	3.566%
CD	Revenue	03/12/2026	06/17/2026	97	BOM Bank	$ 247,500	3.617%
CD	Revenue	03/12/2026	06/17/2026	97	MapleMark Bank	$ 247,500	3.554%
CD	Revenue	03/12/2026	06/17/2026	97	Bank of China	$ 247,400	3.706%
CD	Revenue	03/12/2026	06/17/2026	97	American Plus Bank, N.A.	$ 247,500	3.600%
CD	Revenue	03/12/2026	06/17/2026	97	The Bank of Versailles	$ 247,600	3.465%
BILL	Revenue	03/12/2026	06/11/2026	91	TREASURY BILL	$ 1,823,921	3.536%
Money Market	Revenue	07/31/2026			Federated Hermes	$ 1,427,435	2.270%

FOIA Request(s)

Freedom of Information Act Request(s) (FOIA)
Freedom of Information Act request(s) received this month.

- SmartProcedure requested records related to E-rate 470#260023449 including solicitations and RFP documents.

RECOMMENDED MOTION
That the Board of Education of Mundelein Elementary School District 75 approve the FOIA report as presented.

ACTION 13-G
August 25, 2026

Annual Renewal List Report

CSMS Performing Arts Program Donation
The District received a $100 donation for the CSMS Performing Arts Program from Linda Cunningham in memory of Sylvia Bond. The District gratefully acknowledges this thoughtful contribution in honor of Sylvia's memory and in support of the performing arts program.

Disposal of School Property
The following equipment is no longer used. The administration recommends approval to dispose of the district equipment.

Dept: Technology

Description	Asset	Quantity
Pitney Bowes F3P7 I385/475 3	A00973125	1
Zebra ZT230		1
Epson Projectors	A00820515 A005745 A00834870 A00820038 A00820116 A00819972 A00820085 A005877 A00820319 A00820171 A00819876	11
Promethean Boards	A00820322 A00819853 A00819853 A00828298 A00819849 A00820371 A00820170 A00819971	8
Chromebooks	NXA6UAA00112513F0B7600 NXA6UAA00112513F257600 NXA6UAA00105136680760 0 NXH8VAA00602106DCA7600 NXA6UAA00105136543760 0 NXA6UAA00112513ED7760 0	28

	NXA6UAA00112513758760 0 NXA6UAA0010513A588760 0 NXA6UAA001125137A7760 0 NXA6UAA00112513EEB760 0 NXA6UAA00112513C46760 0 NXA6UAA00112513C63760 0 NXA6UAA00112513F08760 0 NXA6UAA00112513EDC760 0 NXA6UAA00105136505760 0 NXA6UAA00105136446760 0 NXH8VAA00292028A6D760 0 NXH8VAA00602109704760 0 NXH8VAA00292201FDF760 0 NXAYVAA001146177B0760 0 NXAYVAA001146177B0760 0 NXAYVAA001146172B5760 0 NXAYVAA0011470C3D7760 0 NXA6UAA001125137E1760 0 NXAYVAA0011470C3C7760 0 NXAYVAA001146172C2760 0 NXA6UAA00105136706760 0 NXA6UAA0010513A522760 0	
Conference Phone	3560	4

	3585 3574 3587	
Desktop	5384	1
Monitor	3653	1
laptop	A00819889 A00834712 A00834712 C0005443J A00834772 C00054395 A00834746 A00819880 A00820167 A00573828 C00054390 A00834780 A00820385 A00834725 C00054371 A00834747 A00834775 C00054427 A00810597 A00834714 A00626685 5517	22
Document Camera	3498 3518	2
Printer	A00834856 A00820024 4979 3012 A00820527 3008 6215BXV	7

RECOMMENDED MOTION

That the Board of Education of Mundelein Elementary School District 75 approve the Annual Renewal List Requests as presented.

Mundelein Elementary School District 75

PRESS Policy #122, Second and Final Reading

The following policies were presented by IASB's full maintenance policy update service, PRESS Plus. This service provides our District policies with changes IASB is recommending indicated by underlining and strikethroughs. Suggested additions are underlined and suggested deletions are struck through. New policies are indicated as such, as are deleted policies. Various options in language may be indicated as well.

PRESS Policy#122 (D75)

Policy/Exhibit	Policy Number	School Board Policy	Document Status	Status Update	Additional Edits	Question
Policy	2:230	Public Participation at Board of Education Meetings and Petitions to the Board	Draft Update	Adopted as presented by IASB		
Policy	5:70	Religious Holidays	Draft Update	Adopted as presented by IASB		
Policy	5:240	Suspension	Draft Update	Adopted as presented by IASB		
Policy	6:70	Teaching About Religions	Draft Update	Adopted as presented by IASB		
Policy	6:80	Teaching About Controversial Issues	Draft Update	Adopted as presented by IASB		
Policy	6:190	Extracurricular and Co-Curricular Activities	Draft Update	Adopted as presented by IASB		
Policy	7:130	Student Rights and Responsibilities	Draft Update	Adopted as presented by IASB		
Policy	8:70	Accommodating Individuals with Disabilities	Draft Update	Adopted as presented by IASB		
Exhibit	2:120-E3	Resolution to Appoint a Delegate to the Illinois Association of School Boards Delegate Assembly	Draft Update - New	Adopted as presented by IASB		
Exhibit	2:70-E	Checklist for Filling Board Vacancies by Appointment	Draft Update - Rewritten	Implemented as presented by IASB		
Exhibit	2:220-E1	Board Treatment of Closed Meeting Verbatim Recordings and Minutes	Draft Update - Rewritten	Implemented as presented by IASB		
Exhibit	2:220-E3	Closed Meeting Minutes	Draft Update - Rewritten	Implemented as presented by IASB		
Exhibit	2:220-E5	Semi-Annual Review of Closed Meeting Minutes	Draft Update - Rewritten	Implemented as presented by IASB		
Exhibit	2:220-E8	Board of Education Records Maintenance Requirements and FAQs	Draft Update - Rewritten	Implemented as presented by IASB		
Policy	2:30	School District Elections	Review and Monitoring	Update date only		
Policy	3:40	Superintendent	Review and Monitoring	Update date only		
Policy	3:50	Administrative Personnel Other Than the Superintendent	Review and Monitoring	Update date only		
Policy	3:60	Administrative Responsibility of the Building Principal	Review and Monitoring	Update date only		
Policy	3:70	Succession of Authority	Review and Monitoring	Update date only		
Policy	4:120	Food Services	Review and Monitoring	Update date only		
Policy	4:175	Convicted Child Sex Offender; Screening; Notifications	Review and Monitoring	Update date only		
Policy	5:40	Communicable and Chronic Infectious Disease	Review and Monitoring	Update date only		
Policy	5:110	Recognition for Service	Review and Monitoring	Update date only		
Policy	5:140	Solicitations By or From Staff	Review and Monitoring	Update date only		
Policy	5:185	Family and Medical Leave	Review and Monitoring	Update date only		
Policy	7:30	Student Assignment	Review and Monitoring	Update date only		
Policy	7:80	Release Time for Religious Instruction/Observance	Review and Monitoring	Update date only		
Policy	7:345	Use of Educational Technologies; Student Data Privacy and Security	Review and Monitoring	Adopted as presented by IASB with additonal district edits	Correction to title of privacy officer	
Policy	8:100	Relations with Other Organizations and Agencies	Review and Monitoring	Update date only		

Document Status: Review and Monitoring

SECTION 2 - BOARD OF EDUCATION

2:30 School District Elections

School District elections are non-partisan, governed by the general election laws of the State, and include the election of Board of Education members, various public policy propositions, and advisory questions. Board members are elected at the consolidated election held on the first Tuesday in April in odd-numbered years. If, however, that date conflicts with the celebration of Passover, the consolidated election is postponed to the first Tuesday following the last day of Passover. The canvass of votes is conducted by the election authority within 21 days after the election.[C1]

The Board, by proper resolution, may cause to be placed on the ballot: (a) public policy referendum according to Article 28 of the Election Code, or (b) advisory questions of public policy according to Section 9-1.5 of the School Code.

The Board Secretary serves as the local election official. He or she receives petitions for the submission of a public question to referenda and forwards them to the proper election officer and otherwise provides information to the community concerning District elections.

LEGAL REF.:

10 ILCS 5/1-3, 5/2A, 5/9, 5/10-9, 5/22-17, 5/22-18, and 5/28.

105 ILCS 5/9.

CROSS REF.: 2:40 (Board Member Qualifications), 2:50 (Board Member Term of Office), 2:210 (Organizational Board of Education Meeting)

ADOPTED: September 21, 2021

Mundelein ESD 75

PRESSPlus Comments

C1. 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 122, June 2026

Document Status: Draft Update - Rewritten

Vacancies on the Board of Education - Filling Vacancies

2:70-E Exhibit - Checklist for Filling Board Vacancies by Appointment

The Board of Education fills a vacancy by either appointment or election.[C1] The Board uses this checklist for guidance when it must fill a vacancy by appointment. Some items contain guidelines along with explanations. For more information, see *Answers to FAQs: Vacancies on the Board of Education*, published by a committee of the Ill. Council of School Attorneys (ICSA), and available at: www.iasb.com/policy-services-and-school-law/guidance-and-resources/vacancies-on-the-board.

☐ **Confirm that the Board must fill the vacancy by appointment.**

Guidelines	Explanation
Review Board policy 2:70, *Vacancies on the Board of Education - Filling Vacancies*, to determine if a vacancy on the Board occurred and, if so, whether the successor will be selected by election or Board appointment. Consult the Board Attorney as needed.	Filling a vacancy by Board appointment or election depends upon when the vacancy occurred. If a vacancy occurs with less than: (1) 868 days remaining in the term of office, or (2) 88 days before the next regularly scheduled election for the vacant office, the Board selects an appointee to fill the vacancy, no election to fill the vacancy is held, and the appointee serves the remainder of the term. At all other times, an appointee serves until the next regular school election, at which election a successor is elected to serve the remainder of the unexpired term. See 105 ILCS 5/10-10.
In the event a seat on the board goes unfilled at an election, consult the Board Attorney to determine (1) how long the seat can be *held over* by the incumbent member, and (2) the process by which the Board will fill the seat.	The School Code partially addresses the concept of a *holdover seat* (a board member remaining in office past their term); it states: “no elective office…becomes vacant until the successor of the incumbent of such office has been appointed or elected, as the case may be, and qualified.” 105 ILCS 5/10-11.

☐ **Notify the Regional Superintendent of the vacancy within five days of its occurrence (105 ILCS 5/10-10).**

☐ **Develop a list of qualifications for appointment of a person to fill the vacancy.**

Guidelines	Explanation
At a minimum, a candidate must meet the following qualifications: • Be a United States citizen • Be at least 18 years of age • Be a resident of Illinois and the District for at least one year immediately preceding the appointment • Be a registered voter • Not be a child sex offender • Not hold an incompatible public office • Not have a prohibited interest in any contract with the District • Not be a school trustee • Not hold certain types of	While the School Code does not expressly set forth eligibility requirements for appointment to a Board vacancy, the Board may want to use the qualifications for elected Board members listed in 105 ILCS 5/10-3 (board of directors) or 5/10-10 (board of education). For guidance discussing other qualifications that the Board may want to consider, see IASB's *A School Board's Guide to Identifying, Recruiting, and Mentoring Future School Board Members*, available at: www.iasb.com/about-us/publications/pamphlets-and-tools/recruiting-school-board-members. For guidance regarding conflict of interest and incompatible offices, see *Answers to FAQs Regarding Conflict of Interest and Incompatible Offices* (ICSA), available at: www.iasb.com/policy-services-and-school-law/guidance-and-resources/answers-to-faqs-regarding-conflict-of-interest-and.

prohibited State or federal employment	
When additional qualifications apply, the following items may be included in the Board's list of qualifications: • Meet all qualifications based upon the distribution of population among congressional townships in the district • Meet all qualifications based upon the distribution of population among incorporated and unincorporated areas	Board members of some community unit school districts may be subject to historical residential qualifications based on the distribution of population among congressional townships in the district or between the district's incorporated and unincorporated areas. 105 ILCS 5/10-11. **Note:** If a vacancy for an area of residence remains unfilled, a board must submit a proposition at the next general election for the election of a board member at large. 105 ILCS 5/10-10.5(c).

☐ **Decide who will receive completed vacancy applications.**

Guidelines	Explanation
The Board President will accept applications.	Who accepts vacancy applications is at the Board's sole discretion. According to Board policy 2:110, *Qualifications, Term, and Duties of Board Officers*, the Board President is a logical officer to accept the applications, but this task may be delegated to the Secretary or Superintendent's secretary if the Board determines that it is more convenient. Who accepts the

The Board will discuss, at an open meeting, its process to review the applications and who will contact applicants for an interview.	applications must be decided prior to posting the vacancy announcement.

☐ **Create the Board member vacancy announcement.**

Announcement	Explanation
[*Insert District name*] Board Member Vacancy The School District is accepting applications to fill the vacancy resulting from [*reason for vacancy*] of [*former Board member's name*].	The contents of a vacancy announcement, how it is announced, and where it is posted are at the Board's sole discretion. The Board may want to announce the vacancy and its intent to fill it by appointment during an open meeting. The announcement may be posted on the District's website and in the local newspaper(s).
The individual selected will serve on the Board of Education from the date of appointment to [*date*].	The length of the appointment depends upon when during the term of office the vacancy occurred. See 105 ILCS 5/10-10 and Board policy 2:70, *Vacancies on the Board of Education - Filling Vacancies*, to determine the length of the appointment. Consult the Board Attorney as needed.
The School District [*School District's philosophy or mission statement*].	See Board policy 1:30, *School District Philosophy*, for the District's mission statement that is specific to the community's goals.
Applicants for the Board vacancy must be: [*Board's list of qualifications*].	See checklist item titled *Develop a list of qualifications for appointment of a person to fill the vacancy*, above.
Applicants should show familiarity with the Board's policies regarding general duties and responsibilities of a	Listing this along with the Board's list of qualifications assists candidates in understanding a Board member's duties and responsibilities and may facilitate a better conversation during the interview

Board and a Board member, including fiduciary responsibilities, conflict of interest, ethics, and gift ban. The Board's policies are available at [*locations*].	process. See Board policies: 2:20, *Powers and Duties of the Board of Education; Indemnification*; 2:80, *Board Member Oath and Conduct*; 2:100, *Board Member Conflict of Interest*; 2:105 *Ethics and Gift Ban*; and 2:120, *Board Member Development*.
Applications may be obtained at [*location and address and/ or website*] beginning on [*date and time*]. Completed applications may be turned in by [*date and time*] to [*name and title of person receiving applications*].	See action item titled *Decide who will receive completed vacancy applications,* above.

☐ **Publicize the vacancy announcement by placing it on the District's website, announcing it at a meeting, and/or advertising it in the local newspaper(s).**

☐ **Accept and review applications from prospective candidates (see *Decide who will receive completed vacancy applications*, above).**

☐ **Contact appropriate applicants for interviews (see *Decide who will receive completed vacancy applications*, above).**

☐ **Develop interview questions.**

Interview Questions	Explanation
Why do you want to be a Board member? What specific skills would you bring to the Board? Please give specific examples of your ability in interpersonal	Interview questions are at the Board's sole discretion. This list is not exhaustive, but it may help the Board tailor its questions toward finding a candidate who will approach Board membership with a clear understanding of its demands and expectations along with a constructive attitude toward the challenge. The Board may also want to consider allowing an equal amount of time for each interview. See IASB's *A School Board's Guide to Identifying, Recruiting, and Mentoring Future School Board Members,* available at: www.iasb.com/about-us/publications/pamphlets-and-tools/

relationships and teamwork. What do you see as the role of a Board member? What have you done to prepare yourself for the challenges of being a Board member? Please describe your previous community or nonprofit experiences. What areas in the District would you like to see the Board strengthen? What is your availability to meet the time, training commitments, and other responsibilities required for Board membership? Describe what legacy you would like to leave behind.	recruiting-school-board-members. A prospective candidate to fill a vacancy may raise other specific issues that the Board will want to cover during an interview.

☐ **Conduct interviews with candidates (interviews may occur in closed session pursuant to 5 ILCS 120/2(c)(3)).**

Interview Plan	Explanation

In each interview, the Board President will: Introduce Board members to the candidate at the beginning of the interview. Describe the Board's interview process, selection process, anticipated timeline, and ask the candidate if he or she has questions about the Board's process for filling a vacancy by appointment. Describe the District's philosophy or mission statement. Describe the vacancy for the candidate by reviewing the: (1) qualifications, and (2) general duties and responsibilities of the Board and the Board members, including fiduciary responsibilities, conflict of interest, ethics and gift ban, and general Board member development. Begin asking the interview questions that the Board developed. Ask the candidate whether he or she has any questions for the Board. Thank the candidate and inform the candidate when the Board expects to make a decision and how the candidate will be contacted regarding the Board's decision.	The Board President will lead the Board as it interviews prospective candidates. See Board policy 2:110, *Qualifications, Term, and Duties of Board Officers*. The President presides at all meetings. 105 ILCS 5/10-13. The Board may also want to consider allowing an equal amount of time for each interview.

☐ **Fill vacancy by a vote during an open meeting of the Board before the 60th day (105 ILCS 5/10-10).**

☐ **Assist the appointed Board member in filing his or her statement of economic interest (5 ILCS 420/4A-105(c)).**

☐ **Announce the appointment to District staff and community.**

Announcement	Explanation

The Board appointed [*appointee's name*] to fill the vacancy on the Board. The appointment will be from [*date*] to [*date*]. The Board previously established qualifications for the appointee in a careful and thoughtful manner. [*Appointee's name*] meets these qualifications and has demonstrated the willingness to accept the duties and responsibilities of a Board member. [*Appointee's name*] brings a clear understanding of the demands and expectations of being a Board member along with a constructive attitude toward the challenge.	The contents of the appointment announcement and length of time it is displayed are at the Board's sole discretion. The Board may want to consider announcing the appointment during its meeting and also by posting it in the same places that it posted the vacancy announcement. See Board policy 8:10, *Connection with the Community*.

☐ **Administer the Oath of Office and begin orientation.**

Guidelines	Explanation
See Board policy 2:80, *Board Member Oath and Conduct*.	Each individual, before taking his or her seat on the Board, must take an oath in substantially the form given in 105 ILCS 5/10-16.5.
See Board policy 2:120, *Board Member Development*, and exhibit 2:120-E1, *Guidelines for Serving as a Mentor to a New Board of Education Member*.	Orientation assists new Board members to learn, understand, and practice effective governance principles. See the IASB *Foundational Principles of Effective Governance*, available at: www.iasb.com/training-and-events/training/training-resources/foundational-principles-of-effective-governance.

☐ **Inform IASB of the newly appointed Board member's name and directory information.** For instructions, see iasb.com/memberships-and-divisions/membership/member-database-instructions/how-to-update-your-district-roster.

Mundelein ESD 75

PRESSPlus Comments

C1. Rewritten for PRESS Plus. Updates include corrections to obsolete links to IASB's website and other continuous improvement changes. A redlined version showing the changes made is available at PRESS Online by logging in at www.iasb.com. **Issue 122, June 2026**

Document Status: Draft Update - New

2:120-E3 Exhibit - Resolution to Appoint a Delegate to the Illinois Association of School Boards Delegate Assembly

New/Unpublished Section

WHEREAS, the Board of Education of [*insert name of School District*] (Board) is an active member of the Illinois Association of School Boards (IASB);[C1]

WHEREAS, as an IASB member, the Board can appoint a delegate to attend and participate in IASB's Delegate Assembly (Delegate Assembly), which is held each year in conjunction with the Joint Annual Conference in Chicago, Illinois;

WHEREAS, at the Delegate Assembly, one delegate from each participating board may vote on resolutions submitted by member boards and any proposed amendments to the IASB Constitution;

WHEREAS, resolutions adopted by the Delegate Assembly become Position Statements which guide IASB's advocacy efforts and legislative agenda on behalf of its members;

WHEREAS, the Board believes it is important that its collective voice be heard at the Delegate Assembly;

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Appoints [*insert Board member name*] to serve as the Board's delegate at the 20___ Delegate Assembly.
2. Appoints [*insert Board member name*] to serve as the Board's alternate delegate at the 20___ Delegate Assembly, should the delegate be unable to carry out their responsibilities.
3. Directs the appointed delegate to vote on the IASB resolutions and any proposed constitutional amendments at the 20___ Delegate Assembly (*choose one of the following*) [solely in accordance with the consensus reached by the Board at its meeting on [*insert date*]] *OR* [with their independent discretion based on the consensus of the Board at its meeting on [*insert date*] and any discussion had on each resolution].
4. The Board's consensus on the IASB resolutions and any proposed constitutional amendments at the 20___ Delegate Assembly shall be reflected in the Board's meeting minutes.

Adopted this _____ day of _____, 20___.

Attested by: _____, Board President

Attested by: _____, Board Secretary

Mundelein ESD 75

PRESSPlus Comments

C1. A new sample resolution is created to assist boards with annually appointing a delegate to the IASB Delegate Assembly (DA) and defining the delegate's authority to act on the board's behalf at the DA. This resolution is optional, and if customized and adopted by the board, is not required to be included in the board's policy manual. It is provided through your PRESS Plus dashboard for your convenience, and it can also be found at PRESS Online. **Issue 122, June 2026**

Document Status: Draft Update - Rewritten

2:220-E1 Exhibit - Board Treatment of Closed Meeting Verbatim Recordings and Minutes

The following procedures govern the verbatim audio recordings and minutes of Board of Education meetings that are closed to the public.[C1]

Actor	Action
Before any Board meeting: Superintendent or designee	Arranges to have an audio recording device with adequate storage capacity and a back-up audio recording device in the Board meeting room during every Board meeting regardless of whether a closed meeting is scheduled. The Board may close a portion of a public meeting without prior notice; it cannot, however, have a closed meeting unless it can record the session.
Before a closed meeting: Board President or presiding officer (#3 and #4 may be delegated to the Board Secretary or Recording Secretary)	On the closed meeting date: (1) convenes an open meeting, (2) requests a motion to adjourn into closed meeting making sure the reason for the meeting is identified in the motion, (3) takes a roll call vote, (4) ensures that the minutes record the vote of each member present and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act (OMA) authorizing the closed meeting (5 ILCS 120/2a), and (5) adjourns the open meeting.
Before a closed meeting: Superintendent or Board Secretary	Immediately before a closed meeting, tests and activates the audio recording device.

During a closed meeting: Board President or presiding officer	Convenes the closed meeting stating: Seeing a quorum of the Board of Education gathered today, [*state the date*], at [*state the time*], at ____ location, for the purpose of holding a closed meeting in order to confidentially discuss ___, I call the meeting to order. To record who is present, I request that each individual state his or her name and position with the District, and whether you are in person or participating remotely by audio or video conference. (**Note:** This script is an example.) Limits discussion to the topics that were included in the motion to go into a closed meeting. The failure to immediately call a person out-of-order who strays from the purposes included in the motion may result in an appearance of acquiescence. This responsibility to call a person out-of-order falls on each Board member in the event of the President's failure. Once the closed meeting is finished, announces a return to an open meeting or adjournment, and states the time.
After a closed meeting: Superintendent, Recording Secretary, or Board Secretary	**For Verbatim Recordings**: Takes possession of the recording of the closed meeting and labels it with identification information, specifically the date and items discussed. Adds the identification information contained on the recording's label to a cumulative list of closed meeting recordings. As soon as possible, puts the recording of the closed meeting in the previously identified secure location for storing recordings of closed meetings. Upon request of a Board member: 1. Provides access to the verbatim recording at a reasonable time and place without disrupting District operations; 2. Supervises the access to the verbatim recording or delegates it to one of the following individuals in the District: a. The Recording Secretary,

	b. The Superintendent or designated administrator, or c. Any elected Board member; and 3. Logs the access to the recordings in exhibit 2:220-E7, *Access to Closed Meeting Minutes and Verbatim Recordings*. **For Closed Meeting Minutes**: Prepares written closed meeting minutes that include: • The date, time, and place of the closed meeting • The Board members present and absent • A summary of discussion on all matters proposed or discussed • The time the closed meeting was adjourned Upon request of a Board member: 1. Provides access to the closed session minutes at a reasonable time and place without disrupting District operations; 2. Supervises the access to the closed session minutes or delegates it to one of the following individuals in the District: a. The Recording Secretary, b. The Superintendent or designated administrator, or c. Any elected Board member; and 3. Logs the access in exhibit 2:220-E7, *Access to Closed Meeting Minutes and Verbatim Recordings*.
After a closed meeting: Board of Education	Approves the previous closed meeting minutes at the next open meeting.
In preparation for the semi-annual review: Superintendent or designee	Every six months, prepares a recommendation concerning the continued need for confidential treatment of all of the Board's closed meeting minutes; includes this recommendation in the packet for the meeting in which the Board will conduct its semi-annual review. This step is in preparation for the Board's meeting to decide whether the need for confidential treatment of specific closed meeting minutes

	continues to exist. If the Board wants to discuss closed meeting minutes in closed session, places “review of unreleased closed meeting minutes” on a closed meeting agenda. Places “result of Board’s review of unreleased closed meeting minutes” as an item on a subsequent open meeting agenda.
In preparation for the semi-annual review: Individual Board members	Before the meeting in which the Board will conduct its semi-annual review, examines the material supplied by the Superintendent. Individual Board members should consider: (1) the Superintendent’s recommendation, (2) the recommendation of the Board Attorney, (3) other Board members’ opinions, (4) the minutes themselves, and/or (5) whether the minutes would be exempted from public disclosure under the Illinois Freedom of Information Act.
During the semi-annual review: Board of Education	The Board decides in open session whether: (1) the need for confidentiality still exists as to all or part of closed meeting minutes, or (2) the minutes or portions thereof no longer require confidential treatment and are available for public inspection. The Board may have an earlier meeting in closed session to discuss the continued need for confidential treatment.
After the semi-annual review: Superintendent or designee	Relabels and refiles closed meeting minutes as appropriate.
Monthly: Board President	Adds “destruction of closed meeting verbatim recording” as an agenda item to an upcoming open meeting.
Monthly: Board of Education	Approves the destruction of particular closed meeting recording(s) that are at least 18 months old and for which approved minutes of the closed meeting already exist.

LEGAL REF.:

5 ILCS 120/, Open Meetings Act.

Mundelein ESD 75

PRESSPlus Comments

C1. Rewritten for PRESS Plus. A redlined version showing the changes made in response to a five-year review is available at PRESS Online by logging in at www.iasb.com. **Issue 122, June 2026**

Document Status: Draft Update - Rewritten

2:220-E3 Exhibit - Closed Meeting Minutes

Closed Meeting Minutes[C1]

Items in bold are required by 5 ILCS 120/2.06(a)(1)-(3). Non-bolded items align with best practices.

Date:_____ **Start Time:**_____

Location:_____

Name of person(s) taking and recording the minutes:_____

Name of person presiding:_____

Members in attendance (indicate whether in person or by video or audio conference):

1.
2.
3.
4.
5.
6.
7.

Members absent:

1.
2.
3.

This meeting was recorded verbatim in the form of ☐ audio or ☐ video recording

Summary of the discussion on all matters (as specified in the vote to close the meeting):

Basis for the finding that litigation is probable or imminent, if applicable (5 ILCS 120/2(c)(11)):

_____

_____

Time of adjournment or return to open meeting:_____

_____

_____

_____

The Board of Education, during its semi-annual review of closed session minutes, has decided these minutes no longer need confidential treatment. Semi-annual means every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the board. 5 ILCS 120/2.06(d).

☐ **These minutes are available for public inspection as of:**_____

_____

(Date)

Mundelein ESD 75

PRESSPlus Comments

C1. Rewritten for PRESS Plus. A redlined version showing the changes made in response to a five-year review is available at PRESS Online by logging in at www.iasb.com. **Issue 122, June 2026**

Document Status: Draft Update - Rewritten

2:220-E5 Exhibit - Semi-Annual Review of Closed Meeting Minutes

Logging and Review Process[C1]

Step 1. The Board Secretary or Recording Secretary maintains a log of the closed meeting minutes that are unavailable for public inspection. The meeting minutes are logged according to the reason the Board held the closed meeting. See exhibit 2:220-E6, *Log of Closed Meeting Minutes*.

Step 2. The Board meets in closed session to review the log of unreleased closed meeting minutes. The Board or Recording Secretary brings a copy of all unreleased closed meeting minutes and, if requested, allows Board members to review the actual minutes. The Board identifies which closed meeting minutes or portions thereof no longer need confidential treatment. Use *Report Following the Board's Semi-Annual Review of Closed Meeting Minutes*, below.

Step 3. At least *semi-annually* (every six months, or as soon after as is practicable, taking into account the nature and meeting schedule of the Board), in an open meeting, the Board takes action to release for public inspection those minutes, or portions thereof, no longer needing confidential treatment. Use *Action to Accept*, below. Closed meeting minutes will not be released for public inspection if confidential treatment is needed to protect the public interest or the privacy of an individual, including: (1) student disciplinary cases or other matters relating to an individual student, and (2) personnel files and employees' and Board members' personal information. 5 ILCS 120/2.06(d).

Step 4. The Board Secretary or Recording Secretary: (1) updates the log of unreleased closed meeting minutes to remove any minutes that the Board made available for public inspection; (2) makes a notation on any applicable closed meeting minutes of the Board's action to release it or a portion of it for public inspection; (3) continues to log new closed meeting minutes that the Board has not released for public inspection (see exhibit 2:220-E6, *Log of Closed Meeting Minutes*); and (4) maintains logs for access to closed session minutes pursuant to 5 ILCS 120/2.06(e).

Report Following the Board's Semi-Annual Review of Closed Meeting Minutes

The Board of Education met on _____ in closed session to conduct its semi-annual review of closed meeting minutes that have not been released for public inspection.

The closed meeting minutes, or portions thereof, from the following dates no longer require confidential treatment: (*insert closed meeting dates*)

The need for confidentiality still exists as to all remaining closed meeting minutes to protect an individual's privacy or the District's interests.

Action to Accept the Board's Semi-Annual Review of Closed Meeting Minutes

Open meeting date:
Motion to approve the Board's semi-annual review of unreleased closed meeting minutes and to release for public inspection those minutes, or portions thereof, that the Board identified as no longer needing confidential treatment made by: _____ _____
Motion seconded by:
Action: ☐ Passed ☐ Failed

Mundelein ESD 75

PRESSPlus Comments

C1. Rewritten for PRESS Plus. A redlined version showing the changes made in response to a five-year review is available at PRESS Online by logging in at www.iasb.com. **Issue 122, June 2026**

Document Status: Draft Update - Rewritten

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

Open Meetings Act[C1]

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

The remainder of 5 ILCS 120/2.06 addresses the approval of open meeting minutes, the treatment of verbatim recordings of closed meetings, the semi-annual review of closed meeting minutes, the confidential nature of closed meeting minutes, and the right of persons to address public officials under rules established and recorded by the public body. The requirements of 5 ILCS 120/2.06, as well as OMA requirements pertaining to Board agendas, are included in Board policy 2:220, *Board of Education Meeting Procedure*.

Exhibit 2:220-E3, *Closed Meeting Minutes*, provides a sample template for keeping closed meeting minutes that incorporates the requirements of 5 ILCS 120/2.06 of OMA. It also includes an area to designate if the Board has determined, pursuant to 5 ILCS 120/2.06(d), that the closed meeting minutes no longer need confidential treatment.

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

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

Exhibit 2:220-E9, *Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration*, contains a process for compliance with 5 ILCS 120/7(e) when a board is meeting without a physical quorum present at the meeting location during a disaster declaration related to public health concerns.

Local Records Act

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

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

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

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

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

Open Meeting Minutes

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

them?	reviewed?		
Yes, within 30 days or at the next subsequent meeting, whichever is later. *A public body shall approve the minutes of its open meeting within 30 days after that meeting or at the public body's second subsequent regular meeting, whichever is later*. 5 ILCS 120/2.06(b).	No. Unlike the closed meeting requirement, OMA does not contain semi-annual review requirements for open meeting minutes.	Yes, must release within 10 days after minutes are approved. *The minutes of meetings open to the public shall be available for public inspection within 10 days after the approval of such minutes by the public body. [A] public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 10 days after the approval of the minutes by the public body. [A]ny minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting.* 5 ILCS 120/2.06(b).	No. There is no OMA provision permitting the destruction of open meeting minutes, and **they must be preserved unless the State Local Records Commission has given permission to destroy them.** If a public body would like to destroy open meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.

<u>Open Meeting Verbatim Recordings</u>

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

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

			meeting verbatim recordings, then it must comply with the LRA and work with its Local Records Commission.

Closed Meeting Minutes

Are we required to approve them?	Must they be semi-annually reviewed?	May we release them to the public?	May we destroy them?
Yes. OMA does not directly state public bodies are required to approve closed meeting minutes, nor does it set a time frame for such approval. However, OMA Section 2.06(d) requires public bodies to meet at least semi-annually to "review minutes of all closed meetings." 5 ILCS 120/ 2.06(d). Moreover, OMA Section 2.06(c) specifically allows the destruction of closed meeting verbatim recordings only if certain conditions are met, one of which is that "the public body approves minutes of the closed meeting that meet the written minutes requirements of	Yes. *Each public body shall periodically meet to review all existing minutes of all prior closed meetings (this includes records from all time that the board has been in existence). Meetings to review minutes shall occur every 6 months, or as soon thereafter as is practicable, taking into account the nature and meeting schedule of the public body. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection*. 5 ILCS 120/2.06(d).	Yes, if prerequisites are met. *Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.* 5 ILCS 120/ 2.06(f).	No. There is no OMA provision permitting the destruction of closed meeting minutes, and **they must be preserved unless the State Local Records Commission has given permission to destroy them.** In addition: *No minutes of meetings closed to the public shall be removed*

subsection (a) of this Section." 5 ILCS 120/ 2.06(c)(2). Both of these tasks would be difficult to achieve if closed meeting minutes were not first approved. One practice is to approve closed meeting minutes within the same time frame that open meeting minutes are approved – within 30 days of the meeting or at the next subsequent meeting, whichever is later.			*from the public body's main office or official storage location, except by vote of the public body or by court order.* 5 ILCS 120/2.06(f). If a public body would like to destroy closed meeting minutes, then it must comply with the LRA and work with its Local Records Commission. It is highly unlikely, however, that the Local Records Commission would approve of their destruction.

Closed Meeting Verbatim Recordings

Are we required	Must they be semi-	May we release them to the public?	May we destroy them?

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

PRESSPlus Comments

C1. Rewritten for PRESS Plus. A redlined version showing the changes made in response to a five-year review is available at PRESS Online by logging in at www.iasb.com. **Issue 122, June 2026**

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SECTION 2 - BOARD OF EDUCATION

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

For a maximum of 60 minutes during each regular and special open meeting of the Board of Education or Board Committee, any person may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below.[C1] The time limit for public participation at a meeting may be extended upon the majority vote of the Board members at the regular or special meeting. The Board listens to comments or questions during public participation; responses to comments to or questions of the Board are most often managed through policy 3:30, *Chain of Command*.

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

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board President. This includes following the directives of the Board President to maintain order and decorum for all.
2. Use a sign-in sheet, if requested.
3. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to three minutes. In unusual extenuating circumstances, e.g., to accommodate a person's disability or language interpreter, and when an individual has made a request to speak for a longer period of time, the Board President may allow a person to speak for more than three minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
4. Observe, when necessary and appropriate, the Board President's authority to:

    a. Shorten the time for each person to address the Board during public participation to conserve time and give the maximum number of people an opportunity to speak; and/or
    b. Determine procedural matters regarding public participation not otherwise covered in Board policy.

5. Conduct oneself with respect and civility toward others and otherwise abide by Board

policy 8:30, *Visitors to and Conduct on School Property*.

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

LEGAL REF.:

105 ILCS 5/10-6 and 5/10-16.

5 ILCS 120/2.06, Open Meetings Act.

I.A. Rana Enterprises, Inc. v. City of Aurora, 630 F.Supp.2d 912 (N.D.Ill. 2009).

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

ADOPTED: July 26, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. Updated in response to a five-year review. **Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 3 - GENERAL SCHOOL ADMINISTRATION

3:40 Superintendent

Duties and Authority[C1]

The Superintendent is the District's executive officer and is responsible for the administration and management of the District schools in accordance with Board of Education policies and directives, and State and federal law. District management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Superintendent is authorized to develop administrative procedures and take other action as needed to implement Board policy and otherwise fulfill his or her responsibilities. The Superintendent may delegate to other District staff members the exercise of any powers and the discharge of any duties imposed upon the Superintendent by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Superintendent of responsibility for the action that was delegated.

Qualifications

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

Evaluation

The Board will evaluate, at least annually, the Superintendent's performance and effectiveness, using standards and objectives developed by the Superintendent and Board that are consistent with State law, the Board's policies, and the Superintendent's contract. A specific time should be designated for a formal evaluation session with all Board members present. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

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

Compensation and Benefits

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

LEGAL REF.:

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

5 ILCS 120/7.3, Open Meetings Act.

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

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

ADOPTED: January 25, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. 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 122, June 2026

Document Status: Review and Monitoring

SECTION 3 - GENERAL SCHOOL ADMINISTRATION

3:50 Administrative Personnel Other Than the Superintendent

Duties and Authority[C1]

The Board of Education establishes District administrative and supervisory positions in accordance with the District's needs and State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Superintendent's recommendation, and contained in the respective position's job description. In the event of a conflict, State law and/or the administrator's employment agreement shall control.

Qualifications

All administrative personnel shall be appropriately licensed and shall meet all applicable requirements contained in State law and Illinois State Board of Education rules.

Evaluation

The Superintendent or designee shall evaluate all administrative personnel and make employment and salary recommendations to the Board.

Administrators shall annually present evidence to the Superintendent of professional growth through attendance at educational conferences, additional schooling, in-service training, and Illinois Administrators' Academy courses, or through other means as approved by the Superintendent.

Administrative Work Year

The work year for administrators shall be the same as the District's fiscal year, July 1 through June 30, unless otherwise stated in the employment agreement. In addition to legal holidays, administrators shall have vacation periods as approved by the Superintendent. All administrators shall be available for work when their services are necessary.

The Superintendent will make written recommendations for the renewal or non-renewal of individual administrative contracts by February 15th each year. The Board will take action to notify administrators who will not be renewed by March 1st.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Superintendent's recommendations when setting compensation for individual administrators. These recommendations should be presented to the Board no later than the March Board meeting or at such earlier time that will allow the Board to consider contract renewal and nonrenewal issues.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF:

105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.

23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: January 25, 2022

Mundelein ESD 75

PRESSPlus Comments

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- 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
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- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 122, June 2026

Document Status: Review and Monitoring

SECTION 3 - GENERAL SCHOOL ADMINISTRATION

3:60 Administrative Responsibility of the Building Principal

Duties and Authority[C1]

The Board of Education, upon the recommendation of the Superintendent, employs Building Principals as the chief administrators and instructional leaders of their assigned schools, and may employ Assistant Principals. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in State law as well as such other duties as specified in his or her employment agreement or as the Superintendent may assign, that are consistent with the Building Principal's education and training. Each Building Principal and Assistant Principal shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher or assistant principal.

Evaluation Plan

The Superintendent or designee shall implement an evaluation plan for Principals and Assistant Principals that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Superintendent or designee shall evaluate each Building Principal and Assistant Principal. The Superintendent or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Superintendent*.

LEGAL REF.:

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

10 ILCS 5/4-6.2, Election Code.

105 ILCS 127/, School Reporting of Drug Violations Act.

23 Ill.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Superintendent), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: January 25, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. 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 122, June 2026

Document Status: Review and Monitoring

SECTION 3 - GENERAL SCHOOL ADMINISTRATION

3:70 Succession of Authority

If the Superintendent, Building Principal, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Superintendent and submitted to the Board of Education.[C1]

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 3:30 (Chain of Command)

ADOPTED: July 26, 2022

Mundelein ESD 75

PRESSPlus Comments

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Issue 122, June 2026

Document Status: Review and Monitoring

SECTION 4 - OPERATIONAL SERVICES

4:120 Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board of Education policy 6:50, *School Wellness*.[C1]

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.:

Russell B. National School Lunch Act, 42 U.S.C. §1751 *et seq*.

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

7 C.F.R. Parts 210 (National School Lunch Program) and 220 (School Breakfast Program).

105 ILCS 125/, School Breakfast and Lunch Program Act.

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

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: January 25, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. 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 122, June 2026

Document Status: Review and Monitoring

SECTION 4 - OPERATIONAL SERVICES

4:175 Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission[C1]

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

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

In all cases, the Superintendent or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

Screening

The Superintendent or designee shall perform fingerprint-based criminal history records information checks and/or screenings required by State law or Board policy for employees; student teachers; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Board President shall ensure that these checks are completed for the Superintendent. He or she shall take appropriate action based on the result of any criminal background check and/or screen.

Notification to Parents/Guardians

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, Criminal Code of 2012.

730 ILCS 152/, Sex Offender Community Notification Law.

730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.: 2:110 (Qualifications, Term, and Duties of Board Officers), 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 3:60 (Administrative Responsibility of the Building Principal), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: January 25, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. 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 122, June 2026

Document Status: Review and Monitoring

General Personnel

5:40 Communicable and Chronic Infectious Disease

The Superintendent or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving District employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board of Education policies.[C1]

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.:

42 U.S.C. §12101 *et seq*., Americans With Disabilities Act, amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325; 29 C.F.R. §1630.1 *et seq.*

29 U.S.C. §791, Rehabilitation Act of 1973; 34 C.F.R. §104.1 *et seq.*

105 ILCS 5/24-5.

20 ILCS 2305/6, Department of Public Health Act.

820 ILCS 40/, Personnel Record Review Act.

77 Ill.Admin.Code Part 690, Control of Communicable Diseases.

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: May 20, 2024

PRESSPlus Comments

C1. 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 122, June 2026

Document Status: Draft Update

5:70 Religious Holidays

The Superintendent shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days' prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time or personal leave to make up the absence, provided such time is consistent with the District's operational needs. A per diem deduction may also be requested by the employee.

LEGAL REF.:

775 ILCS 5/2-101 and 5/2-102, Ill. Human Rights Act.

775 ILCS 35/155,[C1] Religious Freedom Restoration Act.

ADOPTED: July 26, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. Updated in response to a five-year review. School employers may require employees to provide notice of their intention to be absent, but may not require more than five days' notice before being absent for a religious holiday. 775 ILCS 5/2-102(E). A board that wishes to require fewer days' notice may modify the number of days.
Issue 122, June 2026

Document Status: Review and Monitoring

General Personnel

5:110 Recognition for Service

The Board of Education will periodically recognize those District employees who contribute significantly to the educational programs and welfare of the students.[C1]

ADOPTED: July 26, 2022

Mundelein ESD 75

PRESSPlus Comments

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Issue 122, June 2026

Document Status: Review and Monitoring

General Personnel

5:140 Solicitations By or From Staff

District employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Superintendent.[C1]

CROSS REF.: 8:90 (Parent Organizations and Booster Clubs)

ADOPTED: July 26, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. 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 122, June 2026

Document Status: Review and Monitoring

General Personnel

5:185 Family and Medical Leave

Please refer to the applicable collective bargaining agreement(s).

For employees not covered by a current applicable bargaining agreement:

Leave Description[C1]

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

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

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

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

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

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

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

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

Eligibility

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

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

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Superintendent or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the District's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Superintendent or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

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

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

The District may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

The District may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, the District may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) District

receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to the District within 15 calendar days after the request. The District may request recertification every six months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

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

Continuation of Health Benefits

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

Changed Circumstances and Intent to Return

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

Return to Work

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

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

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

Implementation

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

LEGAL REF.:

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

105 ILCS 5/24-6.4.

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

ADOPTED: January 25, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. 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 122, June 2026

Document Status: Draft Update

Professional Personnel

5:240 Suspension

Suspension Without Pay

Please refer to the applicable collective bargaining agreement(s).

Suspension With Pay

The Board or Superintendent or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the School District's best interests, (2) as a disciplinary measure for misconduct that is detrimental to the School District as defined above, or (3) pending a Board hearing to suspend a professional employee~~teacher~~ without pay. A *professional employee* means a non-administrator employee who holds a professional educator license.

The Superintendent shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Employees Under Investigation by Illinois Dept. of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that the District remove an employee from his or her position when he or she is the subject of a pending DCFS investigation ~~that relates to his or her employment with the District~~,[C1] the Board or Superintendent or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
    a. A suspension with pay; or
    b. A suspension without pay.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, either voluntarily or involuntarily, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, then the employee must repay to the District all compensation and the value of all benefits received by him or her during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.:

105 ILCS 5/24-12.

5 ILCS 430/5-60(b), State Officials and Employee Ethics Act.

325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).

Barszcz v. Cmty College Dist. No. 504, 400 F.Supp. 675 (N.D. Ill. 1975).

Massie v. East St. Louis Sch. Dist. No.189, 203 Ill.App.3d 965 (5th Dist. 1990).

CROSS REF.: 5:290 (Employment Termination and Suspensions)

ADOPTED: July 26, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. Updated in response to a five-year review. **Issue 122, June 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:70 Teaching About Religions

The School District's curriculum may include the study of religions as they relate to geography, history, culture, and the development of various ethnic groups. The study of religions shall give neither preferential nor derogatory treatment to any single religion, religious belief, or to religion in general. The study of religions shall be treated as an academic subject with no emphasis on the advancement or practice of religion.

LEGAL REF.:

Mahmoud v. Taylor, 606 U.S. 522 (2025).[C1]

Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573 (1989).

School Dist. of Abington Twp v. Schempp, 374 U.S. 203 (1963).

~~Allegheny County v. ACLU Pittsburgh Chapter, 492 U.S. 573 (1989).~~

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:60 (Curriculum Content), 6:255 (Assemblies and Ceremonies)

ADOPTED: July 26, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. In Mahmoud v. Taylor, 606 U.S. 522 (2025), the U.S. Supreme Court held that a public school "burdens the religious exercise of parents when it requires them to submit their children to instruction that poses 'a very real threat of undermining' the religious beliefs and practices that the parents wish to instill." Consult the board attorney on questions related to religious opt-outs from curriculum, and see policy 6:260, *Complaints About Curriculum, Instructional Materials, and Programs.* **Issue 122, June 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:80 Teaching About Controversial Issues

The Superintendent shall ensure that all school-sponsored presentations and discussions of controversial or sensitive topics in the instructional program, including those made by guest speakers, are:

- Age-appropriate. Proper decorum, considering the students' ages, should be followed.
- Consistent with the curriculum and serve an educational purpose.
- Informative and present a balanced view.
- Respectful of the rights and opinions of everyone. Emotional criticisms and hurtful sarcasm should be avoided.
- Not tolerant of profanity or slander.

The District specifically reserves its right to stop any school-sponsored activity that it determines violates this policy, is harmful to the District or the students, or violates State or federal law.

LEGAL REF.:

Mahmoud v. Taylor, 606 U.S. 522 (2025).[C1]

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

Mayer v. Monroe Cnty. Cmty. Sch. Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 6:40 (Curriculum Development), 6:255 (Assemblies and Ceremonies), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs)

ADOPTED: July 26, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. In Mahmoud v. Taylor, 606 U.S. 522 (2025), the U.S. Supreme Court ruled that a district likely violated parents' free exercise rights when it refused to give notice and allow them to opt their elementary-age children out of literacy instruction that involved the use of LGBTQ+-inclusive storybooks. See sample policy 6:260, *Complaints About Curriculum, Instructional Materials, and Programs* at footnote 3, available at PRESS Online by logging in at www.iasb.com. Consult the board attorney regarding curriculum objections. **Issue 122, June 2026**

Document Status: Draft Update

SECTION 6 - INSTRUCTION

6:190 Extracurricular and Co-Curricular Activities

Extracurricular or co-curricular activities are school-sponsored programs for which some or all of the activities are outside the instructional day. They do not include field trips, homework, or occasional work required outside the school day for a scheduled class. *Co-curricular activity* refers to an activity associated with the curriculum in a regular classroom and is generally required for class credit. *Extracurricular activity* refers to an activity that is not part of the curriculum, is not graded, does not offer credit, and does not take place during classroom time; it includes competitive interscholastic activities and clubs.

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

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed for[C1] students are reasonable and do not exceed the actual cost of operation.
3. The District has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Academic Criteria for Participation

Students must satisfy all academic standards and must comply with the activity's rules and the Student Conduct Code.

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

LEGAL REF.:

105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:10 (Equal Educational Opportunities), 7:40 (Nonpublic School Students, Including Parochial and Home-Schooled Students), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:300 (Extracurricular Athletics), 8:20 (Community Use of School Facilities)

ADOPTED: August 22, 2023

Mundelein ESD 75

PRESSPlus Comments

C1. Updated for continuous improvement. **Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

7:30 Student Assignment

The Superintendent or designee shall assign students to classes. Homeless children shall be assigned according to Board policy 6:140, *Education of Homeless Children*.[C1]

LEGAL REF.:

105 ILCS 5/10-21.3, 5/10-21.3a, and 5/10-22.5.

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

ADOPTED: January 25, 2022

Mundelein ESD 75

PRESSPlus Comments

C1. 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 122, June 2026

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

7:80 Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s).[C1]

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

LEGAL REF.:

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

775 ILCS 35/, Religious Freedom Restoration Act.

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

ADOPTED: January 25, 2022

Mundelein ESD 75

PRESSPlus Comments

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Issue 122, June 2026

Document Status: Draft Update

SECTION 7 - STUDENTS

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.

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. §4071 et seq., Equal Access Act.[C1]

20 U.S.C. §7904, Every Student Succeeds Act.

Kennedy v. Bremerton Sch. Dist., 597 U.S. 507 (2022).[C2]

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

105 ILCS 20/5, Silent Reflection and Student Prayer Act.

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Law Enforcement Requests), 7:160 (Student Appearance), 7:190 (Student Behavior)

ADOPTED: August 26, 2025

Mundelein ESD 75

PRESSPlus Comments

C1. The Equal Access Act (EAA) requires a secondary school that receives federal funding and allows a *limited open forum* to grant fair opportunity or equal access to students who wish to conduct a meeting within that limited open forum without regard to the religious, political, philosophical, or other content of the speech at such a meeting. A secondary school has a *limited open forum* whenever it "grants an offering to or opportunity for one or more noncurriculum-related student groups to meet on school premises during noninstructional time." 20 U.S.C. §4071(a). **Issue 122, June 2026**

C2. Kennedy v. Bremerton Sch. Dist., 597 U.S. 507, 527 (2022) (quoting Tinker at 506, "the First Amendment's protections extend to both 'teachers and students,'" found that students were not restricted from voluntarily joining in prayer with a high school football coach on the field after a game). **Issue 122, June 2026**

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

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

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

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. The Board designates the Chief Information Officer ~~of Staff~~ to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.

Definitions

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

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

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

Operator Contracts

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

Security Standards

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

LEGAL REF.:

20 U.S.C. §1232g, Family and Educational Rights and Privacy Act; 34 C.F.R. Part 99.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

23 Ill. Admin. Code Part 380.

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

ADOPTED: January 25, 2022

Mundelein ESD 75

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

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

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Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the District is prohibited. Protecting such information is important for legal compliance, District operations, and maintaining the trust of District stakeholders, including parents, students and staff. The Board designates the Chief of Staff to serve as Privacy Officer, who shall ensure the District complies with the duties and responsibilities required of it under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21.

Definitions

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ADOPTED: January 25, 2022

Mundelein ESD 75

PRESSPlus Comments

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Issue 122, June 2026

Document Status: Draft Update

SECTION 8 - COMMUNITY RELATIONS

8:70 Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, website, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Assistant Superintendent of Student Services or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts and, recommend necessary modifications to the Board of Education~~, and maintain the District's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least three years after its completion date~~.[C1]
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under Board policy 2:260,~~the~~ *Uniform Grievance Procedure*.

LEGAL REF.:

Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131 et seq., Americans with Disabilities Act; 28 C.F.R. Part 35.

Rehabilitation Act of 1973 §104, 29 U.S.C. §794, Rehabilitation Act of 1973 (2006).

105 ILCS 5/10-20.51.

410 ILCS 25/, Environmental Barriers Act.

71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Building Programs)

ADOPTED: August 22, 2023

Mundelein ESD 75

PRESSPlus Comments

C1. Updated in response to a five-year review. **Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 8 - COMMUNITY RELATIONS

8:100 Relations with Other Organizations and Agencies

The District shall cooperate with other organizations and agencies, including but not limited to:[C1]

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

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements), 4:170 (Safety), 4:180 (Pandemic Preparedness; Management; and Recovery), 5:90 (Abused and Neglected Child Reporting), 7:150 (Agency and Law Enforcement Requests)

ADOPTED: January 25, 2022

Mundelein ESD 75

PRESSPlus Comments

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