

**PROSPECT HEIGHTS SCHOOL DISTRICT 23  
BOARD OF EDUCATION - REGULAR MEETING  
WEDNESDAY, JANUARY 8, 2020  
GRODSKY ADMINISTRATION CENTER at 6:40 PM**

*Create opportunities that inspire all students to grow as learners, individuals, and citizens.*

**AGENDA**

**I. Appoint President Pro-Temp**

**Mr. Bednar is unavailable to attend tonight's meeting and we need to appoint a president Pro-Temp to preside over the meeting.**

**I move to appoint Brian Greidanus as President Pro-Temp in the absence of Mr. Bednar.**

**II. CALL TO ORDER**

Brian Greidanus, Board Vice President, calls the meeting to order.

**III. PLEDGE OF ALLEGIANCE**

**IV. ROLL CALL**

PRESENT: Mr. Bednar, Mrs. Botwinski, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Paul and Mrs. Peters.

ABSENT: No one.

ALSO PRESENT; Dr. Don Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Instruction, and Mrs. Amy McPartlin, Chief School Business Official

**V. EXECUTIVE SESSION**

**I move we adjourn to Executive Session for matters regarding litigation. We will return to open session for the remainder of our meeting after closed session.**

A. Litigation -- Litigation, when an action against, affecting or on behalf of the public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

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**VI. OPEN SESSION**

**VII. RECOGNITION OF VISITORS AND PARTICIPATION**

**At each regular and special open meeting, members of the public and District employees may comment to or ask questions of the Board of Education. If you would like to address the Board, please complete a Visitor Participation Form and present it to Mrs. O'Donnell, our recording secretary, at this time. The Board will be prepared to address those comments related to the agenda within a reasonable time.**

**VIII. COMMUNICATIONS**

**IX. COMMITTEE REPORTS**

**A. POLICY**

**Kevin to report: Policies are included in the consent agenda tonight for second read and for adoption as presented.**

**B. COMMUNITY RELATIONS:**

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**AGENDA**

**Gonca to report.**

C. N.S.S.E.O.:

**Carol to report.**

**X. CONSENT AGENDA**

**The consent agenda includes the minutes from the Regular Board Meeting and Executive Session on December 11, 2019, the January personnel report, disposal requests, and the policy second reads.**

**I move to approve the Consent Agenda as presented.**

- |  |    |
|--|----|
| A. Approval of Regular Meeting Minutes of December 11, 2019  | 31 |
| B. Approval of the Executive Meeting Minutes of December 11, 2019  | 41 |
| C. Personnel Report  | 44 |
| D. Policy Second Read Adopt as presented   | 45 |
| 1. 2:20 Powers and Duties of the Board of Education; Indemnification<br>Legal Update - No substantive change in practice.  | 70 |
| 2. 2:70 Vacancies on the Board of Education - Filling Vacancies<br>Legal Update - No substantive change in practice  | 72 |
| 3. 2:100 Board Member Conflict of Interest<br>New language that prohibits Board Members from participating in the selection, award or<br>administration of a contract if s/he has a conflict of interest.                          | 73 |
| 4. 2:105 Ethics and Gift Ban<br>New language regarding complaints of sexual harassment filed against School Board<br>members. Recommend assigning Board President the responsibility of assigning the<br>independent investigator. | 74 |
| 5. 2:110 Qualifications, Term, and Duties of Board Officers<br>Expands responsibility of Board President to assign an outside investigator if a complaint<br>of sexual harassment is made against a Board Member.                  | 78 |
| 6. 2:200 Types of Board of Education Meetings<br>Expands Closed Session exceptions to include discussions of contractors and volunteers<br>under "personnel" discussions in certain instances.                                     | 80 |
| 7. 2:220 Board of Education Meeting Procedure<br>Legal Update: No substantive change to practice   | 83 |
| 8. 2:260 Uniform Grievance Procedure<br>Now includes grievances filed against Board Members.   | 86 |
| 9. 4:15 Identity Protection<br>Expands data privacy responsibilities to GATA grant recipients and contractors.   | 89 |
| 10. 4:30 Revenue and Investments<br>Legal Update: No substantive change to practice.   | 93 |

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**AGENDA**

- |  |     |
|--|-----|
| 11. 4:60 Purchases and Contracts   | 96  |
| Legal Update: No substantive change to practice.   |     |
| 12. 4:80 Accounting and Audits   | 98  |
| New procedures for setting capitalization threshold. We will work with our auditors on this.   |     |
| 13. 4:150 Facility Management and Building Programs  | 101 |
| New legal reference  |     |
| 14. 5:10 Equal Employment Opportunity and Minority Recruitment   | 103 |
| Now includes equal employment rights to victims of gender violence.  |     |
| 15. 5:20 Workplace Harassment Prohibited   | 105 |
| Expanded definitions of harassment and new required trainings.   |     |
| 16. 5:20-E Exhibit - Resolution to Prohibit Sexual Harassment  | 108 |
| Upon approval, the Board will adopt the attached resolution.   |     |
| 17. 5:30 Hiring Process and Criteria   | 109 |
| Numerous changes to practice for recruitment and hiring. Legal counsel advises NOT to preserve the exceptions and answer "no" to the question.   |     |
| 18. 5:50 Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition   | 112 |
| LOTS here. The District still maintains the right to monitor employee performance and "impairment". New requirements for notification and reporting. Recommend adding the phrase "on call status" but need to discuss modification of job descriptions for applicable employees. |     |
| 19. 5:90 Abused and Neglected Child Reporting  | 116 |
| Expanded and strengthened requirements for reporting, training, and discipline of negligent employees. Also develops new procedures for working with the Children's Advocacy Center to investigate claims.   |     |
| 20. 5:100 Staff Development Program  | 119 |
| New training requirements.   |     |
| 21. 5:120 Employee Ethics; Conduct; and Conflict of Interest   | 121 |
| Defines conflict of interest related to GATA and approval of contracts. Legal Update: No substantive change to practice.   |     |
| 22. 5:200 Terms and Conditions of Employment and Dismissal   | 123 |
| Legal Update: No substantive change to practice.   |     |
| 23. 5:220 Substitute Teachers  | 124 |
| Legal Update: No substantive change to practice.   |     |
| 24. 5:250 Leaves of Absence  | 125 |
| New language allowing leaves for employees under specific situations.  |     |
| 25. 5:290 Employment Termination and Suspensions   | 127 |
| Legal Update: No substantive change to practice.   |     |
| 26. 5:330 Sick Days, Vacation, Holidays, and Leaves  | 129 |

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- Legal Update: No substantive change to practice.
27. 6:20 School Year Calendar and Day 132  
Legal Update: No substantive change to practice.
28. 6:60 Curriculum Content 133  
New curriculum requirement for "civics", character education, roles and contributions of LGBTQ, and Illinois history. Recommend answering "no" to the question of adding a course on hunting safety.
29. 6:150 Home and Hospital Instruction 135  
Legal Update: No substantive change to practice.
30. 7:20 Harassment of Students Prohibited 136  
Expanded requirements related to harassment and abuse reporting and follow up.
31. 7:150 Agency and Police Interviews 139  
Significant changes to our procedures related to police interviews. We have already modified our practices to be in compliance with this policy.
32. 7:270 Administering Medicines to Students 141  
New requirements for documentation of self-administered medications. New ability to obtain an undesignated glucagon prescription, but must be implemented. New language related to medical cannabis use and oversight. Recommend answering "yes" that the District will pursue obtaining an undesignated glucagon prescription.
33. 8:30 Visitors to and Conduct on School Property 145  
Legal Update: No substantive change to practice.  
References updated due to medical cannabis.  
Need to answer question related to narrowing individuals' rights to participate in District/School events. Recommend answering "no".
- E. Approval to Dispose of Surplus Equipment 148
- XI. **FINANCIAL REPORT** 150  
**Attached is the memo recommending payment of the voucher lists for materials, supplies, and services paid since the last BOE meeting. In addition, the District payments for salaries and insurance benefits during the previous month are included for approval. Those documents are all included for your review.**
- I move to approve the Financial Report as presented.**
- XII. **SUPERINTENDENT'S REPORT**
- A. Financial Projections - INFORMATION 203  
**Amy McPartlin will present the financial projections. They demonstrate a more targeted approach to predictions and ongoing monitoring of accounts to more accurately forecast the future.**  
NOTE: At the time of release, these data are not final. Forecast5 was experiencing technical difficulties over the past week and have not been able to confirm the figures.
- B. Update on Current Solicitations - INFORMATION 205

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**AGENDA**

Amy McPartlin will present an update on the status of the District's current solicitations.

C. Student Fees for 2020-21 - DISCUSSION 210

Mrs. McPartlin has prepared a brief overview of the annual student fees. At this time, administration is not recommending an increase in fees for the 2020-21 school year. A presentation will not be made, but Board members should feel free to ask questions if necessary.

D. Construction Grant Application - ACTION 212

**The State has opened a grant application window for Districts to apply for a matching grant, up to \$50,000. We have completed the application for our planned summer 2020 HVAC work. The Board president is required to sign off on the grant application. Because the application is completed in the State's system, the options for export or printing are very limited. The summary page is included in your packet.**

**I move to direct Board President Jim Bednar to sign and administration to submit the State Construction grant application.**

E. Freedom of Information Act Response - INFORMATION 214

As part of the ongoing HVAC litigation, the District recently received a request for information from the attorney for CM Engineering, requesting copies and/or inspection of construction records between 2012-2016. Amy and Brian provided the available requested documentation and allowed the attorney to inspect the documents, as required under the Freedom of Information Act.

XIII. **RECOGNITION OF VISITOR PARTICIPATION**

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XIV. **OLD BUSINESS**

XV. **NEW BUSINESS**

A. Semi-Annual Review of Executive Session Minutes - ACTION

**According to Board Policy 2:220, the Board must conduct a semi-annual review of Executive Session Minutes, and also review audio recordings of closed meetings to determine whether:**  
**(1) there continues to be a need for confidentiality, or (2) the recordings no longer require confidential treatment and are available for public inspection. Additionally, after 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved its destruction. The Board's past practice has been to appoint the**

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**Secretary to review these minutes in a meeting with the Superintendent and make a recommendation at the following Board meeting.**

**I move to appoint the Secretary to conduct a semi-annual review of Executive Session Minutes and also review audio recordings of closed meetings.**

XVI. **ADJOURNMENT**

**DISTRICT ORGANIZATIONAL GOALS**

- **Student Success:** Ensure all students are well rounded and emotionally and academically prepared for success in high school.
- **Teaching, Learning, and Innovation:** Encourage a learning environment that emphasizes excellence and retains high-quality staff.
- **Family and Community Partnership:** Actively engage and communicate with all families to foster collaborative relationships that benefit student learning and understanding of district priorities.
- **Sustainable Resources:** Advance effective use of resources to support safe, learner ready facilities that maximize student learning.

Attention: Donald S Angelaccio Ed.D.  
Superintendent  
Prospect Heights School District 23  
700 North Schoenback Road  
Prospect Heights, Illinois 60070

December 6, 2019

**Draft: Prospect Heights School District HVAC Problems**

Dear Mr Angelaccio:

As requested RDH Building Science (RDH) has conducted a review of the design and specification of the Prospect Heights School District HVAC upgrades (hereafter termed “the Upgrades”) implemented beginning in 2013. It is understood that prolonged high interior relative humidity has been experienced in the schools during warm weather.

The four affected schools in the Prospect Heights School District, hereafter termed “the Schools”, include Ross Elementary, Sullivan Elementary, Eisenhower Elementary, and MacArthur Middle School.

As part of my understanding the background of this project, I have reviewed numerous documents and primarily relied on:

- Original HVAC drawings/specifications
- Project Manual for 2019 HVAC Retrofits
- 2019 HVAC Retrofits Drawing Set (Issued November 1, 2018)
- Addendum No. 1 2019 HVAC Retrofits (dated November 14, 2018)
- Temperature and relative humidity data collected prior to retrofitting the test

## **Background**

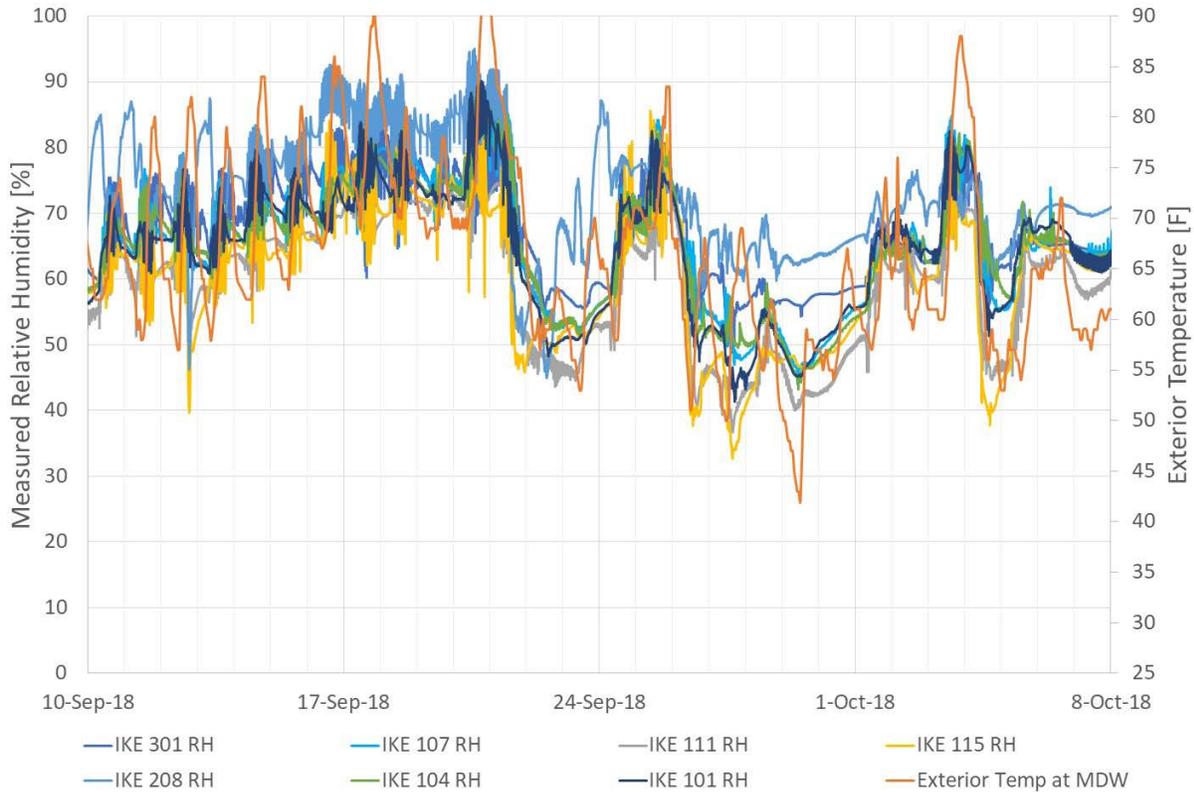
The fundamental requirements of space-conditioning systems include controlling the indoor temperature (heating and cooling), humidity, and air quality (via ventilation and filtration). The problems experienced in the Schools relate to the lack of adequate humidity control caused by improper equipment selection and system design.

After the Upgrades were implemented, complaints began. District Staff reported:

- “My classroom is so hot and humid and I am having trouble breathing. I’ve had to step out of the classroom to take a breath.”
- “...my room the past days has been the worst ever. – the humidity, the heat, the smell. I know it has been really hot and humid, but I don’t think we got any cool air through the unit yesterday at all or, if we did, it was minimal.”

- “The humidity is so high in my room that the floors are very slippery. I nearly fell on my rear end and a student slipped.”
- “My room is very stuffy and damp. The papers in my room are curling with the humidity in the room.”

Measurements of classroom conditions quantify the problem. Figure 1 is a plot of the Relative Humidity (RH) in seven classrooms at the Eisenhower School collected over about 4 weeks after the 2015 Upgrade was operational. It can be seen that the RHs in the classrooms rise, peaking at 70 to 90%, whenever the outdoor temperature at Midway Airport (the dark orange line) rises above about 70 °F.



**Figure 1: Measured humidity at the Eisenhower School**

The design methods and equipment needed to manage humidity, especially classroom humidity, have changed over the last 30 years. This historical context is briefly outlined below.

### Historical Changes

Buildings have changed significantly over the last 50 years: they have become much more energy-efficient and airtight while comfort standards have risen. Heat gain into such buildings from the outside has been reduced by changes such as better airtightness, the use of windows with lower solar heat gain and U-values, the addition of roof insulation, switching to reflective roofs, and other measures. Heat gain from the inside has been reduced by the use of more efficient lighting (installed lighting power density has been almost cut in half in the last 20 years), more efficient office equipment, better occupancy controls, etc. Existing buildings such as schools have seen some of these energy-efficiency changes as well: new roofing, better windows, and extensive lighting retrofits are common. As a

consequence of the reduced heat gain inside buildings because of these changes, the amount of cooling required for both new and improved existing spaces has dropped, sometimes significantly.

At the same time, the delivery of controlled fresh air ventilation has become very important. The importance of ventilation is critical for classrooms because of the typical high occupant density. ASHRAE Standard 62 (beginning with the 1989 edition and continuing to today) and other guidelines recommend that about 15 cubic feet of fresh air per minute be provided per occupant in a classroom.

## Psychrometrics

The study of air and its energy and water content is called psychrometrics. Psychrometrics is the foundation of HVAC design and is taught as part of all introductory HVAC classes. The basics of water vapor and air are shown in the attached simplified *psychrometric chart* (Figure 2). The amount of water vapor in air can take on a wide range, as shown by the shaded area. However, there is a maximum amount of water vapor that air can hold at any given temperature, called *saturation*. The fraction of water vapor in the air relative to the maximum possible amount (saturation) at a specific temperature is termed *relative humidity (RH)*. If air contains half of the maximum possible water vapor at a specific temperature, the relative humidity is 50%.

When air is cooled, the relative humidity always rises. If the air is cooled enough, the relative humidity will rise to 100% and condensation will occur on surfaces (Figure 3). As a quantitative example (shown in blue on Figure 3), if air at 70°F and 50%RH is cooled, the relative humidity will rise until it is cooled to about 50°F, at which point 100%RH is reached and condensation will occur. The temperature at which condensation begins is termed the *dewpoint temperature*, 50°F in this case.

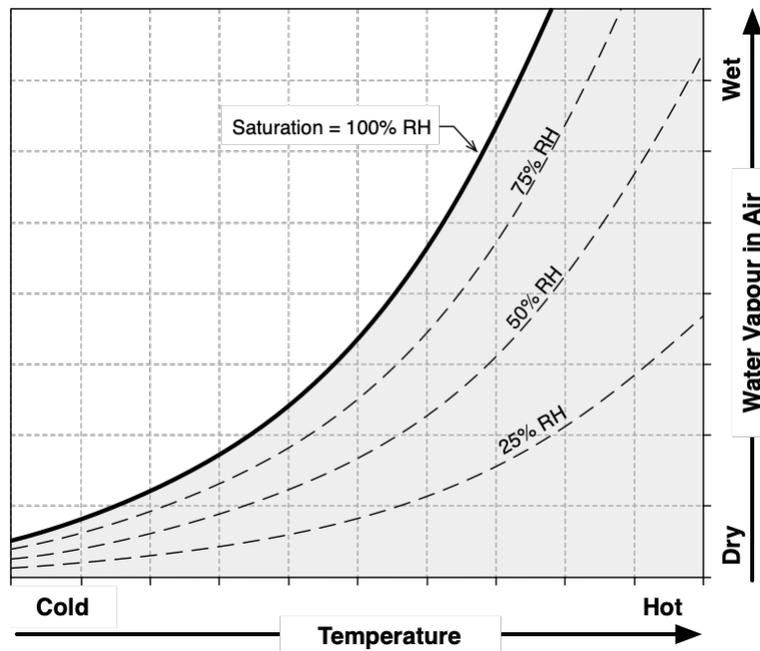


Figure 2: A very basic psychrometric chart

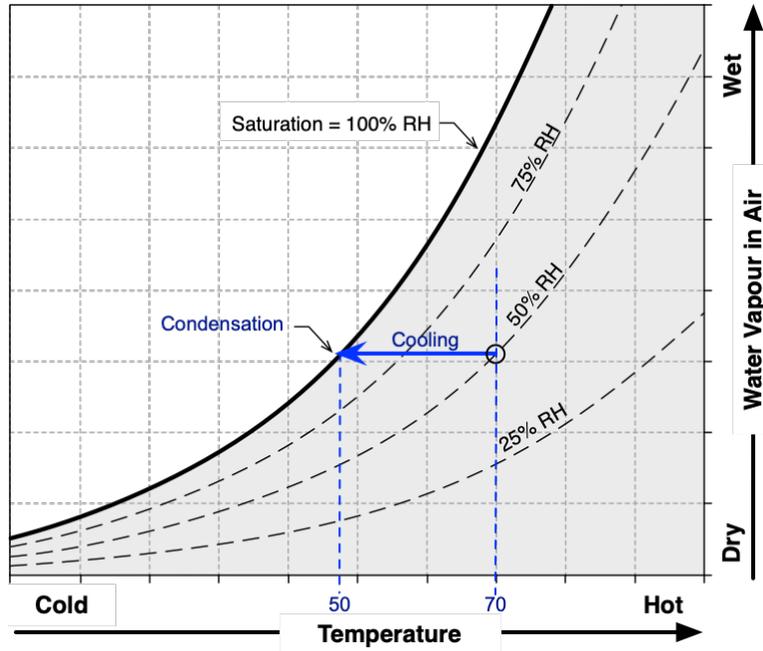


Figure 3: Cooling results in higher RH until condensation occurs

With respect to a school classroom in Prospect Heights, weather data for the Chicago area (from the *ASHRAE Handbook of Fundamentals*) show that 10% of the hours of August will have an air temperature exceeding about 80°F with a dewpoint temperature of 74°F. If the 80°F outdoor air is drawn into an air conditioning system and cooled (blue horizontal arrow on Figure 4), the RH of this air will rise until the temperature falls to 74°F, at which point condensation begins to occur on the coils within the equipment (Figure 4). If this air were to be cooled further to 50°F, a large amount of condensate would form and the water vapor content of the air would drop significantly. To raise the temperature of the air to comfortable indoor temperatures (e.g., 70°F), heat needs to be added (as shown in red). The process described is dehumidification.

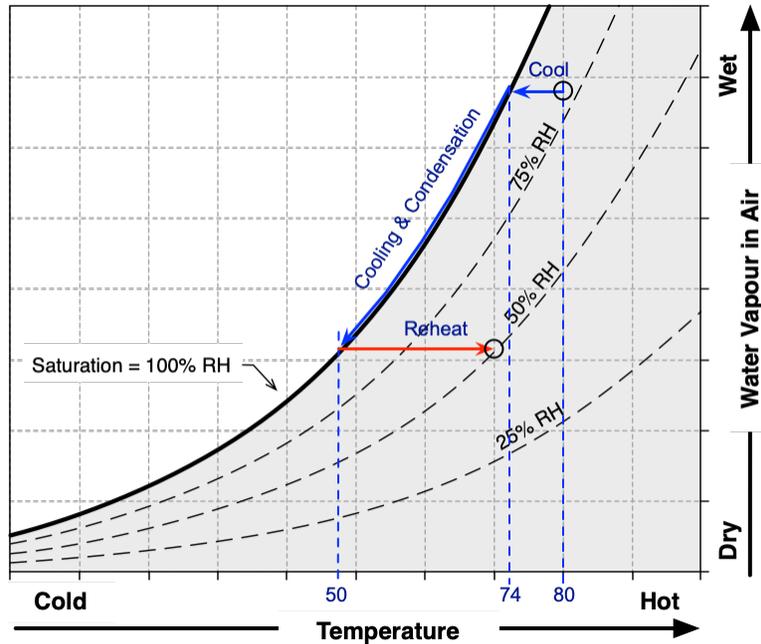


Figure 4: Cooling and Reheating to remove moisture

The “reheat” energy required to raise the cool air temperature (Figure 4) can be provided by heat gain from occupants, windows, walls, roofs, lights, and other equipment. Because of energy-efficiency measures, all of these heat gains (except occupancy) have fallen significantly. As a result, alternate sources of reheat are often needed to allow the dehumidification process described to operate.

The background information provided above is of course simplified but does clearly demonstrate the fundamental forces and relationships.

### Prospect Heights School District Schools

The selection of the heat pump unit ventilators by CM Engineering, Inc. (“CME”) for the Prospect Heights School District in the HVAC work begun in 2013 was fundamentally flawed and did not meet the engineering standard of care of the time and locale. According to the manufacturer’s literature, the ventilation rate provided by the selected ventilation option (Bard Option V) “allows outside ventilation air, up to 50% of the total airflow rating of the unit, to be introduced through the ventilation louver grille.” This quantity of outdoor air, while appropriate for an occupied classroom, overwhelmed the ability of the selected units to manage the relative humidity inside the classroom. That the indoor RH would rise to excessive levels was entirely predictable and should have been foreseen and easily avoided by a HVAC design professional exercising the appropriate engineering standard of care.

The Bard heat pump equipment selected was available with several options at the time the system was specified, one of which was hot gas reheat dehumidification (See Attachment A). The actual option selected by CME’s design was ventilation controlled by a CO<sub>2</sub> sensor: this ensured that the proper amount of ventilation air was provided depending on room occupancy but did nothing to manage relative humidity. Other options were and still are available and provided by manufacturers for different (dry summer) climates. No change in controls (humidistat, occupancy sensor, etc.) regardless of how sophisticated, could maintain appropriate relative humidity without a modification to the HVAC

equipment (which, as noted above, was an available option at the time). Reducing fan speed can improve moisture removal slightly, but as shown in the Bard equipment submittals, only a small amount of additional moisture would be removed.

The ventilation air that was brought into the classroom by the selected equipment would result in high classroom relative humidity during warm and humid outdoor weather (that is, hours when the dewpoint exceeded about 60 °F). The system could be modified to reduce the amount of fresh air and this would reduce the challenge of managing humidity, but this would by definition not meet the ventilation requirements of the classrooms. As described earlier, the classroom equipment installed in the Upgrade can only remove humidity when the air is passed over a chilled coil. The cooling coil however only operated if the air temperature in the classroom rose above the temperature setpoint, triggered by a thermostat. If the CO<sub>2</sub> sensor required ventilation, outdoor air would continue to be provided even if the cooling coil was not operating and hence would not be dehumidified.

One time-tested and effective equipment strategy for controlling humidity is *hot-gas reheat*. Rather than rejecting the heat from the cooling equipment to the outdoors, the “hot gas” (the refrigerant gas containing the heat energy removed by the cooling coil) is used to heat air leaving the cooling coil. This added heat allows the cooling equipment to continue to operate and dehumidify even when the room air is cooled to the thermostat setting, thereby ensuring condensation (dehumidification) continues inside the unit and removing water vapor from the air.

The retrofit of the classroom unit ventilators with a hot-gas reheat dehumidification system during 2019 has performed well, as expected. There have been no more humidity-related staff complaints since the retrofit occurred. Monitored data during operation has shown that the relative humidity in the classrooms has been kept below 60%, and at a stable and healthy level even during hot and humid weather. Figure 5 provides an hourly plot of measured classroom data from the Eisenhower school during several hot weeks in August 2019.

## Prospect Heights School District HVAC Problems

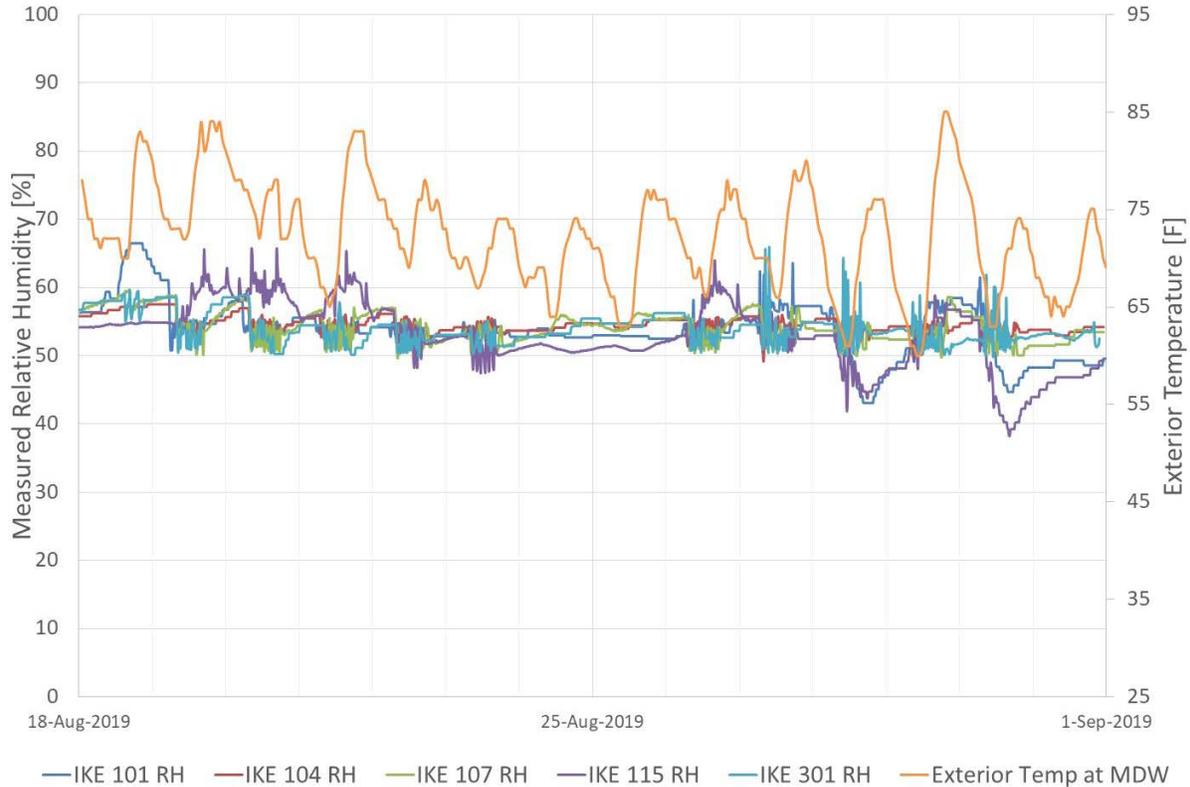


Figure 5: Humidity trace for IKE school after retrofit

### State of Knowledge

By the 2013 period, and at least five years before, during which CME designed and specified the HVAC system, it was widely known that classroom ventilation required some deliberate humidity control strategy (including hot gas reheat). The need for different HVAC design became critical when ventilation rates increased in the 1990's. This became well known in the decade following the introduction and adoption of the ASHRAE 62-89 (released in 1989) ventilation standard and its successors.

The ASHRAE Handbook series is the definitive reference bible of the HVAC industry, on the shelf of essentially every HVAC design professional and many others. The 2011 *ASHRAE Handbook: HVAC Applications*, in the short 25 page chapter on Educational Facilities, states:

“School buildings host many activities that require special humidity control.” p. 7.6.

“Classrooms require humidity control to provide comfort and prevent humidity-related problems (e.g., growth of dust mites and fungus, which produce allergens and even toxic by-products).” p. 7.6.

“In humid climates, seriously consider providing dehumidification during summer, even if the school is unoccupied, to prevent mold and mildew.” p. 7.3.

This advice can hardly be more authoritative, clear, or widely available.

A 2006 guide for school buildings in Illinois (Anon 2006) states:

“Avoid ventilated air that is too humid; design the ventilation system to maintain the indoor relative humidity between 30 percent and 60 percent.”

The *ASHRAE Journal* is the monthly professional magazine received by every ASHRAE member and would in my opinion be available to any practicing HVAC design professional. The importance of designing classroom HVAC systems to manage humidity and the means to do so were addressed in a series of articles beginning in the late 1990’s. For example, Harriman et al (1997) provided useful metrics and quantification of the very significant humidity (latent) load added by ventilation and specifically shows the high ratio of humidity in Chicago (Figure 6). Kosar et al (1998) spelled out the issue of increased ventilation and humidity clearly and succinctly in their ASHRAE Journal article and highlighted the need for different HVAC systems. Some of the options available to designers were surveyed in Murphy (2002). Fischer *et al* published an ASHRAE Journal article in 2003 that provided field measurements of school classroom RH, highlighting the short comings of standard HVAC solutions.

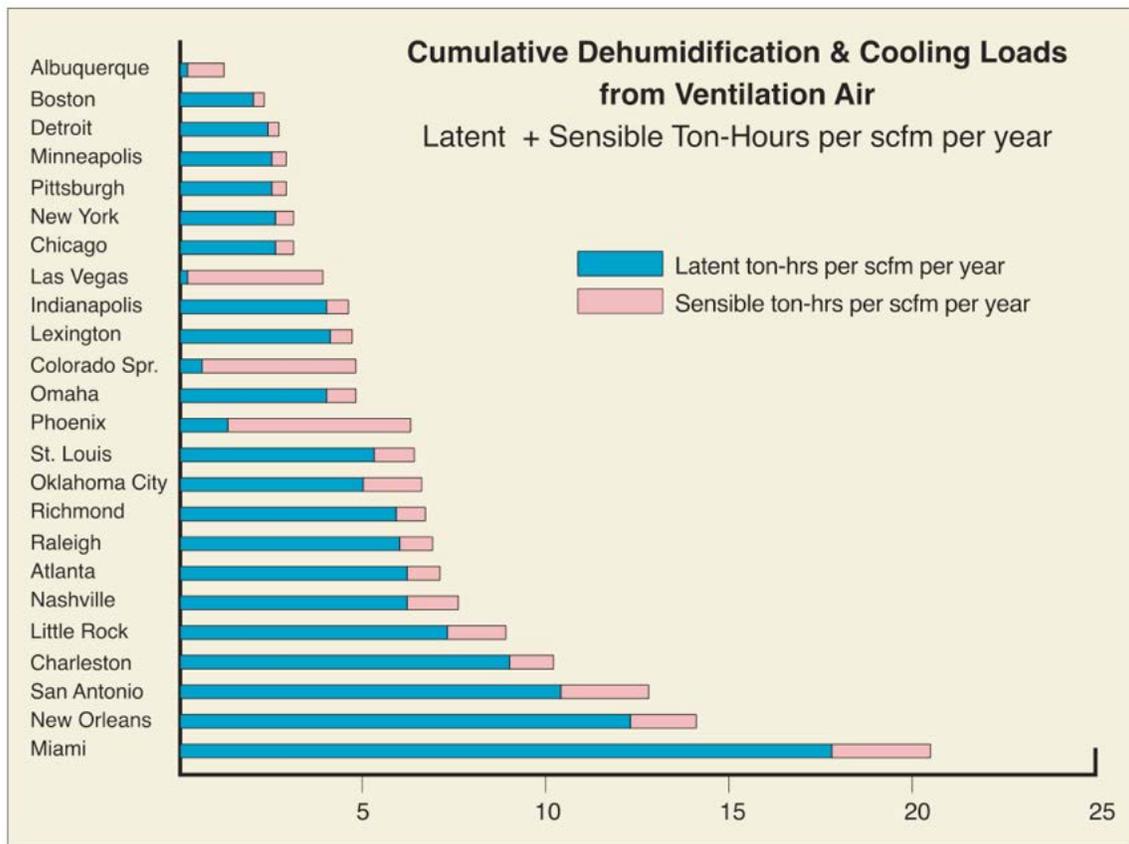


Figure 6: Dehumidification and cooling loads for ventilation air in several climates (Harriman et al 1997)

Guidance appeared not just in industry handbooks and professional journals, but also in entry-level textbooks such as the *Air-Conditioning System Design Manual*, published in 2007:

“Concerns over moisture management in HVAC system design were brought into focus when *ANSI/ASHRAE Standard 62-1989, Ventilation for Acceptable Indoor Air Quality*, increased outdoor air ventilation requirements by nearly four-fold. This change vividly raised awareness of the impact of humidity control in air-conditioned buildings in humid climates (Kosar et al. 1998)

and led to the emergence of many alternative cooling system designs with enhanced dehumidification components.”, p. 213.

Equipment manufacturers also raised the concern that special efforts for humidity control are needed for classrooms, especially with the type of constant volume packaged ventilator that CME specified for use in the Schools. For example, Trane Inc., one of the best-known commercial HVAC equipment suppliers published its monthly *Engineers Newsletter* in 2000 (Stanke 2000) titled *It may take more than you think to Dehumidify with Constant-Volume Systems*. The challenges of removing the humidity from classroom ventilation air at the higher ventilation rates of ASHRAE 62 (15 cfm/student) were highlighted. This widely distributed newsletter (it currently reaches 40,000 HVAC professionals) stated:

“the most widely used means of ventilation—the single-zone, constant-volume (CV) system—is also the most problematic when it comes to dehumidification.”

## Summary

Based on the knowledge and resources available to the HVAC industry at the time of design and construction of the Schools, the designers of the Prospect Heights School District HVAC Upgrade that began in 2013 should have been aware that school buildings in metropolitan Chicago required special measures to control excessive levels of indoor humidity. It was simply a matter of selecting the correct option from the list of those offered by the equipment manufacturer. The designers should have selected the hot-gas reheat dehumidification option to maintain the relative humidity at the appropriate level. The subsequent retrofit added this dehumidification option to the equipment and has definitively solved the problems with high indoor humidity caused by the Upgrade. The failure to select and design a system to maintain humidity was a breach of the standard of care.

Once you have reviewed this report, please do not hesitate to contact us by phone or email if you have any additional questions.

Sincerely,



**Dr. John F Straube, P.Eng.**  
Senior Building Science Specialist  
[jfstraube@rdh.com](mailto:jfstraube@rdh.com)  
RDH Building Science Inc.

**Jon Smegal, M.A.Sc.**  
Associate, Senior Project Manager  
[jsmegal@rdh.com](mailto:jsmegal@rdh.com)

## References

- Air Conditioning System Design Manual 2 edition*. Edited by Walter T. Grondzik, ASHRAE Special Publications, Atlanta, Georgia, 2007.
- ASHRAE. *Handbook of Fundamentals*. American Society of Heating Refrigeration Air-conditioning Engineers. Atlanta, Georgia, 2013.
- ANSI/ASHRAE Standard 62.1-2013. *Ventilation for Acceptable Indoor Air Quality*. American Society of Heating Refrigeration Air-conditioning Engineers. Atlanta, Georgia, 2013.
- Anon. *Illinois Resource Guide for Healthy, High Performing School Buildings*. Illinois State Board of Education, February 2006.
- Harriman, L.G., Dean Plager and D. R. Kosar, "Dehumidification and Cooling Loads from Ventilation Air", *ASHRAE Journal*, November, 1997 pp 37 – 45.
- Fischer, John C., Bayer, Charlene. "Report Card on Humidity Control", *ASHRAE Journal*, pp 30-37, May, 2003.
- Kosar, Douglas R., Michael Jonathan Witte, Don B. Shirey and Roger L. Hedrick. "Dehumidification issues of Standard 62-1989." *ASHRAE Journal*, pp 71-75, March, 1998.
- Murphy, John. "Dehumidification Performance of HVAC System", *ASHRAE Journal*, pp 23-28, March, 2002.
- Stanke, Dennis. "It may take more than you think to Dehumidify with Constant-Volume Systems", *Engineers Newsletter*, Trane Inc., Vol. 29., No.4., 2000.

## Attachment "A": Extracts from Engineers Submittal

Pages 1 and 20 of March 26, 2013 Submittal by CME

<input type="checkbox"/> ACCEPTED	<input checked="" type="checkbox"/> ADDITIONAL ACTION REQUIRED	<input type="checkbox"/> REVISIONS REQUIRED	<input type="checkbox"/> NO ACTION TAKEN
<p>THIS IS CONFORMANCE WITH THE INFORMATION PROVIDED AND THE ORIGINAL DESIGN CONCEPT EXPRESSED ON THE CONTRACT DOCUMENTS. THE ARCHITECT'S REVIEW OF THE SUBMITTAL DOES NOT RELIEVE THE CONTRACTOR OF HIS CONTRACTUAL OBLIGATIONS. THE CONTRACTOR IS RESPONSIBLE FOR THE FOLLOWING:</p> <ol style="list-style-type: none"> <li>1. OBTAIN PERMITS FROM THE JURISDICTION GOVERNMENT</li> <li>2. CONFIRMING ALL DIMENSIONS AND COORDINATE SAME AT THE SITE</li> <li>3. CONFIRMING QUANTITIES</li> <li>4. FOR INFORMATION THAT PERTAINS TO THE FABRICATION PROCESS AND THE MEANS, METHODS, TOOLS, EQUIPMENT, CONDITIONS AND PROCEDURES OF CONSTRUCTION</li> <li>5. FOR COORDINATING THIS WORK WITH OTHER TRADES FOR PERFORMING THIS WORK IN A SAFE AND SATISFACTORY MANNER</li> <li>6. SAFE AND SATISFACTORY MANNER</li> </ol> <p>THE ARCHITECT ACCEPTS NO NOTATIONS ON THE SUBMITTAL, DOES NOT CONSTITUTE AN AUTHORIZATION FOR ADDITIONAL WORK OR ADDITIONAL COST TO THE CONTRACT.</p> <p>IF DOCUMENT IS REVISIONED, ALL REVISIONS AND/OR NEW INFORMATION REVISIONATED FOR REVIEW SHALL BE SPECIFICALLY NOTED. ONLY NOTED INFORMATION WILL BE REVIEWED.</p> <p>ONLY IDENTIFIED AMENDMENTS AND/OR ADDITIONS TO THE ORIGINAL DOCUMENT HAVE BEEN REVIEWED.</p>			
STUDIO GC			
SUBMITTAL NO: 12003-23-003		PROJECT NO: 12003	
REVIEWED BY: Adam Wallen		DATE: 4/1/2013	

SEE MECHANICAL COMMENTS



## SD 23 HVAC Life Safety Work MacArthur Middle School Prospect Heights, IL

**CM ENGINEERING, INC. PROJECT # 12052**  
**For: StudioGC Architecture**

**REVIEWED PRELIMINARY SUBMITTAL**

### GROUND SOURCE CLASS ROOM UNIT VENTILATOR p Specification Sections # 23 8127

Date Received: March 26, 2013

- |  |   |
|--|---|
| <p><input type="checkbox"/> Reviewed</p> <p><input type="checkbox"/> Note Marks</p> <p><input type="checkbox"/> Rejected</p> | <p><input type="checkbox"/> Confirmation – Response Required</p> <p><input type="checkbox"/> Resubmit – Response Required</p> |
|--|---|

This review is for general conformation with the design concept and contract documents. Comments shall not be construed as to relieving the contractor from compliance with the project plans and specifications. The contractor remains responsible for details and accuracy, for confirming and correlating all quantities and dimensions, for selecting fabrication process, for techniques of assembly, for sequences and procedures of construction, for coordinating the work of all trades and for performing all work in a safe manner.

700 Cherry Street  
Suite C  
Columbia  
Missouri  
65201-4822

Ph. - 573 / 874-9455  
Fax - 573 / 874-9474

**CM ENGINEERING, INC.**

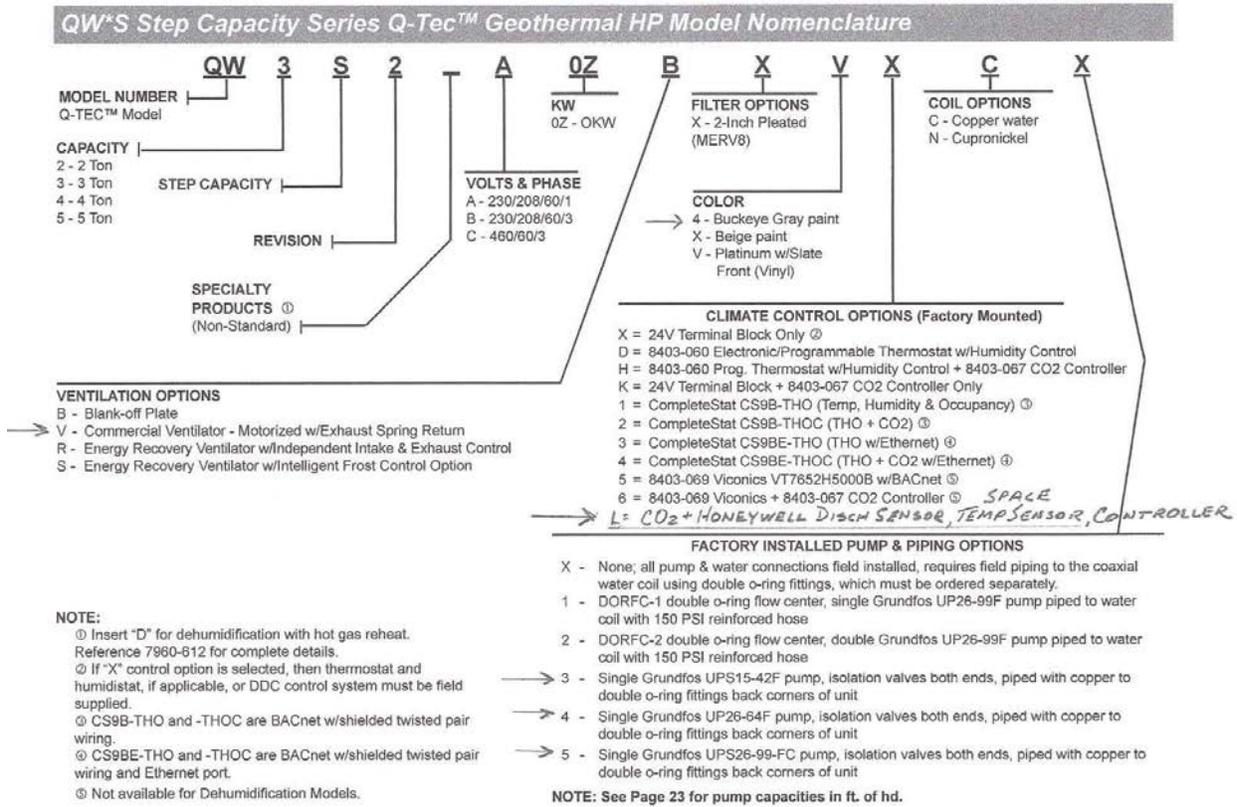
By:           *CT*           Date:           29-Mar-13          

**Comments:**

1. Contractor shall coordinate all requirements for proper installation and operations including : wall sleeves, side trims and controls.
2. Provide Product Data: Wiring Diagrams: Submit manufacturer's electrical requirements for power supply wiring to water-source heat pumps. Submit manufacturer's ladder-type wiring diagrams for interlock and control wiring required for final installation of water-source heat pumps and controls. Clearly differentiate between portions of wiring that are factory-installed and portions to be field-installed.
3. Provide Manufacturer's Instructions: Indicate rigging, assembly, and installation and start up instructions.

*"Bright Solutions in Engineering"*

Prospect Heights School District HVAC Problems



See Pages 22 & 23 for Additional Required and Optional Field Installed Accessories

**Optional Field Installed Hard Start Kits for 1-Phase Models** ①

Unit Model	Field Installed Part Number
QW2S2-A only	SK111
QW3S2-A only	SK111
QW4S2-A only	SK118
QW5S2-A only	SK118

① Start Capacitor and potential relay start kit can be used with all -A single phase models only. Increases starting torque 9x. Not used on -B or -C three phase models.

**Optional Field Installed Evap. Drain Pan Overflow Kit**

Part Number	Description
8620-219	24VAC 0.4A SPST NC Switch to shutdown compressor. Can be converted to NO action to use for alarm circuit.



Bard Manufacturing Company, Inc.  
Bryan, Ohio 43506  
www.bardhvac.com

Due to our continuous product improvement policy, all specifications subject to change without notice.

Before purchasing this appliance, read important energy cost and efficiency information available from your retailer.

Form No.  
S3419  
November, 2012  
Supersedes S3419-512



**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT, LAW DIVISION**

The Board of Education of Prospect Heights	)	
School District No. 23, an Illinois Public	)	
School District,	)	
	)	
Plaintiff,	)	
	)	
v.	)	Case No. 2019 L 001663
	)	
Studio GC, Inc., an Illinois Corporation,	)	
	)	
Defendant,	)	
	)	
v.	)	
	)	
CM Engineering, Inc, a Missouri Corporation,	)	
	)	
<u>Third-Party Defendant.</u>	)	

**PLAINTIFF’S ANSWER TO STUDIO GC, INC.’S INTERROGATORIES**

Plaintiff, the Board of Education of Prospect Heights School District No. 23 (“School District”), by and through its attorneys Robbins, Schwartz, Nicholas, Lifton, & Taylor, Ltd., hereby responds to Defendant Studio GC, Inc.’s (“Studio GC”) Interrogatories propounded to the School District as follows:

**INTERROGATORIES**

1. State the name, address, employer, and title of all persons involved in answering or who were consulted to answer these interrogatories.

**ANSWER:** Brian Rominski, Director of Buildings & Grounds for Prospect Heights School District No. 23, 700 N. Schoenbeck Road, Prospect Heights, IL 60070.

2. State the names, telephone numbers, occupations, and present or last known addresses of all persons or entities known to you or your attorneys or agents, who have any notice or knowledge of the subject transaction, the occurrences, damages, deficiencies, or representations alleged in the

operative complaint or third-party complaint.

**ANSWER:** See Plaintiff's answer to Studio GC, Inc.'s Rule 213 Interrogatories No. 1 and all persons listed on reports and emails produced in the School District's document production. Investigation continues.

3. State the name, address, telephone number, and occupation of all persons or entities known to you to have performed design, construction, maintenance, renovation, or repair work in connection with the HVAC systems in each of the schools referenced in the complaint, including the date of the activity and a description of the activity.

**ANSWER:** The School District objects to the extent the term "performed" is vague, ambiguous and undefined. Subject to and without waiving said objection, the School District answers: see Plaintiff's answer to Studio GC, Inc.'s Rule 213 Interrogatories No. 1 and all persons listed on reports and emails produced in the School District's document production. Investigation continues.

4. State the name, address, telephone number, and occupation of all persons or entities known to you to have performed any repairs, remediation, or corrective work to the HVAC systems in each of the schools referenced in the complaint subsequent to substantial completion of the renovation project referenced in the complaint, including the date of the activity and a description of the activity.

**ANSWER:** The School District objects to the extent the term "performed" is vague, ambiguous and undefined. Subject to and without waiving said objection, the School District answers: EMCOR Services – Team Mechanical, 431 Lexington Drive, Buffalo Grove, IL 60089.

5. State the name, address, telephone number, and occupation of all persons or entities known to you to have proposed any repairs, remediation, or corrective work to the HVAC systems in each of the schools referenced in the complaint subsequent to substantial completion of the

renovation project referenced in the complaint, including the date of the activity and a description of the activity.

**ANSWER:** The School District objects to the extent the term “proposed” is vague, ambiguous and undefined. Subject to and without waiving said objection, the School District answers: Gabe Reisner, WMA Consulting, 815 S. Wabash Avenue, Chicago, IL 60608; January 8, 2018 proposal from Imbert International, Inc., 7030 N. Austin Avenue, Niles, IL 60714; December 14, 2018 proposal from Arcon, 2050 S. Finley Road, Suite 40, Lombard, IL 60148; December 10, 2018 proposal from Amsco Engineering, Inc., 5115 Belmont Road, Downers Grove, IL 60515; November 16, 2018 proposal from Honeywell International, 95 East Algonquin Road, Building D, Des Plaines, IL 60017.

6. State the name, address, telephone number, and occupation of all persons or entities known to you to have performed any repairs, remediation, or corrective work to the HVAC systems in each of the schools referenced in the complaint subsequent to substantial completion of the renovation project referenced in the complaint, including the date of the activity and a description of the activity.

**ANSWER:** See answer to Interrogatory No. 4.

7. State the name, address, telephone number, and occupation of all persons or entities known to you to have proposed any commissioning of any repairs, remediation, or corrective work to the HVAC systems in each of the schools referenced in the complaint subsequent to substantial completion of the renovation project referenced in the complaint, including the date of the activity and a description of the activity.

**ANSWER:** The School District objects to the extent the term “proposed” is vague, ambiguous and undefined. Subject to and without waiving said objection, the School District answers:

Mechanical Test and Balance, Inc., P.O. Box 1157, Crown Point, IN 46308; Aaron Engineering Services, 5420 West Roosevelt Road, Chicago, IL 60644.

8. State the name, address, telephone number, and occupation of all persons or entities known to you to have performed any commissioning, operating, controlling, or maintaining of the HVAC systems in each of the schools identified in the complaint, including the date of the activity and a description of the activity.

**ANSWER:** The School District objects to the extent the term “performed” is vague, ambiguous and undefined. Subject to and without waiving said objection, the School District answers: see Plaintiff’s answer to Studio GC, Inc.’s Rule 213 Interrogatories No. 1 and all persons listed on reports and emails produced in the School District’s document production. Investigation continues.

9. State all bills or items of expense claimed by you to have been incurred as a result of the defendant’s and/or third-party defendant’s alleged acts and/or omissions, specifying the source and amount of each bill and stating whether or not said bills have been paid.

**ANSWER:** Repairs are ongoing. The School District will supplement this answer as repairs are completed. Investigation continues.

10. State whether you or your attorneys or agents or anyone acting on your behalf has taken any statements, signed or unsigned, oral or written, regarding the alleged representations, breaches, acts, or omissions and damage complained of in the complaint, and if so, state by whom such statements were taken and when, and attach said statements pursuant to Supreme Court Rule 214.

**ANSWER:** The School District objects to this interrogatory to the extent that it calls for information protected by the attorney-client privilege and/or the work product privilege. Subject to and without waiving said objection, the School District answers: none.

11. State whether you or your attorneys or agents or anyone acting on your behalf has taken or has possession of photographs of the HVAC systems at each of the schools referenced in the complaint or concerning the humidity issues referenced in the complaint taken at any time, and if so, state by whom such photographs were taken and when, and produce said photographs pursuant to Supreme Court Rule 214.

**ANSWER:** The School District objects to this interrogatory to the extent that it calls for information protected by the attorney-client privilege and/or the work product privilege. Subject to and without waiving said objection, the School District answers: see photographs produced in the School District's document production. Investigation continues.

12. Please state whether any police, fire, or other incident reports, including internal reports and insurance claims, were prepared or made at any time pertaining to any fact alleged in complaint. For each, please identify the type of report, the municipality or other organization for which the report was prepared, the date of the report, the identity of any individuals who participated in preparing the report, whether photographs or statements were obtained in connection with the report, and the name and address of the person, firm, or corporation who presently has the original and/or copy of the report.

**ANSWER:** The School District objects to the extent the terms "incident reports" and "internal reports" is vague, ambiguous and undefined. Subject to and without waiving said objection, the School District answers: see SchoolDude and MLWorkOrders notifications produced in the School District's document production. Investigation continues.

13. If anyone has investigated the HVAC systems at each of the three schools referenced in the complaint or the humidity issues referenced in the complaint, state:

- a) The name, address, telephone number, employer, and title of each person or entity performing the investigation;

- b) The name, address, and telephone number of all persons interviewed;
- c) The date(s) and location(s) of the investigations; and
- d) Whether any written report(s) was made and the name and address of the person having custody of each report.

**ANSWER:** The School District objects to the extent the term “investigated” is vague, ambiguous and undefined. Subject to and without waiving said objection, the School District answers: EMCOR Services – Team Mechanical, 431 Lexington Drive, Buffalo Grove, IL 60089; Arcon Associates, Inc., 2050 S. Finley Road, Suite 40, Lombard, IL 60148; Gabe Reisner, WMA Consulting, 815 S. Wabash Avenue, Chicago, IL 60608; Imbert International, Inc., 7030 N. Austin Avenue, Niles, IL 60714; Mechanical Test and Balance, Inc., P.O. Box 1157, Crown Point, IN 46308; Aaron Engineering Services, 5420 West Roosevelt Road, Chicago, IL 60644. See documents produced in the School District’s document production.

14. Please state the date, time, place, and names of individuals present for any communication between you and any agent or representative of Studio GC, Inc. concerning the humidity issues referenced in the complaint and describe the subject matter and nature of the communication, including whether it was oral or in writing.

**ANSWER:** The School District objects to this interrogatory as overly broad and unduly burdensome and to the extent that it calls for a narrative response more appropriate for a deposition. Investigation continues.

15. In connection with the matters alleged in the complaint, state whether you are claiming or have information that any defendant or third-party defendant violated any statute, ordinance, standard, code, rule, regulation, provision or recommendation of any safety or other applicable standards or organization or custom, or usage, specifically identifying the state, ordinance, standard, code, rule, regulation, provision or recommendation of any safety or standards organization, custom, or usage which you claim any defendant or third-party defendant violated.

**ANSWER:** The School District objects to this interrogatory as it calls for legal arguments and conclusions and for information protected by the attorney-client privilege and work product privilege. The School District also objects to this interrogatory as it calls for a narrative response more appropriate for a deposition. Subject to and without waiving said objections, the School District answers that the defendant violated the standard of care. Investigation continues.

16. Please specify in dollar amount how much damage you are claiming as a result of the allegations in the complaint, and please state how this amount was computed, the name and address of the person, firm, or corporation who computed the amount, the basis upon which the computation was made, whether a report or memorandum of the computation was made, the name and address of the person, firm, or corporation who prepared the report or memorandum and the name and address of the person, firm, or corporation who has possession of the report or memorandum.

**ANSWER:** In November 2018, the School District requested bids to retrofit the HVAC units. Based on the most recent estimate, the School District's claim to retrofit and replace the HVAC systems is \$3,071,199.89. The School District calculated this claim based upon a letter provided by Arcon dated December 14, 2018 that provided a total campus-wide cost opinion, including professional fees to repair and/or replace the HVAC units. See documents produced in the School District's document production. The School District will supplement this response as additional information is received.

17. State with particularity in what manner any defendant or third-party defendant allegedly breached any contract and/or duty between any defendant or third-party defendant and you and when such breach or breaches allegedly occurred.

**ANSWER:** The School District objects to this interrogatory as it calls for legal arguments and conclusions and for information protected by the attorney-client privilege and work product

privilege. The School District also objects to this interrogatory as it calls for a narrative response more appropriate for a deposition. Subject to and without waiving said objections, the School District answers that the defendant's failure to select and design a system to maintain humidity was a breach of the standard of care. The defendant should have selected the hot-gas reheat dehumidification option to maintain the relative humidity at the appropriate level. The subsequent retrofit at Eisenhower School added this dehumidification option to the equipment and has solved the problems with high indoor humidity caused by the new HVAC units. Investigation continues.

18. State with particularity how any such breach or breaches allegedly caused damage to you, and describe with particularity those damages.

**ANSWER:** The School District objects to this interrogatory as it calls for legal arguments and conclusions and for information protected by the attorney-client privilege and work product privilege. The School District also objects to this interrogatory as it calls for a narrative response more appropriate for a deposition. Subject to and without waiving said objections, the School District answers that the breach caused unacceptable levels of humidity in the School's classrooms requiring the units to be repaired and/or replaced. See answer to Interrogatory No. 16 above. Investigation continues.

19. Except with this lawsuit, have you ever made any claim or filed any other lawsuit in relation to the HVAC systems at each school referenced in the complaint, the building envelope at each school referenced in the complaint, and/or the humidity issues referenced in the complaint in the last 10 years? If so, identify the name of the case, court number, and county of any suit filed.

**ANSWER:** No.

20. Identify any statements, information and/or documents known to you and requested

by any of the foregoing interrogatories or by Studio GC, Inc.'s Rule 214 Request for Production, which you claim to be work product or subject to any common law of statutory privilege, and with respect to each piece of information or document not disclosed or produced, specify the legal basis of the claim as required by Illinois Supreme Court Rule 201(n).

**ANSWER:** The School District is withholding any correspondence between it and its attorneys as such documents are protected by the Attorney-Client Privilege. Further, the School District is withholding documents prepared by the School District's attorneys or the School District's employees and/or agents in anticipation of litigation as such documents are protected by the work product privilege.

Respectfully Submitted,

THE BOARD OF EDUCATION OF PROSPECT  
HEIGHTS SCHOOL DISTRICT NO. 23

By: \_\_\_\_\_

One of Its Attorneys

Kenneth M. Florey  
Matthew J. Gardner  
Jessica L. Knox  
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4834-3108-2414 v.2

**VERIFICATION TO SCHOOL DISTRICT'S ANSWERS TO INTERROGATORIES**

Under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure, the undersigned certifies that he has read the forgoing Answer to Studio GC's Interrogatories and all statements and instruments contained or referenced therein; and that based upon his personal knowledge, he believes all statements contained therein to be true and correct, including matters therein stated that the Defendant lacks knowledge or information sufficient to form a belief, or to be on information and belief and as to such matters the undersigned certifies as aforesaid that he verily believes the same to be true.

By: \_\_\_\_\_  
[Insert]



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

## MINUTES OF THE BOARD OF EDUCATION

Regular Meeting Grodsky Administration Center 7:00 p.m. December 11, 2019

<p><u>Members Present</u>          Jim Bednar, Board President          Carol Botwinski          Pat Chester          Brian Greidanus          Kevin Novak          Gonca Paul          Mari-Lynn Peters</p>	<p><u>Members Absent</u></p>
--	------------------------------

<p><u>CALL TO ORDER</u></p>	<p>Jim Bednar, Board President, called the meeting to order at 7:00 p.m.</p>
<p><u>PLEDGE OF ALLEGIANCE</u></p>	<p>Representatives from the MacArthur and Sullivan First Lego League Robotics Teams were invited to lead us in the pledge and share their experiences with the Board. The middle school competition was held on December 7, and the Sullivan competition will be held on December 14, 2019.</p>
<p><u>ROLL CALL</u></p>	<p>Present: Mr. Bednar, Mrs. Botwinski, Mr. Chester, Mr. Novak, Mr. Greidanus, Mrs. Paul and Mrs. Peters.</p> <p>Absent: none</p> <p>Also present: Dr. Angelaccio, Superintendent, Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction, and Mrs. Amy McPartlin, Chief School Business Official.</p>
<p><u>RECOGNITION OF VISITORS AND PARTICIPATION</u></p>	<p>No one addressed the board.</p>
<p><u>COMMUNICATIONS</u></p>	

<p><b><u>COMMITTEE REPORTS</u></b></p>	<p><b><u>Building and Sites</u></b>  Mr. Bednar reported that the lost time/overtime report was discussed. There was an update on the porter position, interviews began last week. We have it narrowed down to two candidates.</p> <p>In preparation for the upcoming SEIU contract negotiation there was some discussion of changes to consider to the existing contract. Summer 2020 Capital Project Programming was discussed. The Paving Improvement Options were discussed with Option 2 being recommended by administration as being the most favorable.</p> <p>There was continued discussion of the status of the furniture planning and budgeting. An update was provided on the Lou Johnson Field. PHYBS submitted a formal proposal outlining the proposed improvements. Administration communicated several concerns in need of further clarification. PHYBS has also met with AHPD and AHYAA to discuss their plans.</p> <p><b><u>Policy</u></b>  Mr. Novak reported that the policy updates were discussed.</p> <p><b><u>Community Relations</u></b>  Mr. Greidanus reported on the upcoming school community events. There was no community relations meeting this month.</p> <p>Dr. A provided an update on American Education week.</p> <p><b><u>N.S.S.E.O.</u></b>  Mrs. Botwinski provided an update on the Kirk/Miner redesign. The schools are 97% staffed and there is a push to get all the positions filled as soon as possible. There were two public comments, one from a parent and one from a staff member. There were concerns discussion surrounding the new regulation the state issued about restraints, isolation rooms and time outs.</p> <p><b><u>Finance</u></b>  Mrs. Peters reported that there was discussion on the 2019</p>

	<p>Tax Levy. After additional review, the levy document remains unchanged from the tentative.</p> <p>There were ongoing discussions with First Student and the route/ridership analysis.</p> <p>There was discussion about the EDP program and its needs for the 2020-21 School year. At this time the District is not recommending any increase in fees.</p> <p>Furniture planning and budgeting was discussed. The status of discussions of furniture planning and replacement cycles at the buildings was reviewed.</p> <p>Administration has requested the disposal of certain items from the custodial storage areas that are considered junk and have no resale value. There is one resolution to be considered for approval tonight.</p> <p>The was a review of Year to Date Revenue and Expenditures.</p> <p>The District's Annual Statement of Affairs for FY19 has been prepared, sent to the Treasurer and ISBE in accordance with requirements. It has also been posted in the Daily Herald and on the website.</p> <p>There was some discussion of the instances of check fraud and the ongoing investigations with the Prospect Heights Police Department.</p> <p><b><u>Negotiations</u></b> Mr. Bednar reported that negotiations for the upcoming SEIU Contract will be discussed during closed session tonight.</p>
<p><b><u>CONSENT AGENDA</u></b></p>	<p>Tonight's consent agenda includes state reports, the Annual Statement of Affairs, the Annual Immunization Compliance Report, approval of minutes from Regular session on November 13, 2019, and Executive Session on November 13, 2019 and a property disposal.</p> <p>Motioned by Mrs. Botwinski, seconded by Mr. Novak to approve the Consent Agenda as presented.</p> <p>The motion passed by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p>

<p><u>FINANCIAL REPORT</u></p>	<p>Board member Peters reviewed and approved the vouchers this month.</p> <p>Motioned by Mrs. Peters, seconded by Mr. Bednar to approve the Financial Report as presented.</p> <p>The motion passed by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p>
<p><u>PUBLIC HEARING REGARDING 2019 TAX LEVY</u></p>	<p>On November 13, 2019 the Board of Education adopted an estimated tax levy for 2019 as developed by the Finance Committee.</p> <p>At this time the Board wishes to conduct a Truth-in-Taxation Public Hearing for the purpose of allowing anyone to address the Board regarding the 2019 Certificate of Tax Levy.</p> <p>A motion was made to open the public Hearing on the 2019 Certificate of Tax Levy.</p> <p>Moved: Botwinski  Seconded: Peters  Voice Vote: 7 Ayes, 0 Nays, 0 Absent  Time: 8:10 pm</p> <p>A motion was made to close the Public Hearing on the 2019 Certificate of Tax Levy.</p> <p>Moved: Peters  Seconded: Novak  Voice Vote: 7 Ayes, 0 Nays, 0 Absent  Time: 8:11 pm</p>
<p><u>SUPERINTENDENT'S REPORT</u></p>	<p><b>Math Curriculum Adoption Update</b>  Dr. Zaher provided an update to the Board on the current Curriculum work of the District.</p> <p>Mrs. McPartlin and Mrs. Lebrecht prepared an overview of the EDP program enrollment and services. Currently there are 70 students in morning and 191 students attending the Extended Day Program after school. At this time, the administration is not recommending an increase in fees for the 2020-21 school year.</p> <p><b>Freedom of Information Act Response</b>  The following Freedom of Information requests were made</p>

	<p>in accordance with the Freedom of Information Act.</p> <p>SmartProcure FOIA - 11.12.19</p> <p><b>Approval of Annual Insurance premium for Property and Liability Coverage with SSCIP</b>  Annually, the Board is asked to approve the payment of the premiums for property and liability insurance.</p> <p>Moved by Mr. Greidanus, seconded by Mr. Novak to approve the 2019 Premium for the District's property and liability insurance with SSCIP, the school district's insurance cooperative.</p> <p>The Motion carried by a vote of 7 Ayes (Bednar, Botwinski, Chester, Greidanus, Novak, Paul, and Peters) 0 Nays.</p> <p><b>Adoption of 2019 Tax Levy</b>  At the November 2019 meeting of the BOE, a presentation was made and the tentative levy for 2019 was approved. Tonight the Administration recommends approval of the 2019 Tax Levy as presented.</p> <p>Motioned by Mrs. Peters, seconded by Mr. Greidanus to approve the 2019 Tax Levy as presented.</p> <p>The Motion carried by a vote of 7 Ayes (Bednar, Botwinski, Chester, Greidanus, Novak, Paul, and Peters) 0 Nays.</p> <p><b>Buildings and Grounds Update</b>  Director of Buildings and Grounds, Brian Rominski, presented an overview of the projects and timelines for anticipated work to be completed across the District in Spring/Summer 2020.</p> <p>Motioned by Mr. Bednar, seconded by Mrs. Botwinski to direct District Administration to develop, release, and receive public bids and proposals for 2020 capital projects as presented.</p> <p>The Motion carried by a vote of 7 Ayes (Bednar, Botwinski, Chester, Greidanus, Novak, Paul, and Peters) 0 Nays.</p>
<p><u>RECOGNITION OF VISITORS AND VISITOR PARTICIPATION</u></p>	<p>No one addressed the Board.</p>

<p><u>OLD BUSINESS</u></p>	<p><b>Triple I Conference 2019</b> Attendees shared feedback from their experience at the annual conference and highlights from sessions.</p>
<p><u>NEW BUSINESS</u></p>	<p><b>Policy 1st Read</b> There was some discussion on the upcoming Policy changes.</p> <p><b>2:20 Powers and Duties of the Board of Education; Indemnification</b> Legal Update - No substantive change in practice.</p> <p><b>2:70 Vacancies on the Board of Education - Filling Vacancies</b> Legal Update - No substantive change in practice.</p> <p><b>2:100 Board Member Conflict of Interest</b> New language that prohibits Board Members from participating in the selection, award or administration of a contract if he/she has a conflict of interest.</p> <p><b>2:105 Ethics and Gift Ban</b> New language regarding complaints of sexual harassment filed against School Board members. Recommend assigning Board President the responsibility of assigning the independent investigator.</p> <p><b>2:110 Qualifications, Term, and Duties of Board Officers</b> Expands responsibility of Board President to assign an outside investigator if a complaint of sexual harassment is made against a Board Member.</p> <p><b>2:200 Types of Board of Education Meetings</b> Expands Closed Session exceptions to include discussions of contractors and volunteers under "personnel" discussions in certain instances.</p> <p><b>2:220 Board of Education Meeting Procedure</b> Legal Update: No substantive change to practice.</p> <p><b>2:260 Uniform Grievance Procedure</b> Now includes grievances filed against Board Members.</p> <p><b>4:15 Identity Protection</b> Expands data privacy responsibilities to GATA grant recipients and contractors. This will require additional training and oversight.</p>

	<p><b>4:30 Revenue and Investments</b> Legal Update: No substantive change to practice.</p> <p><b>4:60 Purchases and Contracts</b> Legal Update: No substantive change to practice.</p> <p><b>4:80 Accounting and Audits</b> New procedures for setting capitalization threshold. We will work with our auditors on this.</p> <p><b>4:150 Facility Management and Building Programs</b> New legal reference.</p> <p><b>5:10 Equal Employment Opportunity and Minority Recruitment</b> Now includes equal employment rights to victims of gender violence.</p> <p><b>5:20 Workplace Harassment Prohibited</b> Expanded definitions of harassment and new required trainings.</p> <p><b>5:20-E Exhibit - Resolution to Prohibit Sexual Harassment</b> Upon approval, the Board will adopt this resolution.</p> <p><b>5:30 Hiring Process and Criteria</b> Numerous changes to practice for recruitment and hiring. Legal counsel advises NOT to preserve the exceptions and answer "no" to the question.</p> <p><b>5:50 Drug and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</b> LOTS here. The District still maintains the right to monitor employee performance and "impairment". New requirements for notification and reporting. Recommend adding the phrase "on call status" but need to discuss modification of job descriptions for applicable employees.</p> <p><b>5:90 Abused and Neglected Child Reporting</b> Expanded and strengthened requirements for reporting, training, and discipline of negligent employees. Also develops new procedures for working with the Children's Advocacy Center to investigate claims.</p> <p><b>5:100 Staff Development Program</b> New training requirements.</p>
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**5:120 Employee Ethics; Conduct; and Conflict of Interest**

Defines conflict of interest related to GATA and approval of contracts. Legal Update: No substantive change to practice.

**5:200 Terms and Conditions of Employment and Dismissal**

Legal Update: No substantive change to practice.

**5:220 Substitute Teachers**

Legal Update: No substantive change to practice.

**5:250 Leaves of Absence**

New language allowing leaves for employees under specific situations.

**5:290 Employment Termination and Suspensions**

Legal Update: No substantive change to practice.

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

Legal Update: No substantive change to practice.

**6:20 School Year Calendar and Day**

Legal Update: No substantive change to practice

**6:60 Curriculum Content**

New curriculum requirement for "civics", character education, roles and contributions of LGBTQ, and Illinois history. Recommend answering "no" to the question of adding a course on hunting safety.

**6:150 Home and Hospital Instruction**

Legal Update: No substantive change to practice.

**7:20 Harassment of Students Prohibited**

Expanded requirements related to harassment and abuse reporting and follow up.

**7:150 Agency and Police Interviews**

Significant changes to our procedures related to police interviews. We have already modified our practices to be in compliance with this policy.

**7:270 Administering Medicines to Students**

New requirements for documentation of self-administered medications. New ability to obtain an undesignated glucagon prescription, but must be implemented.

	<p>Recommend answering "yes" that the District will pursue obtaining an undesignated glucagon prescription. New language related to medical cannabis use and oversight.</p> <p><b>8:30 Visitors to and Conduct on School Property</b> Legal Update: No substantive change to practice. References updated due to medical cannabis. Need to answer questions related to narrowing individuals' rights to participate in District/School events. Recommend answering "no".</p>
<p><u>EXECUTIVE SESSION</u></p>	<p>Motioned by Mrs. Botwinski, seconded by Mrs. Peters to adjourn to Executive Session for matters regarding negotiations, litigation and personnel.</p> <p>There will be no action after Executive Session.</p> <p>Collective Negotiations -- 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.</p> <p>There will be some discussion on the timeline and parameters for the upcoming SEIU Contract negotiations.</p> <p>Personnel -- 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 its validity.</p> <p>The Board will discuss the timeline and process for the Superintendent Evaluation.</p>
<p><u>OPEN SESSION</u></p>	<p>Motioned by Mrs. Botwinski, seconded by Mr. Novak to return to Open Session at 11:18 p.m.</p>
<p><u>ADJOURN</u></p>	<p>Motioned by Mrs. Botwinski, seconded by Mr. Novak to adjourn the meeting at 11:18 p.m.</p> <p>The motion passed by a vote of 7 Ayes (Botwinski, Chester, Greidanus, Novak, Paul, Peters and Bednar) 0 Nays.</p>

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Board President

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Board Secretary



# PROSPECT HEIGHTS SCHOOL DISTRICT 23

## MINUTES OF THE EXECUTIVE SESSION OF THE REGULAR BOARD OF EDUCATION MEETING

Executive Session    Administration Building    9:42 p.m. – 11:18 p.m.    December 11, 2019

### Members Present

Jim Bednar, Board President  
Mari-Lynn Peters  
Kevin Novak  
Carol Botwinski  
Gonca Paul  
Brian Greidanus  
Pat Chester

### Members Absent

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### ROLL CALL AND VISITORS

Superintendent Dr. Don Angelaccio; Dr. Amy Zaher, Assistant Superintendent of Curriculum and Instruction; Mrs. Amy McPartlin, Chief School Business Official; Brian Rominski, Director of Buildings & Grounds

### PERSONNEL

Discussed SEIU negotiations.

### **AT 11:08 DR. ZAHER, MRS. MCPARTLIN, AND MR. ROMINSKI LEFT THE MEETING.**

Dr. Angelaccio's evaluation was discussed.

### ADJOURNMENT

Motion moved by Mrs. Botwinski and Mr. Novak seconded the motion to return to Open Session at 11:18 p.m. Motion carried by a vote of 7 AYES (Mrs. Botwinski, Mrs. Paul, Mr. Greidanus, Mrs. Peters, Mr. Bednar, Mr. Novak, Mr. Chester).

Nays: 0

ABSENT: 0

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Board President

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Board Secretary



**PERSONNEL REPORT 01/08/2020**

<u>Name</u>	<u>Positon</u>	<u>Replacing</u>	<u>Action</u>	<u>FTE</u>	<u>Number of Positions</u>	<u>Effective</u>	<u>School</u>	<u>PHEA or BOARD</u>	<u>Salary</u>
Valencia Brennan	Receptionist/District Registrar	Joanne Engstrom	New Hire	0.4	1	1/9/20	Admin.		\$18.86/hour
Matthew Gill	Operations Support/District Porter	Frank Calcago/New Allocation	New Hire	1	1	1/13/20	Admin.		\$15.00/hour

# Update Memo

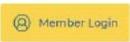
Please distribute to board members and appropriate staff.

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<b>Revisions to Policies, Administrative Procedures, and Exhibits (numerical table).....</b>	<b>p. 10</b>
<b>Next Issue: Veto Session Update</b>	

### Online Instructions

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

1. Go to [www.iasb.com](http://www.iasb.com) and click on the yellow **Member Login** button.  

2. Log in using your email address and password.
  - If you do not know your password, do not create a new account; reset your password using your district email address.
  - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
  - If you continue to have difficulty logging on to [www.iasb.com](http://www.iasb.com), please contact Kat Barone at [kbarone@iasb.com](mailto:kbarone@iasb.com).
3. Click the yellow "Hi [Your Name]," button.  

4. Under **My Account Links**, click on **PRESS Login**

# PRESS

## Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and PRESS Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1219; Debra Jacobson, Assistant General Counsel and Assistant PRESS Editor, 630/629-3776, ext. 1211; or Brian Zumpf, Director, Policy Services, 630/629-3776, ext. 1214.

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

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

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

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to [www.iasb.com](http://www.iasb.com) click on the *Policy Services & School Law* dropdown menu, located the header entitled *Policy Services*, then click on **PRESS** to find the **PRESS** video tutorial

## PRESS Bundles

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

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 10.

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

**Please note that due to the volume and complexity of the laws passed in the 101st Illinois General Assembly that affect school boards, a piece of material from the PRM may appear in several Bundles.**

### Have feedback on PRESS materials?

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

## Legalization of Cannabis

One of the biggest changes in Illinois that affects school districts is the legalization of cannabis. The Ill. General Assembly enacted and amended several laws that legalize recreational use of cannabis and expand the use of medical cannabis products. The four major laws impacting the legalization of cannabis that affect school boards include:

1. The Cannabis Regulation and Tax Act (CRTA);
2. *Ashley's Law*;
3. The Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)); and
4. The Right to Privacy in the Workplace Act (RPWA).

The CRTA, 410 ILCS 705, added by P.A. 101-27, eff. 1-1-20, legalized recreational use of cannabis by individuals who are over the age of 21 in Illinois. While legalized, cannabis possession and usage is prohibited on or near school grounds or school buses. 410 ILCS 705/10-35, added by P.A. 101-27. Employers are allowed to develop zero-tolerance drug-free workplace policies (*Id.* at 10-50) and discipline their employees, including terminating them, for violating drug-free work policies (*Id.*). Many school officials may find the amendments to existing laws because of cannabis legalization confusing, so it is important to note that the CRTA only amended one section of the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA))(410 ILCS 130/210, amended by P.A. 101-27) as it pertained to tax returns prior to the CRTA's effective date of 1-1-20. All other amendments to the MCPA that affect school districts are discussed in the MCPA section pertaining to P.A. 101-363, just after the paragraph on *Ashley's Law*, below.

*Ashley's Law*, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20, originally passed into law in Illinois in 2018, has several significant amendments affecting school districts as follows:

1. Additions of school administrators and/or school nurses to the list of individuals who may administer cannabis infused products to a student who is a *registered qualifying patient* (as opposed to only registered caregiver(s) who must come to the school with the product to administer it to the student). These school employees are exempted from criminal prosecution for administering the products. They must also annually complete a training curriculum developed by the Ill. State Board of Education (ISBE) prior to the administration of a medical cannabis infused product.
2. Expansion of areas/times where school employees are allowed to administer cannabis infused products to a student which include not only administration during the school day but also while the student is on school premises, during any before or after school programming, on school buses and vehicles, and at school-sponsored activities.
3. Allowing students who are registered qualifying patients to self-administer the product if authorized by the school district, under the supervision of a school nurse

## PRESS Terminology

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

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

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

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

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

**It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.**

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

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

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

or an administrator, and when a registered qualifying student's parent/guardian provides written authorization for its use, along with a copy of the registry identification card of the student and the parent/guardian or other individuals' (*designated caregiver's*) card. The written authorization must specify the following:

- a. When the medical cannabis infused products must be administered;
- b. Where medical cannabis infused products must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator; and
- c. The times where or the special circumstances under which the medical cannabis infused product must be administered.
- d. The effective dates for the school year in which the school district authorizes a student to self-administer cannabis must be renewed each subsequent school year.

The Ill. General Assembly amended the Compassionate Use of Medical Cannabis Pilot Program Act (Medical Cannabis Program Act (MCPA)), 410 ILCS 130/1, amended by P.A. 101-363 and scheduled to be repealed on 7-1-20. The MCPA, 410 ILCS 130/10(h)(1) and (1.5), amended by P.A. 101-363 and scheduled to repeal on 7-1-20, added eleven new conditions that can qualify for medical marijuana prescriptions and allows certain advanced practice nurses and physician assistants to prescribe medical marijuana, rather than solely physicians. 410 ILCS 130/57(a), amended by P.A. 101-363 and scheduled to repeal on 7-1-20, allows students to have up to three (3) rather than two (2) designated caregivers. These amendments to the MCPA are important for school officials to review because the law impacts the number of students who may become registered qualifying patients and expands the number of designated caregivers per student, which may increase the number of individuals coming in and out of schools.

Last, with the enactment of the CRTA, the Ill. General Assembly amended RPWA, 820 ILCS 55/5(b), amended by P.A. 101-27. It clarifies that employers may not discriminate against their employees for their employees' use of lawful products, which means products that are legal under Illinois law. The law also expands the term on-call, deeming employees on-call when they are scheduled with at least 24 hours' notice by their employers to be on standby or otherwise responsible for performing tasks related to their employment either at the employers' premises or other previously designated locations by their employers or supervisors to perform work-related tasks. These amendments are important for school officials to discuss with their board attorneys because cannabis is now a lawful product yet the science behind implementing ways to detect employees who are impaired by or under the influence of cannabis is behind.

The following **PRESS** materials make up this important bundle:

- 2:150-AP, Superintendent Committees
- 5:10, Equal Employment Opportunity and Minority Recruitment
- 5:30-AP2, Investigations
- 5:50, Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition - RENAMED
- 5:120-AP2, Employee Conduct Standards
- 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 7:190, Student Behavior
- 7:240-AP1, Code of Conduct for Extracurricular Activities
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-E2, School Medication Authorization Form - Medical Cannabis
- 8:30, Visitors to and Conduct on School Property

## Grant Requirements

The Ill. State Board of Education (ISBE) recently released three *Checklists* on its website ([www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx)) to assist districts with meeting their compliance obligations in three specific areas related to federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (GATA): 1) procurement, 2) inventory management, and 3) personally identifiable information. As part of its grant oversight function, ISBE has been conducting field testing in these three areas. The **PRESS** Editors collaborated with ISBE's Federal and State Monitoring Department to revise existing and develop new **PRESS** materials to ensure they cover the *Checklist* items for written policies and/or procedures in these areas. Please note that in addition to written policies and/or procedures, ISBE is also requiring documented evidence

of actual implementation – see the *Checklists* for more information. The **PRESS** Editors wish to thank ISBE for its continuing collaboration on these issues.

As a result, the following **PRESS** materials are updated or created:

- 2:100, Board Member Conflict of Interest
- 4:15, Identity Protection
- 4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards - **NEW**
- 4:60-AP4, Federal and State Award Procurement Procedures - **RENAMED**
- 4:80, Accounting and Audits
- 4:80-AP3, Inventory Management For Federal and State Awards - **NEW**
- 5:120, Employee Ethics; Conduct; and Conflict of Interest

## Threat Assessment

As forecasted in the spring with the release of policy 4:190, *Targeted School Violence Prevention Program*, and its accompanying materials, the Ill. General Assembly passed P.A. 101-455, requiring all schools districts to:

1. Implement a threat assessment procedure, which may be part of a board's targeted school violence prevention policy, by 12-6-19.
2. Establish a threat assessment team (TAT) by February 19, 2020. Districts that are unable to establish a TAT using their own staff and resources have the option of using a regional TAT.

P.A. 101-455 also made accompanying changes to the Free-

dom of Information Act to exempt from public disclosure records of the work of the TAT, and to the School Code to allow districts to levy taxes or issue bonds if the board determines it is necessary for school security purposes and the protection and safety of students and staff.

The following **PRESS** materials are updated based on P.A. 101-455:

- 4:150, Facility Management and Building Programs
- 4:170, Safety
- 4:170-AP1, Comprehensive Safety and Security Plan
- 4:190, Targeted School Violence Prevention Program
- 4:190-AP2, Threat Assessment Team (TAT)

## Sexual Abuse Allegations and Investigations

In response to investigative journalism in 2018 that revealed numerous incidents of sexual abuse of students at schools by school personnel, the Ill. General Assembly passed two pieces of sweeping legislation aimed at preventing such incidents from occurring and going unaddressed in the future. P.A. 101-564, eff. 1-1-20, amends the Abused and Neglected Child Reporting Act (ANCRA) by:

1. Adding 325 ILCS 5/4(a)(4) to define a subset of mandated reporters now called *education personnel*.
2. Amending 325 ILCS 5/4(j) to require that:
  - a. Mandated reporters complete initial mandated reporter training within three months of their date of engagement in a professional or official capacity as a mandated reporter and at least every three years thereafter;
  - b. Mandated reporters notify their employers and their licensing or certification board (when applicable) when training is completed;
  - c. Mandated reporter training use a specific format and content;
  - d. Authorized providers of mandated reporter training (including ISBE) be identified;
  - e. Beginning 1-1-21, mandated reporter training hours count toward ISBE continuing education requirements.

P.A. 101-531 affects the School Code by:

1. Amending 105 ILCS 5/10-21.9(a-5) and (a-6) to require checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database every five years that an individual remains employed by a district.
2. Amending 105 ILCS 5/10-21.9(e) to require the district superintendent or regional superintendent to notify the State Supt. of Education within 15 business days after receiving a record of conviction or a registration in response to a check.
3. Amending 105 ILCS 5/10-21.9(c) and (g) to require that boards consider the status of a person who has been

issued an indicated finding for child abuse/neglect as a condition of employment or student teaching.

4. Expanding the list of offenses in 105 ILCS 5/21B-80 for which an individual's educator license may be suspended or revoked, and providing that a license may be immediately suspended or an application for licensure denied when the holder is charged with attempting, conspiring, soliciting, or committing certain offenses.
5. Adding 105 ILCS 5/10-23.12(c) to define *negligent failure to report an instance of suspected child abuse or neglect* and to provide that any district employee (except for those licensed under 105 ILCS 5/21B) may be immediately dismissed for negligent failure to report.
6. Amending 105 ILCS 5/21B-75 to define *negligent failure to report an instance of suspected child abuse or neglect* and to add it to the list of reasons that the State Supt. of Education may initiate educator licensure suspension and revocation.
7. Adding 105 ILCS 5/22-85 (final citation pending), requiring that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when an *alleged incident of sexual abuse* – defined as sexual abuse of a student allegedly perpetrated by school personnel – is reported to DCFS.
8. Adding 105 ILCS 5/10-20.69 (final citation pending), requiring that every two years, districts within a county served by a CAC review all existing policies and procedures concerning sexual abuse investigations at schools to ensure consistency with new 105 ILCS 5/22-85 (final citation pending).

The following **PRESS** materials are updated:

- 3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process
- 4:60, Purchases and Contracts
- 4:60-AP1, Purchases
- 4:60-AP3, Criminal History Records Check of Contractor Employee

4:175, Convicted Child Sex Offender; Screening; Notifications  
4:175-AP1, Criminal Offender Notification Laws; Screening  
5:30-AP2, Investigations  
5:90, Abused and Neglected Child Reporting  
5:100, Staff Development Program

5:125, Personal Technology and Social Media; Usage  
and Conduct  
5:150, Personnel Records  
5:150-AP, Personnel Records  
5:260, Student Teachers  
7:190-AP6, Guidelines for Investigating Sexting Allegations

## Sexual Harassment Prohibitions

The 101st General Assembly also passed sweeping legislation to address sexual harassment in the workplace, as well as school official and employee ethics:

1. The Workplace Transparency Act, 820 ILCS 96/, added by P.A. 101-221, eff. 1-1-20, is a new law that protects employees from retaliation for making disclosures about unlawful employment practices and restricts the use of confidentiality clauses in settlement or termination agreements.
2. The Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20:
  - a. Expands the definition of unlawful harassment to include harassment based on actual or perceived protected categories;
  - b. Expands employer liability for certain categories of nonsupervisory employees and *nonemployees* if an employer has knowledge of harassment but fails to take corrective action;
  - c. Requires annual sexual harassment prevention training for all employees; and
  - d. Requires employers to disclose to the Ill. Dept. of Human Rights (IDHR) information about adverse judgments and administrative rulings involving findings of unlawful discrimination.
5. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requires boards to amend, by resolution, their sexual harassment policies no later than 2-9-20 to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by fellow board members or other elected officials.
6. The Ill. Governmental Ethics Act, 5 ILCS 420/4A, amended by P.A. 101-221, streamlines the law requiring school official

and employees to file statements of economic interest.

7. The Victims' Economic Security and Safety Act, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, now includes leave entitlement and protections for victims of *gender violence*.

Additionally, 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requires districts to maintain and implement an age-appropriate policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website.

The following **PRESS** materials are updated:

2:100, Board Member Conflict of Interest  
2:105, Ethics and Gift Ban  
2:110, Qualifications, Term, and Duties of Board Officers  
2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records  
2:260, Uniform Grievance Procedure  
5:10, Equal Employment Opportunity and Minority Recruitment  
5:20, Workplace Harassment Prohibited  
5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation  
5:20-E, Resolution to Prohibit Sexual Harassment  
5:120, Employee Ethics; Conduct; and Conflict of Interest  
5:120-AP1, Statement of Economic Interests for Employees  
5:250, Leaves of Absence  
5:330, Sick Days, Vacation, Holidays, and Leaves  
7:20, Harassment of Students Prohibited  
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment

## Clock Hours Minimum

One of the first pieces of legislation signed into law this legislative session addressed clock hour requirements and the use of e-learning days when school facilities are closed for emergency days:

1. 105 ILCS 5/10-19.05, added by P.A. 101-12, restored the previously long-standing requirement that a full school day of attendance contain a minimum of five clock hours of instruction.
2. 105 ILCS 5/10-20.56, amended by P.A. 101-12, expanded an e-learning pilot program to all districts in the State. Districts

may now implement an e-learning program for use during emergency days when students are unable to physically attend, provided they follow the specific approval and public hearing process outlined in the law.

The following **PRESS** materials are updated:

2:20, Powers and Duties of the School Board; Indemnification  
2:20-E, Waiver and Modification Request Resource Guide  
5:200, Terms and Conditions of Employment and Dismissal  
6:20, School Year Calendar and Day  
6:150, Home and Hospital Instruction

## Open Meetings Act (OMA) and Freedom of Information Act (FOIA) Amendments

The following laws and one Illinois Supreme Court case pertaining to OMA (5 ILCS 120/) and FOIA (5 ILCS 140/) impacted the PRM:

1. 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expands the exceptions of OMA to include closed session discussions pertaining to contractors and/or volunteers.
2. 5 ILCS 140/7(kk), added by P.A. 101-434, eff. 1-1-20, was an Alliance legislative initiative; it exempts district credit card numbers and other financial account information from disclosure under FOIA.
3. Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill., 77 N.E. 3d 625 (Ill. 2017) (holding that before taking final action on a matter, public bodies must make a public recital containing “sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance”).

The following **PRESS** materials are updated:

2:200, Types of School Board Meetings

2:220, School Board Meeting Procedure

2:220-E2, Motion to Adjourn to Closed Meeting

2:220-E6, Log of Closed Meeting Minutes

2:250, Access to District Public Records

## Employment: Salary History and RIF Rights

The Ill. General Assembly enacted the following legislation aimed at narrowing the gender pay gap and protecting the benefits of educational support personnel subject to a reduction-in-force:

1. 820 ILCS 112/10, amended by P.A. 101-177, prohibits an employer from screening applicants based on wage or salary history or from requiring applicants to disclose wage or salary history as a condition of employment. The law also makes it unlawful for an employer to pay an employee less because of the employee’s sex or because an employee is African-American if the individual is performing substantially similar equal work as the opposite sex, or non-African American, as the case may be.

2. 105 ILCS 5/10-23.5, amended by P.A. 101-46, guarantees that educational support personnel maintain any rights accrued during their prior service if they are laid off and recalled to a vacant position within the statutory recall period.

The following **PRESS** materials are updated:

5:10, Equal Employment Opportunity and Minority Recruitment

5:30, Hiring Process and Criteria

5:30-AP1, Interview Questions

5:200, Terms and Conditions of Employment and Dismissal

5:290, Employment Termination and Suspensions

## Curriculum

The Ill. General Assembly amended many School Code provisions to clarify existing instruction and curriculum requirements and add new ones. These included:

1. 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20, requires at least one semester of civics education consistent with the Ill. Learning Standards for social science in grades 6, 7, or 8.
2. 105 ILCS 5/27-21, amended by two Public Acts:
  - a. P.A. 101-227, eff. 7-1-20, requires study of the roles and contributions of lesbian, gay, bisexual, and transgender people in the history of Illinois and the United States; and
  - b. P.A. 101-341, eff. 1-1-20, requires the study of Illinois history.
3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, clarifies that substitutions for a year of mathematics are allowed with an advanced placement computer science course.
4. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152, allows districts to offer a course on hunting safety as part of the curriculum during the school day or as part of an after-school program.
5. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20, allows workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees.
6. 105 ILCS 5/27-24.2, amended by P.A. 101-183, eff. 1-1-20, permits districts to allow a student to take a portion of the driver education course through a distance learning course, which is determined on a case-by-case basis and must be approved by the district’s administration, the student’s driver’s education teacher, and the student’s parent/guardian.
7. Two Public Acts addressed health education:
  - a. 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, details requirements for sex education; and

- b. The Critical Health Problems and Comprehensive Health Education Act, 105 ILCS 110/3, amended by P.A. 101-305, eff. 1-1-20, details requirements for comprehensive health education instruction.

The following **PRESS** materials are updated:

- 6:60, Curriculum Content
- 6:60-AP, Comprehensive Health Education Program
- 6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes
- 6:180, Extended Instructional Programs

## Student Health: Mental Health and Medication Administration

The following laws passed during the 101st General Assembly impact student health issues:

1. 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20, permits students to self-administer medication if they have an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, Section 504 plan or IEP, provided the students have proper parent/guardian and physician authorization and the prescription label. The plans must address how emergency situations will be handled.
2. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. The supply may only be used for students with diabetes care plans.
3. 105 ILCS 5/22-33(g) (*Ashley's Law*), added by P.A. 100-660 and amended by P.A. 101-370, eff. 1-1-20, requires school boards to adopt a policy regarding the administration of a medical cannabis infused product to students who are *registered qualifying patients* under the MCPA (410 ILCS 130/, amended by P.A. 101-363), and in addition to allowing a student's delegated care aide(s) to administer it, allow a school nurse or administrator to administer it, and/or the student to self-administer. For more details, go to the discussion of *Ashley's Law* in the **Legalization of Cannabis Bundle**, above.
4. 105 ILCS 5/10-22.39, amended by P.A. 101-350, eff. 1-1-20, permits the use of the Ill. Mental Health First Aid training program to satisfy the training for licensed staff and administrators on mental illness and suicidal behavior in youth.

5. 20 ILCS 1705/76, added by P.A. 101-45, requires the Ill. Dept. of Public Health to create and maintain an online database and resource page on its website that contains mental health resources specifically geared toward school social workers, school counselors, parents, teachers, and school support personnel.
6. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, requires law enforcement officers, school resource officers, or other school security personnel to take steps to notify a student's parent/guardian and ensure that the parent/guardian or other school personnel are present during questioning if a student under 18, who is suspected of committing a criminal act, is detained and questioned on school grounds.

The following **PRESS** materials are updated:

- 5:100, Staff Development Program
- 6:65, Student Social and Emotional Development
- 7:150, Agency and Police Interviews
- 7:190-AP8, Student Re-Engagement Guidelines
- 7:190-E3, Memorandum of Understanding
- 7:200, Suspension Procedures
- 7:270, Administering Medicines to Students
- 7:270-AP1, Dispensing Medication
- 7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, *and/or* Opioid Antagonists, *and/or* Glucagon - **RENAMED**
- 7:270-E1, School Medication Authorization Form
- 7:270-E2, School Medication Authorization Form - Medical Cannabis
- 7:290, Suicide and Depression Awareness and Prevention
- 7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program

## FAFSA Completion

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180, eff. 6-1-20, requires that beginning with the 2020-2021 school year, for a student to receive his/her high school diploma, his/her parent/guardian (or the student, if 18 years old or legally emancipated), must either (1) file a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education or an application for State financial aid, or (2) file a waiver on an Ill. State Board of Education form indicating the parent/guardian or student understands what the FAFSA and State financial aid applications are and have chosen not to file. High schools must also provide parents/guardians and students with the support necessary to meet

this requirement. If a student cannot meet this requirement due to extenuating circumstances (as determined by the district) and the principal attests that the district made a good faith effort to assist the student or his/her parent/guardian in meeting the requirement, then the district must award the student a high school diploma if the student has otherwise met all graduation requirements. The following **PRESS** materials are updated:

- 6:300, Graduation Requirements
- 6:300-E2, State Law Graduation Requirements
- 6:300-E3, Form for Exemption from Financial Aid Application Completion - **NEW**

## Student Records Destruction

Due to the diligent work of the Ill. Council of School Attorneys and the Ill. Statewide School Management Alliance, the Ill. School Student Records Act (ISSRA), 105 ILCS 10/4(h), amended by P.A. 101-161, allows additional methods for providing reasonable prior notice of student records destruction. Before this amendment, districts were only permitted to notify a student of the destruction schedule for his/her permanent and temporary school student records at the student's last known address. Now, notification may occur through (1) notice in the school's parent or student handbook, (2) publication in a newspaper published in the school district or, if none is published, in a newspaper of general circulation in the school district, (3) U.S. mail delivered to the last known address, or (4) other means provided the notice is confirmed to have been received.

The following **PRESS** materials are updated:

- 7:50-AP, School Admissions and Student Transfers To and From Non-District Schools
- 7:340, Student Records
- 7:340-AP1, School Student Records
- 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records
- 7:340-AP2, Storage and Destruction of School Student Records
- 7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records

## Miscellaneous

The following **PRESS** materials are updated due to miscellaneous legislative, administrative rule, clean-up, and/or continuous review changes. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 10.

The following **PRESS** materials are included in this catch-all bundle:

- 2:70, Vacancies on the School Board - Filling Vacancies
- 2:70-E, Checklist for Filling Board Vacancies by Appointment
- 2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules
- 3:50, Administrative Personnel Other Than the Superintendent
- 4:15-AP1, Protecting the Privacy of Social Security Numbers - **RENUMBERED**
- 4:30, Revenue and Investments
- 4:40, Incurring Debt
- 4:110, Transportation
- 4:140, Waiver of Student Fees
- 5:190, Teacher Qualifications
- 5:220, Substitute Teachers
- 5:220-AP, Substitute Teachers

- 5:250-AP, School Visitation Leave
- 5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 6:15, School Accountability
- 6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)
- 6:210, Instructional Materials
- 6:270, Guidance and Counseling Program
- 6:300-E1, Application for a Diploma for a Service Member Killed in Action or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict - **RENAMED**
- 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students
- 6:320, High School Credit for Proficiency
- 7:190-AP7, Student Discipline Guidelines
- 8:95-AP, Parental Involvement
- 8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights

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

## PRESS Issue 102 Trivia

491 PRM pages • 1,109 footnotes • 132,770 words • 101 PRM materials

## Progress Report – The contents of this table frequently change.

Topics	Our Response
<p><b>Title IX Proposed Rules</b></p> <p>The U.S. Dept. of Education proposed revised regulations implementing Title IX of the Education Amendments Act of 1972 (Title IX) and accepted public comment on them through 1-31-19. Those comments are currently under review, but there is no deadline by which the proposed regulations must be finalized.</p>	<p>No <b>PRESS</b> materials are affected at this time. We will monitor the situation and update materials when necessary.</p>
<p><b>IDPH Certificate of Child Health Examination Form</b></p> <p>The IDPH Social and Emotional Learning Stakeholder group began meeting in March 2018 to review changes to the IDPH Certificate of Child Health Examination Form and develop the rules required by 105 ILCS 5/27-8.1, amended by P.A. 99-927, that will require that health examinations contain age-appropriate developmental and age-appropriate social and emotional screenings. The IDPH rules process is lengthy, and the law's requirements will not be implemented until at least the 2020-2021 school year.</p>	<p>We will address any required changes once the IDPH Certificate of Child Health Examination Form is updated and IDPH rules are established.</p>
<p><b>Accelerated Placement Act Rules</b></p> <p>ISBE rules implementing the Accelerated Placement Act (105 ILCS 5/14A, amended by P.A. 100-421) were approved and published in the Ill. Register on 6-28-19 (at 43 Ill. Reg. 7255); however, there are numerous typographical errors in the published rules. ISBE is pursuing expedited correction of these errors through the Joint Committee on Administrative Rules.</p>	<p>No <b>PRESS</b> materials are affected at this time. We will monitor the situation and update materials when corrected rules are published in the Ill. Register.</p>
<p><b>Alleged Incident of Sexual Abuse Investigation Procedures</b></p> <p>As noted above under <b>Sexual Abuse Allegations and Investigations</b>, P.A. 101-531 requires that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when an <i>alleged incident of sexual abuse</i> – defined as sexual abuse of a student allegedly perpetrated by school personnel – is reported to DCFS. The Act outlines specific duties of schools during coordinated investigations, which are appropriate for a sample <b>PRESS</b> administrative procedure once further research into CACs is conducted.</p>	<p>A <b>NEW</b> administrative procedure accompanying policy 5:90, <i>Abused and Neglected Child Reporting</i>, will be available in <b>PRESS</b> Issue 103.</p>
<p><b>Ill. Council of School Attorneys (ICSA) Publications</b></p> <p>The recent flood of legislation necessitates changes to the following ICSA publications:</p> <ol style="list-style-type: none"> <li>1. <i>Answers to FAQs: Vacancies on the Board of Education</i> (Revised March 2019 by ICSA)</li> <li>2. <i>Guidelines for Interviews of Students at School by Law Enforcement Authorities</i> (Revised January 2018 by ICSA)</li> <li>3. <i>Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities</i> (Revised May 2015, Published by ICSA)</li> </ol>	<p>ICSA publications will be updated in early 2020.</p>
<p><b>FLSA Overtime Rules</b></p> <p>On 9-24-19, the U.S. Dept. of Labor (DOL) announced final rules, eff. 1-1-20, that raise the minimum salary threshold to qualify for exemption from overtime under the FLSA from \$455 per week (\$23,660 per year) to \$684 per week (\$35,568 per year). The rules also allow employers to use nondiscretionary bonuses and incentive payments to satisfy up to 10% of the standard salary level, in recognition of evolving pay practices.</p>	<p>No <b>PRESS</b> materials are affected.</p>

## Revisions to Policies, Administrative Procedures, and Exhibits

Number and Title	Revision Descriptions	<input checked="" type="checkbox"/>
2:20, Powers and Duties of the School Board; Indemnification	The policy and footnotes are updated in response to 105 ILCS 5/10-23.12(c) and 105 ILCS 5/21B-75(b), respectively added and amended by P.A. 101-531, regarding board determinations that an employee has willfully or negligently failed to report suspected child abuse/neglect. Additional continuous improvement updates are made to the policy and footnotes.	<input type="checkbox"/>
2:20-E, Waiver and Modification Request Resource Guide	The exhibit is updated in response to 105 ILCS 5/10-19.05(d), added by P.A. 101-12, allowing parent-teacher conferences to count as a full day of attendance under certain configurations.	<input type="checkbox"/>
2:70, Vacancies on the School Board - Filling Vacancies	The policy and footnotes are updated. The policy is updated in response to 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20 (extending the timeline for a board to fill a member vacancy from 45 to 60 days). The footnotes are updated for the same reason, to address <i>holdover</i> incumbent board members, and for continuous improvement.	<input type="checkbox"/>
2:70-E, Checklist for Filling Board Vacancies by Appointment	The exhibit is updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20, extending the timeline for a board to fill a member vacancy from 45 to 60 days.</li> <li>2. 105 ILCS 5/10-10.5, amended by P.A. 100-800, requiring an at-large election proposition if a vacancy for an area of residence remains unfilled.</li> <li>3. Situations in which an incumbent board member may hold over his or her seat if it went unfilled at an election.</li> <li>4. Other continuous improvements.</li> </ol>	<input type="checkbox"/>
2:100, Board Member Conflict of Interest	The policy, Legal References, and footnotes are updated. The policy is updated with a new <b>Federal and State Grant Awards</b> subhead in response to the Ill. State Board of Education's <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). The footnotes are updated for the same reasons, in response to the Ill. Governmental Ethics Act (GEA), 5 ILCS 420/, amended by P.A. 101-221, and for continuous improvement. The Legal References are updated to include GATA and in response to GEA, amended by P.A. 101-221.	<input type="checkbox"/>
2:105, Ethics and Gift Ban	The policy, Legal References, Cross References, and footnotes are updated in response to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend, by resolution, their sexual harassment policies by 2-9-20 to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The policy includes a new subhead, <b>Complaints of Sexual Harassment Made Against Board Members By Elected Officials</b> . A minor style change is also made to the policy.	<input type="checkbox"/>
2:110, Qualifications, Term, and Duties of Board Officers	The policy, Legal References, and footnotes are updated for the reason specified above in 2:105, <i>Ethics and Gift Ban</i> . Additional continuous improvement changes are also made to the policy and footnotes.	<input type="checkbox"/>
2:150-AP, Superintendent Committees	The procedure and footnotes are updated as follows: <ol style="list-style-type: none"> <li>1. Renaming the <b>Employee Drug Substance Abuse Prevention Committee</b> subhead, adding text, and amending footnotes in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 (legalizing recreation cannabis use for persons over the age of 21).</li> <li>2. Adding text to the <b>PERA (Performance Educational Reform Act) Joint Committee and the RIF (Reduction in Force) Joint Committee</b> subhead and its footnote to address 105 ILCS 5/24A-5.5, added by P.A. 101-591, requiring districts to develop and implement a local appeals process for unsatisfactory teacher ratings by the 2020-2021 school year.</li> </ol>	<input type="checkbox"/>

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

<p>2:200, Types of School Board Meetings</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to OMA, 5 ILCS 120/2(c)(1), amended by P.A. 101-459, that expanded this exception to include closed session discussions pertaining to specific individuals who serve as volunteers and/or contractors. Other policy changes delete outdated public acts.</p> <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. Ill. Educational Labor Relations Act (IELRA), 115 ILCS 5/18, amended by P.A. 100-768, an Ill. Statewide School Management Alliance initiative requested by the Ill. Council of School Attorneys (ICSA), clarifies that negotiating team strategy sessions are excluded from the application of OMA.</li> <li>2. New Ill. Atty. Gen. Public Access Counselor Opinions (PAOs) 16-13 and 18-12.</li> <li>3. Local Government Wage Increase Transparency Act, 50 ILCS 155/5, amended by P.A. 101-228, expands disclosable payments to also include payment for accumulated sick leave.</li> <li>4. Other minor stylistic and continuous improvement updates.</li> </ol> <p>One non-substantive change is made to the Legal References.</p>	<input type="checkbox"/>
<p>2:220, School Board Meeting Procedure</p>	<p>The policy and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. <b>PRESS</b> Advisory Board member feedback to delete <del>or explanation</del> from its text so that the policy text reflects the court's decision in <u>Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill.</u>, 77 N.E. 3d 625 (Ill 2017)(requiring public bodies to provide in a public recital "sufficient detail to identify the particular transaction or issue but [they] need not provide an explanation of its terms or its significance").</li> <li>2. Other minor stylistic changes.</li> </ol> <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. The policy text changes.</li> <li>2. A non-binding Ill. Atty. Gen. Public Access Counselor Opinion (PAO) 2019 PAC 57660 addressing informing the public when a board member participates remotely.</li> <li>3. Other non-substantive stylistic and continuous improvement updates.</li> </ol>	<input type="checkbox"/>
<p>2:220-E2, Motion to Adjourn to Closed Meeting</p>	<p>The exhibit is updated in response to OMA, 5 ILCS 120/2(c)(1), amended by P.A. 101-459, described above in 2:200, <i>Types of School Board Meetings</i>.</p>	<input type="checkbox"/>
<p>2:220-E6, Log of Closed Meeting Minutes</p>	<p>The exhibit is updated as described above in 2:220-E2, <i>Motion to Adjourn to Closed Meeting</i>.</p>	<input type="checkbox"/>
<p>2:250, Access to District Public Records</p>	<p>The policy is unchanged. The footnotes are updated in response to FOIA, 5 ILCS 140/7(kk), added by P.A. 101-434, eff. 1-1-20, exempting district credit card numbers and other financial account information from disclosure under FOIA.</p>	<input type="checkbox"/>
<p>2:250-AP1, Access to and Copying of District Public Records</p>	<p>The exhibit is updated in response to the Personnel Records Review Act (PRRA), 820 ILCS 40/8, amended by P.A. 101-531, requiring the disclosure of personnel records related to an incident or attempted incident of sexual abuse or severe physical abuse. Additional continuous improvement updates are made to this exhibit.</p>	<input type="checkbox"/>
<p>2:250-AP2, Protocols for Record Preservation and Development of Retention Schedules</p>	<p>The exhibit is updated to clarify Personal Information Protection Act (PIPA) mandates for disposing of materials containing personal information, and procedures for management of electronic records. Additional continuous improvement updates are made to this exhibit.</p>	<input type="checkbox"/>
<p>2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records</p>	<p>The exhibit is updated in response to 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website.</p>	<input type="checkbox"/>

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

2:260, Uniform Grievance Procedure	The policy is updated for continuous improvement. The footnotes are updated for the reason specified above in 2:105, <i>Ethics and Gift Ban</i> , and for continuous improvement.	<input type="checkbox"/>
3:40-E, Checklist for the Superintendent Employment Contract Negotiation Process	The exhibit is updated in response to: <ol style="list-style-type: none"> <li>1. Ill. Pension Code, 40 ILCS 5/15-155(g), amended by P.A. 101-10, raising the cap for board contributions to the Teachers Retirement System back to 6%.</li> <li>2. 105 ILCS 5/10-21.9, amended by P.A. 101-531, modifying criminal background check requirements.</li> </ol> <p>Additional continuous improvement updates are made to the exhibit.</p>	<input type="checkbox"/>
3:50, Administrative Personnel Other Than the Superintendent	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-45, amended by P.A. 101-85, eff. 1-1-20, requiring professional development training to be offered on inclusive practices in the classroom as part of license renewal. Other minor stylistic changes are also made to the footnotes.	<input type="checkbox"/>
4:15, Identity Protection	The policy, Legal References, and footnotes are updated. The policy is updated with a new <b>Treatment of Personally Identifiable Information Under Grant Awards</b> subhead in response to the Ill. State Board of Education's <i>Checklist for Protection of Personally Identifiable Information Review</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). The footnotes are updated for the same reason, and to incorporate an amendment to PIPA, amended by P.A. 101-343, eff. 1-1-20, into the option in footnote number 4.	<input type="checkbox"/>
4:15-AP1. Protecting the Privacy of Social Security Numbers	<b>RENUMBERED.</b> Continuous improvement updates are made to this procedure.	<input type="checkbox"/>
4:15-AP2, Treatment of Personally Identifiable Information Under Grant Awards	<b>NEW.</b> The procedure is created for the reason discussed above in 4:15, <i>Identity Protection</i> .	<input type="checkbox"/>
4:30, Revenue and Investments	The policy, Legal References, and footnotes are updated in response to the Public Funds Investment Act, 30 ILCS 235/, amended by P.A. 101-473, eff. 1-1-20, requiring boards to consider sustainability factors in making investment decisions.	<input type="checkbox"/>
4:40, Incurring Debt	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/20-2, 5/20-4, and 5/20-5, amended by P.A. 101-416. Continuous improvement updates are also made to the footnotes.	<input type="checkbox"/>
4:60, Purchases and Contracts	The policy and footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-21.9(c), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment.</li> <li>2. 105 ILCS 5/21B-80(c), amended by P.A. 101-531, expanding the list of offenses for which an individual's educator license may be suspended or revoked.</li> </ol> <p>Additional continuous improvement updates are made to the policy and footnotes.</p>	<input type="checkbox"/>
4:60-AP1, Purchases	The procedure, footnotes, and Legal References are updated in response to 105 ILCS 5/10-20.21(a), amended by P.A. 101-570, excepting contracts/purchases of fuel from public bidding requirements. Other footnotes and the Legal References are updated in response to 105 ILCS 5/10-21.9(c) and 105 ILCS 5/21B-80(c), amended by P.A. 101-531, for the reasons stated in 4:60, <i>Purchases and Contracts</i> , above. Additional continuous improvement updates are also made.	<input type="checkbox"/>

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

4:60-AP3, Criminal History Records Check of Contractor Employees	The procedure is updated to incorporate changes to 105 ILCS 5/10-21.9(c) and 105 ILCS 5/21B-80(c), amended by P.A. 101-531, as discussed in 4:60, <i>Purchases and Contracts</i> , above. Additional continuous improvement updates are made.	<input type="checkbox"/>
4:60-AP4, Federal and State Award Procurement Procedures	<b>RENAMED.</b> The procedure is updated in response to the Ill. State Board of Education's <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).	<input type="checkbox"/>
4:80, Accounting and Audits	The policy and footnotes are updated in response to the Ill. State Board of Education's <i>Equipment and Inventory Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/), and for continuous improvement. An optional new subhead, <b>Capitalization Threshold</b> , is added to the policy.	<input type="checkbox"/>
4:80-AP3, Inventory Management for Federal and State Awards	<b>NEW.</b> The procedure is created for the reasons discussed above in 4:80, <i>Accounting and Audits</i> .	<input type="checkbox"/>
4:110, Transportation	The policy is unchanged. The footnotes are updated in response to Ill. State Board of Education guidance regarding safety hazards due to criminal gang activity and other minor continuous improvements.	<input type="checkbox"/>
4:140, Waiver of Student Fees	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/2-3.155, amended by P.A. 101-227, eff. 7-1-20 (textbook block grant program).	<input type="checkbox"/>
4:150, Facility Management and Building Programs	The Legal References and footnotes are updated as follows: <ol style="list-style-type: none"> <li>1. A Legal Reference to 410 ILCS 35/25 is added.</li> <li>2. The footnotes are updated in response to: <ol style="list-style-type: none"> <li>a. Equitable Restrooms Act, 410 ILCS 35/25, added by P.A. 101-165, eff. 1-1-20, requiring schools to identify all single-occupancy restrooms as all-gender; and</li> <li>b. 105 ILCS 5/17-2.11(d), amended by P.A. 101-455, allowing districts to levy taxes or issue bonds if necessary for school security purposes.</li> </ol> </li> </ol>	<input type="checkbox"/>
4:170, Safety	The policy is unchanged. The footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 128/45, added by P.A. 101-455, requiring the establishment of a threat assessment procedure and threat assessment team.</li> <li>2. 105 ILCS 128/25, amended by P.A. 101-455, requiring boards to review threat assessment team procedures during its annual meeting to review each building's emergency and crisis response plans.</li> <li>3. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-548, allowing districts to install a door security locking means to prevent unwanted entry if certain conditions are met.</li> <li>4. 105 ILCS 5/2-3.176, added by P.A. 101-413, eff. 1-1-20, making ISBE grants available to support school security improvements.</li> </ol>	<input type="checkbox"/>
4:170-AP1, Comprehensive Safety and Security Plan	The procedure is updated in response to 105 ILCS 128/45, added by P.A. 101-455, and 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-548. A new Appendix B is added to illustrate the alignment of the Comprehensive Safety and Security Plan with the Targeted School Violence Prevention Program.	<input type="checkbox"/>

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

<p>4:175, Convicted Child Sex Offender; Screening; Notifications</p>	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-21.9(a-5) and (a-6), amended by P.A. 101-531, requiring checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database every five years that an individual remains employed by a district.</li> <li>2. 105 ILCS 5/21.9(e), amended by P.A. 101-531, requiring the district superintendent or regional superintendent to notify the State Supt. of Education within 15 business days after receiving a record of conviction or a registration in response to one of the above-noted database checks.</li> <li>3. 105 ILCS 5/21.9(c) and (g), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of employment or student teaching.</li> <li>4. Code of Criminal Procedure of 1963, 725 ILCS 5/111-1(e), added by P.A. 101-521, requiring the State’s Attorney to communicate with a school administrator when prosecuting a school employee for a sex offense.</li> </ol>	<input type="checkbox"/>
<p>4:175-AP1, Criminal Offender Notification Laws; Screening</p>	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-21.9(a-5), (a-6), and (e), amended by P.A. 101-531, as discussed in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i>, above.</li> <li>2. 105 ILCS 5/21B-80, added by P.A. 101-531, expanding the list of offenses for which an individual’s educator license may be suspended or revoked.</li> </ol>	<input type="checkbox"/>
<p>4:190, Targeted School Violence Prevention Program</p>	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 128/45, added by P.A. 101-455. See 4:170, <i>Safety</i>, above. A continuous improvement update is made to the Cross References.</p>	<input type="checkbox"/>
<p>4:190-AP2, Threat Assessment Team (TAT)</p>	<p>The procedure and its footnotes are updated in response to 105 ILCS 128/45, added by P.A. 101-455. See 4:170, <i>Safety</i>, above.</p>	<input type="checkbox"/>
<p>5:10, Equal Employment Opportunity and Minority Recruitment</p>	<p>The policy, Legal References, Cross References and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. Victims’ Economic Security and Safety Act (VESSA), 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law’s protections.</li> <li>2. Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20, adding qualifying conditions for medical cannabis use.</li> </ol> <p>In addition to the reasons listed above for the policy updates, the footnotes are updated to incorporate the creation of, or amendments to:</p> <ol style="list-style-type: none"> <li>1. Workplace Transparency Act, 820 ILCS 96/, added by P.A. 101-221, eff. 1-1-20, protecting employee disclosures about unlawful employment practices.</li> <li>2. Illinois Human Rights Act, 775 ILCS 5/2-108, added by P.A. 101-221, eff. 1-1-20, requiring employers to disclose to the Ill. Dept. of Human Rights information about adverse judgments and administrative rulings involving findings of unlawful discrimination.</li> <li>3. Ill. Equal Pay Act of 2003, 820 ILCS 112/, amended by P.A. 101-177, prohibiting employers from requesting wage or salary history from applicants or employees.</li> <li>4. Reproductive Health Act, 775 ILCS 55/, added by P.A. 101-13, prohibiting State and local governments from interfering with a woman’s right to make reproductive decisions.</li> <li>5. 83 Fed.Reg. 65296, vacating certain employer wellness program regulations under the Americans with Disabilities Act and Genetic Information Nondiscrimination Act.</li> </ol> <p>Additional continuous improvement updates are made to the footnotes. Corrections to the Legal References are made, and the Cross References are updated to reflect a revised policy title.</p>	<input type="checkbox"/>

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

<p>5:20, Workplace Harassment Prohibited</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, (1) expanding the definition of unlawful harassment and employer liability for certain categories of employees and nonemployees, and (2) requiring annual sexual harassment prevention training for all employees.</li> <li>2. Continuous improvement changes.</li> </ol> <p>In addition to the reasons listed above for the policy updates, the footnotes are updated to incorporate the creation of or amendments to:</p> <ol style="list-style-type: none"> <li>1. Workplace Transparency Act, 820 ILCS 96/1-30, added by P.A. 101-221, eff. 1-1-20, restricting the use of confidentiality clauses in settlement or termination agreements.</li> <li>2. State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend, by resolution, their sexual harassment policies to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials.</li> <li>3. Ill. Human Rights Act, 775 ILCS 5/2-108, added by P.A. 101-221, eff. 1-1-20, requiring employers to disclose to the Ill. Dept. of Human Rights (IDHR) information about adverse judgments and administrative rulings involving findings of unlawful discrimination.</li> <li>4. FOIA, 5 ILCS 140/7.5(oo), added by P.A. 101-221, eff. 1-1-20, exempting data about settlement agreements involving unlawful discrimination that must be reported to IDHR.</li> </ol> <p>The Legal References are updated in response to 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20 and with a correction to a case title.</p>	<input type="checkbox"/>
<p>5:20-AP, Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation</p>	<p>The procedure is updated in response to the Ill. Human Rights Act, 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, expanding the definition of unlawful harassment.</p>	<input type="checkbox"/>
<p>5:20-E, Resolution to Prohibit Sexual Harassment</p>	<p>The exhibit is updated for the reason discussed above in 2:105, <i>Ethics and Gift Ban</i>.</p>	<input type="checkbox"/>
<p>5:30, Hiring Process and Criteria</p>	<p>The policy and footnotes are updated to incorporate changes made to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531, regarding indicated findings of child abuse/neglect for applicants.</li> <li>2. Equal Pay Act of 2003, 820 ILCS 112/10, amended by P.A. 101-177 (prohibiting potential employers from asking applicants about salary history).</li> <li>3. Continuous improvement updates throughout.</li> </ol> <p>The footnotes are updated to note the Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, eff. 1-1-20, along with more continuous improvement updates.</p>	<input type="checkbox"/>
<p>5:30-AP1, Interview Questions</p>	<p>The procedure is updated to align with the same laws discussed in 5:30, <i>Hiring Process and Criteria</i>, above.</p>	<input type="checkbox"/>
<p>5:30-AP2, Investigations</p>	<p>The procedure and footnotes are updated to incorporate changes made to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-21.9, amended by P.A.s 101-72, requiring checks of the Statewide Sex Offender Database and Statewide Murderer and Violent Offender Against Youth Database for substitute teachers.</li> <li>2. 105 ILCS 5/10-21.9, amended by P.A. 101-531, for reasons stated in 4:175, <i>Convicted Child Sex Offender; Screening; Notifications</i>, above.</li> </ol> <p>The Artificial Intelligence Video Interview Act, 820 ILCS 42/, added by P.A. 101-260, eff. 1-1-20, is added to the footnotes.</p>	<input type="checkbox"/>

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

<p>5:50, Drug- and Alcohol-Free Workplace; <u>E-Cigarette, Tobacco, and Cannabis Prohibition</u></p>	<p><b>RENAMED.</b> The new text in the policy's title includes <u>E-Cigarettes</u> (PRESS Advisory Board (PAB) feedback) and <u>Cannabis</u> (Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 legalizing recreational cannabis use for persons over the age of 21). The policy, Legal References, Cross References, and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. The CRTA, 410 ILCS 705/, added by P.A. 101-27.</li> <li>2. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>).</li> <li>3. The Right to Privacy in the Workplace Act (RPWA), 820 ILCS 55/5(b), amended by P.A. 101-27.</li> <li>4. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20.</li> <li>5. The Prevention of Tobacco Use by Minors and Sale of and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2.</li> <li>6. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973.</li> <li>7. Other continuous improvement updates to the Legal References given recent current events and the impending legalization of recreational cannabis include adding the Smoke Free Illinois Act, 410 ILCS 82/, and the Code of Ethics for Illinois Educators, 23 Ill.Admin. Code Sec. 22.20.</li> </ol>	<input type="checkbox"/>
<p>5:90, Abused and Neglected Child Reporting</p>	<p>The policy, footnotes, and Cross References are updated in response to:</p> <ol style="list-style-type: none"> <li>1. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(a)(4), added by P.A. 101-564, eff. 1-1-20, defining the <i>education personnel</i> subset of mandated reporters.</li> <li>2. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20, requiring initial mandated reporter training within three months of employment and every three years after.</li> <li>3. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, requiring that districts within a county served by an accredited Children's Advocacy Center (CAC) coordinate with the CAC when investigating an <i>alleged incident of sexual abuse</i>.</li> <li>4. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requiring districts within a county served by a CAC to review sexual abuse investigation policies and procedures to ensure consistency with new 105 ILCS 5/22-85.</li> <li>5. 105 ILCS 5/10-23.12(c), added by P.A. 101-531, allowing any district employee (except for those licensed under 105 ILCS 5/21B) to be immediately dismissed for negligent failure to report suspected child abuse or neglect.</li> <li>6. 105 ILCS 5/21B-75, amended by P.A. 101-531, allowing the State Supt. of Education to initiate educator licensure suspension and revocation for negligent failure to report.</li> </ol> <p>A new subhead <b>Alleged Incidents of Sexual Abuse; Investigations</b> is added to the policy. The policy text adds policy 7:20, <i>Harassment of Students Prohibited</i>.</p>	<input type="checkbox"/>
<p>5:100, Staff Development Program</p>	<p>The Legal References and footnotes are updated. Legal References are updated in response to the Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, and the Seizure Smart School Act, 105 ILCS 150/, added by P.A. 101-50, eff. 7-1-20. The footnote 4 option for boards to list in-services in their policies is updated in response to:</p> <ol style="list-style-type: none"> <li>1. Seizure Smart School Act, 105 ILCS 150/, added by P.A. 101-50, eff. 7-1-20, requiring certain employees to take trainings in the basics of seizure recognition, first aid, and emergency protocols.</li> <li>2. Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, requiring annual sexual harassment prevention training for all employees.</li> <li>3. 105 ILCS 5/10-22.39, amended by P.A. 101-350, eff. 1-1-20, permitting the use of the Ill. Mental Health First Aid training program to satisfy the training for licensed staff and administrators on mental illness and suicidal behavior in youth.</li> <li>4. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20, requiring mandated reporters to complete initial mandated reporter training within three months of employment and at least every three years after that.</li> </ol>	<input type="checkbox"/>

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

5:120, Employee Ethics; Conduct; and Conflict of Interest	<p>The policy, Legal References, Cross References, and footnotes are updated. The policy, Legal References, and footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. The Ill. State Board of Education’s <i>Procurement and Purchasing Checklist</i> and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). A new <b>Federal and State Grant Awards</b> subhead is added to the policy.</li> <li>2. Abused and Neglected Child Reporting Act, 325 ILCS 5/4(a)(4), amended by P.A. 101-564, eff. 1-1-20, defining the <i>education personnel</i> subset of mandated reporters.</li> <li>3. 105 ILCS 5/10-23.12(c), added by P.A. 101-531, defining <i>negligent failure to report</i> suspected child abuse/neglect by all district employees.</li> <li>4. 105 ILCS 5/21B-75(b), amended by P.A. 101-531, defining <i>negligent failure to report</i> suspected child abuse/neglect by a teacher.</li> <li>5. Ill. Human Rights Act, 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20, requiring annual sexual harassment prevention training for all employees.</li> </ol> <p>A new Cross Reference to the policy is also added.</p>	<input type="checkbox"/>
5:120-AP1, Statement of Economic Interests for Employees	The procedure is updated in response to 5 ILCS 420/4A-106.5, added by P.A. 101-221, streamlining the law requiring certain employees to file statements of economic interests.	<input type="checkbox"/>
5:120-AP2, Employee Conduct Standards	The procedure and footnotes are updated for the reasons discussed above in 5:50, <i>Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition</i> ; 5:90, <i>Abused and Neglected Child Reporting</i> ; and for the purpose of continuous improvement throughout.	<input type="checkbox"/>
5:125, Personal Technology and Social Media; Usage and Conduct	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/21B-75, amended by P.A. 101-531, allowing suspension or revocation of an educator license for abuse/neglect of a child, or willful or negligent failure to report suspected child abuse/neglect.	<input type="checkbox"/>
5:150, Personnel Records	The policy is unchanged. The footnotes are updated in response to PRRA, 820 ILCS 40/8, amended by P.A. 101-531, requiring the disclosure of personnel records related to an incident or attempted incident of sexual abuse or severe physical abuse.	<input type="checkbox"/>
5:150-AP, Personnel Records	The procedure is updated in response to PRRA, 820 ILCS 40/8, as noted above in 5:150, <i>Personnel Records</i> , as well as 820 ILCS 40/9, amended by P.A. 101-531, allowing the districts to gather records in an employee’s personnel file concerning activities/associations with individuals/groups involved in physical, sexual, or other exploitation of a minor.	<input type="checkbox"/>
5:190, Teacher Qualifications	The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/27-24.2, amended by P.A. 101-450, addressing qualification for contracted driver education teachers.	<input type="checkbox"/>
5:200, Terms and Conditions of Employment and Dismissal	<p>The Legal References updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-19.05(a), added by P.A. 101-12, restoring the five clock hour requirement; and</li> <li>2. 105 ILCS 5/10-20.6 (final citation pending).</li> </ol> <p>The footnotes are updated in response to 105 ILCS 5/24A-5.5, added by P.A. 101-591, requiring districts to develop and implement a local appeals process for unsatisfactory teacher ratings by the 2020-2021 school year.</p>	<input type="checkbox"/>
5:220, Substitute Teachers	The policy is unchanged. A citation in the Legal References and Footnote 10 is updated. Footnote 7 is updated to reflect that due to P.A. 101-49, TRS annuitants may return to teaching in a subject shortage area until 6-30-21 (previously 6-30-19).	<input type="checkbox"/>
5:220-AP, Substitute Teachers	The procedure, footnotes, and Legal References are updated to correct citations. Footnote 4 is added in response to 105 ILCS 5/24-5, amended by P.A. 100-513, regarding evidence of freedom from communicable disease.	<input type="checkbox"/>

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

5:250, Leaves of Absence	<p>The policy, Legal References and footnotes are updated. The policy is updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/24-6, previously amended by P.A. 99-173, removing the need for an advanced practice nurse to have a written collaborative agreement with a physician.</li> <li>2. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law's protections.</li> <li>3. A minor continuous improvement update.</li> </ol> <p>The footnotes are updated in response to the above and:</p> <ol style="list-style-type: none"> <li>1. <u>Dynak v. Bd. of Education of Wood Dale Sch. Dist. 7</u>, 2019 IL App (2d) 180551, a State appellate case finding that 105 ILCS 5/24-6 did not allow a teacher to take sick leave for birth after an intervening summer break.</li> <li>2. Minor stylistic changes.</li> </ol> <p>The Legal References are updated in response to the Service Member Employment and Reemployment Rights Act, 330 ILCS 61/, added by P.A. 100-1101.</p>	<input type="checkbox"/>
5:250-AP, School Visitation Leave	<p>The procedure is updated in response to the School Visitation Rights Act, 820 ILCS 147, amended by P.A. 101-486, eff. 8-1-20, allowing leave for school conferences, <u>behavioral meetings</u>, or <u>classroom activities</u> <u>academic meetings</u> related to an employee's child.</p>	<input type="checkbox"/>
5:260, Student Teachers	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/10-21.9(g), amended by P.A. 101-531, requiring boards to consider the status of a person who has been issued an indicated finding for child abuse/neglect as a condition of student teaching. Additional continuous improvement changes are made.</p>	<input type="checkbox"/>
5:285, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. CRTA, 410 ILCS 705/, added by P.A. 101-27, eff. 1-1-20, legalizing recreational cannabis.</li> <li>2. A minor style change.</li> </ol>	<input type="checkbox"/>
5:285-AP, Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. CRTA, 410 ILCS 705/, added by P.A. 101-27, eff. 1-1-20, legalizing recreational cannabis.</li> <li>2. 49 C.F.R. Part 382, Subpart G, requiring employers to conduct checks of an online federal Drug and Alcohol Clearinghouse before and during CDL drivers' employment beginning on 1-6-20.</li> <li>3. Minor continuous improvements and stylistic changes.</li> </ol>	<input type="checkbox"/>
5:290, Employment Termination and Suspensions	<p>The policy is updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531, and 105 ILCS 5/21B-75(b), amended by P.A. 101-531, permitting immediate dismissal of non-licensed employees for willful or negligent failure to report an instance of suspected child abuse or neglect. The footnotes are updated to incorporate:</p> <ol style="list-style-type: none"> <li>1. The policy text changes.</li> <li>2. 105 ILCS 5/10-23.5, amended by P.A. 101-46, guaranteeing that support personnel maintain any rights accrued during their prior service if they are laid off and recalled.</li> </ol> <p>The Cross References are also updated.</p>	<input type="checkbox"/>

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

<p>5:330, Sick Days, Vacation, Holidays, and Leaves</p>	<p>The policy, Legal References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/24-6, previously amended by P.A. 99-173, removing the need for an advanced practice nurse to have a written collaborative agreement with a physician.</li> <li>2. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law’s protections.</li> </ol> <p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. VESSA, 820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, adding gender violence to the law’s protections.</li> <li>2. School Visitation Rights Act, 820 ILCS 147, amended by P.A. 101-486, eff. 8-1-20, allowing leave for school conferences, <u>behavioral meetings</u>, or <u>classroom activities academic meetings</u> related to an employee’s child.</li> <li>3. Other minor continuous improvement and stylistic changes.</li> </ol> <p>The Legal References are updated in response to the Service Member Employment and Reemployment Rights Act, 330 ILCS 61/, added by P.A. 100-1101.</p>	<input type="checkbox"/>
<p>6:15, School Accountability</p>	<p>The policy is unchanged. Footnote 7 is updated to align with changes to 105 ILCS 5/10-17a, amended by P.A. 101-68, eff. 1-1-20, regarding school report card requirements.</p>	<input type="checkbox"/>
<p>6:20, School Year Calendar and Day</p>	<p>The Legal References and footnotes are updated. The Legal References include 105 ILCS 5/10-19.05, amended by P.A. 101-12 (addressing minimum five clock hours to qualify as a full day of attendance). The footnotes are updated to include this and the following:</p> <ol style="list-style-type: none"> <li>1. Arab American Heritage Month, 5 ILCS 490/6, amended by P.A. 100-1150.</li> <li>2. Other minor continuous improvement updates are made, including a final citation update that was not final as of <b>PRESS</b> Issue 99 in Nov. 2018.</li> </ol>	<input type="checkbox"/>
<p>6:60, Curriculum Content</p>	<p>The policy and footnotes are updated. The policy is updated as follows:</p> <ol style="list-style-type: none"> <li>1. Civics education in 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20 (requiring at least one semester of civics education in accordance with the Ill. Learning Standards for social science in grades 6, 7, or 8).</li> <li>2. Addition of a sentence regarding examples of behaviors that violate policy 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i>.</li> <li>3. Additions to the text of paragraph 13’s history topics to reflect 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20 (requiring study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of Ill. and the U. S.); and 105 ILCS 5/27-21, amended by P.A. 101-341, eff. 1-1-20 (requiring study of Ill. history).</li> <li>4. Other stylistic and continuous improvement updates.</li> </ol> <p>The footnotes are updated with case law regarding the Pledge of Allegiance clarifications and options regarding new laws as follows:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20, is added to clarify that school districts may use private funding for civics education.</li> <li>2. 105 ILCS 5/27-24.2, amended by P.A. 101-183, eff. 1-1-20, is added to clarify that a school district may decide to allow a student to take a portion of the driver education course through a distance learning course, which is determined on a case-by-case basis and must be approved by the district’s administration, the student’s driver’s education teacher, and the student’s parent/guardian.</li> <li>3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, is added for clarity to explain that substitutions of an advanced placement computer science course for a year of mathematics are allowed.</li> <li>4. An option for boards that do not receive E-rate funds, but want to exceed the requirements of the 105 ILCS 5/27-13.3 to include grades K-2 is added.</li> <li>5. An option is added for boards to consider including a sentence on workplace preparation instruction in grades 9 through 12 that covers legal protections in the workplace, including protection against sexual harassment and racial and other forms of discrimination and protections for employees is provided pursuant to 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-347, eff. 1-1-20.</li> <li>6. An option is added for boards to consider including a course on hunting safety as part of its curriculum during the school day. 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152.</li> </ol>	<input type="checkbox"/>

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

6:60-AP, Comprehensive Health Education Program	<p>The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 110/3, amended by P.A. 101-305, eff. 1-1-20, detailing requirements for comprehensive health education instruction.</li> <li>2. 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, detailing requirements for sex education.</li> </ol> <p>Additional continuous improvement updates are made to the procedure and footnotes.</p>	<input type="checkbox"/>
6:60-AP, E1, Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes	<p>The exhibit is unchanged. The footnotes are updated to incorporate changes to 105 ILCS 5/27-9.1, amended by P.A. 101-579, eff. 1-1-20, detailing requirements for sex education.</p>	<input type="checkbox"/>
6:65, Student Social and Emotional Development	<p>The policy is unchanged. The footnotes are updated in response to the following laws:</p> <ol style="list-style-type: none"> <li>1. 20 ILCS 1705/76, added by P.A. 101-45, eff. 1-1-20 (requiring the Ill. Dept. of Public Health to create and maintain an online Mental Health Database and Resource page on its website with mental health resources).</li> <li>2. 305 ILCS 5/5-5.23(g), added by P.A. 101-461, eff. 1-1-20 (creating a Family Support Program (FSP) in the Dept. of Healthcare and Family Services, which was the former Individual Care Grant program, to enable early treatment of youth, emerging adults, and transition-age adults with a serious mental illness or serious emotional disturbance).</li> </ol>	<input type="checkbox"/>
6:150, Home and Hospital Instruction	<p>The policy and footnotes are updated in response to 105 ILCS 5/14-13.01(a-5), amended by P.A. 100-863, clarifying that a written statement is needed from medical personnel to obtain home or hospital instruction.</p>	<input type="checkbox"/>
6:170-AP2, E1, District Annual Report Card Required by Every Student Succeeds Act (ESSA)	<p>The procedure is updated to align with changes made to the district's annual report card requirement under the Every Student Succeeds Act by Pub.L. 115-224.</p>	<input type="checkbox"/>
6:180, Extended Instructional Programs	<p>The policy is unchanged. The footnotes are updated in response to 105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152, which allows districts to offer a course on hunting safety as part of an after school program.</p>	<input type="checkbox"/>
6:210, Instructional Materials	<p>The policy is unchanged. Footnote 6 is updated to incorporate changes to 105 ILCS 5/28, amended by P.A. 101-17.</p>	<input type="checkbox"/>
6:270, Guidance and Counseling Program	<p>The policy is unchanged. The footnotes are updated to reflect 105 ILCS 5/10-22.24b, amended by P.A. 101-290, (requiring that counseling services include discussion of all post-secondary education options, including four-year colleges or universities, community colleges, and vocational schools).</p>	<input type="checkbox"/>
6:300, Graduation Requirements	<p>The policy and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/22-85 (final citation pending), eff. 6-1-20, requiring students to complete a FAFSA application, a state aid application, or an ISBE waiver form to graduate.</li> <li>2. 105 ILCS 5/22-27, amended by P.A. 101-131, to allow districts to award a diploma to a service member killed in action.</li> </ol> <p>The footnotes are also updated to reflect changes to graduation requirements related to:</p> <ol style="list-style-type: none"> <li>1. The State Seal of Biliteracy, 105 ILCS 5/2-3.159, amended by P.A. 101-503, eff. 1-1-20.</li> <li>2. Math courses, 105 ILCS 5/27-22, amended by P.A. 101-464, eff. 1-1-20.</li> <li>3. The State's final accountability assessment, 105 ILCS 5/2-3.64a-5, amended by P.A.s 100-7 and 100-1046.</li> </ol>	<input type="checkbox"/>

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

6:300-E1, Application for a Diploma <u>for a Service Member Killed in Action</u> or for Veterans of WW II, the Korean Conflict, or the Vietnam Conflict	<b>RENAMED.</b> The exhibit is updated to align with changes to 105 ILCS 5/22-27, amended by P.A. 101-131, to allow districts to award a diploma to a service member killed in action.	<input type="checkbox"/>
6:300-E2, State Law Graduation Requirements	The exhibit is updated to reflect changes to graduation requirements related to math courses and FAFSA completion, as discussed in 6:300, <i>Graduation Requirements</i> , above.	<input type="checkbox"/>
6:300-E3, Form for Exemption from Financial Aid Application Completion	<b>NEW.</b> The exhibit is created to facilitate compliance with the FAFSA completion requirement, as discussed in 6:300, <i>Graduation Requirements</i> , above.	<input type="checkbox"/>
6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students	The policy is unchanged. Footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. U.S. Dept. of Education (DOE) guidance on providing transition services to high school students who have individualized education programs.</li> <li>2. 105 ILCS 5/2-3.175, renumbered by P.A. 101-81.</li> <li>3. 105 ILCS 5/27-22(e)(3), amended by P.A. 101-464, eff. 1-1-20, allowing certain substitutions for students taking advanced placement computer science options.</li> <li>4. 23 Ill.Admin.Code §1.425(e)(2), clarifying limits for substituting physical education course requirements with interscholastic or extracurricular athletic programs.</li> </ol>	<input type="checkbox"/>
6:320, High School Credit for Proficiency	The policy is unchanged. Footnote 1 is updated to align with State Seal of Biliteracy requirements under 105 ILCS 5/2-3.159, amended by P.A. 101-503, eff. 1-1-20.	<input type="checkbox"/>
7:20, Harassment of Students Prohibited	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment that is included in the school district’s student handbook, as well as on a district’s website.</li> <li>2. 105 ILCS 5/10-20.69 (final citation pending) and 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, for reasons stated in 5:90, <i>Abused and Neglected Child Reporting</i>, above.</li> </ol> <p>A Cross Reference to policy 5:90 is added to ensure a coordinated response to alleged incidents of sexual abuse of a student by school personnel.</p>	<input type="checkbox"/>
7:50-AP, School Admissions and Student Transfers To and From Non-District Schools	The procedure is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, allowing additional methods for providing prior notice of student records destruction. Additional continuous improvement updates are made to the procedure and Legal References.	<input type="checkbox"/>
7:150, Agency and Police Interviews	The policy, footnotes, Legal References, and Cross References are updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, prescribing preconditions to the interview of a student at school by a law enforcement officer, school resource officer, or other school security personnel when the student is suspected of criminal wrongdoing. Footnote 1 is supplemented with February 2019 guidance from the Privacy Technical Assistance Center regarding school law enforcement units and the Family Educational Rights and Privacy Act (FERPA).	<input type="checkbox"/>
7:180, Prevention of and Response to Bullying, Intimidation, and Harassment	The policy, Cross References, and footnotes are updated. The policy and footnotes are updated to include reference to 7:315, <i>Restrictions on Publications; High Schools</i> , for high school and unit districts. The footnotes are also updated in response to 105 ILCS 5/2-3.176, added by P.A. 101-438 (safe and healthy learning grant). A new Cross Reference is added.	<input type="checkbox"/>

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

7:190, Student Behavior	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973.</li> <li>2. The CRTA, 410 ILCS 705/, added by P.A. 101-27.</li> <li>3. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>).</li> <li>4. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20.</li> <li>5. 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requiring districts to maintain and implement an <i>age-appropriate</i> policy on sexual harassment.</li> <li>6. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, and described above in 7:150, <i>Agency and Police Interviews</i>.</li> <li>7. Other continuous improvement and stylistic updates are made.</li> </ol>	□
7:190-AP6, Guidelines for Investigating Sexting Allegations	<p>The procedure is updated to incorporate P.A. 101-531 into a citation to 105 ILCS 5/21B-75 regarding obligations under policy 5:90, <i>Abused and Neglected Child Reporting</i>. Additional continuous improvement updates are made.</p>	□
7:190-AP7, Student Discipline Guidelines	<p>The procedure and footnotes are updated to incorporate the 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package. Other continuous improvement updates are made.</p>	□
7:190-AP8, Student Re-Engagement Guidelines	<p>The procedure is updated in response to:</p> <ol style="list-style-type: none"> <li>1. Mental Health and Developmental Disabilities Administrative Act, 20 ILCS 1705/76, added by P.A. 101-45, requiring the Ill. Dept. of Public Health (IDPH) to create an online database of mental health resources geared toward school personnel and parents.</li> <li>2. Public Aid Code, 305 ILCS 5/5-5.23(g), amended by P.A. 101-461, eff. 7-1-20, requiring IDPH restructure the Family Support Program (formerly Individual Care Grant program).</li> <li>3. Other continuous improvement updates are made.</li> </ol>	□
7:190-E3, Memorandum of Understanding	<p>The exhibit and footnotes are updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20, and described above in 7:150, <i>Agency and Police Interviews</i>. Footnotes are additionally updated in response to:</p> <ol style="list-style-type: none"> <li>1. 20 ILCS 1705/76, added by P.A. 101-45, as discussed in 7:190-AP8, <i>Student Re-Engagement Guidelines</i>, above.</li> <li>2. The 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package.</li> </ol> <p>Other continuous improvement updates are made.</p>	□
7:200, Suspension Procedures	<p>The policy is unchanged. The footnotes are updates in response to:</p> <ol style="list-style-type: none"> <li>1. The 12-12-18 <i>Dear Colleague Letter</i> by DOE/U.S. Dept. of Justice rescinding their School Climate and School Discipline Guidance Package.</li> <li>2. 20 ILCS 1705/76, added by P.A. 101-45, as discussed in 7:190-AP8, <i>Student Re-Engagement Guidelines</i>, above.</li> <li>3. Other continuous improvement updates are made.</li> </ol>	□

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

7:240-AP1, Code of Conduct for Extracurricular Activities	<p>The procedure and footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. The regulation of e-cigarettes by the U.S. Food and Drug Administration at 21 C.F.R. Parts 1100, 1140, and 1143, amended by 81 Fed. Reg. 28973.</li> <li>2. The CRTA, 410 ILCS 705/, added by P.A. 101-27.</li> <li>3. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20 (described above in 5:10, <i>Equal Employment Opportunity and Minority Recruitment</i>).</li> <li>4. Changes in <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20.</li> <li>5. Other continuous improvement and stylistic updates are made.</li> </ol>	<input type="checkbox"/>
7:270, Administering Medicines to Students	<p>The policy, Legal References, Cross References, and footnotes are updated. The policy is updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20 requiring Emergency Action Plans for each student who wishes to self-administer medication and addressing liability, indemnification, and hold harmless provisions.</li> <li>2. 105 ILCS 145/27, added by P.A. 101-428, which permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide.</li> <li>3. 105 ILCS 5/22-33(g) (<i>Ashley's Law</i>), added by P.A. 100-660 and amended by P.A. 101-370, eff. 1-1-20 requiring school boards to adopt a policy regarding the administration of a medical cannabis infused product to students who are qualifying registered patients under the Compassionate Use of Medical Cannabis Program Act, 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20, and in addition to allowing a student's delegated care aide(s) to administer it, allow a school nurse or administrator to administer it, and/or the student him or herself.</li> <li>4. Other continuous improvement and stylistic updates.</li> </ol> <p>The footnotes are updated in response to the laws detailed in the policy. The Legal References are updated in response to 105 ILCS 145/, added by P.A. 101-428 (undesignated glucagon) and the Compassionate Use of Medical Cannabis Pilot Program Act 410 ILCS 130/, amended by P.A. 101-363 and scheduled to repeal on 7-1-20.</p>	<input type="checkbox"/>
7:270-AP1, Dispensing Medication	The procedure and Legal References are updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above.	<input type="checkbox"/>
7:270-AP2, Checklist for District Supply of Undesignated Asthma Medication, Epinephrine Injectors, Opioid Antagonists, <u>and/or Glucagon</u>	<b>RENAMED.</b> The procedure is updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above, except for the cannabis-related laws.	<input type="checkbox"/>
7:270-E1, School Medication Authorization Form	The exhibit is updated to align with the same laws discussed in 7:270, <i>Administering Medicines to Students</i> , above, except for the cannabis-related laws.	<input type="checkbox"/>
7:270-E2, School Medication Authorization Form - Medical Cannabis	The procedure is updated to align with the cannabis-related laws discussed in 7:270, <i>Administering Medicines to Students</i> , above.	<input type="checkbox"/>
7:290, Suicide and Depression Awareness and Prevention	<p>The policy is unchanged. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> <li>1. 105 ILCS 5/10-22.39, amended by P.A. 101-350, as discussed in 5:100, <i>Staff Development Program</i>, above.</li> <li>2. ISBE suicide prevention resources.</li> <li>3. Other continuous improvement and stylistic updates are made.</li> </ol>	<input type="checkbox"/>

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

7:290-AP, Resource Guide for Implementation of Suicide and Depression Awareness and Prevention Program	The procedure is updated with ISBE suicide prevention resources, and other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340, Student Records	The policy is unchanged. Footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. February 2019 guidance from the Privacy Technical Assistance Center regarding school law enforcement units and FERPA.</li> <li>2. 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i>, above.</li> </ol>	<input type="checkbox"/>
7:340-AP1, School Student Records	The procedure is updated in response to: <ol style="list-style-type: none"> <li>1. 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i>, above.</li> <li>2. 105 ILCS 10/2(f), amended by P.A. 101-515, placing related service logs in the student temporary record.</li> <li>3. ISBE military recruitment access guidance.</li> <li>4. Other continuous improvement updates.</li> </ol>	<input type="checkbox"/>
7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records	The exhibit and Footnote 3 are updated in response to 105 ILCS 10/2(f), amended by P.A. 101-515, as discussed in 7:340-AP1, <i>School Student Records</i> . Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340-AP2, Storage and Destruction of School Student Records	The procedure is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , above. Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
7:340-AP2, E1, Letter Containing Schedule for Destruction of School Student Records	The exhibit is updated in response to 105 ILCS 10/4(h), amended by P.A. 101-161, as discussed in 7:50-AP, <i>School Admissions and Student Transfers To and From Non-District Schools</i> , above. Other continuous improvement and stylistic updates are made.	<input type="checkbox"/>
8:30, Visitors to and Conduct on School Property	The policy, Legal References, Cross References, and footnotes are updated in response to: <ol style="list-style-type: none"> <li>1. The CRTA, 410 ILCS 705/, added by P.A. 101-27;</li> <li>2. Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)), amended by P.As. 101-27 and 101-363 and scheduled to repeal on 7-1-20;</li> <li>3. Changes to <i>Ashley's Law</i>, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20;</li> <li>4. Continuous improvement clarifications to footnotes 20 and 21 regarding the text of the policy purposefully being broader than 105 ILCS 5/24-24, and requiring the board to provide hearings when ejecting persons from <i>both</i> school events and meetings with instructions for boards that wish to narrow the policy text;</li> <li>5. Continuous improvement suggestions from <b>PRESS</b> subscribers and the <b>PRESS</b> Advisory Board (PAB) to align with 105 ILCS 5/27-23.7; and</li> <li>6. Stylistic changes are made to the Legal References.</li> </ol>	<input type="checkbox"/>
8:95-AP, Parental Involvement	The procedure is updated in response to 105 ILCS 5/10-22.31, amended by P.A. 101-164, requiring a district to provide notice to parents/guardians if it intends to withdraw from a special education cooperative.	<input type="checkbox"/>
8:95-E1, Letter Notifying Parents/Guardians of School Visitation Rights	The exhibit is updated for the reason explained above in 5:250-AP, <i>School Visitation Leave</i> .	<input type="checkbox"/>



## Office of General Counsel

The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.



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

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## Document Status: Draft Update

### 2:20 Powers and Duties of the Board of Education; Indemnification

The major powers and duties of the Board of Education include, but are not limited to:

1. Organizing the Board after each consolidated election by electing officers and establishing its regular meeting schedule and, thereafter, taking action during lawfully called meetings to faithfully fulfill the Board's responsibilities in accordance with State and federal law.
2. Formulating, adopting, and modifying Board policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
3. Employing a Superintendent and other personnel, making employment decisions, dismissing personnel, including determining whether an employee has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/[PRESSPlus1](#) and establishing an equal employment opportunity policy that prohibits unlawful discrimination.
4. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
5. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation; and making available a statement of financial affairs as provided in State law.
6. Entering contracts using the public bidding procedure when required.
7. Providing, constructing, controlling, and maintaining adequate physical facilities; making school buildings available for use as civil defense shelters; and establishing a resource conservation policy.
8. Establishing an equal educational opportunities policy that prohibits unlawful discrimination.
9. Approving the curriculum, textbooks, and educational services.
10. Evaluating the educational program and approving School Improvement and District Improvement Plans.
11. Presenting the District report card and School report card(s) to parents/guardians and the community; these documents report District, School and student performance.
12. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding individual student suspension or expulsion cases brought before it.
13. Establishing attendance units within the District and assigning students to the schools.
14. Establishing the school year.
15. Requiring a moment of silence to recognize veterans during any type of school event held at a District school on November 11.
16. Providing student transportation services pursuant to State law.
17. Entering into joint agreements with other boards to establish cooperative educational programs or provide educational facilities.
18. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ANCRA the Act, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with the Act ANCRA's requirements concerning the reporting of child abuse.
19. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.

#### Indemnification

To the extent allowed by law, the Board shall defend, indemnify, and hold harmless School Board members, employees, volunteer personnel (pursuant to [105 ILCS 5/10-22.34](#), [10-22.34a](#) and [10-22.34b](#)), mentors of certified staff (pursuant to [105 ILCS 5/2-3.53a](#), [2-3.53b](#), and [105 ILCS 5/21A-5 et seq.](#)), and student teachers who, in the course of discharging their official duties imposed or authorized by law, are sued as parties in a legal proceeding. Nothing herein, however, shall be construed as obligating the Board to defend, indemnify, or hold harmless any person who engages in criminal activity, official misconduct, fraud, intentional or willful and wanton misconduct, or acts beyond the authority properly vested in the individual.

#### LEGAL REF.:

[105 ILCS 5/10](#), [5/17-1](#), and [5/27-1](#).

CROSS REF.: 1:10 (School District Legal Status), 1:20 (District Organization, Operations, and Cooperative Agreements), 2:10 (School District Governance), 2:80 (Board Member Oath and Conduct), 2:140 (Communications To and From the Board), 2:210 (Organizational School Board Meeting), 2:240 (Board Policy Development), 4:60 (Purchases and Contracts), 4:70 (Resource Conservation), 4:100 (Insurance Management), 4:110 (Transportation), 4:150 (Facility Management and Building Programs), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 6:10 (Educational Philosophy and Objectives), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:10 (Equal Educational Opportunities), 7:30 (Student Assignment and Intra-District Transfer), 7:190 (Student Behavior), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on School Property)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531 and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. **Note:** While 105 ILCS 5/10-23.12(c) permits boards to *immediately* dismiss certain employees upon the determination that he or she has willfully or negligently failed to report, this does not negate a board's responsibility to provide employees with due process required by the law and district policies and procedures. Consult the board attorney for further guidance. **Issue 102, October 2019**

## Document Status: Draft Update

### 2:70 Vacancies on the Board of Education - Filling Vacancies

#### Vacancy

Elective office of a Board of Education member becomes vacant before the term's expiration when any of the following occurs:

1. Death of the incumbent,
2. Resignation in writing filed with the Secretary of the Board,
3. Legal disability,
4. Conviction of a felony, bribery, perjury, or other infamous crime or of any offense involving a violation of official oath or of a violent crime against a child,
5. Removal from office,
6. The decision of a competent tribunal declaring his or her election void,
7. Ceasing to be an inhabitant of the District or a particular area from which he or she was elected, if the residential requirements contained in the School Code are violated,
8. An illegal conflict of interest, or
9. Acceptance of a second public office that is incompatible with Board membership.

#### Filling Vacancies

Whenever a vacancy occurs, the remaining members shall notify the appropriate Intermediate Service Center of that vacancy within five days after its occurrence and shall fill the vacancy until the next regular board election, at which election a successor shall be elected to serve the remainder of the unexpired term. However, if the vacancy occurs with less than 868 days remaining in the term or less than 88 days before the next regularly scheduled election, the person so appointed shall serve the remainder of the unexpired term, and no election to fill the vacancy shall be held. Members appointed by the remaining members of the Board to fill vacancies shall meet any residential requirements as specified in the School Code. The Board shall fill the vacancy within ~~60~~<sup>45</sup> PRESSPlus1 days after it occurred by a public vote at a meeting of the Board.

Immediately following a vacancy on the Board, the Board will publicize it and accept résumés from District residents who are interested in filling the vacancy. After reviewing the applications, the Board may invite the prospective candidates for personal interviews to be conducted during duly scheduled closed meetings.

LEGAL REF.:

105 ILCS 5/10-10 and 5/10-11.

CROSS REF.: 2:40 (Board Member Qualifications), 2:60 (Board Member Removal from Office), 2:120 (Board Member Development)

~~ADOPTED: September 14, 2016~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-10, amended by P.A. 101-67, eff. 1-1-20. Questions arise when fewer individuals run for seats on the board than are up for election. For more information, see f/n 8 of sample policy 2:70, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 102, October 2019**

## Document Status: Draft Update

### 2:100 Board Member Conflict of Interest

No Board of Education member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the District unless permitted by State or federal law; or (2) solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the District. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each Board member is responsible for filing the statement with the county clerk of the county in which the District's main office is located by May 1.

#### Federal and State Grant Awards [PRESSPlus1](#)

No Board member shall participate in the selection, award, or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) if he or she has a real or apparent conflict of interest. A conflict of interest arises when a Board member or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with a Board member that may compromise or impair the Board member's fairness and impartiality, including a member of the Board member's immediate family or household;
2. The Board member's business partner; or
3. An entity that employs or is about to employ the Board member or one of the individuals listed in one or two above.

#### LEGAL REF.:

5 ILCS 420/4A-101.5, 420/4A-105, 420/4A-106.5, and 420/4A-107.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 105/3.

105 ILCS 5/10-9.

2 C.F.R. §200.318(c)(1).

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED: May 10, 2017

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to the Ill. State of Education's *Procurement and Purchasing Checklist* and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See the PRESS Issue 102 Update Memo for more information.

The term *participate* is not specifically defined in the federal regulation; consult the board attorney regarding other actions the board can take to limit the influence of a conflicted board member, beyond abstention from the board's evaluation and vote on a contract. 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award or eligible State grants through GATA if they have a *real or apparent conflict of interest*. Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at [www.grants.illinois.gov](http://www.grants.illinois.gov). See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* at: [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx).

The law does not specifically define an *apparent conflict of interest*. For a discussion of what an *apparent conflict of interest* may mean, see the discussion about avoiding the *appearance of impropriety* in the Ill. Council of School Attorneys' publication, **Answers to FAQs, Conflict of Interest and Incompatible Offices**, [https://www.iasb.com/IASB/media/Documents/COI\\_FAQ.pdf](https://www.iasb.com/IASB/media/Documents/COI_FAQ.pdf).

## *Document Status: Draft Update*

### **2:105 Ethics and Gift Ban**

#### Prohibited Political Activity

The following precepts govern political activities being conducted by District employees and Board of Education members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any District property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

#### Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a District employee or Board member or employee).

customarily provided to others in similar circumstances.

10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 26 U.S.C. §501(c)(3) of the Internal Revenue Code.

#### Enforcement

The Board President and Superintendent shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Superintendent or Board President. As soon as possible after a complaint is filed, the Superintendent shall appoint a 3-member Ethics Commission. If the Superintendent is the subject of the complaint, the Board President shall perform this duty. Commission members may be any District resident, except that no person shall be appointed who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint. If the Commission finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or recommend disciplinary action for the employee.

#### Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 LCS 430/1-5.

**"Political activity"** means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.

With respect to an employee whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the District and any other time when the employee is executing his or her official duties, regardless of location.

**"Prohibited source"** means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

**"Gift"** means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

Complaints of Sexual Harassment Made Against Board Members by Elected Officials [PRESSPlus1](#)

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Board members and elected officials should report claims of sexual harassment against a member of the Board to the Board President or Superintendent. If the report is made to the Superintendent, the Superintendent shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Board by another Board member or other elected official, the Board President shall appoint a qualified outside investigator who is not a District employee or Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Board. [Q1 PRESSPlus2](#)

If a Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Board. [PRESSPlus3](#)

The Superintendent will post this policy on the District website and/or make this policy available in the District's administrative office. [PRESSPlus4](#)

LEGAL REF.:

[5 ILCS 430/](#), State Officials and Employees Ethics Act.

[10 ILCS 5/9-25.1](#), Election Interference Prohibition Act.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

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**Questions and Answers:**

\*\*\*Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or

☞ The Superintendent (this will also affect policy 2:110 - be sure the same answer is entered for both policies.)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The resolution must be adopted by February 9, 2020; see 5:20-E, *Resolution to Prohibit Sexual Harassment*, for more information.

This policy includes both elected and appointed board members to effectuate the intent of the law, to comprehensively address sexual harassment in the workplace, and for consistent treatment. The statute does not address whether the *independent review* must or may be limited to a board member's conduct in his or her official capacity, or if it can extend to a board member's behavior in his or her individual capacity. Consult the board attorney for advice.

This policy only addresses the requirements of the SOEEA; it does not address harassment complaints made by employees or other non-elected individuals against board members. Such complaints may be processed under policy 2:260, *Uniform Grievance Procedure*. See policy 5:20, *Workplace Harassment Prohibited* for information about what types of conduct may rise to the level of unlawful sexual harassment under federal and State laws.

### **Issue 102, October 2019**

PRESSPlus 2. 5 ILCS 430/70-5(a), amended by P.A. 101-221, eff. 1-1-20. The law requires governmental units, including school districts, to conduct an *independent review* of allegations of sexual harassment made against an elected official by another elected official; however, that term is not defined. Consult the board attorney about how to investigate such complaints. **Issue 102, October 2019**

PRESSPlus 3. A board's ability to address the harassing behavior of a board member is relatively limited because it does not have the legal authority to remove one of its members. See policy 2:60, *Board Member Removal from Office*, for more information about board member removal. Consult the board attorney when dealing with a claim of sexual harassment by a board member to discuss enforcement options, as well as the accused board member's participation in any decisions regarding the complaint. **Issue 102, October 2019**

PRESSPlus 4. This paragraph is optional, but it aligns with the intent of P.A. 101-221. **Issue 102, October 2019**

## Document Status: Draft Update

### 2:110 Qualifications, Term, and Duties of Board Officers

The Board of Education officers are: President, Vice President, Secretary, and Treasurer. These officers are elected or appointed by the Board at its organizational meeting.

#### President

The Board elects a President from its members for a two-year term. The duties of the President are to:

1. Preside at all meetings;
2. Focus the Board meeting agendas on appropriate content;
3. Make all Board committee appointments, unless specifically stated otherwise;
4. Attend and observe any Board committee meeting at his or her discretion;
5. Represent the Board on other boards or agencies;
6. Sign official District documents requiring the President's signature, including Board minutes and Certificate of Tax Levy;
7. Call special meetings of the Board;
8. Serve as the *head of the public body* for purposes of the Open Meetings Act and Freedom of Information Act;
9. Ensure that a quorum of the Board is physically present at all Board meetings;
10. Administer the oath of office to new Board members; ~~and~~
11. Serve as or appoint the Board's official spokesperson to the media; and
12. Except when the Board President is the subject of a complaint of sexual harassment, a witness, or otherwise conflicted, appoint a qualified outside investigator to conduct an independent review of allegations of sexual harassment made against a Board member by another Board member or elected official. [Q1 PRESSPlus1](#)

The President is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice President fills a vacancy in the Presidency.

#### Vice President

The Board elects a Vice President from its members for a two-year term. The Vice President performs the duties of the President if:

1. The office of President is vacant;
2. The President is absent; or
3. The President is unable to perform the office's duties.

A vacancy in the Vice Presidency is filled by a special Board election.

#### Secretary

The Board elects a Secretary for a two-year term. The Secretary may be, but is not required to be, a Board member. The Secretary may receive reasonable compensation as determined by the Board before appointment. However, if the Secretary is a Board member, the compensation shall not exceed \$500 per year, as fixed by the Board at least 180 days before the beginning of the term. The duties of the Secretary are to:

1. Keep minutes for all Board meetings, and keep the verbatim record for all closed Board meetings;
2. Mail meeting notification and agenda to news media who have officially requested copies;
3. Keep records of the Board's official acts, and sign them, along with the President, before submitting them to the Treasurer at such times as the Treasurer may require;
4. Report to the Treasurer on or before July 7, annually, such information as the Treasurer is required to include in the Treasurer's report to the appropriate Intermediate Service Center;
5. Act as the local election official for the District;
6. Arrange public inspection of the budget before adoption;
7. Publish required notices;

The Secretary may delegate some or all of these duties, except when State law prohibits the delegation. The Board appoints a secretary pro tempore, who may or may not be a Board member, if the Secretary is absent from any meeting or refuses to perform the duties of the office. A permanent vacancy in the office of Secretary is filled by special Board election.

#### Recording Secretary

The Board may appoint a Recording Secretary who is a staff member. The Recording Secretary shall:

1. Assist the Secretary by taking the minutes for all open Board meetings;
2. Assemble Board meeting material and provide it, along with prior meeting minutes, to Board members before the next meeting; and
3. Perform the Secretary's duties, as assigned, except when State law prohibits the delegation.

In addition, the Recording Secretary or Superintendent receives notification from Board members who desire to attend a Board meeting by video or audio means.

#### Treasurer

The Treasurer of the Board shall be either a member of the Board who serves a 1-year term or a non-Board member who serves at the Board's pleasure. A Treasurer who is a Board member may not be compensated. A Treasurer who is not a Board member may be compensated provided it is established before the appointment. The Treasurer must:

1. Be at least 21 years old;
2. Not be the District Superintendent; and
3. Upon being appointed for his or her first term, be a certified public accountant or a certified chief school business official as defined in the School Code; experience as a township treasurer in a class II county school before July 1, 1989 is deemed equivalent.

The Treasurer shall:

1. Furnish a bond, which shall be approved by a majority of the full Board;
2. Maintain custody of school funds;
3. Maintain records of school funds and balances;
4. Prepare a monthly reconciliation report for the Superintendent and Board; and
5. Receive, hold, and expend District funds only upon the order of the Board.

A vacancy in the Treasurer's office is filled by Board appointment.

LEGAL REF.:

[5 ILCS 120/7](#) and [420/4A-106](#).

[105 ILCS 5/8-1](#), [5/8-2](#), [5/8-3](#), [5/8-6](#), [5/8-16](#), [5/8-17](#), [5/10-1](#), [5/10-5](#), [5/10-7](#), [5/10-8](#), [5/10-13](#), [5/10-13.1](#), [5/10-14](#), [5/10-16.5](#), and [5/17-1](#).

CROSS REF.: 2:80 (Board Member Oath and Conduct), [2:105 \(Ethics and Gift Ban\)](#), 2:150 (Committees), 2:210 (Organizational School Board Meeting), 2:220 (Board of Education Meeting Procedure)

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#### **Questions and Answers:**

\*\*\*Required Question 1. Would the Board like to authorize the Board President or the superintendent to appoint the outside investigator when a complaint of sexual harassment is made against a member of the Board by another Board member or elected official?

The Board President (default)

The Superintendent (this will also affect policy 2:105 - be sure the same answer is entered for both policies.)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221. **Issue 102, October 2019**

## Document Status: Draft Update

### 2:200 Types of Board of Education Meetings

#### General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

#### Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646101-459. [PRESSPlus1](#)
2. 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. [5 ILCS 120/2\(c\)\(2\)](#).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2\(c\)\(5\)](#).
6. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2\(c\)\(6\)](#).
7. The sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. [5 ILCS 120/2\(c\)\(8\)](#), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#).
10. The placement of individual students in special education programs and other matters relating to individual students. [5 ILCS 120/2\(c\)\(10\)](#).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before

12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. [5 ILCS 120/2\(c\)\(12\)](#).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. [5 ILCS 120/2\(c\)\(16\)](#).
14. 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\(c\)\(21\)](#).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. [5 ILCS 120/2\(c\)\(29\)](#).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

#### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

#### Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

#### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

#### Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

#### LEGAL REF.:

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

[5 ILCS 140/](#), Freedom of Information Act.

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

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

## **PRESSPlus Comments**

PRESSPlus 1. The policy is updated in response to 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expanding this exception. A disclosable payment also includes payment for accumulated sick leave. **Issue 102, October 2019**

## Document Status: Draft Update

### 2:200 Types of Board of Education Meetings

#### General

For all meetings of the Board of Education and its committees, the Superintendent or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the District's main office. Board policy 2:220, *Board of Education Meeting Procedure*, governs meeting quorum requirements.

The Superintendent is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Superintendent may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

#### Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Superintendent shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the District's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

#### Closed Meetings

The Board and Board committees may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee, a specific individual who serves as an independent contractor in a park, recreational, or educational setting, or a volunteer of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act]. 5 ILCS 120/2(c)(1), amended by P.A. 99-646101-459. [PRESSPlus1](#)
2. 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. [5 ILCS 120/2\(c\)\(2\)](#).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. [5 ILCS 120/2\(c\)\(3\)](#).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. [5 ILCS 120/2\(c\)\(4\)](#).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. [5 ILCS 120/2\(c\)\(5\)](#).
6. The setting of a price for sale or lease of property owned by the public body. [5 ILCS 120/2\(c\)\(6\)](#).
7. The sale or purchase of securities, investments, or investment contracts. [5 ILCS 120/2\(c\)\(7\)](#).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. [5 ILCS 120/2\(c\)\(8\)](#), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. [5 ILCS 120/2\(c\)\(9\)](#).
10. The placement of individual students in special education programs and other matters relating to individual students. [5 ILCS 120/2\(c\)\(10\)](#).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before

12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. [5 ILCS 120/2\(c\)\(12\)](#).
13. Self evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. [5 ILCS 120/2\(c\)\(16\)](#).
14. 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\(c\)\(21\)](#).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. [5 ILCS 120/2\(c\)\(29\)](#).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

#### Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

#### Special Meetings

Special meetings may be called by the President or by any 3 members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the District's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

#### Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

#### Posting on the District Website

In addition to the other notices specified in this policy, the Superintendent or designee shall post the following on the District website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

#### LEGAL REF.:

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

[5 ILCS 140/](#), Freedom of Information Act.

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

CROSS REF.: 2:110 (Qualifications Term, and Duties of Board Officers), 2:120 (Board Member Development), 2:210 (Organizational Board of Education Meetings), 2:220 (Board of Education Meeting Procedure), 2:230 (Public Participation at Board of Education Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

## **PRESSPlus Comments**

PRESSPlus 1. The policy is updated in response to 5 ILCS 120/2(c)(1), amended by P.A. 101-459, expanding this exception. A disclosable payment also includes payment for accumulated sick leave. **Issue 102, October 2019**

## Document Status: Draft Update

### 2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, [42 U.S.C. §2000d et seq.](#)
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e et seq.](#)
6. Sexual harassment (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972) [PRESSPlus1](#)
7. Breastfeeding accommodations for students, [105 ILCS 5/10-20.60](#)
8. Bullying, [105 ILCS 5/27-23.7](#)
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, [820 ILCS 180](#)
12. Illinois Equal Pay Act of 2003, [820 ILCS 112](#)
13. Provision of services to homeless students
14. Illinois Whistleblower Act, [740 ILCS 174/](#).
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), [410 ILCS 513/](#) and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), [42 U.S.C. §2000ff et seq.](#))
16. Employee Credit Privacy Act, [820 ILCS 70/](#).

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

#### Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

#### Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

#### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent or Board member(s), the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

### Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, [PRESSPlus2](#) the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

### Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

### **Nondiscrimination Coordinator and Complaint Managers:**

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint Managers.

### LEGAL REF.:

Age Discrimination in Employment Act, [29 U.S.C. §621](#) et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), [42 U.S.C. §2000e et seq.](#)

Equal Pay Act, [29 U.S.C. §206\(d\)](#).

Genetic Information Nondiscrimination Act, [42 U.S.C. §2000ff et seq.](#)

Immigration Reform and Control Act, [8 U.S.C. §1324a et seq.](#)

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

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

Title VI of the Civil Rights Act, [42 U.S.C. §2000d et seq.](#)

Title IX of the Education Amendments, [20 U.S.C. §1681 et seq.](#)

State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#).

[105 ILCS 5/2-3.8](#), [5/3-10](#), [5/10-20.7a](#), [5/10-20.60](#), [5/10-22.5](#), [5/22-19](#), [5/24-4](#), [5/27-1](#), [5/27-23.7](#), and [45/1-15](#).

Illinois Genetic Information Privacy Act, [410 ILCS 513/](#).

Illinois Whistleblower Act, [740 ILCS 174/](#).

Illinois Human Rights Act, [775 ILCS 5/](#).

Victims' Economic Security and Safety Act, [820 ILCS 180/](#), [56 Ill.Admin.Code Part 280](#).

Equal Pay Act of 2003, [820 ILCS 112/](#).

Employee Credit Privacy Act, [820 ILCS 70/](#).

[23 Ill.Admin.Code §§1.240](#) and [200.40](#).

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:140 (Education of Homeless Children), 6:170 (Title I Programs), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:10 (Equal Educational Opportunities), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications; Elementary Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

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## PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20, requires school districts to create, maintain, and implement an age-appropriate sexual harassment policy. See policy 7:20, *Harassment of Students Prohibited*, and see its *f/n* 7 (available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)) for further information. **Issue 102, October 2019**

PRESSPlus 2. Updated to align with changes made to policy 2:105, *Ethics and Gift Ban*, in response to the State Officials and Employees Ethics Act, 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. **Issue 102, October 2019**

## Document Status: Draft Update

### 4:30 Revenue and Investments

#### Revenue

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

#### Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

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

#### Investment Objectives

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

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

#### Authorized Investments

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

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

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

#### Selection of Depositories, Investment Managers, Dealers, and Brokers

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

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

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

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

Reinvestment Act of 1977;

2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

#### Collateral Requirements

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

#### Safekeeping and Custody Arrangements

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

#### Controls and Report

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

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

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

#### Ethics and Conflicts of Interest

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

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

#### LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, III. Sustainable Investing Act.

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

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

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#### **PRESSPlus Comments**

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

## Document Status: Draft Update

### 4:15 Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, [5 ILCS 179/](#). Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent.

#### Treatment of Personally Identifiable Information Under Grant Awards [PRESSPlus1](#)

The Superintendent ensures that the District takes reasonable measures to safeguard: (1) *protected personally identifiable information*, [PRESSPlus2](#) (2) other information that a federal awarding agency, pass-through agency or State awarding agency designates as sensitive, such as *personally identifiable information (PII)*, [PRESSPlus3](#) and (3) information that the District considers to be sensitive consistent with applicable laws regarding privacy and confidentiality (collectively, *sensitive information*), when administering federal grant awards and State grant awards governed by the Grant Accountability and Transparency Act (30 ILCS 708/).

The Superintendent shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Superintendent shall ensure that employees and contractors responsible for the administration of a federal or State award for the District receive regular training in the safeguarding of sensitive information. [PRESSPlus4](#) Employees mishandling sensitive information are subject to discipline, up to and including dismissal.

LEGAL REF.:

[2 C.F.R. §200.303\(e\)](#).

[5 ILCS 179/](#), Identity Protection Act.

[30 ILCS 708/](#), Grant Accountability and Transparency Act

[50 ILCS 205/3](#), Local Records Act.

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

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

## PRESSPlus Comments

PRESSPlus 1. Added in response to the Ill. State Board of Education's *Checklist for Protection of Personally Identifiable Information Review* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/).

See the ISBE Checklist at [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx).

While the federal regulations on procurement standards in 2 C.F.R. Part 200 do not specifically require a written policy on the treatment of *personally identifiable information* (PII) under grant-funded programs, the the ISBE Checklist requires an approved policy or policies related to the identification, handling, storage, access, disposal, and overall protection of PII as evidence of legal compliance with GATA and federal regulations. The ISBE Checklist is specific to PII handled by districts in connection with their administration of grants. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 apply to eligible State grants through GATA. This policy and administrative procedure 4:15-AP2, *Personally Identifiable Information Under Grant Awards*, (available by logging into PRESS Online at [iasb.com](http://iasb.com)) are designed to help districts meet the standard set forth in 2 C.F.R. 200.303(e) and the documentation items on the ISBE Checklist.

The Ill. State Board of Education (ISBE) considers the Personal Information Protection Act (PIPA) (815 ILCS 530/, amended by P.A. 101-343, eff. 1-1-20) to apply to the handling of personally identifiable information under grant awards. Consult the board attorney for advice on the broader applicability of PIPA's mandates to your district.

### Issue 102, October 2019

PRESSPlus 2. *Protected personally identifiable information* (Protected PII) means an individual's first name or first initial and last name in combination with any one or more types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal records, medical records, financial records, or educational transcripts. 2 C.F.R. §200.82. **Issue 102, October 2019**

PRESSPlus 3. Protected PII is a subset of PII. PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual. Some information that is considered to be PII is available in public sources such as telephone books and public websites, and it is considered to be Public PII. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. 2 C.F.R. §200.79.

In addition to 2 C.F.R. 200.303(e), depending upon the type of record being created or used in connection with a grant-funded program, multiple laws may govern the treatment of *personally identifiable information* (PII) under a grant, including the IPA (5 ILCS 179/), PIPA (815 ILCS 530/), Family Educational Rights and Privacy Act, (20 U.S.C. 1232g), Ill. School Student Records Act (105 ILCS 10/), Student Online Personal Protection Act, (105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21), Personnel Record Review Act (820 ILCS 40/), and Local Records Act (50 ILCS 205/3).

### Issue 102, October 2019

PRESSPlus 4. The ISBE Checklist requires districts to maintain documentation of training of all employees/contractors on the handling of PII, including evidence of the date(s) of the training and attendance/completion of the training. Because many individuals in a district can be involved in day-to-day administration of activities supported by a federal or State grant, best practice is to regularly train all employees on the safeguarding of such sensitive information, e.g., upon hire and then annually or semi-annually. **Issue 102, October 2019**

## Document Status: Draft Update

### 4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

#### Annual Audit

At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center.

#### Annual Financial Report

The Superintendent or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Superintendent shall review and discuss the Annual Financial Report with the Board before it is submitted.

#### Inventories

The Superintendent or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost, unless the supplies and equipment are acquired by the District pursuant to a federal or State grant award, in which case the inventory record shall also include the information required by 2 C.F.R. 200.313, if applicable. <sup>PRESSPlus1</sup> The Superintendent shall establish procedures for the management of property acquired by the District under grant awards that comply with federal and State law.

#### Capitalization Threshold <sup>PRESSPlus2</sup>

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

#### Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

#### Taxable Fringe Benefits

The Superintendent or designee shall: (1) require that all use of District property or equipment by employees is for the District's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of District property or equipment as taxable compensation.

#### Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board policy 4:50, *Payment Procedures*. The Superintendent shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Each revolving fund shall be maintained in a bank that has been approved by the Board and established in an amount approved by the Superintendent consistent with the annual budget. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation that is filed in the appropriate file.

on the Board's monthly listing of bills indicating the recipient and including an explanation.

#### Control Requirements for Checks

The Board must approve all bank accounts opened or established in the District's or a District school's name or with the District's Federal Employer Identification Number. All checks issued by the School District must be signed by either the Treasurer or Board President, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

#### Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
2. Financial records and data must be accurate and complete.
3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

[2 C.F.R. §200 et seq.](#)

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill. Adm. Code 7000 et seq.](#)

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#), and [5/17-1 et seq.](#)

[23 Ill. Admin. Code Part 100](#).

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Ill. State Board of Education's *Equipment and Inventory Checklist* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx). The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State grant awards through GATA, unless exempted in whole or in part by the Governor's Office of Management of Budget. See [www.isbe.net/gata](http://www.isbe.net/gata) for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by ISBE. See 4:80-AP3, *Inventory Management for Federal and State Awards* (available at PRESS Online by logging in at [iasb.com](http://iasb.com)).

Additional ISBE guidance is available at: [www.isbe.net/Documents/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/Documents/fiscal_procedure_handbk.pdf). **Issue 102, October 2019**

PRESSPlus 2. Optional. 23 Ill. Admin. Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. See Government Accounting Standards Board (GASB) Statement 34 and *Guide to Implementation of GASB*

and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

To delete or edit this section, strike text or type the edits and select "Adopted with Additional District Edits" as the Save Status. Edits will be automatically tracked in blue. **Issue 102, October 2019**

## Document Status: Draft Update

### 4:60 Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Board of Education policies.

#### Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized District function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, [105 ILCS 5/10-20.21](#), unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with [105 ILCS 5/19b-1 et seq.](#)
4. Third party non-instructional services must comply with [105 ILCS 5/10-22.34c](#).
5. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with [105 ILCS 5/10-20.21\(b-5\)](#). The Superintendent or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with [105 ILCS 5/10-20.21\(b-10\)](#).
7. The purchase of paper and paper products must comply with [105 ILCS 5/10-20.19c](#) and Board policy 4:70, *Resource Conservation*.
8. Each contractor with the District is bound by each of the following:
  - a. In accordance with [105 ILCS 5/10-21.9\(f\)](#): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in [105 ILCS 5/10-21.9\(c\)](#) and [5/21B-80\(c\)](#) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in [5/21B-80\(b\)](#) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
  - b. In accordance with 105 ILCS 5/24-5: (1) concerning each new employee of a contractor that provides services to students or in schools ~~who begins providing services in the District after June 16, 2014,~~ [PRESSPlus1](#) provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the ~~Illinois~~ Department of Public Health rules or order of a local health official.

The Superintendent or designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.

820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Screening; Notifications)

~~ADOPTED: January 11, 2017~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/24-5, amended by P.A. 101-81, and to remove the 2014 date. **Issue 102, October 2019**

## Document Status: Draft Update

### 4:80 Accounting and Audits

The School District's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Ill. State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Superintendent, in addition to other assigned financial responsibilities, shall report monthly on the District's financial performance, both income and expense, in relation to the financial plan represented in the budget.

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At the close of each fiscal year, the Superintendent shall arrange an audit of the District funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Superintendent. The Superintendent shall annually, on or before October 15, submit an original and one copy of the audit to the appropriate Intermediate Service Center.

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#### Capitalization Threshold [PRESSPlus2](#)

To be considered a capital asset for financial reporting purposes, a capital item must be at or above a capitalization threshold of \$5,000 and have an estimated useful life greater than one year.

#### Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) District personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value. The Superintendent shall establish procedures for the disposition of property acquired by the District under grant awards that comply with federal and State law.

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#### Internal Controls

The Superintendent is primarily responsible for establishing and implementing a system of internal controls for safeguarding the District's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The District's system of internal controls shall include the following:

1. All financial transactions must be properly authorized and documented.
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3. Accounts payable must be accurate and punctual.
4. District assets must be protected from loss or misuse.
5. Incompatible duties should be segregated, if possible.
6. Accounting records must be periodically reconciled.
7. Equipment and supplies must be safeguarded.
8. Staff members with financial or business responsibilities must be properly trained and supervised, and must perform their responsibilities with utmost care and competence.
9. Any unnecessary weaknesses or financial risks must be promptly corrected.

The Superintendent or designee shall annually audit the District's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

#### LEGAL REF.:

[2 C.F.R. §200 et seq.](#)

[30 ILCS 708/](#), Grant Accountability and Transparency Act, implemented by [44 Ill. Adm. Code 7000 et seq.](#)

[105 ILCS 5/2-3.27](#), [5/2-3.28](#), [5/3-7](#), [5/3-15.1](#), [5/5-22](#), [5/10-21.4](#), [5/10-20.19](#), [5/10-22.8](#), and [5/17-1 et seq.](#)

[23 Ill. Admin. Code Part 100.](#)

CROSS REF.: 4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 4:90 (Activity Funds)

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Ill. State Board of Education's *Equipment and Inventory Checklist* (ISBE Checklist) and the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/). See [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx). The uniform federal rules that govern federal grant awards in 2 C.F.R. Part 200 apply to State grant awards through GATA, unless exempted in whole or in part by the Governor's Office of Management of Budget. See [www.isbe.net/gata](http://www.isbe.net/gata) for further information about the scope of GATA's application to federal awards and State-funded grant programs administered by ISBE. See 4:80-AP3, *Inventory Management for Federal and State Awards* (available at PRESS Online by logging in at [iasb.com](http://iasb.com)).

Additional ISBE guidance is available at: [www.isbe.net/Documents/fiscal\\_procedure\\_handbk.pdf](http://www.isbe.net/Documents/fiscal_procedure_handbk.pdf). **Issue 102, October 2019**

PRESSPlus 2. Optional. 23 Ill. Admin. Code §100.60 requires school boards to adopt a capitalization threshold, which can be done through policy. The capitalization threshold is a dollar figure above which the cost of an item will be included on financial statements and depreciated. A minimum threshold of \$5,000 and useful life greater than one year complies with the definition of *equipment* under federal grant rules, but may be adjusted, and/or multiple thresholds can be established, for different categories of capital assets. See Government Accounting Standards Board (GASB) Statement 34 and *Guide to Implementation of GASB*

and/or procedure. Such an accounting policy or procedure should be developed in consultation with the district's accounting professional(s) and tailored to reflect local conditions.

To delete or edit this section, strike text or type the edits and select "Adopted with Additional District Edits" as the Save Status. Edits will be automatically tracked in blue. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **4:150 Facility Management and Building Programs**

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board of Education policies. The Superintendent or designee shall facilitate: (1) inspections of schools by the appropriate Intermediate Service Center and State Fire Marshal or designee, (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district, and (3) compliance with the 10-year safety survey process required by the School Code.

#### Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$5,000, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

#### Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

#### Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Ill. State Board of Education, and educational and architectural consultants, as it deems appropriate. The Board's facility goals are to:

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs, energy efficiency, and minimal environmental impact.

#### Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.:

[42 U.S.C. §12101](#) *et seq.*, Americans with Disabilities Act of 1990, implemented by [28 C.F.R. Parts 35](#) and [36](#).

[20 ILCS 3130/](#), Green Buildings Act.

[105 ILCS 5/2-3.12](#), [5/10-20.49](#), [5/10-22.36](#), [5/10-20.63](#) and [5/17-2.101](#).

[105 ILCS 230/](#), School Construction Law.[410 ILCS 25/](#), Environmental Barriers Act.

[410 ILCS 35/25](#), Equitable Restrooms Act.[PRESSPlus1](#)

[820 ILCS 130/](#), Prevailing Wage Act.

[23 Ill.Admin.Code Part 151](#), School Construction Program; [Part 180](#), Health/Life Safety Code for Public Schools; and [Part 2800](#), Green Cleaning for Elementary and Secondary Schools.

[71 Ill.Admin.Code Part 400](#), Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

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### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated. 410 ILCS 35/25, added by P.A. 101-165, eff. 1-1-20, requires schools to identify all single-occupancy restrooms as all-gender. It is unclear if this law will apply only to those restrooms made available to members of the public in schools, or if it will also include facilities designated as employee-only. The Ill. Dept. of Public Health enforces this requirement and may issue regulations to address this issue. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race; color; creed; religion; national origin; sex; sexual orientation; age; ancestry; marital status; arrest record; military status; order of protection status; unfavorable military discharge; citizenship status provided the individual is authorized to work in the United States; use of lawful products while not at work; being a victim of domestic violence, ~~or sexual violence, or gender violence,~~ PRESSPlus1 genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

#### Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure.

#### **Nondiscrimination Coordinator and Complaint Managers:**

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint managers.

#### Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

#### LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §7091 et seq., Rehabilitation Act of 1973.

38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 et seq., Civil Rights Act of 1991.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

Ill. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis ~~Pilot~~ Program Act.

410 ILCS 513/25, Genetic Information Privacy ~~Protection~~ Act.

740 ILCS 174/, Ill. Whistleblower Act.

775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, Ill. Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, Ill. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

~~ADOPTED: January 11, 2017~~

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Victims' Economic and Safety Act, 820 ILCS 180/ (VESSA), amended by P.A. 101-221, eff. 1-1-20, adding *gender violence* to the law's protections. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:20 Workplace Harassment Prohibited

The School District expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. District employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, disability, pregnancy, marital status, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Board policy 5:10, Equal Employment Opportunity and Minority Recruitment. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.[PRESSPlus1](#)

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

#### Sexual Harassment Prohibited

The School District shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The District provides annual sexual harassment prevention training in accordance with State law.[PRESSPlus2](#)

District employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

#### Making a Complaint

Section 1: The Board adopts Board policies 2:105, Ethics and Gift Ban, and 5:20, Workplace Harassment Prohibited, attached as Exhibit A, which collectively contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies 2:105, Ethics and Gift Ban, and 5:20, Workplace Harassment Prohibited, adopted by the Board are superseded by this Resolution.

#### Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy ~~5:20, Workplace Harassment Prohibited~~.

#### **Nondiscrimination Coordinator and Complaint Managers:**

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint Managers.

#### Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

#### Enforcement

A violation of this policy may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

#### Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act ([5 ILCS 430/](#)), the Whistleblower Act ([740 ILCS 174/](#)), and the Ill. Human Rights Act ([775 ILCS 5/](#)).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

#### Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Superintendent shall also use reasonable measures to inform staff members, and applicants, and nonemployees of this policy, which shall include posting on the District website and/or making this policy available in the District's administrative office, and reprinting including this policy in the appropriate handbooks.

#### PRESSPlus3

Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well. **Issue 102, October 2019**

#### LEGAL REF.:

Title VII of the Civil Rights Act of 1964, [42 U.S.C. §2000e](#) et seq., implemented by [29 C.F.R. §1604.11](#).

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

State Officials and Employees Ethics Act, [5 ILCS 430/70-5\(a\)](#).

Ill. Human Rights Act, [775 ILCS 5/2-101\(E\)](#) and [\(E-1\)](#), [5/2-102\(A\)](#), [\(A-10\)](#), [\(D-5\)](#), [5/2-102\(E-5\)](#), [5/2-109](#), [5/5-102](#), and [5/5-102.2](#).

[56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220](#).

[Burlington Industries v. Ellerth](#), 524 U.S. 742 (1998).

[Crawford v. Metro. Gov't of Nashville & Davidson County](#), 555 U.S. 271 (2009).

[Faragher v. City of Boca Raton](#), 524 U.S. 775 (1998).

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

[Harris v. Forklift Systems](#), 510 U.S. 17 (1993).

[Jackson v. Birmingham Bd. of Educ.](#), 544 U.S. 167 (2005).

[Meritor Savings Bank v. Vinson](#), 477 U.S. 57 (1986)

*Porter v. Erie Foods International, Inc.*, 576 F.3d 629 (7th Cir. 2009).

*Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n*, 233 Ill.2d 125 (Ill. 2009).

*Vance v. Ball State University*, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/, amended by P.A. 101-221, eff. 1-1-20, expanding the definition of unlawful harassment and employer liability for certain categories of employees and nonemployees (persons who are not otherwise employees and are directly performing services for the District pursuant to a contract with the District, including contractors and consultants).

*Working environment* is not limited to a physical location to which an employee is assigned. Harassment is unlawful on the basis of the specifically-listed categories in this policy whether that status is *actual* or *perceived*. An employer is liable under the IHRA for harassment by its nonmanagerial and nonsupervisory employees or if it becomes aware of the conduct and fails to take reasonable corrective measures. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Ill. Human Rights Act (IHRA), 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. Districts may use a free, online model program to be offered by the Ill. Dept. of Human Rights (IDHR), develop their own program, or utilize a combination of the two, as long as it includes the following, at a minimum: (1) an explanation of sexual harassment consistent with the IHRA, (2) examples of conduct that constitutes unlawful harassment, (3) a summary of relevant federal and State law concerning sexual harassment and remedies available to victims of sexual harassment, and (4) a summary of responsibilities of employers in the prevention, investigation, and corrective measures of sexual harassment.

Employers that fail to comply with this training requirement may face financial penalties. Training on other types of workplace harassment is not required by law, however it is best practice. **Issue 102, October 2019**

PRESSPlus 3. A district must notify employees of the grievance procedure and the person(s) designated to coordinate the district's compliance with Title IX. 34 C.F.R. §106.8(a). The nondiscrimination coordinator can be the same individual for both this policy and policy 7:10, *Equal Educational Opportunities*, as well as the complaint manager in policy 2:260, *Uniform Grievance Procedure*. A comprehensive faculty handbook can provide required notices, along with other important information to recipients. The handbook can be developed by the building principal, but should be reviewed and approved by the superintendent and board. Any *working conditions* contained in the handbook may be subject to mandatory collective bargaining.

Informing nonemployees is not required by law. However, given the potential for employer liability under the IHRA for harassment of nonemployees, best practice is to publicize this policy to those individuals as well.

**Issue 102, October 2019**

## Document Status: Draft Update

### 5:20-E Exhibit - Resolution to Prohibit Sexual Harassment

WHEREAS, Section 10-20 of the School Code ([105 ILCS 5/10-20](#)) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 1-5 of the State Officials and Employees Ethics Act ([5 ILCS 430/1-5](#)) includes school districts within the definition of a *governmental entity*;

WHEREAS, Section 5-65 of the State Officials and Employees Ethics Act ([5 ILCS 430/5-65](#), added by P.A. 100-554) provides that all persons have a right to work in an environment free from sexual harassment;

WHEREAS, Section 70-5 of the State Officials and Employees Ethics Act (5 ILCS 430/70-5, amended by P.A.s 100-554 and 101-221) requires governmental entities to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment which, at a minimum, includes: (1) a prohibition on sexual harassment; (2) details on how an individual can report an allegation of sexual harassment, including options for making a confidential report to a supervisor, ethics officer, Inspector General, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations, including availability of whistleblower protections under the Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report; and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official. [PRESSPlus1](#)

THEREFORE, BE IT RESOLVED, by the Board of Education of Prospect Heights School District 23, Cook County, Illinois, as follows:

Section 1: The Board adopts Board policies [2:105, Ethics and Gift Ban](#), and [5:20, Workplace Harassment Prohibited](#), attached as Exhibit A, which collectively contains the following: (1) a prohibition on sexual harassment; (2) detail regarding how an individual can report an allegation of sexual harassment, including options for making a confidential report to an immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, a Complaint Manager, or the Ill. Dept. of Human Rights; (3) a prohibition on retaliation for reporting sexual harassment allegations and a statement regarding the availability of whistleblower protections under the State Officials and Employees Ethics Act, the Whistleblower Act, and the Ill. Human Rights Act; and (4) the consequences: (a) of a violation of the prohibition on sexual harassment; and (b) for knowingly making a false report, and (5) a mechanism for reporting and independent review of allegations of sexual harassment made against a Board member by a fellow Board member or other elected official.

Section 2: Any prior versions of Board policies [2:105, Ethics and Gift Ban](#), and [5:20, Workplace Harassment Prohibited](#), adopted by the Board are superseded by this Resolution.

~~Adopted this 11th day of July, 2018.~~

Attested by: \_\_\_\_\_ Board President

Attested by: \_\_\_\_\_ Board Secretary

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to the State Officials and Employees Ethics Act (SOEEA), 5 ILCS 430/70-5, amended by P.A. 101-221, requiring boards to amend their sexual harassment policies by resolution to include a mechanism for reporting and independent review of sexual harassment allegations made against board members by elected officials. The resolution must be adopted by February 9, 2020. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:30 Hiring Process and Criteria

The District hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board of Education policy on equal employment opportunity and minority recruitment. The Superintendent is responsible for recruiting personnel and making hiring recommendations to the Board. If the Superintendent's recommendation is rejected, the Superintendent must submit another. The Superintendent may select personnel on a short-term basis for a specific project or emergency condition before the Board's approval.

No individual will be employed who has been convicted of a criminal offense listed in ~~Section 105 ILCS 5/21B-80(c) of the School Code.~~

All applicants must complete a District application in order to be considered for employment.

#### Job Descriptions

The Board maintains the Superintendent's job description and directs, through policy, the Superintendent, in his or her charge of the District's administration.

The Superintendent shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

#### Investigations

The Superintendent or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. When the applicant is a successful superintendent candidate who has been offered employment by the Board, the Board President shall ensure that these checks are completed. The Superintendent or designee, or if the applicant is a successful superintendent candidate, then the Board President shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Superintendent, appropriate Intermediate Service Center, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Ill. Dept. of State Police and/or Statewide Sex Offender Database. The Board reserves its right to authorize additional background inquiries beyond a fingerprint-based criminal history records check when it deems it appropriate to do so, in accordance with applicable laws.

Each newly hired employee must complete an U.S. Citizenship and Immigration and Naturalization Services Form as required by federal law.

The District retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in ~~Section 105 ILCS 5/21B-80 of the School Code~~ or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any District employee, then the Board must consider that person's status as a condition of employment. [PRESSPlus1](#)

The Superintendent shall ensure that the District does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. The District uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. The District does not screen applicants based on their current or prior wages or salary histories, including benefits or other compensation, by requiring that the wage or salary history satisfy minimum or maximum criteria. [PRESSPlus2](#)
3. The District does not request or require a wage or salary history as a condition of being considered for employment, being interviewed, continuing to be considered for an offer of employment, an offer of employment, or an offer of compensation.
4. The District does not request or require an applicant to disclose wage or salary history as a condition of employment.
5. The District does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation. [Q1](#)

7. The District does not request of an applicant or employee access in any manner to his or her personal online account, such as social networking websites, including a request for passwords to such accounts.
8. The District provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

### Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, ~~or a licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations,~~ or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, ~~or a licensed advanced practice registered nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations,~~ or a licensed physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

### Orientation Program

The District's staff will provide an orientation program for new employees to acquaint them with the District's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

### LEGAL REF.:

[105 ILCS 5/10-16.7](#), [5/10-20.7](#), [5/10-21.4](#), [5/10-21.9](#), [5/21B-10](#), [5/21B-80](#), [5/10-22.34](#), [5/10-22.34b](#), [5/22-6.5](#), and [5/24-5](#).

[20 ILCS 2630/3.3](#), Criminal Identification Act.

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

[820 ILCS 70/](#), Employee Credit Privacy Act.

Americans with Disabilities Act, [42 U.S.C. §12112](#), and [29 C.F.R. Part 1630](#).

Fair Credit Reporting Act, [15 U.S.C. § 1681 et seq.](#)

Immigration Reform and Control Act, [8 U.S.C. §1324a et seq.](#)

*Duldulao v. St. Mary of Nazareth Hospital*, 136 Ill. App. 3d 763 (1st Dist. 1985), *aff'd in part and remanded* 115 Ill.2d 482(III. 1987).

*Kaiser v. Dixon*, 127 Ill. App. 3d 251 (2nd Dist. 1984).

*Molitor v. Chicago Title & Trust Co.*, 325 Ill. App. 124 (1st Dist. 1945).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 3:50 (Administrative Personnel Other Than the Superintendent), 4:60 (Purchases and Contracts), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

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### Questions and Answers:

\*\*\*Required Question 1. A school board that wishes to preserve the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, should consult its board attorney. Note: Attorneys caution that using the exceptions in 820 ILCS 112/10(b-10)(1) and (2), added by P.A. 101-177, may trigger litigation. Violating this subsection entitles an employee to recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. 820 ILCS 112/10(b-10) added by P.A. 101-177. Use the District's...

current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."?

No. (default)

Yes. The Board has consulted its board attorney and has adopted the exceptions into the policy. Add to #5 the following: "unless the applicant's wage or salary history is a matter of public record, or is contained in a document completed by the applicant's current or former employer and then made available to the public by the employer, or then submitted or posted by the employer to comply with State or federal law; or the applicant is a current employee applying for a position with the same current employer."

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## **PRESSPlus Comments**

PRESSPlus 1. Updated to incorporate changes made to 105 ILCS 5/10-21.9(c) and (g), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. Numbers 2-5 are updated to incorporate changes made to the Equal Pay Act of 2003, 820 ILCS 112/10, amended by P.A. 101-177. If an employer violates this subsection, the employee may recover in a civil action any damages incurred, special damages up to \$10,000, injunctive relief, and costs and reasonable attorney's fees. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:50 Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

*Title has been updated. Original Title: Drug- and Alcohol-Free Workplace; Tobacco Prohibition*

All District workplaces are drug- and alcohol-free workplaces.<sup>PRESSPlus1</sup>

All employees are prohibited from engaging in any of the following activities while on District premises or while performing work or being on call<sup>Q1</sup> for the District:<sup>PRESSPlus2</sup>

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being impaired by or under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on District premises or while performing work for the District when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use, or being impaired by or under the influence of medical cannabis; being present on District premises or while performing work for the District when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to Ashley's Law, 105 ILCS 5/22-33.<sup>PRESSPlus3</sup> The District considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms<sup>PRESSPlus4</sup> listed in the Cannabis Regulation and Tax Act (CRTA).<sup>PRESSPlus5</sup>

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

For purposes of this policy, District premises<sup>PRESSPlus6</sup> means workplace as defined in the CRTA in addition to District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the District premises or while performing work for the District, no later than five<sup>5</sup> calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Superintendent or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to District employees.
5. Establish a drug-free awareness program to inform employees<sup>112</sup> about:

c. The penalties that the District may impose upon employees for violations of this policy.

6. Remind employees that policy 6:60, Curriculum Content, requires the District to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence. [PRESSPlus7](#)

#### E-Cigarette, Tobacco, and Cannabis Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of e-cigarettes, [PRESSPlus8](#) tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location.

Tobacco shall have the meaning provided in 105 ILCS 5/section-10-20.5b ~~of the School Code.~~

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device. [Q2](#)

#### District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. In addition or Aalternatively, the ~~School~~ Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer [PRESSPlus9](#)

The Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in policy 2:240, Board Policy Development.

Should District employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which the District receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

#### LEGAL REF.:

Americans With Disabilities Act, 42 U.S.C. §12114.

~~Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.~~

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.

Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.

~~30 ILCS 580/.~~ Drug-Free Workplace Act, ~~30 ILCS 580/.~~

105 ILCS 5/10-20.5b.

~~410 ILCS 82/.~~ Smoke Free Illinois Act.

~~410 ILCS 130/.~~ Compassionate Use of Medical Cannabis Program Act.

~~410 ILCS 705/1-1 et seq.,~~ Cannabis Regulation and Tax Act.

~~720 ILCS 675.~~ Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.

~~820 ILCS 55/.~~ Right to Privacy in the Workplace Act.

## 23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics: Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: November 11, 2015

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### Questions and Answers:

\*\*\*Required Question 1. An employee is on call when the employer schedules him or her with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the employer's location or another previously-designated location. Consult the board attorney regarding how the board wants to treat employees who may be considered on call, e.g., superintendents, principals, coaches, and/or maintenance workers, etc. Has the board adopted the phrase "or being on call" into this policy?

Yes (default)

No. (IASB will remove "or being on call")

\*\*\*Required Question 2. Optional. Including the statutory example that includes the term vape pen provides notice that vaping products are also prohibited through the term e-cigarette. Choose from the following options:

Include the default sentence. (default)

Replace "includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device" with "shall have the meaning provided in the Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675/1(a-9)."

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### PRESSPlus Comments

PRESSPlus 1. This policy is renamed. The new text in the title includes E-Cigarettes (PRESS Advisory Board feedback) and Cannabis (Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27 legalizing recreational cannabis use for persons over the age of 21).

Cannabis remains a *Schedule I* (c)(17) controlled substance under federal law, meaning that it has no currently accepted medical use in addition to a high potential for abuse. This policy continues to prohibit employees from using cannabis as allowed by the CRTA.

With the passage of the CRTA, each board and superintendent may wish to engage in a risk management conversation about the district's drug- and alcohol- free policy enforcement and discipline goals. Enforcement and discipline goals depend upon a board's risk-level tolerance and community expectations. For more information, see f/n 2 of sample policy 5:50, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com).

Consult the board attorney before implementing a drug testing program to enforce this policy.

### Issue 102, October 2019

PRESSPlus 2. To align with best practices for identifying and subsequently initiating discipline of employees for violating this policy (especially with the passage of the CRTA) and any possible collective bargaining agreement provisions, the superintendent may want to convene the **Employee Substance Abuse Prevention Committee**. See sample administrative procedure 2:150-AP, *Superintendent Committees*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 102, October 2019**

PRESSPlus 3. 410 ILCS 130/25(b) prohibits discipline or arrest of school nurses and/or administrators for acting in accordance with *Ashley's Law*, 105 ILCS 5/22-33, amended by P.A. 101-370, eff. 1-1-20. Employers may enforce drug-free workplace policies when they are applied in a nondiscriminatory manner. 410 ILCS 705/10-50(a), added by P.A. 101-27, includes disciplining employees – even those who are a *registered qualifying patient* – for violating a drug-free workplace policies (410 ILCS 130/50 and 705/10-35(a)(1), added by P.A. 101-27). Contact the board attorney for advice concerning the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)). **Issue 102, October 2019**

PRESSPlus 4. Specific articulable symptoms listed in 410 ILCS ~~705/40~~ 705/40-50(d), added by P.A. 101-27, include: the employee's

in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others. In contrast to the CRTA, the MCPA, while listing the same specific, articulable, symptoms, does not require an employer to have a *good faith belief* that a *registered qualifying patient* is under the influence of cannabis. 410 ILCS 130/50(f), and scheduled to be repealed on 7-1-20. **Issue 102, October 2019**

PRESSPlus 5. 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27 allows reasonable, nondiscriminatory, zero-tolerance policies. If the district seeks to discipline an employee on the basis that he or she is under the influence of or impaired by cannabis, it must afford the employee a reasonable opportunity to contest the basis of the determination. **Contact the board attorney for advice concerning this provision and whenever the district seeks disciplinary action or dismissal of an employee on the basis of the cannabis prohibitions in the policy.** See f/n 9 of sample policy 5:50, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for more information about civil, criminal, and other penalties available under the CRTA. **Issue 102, October 2019**

PRESSPlus 6. 410 ILCS 705/10-35 and 10-50(a), added by P.A. 101-27, allows employers to prohibit cannabis in the *workplace*. Many attorneys agree it is a best practice for employers to define workplace in policies that prohibit cannabis. 410 ILCS 705/10-50(h), added by P.A. 101-27, defines *workplace* as the employer's premises, including any building, real property, and parking area under the control of the employer or area used by an employee while in performance of the employee's job duties, and vehicles, whether leased, rented, or owned – and may be further defined by the employer's written policy when it is consistent with this definition.

This policy's definition of workplace expands the above CRTA definition to areas that board policy and/or the School Code impose duties upon districts to keep students safe, including:

1. The *school property* definition from policy 8:30, *Visitors to and Conduct on School Property*;
2. The *school grounds* definition at 105 ILCS 5/10-27.1A(d); and
3. Places that school districts must prevent and respond to bullying, including vehicles used for school purposes. 105 ILCS 5/27-23.7(a)

#### **Issue 102, October 2019**

PRESSPlus 7. Optional. This statement serves as a display of good judgement and a reminder to employees that 105 ILCS 5/27-13.2 and 23.4 (provided it can be funded by private grants or the federal government) require districts to educate students about the dangers of substance abuse. To remove this statement, strike it and choose "Adopted with Additional District Edits" as the Save Status. **Issue 102, October 2019**

PRESSPlus 8. While 720 ILCS 675, amended by P.A. 101-2, excludes e-cigarettes from its definition of tobacco, it does not address vaporization. Prohibiting *e-cigarettes* aligns with the district's obligation to maintain a safe, smoke-free environment and is logical extension of 105 ILCS 5/10-20.5b, The Smoke Free Illinois Act (410 ILCS 82/), and The Prevention of Tobacco Use by Minors and Sale and Distribution of Tobacco Products Act, 720 ILCS 675, amended by P.A. 101-2 (raising the legal age to buy tobacco and e-cigarette products to 21 years of age). In addition, the U.S. Food and Drug Administration now regulates e-cigarettes. For more information about e-cigarettes, see f/n 18 of sample policy 5:50, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 102, October 2019**

PRESSPlus 9. Optional best practice text. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:90 Abused and Neglected Child Reporting

Any District employee who suspects or receives knowledge that a student may be an abused or neglected child shall: (1) immediately report or cause a report to be made to the Ill. Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any District employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Superintendent or Building Principal that a report has been made. The Superintendent or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Negligent failure to report occurs when a District employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.[PRESSPlus1](#)

Any District employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at [report.cybertip.org/](http://report.cybertip.org/) or [www.missingkids.org](http://www.missingkids.org) [www.cybertipline.com](http://www.cybertipline.com). The Superintendent or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any District employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Superintendent, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Superintendent or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Superintendent or designee shall provide staff development opportunities for District employees in the detection, reporting, and prevention of child abuse and neglect.

All District employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Superintendent or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months ~~one year~~ of initial employment and at least every three ~~five~~ years after that date. [PRESSPlus2](#)

The Superintendent will encourage all District educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Alleged Incidents of Sexual Abuse: Investigations[PRESSPlus3](#)

An alleged incident of sexual abuse is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.[PRESSPlus4](#)

If a District employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Superintendent or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the District when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the District from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

The Superintendent shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a District employee and was the subject of a report made by a District employee to DCFS.

The Superintendent shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the District as a result of an act that made a child an abused or neglected child. The Superintendent must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

#### Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in ~~the Act~~ ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ~~the Act~~ ANCRA's requirements concerning the reporting of child abuse.

If the Board determines that any District employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Board may dismiss that employee immediately. PRESSPlus5

#### LEGAL REF.:

105 ILCS 5/10-21.9.

20 ILCS 1305/1-1 et seq., Department of Human Services Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the Board of Education; Indemnification), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Terminations and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency and Police Interviews)

~~ADOPTED: February 14, 2018~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See f/n 10 of sample policy 5:90, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com) for more information. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531.

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see [www.childrensadvocacycentersofillinois.org/about/map](http://www.childrensadvocacycentersofillinois.org/about/map).

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. The law is silent about investigations in counties without CACs. **Issue 102, October 2019 Issue 102, October 2019**

PRESSPlus 4. Though 105 ILCS 5/22-85(b) (final citation pending), added by P.A. 101-531, defines *alleged incident of sexual abuse*, its definition is circular, using the term *sexual abuse* without defining what that means. To provide boards with clarity, the definition of *sexual abuse* used in the Ill. Criminal Code of 2012 is used. **Issue 102, October 2019**

PRESSPlus 5. 105 ILCS 5/10-23.12(c), added by P.A. 101-531. See policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:100 Staff Development Program

The Superintendent or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the District and School Improvement Plans so that student learning objectives meet or exceed goals established by the District and State.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all District staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all District staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training for licensed school personnel and administrators who work with students in grades kindergarten through 8 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
4. Training for school personnel who work with students in grades 7 through 8 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
  - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting and prevention of child abuse and neglect (see policy 5:90, *Abused and Neglected Child Reporting*).
  - b. Within ~~one year~~ three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every ~~five~~ three years (see policy 5:90, *Abused and Neglected Child Reporting*). [PRESSPlus1](#)
  - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 8, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, the appropriate and available supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three year period.
9. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team.
10. Every two years, school personnel who work with students must ~~complete~~ <sup>119</sup> complete an in-person or online training program on the

12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.
13. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the District to perform services in connection with a student's seizure action plan, training in the basics of seizure recognition, first aid, and appropriate emergency protocols. [PRESSPlus2](#)
14. For all District staff, annual sexual harassment prevention training. [PRESSPlus3](#)

The Superintendent shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with Board policy 7:290, *Suicide and Depression Awareness and Prevention*.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

#### LEGAL REF.:

Healthy, Hunger-Free Kids Act of 2010, [42 U.S.C. §1758b](#), [Pub. L. 111-296](#).

[7 C.F.R. Parts 210](#) and [235](#).

[105 ILCS 5/2-3.62](#), [5/10-20.17a](#), [5/10-20.61](#), [5/10-22.6\(c-5\)](#), [5/10-22.39](#), [5/10-23.12](#), [5/22-80\(h\)](#), and [5/24-5](#).

[105 ILCS 25/1.15](#), Interscholastic Athletic Organization Act.

[105 ILCS 150/25](#), Seizure Smart School Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

[775 ILCS 5/2-109](#), Ill. Human Rights Act.

[23 Ill.Admin.Code §§ 22.20](#), [226.800](#), and [Part 525](#).

[77 Ill.Admin.Code §527.800](#).

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Superintendent), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 6:50 (School Wellness), 6:160 (English Learners), 7:10 (Equal Educational Opportunities), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:270 (Administering Medicines to Students), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention), 7:305 (Student Athlete Concussions and Head Injuries)

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to the Abused and Neglected Child Reporting Act (ANCRA), 325 ILCS 5/4(j), amended by P.A. 101-564, eff. 1-1-20. The initial ANCRA three-month training requirement applies to the first time staff engage in their professional or official capacity. While the law allows an extension to six months, it is unclear when such an extension is permissible. Consult the board attorney for guidance. As a best practice, to ensure compliance with the requirement in 105 ILCS 5/22-85(c) (final citation pending), added by P.A. 101-531, that mandated reporters annually review ISBE materials regarding notification of DCFS, and to ease the administrative burden to track employee training schedules, a district may consider requiring annual training for all employees. See also policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 2. Updated in response to 105 ILCS 150/25, added by P.A. 101-50, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 775 ILCS 5/2-109, added by P.A. 101-221, eff. 1-1-20. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:120 Employee Ethics; Conduct; and Conflict of Interest

#### Professional and Appropriate Conduct

All District employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), PRESSPlus1 or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

#### Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act:

1. Superintendent;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the District's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

#### Ethics and Gift Ban

Board of Education policy 2:105, *Ethics and Gift Ban*, applies to all District employees. Students shall not be used in any manner for promoting a political candidate or issue.

#### Prohibited Interests: Conflict of Interest; and Limitation of Authority

In accordance with Section 22-5 of the School Code, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the District nor shall an employee act as an agent of any business in any transaction with the District. This includes participation in the selection, award or administration of a contract supported by a federal award or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of interest. PRESSPlus2 A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in the entity selected for the contract:

1. Any person that has a close personal relationship with an employee that may compromise or impair the employee's fairness and impartiality, including a member of the employee's immediate family or household;
2. An employee's business partner; or
3. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above, as defined by 2-C.F.R. §200.318(e)(1).

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

#### Outside Employment

Incorporated

by reference: 5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.:

U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101, Ill. Governmental Ethics Act and 430/.

5 ILCS 430/, State Officials and Employee Ethics Act.

30 ILCS 708/, Grant Accountability and Transparency Act.

50 ILCS 135/, Local Governmental Employees Political Rights Act.

105 ILCS 5/10-22.39 and 5/22-5.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

775 ILCS 5/5A-102, Ill. Human Rights Act.

23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

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

CROSS REF.: 2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media: Usage and Conduct)

ADOPTED: May 10, 2017

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## **PRESSPlus Comments**

PRESSPlus 1. 325 ILCS 5/4(a)(4), amended by P.A. 101-564, eff. 1-1-20; 105 ILCS 5/10-23.12(c) (all district employees), added by P.A. 101-531; 105 ILCS 5/21B-75(b) (teachers), amended by P.A. 101-531. **Issue 102, October 2019**

PRESSPlus 2. 2 C.F.R. §200.318(c)(1) prohibits employees, officers, or agents of a school district from participating in the selection, award, or administration of a contract supported by a federal award if they have a real or apparent *conflict of interest*. The uniform federal rules on procurement standards in 2 C.F.R. Part 200 also apply to eligible State grants through the Grant Accountability and Transparency Act (GATA)(30 ILCS 708/.) Authoritative sources and guidance regarding conflict of interest and financial disclosure are provided through the GATA Resource Library at [www.grants.illinois.gov](http://www.grants.illinois.gov). See also the Ill. State Board of Education's *Procurement and Purchasing Checklist* (ISBE Checklist) at: [www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx](http://www.isbe.net/Pages/Audit-and-Monitoring-Review-Requirements-and-Tools.aspx) **Issue 102, October 2019**

## *Document Status: Draft Update*

### **5:200 Terms and Conditions of Employment and Dismissal**

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

School Year and Day, Duty-Free Lunch, Salary, Assignments and Transfers, Evaluation, Dismissal

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

School Social Worker Services Outside of District Employment

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

Nursing Mothers

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

LEGAL REF.: [PRESSPlus1](#)

105 ILCS 5/10-19, ~~5/10-19.05~~, ~~5/10-20.65~~ (P.A. 100-356, final citation pending), 5/14-1.09a, ~~5/18-8~~, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/1 et seq.

23 Ill.Admin.Code Parts 50 (Evaluation of ~~Certified Employees~~ Educator Licensed Employees) and 51 (Dismissal of Tenured Teachers).

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

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

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### **PRESSPlus Comments**

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **5:220 Substitute Teachers**

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

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

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

The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 120 paid days or 600 paid hours in each school year, but not more than 100 paid days in the same classroom. Beginning July 1, 2020, a substitute teacher who is a TRS annuitant may substitute teach for a period not to exceed 100 paid days or 500 paid hours in any school year, unless the subject area is one where the appropriate Intermediate Service Center has certified that a personnel shortage exists.

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

#### Short-Term Substitute Teachers

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

#### Emergency Situations

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

#### LEGAL REF.:

105 ILCS 5/10-20.687 (P.A. 100-596, final citation pending), [PRESSPlus1](#) 5/21B-20(2), 5/21B-20(3), and 5/21B-20(4).

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

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

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

## Document Status: Draft Update

### 5:250 Leaves of Absence

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

Sick and Bereavement Leave, Personal Leave, Child-Rearing Leave, Leave for Service in the Military, Unpaid Leaves of Absence, Parental Leave, Association Leave, Other Extended Leaves

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

#### Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Family and Medical Leave Act of 1993, [20 U.S.C. §2601 et seq.](#)) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

#### Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

#### General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

#### Leave for Employment in Department of Defense

The Board may grant teachers a leave of absence to accept employment in a Dept. of Defense overseas school.

#### School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences, behavioral meetings, or ~~classroom activities~~ academic meetings [PRESSPlus1](#) related to the teacher's child, if the conference or meeting activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Superintendent shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

#### Leaves for Victims of Domestic Violence, ~~or Sexual Violence,~~ or Gender Violence [PRESSPlus2](#)

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic violence, ~~or sexual violence,~~ or gender violence, or (2) has a family or household member who is a victim of ~~domestic or sexual~~ such violence whose interests are not adverse to the employee as it relates to the domestic violence, ~~or sexual violence,~~ or gender violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the District employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take

### Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with [105 ILCS 5/24-6.3](#), and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the District, or his or her designee, to attend meetings, workshops, or seminars as described in [105 ILCS 5/24-6.2](#).

### Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

#### LEGAL REF.:

[10 ILCS 5/13-2.5](#)

~~[20 ILCS 1805/30.1 et seq.](#)~~

[820 ILCS 154/](#)

[105 ILCS 5/24-6](#), [5/24-6.1](#), [5/24-6.2](#), [5/24-6.3](#), [5/24-13](#), and [5/24-13.1](#).

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

[820 ILCS 147/](#) and [180/](#).

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED: January 11, 2017~~

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 820 ILCS 147/15, amended by P.A. 101-486, eff. 8-1-20. **Issue 102, October 2019**

PRESSPlus 2. Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **5:290 Employment Termination and Suspensions**

#### Resignation and Retirement

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

**For employees not covered by a current applicable bargaining agreement:**

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given. An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

#### Non-RIF Dismissal

The District may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Superintendent is responsible for making dismissal recommendations to the School Board consistent with the Board's goal of having a highly qualified, high performing staff. This includes recommending a non-licensed employee for immediate dismissal for willful or negligent failure to report an instance of suspected child abuse or neglect as required by 325 ILCS 5/.PRESSPlus1

#### Reduction in Force and Recall

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

**For employees not covered by a current applicable bargaining agreement:**

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

#### Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

#### Suspension

Except as provided below, the Superintendent is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Superintendent's judgment, the employee's presence is detrimental to the District. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees. Upon receipt of a recommendation from the Ill. Dept. Children and Family Services (DCFS) 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, 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, proceeding with: 127

b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the District all compensation and the value of all benefits received by the employee during the suspension. The Superintendent will notify the employee of this requirement when the employee is suspended.

LEGAL REF.:

[5 ILCS 430 et seq.](#)

[105 ILCS 5/10-22.34c](#) and [5/10-23.5](#).

[325 ILCS 5/7.4\(c-10\)](#).

[820 ILCS 105/4a](#).

CROSS REF.: [5:90 \(Abused and Neglected Child Reporting\)](#), 5:240 (Suspension), 5:270 (Employment At-Will, Compensation, and Assignment)

~~ADOPTED: February 14, 2018~~

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### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/10-23.12(c), added by P.A. 101-531; and 105 ILCS 5/21B-75(b), amended by P.A. 101-531. See also policy 2:20, *Powers and Duties of the School Board; Indemnification*. **Issue 102, October 2019**

## Document Status: Draft Update

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

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

Sick and Bereavement Leave. Association Leave. Other Extended Leaves of Absence. Unpaid Leaves of Absence

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

Parental Leave

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

Sick and Bereavement Leave

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

**For employees not covered by a current applicable bargaining agreement:**

Full or part-time educational support personnel who work at least 600 hours per year receive 10 paid sick leave days per year. Part-time employees who work at least half-time are entitled to sick days on the same basis as full-time employees, but the pay will be based on the employee's average number of part-time hours per week. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. This policy is the District's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon a District employee's retirement under the Illinois Municipal Retirement Fund.

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

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Superintendent deem necessary in other cases, the Board or Superintendent may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) a licensed advanced practice registered nurse ~~who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations,~~ PRESSPlus1 (4) a licensed physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Superintendent requires a certificate during a leave of less than three days for personal illness, the District shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Superintendent may require that the employee provide evidence that the formal adoption process is underway.

Vacation

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

**For employees not covered by a current applicable bargaining agreement:**

The Board believes that employees are granted vacation time for the purpose of enhancing the physical and mental health necessary to be fully productive and happy employees. As such, the Board encourages employees that earn vacation days to utilize those days in furtherance of a healthy life-work balance.

Twelve-month educational support professionals and other twelve month employees who are not members of the bargaining unit and not under a written employment contract shall be entitled to paid vacation as follows:

<u>Length of Employment</u>	<u>Duration of Vacation</u>
<u>From: Beginning July 1 of</u>	
Years 1-4	10 Days    129

Although all days are available "up front" for use by the employees referenced above, the vacation days will be prorated in case of early separation from employment with the District.

From the date of eligibility for vacation days, such vacation days will be earned under the following formula:

- a) From the date of employment, vacation days are earned at a rate of 0.87 days per month to a total of 10 days per year.
- b) After four full years of service, vacation days are earned at a rate of 1.25 days per month to a total of 15 days per year.
- c) After nine full years of service, vacation days are earned at a rate of 1.67 days per month to a total of 20 days per year.

Educational support professionals may carry over up to ten (10) earned but unused vacation days for use during the subsequent fiscal year July 1 - June 30. Unused vacation days from the current year which are not used in the next fiscal year will be forfeited; they do not accumulate.

In accordance with law, the Board will compensate the educational support professional for any vacation time earned but unused vacation days upon termination of service to the district. The compensation will be at the salary rate prevailing at termination.

Holidays

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

**For employees not covered by a current applicable bargaining agreement:**

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

New Year's Day	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day
Memorial Day	Christmas Day
Independence Day	

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

Twelve-Month Employee Leave

Twelve-month educational support professionals who are not members of the bargaining unit will be annually entitled to fifteen (15) days of paid sick leave, three (3) days of personal leave and three (3) bereavement days. Annual unused sick leave and personal days will be added to the employee's accumulated total of paid sick leave; there will be no limit on the accumulated total.

Personal Leave

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

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

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

Other Leaves

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

1. Leaves for Service in the Military and General Assembly. 130

3. Leaves for Victims of Domestic or Sexual Violence, Sexual Violence, or Gender Violence. [PRESSPlus2](#)
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

LEGAL REF.:

~~20 ILCS 1805/30.1 et seq.~~

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

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

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

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

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

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

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

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**PRESSPlus Comments**

PRESSPlus 1. Updated to incorporate 105 ILCS 5/24-6, previously amended by P.A. 99-173, removing the need for an advanced practice nurse to have a written collaborative agreement with a physician. **Issue 102, October 2019**

PRESSPlus 2. Required by the Victims' Economic Security and Safety Act, (VESSA) (820 ILCS 180/, amended by P.A. 101-221, eff. 1-1-20, and 56 Ill.Admin.Code §280). *Gender violence* means: (1) one or more acts of violence or aggression that is a criminal offense under State law committed, at least in part, on the basis of a person's actual or perceived sex or gender, (2) a physical intrusion or invasion of a sexual nature under coercive conditions that is a criminal offense under State law, or (3) a threat to commit one of these acts. *Sexual violence* is not specifically defined in VESSA. **Issue 102, October 2019**

## Document Status: Draft Update

### 6:20 School Year Calendar and Day

#### School Calendar

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

#### Commemorative Holidays

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

#### School Day

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

#### LEGAL REF.:

[105 ILCS 5/10-19](#), [5/10-19.05](#), [PRESSPlus1 5/10-24.46](#), [5/18-12](#), [5/18-12.5](#), [5/24-2](#), [5/27-3](#), [5/27-18](#), [5/27-19](#), [5/27-20](#), [5/27-20.1](#), [5/27-20.2](#), and [20/1](#).

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

[23 Ill.Admin.Code §1.420\(f\)](#).

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

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

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#### **PRESSPlus Comments**

PRESSPlus 1. The Legal References are updated to include 105 ILCS 5/10-19.05, added by P.A. 101-12, which (1) addresses the minimum of five clock hours to qualify as a full day of attendance, and (2) opens the use of e-learning days subject to certain requirements. See f/n 3 of sample policy 6:20, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for more information. See [www.isbe.net/Documents/SB28Instructional-Day.pdf](http://www.isbe.net/Documents/SB28Instructional-Day.pdf) for ISBE's notice regarding this law. **Issue 102, October 2019**

## Document Status: Draft Update

### 6:60 Curriculum Content

The curriculum shall contain instruction on subjects required by State statute or regulation as follows:

1. In kindergarten through grade 8, subjects include: (a) language arts, (b) reading, (c) other communication skills, (d) science, (e) mathematics, (f) social studies, (g) art, (h) music, and (i) drug and substance abuse prevention. A reading opportunity of 60 minutes per day will be promoted for all students in kindergarten through grade 3 whose reading levels are one grade level or more lower than their current grade level. A unit of cursive instruction will be offered in grade 3. Beginning with the 2020-2021 school year, in grades 6, 7, or 8, students must receive at least one semester of civics education in accordance with Illinois Learning Standards for social science. [PRESSPlus1](#)
2. In grades 7 and 8, as well as in interscholastic athletic programs, steroid abuse prevention must be taught.
3. In kindergarten through grade 8, provided it can be funded by private grants or the federal government, violence prevention and conflict resolution must be stressed, including: (a) causes of conflict, (b) consequences of violent behavior, (c) non-violent resolution, and (d) relationships between drugs, alcohol, and violence.
4. In grades kindergarten through 8, age-appropriate Internet safety must be taught, the scope of which shall be determined by the Superintendent or designee. The curriculum must incorporate policy 6:235, *Access to Electronic Networks* and, at a minimum, include: (a) education about appropriate online behavior, (b) interacting with other individuals on social networking websites and in chat rooms, and (c) cyberbullying awareness and response.
5. In all grades, character education must be taught including respect, responsibility, fairness, caring, trustworthiness, and citizenship in order to raise students' honesty, kindness, justice, discipline, respect for others, and moral courage. Instruction in all grades ~~will~~ include educating students about behaviors that violate ~~Board~~ policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*.
6. In all schools, citizenship values must be taught, including: (a) patriotism, (b) democratic principles of freedom, justice, and equality, (c) proper use and display of the American flag, (d) the Pledge of Allegiance, and (e) the voting process.
7. In all grades, physical education must be taught including a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. Unless otherwise exempted, all students are required to engage in a physical education course with such frequency as determined by the Board after recommendation from the Superintendent, but at a minimum of three days per five-day week. For exemptions and substitutions, see policy 7:260, *Exemption from Physical Education*.
8. In all schools, health education must be stressed, including: (a) proper nutrition, (b) physical fitness, (c) components necessary to develop a sound mind in a healthy body, (d) dangers and avoidance of abduction, and (e) age-appropriate sexual abuse and assault awareness and prevention education in all grades. The Superintendent shall implement a comprehensive health education program in accordance with State law.
9. In all schools, career/vocational education must be taught, including: (a) the importance of work, (b) the development of basic skills to enter the world of work and/or continue formal education, (c) good work habits and values, (d) the relationship between learning and work, and (e) if possible, a student work program that provides the student with work experience as an extension of the regular classroom. A career awareness and exploration program must be available at all grade levels.
10. In all schools, conservation of natural resources must be taught, including: (a) home ecology, (b) endangered species, (c) threats to the environment, and (d) the importance of the environment to life as we know it.
11. In all schools, United States (U.S.) history must be taught, [PRESSPlus2](#) including: (a) the principles of representative government, (b) the Constitutions of the U.S. and Illinois, (c) the role of the U.S. in world affairs, (d) the role of labor unions, ~~and~~ (e) the role and contributions of ethnic groups, including but not limited to, the African Americans, Albanians, Asian Americans, Bohemians, Czechs, French, Germans, Hispanics (including the events related to the forceful removal and illegal deportation of Mexican-American U.S. citizens during the Great Depression), Hungarians, Irish, Italians, Lithuanians, Polish, Russians, Scots, and Slovaks in the history of this country and State, (f) a study of the roles and contributions of lesbian, gay, bisexual, and transgender (LGBT) people in the history of the U.S. and Illinois. [PRESSPlus3](#) and (g) Illinois history. [PRESSPlus4](#)

In addition, all schools shall hold an educational program on the United States Constitution on Constitution Day, each September 17, commemorating the September 17, 1787 signing of the Constitution. However, when September 17 falls on a Saturday, Sunday, or holiday, Constitution Day shall be held during the preceding or following week.

13. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the Holocaust and crimes of genocide, including Nazi atrocities of 1933-1945, Armenian Genocide, the Famine-Genocide in Ukraine, and more recent atrocities in Cambodia, Bosnia, Rwanda, and Sudan.
14. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on the history, struggles, and contributions of women.
15. In all schools, the curriculum includes instruction as determined by the Superintendent or designee on Black History, including the history of the African slave trade, slavery in America, and the vestiges of slavery in this country, as well as the struggles and contributions of African-Americans.
16. In all schools, instruction during courses as determined by the Superintendent or designee on disability history, awareness, and the disability rights movement.
17. In kindergarten through grade 8, education must be available to students concerning effective methods of preventing and avoiding traffic injuries related to walking and bicycling.<sup>Q1</sup>

LEGAL REF.:

[Pub. L. No. 108-447](#), Section 111 of Division J, Consolidated Appropriations Act of 2005.

[Pub. L. No. 110-385](#), Title II, 122 stat. 4096 (2008), Protecting Children in the 21st Century Act.

[47 C.F.R. §54.520](#)

[5 ILCS 465/3](#) and [465/3a](#).

[20 ILCS 2605/2605-480](#).

[105 ILCS 5/2-3.80\(e\)](#) and (f), [5/27-3](#), [5/27-3.5](#), [5/27-5](#), [5/27-6](#), [5/27-6.5](#), [5/27-7](#), [5/27-12](#), [5/27-12.1](#), [5/27-13.1](#), [5/27-13.2](#), [5/27-20.3](#), [5/27-20.4](#), [5/27-20.5](#), [5/27-20.7](#), [5/27-21](#), [5/27-22](#), [5/27-23.3](#), [5/27-23.4](#), [5/27-23.7](#), [5/27-23.8](#), [5/27-23.10](#), [5/27-23.11](#), [5/27-24.2](#), [435/](#), and [110/3](#).

[625 ILCS 5/6-408.5](#).

[23 Ill.Admin.Code §§1.420, 1.425, 1.430, and 1.440](#).

CROSS REF.: 6:20 (School Year Calendar and Day), 6:40 (Curriculum Development), 6:70 (Teaching About Religions), 7:190 (Student Discipline); 6:235 (Access to Electronic Networks), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:260 (Exemption from Physical Education)

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**Questions and Answers:**

\*\*\*Required Question 1. A school district may offer a course on hunting safety as part of its curriculum during the school day. (105 ILCS 5/27-23.13 (final citation pending), added by P.A. 101-152.) No grade levels are specified in the statute. Does the Board want to offer a course on hunting safety as part of its curriculum?

No. (default)

Yes, Insert In grade(s) [insert grade level(s)], a course on hunting safety will be offered during the school day." 5/27-23.13 (final citation pending) will be added to the Legal References What grade level(s) should be inserted?:

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**PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/27-3.10, added by P.A. 101-254, eff. 7-1-20. The statute specifically states that school districts may utilize private funding available for offering civics education. **Issue 102, October 2019**

PRESSPlus 2. 105 ILCS 5/27-21 does not specify at what grade level districts must cover these topics as part of U.S. history instruction; however, no student may graduate from grade 8 unless the student has received instruction in U.S. history and demonstrated comprehensive knowledge of the subject matter. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20. **Issue 102, October 2019**

PRESSPlus 4. Updated in response to 105 ILCS 5/27-21, amended by P.A. 101-227, eff. 7-1-20. **Issue 102, October 2019**

## *Document Status: Draft Update*

### **6:150 Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant, or advanced practice registered nurse anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rules governing (1) the continuum of placement options for students who have been identified for special education services or (2) the home and hospital instruction provisions for students who have not been identified for special education services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from: (1) a physician licensed to practice medicine in all of its branches, (2) a licensed physician assistant, or (3) a licensed advanced practice registered nurse's written statement. **PRESSPlus1** Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to three months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

#### LEGAL REF.:

105 ILCS [5/10-19.05\(e\)](#), [5/10-22.6a](#), [5/14-13.01](#), and [5/18-4.5](#).

[23 Ill.Admin.Code §§1.520, 1.610](#), and [226.300](#).

CROSS REF.: 6:120 (Education of Children with Disabilities), 7:10 (Equal Educational Opportunity), 7:280 (Communicable and Chronic Infectious Disease)

~~ADOPTED: February 14, 2018~~

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#### **PRESSPlus Comments**

PRESSPlus 1. Updated in response to 105 ILCS 5/14-13.01(a-5), amended by P.A.s 100-443 and 100-863. **Issue 102, October 2019**

## Document Status: Draft Update

### 7:20 Harassment of Students Prohibited

#### Bullying, Intimidation, and Harassment Prohibited

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

#### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

#### Making a Complaint-Enforcement [PRESSPlus1](#)

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. ~~Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.~~

An allegation that a student was a victim of any prohibited conduct perpetrated by school personnel, including a school vendor or volunteer, shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy. ~~another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.~~ [PRESSPlus2](#)

#### **Nondiscrimination Coordinator and Complaint Managers:**

Please refer to either the student handbook or faculty handbook to obtain the names and contact information for the current district discrimination coordinator and complaint managers.

The Superintendent shall use reasonable measures to inform staff members and students of this policy by including: [PRESSPlus3](#)

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

policies, rules, and standards of conduct are otherwise made available to staff.

### Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly comply may be disciplined, up to and including discharge.

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

The District shall investigate alleged harassment of students when the Nondiscrimination Coordinator or a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Alleged Incidents of Sexual Abuse [PRESSPlus4](#)

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

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to policy 5:90, *Abused and Neglected Child Reporting*, in addition to any response required by this policy.

### Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### LEGAL REF.:

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Educational Amendments of 1972.

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

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

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

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

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

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

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

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

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:90 (*Abused and Neglected Child Reporting*), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:240 (Conduct Code for Participants in Extracurricular Activities)

~~ADOPTED: February 14, 2018~~

PRESSPlus 2. Updated to align with policy 5:90, *Abused and Neglected Child Reporting*. **Issue 102, October 2019**

PRESSPlus 3. Updated in response to 105 ILCS 5.10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20. requires districts to maintain and implement an *age-appropriate* policy on sexual harassment that is included in the school district's student handbook, as well as on a district's website and, if applicable, other areas where such information is posted in each school. The law does not expressly state that the age-appropriate policy is for students; however, that is the most logical interpretation. In practice, most districts maintain a student handbook for each building. Because the law only requires one policy, this policy manages the age-appropriate requirement by directing age-appropriate explanations of the policy be included in the building-level student handbook(s). **Issue 102, October 2019**

PRESSPlus 4. 105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-531, requires that every two years, each district within an Illinois county served by an accredited Children's Advocacy Center (CAC) review all its existing sexual abuse investigation policies and procedures to ensure consistency with 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531.

105 ILCS 5/22-85 (final citation pending), added by P.A. 101-531, governs the investigation of an *alleged incident of sexual abuse* of any child within any Illinois counties served by a CAC. For a map of accredited CACs, and to identify a CAC that may serve your district, see [www.childrensadvocacycentersofillinois.org/about/map](http://www.childrensadvocacycentersofillinois.org/about/map).

If your school district is not within a county served by an accredited CAC, strike this subsection and select "Adopted with Additional District Edits" as the Save Status. The law is silent about investigations in counties not served by CACs. **Issue 102, October 2019**

## Document Status: Draft Update

### 7:150 Agency and Police Interviews

The Superintendent shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will: ~~(1)~~ [PRESSPlus1](#)

1. ~~Recognize~~ individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student. ~~(2)~~
3. ~~Minimize~~ potential disruption, ~~(3)~~
4. ~~Foster~~ a cooperative relationship with public agencies and law enforcement, and ~~(4)~~
5. ~~Comply with State law, including, but not limited to, ensuring that before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Superintendent or designee will.~~ [PRESSPlus2](#)
  - a. Notify or attempt to notify the student's parent/guardian and document the time and manner in writing;
  - b. Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that school employees (including, but not limited to, a school social worker, psychologist, nurse, guidance counselor, or any other mental health professional) are present during the questioning; and
  - c. If practicable, make reasonable efforts to ensure a trained law enforcement officer to promote safe interactions and communications with the student is present during questioning. [PRESSPlus3](#)

#### LEGAL REF.:

[105 ILCS 5/10-20.64, 5/22-85 \(final citation pending\)](#)

[55 ILCS 80/](#), Children's Advocacy Center Act.

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

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

[725 ILCS 120/1](#), Rights of Crime Victims and Witnesses Act.

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

~~ADOPTED: May 11, 2016~~

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#### PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-478, eff. 1-1-20.

Additional resources include:

- The *Guidelines for Interviews of Students*, published by the Ill. Council of School Attorneys (ICSA) at: [www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf](http://www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf).
- The publication, *Policing in Schools, Developing a Governance Document for School Resource Officers in K-12 Schools*, was developed by the American Civil Liberties Union, and is available at: [www.aclu.org/racial-justice/policing-schools-developing-governance-document-school-resource-officers-k-12-schools](http://www.aclu.org/racial-justice/policing-schools-developing-governance-document-school-resource-officers-k-12-schools).
- *School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA)*, published by PTAC (2019), at: [www.studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa](http://www.studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa).

#### Issue 102, October 2019

PRESSPlus 2. The statute does not specifically assign these duties to a school official, but instead states that "a law enforcement officer, school resource officer, or other school security personnel" must ensure these conditions are met before detaining and questioning a student on school grounds. For ease of implementation, this policy assigns these duties to a school

officials' responsibilities when law enforcement authorities interview students at school. **Issue 102, October 2019**

PRESSPlus 3. A trained law enforcement officer is someone who: (1) received training in youth investigations approved or is certified by his/her law enforcement agency as a school resource officer per 50 ILCS 705/10.22, or (2) is a juvenile police officer per 705 ILCS 405/1-3(17). **Issue 102, October 2019**

## Document Status: Draft Update

### 7:270 Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

#### Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *School Medication Authorization SMA Form*. The Superintendent or designee will ensure an Emergency Action Plan is developed for each self-administering student. [PRESSPlus1](#)

A student may self-administer medication required under a qualifying plan, provided the student's parent/guardian has completed and signed an SMA Form. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an Ill. Food Allergy Emergency Action Plan and Treatment Authorization Form, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. [PRESSPlus2](#)

The ~~School~~District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan, or the storage of any medication by school personnel. [PRESSPlus3](#) A student's parent/guardian must indemnify and hold harmless the ~~School~~District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, and/or asthma medication, and/or a medication required under a qualifying plan, or the storage of any medication by school personnel.

#### School District Supply of Undesignated Asthma Medication

The Superintendent or designee shall implement ~~Section 105 ILCS 5/22-30(f) of the School Code~~ and maintain a supply of undesignated asthma medication in the name of the District and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

#### School District Supply of Undesignated Epinephrine Injectors

The Superintendent or designee shall implement ~~Section 105 ILCS 5/22-30(f) of the School Code~~ and maintain a supply of undesignated epinephrine injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

of the District in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

~~Designated Caregiver~~ Administration of Medical Cannabis [PRESSPlus4](#)

The Compassionate Use of Medical Cannabis ~~Plus~~ Program Act allows a medical cannabis infused product to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor ~~to~~ who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old [PRESSPlus5](#) and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:
  - a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
  - b. Copies of the registry identification cards are provided to the District; ~~and~~
  - c. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*; and
  - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus. [PRESSPlus6](#)
2. A properly trained school nurse or administrator, who shall be allowed to administer the *medical cannabis infused product* to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus. [PRESSPlus7](#)
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator. [PRESSPlus8](#)

*Medical cannabis infused product* (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

~~After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus.~~ The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

#### Void Policy

The **School District Supply of Undesignated Asthma Medication** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school asthma medication.

The **School District Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine injectors.

The **School District Supply of Undesignated Glucagon** section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for glucagon from a qualifying prescriber. [PRESSPlus9](#) or (2) fill the District's prescription for undesignated school glucagon.

The ~~Designated Caregiver~~ **Administration of Medical Cannabis** section of the policy is void and the District reserves the right not to implement it if the District or school is in danger of losing federal funding.

opioid antagonist, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

### Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions ~~as explained in Section 22-30(e) of the School Code~~ applicable under State law apply. [PRESSPlus10](#)

No one, including without limitation, parent(s)/guardian(s) of students, should rely on the District for the availability of undesignated ~~asthma medication, an undesignated epinephrine injector, and/or an undesignated opioid antagonist~~ medication. This policy does not guarantee the availability of undesignated medications. Students and their parent(s)/guardian(s) should consult their own physician regarding these medication(s).

LEGAL REF.:

[105 ILCS 5/10-20.14b](#), [5/10-22.21b](#), [5/22-30](#), and [5/22-33](#).

[105 ILCS 145/](#). Care of Students with Diabetes Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act, and scheduled to be repealed on July 1, 2020.

[720 ILCS 550/](#), Cannabis Control Act.

[23 Ill.Admin.Code §1.540](#).

CROSS REF.: 7:285 (Food Allergy Management)

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### Questions and Answers:

\*\*\*Required Question 1. Optional. 105 ILCS 145/27, added by P.A. 101-428, permits a district to maintain a supply of undesignated glucagon in any secure location that is immediately accessible to a school nurse or delegated care aide. A school board must ensure that it does not adopt this section into the policy unless it is prepared to implement it. Consult the board attorney about the consequences of informing the community that the district will obtain a prescription for a supply of undesignated glucagon, and implement a plan for their use, and then not doing it, as doing so may be fraught with legal liabilities. The superintendent is given broad authority to implement this section; however, several preliminary steps should occur with the assistance of the board attorney. They include, but are not limited to: (1) investigating the feasibility of obtaining a prescription for a supply of undesignated glucagon in the name of the district or one of its schools, and (2) outlining the advantages and disadvantages of implementing this plan based upon each district's individual resources and circumstances, and student population's needs. Has the Board adopted the School District Supply of Undesignated Glucagon subsection?

Yes (default)

No (IASB will delete the School District Supply of Undesignated Glucagon subsection and its Void Policy language)

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### PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/10-22.21b(d), added by P.A. 101-205, eff. 1-1-20. The plan must address actions to be taken if the student is unable to self-administer medication and the situations in which the school must call 911. For plan guidance, see 7:270-AP1, *Dispensing Medication*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com). **Issue 102, October 2019**

PRESSPlus 2. Updated in response to 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20. A student with a qualifying plan may self-administer medication if the student's parent/guardian provides the school with: (1) written permission for the student's self-administration of medication, (2) written authorization from the student's physician, physician assistant, or advanced practice registered nurse for the student to self-administer the medication, and (3) the prescription label containing the name of the medication, the prescribed dosage, and the time(s) or circumstances under which the medication is to be administered. This does not allow a student to self-carry unless otherwise permitted. Contact the board attorney for further guidance. **Issue 102, October 2019**

PRESSPlus 3. 105 ILCS 5/10-22.21b, amended by P.A. 101-205, eff. 1-1-20, does not specifically require this information to be in a notification to parents/guardians. However, 105 ILCS 5/10-22.21b requires parents/guardians to sign a statement that includes the district's protections from liability under 105 ILCS 5/10-22.21b. **Issue 102, October 2019**

The storage of medication is not addressed in the applicable statutes and may not be covered as part of the district's protections from liability and hold harmless provisions. Contact the board attorney and the board's liability insurance carrier for further discussion about the district's liability and coverage in this area. **Issue 102, October 2019**

PRESSPlus 4. 105 ILCS 5/22-33(g), added by P.A. 100-660 (*Ashley's Law*), requires school boards to adopt a policy and implement it by:

1. Authorizing a parent/guardian and/or a *designated caregiver* of a student who is a *registered qualifying patient* to administer a medical cannabis infused product to that student at school or on the school bus (105 ILCS 5/22-33(b)).
2. Allowing a school nurse or administrator to administer a medical cannabis infused product to a student who is a *registered qualifying patient* while at school, a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care, on school-operated property or while being transported on a school bus (105 ILCS 5/22-33(b-5), added by 101-370, eff. 1-1-20)).
3. Authorizing a student who is a *registered qualifying patient* to self-administer a medical cannabis infused product if the self-administration takes place under the direct supervision of a school nurse or school administrator (*ld.*).

**Important: If a district would lose federal funding as a result of the board adopting this policy, the board may not authorize the use of a medical cannabis infused product under Ashley's Law and not adopt this subsection. 105 ILCS 5/22-33(f).** Consult the board attorney about the issue of federal funding.

#### **Issue 102, October 2019**

PRESSPlus 5. A student under the age of 18 may have up to three designated caregivers as long as at least one is a biological parent or a legal guardian. A student 18 years of age or older may appoint up to three designated caregivers who meet the requirements of the Compassionate Use of Medical Cannabis Program Act. **Issue 102, October 2019**

PRESSPlus 6. Text moved from below. **Issue 102, October 2019**

PRESSPlus 7. 105 ILCS 5/22-33(b-5), added by P.A. 101-370, eff. 1-1-20. A school nurse or administrator must annually complete a training curriculum to be developed by ISBE in consultation with the Ill. Dept. of Public Health prior to administering a medical cannabis infused product to a student in accordance with this section. 105 ILCS 5/22-33(f-5), added by P.A. 101-370, eff. 1-1-20. **Issue 102, October 2019**

PRESSPlus 8. Any medical cannabis infused product administered by a school nurse or administrator, or self-administered under the supervision of a school nurse or administrator, must be stored with the school nurse at all times in a manner consistent with storage of other student medication at the school and may be accessible only by the school nurse or a school administrator. 105 ILCS 5/22-33(b-10), added by P.A. 101-370, eff. 1-1-20. **Issue 102, October 2019**

PRESSPlus 9. 105 ILCS 145/27, added by P.A. 101-428, provides that a physician, a physician assistant who has prescriptive authority under the Physician Assistant Practice Act of 1987 (225 ILCS 95/7.5), or an advanced practice registered nurse who has prescriptive authority under the Nurse Practice Act (225 ILCS 65-40) may prescribe undesignated glucagon in the name of the district to be maintained for use when necessary. **Issue 102, October 2019**

PRESSPlus 10. 105 ILCS 5/22-30(c). The school, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of an injury to a student arising from the administration of asthma medication, epinephrine injectors, or an opioid antagonists, a student's self-administration of medication, or administration of undesignated glucagon (insofar as it would be considered part of the care of a student with diabetes).

105 ILCS 5/22-30(c) requires the district to inform parents/guardians in writing of the protections from liability and hold harmless provisions that apply to the administration of asthma medication, epinephrine injectors, and opioid antagonists. In addition, a statement must be signed by a student's parent/guardian acknowledging the district's protections from liability and hold harmless provisions for these undesignated medications. A similar acknowledgment must be signed by a student's parent/guardian for the self-administration of medication. 105 ILCS 5/10-22.21(c), added by P.A. 101-205, eff. 1-1-20. See 7:270-E1, *School Medication Authorization Form*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com), for a sample acknowledgement. **Issue 102, October 2019**

## Document Status: Draft Update

### 8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

**School property** - District and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a School Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. [PRESSPlus1](#)

**Visitor** - Any person other than an enrolled student or District employee.

All visitors to school property are required to report to the Building Principal's office and receive permission to remain on school property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents/guardians, ~~and~~ friends, ~~and/or~~ community members are invited onto school property or when community members are attending Board meetings, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member ~~by telephone or email~~ to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, ~~a~~ Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product or illegal drug. [PRESSPlus2](#)
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred. [PRESSPlus3](#)
10. Use or possess medical cannabis, unless he or she has complied with policy 7:270. Administering Medicines to Students, implementing Ashley's Law. [PRESSPlus4](#)
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
15. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
16. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

persons under the age of 18 are present, unless the offender is:

1. 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 at the school 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. Has permission to be present from the Board, 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 who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

#### Exclusive Bargaining Representative Agent

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

#### Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

#### Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:<sup>Q1</sup>

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

#### LEGAL REF.:

Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 730 N.E.2d 96 (Ill.App.4, 2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 et seq., Pro-Children Act of 1994.

105 ILCS 5/10-20.5b, 5/22-33, 5/24-24, ~~and 5/24-25~~, and 5/27-23.7(a).

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program Act.

430 ILCS 66/, Firearm Concealed Carry Act.

410 ILCS 705/, Cannabis Tax and Regulation Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Behavior), 7:270 (Administering Medicines to Students), 8:20 (Community Use of School Facilities)

ADOPTED: July 13, 2016

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#### Questions and Answers:

\*\*\*Required Question 1. For ease of administration, this text is broader than 105 ILCS 5/24-24, requiring a hearing for both school events and meetings. See Nuding v. Cerro Gordo Community Unit School Dist., 313 Ill. App.3d 344 (4th Dist. 2000) (board was authorized to ban parent from attending all school events and extracurricular activities by 105 ILCS 5/24-24; the ban was based on the parent's exposing a toy gun and a pocketknife at a board meeting). The court in Nuding did not specifically

board has put the current text into practice and now plans to narrow it. This issue involves a balancing of a board's interest in the orderly transaction of its public business and the efficiency of its meetings against an individual's: (a) statutory rights attend meetings and/or comment to and ask questions of the board (105 ILCS 5/10-16 and 5 ILCS 120/2.06(g)) and (b) constitutional freedoms and rights of speech, the press, assembly, and to petition the government (U.S. Constitution, First Amendment and Ill. Constitution, Art. I, §§ 1, 2, 4, and 5). Does the board want to narrow the policy text to mirror 105 ILCS 5/24-24?

No (default)

Yes ("or meetings" will be removed from the subheading and the first sentence of the subsection)

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## **PRESSPlus Comments**

PRESSPlus 1. Updated to align with the text of 105 ILCS 5/27-23.7(a). **Issue 102, October 2019**

PRESSPlus 2. Updated in response to the Cannabis Regulation and Tax Act (CRTA), 410 ILCS 705/, added by P.A. 101-27. This statement must be consistent with employee working conditions and employee conduct standards (see 5:120-AP, *Employee Conduct Standards*, available at PRESS Online by logging in at [www.iasb.com](http://www.iasb.com)) **Issue 102, October 2019**

PRESSPlus 3. Each board and superintendent may want to engage in a conversation regarding how the district might partner with local law enforcement to enforce this policy and the penalties available under the Cannabis Regulation Tax Act, e.g., posting signs barring community members from bringing in weapons, alcohol, cannabis, tobacco, etc. Signage reminding visitors of the policy may make it easier for staff and/or local law enforcement to enforce. **Issue 102, October 2019**

PRESSPlus 4. Managing cannabis on district property and the school setting presents many unsettled and complex legal issues. To legally use medical cannabis in Illinois, an individual must first become a *registered qualifying patient*. The use of cannabis by a *registered qualifying patient* is permitted only in accordance with the Compassionate Use of Medical Cannabis Program Act (Medical Cannabis Program Act (MCPA)) 410 ILCS 130/, amended by P.A. 101-363, eff. 1-1-20 and scheduled to be repealed on 7-1-20. There are many situations in which no one, even a *registered qualifying patient*, may possess or use cannabis, including (a) in a school bus, (b) on the grounds of any preschool or primary or secondary school, or (c) in close physical proximity to anyone under the age of 18 years of age. However, *Ashley's Law*, 105 ILCS 5/22-33(b) and (g), added by P.A. 100-660, allows *designated caregivers* to administer medical cannabis infused products to students who are *registered qualifying patients* at school or on the school bus, and requires school boards to adopt a policy to implement the law unless the district would lose federal funding. See policy 7:270, *Administering Medicines to Students*.

Remember that *Ashley's Law* requires the designated caregiver to remove the product from the school premises or the school bus after administering it to the student, so as a result, policy 7:270, *Administering Medicines to Students*, requires immediate removal of medical cannabis infused products after administering them to the student. **Issue 102, October 2019**



# Prospect Heights School District 23

## Request for Approval to Dispose of Surplus Equipment

Disposal of surplus equipment must receive prior approved by the Business Manager. Please complete this form in its entirety and forward to the Business Office. **Do not** dispose of the equipment until the request is approved and a copy is returned to the requestor.

### A. Description of Equipment

Description of equipment:	PE- 2 Fitness Bikes, Stepper, and Metal Weights( Variety)- All Labeled
Asset tag number(s):	
Reason for disposal:	Can not repair, broken, not being used(weights)

### B. Proposed Method of Disposal

<input type="checkbox"/> In-district transfer to:	
<input type="checkbox"/> Donate to:	
<input type="checkbox"/> Use for parts described as:	
<input type="checkbox"/> Junk:	equipment to be disposed of
<input type="checkbox"/> Sell or trade in:	

### Business Office Only

Trade in or sale information:	
If sold, dollar amount: \$1.00	\$ Account Number:

### C. Approval

Requested by: *Mully Kutera*

Building Administrator Approval: *[Signature]* Date: *12-10-19*

Business Office Approval: *[Signature]* Date: *12-20-19*

**Submit to the Business Office**



# Prospect Heights School District 23

## Request for Approval to Dispose of Surplus Equipment

Disposal of surplus equipment must receive prior approved by the Business Manager. Please complete this form in its entirety and forward to the Business Office. **Do not** dispose of the equipment until the request is approved and a copy is returned to the requestor.

### A. Description of Equipment

Description of equipment:	PORTABLE WHEEL CHAIR STAGE LIFT
Asset tag number(s):	000256
Reason for disposal:	<del>NOT USED</del> NOT USED. AT END OF MANF. REC. LIFESPAN REPAIRS + CERT. NEEDED

### B. Proposed Method of Disposal

<input type="checkbox"/> In-district transfer to:	
<input type="checkbox"/> Donate to:	
<input type="checkbox"/> Use for parts described as:	
<input checked="" type="checkbox"/> Junk:	ALUM. W/ RECYCLE
<input type="checkbox"/> Sell or trade in:	

### Business Office Only

Trade in or sale information:	
If sold, dollar amount: \$1.00	\$ Account Number:

### C. Approval

Requested by: Rominsic

Building Administrator Approval: [Signature] Date: 1/2/20

Business Office Approval: [Signature] Date: 1-2-20

Submit to the Business Office



**Prospect Heights School District 23  
Board Memorandum  
Action/Discussion Item**

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**Date:** January 8, 2020

**Subject:** Formal payment of bills from December 11, 2019 to January 8, 2020, pursuant to BOE Weekly Bill Payment Resolution Approved 5/8/2019

**Prepared by:** Amy McPartlin, Chief School Business Official

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Pursuant to the Bill Payment Resolution for FY 2020 approved at the May 8, 2019 meeting, the Board reviews bills proposed for payment on a weekly basis. Upon review, the Board provides consent to payment of these bills with final, formal Board approval occurring at the next regular, monthly meeting of the Board.

Attached to the Finance Report are the bills that were paid from December 11, 2019 to January 8, 2020.

In addition, the Board approves the salaries and benefits paid during the previous month. Attached to the Finance Report are the hourly and salaried amounts paid for the pay periods in December 2019 AND the insurance benefit payments made for December 2019.

The Business Office recommends approval of this month's Finance Report.



**Prospect Heights School District 23  
Board Memorandum  
Action/Discussion Item**

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**Date: January 1, 2020**

**Subject: Salaries and Benefits Paid December 2019**

**Prepared by: Amy McPartlin; Chief School Business Official**

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The Board of Education is asked to formally approve the salaries and insurance benefit amounts paid by the District for December 2019. Those amounts have been paid as follows:

December 2019 Payroll and Insurance Information

Pay Period 11	Hourly	\$34,135.07
Pay Period 11	Salary	\$532,043.76
Total		\$566,178.83
Pay Period 12	Hourly	\$48,578.45
Pay Period 12	Salary	\$542,080.27
Total		\$590,658.72
Salaries		\$1,156,837.55
Insurance		\$253,018.41
Total Salaries & Insurance		\$1,409,855.96

The Business Office recommends approval of this month's Finance Report.

**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1131

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Constellation NewEnergy, Inc.	80148					
Check Group:						
Monthly Electric Charges - November - Main		1	0	7287540-1x1119 11/21/2019	20.5.0000.2542.466.01.0000 Electricity	\$10,197.65
Monthly Electric Charges - November - Ike		1	0	7287540-2x1119 11/20/2019	20.5.0000.2542.466.01.0000 Electricity	\$2,202.77
				Check #: 0		
					PO/InvoiceTotal:	\$12,400.42
					Vendor Total:	\$12,400.42
					Grand Total:	\$12,400.42

**End of Report**

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Advanced Fire Protection and Safety Inc.						
Check Group:						
Sprinkler Inspection		3 0		3758 8/5/2019	20.5.0000.2542.319.01.0000 Professional Services	\$375.00
Fire Extinguisher Inspection - Ike		20 0		3758 8/5/2019	20.5.0000.2542.319.01.0000 Professional Services	\$90.00
Fire Extinguisher 6-year Inspection - Ike		1 0		3758 8/5/2019	20.5.0000.2542.319.01.0000 Professional Services	\$15.00
Fire Extinguisher - Low Pressure Test		3 0		3758 8/5/2019	20.5.0000.2542.319.01.0000 Professional Services	\$105.00
Fire Extinguisher Inspection - Mac		56 0		3758 8/5/2019	20.5.0000.2542.319.01.0000 Professional Services	\$252.00
Fire Extinguisher 6-year Inspection - Mac		3 0		3758 8/5/2019	20.5.0000.2542.319.01.0000 Professional Services	\$45.00
Fire Extinguisher Low Pressure Test - Mac		2 0		3758 8/5/2019	20.5.0000.2542.319.01.0000 Professional Services	\$70.00
Fire Extinguisher Recharge - Mac		1 0		3758 8/5/2019	20.5.0000.2542.319.01.0000 Professional Services	\$15.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$967.00</u>
						Vendor Total: <u>\$967.00</u>
AT & T Mobility						
	71927					
Check Group:						
Monthly Mobile Phone Fees - October 20 - November 19		1 0		827020302x1120 19 11/19/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$98.97
					Check #: 0	
						PO/InvoiceTotal: <u>\$98.97</u>
						Vendor Total: <u>\$98.97</u>
Blue Lion Systems, Inc						
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
9/1/19 HD30 Cloud Hosted Video Recording		1	200794	318694 9/1/2019	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$14.99
10/1/19 HD30 Cloud Hosted Video Recording		1	200794	318961 10/1/2019	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$14.99
11/1/19 HD30 Cloud Hosted Video Recording		1	200794	319237 11/1/2019	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$14.99
12/1/19 HD30 Cloud Hosted Video Recording		1	200794	319506 12/1/2019	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$14.99
Check #: 0						
						PO/InvoiceTotal: <u>\$59.96</u>
						Vendor Total: <u>\$59.96</u>
Businesssolver, Inc.						
Check Group:						
November Service Fees - Ancillary Plan Services PEMP - non EBC sponsored lines of coverage		138	0	58318 11/22/2019	10.5.0000.2520.319.01.0000 Professional Services	\$103.50
Check #: 0						
						PO/InvoiceTotal: <u>\$103.50</u>
						Vendor Total: <u>\$103.50</u>
Cambium Learning Group						
Check Group:						
Voyager Pasaporte Full program kits		2	200745	201062 11/16/2019	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$217.80
Voyager Pasaporte Full program kits		3	200745	201062 11/16/2019	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$326.70
Voyager Pasaporte Full program kits		3	200745	201062 11/16/2019	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$326.70
Check #: 0						
						PO/InvoiceTotal: <u>\$871.20</u>
						Vendor Total: <u>\$871.20</u>

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Curriculum Associates, LLC						
Check Group:						
Ready Classroom Math Student Worktext with Digital Access Package Grade 1 (1year)		5	200748	90628207 11/28/2019	10.5.0000.1110.420.01.0000 Textbook Adoption	\$130.00
						Check #: 0
						PO/InvoiceTotal: <u>                    </u> \$130.00
						Vendor Total: <u>                    </u> \$130.00
Elens & Maichin Roofing & Sheet Metal						
Check Group:						
Replace approximately 60 feet of gutter and downspout - Sullivan		1	0	7040 11/14/2019	20.5.0000.2542.553.01.0000 Capital Expenditures	\$3,400.00
Repair blisters on modified roof, re-work downspout by main entrance - Mac		1	0	7041 11/14/2019	20.5.0000.2542.553.01.0000 Capital Expenditures	\$1,400.00
						Check #: 0
						PO/InvoiceTotal: <u>                    </u> \$4,800.00
						Vendor Total: <u>                    </u> \$4,800.00
Follett School Solutions, Inc						
Check Group:						
8 Titles~5 each~40 Books in Total		1	200737	596030F 11/21/2019	10.5.0000.2222.430.04.0000 Library Books - Middle School	\$566.30
						Check #: 0
						PO/InvoiceTotal: <u>                    </u> \$566.30
						Vendor Total: <u>                    </u> \$566.30
Garms, Thomas	80288/8092					
Check Group:						
Boys Basketball game St Peter @ MacArthur 12/12/19		1	200785	MACREFBB1212 TG 12/5/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
						Check #: 0

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$75.00</u>
						Vendor Total: <u>\$75.00</u>
Gorodiski, Alexandra						
Check Group:						
Translation Services for P/T Conferences 11/14/19		1	0	PTConfTrans1119 11/14/2019	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$30.00
						PO/InvoiceTotal: <u>\$30.00</u>
						Vendor Total: <u>\$30.00</u>
Granite Telecommunications, LLC						
Check Group:						
Monthly Phone Charges - December 2019		1	0	471712622 12/1/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$2,946.38
						PO/InvoiceTotal: <u>\$2,946.38</u>
						Vendor Total: <u>\$2,946.38</u>
Greg Chiakulas						
81139						
Check Group:						
BB Lincoln @ MacArthur 12/3/19		1	200789	MACREFBB123G 12/5/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
						PO/InvoiceTotal: <u>\$75.00</u>
						Vendor Total: <u>\$75.00</u>
IASPA						
Check Group:						
IASPA Annual State Conference Jan 23-24, 2020 - C Vergil		1	0	ConfCV2020 11/25/2019	10.5.0000.2640.312.01.0000 Professional Development	\$250.00
						Check #: 0

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$250.00</u>
						Vendor Total: <u>\$250.00</u>
Illinois ASCD	05532					
Check Group:						
Stacy Balla		1	200757	35310 11/26/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	\$150.00
Kristen Derrico		1	200757	35310 11/26/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	\$250.00
Sherrie Grischow		1	200757	35310 11/26/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	\$250.00
Margaret Tomasik		1	200757	35310 11/26/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	\$250.00
Alexandra Washak		1	200757	35310 11/26/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	\$250.00
Check #: 0						
						PO/InvoiceTotal: <u>\$1,150.00</u>
						Vendor Total: <u>\$1,150.00</u>
Jim Clancy						
Check Group:						
Boys Basketball St Peter @ MacArthur 12/12/19		1	200786	MACREFBB1212 JC 12/5/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
Check #: 0						
						PO/InvoiceTotal: <u>\$75.00</u>
						Vendor Total: <u>\$75.00</u>
LamTech Laminating Solutions, Inc.	80929					
Check Group:						
Service Call Laminator		1	200788	4364 11/11/2019	10.5.0000.2222.323.01.0000 Repair & Maintenance	\$350.00
Check #: 0						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$350.00</u>
						Vendor Total: <u>\$350.00</u>
M1E2 Inc, DBA Instant Imprints of IL						
Check Group:						
1000 Postcards with black imprint		1	200795	1528 11/18/2018	10.5.0000.2410.492.04.0000 Student/Staff Recognition/Marketing	\$125.00
						Check #: 0
						PO/InvoiceTotal: <u>\$125.00</u>
						Vendor Total: <u>\$125.00</u>
Make Music						
Check Group:						
SmartMusic Subscriptions		1	200741	MM6852316 11/14/2019	10.5.0000.1114.319.04.0000 Band Professional Services (Mac Arthur)	\$400.00
						Check #: 0
						PO/InvoiceTotal: <u>\$400.00</u>
						Vendor Total: <u>\$400.00</u>
Menards						
05060						
Check Group:						
85 lb Push Spreader		1	0	47116 11/18/2019	20.5.0000.2544.553.01.0000 Capital Equipment	\$179.98
400A Fill Valve		1	0	47116 11/18/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$6.48
400A Fill Valve		1	0	47250 11/20/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$7.96
						Check #: 0
						PO/InvoiceTotal: <u>\$194.42</u>
						Vendor Total: <u>\$194.42</u>
Milieu Design LLC						
80225						
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Main - 11/11, 11/14 Snow Removal & Salting Services		1	200726	141692 11/26/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$1,700.00
Ike - 11/11, 11/14 Snow Removal & Salting Services		1	200726	141693 11/26/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$1,400.00
Check #: 0						
PO/InvoiceTotal:						\$3,100.00
Vendor Total:						\$3,100.00
Northern Illinois Music Conference						
Check Group:						
Participation fee for large group contest. 6.00 per student at 31 students.		1	200779	ORCH2020NIM 12/1/2019	10.5.0000.1118.640.04.0000 Orchestra Dues & Fees	\$186.00
Participation fee for Art Hildebrand Invitational with 5th grade students.		1	200779	ORCH2020NIM 12/1/2019	10.5.0000.1118.640.04.0000 Orchestra Dues & Fees	\$65.00
Check #: 0						
PO/InvoiceTotal:						\$251.00
Vendor Total:						\$251.00
NWC Body Works						
Check Group:						
Ford E-350 Railgate		1	0	070261 11/22/2019	20.5.0000.2545.323.01.0000 Repair & Maintenance	\$210.00
Check #: 0						
PO/InvoiceTotal:						\$210.00
Vendor Total:						\$210.00
Party Plus Events						
Check Group:						
Two Beverage dispensers for Hot Chocolate. For Sullivan Orchestra concert 12/18.		1	200798	41980 12/5/2019	10.5.0000.1118.319.04.0000 Orchestra Professional Services (Mac Arthur)	\$39.60
Check #: 0						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$39.60</u>
						Vendor Total: <u>\$39.60</u>
Pearson Education Inc.						
Check Group:						
Reading 2011 Spanish Digital Path 1 year license Grade 2 (Ross)		20	200481	7026930067 9/14/2019	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$169.40
Reading 2011 Spanish Digital Path 1 Year license Grade 3 (Ross)		20	200481	7026930067 9/14/2019	10.5.0000.1110.420.03.0000 Textbooks/Workbooks (Ross)	\$169.40
Reading 2011 Spanish Digital Path 1 Year License Grade K (Ike)		20	200481	7026930067 9/14/2019	10.5.0000.1110.420.05.0000 Textbooks/Workbooks (Eisenhower)	\$169.40
Reading 2011 Spanish Digital Path 1 Year License Grade 1 (Ike)		20	200481	7026930067 9/14/2019	10.5.0000.1110.420.05.0000 Textbooks/Workbooks (Eisenhower)	\$169.40
						Check #: 0
						PO/InvoiceTotal: <u>\$677.60</u>
Check Group:						
Prentice Hall Literature Common Core Edition Copyright 2012 Digital Courseware 1-year extension license Grade 6		186	200527	7026945208 9/21/2019	10.5.0000.1120.420.04.0000 Textbooks/Workbooks	\$1,575.42
Prentice Hall Literature Common Core Edition Copyright 2012 Digital Courseware 1-year extension license Grade 7		50	200527	7026945208 9/21/2019	10.5.0000.1120.420.04.0000 Textbooks/Workbooks	\$423.50
Prentice Hall Literature Common Core Edition Copyright 2012 Digital Courseware 1-year extension license Grade 7		111	200527	7026945208 9/21/2019	10.5.0000.1110.420.01.0000 Textbook Adoption	\$940.17
						Check #: 0
						PO/InvoiceTotal: <u>\$2,939.09</u>
Check Group:						
Prentice Hall Literature Common Core Edition Copyright 2012 Digital Courseware 1-year Extension License Grade 8		165	200547	7026958980 9/30/2019	10.5.0000.1110.420.01.0000 Textbook Adoption	\$1,397.55

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
						PO/InvoiceTotal: <u>\$1,397.55</u>
						Vendor Total: <u>\$5,014.24</u>
Pitney Bowes Inc.						
Check Group:						
Postage Meter Rental		1	0	3103533677x121 9 11/17/2019	10.5.0000.2630.410.01.0000  General Supplies	\$231.00
Check #: 0						
						PO/InvoiceTotal: <u>\$231.00</u>
						Vendor Total: <u>\$231.00</u>
Proforma Cohrs Group						
Check Group:						
Sullivan - Production work for Banner and PH Logo		1	0	0R92000298 11/9/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$50.00
Check #: 0						
						PO/InvoiceTotal: <u>\$50.00</u>
						Vendor Total: <u>\$50.00</u>
Quinlan & Fabish Music						
00867						
Check Group:						
School Maintenance Agreement		58	200781	11622670 10/3/2019	10.5.0000.1114.323.04.0000 Band Instrument Repair/Maintenance (Mac Arthur)	\$4,350.00
Check #: 0						
						PO/InvoiceTotal: <u>\$4,350.00</u>
						Vendor Total: <u>\$4,350.00</u>
Raptor Technologies Inc						
Check Group:						
Prorated Raptor 6 Annual Access Fee -Prorated from 2/1/2020 to 7/1/2020		1	0	58503 RN 12/1/2019	20.5.0000.2542.316.01.0000 Contracted Software/Websites	\$941.60
Check #: 0						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$941.60</u>
						Vendor Total: <u>\$941.60</u>
Robbins Schwartz						
Check Group:						
HVAC Defects - Professional Services through October 31, 2019	1	0		858138 11/20/2019	10.5.0000.2369.318.01.1111 HVAC Litigation Legal Fees	\$7,201.25
						Check #: 0
						PO/InvoiceTotal: <u>\$7,201.25</u>
						Vendor Total: <u>\$7,201.25</u>
SuperFleet MasterCard Program						
Check Group:						
Monthly Gasoline Charges - November 2019	1	0		FB235x1119 11/26/2019	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$222.58
Monthly Gasoline Charges - October (not previously invoiced)	1	0		FB235x1119 11/26/2019	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$63.87
Customer Rebate	1	0		FB235x1119 11/26/2019	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	(\$12.00)
Late Fee (to be reimbursed)	1	0		FB235x1119 11/26/2019	20.5.0000.2545.464.01.0000 Gasoline - District Vehicles	\$75.00
						Check #: 0
						PO/InvoiceTotal: <u>\$349.45</u>
						Vendor Total: <u>\$349.45</u>
TLK Marketing						
Check Group:						
Ross - Tshirts for Ambassadors	1	0		13748 11/22/2019	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$262.00
						Check #: 0
						PO/InvoiceTotal: <u>\$262.00</u>
						Vendor Total: <u>\$262.00</u>

## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1132

12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Tom Cummings	81136					
Check Group:						
Girls Basketball Game 12/17/2019 Holmes @ MacArthur		1	200761	MACREF.BB1217 TC 12/6/2019	10.5.0000.1503.319.04.0000  Professional Services	\$75.00
Check #: 0						
PO/InvoiceTotal:						\$75.00
Vendor Total:						\$75.00
Village of Arlington Heights	02889					
Check Group:						
Ike - Quarterly Water Charges Aug - Oct 2019		1	0	50067-104994x11 19 11/22/2019	20.5.0000.2542.370.01.0000  Water/Sanitation	\$709.21
Main - Quarterly Water Charges Aug - Oct 2019		1	0	50069-104998x11 19 11/22/2019	20.5.0000.2542.370.01.0000  Water/Sanitation	\$2,606.82
Check #: 0						
PO/InvoiceTotal:						\$3,316.03
Vendor Total:						\$3,316.03
VT Services, Inc.						
Check Group:						
REPLACED LCD AND DIGITIZER		1	200792	141364 11/27/2019	10.5.0000.2225.323.01.0121  One-to-One Repair Protection Plan	\$125.00
REPLACED LCD		1	200792	141364 11/27/2019	10.5.0000.2225.323.01.0121  One-to-One Repair Protection Plan	\$125.00
Check #: 0						
PO/InvoiceTotal:						\$250.00
Vendor Total:						\$250.00
Warehouse Direct	80219					
Check Group:						
Ike - Building Supplies		1	0	4491111-0 11/18/2019	20.5.0000.2542.410.01.0000  Materials & Supplies	\$210.08

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1132      12/10/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MAC - Building Supplies		1	0	4495598-0 11/21/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$466.55
					Check #: 0	
						PO/InvoiceTotal: <u>\$676.63</u>
						Vendor Total: <u>\$676.63</u>
WOW Business	81068					
Check Group:						
Monthly Internet Charges - Main - 11/20/19 - 12/29/19		1	0	14047166x1219 12/1/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$4,932.98
					Check #: 0	
						PO/InvoiceTotal: <u>\$4,932.98</u>
						Vendor Total: <u>\$4,932.98</u>
						Grand Total: <u>\$44,518.51</u>

End of Report

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1141      12/17/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AbleNet, Inc.	80207					
Check Group:						
Hook + Switch Interface		3	200773	CI1912862 12/2/2019	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$610.50
Jelly Bean Switch		6	200773	CI1912862 12/2/2019	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$429.00
Dual Switch Latch & Timer		3	200773	CI1912862 12/2/2019	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$445.50
Little Step by Step with Levels		3	200773	CI1912862 12/2/2019	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$643.50
					Check #: 0	
						PO/InvoiceTotal: \$2,128.50
						Vendor Total: \$2,128.50
All-Ways Transportation Services, Inc.						
Check Group:						
SpEd Transportation - AC - November 2019		1	0	8137 11/29/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$2,685.00
					Check #: 0	
						PO/InvoiceTotal: \$2,685.00
						Vendor Total: \$2,685.00
Anderson Pest Solutions						
Check Group:						
Monthly Pest Control - Billing for all schools - December 2019		1	0	5442464 12/1/2019	20.5.0000.2542.319.01.0000 Professional Services	\$220.37
					Check #: 0	
						PO/InvoiceTotal: \$220.37
						Vendor Total: \$220.37
Arlington Heights School District 25	71838					
Check Group:						

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**Prospect Heights School District 23**

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Voucher Batch Number: 1141      12/17/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Pride of the Wolf Pack - Thoma sMiddle School 12/4/19-12/7/19 Att: Anthony Kuch		1	200799	MAC.WolfPack20 19 12/4/2019	10.5.0000.1503.640.04.0000  Interscholastic Sports Dues & Fees	\$250.00
				Check #: 0		
					PO/InvoiceTotal:	\$250.00
					Vendor Total:	\$250.00
Batura, Elzbieta						
Check Group:						
Translation for P/T Conference 11/21/19		4	0	INT-112119 11/21/2019	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$120.00
				Check #: 0		
					PO/InvoiceTotal:	\$120.00
					Vendor Total:	\$120.00
Belmont, Alice						
Check Group:						
Accompanied Sullivan Choir Fall Concert		1	200822	SullPianoChoir12 19 12/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$150.00
				Check #: 0		
					PO/InvoiceTotal:	\$150.00
					Vendor Total:	\$150.00
Brant, JoAnn G						
Check Group:						
Uniform Purchase - J Brant		1	0	ReimbUniJB123 12/3/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$69.96
				Check #: 0		
					PO/InvoiceTotal:	\$69.96
					Vendor Total:	\$69.96
Bureau of Education/Research	00076					
Check Group:						

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**Prospect Heights School District 23**

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12/17/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Powerful Strategies to Boost Success with Struggling Readers		1	200780	4940008 12/4/2019	10.5.0000.2410.312.05.0000 Principal Professional Development	\$279.00
				Check #: 0		
					PO/InvoiceTotal:	\$279.00
					Vendor Total:	\$279.00
Constellation NewEnergy Gas Division LLC	80944					
Check Group:						
Monthly Gas Charges - 9/23/19 - 10/2/19		1	0	BG-304843x1219 11/19/2019	20.5.0000.2542.465.01.0000 Natural Gas	\$940.42
				Check #: 0		
					PO/InvoiceTotal:	\$940.42
					Vendor Total:	\$940.42
Corchin, Jon						
Check Group:						
Boys Basketball London @ MacArthur 12/5/19		1	200825	MACREFJC125 12/13/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
				Check #: 0		
					PO/InvoiceTotal:	\$75.00
					Vendor Total:	\$75.00
Demco Inc.	00220					
Check Group:						
Demco® Polyfit™ Book Jacket Covers On Rolls		1	200772	6732352 12/3/2019	10.5.0000.2222.410.02.0000 General Supplies	\$44.83
Avery 5260 labels		2	200772	6732352 12/3/2019	10.5.0000.2222.410.02.0000 General Supplies	\$26.15
Vistofoil Laminate		2	200772	6732352 12/3/2019	10.5.0000.2222.410.02.0000 General Supplies	\$65.58
Clear Glossy label protectors		2	200772	6732352 12/3/2019	10.5.0000.2222.410.02.0000 General Supplies	\$89.02

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### Voucher Detail Listing

Voucher Batch Number: 1141

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
1/4" blue dots		1	200772	6732352 12/3/2019	10.5.0000.2222.410.02.0000 General Supplies	\$3.80
1/4" red dots		1	200772	6732352 12/3/2019	10.5.0000.2222.410.02.0000 General Supplies	\$3.80
Promotional Discount		1	200772	6732352 12/3/2019	10.5.0000.2222.410.02.0000 General Supplies	(\$50.00)
Check #: 0						
PO/InvoiceTotal:						\$183.18
Vendor Total:						\$183.18
Discovery Benefits						
Check Group:						
FSA Monthly - November 2019		31	0	1087692-IN 11/30/2019	10.5.0000.2520.319.01.0000 Professional Services	\$131.75
HSA Monthly - November 2019		1	0	1087692-IN 11/30/2019	10.5.0000.2520.319.01.0000 Professional Services	\$2.25
Check #: 0						
PO/InvoiceTotal:						\$134.00
Vendor Total:						\$134.00
Edward Stauber	00103					
Check Group:						
LCN Closer Bodies 4111-3071 Alum 2-LH 2-RH		4	0	044611 11/27/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$857.50
Check #: 0						
PO/InvoiceTotal:						\$857.50
Vendor Total:						\$857.50
Greater Wheeling Area Chamber of C&I	01032					
Check Group:						
Membership Investment - D Angelaccio 19/20		1	0	5901 12/11/2019	10.5.0000.2321.640.01.0000 Superintendent Dues & Fees	\$250.00
Check #: 0						

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### Voucher Detail Listing

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: <u>\$250.00</u>
						Vendor Total: <u>\$250.00</u>
Greg Chiakulas	81139					
Check Group:						
Girls Basketball River Trails @ MacArthur 12/19/19		1	200816	MACREFGC1219 12/13/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
						Check #: 0
						PO/InvoiceTotal: <u>\$75.00</u>
						Vendor Total: <u>\$75.00</u>
Home Depot	00063					
Check Group:						
B&G Supplies		1	0	1074024 11/28/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$88.55
Ike- Paint		1	0	1085151 11/28/2019	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$71.96
B&G Supplies		1	0	4520852 11/28/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$50.92
B&G Supplies		1	0	8070449 11/28/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$27.94
B&G Supplies		1	0	9172069 11/28/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	(\$9.97)
						Check #: 0
						PO/InvoiceTotal: <u>\$229.40</u>
						Vendor Total: <u>\$229.40</u>
Hufcor-Chicago	05625					
Check Group:						
Service and Maintenance for existing partitions @ Betsy Ross		1	200629	24852 11/20/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$1,270.00
						Check #: 0

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**Prospect Heights School District 23**

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Voucher Batch Number: 1141

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Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$1,270.00
						Vendor Total: \$1,270.00
Illinois Grade School Music Assoc	02106					
Check Group:						
IGSMA Contest Fee for Chorus		1	200814	IGSMACHoir2019 12/13/2019	10.5.0000.1117.640.04.0000 Chorus Dues & Fees (Mac Arthur)	\$192.50
IGSMA Contest Fee for Band		1	200814	IGSMACHoir2019 12/13/2019	10.5.0000.1114.640.04.0000 VIM Dues & Fees	\$300.50
						Check #: 0
						PO/InvoiceTotal: \$493.00
						Vendor Total: \$493.00
Inclusive TLC	81010					
Check Group:						
Help Kids Learn Subscription: CSULLIVAN@D23.ORG		1	200776	30835 12/2/2019	10.5.0000.1205.316.01.0000 Contracted Software/Websites	\$195.00
						Check #: 0
						PO/InvoiceTotal: \$195.00
						Vendor Total: \$195.00
J.B. Metal Works	80969					
Check Group:						
Repair S Handle for moving lunch tables		1	0	18980 12/9/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$95.00
						Check #: 0
						PO/InvoiceTotal: \$95.00
						Vendor Total: \$95.00
Kraus, Kelley M						
Check Group:						
Reimburse purchase made at Conference - APE equipment, Coup Band - K Krause		1	0	ReimbConfKK111 9 12/13/2019	10.5.0000.1116.410.04.0000 PE Instructional Supplies/Equipment (Mac Arthur)	\$51.00

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Cones/stability pads		1	0	ReimbConfKK111 9 12/13/2019	10.5.0000.1116.410.04.0000 PE Instructional Supplies/Equipment (Mac Arthur)	\$124.00
				Check #: 0		
					PO/InvoiceTotal:	\$175.00
					Vendor Total:	\$175.00
Lakeshore Recycling System	80968					
Check Group:						
Monthly Recycling - November 2019		1	0	4304817 11/25/2019	20.5.0000.2542.321.01.0000 Garbage/Recycling	\$1,781.83
				Check #: 0		
					PO/InvoiceTotal:	\$1,781.83
					Vendor Total:	\$1,781.83
LamTech Laminating Solutions, Inc.	80929					
Check Group:						
3.0 Mil 25"*250"1" Core Laminating Film		4	200787	4374 12/9/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$277.60
				Check #: 0		
					PO/InvoiceTotal:	\$277.60
					Vendor Total:	\$277.60
Marelli, Diane						
Check Group:						
Accompanist for 12/9 chorus concert		1	200819	MACpainochoir12 9 12/13/2019	10.5.0000.1117.319.04.0000 Chorus Professional Services (Mac Arthur)	\$200.00
				Check #: 0		
					PO/InvoiceTotal:	\$200.00
					Vendor Total:	\$200.00
Michael Wagner & Sons, Inc.	00974					
Check Group:						

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Bradley S67-506		1	0	1471982 11/22/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$410.40
Parts and Supplies		1	0	1471982 11/22/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$155.90
Check #: 0						
PO/InvoiceTotal:						\$566.30
Vendor Total:						\$566.30
Midwest Principals Center	05641					
Check Group:						
Workshop - Jane Kise - Differentiated Coaching: A Framework for Helping Educators Change		1	200811	6365 12/9/2019	10.5.0000.2225.312.01.1111 Tech Director Professional Development	\$220.00
Check #: 0						
PO/InvoiceTotal:						\$220.00
Vendor Total:						\$220.00
Milieu Design LLC	80225					
Check Group:						
Ike - Weekly Mowing & Fall Clean up		1	0	141906 12/9/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$640.00
Main - Weekly Mowing & Fall Clean up		1	0	141907 12/9/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$1,365.00
Check #: 0						
PO/InvoiceTotal:						\$2,005.00
Vendor Total:						\$2,005.00
Miriam Ballesteros						
Check Group:						
Registration Fee Refund - Student, A Maximo, moved out of district 11/20/19		1	0	REFUND.RegAM 1119 12/13/2019	10.4.1810.0000.000.00.0000 Registration Income	\$83.00
Check #: 0						
PO/InvoiceTotal:						\$83.00

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## Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$83.00
ModularHose.com						
Check Group:						
Giraffe Bottle™ Hands Free Drinking with Bottle Holder with 30" Neck		1	200767	42670 11/21/2019	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$91.12
Check #: 0						
PO/InvoiceTotal:						\$91.12
Vendor Total:						\$91.12
Nolfi, Christen L						
Check Group:						
Sullivan - Classroom Supplies		1	0	ReimbCN2019 11/14/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$71.45
Check #: 0						
PO/InvoiceTotal:						\$71.45
Vendor Total:						\$71.45
Paddock Publications						
Check Group:						
Publication ASA 19		1	0	34507 11/23/2019	10.5.0000.2630.350.01.0000 Advertising/Publications	\$894.73
Publication of Tax Levy 12/2/19		1	0	35087 11/30/2019	10.5.0000.2630.350.01.0000 Advertising/Publications	\$302.40
Check #: 0						
PO/InvoiceTotal:						\$1,197.13
Vendor Total:						\$1,197.13
Papa Johns aka YAS Partners 2 Inc						
Check Group:						
6th Grade Battle Winners Pizza Party		1	200796	34561211SO 12/11/2019	10.5.0000.1121.410.04.0000 Classroom Supplies - 6th	\$66.41

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## Prospect Heights School District 23

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Pizza Party Tip and Delivery		1	200796	34561211SO 12/11/2019	10.5.0000.1121.410.04.0000 Classroom Supplies - 6th	\$10.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$76.41</u>
						Vendor Total: <u>\$76.41</u>
Performance Chemical & Supply						
Check Group:						
Maintenance Supplies - Admin		1	0	239226 11/26/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$292.64
Maintenance Supplies - Sullivan		1	0	239228 11/26/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$272.90
Maintenance Supplies - Ross		1	0	239637 12/4/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$311.25
					Check #: 0	
						PO/InvoiceTotal: <u>\$876.79</u>
						Vendor Total: <u>\$876.79</u>
Red Wings Shoes						
Check Group:						
Work Shoes for B Hitezman		1	0	20191210029588 12/10/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$80.99
					Check #: 0	
						PO/InvoiceTotal: <u>\$80.99</u>
						Vendor Total: <u>\$80.99</u>
Relief Medical Services, Inc.						
Check Group:						
Nurse Sub - Ike - M Arancillo 11/08/19		7	0	1394 11/9/2019	10.5.0000.2134.319.05.0000 Professional Services	\$434.00
Sub Nurse - Ike - M Arancillo - 11/13		7	0	1420 11/16/2019	10.5.0000.2134.319.05.0000 Professional Services	\$434.00

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1141

12/17/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Sub Nurse - Ross - J Cordero - 11/14		6.5	0	1420 11/16/2019	10.5.0000.2134.319.03.0000 Professional Services	\$403.00
					Check #: 0	
						PO/InvoiceTotal: \$1,271.00
						Vendor Total: \$1,271.00
Ritter, Stephanie						
Check Group:						
Membership dues and Journal Subscription - Nat'l Science Teachers' Association - S Ritter 2019		1	0	ReimbNSTA2019 SR 12/10/2019	10.5.0000.1120.640.04.0000 Dues & Fees MAC Teachers	\$65.00
					Check #: 0	
						PO/InvoiceTotal: \$65.00
						Vendor Total: \$65.00
Robertson, Lora						
Check Group:						
MAC - 6th grade Battle of the Books Party		1	0	Reimb.BofBLR20 19 12/11/2019	10.5.0000.1121.410.04.0000 Classroom Supplies - 6th	\$25.26
					Check #: 0	
						PO/InvoiceTotal: \$25.26
						Vendor Total: \$25.26
Safe-Way Tuckpointing Co.						
Check Group:						
Mac - Brick up former window space in classroom in the east side of the buidling - C Collins room		1	0	MAC.Brick1219 12/9/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$750.00
					Check #: 0	
						PO/InvoiceTotal: \$750.00
						Vendor Total: \$750.00
Scariano Himes & Petrarca	01221					
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1141      12/17/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Legal Fees - School Law - through 11/30/19		1	0	42763 12/2/2019	10.5.0000.2369.318.01.0000 Legal Services	\$702.50
					Check #: 0	
						PO/InvoiceTotal: \$702.50
						Vendor Total: \$702.50
Sullivan, Carly						
Check Group:						
Travel to and from Closing the Gap Conference		820	0	ReibTravelOct19 10/1/2019	10.5.0000.2159.332.01.0000 Assistive Tech Travel Expenses/Mileage	\$475.60
Meals		1	0	ReibTravelOct19 10/1/2019	10.5.0000.2159.332.01.0000 Assistive Tech Travel Expenses/Mileage	\$37.17
					Check #: 0	
						PO/InvoiceTotal: \$512.77
						Vendor Total: \$512.77
The Cove School, Inc						
Check Group:						
Private Tuition - AC - November 2019		16	0	SD23-1119 11/30/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$4,152.48
					Check #: 0	
						PO/InvoiceTotal: \$4,152.48
						Vendor Total: \$4,152.48
Vanities Manufacturing	00960					
Check Group:						
Laminate Window sill and splash		1	0	212154 8/6/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$90.00
					Check #: 0	
						PO/InvoiceTotal: \$90.00
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1141

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Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Sabath room @ Ross - Damaged countertop and casework		1	200650	212239 11/25/2019	20.5.0000.2542.323.01.0000 Repair & Maintenance Services	\$495.00
Check #: 0						
PO/InvoiceTotal:						\$495.00
Vendor Total:						\$585.00
Walsh, Patricia C. Check Group:						
Renew Illinos State OT license - PC Walsh 2019		1	0	RenewLic2019 11/3/2019	10.5.0000.2130.640.01.0000 OT Dues & Fees	\$41.00
Check #: 0						
PO/InvoiceTotal:						\$41.00
Vendor Total:						\$41.00
Warehouse Direct Check Group:	80219					
Sullivan - B&G Supplies		1	0	4498776-0 11/25/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$282.06
Ross Maintenance Supplies		1	0	4506605-0 12/4/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$261.15
Ike Maintenance Supplies		1	0	4510012-0 12/6/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$225.62
Check #: 0						
PO/InvoiceTotal:						\$768.83
Check Group:						
Low- Odor Dry- Erase Marker, Broad Chisel Tip, Assorted Colors, 16/ Set		1	200774	4504500-0 12/3/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$13.01
All- Weather Outdoor U.S. Flag, Heavyweight Nylon, 5 ft x 8 ft		1	200774	4504500-0 12/3/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$88.49
Check #: 0						

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**Prospect Heights School District 23**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
						PO/InvoiceTotal: \$101.50
Check Group:						
Ultra Pro Alkaline AAA Batteries, 24/ Pack		1	200775	4504499-0 12/3/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$7.93
						Check #: 0
						PO/InvoiceTotal: \$7.93
Check Group:						
Ultra Pro Alkaline AAA Batteries, 24/ Pack		3	200784	4509667-0 12/6/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$23.79
						Check #: 0
						PO/InvoiceTotal: \$23.79
						Vendor Total: \$902.05
WOW Business	81068					
Check Group:						
Monthly Internet Charges - IKE - 11/30-19 - 12/29/19		1	0	14047134x1219 12/1/2019	10.5.0000.2630.341.01.0000 Telephone/Network	\$599.00
						Check #: 0
						PO/InvoiceTotal: \$599.00
						Vendor Total: \$599.00
Yost, Kevin						
Check Group:						
Bosy Basketball Game 11/19/19 River Trails @ MacArthur		1	200805	MACRefBB1119K Y 12/6/2019	10.5.0000.1503.319.04.0000 Professional Services	\$75.00
						Check #: 0
						PO/InvoiceTotal: \$75.00
						Vendor Total: \$75.00
Youngquist, Ashley						
Check Group:						

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**Prospect Heights School District 23**

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Voucher Batch Number: 1141

12/17/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Reimburse In-District Mileage - A Youngquist		9	0	ReimMileage1011 19AY 11/22/2019	10.5.0000.1205.332.01.0000  Travel Expense	\$5.22
					Check #: 0	

PO/InvoiceTotal:	<u>                    </u>	\$5.22
Vendor Total:	<u>                    </u>	\$5.22
Grand Total:		\$28,089.23

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1142

12/17/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
First Student	00406					
Check Group:						
Nov 2019 Regular Transportation		1 0		11640472 12/5/2019	40.5.0000.2551.331.01.0000 Regular Transportation	\$70,433.28
Klndergarten Transportation		1 0		11640472 12/5/2019	40.5.0000.2551.331.01.0000 Regular Transportation	\$6,723.84
Pre-K		1 0		11640472 12/5/2019	40.5.0000.2551.337.01.0000 Pre-School Transportation	\$17,034.30
SpEd		1 0		11640472 12/5/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$30,522.88
SpEd Transportation - CBE Trip - Salsa Street		1 0		133415 10/28/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$159.57
SpEd Transportation - CBE Trip - Tony's		1 0		138257 11/12/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$159.57
SpEd Transportation - CBE Trip - Tony's		1 0		138978 11/15/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$159.57
SpEd Transportation - CBE Trip - Jewel Osco		1 0		140136 11/21/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$159.57
SpEd Transportation - CBE Trip - Wynburg Cafe		1 0		141625 11/26/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$159.57
MAC - Orchestra FT to Old Orchard Country Club 12/5/19		1 0		143582 12/9/2019	40.5.0000.2551.336.04.0000 VIM Trips (ALL)	\$159.57
MAC - Band FT to Hersey HS 12-6-19		1 0		143592 12/9/2019	40.5.0000.2551.336.04.0000 VIM Trips (ALL)	\$211.50
Check #: 0						
PO/InvoiceTotal:						\$125,883.22
Check Group:						
5/12/19 - London Basketball Buses 6 Boys/6 Girls		1	200751	143578 12/9/2019	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$159.57
GBB 12/3 Basketball Buses 6 Boys/6 Girls		1	200751	V440090 12/13/2019	40.5.0000.2551.335.04.0000 Interscholastic Trips	\$159.57

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1142

12/17/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check #: 0						
PO/InvoiceTotal:						\$319.14
Vendor Total:						\$126,202.36
Honeywell International Inc						
Check Group:						
1-1-20 - 3-31-20 ANNUAL HONEYWELL BAS SERVICE CONTRACT		1	200028	5250150179 12/1/2019	20.5.0000.2542.319.01.0000 Professional Services	\$27,598.00
Check #: 0						
PO/InvoiceTotal:						\$27,598.00
Vendor Total:						\$27,598.00
Ocono DTC aka Genesee Lake School						
Check Group:						
SpEd Tuton Regular - SP - November 2019		19	0	489817 12/2/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$3,916.28
Residential Services		30	0	489817 12/2/2019	10.5.0000.1912.673.01.0000 Private Tuition	\$8,541.30
Check #: 0						
PO/InvoiceTotal:						\$12,457.58
Vendor Total:						\$12,457.58
Grand Total:						\$166,257.94

**End of Report**

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**Prospect Heights School District 23**

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12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Alexian Brothers Behavioral Hospital	80528					
Check Group:						
SpEd Hospital Instruction - GF - November 2019		10 0		8039387NOV19 12/5/2019	10.5.0000.1205.314.01.0000 Contracted Sp. Ed. Inst./Tutor	\$400.00
					Check #: 207834	
						PO/InvoiceTotal: \$400.00
						Vendor Total: \$400.00
Amazon.com Corporate Credit Line						
Check Group:						
Refund Duplicate Payment (Citi Card) Dymo 30252 Compatible Address Labels – 1-1/8' x 3-1/2', 12 Rolls of 350 Labels, Self-Adhesive for Shipping, Barcode, UPC, Return Address, Compatible with LabelWriter 4XL, 450, 450 Turbo, and More		1	200742	0207695  11/29/2019	10.5.0000.1110.410.01.0000  Classroom/Instructional Supplies (District)	(\$24.99)
					Check #: 207835	
						PO/InvoiceTotal: (\$24.99)
Check Group:						
Elkay 51300C_10PK Replacement Filter Pack, 10-Pack		1	200746	788959465359 11/16/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$516.79
					Check #: 207835	
						PO/InvoiceTotal: \$516.79
Check Group:						
EX-25 Automatic Heavy Duty Electric Stapler - Includes Staples, Power Cable and Extended Warranty by EcoElectronix - Jam-Free 25 Sheet Full-Strip Staple Capacity, for Professional and Home Office Use		1	200754	457783586565  11/22/2019	10.5.0000.1120.410.04.0000  General Supplies	\$39.73
					Check #: 207835	
						PO/InvoiceTotal: \$39.73
Check Group:						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

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Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
AmazonBasics 9 Volt Everyday Alkaline Batteries - Pack of 24		1	200763	436968767344 11/26/2019	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$26.99
AmazonBasics AA 1.5 Volt Performance Alkaline Batteries - Pack of 48		1	200763	436968767344 11/26/2019	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$13.99
Learning Resources Gears! Gears! Gears! Lights & Action Building Set, Gear Toy, 121 Pieces		1	200763	686747758679 11/25/2019	10.5.0000.2159.410.01.0000 Assistive Tech Supplies	\$38.99
Check #: 207835						
PO/InvoiceTotal:						\$79.97
Check Group:						
Student Incentives		2	200764	464893559745 11/23/2019	10.5.0000.1118.410.04.0000 Classroom Supplies	\$15.98
"Super Mario" Student Incentives		2	200764	464893559745 11/23/2019	10.5.0000.1118.410.04.0000 Classroom Supplies	\$15.98
Student Incentives		2	200764	464893559745 11/23/2019	10.5.0000.1118.410.04.0000 Classroom Supplies	\$15.30
Student Incentive "Dr. Seuss Book Eraser"		1	200764	464893559745 11/23/2019	10.5.0000.1118.410.04.0000 Classroom Supplies	\$12.96
Student Incentives 128 pack		1	200764	464893559745 11/23/2019	10.5.0000.1118.410.04.0000 Classroom Supplies	\$9.94
Check #: 207835						
PO/InvoiceTotal:						\$70.16
Check Group:						
Solo White Heavyweight Forks - 500 ct		1	200777	557383537649 12/6/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$10.69
Tape King TX100 Packing Tape Dispenser Gun - Plus 1 Free Roll of Packaging Tape - Best Side Loading 2 Inch Lightweight Ergonomic Industrial Gun for Shipping, Moving, Carton and Box Sealing		1	200777	834488776835 12/4/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$10.99

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**Prospect Heights School District 23**

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Voucher Batch Number: 1152

12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
<a href="https://www.amazon.com/Solo-White-Heavyweight-Spoons-500/dp/B07NS2R73Q/ref=sr_1_4?keywords=solo+plastic+spoons&amp;qid=1574267825&amp;sr=8-4">https://www.amazon.com/Solo-White-Heavyweight-Spoons-500/dp/B07NS2R73Q/ref=sr_1_4?keywords=solo+plastic+spoons&amp;qid=1574267825&amp;sr=8-4</a>		1	200777	834488776835 12/4/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$21.50
<a href="https://www.amazon.com/Disposable-Plastic-Coffee-Stirrer-Straw/dp/B07CPLGV8P/ref=sr_1_4?keywords=coffee+stirrers&amp;qid=1574269150&amp;sr=8-4">https://www.amazon.com/Disposable-Plastic-Coffee-Stirrer-Straw/dp/B07CPLGV8P/ref=sr_1_4?keywords=coffee+stirrers&amp;qid=1574269150&amp;sr=8-4</a>		1	200777	834488776835 12/4/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$5.49
Check #: 207835						
PO/InvoiceTotal:						\$48.67
Check Group:						
Fiskars 01-004761J Softgrip Scissors Straight Stainless Steel, 8 Inch		1	200778	464756583699 12/5/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$7.64
<a href="https://www.amazon.com/Bostitch-Ergonomic-Sheet-Desktop-Stapler/dp/B00006IFLI/ref=sr_1_10?keywords=stapler&amp;qid=1574268153&amp;sr=8-10">https://www.amazon.com/Bostitch-Ergonomic-Sheet-Desktop-Stapler/dp/B00006IFLI/ref=sr_1_10?keywords=stapler&amp;qid=1574268153&amp;sr=8-10</a>		1	200778	544838494683 12/4/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$3.93
EXPO 1927526 Low-Odor Dry Erase Markers, Chisel Tip, Vibrant Colors, 16-Count		1	200778	544838494683 12/4/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$12.63
Westcott Non-Shatter Ruler, Clear, 12 Inches,(13862)		1	200778	544838494683 12/4/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$1.48
Fiskars 199700-1001 Softgrip Student Scissors, 7 Inch, Color Received May Vary		1	200778	544838494683 12/4/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$3.97
Check #: 207835						
PO/InvoiceTotal:						\$29.65
Check Group:						
KapLam Repositionable Laminating Film 10" x 400 Roll		1	200790	456596888589 12/6/2019	10.5.0000.2225.410.01.0000 General Supplies	\$32.59
i-Blason Case for iPad 7th Generation 10.2 2019, Compatible with Official Smart Cover and Smart Keyboard, Clear Slim Hybrid Case Cover for New iPad 10.2 (2019 Release) (Clear)		1	200790	659367636583 12/8/2019	10.5.0000.2225.410.01.0000 General Supplies	\$14.99

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1152

12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
MoKo Case Fit New 2019 iPad 10.2, Anti-Scratch Transparent Hard PC Back and Shock Absorption Flexible TPU Soft Edge Bumper Slim Protective iPad 10.2 Cases for iPad 7th Generation 2019 - Blue		1	200790	659367636583 12/8/2019	10.5.0000.2225.410.01.0000 General Supplies	\$10.99
Check #: 207835						
PO/InvoiceTotal:						\$58.57
Check Group:						
Bostitch Quiet Sharp Sharpener		1	200791	433558336347 12/7/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$18.78
Sargent Art 22-1697 Non-Spill Paint Cups, White, 12 count		2	200791	433558336347 12/7/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$19.98
Check #: 207835						
PO/InvoiceTotal:						\$38.76
Check Group:						
Logitech Multimedia Speakers Z200 with Stereo Sound for Multiple Devices - Black		1	200804	453476694796 12/10/2019	10.5.0000.1120.410.04.0000 General Supplies	\$20.08
Check #: 207835						
PO/InvoiceTotal:						\$20.08
Vendor Total:						\$877.39
Arlington Heights Garibaldis						
Check Group:						
Cheese Pizzas		11	200793	1-Gar121319 12/13/2019	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$111.00
Pepperoni Pizzas		7	200793	1-Gar121319 12/13/2019	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$78.00
Sausage Pizzas		6	200793	1-Gar121319 12/13/2019	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$67.00
Check #: 207836						
PO/InvoiceTotal:						\$256.00

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**Prospect Heights School District 23**

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12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$256.00
BrightStar - Arlingdale Healthcare, Inc						
Check Group:						
Nurse Sub - Mac LPN - K. Spears 10/8/19		7 0		4860605 11/13/2019	10.5.0000.2134.319.04.0000 Professional Services	\$364.00
Check #: 207837						
PO/InvoiceTotal:						\$364.00
Vendor Total:						\$364.00
Citi Cards						
Check Group:						
Citi Cards - Amazon - Labels - A. Mc Partlin		1 0		7339x1219 12/13/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$24.99
Citi Cards - COSTCO WHSE #0779 - Baord Room Supplies - A. McPartlin		1 0		7339x1219 12/13/2019	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$27.08
Citi Cards - COSTCO WHSE #0779 - BPAC - A. McPartlin		1 0		7339x1219 12/13/2019	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$103.89
Check #: 207838						
PO/InvoiceTotal:						\$155.96
Vendor Total:						\$155.96
Dick Blick						
01552						
Check Group:						
Art Gum Eraser, Box of 24		1	200782	2638039 12/9/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$6.13
Watercolor Paper, Pkg of 350 Sheets		2	200782	2638039 12/9/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$168.50
Studio Canvas Pad		4	200782	2638039 12/9/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$26.36
Blick Water-Soluble Block Printing Ink Black		2	200782	2638039 12/9/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$16.20

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**Prospect Heights School District 23**

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Voucher Batch Number: 1152

12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Blick Water-Soluble Block Printing Ink Gold		2	200782	2638039 12/9/2019	10.5.0000.1120.410.04.0000 General Supplies	\$16.20
Blick Water-Soluble Block Printing Ink Silver		2	200782	2638039 12/9/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$16.20
Glaze		1	200782	2638039 12/9/2019	10.5.0000.1120.410.04.0000 General Supplies	\$9.06
Glaze-Plum		1	200782	2638039 12/9/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$9.06
Gold and Silver Sharpies		1	200782	2638039 12/9/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$3.99
Metallic Sharpies		5	200782	2638039 12/9/2019	10.5.0000.1113.410.04.0000 Art Instructional Supplies (Mac Arthur)	\$21.95
Check #: 207839						
						PO/InvoiceTotal: <u>\$293.65</u>
						Vendor Total: <u>\$293.65</u>
Fast Signs	01114					
Check Group:						
Business Cards - G Paul		1	0	447-39809 12/18/2019	10.5.0000.2310.410.01.0000 BOE General Supplies	\$39.25
Check #: 207840						
						PO/InvoiceTotal: <u>\$39.25</u>
						Vendor Total: <u>\$39.25</u>
First Student	00406					
Check Group:						
SpEd Transportation - Field Trip - AMC Theater		1	0	144147 12/11/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$162.50
SpEd Transportation - Field Trip - Walgreens		1	0	145469 12/16/2019	40.5.0000.2552.331.01.0000 Spec. Education Transportation	\$159.57
Check #: 207841						
						PO/InvoiceTotal: <u>\$322.07</u>

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1152

12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Vendor Total:						\$322.07
Flaghouse, Inc.						
Check Group:						
Cone Caddy Item # 4578 PRICE \$73.50	80673	1	200802	10048932 12/12/2019	10.5.0000.2410.410.04.0000 Principal Supplies Account	\$85.26
Check #: 207842						
PO/InvoiceTotal:						\$85.26
Vendor Total:						\$85.26
Itcovici, Bettina Ines						
Check Group:						
SpEd Interpreter Services 11/15, 11/18	80673	2.5	0	10025 11/27/2019	10.5.0000.2920.319.01.0000 Cont. Translation Services	\$125.00
Check #: 207843						
PO/InvoiceTotal:						\$125.00
Vendor Total:						\$125.00
LamTech Laminating Solutions, Inc.						
Check Group:						
MAC - Laminating Film	80929	4	200788	4364.1 11/8/2019	10.5.0000.2222.323.01.0000 Repair & Maintenance	\$277.60
Check #: 207844						
PO/InvoiceTotal:						\$277.60
Vendor Total:						\$277.60
MealTime The Clm Group Inc.						
Check Group:						
mPower Annual Subscription Fees - Central Management 2019 -2020	80432	1	0	5735 4/12/2019	10.5.0000.2560.316.01.0000 Contracted Software/Websites	\$349.00
mPower Annual Subscription Fees - Eligibility management 2019 - 2020		1	0	5735 4/12/2019	10.5.0000.2560.316.01.0000 Contracted Software/Websites	\$349.00

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1152      12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
mPower Annual Subscription Fees - Point of Sale 2019 -2020		4	0	5735 4/12/2019	10.5.0000.2560.316.01.0000 Contracted Software/Websites	\$1,196.00
mPower - Hosting		4	0	5735 4/12/2019	10.5.0000.2560.316.01.0000 Contracted Software/Websites	\$800.00
Check #: 207845						
PO/InvoiceTotal:						\$2,694.00
Vendor Total:						\$2,694.00
Milieu Design LLC	80225					
Check Group:						
Main - 12/2/19 Snow Removal & Salting Services		1	200726	142004 12/12/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$500.00
Ike 12/2/19 Snow Removal & Salting Services		1	200726	142005 12/12/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$400.00
Main - 12/10/19 Snow Removal & Salting Services		1	200726	142059 12/17/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$70.00
Ike 12/10/19 Snow Removal & Salting Services		1	200726	142060 12/17/2019	20.5.0000.2543.319.01.0000 Contracted Services	\$70.00
Check #: 207846						
PO/InvoiceTotal:						\$1,040.00
Vendor Total:						\$1,040.00
NCS Pearson, Inc.						
Check Group:						
BASC-3 Q-global Digital Administration and Interpretive Summary Report		200	200818	7683770 12/18/2019	10.5.0000.1205.415.01.0000 Testing Materials - Sp. Ed.	\$496.00
Check #: 207847						
PO/InvoiceTotal:						\$496.00
Vendor Total:						\$496.00
Northwest Electrical Supply	00695					
Check Group:						

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1152

12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Over Floor Raceway and Cover		8	0	17449573 12/12/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$292.48
Check #: 207848						
PO/InvoiceTotal:						\$292.48
Vendor Total:						\$292.48
Penworthy Company LLC						
Check Group:						
Ordering 95 hardcover nonfiction books		1	200808	558934-IN 12/11/2019	10.5.0000.2222.430.05.0000 Library Books - Elementary	\$1,644.98
Check #: 207849						
PO/InvoiceTotal:						\$1,644.98
Vendor Total:						\$1,644.98
Relief Medical Services, Inc.						
Check Group:						
Mac Nurse Sub - M Arancillo 11/19		7	0	1445 11/23/2019	10.5.0000.2134.319.04.0000 Professional Services	\$434.00
Ike Nurse Sub - M Arancillo 11/20		7	0	1445 11/23/2019	10.5.0000.2134.319.05.0000 Professional Services	\$434.00
Mac Nurse Sub - A Mantai 11/20		7	0	1445 11/23/2019	10.5.0000.2134.319.04.0000 Professional Services	\$434.00
Check #: 207850						
PO/InvoiceTotal:						\$1,302.00
Vendor Total:						\$1,302.00
Warehouse Direct	80219					
Check Group:						
Sullivan - Blue Bucket		1	0	4391298-1 9/12/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$24.15
Ike Maintenance Supplies		1	0	4510012-1 12/10/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$116.86

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1152

12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Mac Maintenance Supplies		1	0	4518087-0 12/13/2019	20.5.0000.2542.410.01.0000 Materials & Supplies	\$338.36
Rapton Machine Service - Mac		1	0	IN321089 8/21/2019	20.5.0000.2544.319.01.0000 Equipment Repairs	\$114.78
Check #: 207851						
						PO/InvoiceTotal: <u>\$594.15</u>
Check Group:						
Colored Envelope, #10, Bankers Flap, Gummed Closure, 4.13 x 9.5, Red, 25/ Pack		1	200800	4512210-0 12/9/2019	10.5.0000.1123.410.04.0000 Classroom Supplies - 8th	\$11.79
Color Cardstock, 65lb, 8.5 x 11, Stardust White, 250/ Pack		1	200800	4512210-0 12/9/2019	10.5.0000.1123.410.04.0000 Classroom Supplies - 8th	\$20.51
Printable Adhesive Name Badges, 3.38 x 2.33, Red Border, 100/ Pack		2	200800	4512210-0 12/9/2019	10.5.0000.1123.410.04.0000 Classroom Supplies - 8th	\$6.74
Original Multi- Surface Painter's Tape, 3' Core, 0.94' x 60 yds, Blue		3	200800	4512210-0 12/9/2019	10.5.0000.1123.410.04.0000 Classroom Supplies - 8th	\$10.53
394- 2 Premium Multi- Purpose Duct Tape, 2' x 60 yds, Silver		13	200800	4512210-0 12/9/2019	10.5.0000.1123.410.04.0000 Classroom Supplies - 8th	\$98.02
Check #: 207851						
						PO/InvoiceTotal: <u>\$147.59</u>
						Vendor Total: <u>\$741.74</u>
						Grand Total: <u>\$11,407.38</u>

End of Report

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1153

12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Constellation NewEnergy, Inc.	80148					
Check Group:						
Monthly Electric Charges - MAIN - 11/8/19 - 12/11/19		1 0		7287540-1x1219 12/12/2019	20.5.0000.2542.466.01.0000 Electricity	\$13,781.10
Monthly Electric Charges - IKE - 11/6/19 - 12/9/19		1 0		7287540-2x1219 12/10/2019	20.5.0000.2542.466.01.0000 Electricity	\$2,745.54
Check #: 0						
PO/InvoiceTotal:						\$16,526.64
Vendor Total:						\$16,526.64
De Lage Landen Public Finance LLC						
Check Group:						
Copier Rental - January 2020 - June 2020		1 0		66209991 12/16/2019	30.5.0000.5370.610.01.0000 Capital Lease Principal	\$24,927.61
Copier Service - January 2020 - June 2020		1 0		66209991 12/16/2019	10.5.0000.2570.319.01.0000 Contracted Services - Copier	\$14,010.00
Check #: 0						
PO/InvoiceTotal:						\$38,937.61
Vendor Total:						\$38,937.61
NSSEO	02336					
Check Group:						
2nd Semester FY 1920 Formula Billing Outdoor Ed		1 0		6268 12/13/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$2,036.00
Central Operation & Maintenance		1 0		6268 12/13/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$280.00
Technology/Central		1 0		6268 12/13/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$3,653.00
Technology/Programs		1 0		6268 12/13/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$428.50
Building Fund		1 0		6268 12/13/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$5,172.50

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1153

12/23/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
SpEd Elementary Tuition - MG		1	0	6277 12/19/2019	10.5.0000.4220.671.01.0000 NSSEO Tuition	\$35,383.10
Itinerant Services		1	0	6277 12/19/2019	10.5.0000.4120.314.01.0000 NSSEO Purchased Services	\$19,009.90
ESY Elem/Middle		1	0	6277 12/19/2019	10.5.0000.4220.671.01.0000 NSSEO Tuition	\$2,174.90
					Check #: 0	
						PO/InvoiceTotal: <u>\$68,137.90</u>
						Vendor Total: <u>\$68,137.90</u>
Step Forward Therapy, Inc.						
Check Group:						
Contracted OT - E Bergen - October 2019		98	0	4010 11/22/2019	10.5.0000.2130.319.01.0000 Other Professional & Technical Services	\$8,820.00
Contracted OT - E Bergen - November 2019		63	0	4011 11/22/2019	10.5.0000.2130.319.01.0000 Other Professional & Technical Services	\$5,670.00
					Check #: 0	
						PO/InvoiceTotal: <u>\$14,490.00</u>
						Vendor Total: <u>\$14,490.00</u>
						Grand Total: <u>\$138,092.15</u>

**End of Report**

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1143

12/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MasterCard						
Check Group:						
BMO Harris MC - Cengage Learning, Inc. - Ellison, Lorrie		1 0		705474-1912 12/26/2019	10.5.0000.2520.312.01.0000 Professional Development	\$89.00
BMO Harris MC - Chicago Bread Llc - Nystrom, Camron		1 0		705474-1912 12/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$82.52
BMO Harris MC - Arlington Pizza Inc - Nystrom, Camron		1 0		705474-1912 12/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$82.50
BMO Harris MC - Anusha Interntaional, In - McPartlin, Amy		1 0		705474-1912 12/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$20.99
BMO Harris MC - New Albertsons Inc - Hoyer, Jessica		1 0		705474-1912 12/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$19.03
BMO Harris MC - Chicago Bread, Llc - Alms, Christopher		1 0		705474-1912 12/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$17.95
BMO Harris MC - Aldi Batavia Division - Akhteebo, Megan		1 0		705474-1912 12/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$13.71
BMO Harris MC - New Albertsons Inc - Alms, Christopher		1 0		705474-1912 12/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$7.99
BMO Harris MC - Dollar Tree Stores, Inc. - Zaher, Amy		1 0		705474-1912 12/26/2019	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$6.00
BMO Harris MC - Tonys Finer Foods Enterpr - Lynn, Samantha		1 0		705474-1912 12/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$3.98
BMO Harris MC - Ifixit, Inc - Stavropoulos, Maria		1 0		705474-1912 12/26/2019	10.5.0000.2225.312.01.0000 Professional Development	(\$15.78)
BMO Harris MC - Illinois Asbo - McPartlin, Amy		1 0		705474-1912 12/26/2019	10.5.0000.2510.640.01.0000 Business Manager Dues & Fees	\$545.00
BMO Harris MC - Illinois Association Of S - O'Donnell, Michelle		1 0		705474-1912 12/26/2019	10.5.0000.2640.312.01.0000 Professional Development	\$540.75
BMO Harris MC - House Of Music And Entert - Meziere, Traci		1 0		705474-1912 12/26/2019	10.5.0000.2410.490.02.0000 Sullivan Principal Staff/Student Food Account	\$455.00

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1143

12/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Portillo's Hot Dogs, Llc - Curtis, Craig		1	0	705474-1912 12/26/2019	10.5.0000.2410.490.03.0000 Ross Principal Staff/Student Food Account	\$442.91
BMO Harris MC - The Artina Group - Ellison, Lorrie		1	0	705474-1912 12/26/2019	10.5.0000.2520.410.01.0000 General Supplies	\$408.85
BMO Harris MC - Enterprise Holdings Inc - Sroka, Chrystyna		1	0	705474-1912 12/26/2019	10.5.0000.1205.332.01.0000 Travel Expense	\$397.62
BMO Harris MC - Consortium For School Ne - Stavropoulos, Maria		1	0	705474-1912 12/26/2019	10.5.0000.2225.312.01.1111 Tech Director Professional Development	\$340.00
BMO Harris MC - Ihg Management (Maryland - Angelaccio, Donald		1	0	705474-1912 12/26/2019	10.5.0000.2321.332.01.0000 Travel Expense	\$271.96
BMO Harris MC - Intercontinental Chica - Angelaccio, Donald		1	0	705474-1912 12/26/2019	10.5.0000.2211.332.01.0000 Travel Expenses	\$271.96
BMO Harris MC - Intercontinental Chica - Angelaccio, Donald		1	0	705474-1912 12/26/2019	10.5.0000.2510.332.01.0000 CSBO Travel/Mileage Reimbursement	\$271.96
BMO Harris MC - Enterprise Holdings Inc - Sroka, Chrystyna		1	0	705474-1912 12/26/2019	10.5.0000.1205.332.01.0000 Travel Expense	\$265.08
BMO Harris MC - Bre Swiss Llc - Angelaccio, Donald		1	0	705474-1912 12/26/2019	10.5.0000.2640.312.01.0000 Professional Development	\$218.85
BMO Harris MC - Gfs Marketplace Llc - Angelaccio, Donald		1	0	705474-1912 12/26/2019	10.5.0000.2640.490.01.0000 Districtwide Staff and New Employee Hoispitality	\$173.90
BMO Harris MC - Cbc Restaurant Corp - McPartlin, Amy		1	0	705474-1912 12/26/2019	10.5.0000.2310.490.01.0000 BOE Food/Meals	\$172.79
BMO Harris MC - Menard Inc - Lambatos, Lucas		1	0	705474-1912 12/26/2019	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$147.51
BMO Harris MC - Malnati Organization Llc - O'Donnell, Michelle		1	0	705474-1912 12/26/2019	10.5.0000.2640.490.01.0000 Districtwide Staff and New Employee Hoispitality	\$139.76

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1143

12/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Little Villa Pizza - Angelaccio, Donald		1	0	705474-1912 12/26/2019	10.5.0000.2321.490.01.0000 Central Office Food/Meals	\$120.46
BMO Harris MC - Carolina Biological Supp - Nystrom, Camron		1	0	705474-1912 12/26/2019	10.5.0000.1112.410.04.0000 Science Supplies	\$115.08
BMO Harris MC - Cengage Learning, Inc. - Ellison, Lorrie		1	0	705474-1912 12/26/2019	10.5.0000.2520.312.01.0000 Professional Development	\$89.00
BMO Harris MC - New Albertsons Inc - Lynch, Abigail		1	0	705474-1912 12/26/2019	10.5.0000.1205.332.01.0000 Travel Expense	\$68.39
BMO Harris MC - New Albertsons Inc - Nystrom, Camron		1	0	705474-1912 12/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$63.33
BMO Harris MC - Target Corporation - Meziere, Traci		1	0	705474-1912 12/26/2019	10.5.0000.2410.410.02.0000 Principal Supplies Account	\$60.72
BMO Harris MC - Dashlane - Stavropoulos, Maria		1	0	705474-1912 12/26/2019	10.5.0000.2225.316.01.0000 Contracted Software/Websites	\$59.99
BMO Harris MC - Dashlane - Stavropoulos, Maria		1	0	705474-1912 12/26/2019	10.5.0000.2225.316.01.0000 Contracted Software/Websites	\$59.99
BMO Harris MC - New Albertsons Inc - Nystrom, Camron		1	0	705474-1912 12/26/2019	10.5.0000.2410.490.04.0000 Mac Arthur Principal Staff/Student Food Account	\$55.59
BMO Harris MC - Wal-Mart Stores, Inc - Zaher, Amy		1	0	705474-1912 12/26/2019	10.5.0000.3900.410.01.4909 Title III Parent Outreach Supplies	\$54.28
BMO Harris MC - Nino's Pizzeria - Meziere, Traci		1	0	705474-1912 12/26/2019	10.5.0000.2410.490.02.0000 Sullivan Principal Staff/Student Food Account	\$52.88
BMO Harris MC - Starbucks Corporation - Nystrom, Camron		1	0	705474-1912 12/26/2019	10.5.0000.2410.492.04.0000 Student/Staff Recognition/Marketing	\$50.00
BMO Harris MC - Illinois Association Of S - McPartlin, Amy		1	0	705474-1912 12/26/2019	10.5.0000.2520.410.01.0000 General Supplies	\$48.00
BMO Harris MC - Wal-Mart Stores, Inc - Curtis, Craig		1	0	705474-1912 12/26/2019	10.5.0000.2410.492.03.0000 Student/Staff Recognition/Marketing	\$46.27
BMO Harris MC - Casey's General Stores In - Sroka, Chrystyna		1	0	705474-1912 12/26/2019	10.5.0000.1205.332.01.0000 Travel Expense	\$41.92

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1143

12/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Hobby Lobby Stores Inc - Lambatos, Lucas		1	0	705474-1912 12/26/2019	10.5.0000.2410.410.05.0000 Principal Supplies Account	\$35.92
BMO Harris MC - Rdk Ventures Llc - Lynch, Abigail		1	0	705474-1912 12/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$35.74
BMO Harris MC - Tonys Finer Foods Enterpr - Lynn, Samantha		1	0	705474-1912 12/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$33.58
BMO Harris MC - Tonys Finer Foods Enterpr - Akhteebo, Megan		1	0	705474-1912 12/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$31.61
BMO Harris MC - Eventbrite Inc. - Alms, Christopher		1	0	705474-1912 12/26/2019	10.5.0000.1120.312.04.0000 Middle School Staff Professional Development (Mac)	\$30.00
BMO Harris MC - Eventbrite Inc. - Alms, Christopher		1	0	705474-1912 12/26/2019	10.5.0000.1120.312.04.0000 Middle School Staff Professional Development (Mac)	\$30.00
BMO Harris MC - Eventbrite Inc. - Alms, Christopher		1	0	705474-1912 12/26/2019	10.5.0000.1120.312.04.0000 Middle School Staff Professional Development (Mac)	\$30.00
BMO Harris MC - Eventbrite Inc. - Alms, Christopher		1	0	705474-1912 12/26/2019	10.5.0000.1120.312.04.0000 Middle School Staff Professional Development (Mac)	\$30.00
BMO Harris MC - Tonys Finer Foods Enterpr - Lynn, Samantha		1	0	705474-1912 12/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$29.89
BMO Harris MC - Tonys Finer Foods Enterpr - Lynn, Samantha		1	0	705474-1912 12/26/2019	10.5.0000.1412.410.04.0000 Classroom Supplies	\$29.71
BMO Harris MC - New Albertsons Inc - Lynch, Abigail		1	0	705474-1912 12/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$27.45
BMO Harris MC - Bear Estates #1 Llc - Quesea, Bryan		1	0	705474-1912 12/26/2019	10.5.0000.1120.410.04.0000 General Supplies	\$25.80
BMO Harris MC - Michaels Stores, Inc. (Re - Curtis, Craig		1	0	705474-1912 12/26/2019	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$24.32
BMO Harris MC - Tonys Finer Foods Enterpr - Hoyer, Jessica		1	0	705474-1912 12/26/2019	10.5.0000.1205.410.01.1200 SPED Instructional Supplies	\$24.03

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1143

12/26/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
BMO Harris MC - Tonys Finer Foods Enterpr - Curtis, Craig		1	0	705474-1912 12/26/2019	10.5.0000.2410.410.03.0000 Principal Supplies Account	\$22.00
Check #: 0						

PO/InvoiceTotal:	<u>\$6,817.74</u>
Vendor Total:	<u>\$6,817.74</u>
Grand Total:	<u>\$6,817.74</u>

**End of Report**

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1154

12/30/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Curriculum Associates, LLC						
Check Group:						
Ready Classroom and i-Ready Math Prof Dev On Site Core Tailored Support Session		1	200823	90631096 12/18/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	\$2,000.00
Discounted		1	200823	90631096 12/18/2019	10.5.0000.2210.312.00.4300 Prof. Dev. - District Wide - Title I	(\$500.00)
Check #: 0						
PO/InvoiceTotal:						\$1,500.00
Vendor Total:						\$1,500.00
Demco Inc. 00220						
Check Group:						
Non-Glare Label Protectors 2"H x 3"W 250/Roll		6	200809	6738607 12/13/2019	10.5.0000.2222.410.05.0000 General Supplies	\$108.24
Price Adjustment		1	200809	6738607 12/13/2019	10.5.0000.2222.410.05.0000 General Supplies	(\$0.04)
Check #: 0						
PO/InvoiceTotal:						\$108.20
Vendor Total:						\$108.20
MindWare 05201						
Check Group:						
Extreme Dot to Dot US History		1	200810	700399452-01 12/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$7.05
Extreme Dot to Dot Legends & Lore 2		1	200810	700399452-01 12/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$7.05
Extreme Dot to Dot Extreme Animals		1	200810	700399452-01 12/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$7.05
Extreme Dot to Dot Amazing Science		1	200810	700399452-01 12/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$7.05
Extreme Dot to Dot Pets		1	200810	700399452-01 12/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$7.05

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1154

12/30/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Color by Number Books 1-4 with 36 colored pencils (mosaics)		1	200810	700399452-01 12/13/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$44.95
Check #: 0						
PO/InvoiceTotal:						\$80.20
Vendor Total:						\$80.20
Relief Medical Services, Inc.						
Check Group:						
MAC - Nurse Sub 12/2/19 - M Arancillo		7	0	1497 12/7/2019	10.5.0000.2134.319.04.0000 Professional Services	\$434.00
Ike - Nurse Sub 12/5/19 - M Arancillo		7	0	1497 12/7/2019	10.5.0000.2134.319.05.0000 Professional Services	\$434.00
MAC - Nurse Sub 12/5/19 - R Sipp		5.75	0	1497 12/7/2019	10.5.0000.2134.319.04.0000 Professional Services	\$356.50
Check #: 0						
PO/InvoiceTotal:						\$1,224.50
Vendor Total:						\$1,224.50
Warehouse Direct						
Check Group:						
Admin Office Supplies	80219	1	0	4517857-0 12/13/2019	10.5.0000.1110.410.01.0000 Classroom/Instructional Supplies (District)	\$32.39
Check #: 0						
PO/InvoiceTotal:						\$32.39
Check Group:						
Tru- Ray Construction Paper, 76lb, 12 x 18, Royal Blue, 50/ Pack		5	200815	4523842-0 12/19/2019	10.5.0000.1110.410.02.0000 Classroom/Instructional Supplies (Sullivan)	\$19.80
Check #: 0						
PO/InvoiceTotal:						\$19.80
Vendor Total:						\$52.19
Youngquist, Ashley						

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**Prospect Heights School District 23**

**Voucher Detail Listing**

Voucher Batch Number: 1154      12/30/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Check Group:						
In-District Mileage December 2019 - A Youngquist		12.4	0	MileageRe.1219 12/20/2019	10.5.0000.1205.332.01.0000 Travel Expense	\$7.19
					Check #: 0	

PO/InvoiceTotal:	\$7.19
Vendor Total:	\$7.19
Grand Total:	\$2,972.28

End of Report

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## Prospect Heights School District 23

### Voucher Detail Listing

Voucher Batch Number: 1155      12/30/2019

Fiscal Year: 2019-2020

Vendor Remit Name Description	Vendor #	QTY	PO No.	Invoice Invoice Date	Account	Amount
Suburban School Coop. Insurance Pool						
Check Group:						
2019 - 2020 Insurance Premium		1	0	FY1920Premium 12/27/2019	80.5.0000.2364.380.01.0000 Property & Liability Insurance	\$64,473.00
					Check #: 0	
PO/InvoiceTotal:						\$64,473.00
Vendor Total:						\$64,473.00
Grand Total:						\$64,473.00

End of Report

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Educational | O & M | Transportation | IMRF / SS | Working Cash | Tort

Prospect Heights SD 23 | Base Scenario - 12.10.19

Historical Summary

	ACTUAL REVENUE / EXPENDITURE									BUDGET	
	FY 2015	FY 2016	% Δ	FY 2017	% Δ	FY 2018	% Δ	FY 2019	% Δ	FY 2020	% Δ
<b>REVENUE</b>											
Local	\$17,784,196	\$18,181,840	2.24%	\$18,333,084	0.83%	\$18,504,616	0.94%	\$19,296,590	4.28%	\$19,865,762	2.95%
State	\$1,783,293	\$1,964,338	10.15%	\$1,843,431	-6.16%	\$2,700,710	46.50%	\$2,273,467	-15.82%	\$2,302,017	1.26%
Federal	\$812,429	\$494,811	-39.09%	\$688,215	39.09%	\$1,044,899	51.83%	\$916,261	-12.31%	\$974,058	6.31%
Other	\$0	\$0		\$0		\$0		\$0		\$0	
<b>TOTAL REVENUE</b>	<b>\$20,379,918</b>	<b>\$20,640,989</b>	<b>1.28%</b>	<b>\$20,864,730</b>	<b>1.08%</b>	<b>\$22,250,225</b>	<b>6.64%</b>	<b>\$22,486,324</b>	<b>1.06%</b>	<b>\$23,141,837</b>	<b>2.92%</b>
<b>EXPENDITURES</b>											
Salary and Benefit Costs	\$15,408,837	\$16,132,580	4.70%	\$16,663,545	3.29%	\$16,908,696	1.47%	\$17,236,784	1.94%	\$17,662,085	2.47%
Other	\$5,114,972	\$4,682,626	-8.45%	\$4,431,334	-5.37%	\$4,640,724	2.47%	\$4,976,865	9.58%	\$5,941,196	19.40%
<b>TOTAL EXPENDITURES</b>	<b>\$20,523,809</b>	<b>\$20,815,206</b>	<b>1.42%</b>	<b>\$21,094,879</b>	<b>1.34%</b>	<b>\$21,449,420</b>	<b>1.68%</b>	<b>\$22,212,649</b>	<b>3.56%</b>	<b>\$23,603,281</b>	<b>6.26%</b>
<b>SURPLUS / DEFICIT</b>	<b>(\$143,891)</b>	<b>(\$174,217)</b>		<b>(\$230,149)</b>		<b>\$800,805</b>		<b>\$273,675</b>		<b>(\$461,444)</b>	
<b>OTHER FINANCING SOURCES / USES</b>											
Other Financing Sources	\$227,757	\$284,230		\$174,399		\$19,498		\$6,006,824		\$3,300	
Other Financing Uses	(\$1,024,370)	(\$1,184,540)		(\$190,206)		(\$358,031)		(\$6,280,000)		\$0	
<b>TOTAL OTHER FIN. SOURCES / USES</b>	<b>(\$796,613)</b>	<b>(\$900,310)</b>		<b>(\$15,807)</b>		<b>(\$338,533)</b>		<b>(\$273,176)</b>		<b>\$3,300</b>	
<b>SURPLUS / DEFICIT INCL. OTHER FIN. SOURCES</b>	<b>(\$940,504)</b>	<b>(\$1,074,527)</b>		<b>(\$245,950)</b>		<b>\$464,272</b>		<b>\$498</b>		<b>(\$458,144)</b>	
<b>BEGINNING FUND BALANCE</b>	<b>\$9,701,851</b>	<b>\$8,761,347</b>		<b>\$7,686,820</b>		<b>\$7,440,864</b>		<b>\$7,905,136</b>		<b>\$7,905,634</b>	
<b>AUDIT ADJUSTMENTS TO FUND BALANCE</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>		<b>\$0</b>	
<b>YEAR END BALANCE</b>	<b>\$8,761,347</b>	<b>\$7,686,820</b>		<b>\$7,440,864</b>		<b>\$7,905,136</b>		<b>\$7,905,634</b>		<b>\$7,447,490</b>	
<b>FUND BALANCE AS % OF EXPENDITURES</b>	<b>42.69%</b>	<b>36.93%</b>		<b>35.27%</b>		<b>36.85%</b>		<b>35.59%</b>		<b>31.55%</b>	
<b>FUND BALANCE AS # OF MONTHS OF EXPEND.</b>	<b>5.12</b>	<b>4.43</b>		<b>4.23</b>		<b>4.42</b>		<b>4.27</b>		<b>3.79</b>	



## Prospect Heights District 23 Initial FY20 Projection Assumptions

### Expenditures:

- ❖ Salary increases tied to current collective bargaining agreement
- ❖ Non-salary & benefit expenditures have been frozen. (supplies, contracted services, dues/fees, etc.)
- ❖ Insurance increases calculated at 5%/year based on recent industry trends
- ❖ Certified staff retirements projected at 2%/year based on historical averages
- ❖ Maintenance of current FTE staffing levels with replacements through retirements, not position elimination
- ❖ Transportation services increased per new contract, 4.5% in FY21 and 3% in FY22.

### Revenues:

- ❖ CPI average of 1.8 used
- ❖ All State & Federal revenue receipts maintained at current levels
- ❖ Other local (District) revenues frozen at current levels (rentals, IGA's, impact fees, etc.)

### Other Assumptions:

- ❖ NO additional legislative mandates (pension reform, property taxes, etc.)
- ❖ No NEW capital expenditures for operations/maintenance or educational programs

# Outsourced Custodial Services Survey

Thank you for sharing your thoughts about outsourced services and the decision making process for your Board.

**Name**

Your answer

**District Name/Number**

Your answer

**Email address**

Your answer

**Name of Outsourced Custodial Services Company**

Your answer



How long have you been using outsourced custodial services?

- Less than 1 year
- 2-4 years
- 5-9 years
- 10 + years

What was the rationale(s) for your board to make that decision?

- Cost Savings
- Additional Manpower
- Improved Services
- Shifting responsibilities for oversight and management
- Shifting costs for personnel, benefits, workers comp, etc.
- Other:



If cost savings were a part of the rationale, did you realize the cost savings you projected/anticipated?

- yes
- No
- n/a
- Other:

Please briefly describe the greatest benefits you have seen by outsourcing custodial services:

Your answer

Please briefly describe the greatest challenges you have seen by outsourcing custodial services:

Your answer

What is one thing you wish you had considered/included in the bid specification when you last went out for bid?

Your answer



Would you like a copy of the survey results?

Yes

No

SUBMIT

Never submit passwords through Google Forms.

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Google Forms





## Prospect Heights School District 23 Board Memorandum 01/08/20 - Solicitation Update

### District Legal Services - Request for Proposals

- 12/17/19 RFP Process Opens
- 01/17/20 Completed RFP Packets Due
- 01/27-28/20 Committee Interviews
- 02/12/20 Recommendations to the Board of Education
- 03/11/20 Board of Education Action
- 04/01/20 Legal Services Start Date

### Food Service - Bid

- 01/08/20 Initial parameters and timeline shared with BOE
- 02/03/20 Submission of all bid documents to ISBE
- 03/05/20 Bid Documents Released - Legal Notice
- 03/16/20 Mandatory Pre-Bid Meeting and site visits
- 03/23/20 Deadline for written vendor inquiries
- 03/27/20 Anticipated deadline for addendums
- 04/08/20 Public Bid Opening
- 05/04/20 Discussion at D23 Finance Committee
- 05/13/20 Board of Education Action

### Custodial Services - Bid

- 01/15/20 Bid Documents Released - Legal Notice
- 01/17/20 Mandatory Pre-Bid Meeting
- 01/22/20 Deadline for written vendor inquiries
- 01/23/20 Anticipated deadline for addendums
- 01/27/20 at 1:00 PM Public Bid Opening
- 02/3-4/20 Vendor Interviews
- 03/11/20 Board of Education Action

### Landscaping Services - Bid

- 01/20/20 Bid Documents Released - Legal Notice
- 01/30/20 Mandatory Pre-Bid Meeting
- 02/07/20 at 1:00 PM Public Bid Opening
- 03/11/20 Board of Education Action



**Prospect Heights School District 23  
Board Memorandum  
Action/Discussion Item**

**Date: February 1, 2020**

**Subject: Recommendation for Registration/Other Fees for 2020-21 School Year**

**Prepared by: Amy McPartlin, Chief School Business Official**

The administration recommends that all existing student fees remain the same for the 2020-21 school year based upon the presentation at the January, 2020 meeting of the Board of Education and discussion by the Board of Education.

As we are currently preparing to go to bid for Food Services, no increase is being recommended in the lunch fees. An increase in the current lunch fees may be recommended in May, 2020 based on the outcome of the sealed bid process and/or if the Federal government paid lunch equity tables require such an increase.

The administration recommended split of the registration and payment process shall continue as will the incentive for early payment of registration fees (July 1-July 31).

**Proposed 2020-21 Student Fees:**

**Student Registration Fees**

<b>GRADE(S)</b>	<b>AMOUNT</b>
Kindergarten	\$75
Grades 1 – 3	\$150
Grades 4 – 5	\$195
Grades 6 – 8	\$250

**Student 1:1 Device Protection Plan Fees**

The 1:1 Device Protection Plan Fee proposed for the 2020-21 school year is \$35 per student.

**Student Lunch Fees**

To be determined upon completion of the sealed bid process and the Federal Government’s paid lunch equity determination.

**Split of Registration and Payment**

Registration of students 1<sup>st</sup> grade - 8<sup>th</sup> grade shall be open between April 1<sup>st</sup> and May 31<sup>st</sup> without payment.

### **Fee Payment Incentive**

Fee collection shall be July 1<sup>st</sup> - July 31<sup>st</sup> with no increase. Beginning August 1<sup>st</sup>, the District will charge a 20% fee for late payment. For families who register new to the District beyond the July 31<sup>st</sup> window, no late charge will be applied if fees are paid within 30 days of registration.

### **Transportation Registration Fee**

Administration has been working with First Student to review all routes and increase route efficiencies. During the 2019-20 school year, the District made the decision to reduce two routes at Ross and Sullivan, resulting in an approximate savings of \$74,000. While the rate increase with the renewal of the transportation contract was minimal, the District is still looking at the possibility of additional route efficiencies for more effective transportation during the 2020-21 school year.

### **Conclusion**

The administration recommends the fees proposed above for approval for the 2020-21 school year.

## Application Header Information

### Edit Header Information

- Application Year: 2020
- Application Round: 1
- Emergency Application: No
- District: Prospect Heights SD 23
- RCDT#: 05016023002
- Area affected by the project: District
- County: Cook
- District Superintendent: Dr. Don Angelaccio
- Total Estimated Project Cost: \$397,600.00
- Total Requested Grant Amount: \$50,000.00
- Total Reserved Local Funds: \$347,600.00
- Final Project Closeout Date:
- Source of Local Funds: Capital Projects Fund
- Project Priority Code: D - Permanent Improvement Projects
- Project Funding Order: 1
- Date Created: 12/10/2019
- Current Status: In Progress
- Last Updated By: dangelccio
- Created By: dangelccio

District Approval

## GATA Information

- Submission Type: Original Application
- Type of Application: New
- Name of Awarding Agency: ISBE
- CSFA Number: 586-00-1723
- CSFA Title: School Maintenance Grant
- Funding Opportunity Number: 19-3999ER
- Funding Opportunity Title: School Maintenance Project Grant
- Funding Opportunity Program Field: Education
- Department Name: ISBE
- Division Name: School Business Services

## Application Data

- Work Items
- District Data

## Application Certifications & Assurances

- [Program Specific and Financial Assurances for the School Maintenance Project Grant](#)

## Application Printable Documents

- [District Certification](#)
- [Taxpayer Identification Number](#)
- [School Maintenance Project Grant Award](#)

## Application Required Attachments

[Attach Files](#)

## Application Comments

[Add New Comment](#)

## Application History

December 3, 2019

**VIA ELECTRONIC MAIL**

Prospect Heights School District 23  
700 N. Schoenbeck Rd.  
Prospect Heights, IL 60070  
mdebartolo@d23.org

**Re: Illinois Freedom Of Information Act Request**

To Whom It May Concern:

Under the Illinois Freedom of Information Act, 5 ILCS 140, I am requesting the opportunity to inspect or obtain copies of the public records of the permitted building plans permitted architectural plans and permitted construction plans issued between 2012-2016 for work at the following locations:

1. Betsy Ross Elementary School, 700 N. Schoenbeck Road, Prospect Heights, IL 60070
2. Anne Sullivan Elementary School, 700 N. Schoenbeck Road, Prospect Heights, IL 60070
3. Dwight D. Eisenhower Elementary School, 1 N. Schoenbeck Road, Prospect Heights, IL 60070
4. Douglas MacArthur Middle School, 700 N. Schoenbeck Road, Prospect Heights, IL 60070
5. Prospect Heights School District 23 "Administration Building" 700 N. Schoenbeck Road, Prospect Heights, IL 60070
6. 700 N. Schoenbeck Road, Prospect Heights, IL 60070
7. 1 N. Schoenbeck Road, Prospect Heights, IL 60070

I understand that the FOIA Act permits a public body to charge a reasonable copying fee not to exceed the actual cost of reproduction and not including the costs of any search or review of records. I look forward to hearing from you in writing within five business days, as required by 5 ILCS 140(3).

December 3, 2019

Page 2

Very truly yours,

/s/ Justin Kaplan  
Justin D. Kaplan

JDK:jt