

Executive Advisory Board Meeting
Wednesday, February 5, 2020 9:00 AM

Mid-Valley Special Education Cooperative
1304 Ronzheimer Avenue
St. Charles, IL 60174

Agenda

1. Call to Order
2. Approval of the Agenda
3. Public Comment
4. Consent Agenda
 1. Approval of the Minutes, Executive Board Meeting, January 8, 2020



Mid-Valley Special Education Cooperative

1304 Ronzheimer Avenue

St. Charles, IL 60174

Phone: 331-228-4873

Fax: 331-228-4874

Executive Advisory Board Meeting

January 8, 2020

9:00 AM

The Mid-Valley Special Education Cooperative Board met in Regular Session on Wednesday, January 8, 2020 at the Mid-Valley Special Education Cooperative, Administration Building.

Call to Order

Dr. Pearson, Superintendent D303, Board Chairman called the meeting to order at 9:00 a.m.

Roll Call

Upon roll call the following members were also present: Dr. Hichens, Superintendent D101; Dr. Leden, Superintendent D302; Dr. Mutchler, Superintendent D304 and Dr. Stirn, Superintendent D301.

Also present: Special Education Administrative Liaisons/Designees from the member districts; Mrs. Lisa Palese, Mid-Valley Executive Director; Mrs. Nancy Sporer, Mid-Valley Director of Business and Human Resources; and Mrs. Brandi Pedersen, Recording Secretary.

Approval of the Agenda

Dr. Pearson called for the Approval of the Agenda. Dr. Mutchler moved and Dr. Stirn seconded the motion. Approval of the Agenda was confirmed by unanimous vote.

Public Comment

None

Consent Agenda

- 4.1 Approval of Minutes, Executive Board Meeting, December 4, 2019
- 4.2 Approval of Bills, December 2019
- 4.3 Approval of Payroll, December 2019
- 4.4 Approval of Financial Report, December 2019
- 4.5 Approval of Classroom Use Agreement – Kaneland Storage

Dr. Pearson called for Approval of the Consent Agenda. Dr. Mutchler moved and Dr. Hichins seconded the motion. Approval of the Consent Agenda was confirmed by unanimous vote.

Information

5.1 Student and Staff Enrollment, December 2019

Mrs. Palese reported the student/staff enrollment for December 2019 and 2018 for comparison.

5.2 Administrative Liaison Meeting Minutes, November 18, 2019

Mrs. Palese shared the minutes from the Administrative Liaison Meeting that took place on December 16, 2019

For Discussion

6.1 Draft Calendars 2020-2021

The districts shared their approved calendars. St. Charles, Batavia and Geneva are all approved. Kaneland and Central will be going to their Boards at their next meetings.

6.2 Student-Teacher Partnership

Mrs. Palese shared her concern as well as that of the Liaison's regarding new teachers that are not prepared to start work out of college. Mrs. Palese was proposing more support for experienced TA's to get them to the next level as well as reaching out to colleges to discuss curriculum strategies to prepare new teachers.

6.3 Shelby Center

Mrs. Palese discussed the needs of our transition students and the need to expand to a bigger location. The current location at Shelby has proposed the use of the second floor as well as the first floor they are currently occupying. More information will be provided with cost increases for the rent and building modifications.

For Action

7.1 Approval of the Personnel Report, December, 2019

Dr. Stirn motioned, seconded by Dr. Leden for Approval of the Personnel Report. Motion carried by unanimous roll call vote.

7.2 Approval of Waubensee Community College Facilities Contract

Dr. Stirn motioned, seconded by Dr. Hichens for Approval of the Waubensee Community College Facilities Contract. Motion carried by unanimous roll call vote.

7.3 Approval of Seven Challenges Agreement

Dr. Mutchler motioned, seconded by Dr. Stirn for Approval of the Seven Challenges Agreement. Motion carried by unanimous roll call vote.

New Business

Dr. Stirn informed the Board that Central will not be able to attend the March 4, 2019 Board Meeting.

Adjournment

Motion made by Dr. Leden and seconded by Dr. Stirn. By consensus the motion carried 5-0 Ayes.

The meeting adjourned at 9:33 AM

Chair of the Mid-Valley Board

The next Regular Mid-Valley Executive Advisory Board Meeting will be Wednesday, February 5, 2020, 9:00 AM at the Mid-Valley Administration Offices, 1304 Ronzheimer Avenue. St. Charles, IL 60174

2. Approval of Bills, January, 2020

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
 Bank Account: 3445079

Date Range: 01/01/2020 - 01/31/2020
 Voucher Range: -

Sort By: Vendor
 Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
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11370	01/27/2020	1140	A-D BACKGROUND RESOURCES 6707 LLC		14.0000.1250.310.000.010	PROFESSIONAL SERVICES	\$60.00	
							Check Total:	\$60.00
11371	01/27/2020	1140	ALBER, KARIN	REIM MILE OCT& NOV	10.0000.2320.332.001.140	STAFF TRAVEL	\$5.10	
11371	01/27/2020	1140	ALBER, KARIN	REIM MILE OCT& NOV	14.0000.2210.312.000.320	STAFF DEV PROGRAMS/ADMIN ASST	\$2.67	
							Check Total:	\$7.77
11372	01/27/2020	1140	Antoniou, Jessica	REIM AUG-DEC MILEAGE	10.0000.2150.332.000.113	STAFF TRAVEL	\$119.19	
							Check Total:	\$119.19
11362	01/24/2020	1139	AQUARIUM MAINTENANCE & DESIGN, INC.	4888	10.1920.0000.000.000.000	CONTRIBUTIONS & DONATIONS FROM PRIVATE	\$750.00	
							Check Total:	\$750.00
11373	01/27/2020	1140	AUTISM-PRODUCTS.COM	356379	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$34.99	
11373	01/27/2020	1140	AUTISM-PRODUCTS.COM	356379	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$30.99	
11373	01/27/2020	1140	AUTISM-PRODUCTS.COM	356379	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$15.84	
							Check Total:	\$81.82
NCB	01/15/2020	1137	AXA EQUITABLE	V319100	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$425.00	
NCB	01/15/2020	1137	AXA EQUITABLE	V319100	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.00	
NCB	01/30/2020	1148	AXA EQUITABLE	V971504	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$425.00	
NCB	01/30/2020	1148	AXA EQUITABLE	V971504	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.00	
							Check Total:	\$870.00
11363	01/24/2020	1139	BATAVIA ENTERPRISES	FEB RENT&ADJUST&JAN	10.0000.1200.325.000.920	FACILITY RENTAL	\$55.00	
11363	01/24/2020	1139	BATAVIA ENTERPRISES	FEB RENT&ADJUST&JAN	10.0000.1200.325.000.920	FACILITY RENTAL	\$3,522.90	
							Check Total:	\$3,577.90
11374	01/27/2020	1140	BELICH, KAREN	REIM DEC MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$134.50	

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Exclude Voided Checks

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Include Non Check Batches

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11374	01/27/2020	1140	BELICH, KAREN	REIM NOV MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$150.74
Check Total:							\$285.24
11375	01/27/2020	1140	BINGHAM, MEG	REIM NOV-DEC MILEAGE	10.0000.1200.332.000.079	STAFF TRAVEL	\$245.64
11375	01/27/2020	1140	BINGHAM, MEG	REIM NOV-DEC MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$61.41
11375	01/27/2020	1140	BINGHAM, MEG	REIM SNACKS/INTERVIE	10.0000.1200.415.000.109	INSTRUCTIONAL SUPPLIES	\$34.79
Check Total:							\$341.84
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$92.00
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$38.00
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.331.000.080	FIELD TRIPS/STUDENT TRAVEL	\$81.00
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.331.000.080	FIELD TRIPS/STUDENT TRAVEL	\$157.00
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.332.000.078	STAFF TRAVEL	\$157.00
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$54.56
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$54.05
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$72.97
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$47.53
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$71.11
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$39.99
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$83.23
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$92.00

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Print Employee Vendor Names **Exclude Voided Checks** **Exclude Manual Checks** **Include Non Check Batches**

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11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$7.14
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$411.49
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$1,335.38
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.2210.410.000.120	SUPPLIES/MATERIALS	\$77.32
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.2320.360.000.140	PRINTING AND BINDING	\$38.71
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$15.77
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.2320.414.000.140	FOOD/COOKING SUPPLIES	\$77.34
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	10.0000.2320.414.000.140	FOOD/COOKING SUPPLIES	\$126.29
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$44.97
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	14.0000.1250.415.000.010	INSTRUCTIONAL SUPPLIES	\$38.99
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	14.0000.2210.312.002.320	STAFF DEV BUS MGR	\$545.00
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	14.0000.2210.312.121.320	STAFF DEV BEH COACH	\$53.93
11376	01/27/2020	1140	BMO C/O HARRIS TRUST AND SAVINGS BANK	JAN 5, 2020 STMT	20.0000.2540.550.000.000	TECHNOLOGY EQUIPMENT	\$721.44
Check Total:							\$4,534.21
11348	01/03/2020	1128	BRIGHTSTAR KANE COUNTY	5022887	10.0000.1200.310.000.078	PROFESSIONAL SERVICES	\$318.31
11348	01/03/2020	1128	BRIGHTSTAR KANE COUNTY	5022887	10.0000.1200.314.000.028	CONSULTANTS	\$1,736.35
Check Total:							\$2,054.66
11356	01/17/2020	1138	BRIGHTSTAR KANE COUNTY	5100503	10.0000.1200.314.000.014	CONSULTANTS	\$1,456.53
11356	01/17/2020	1138	BRIGHTSTAR KANE COUNTY	5100503	10.0000.1200.314.000.028	CONSULTANTS	\$1,389.08
Check Total:							\$2,845.61
11349	01/03/2020	1128	CAAEL	19/20 BOWLING LEAG	10.0000.1200.640.000.080	DUES/FEES/MEMBERSHIPS	\$800.00
Check Total:							\$800.00
11377	01/27/2020	1140	CANNATA, SAM	CONSULT WORK FY20	14.0000.2210.319.000.320	CONSULT/CONTRACT/PURC H SRVC	\$5,000.00

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Check Total:							\$5,000.00
11364	01/24/2020	1139	CHICAGO WOLVES	2/20/20 10 seats	10.0000.1200.331.000.080	FIELD TRIPS/STUDENT TRAVEL	\$102.50
Check Total:							\$102.50
11350	01/03/2020	1128	CITY OF ST CHARLES	11/18-12/13 81081857	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$112.16
11350	01/03/2020	1128	CITY OF ST CHARLES	11/18-12/13 81082189	20.0000.2540.466.000.078	ELECTRICITY-SHELBY	\$109.32
11350	01/03/2020	1128	CITY OF ST CHARLES	11/5-12/5 2242410180	20.0000.2540.370.000.000	WATER/SEWER	\$132.66
11350	01/03/2020	1128	CITY OF ST CHARLES	11/5-12/5 2242410180	20.0000.2540.466.000.000	ELECTRICITY	\$3,086.32
11350	01/03/2020	1128	CITY OF ST CHARLES	11/5-12/5 2249120480	20.0000.2540.370.000.000	WATER/SEWER	\$102.72
Check Total:							\$3,543.18
11365	01/24/2020	1139	CITY OF ST CHARLES	12/5-1/6/20 22424101	20.0000.2540.370.000.000	WATER/SEWER	\$112.70
11365	01/24/2020	1139	CITY OF ST CHARLES	12/5-1/6/20 22424101	20.0000.2540.466.000.000	ELECTRICITY	\$3,381.52
11365	01/24/2020	1139	CITY OF ST CHARLES	12/5-1/6/20 22491204	20.0000.2540.370.000.000	WATER/SEWER	\$102.72
Check Total:							\$3,596.94
11378	01/27/2020	1140	CLAESON, NICOLE	REIM DEC MILEAGE	10.0000.1200.332.000.109	STAFF TRAVEL	\$96.28
Check Total:							\$96.28
11351	01/03/2020	1128	COMCAST CABLE	12/23-1/22/2020	20.0000.2540.319.000.078	CABLE/INTERNET-SHELBY	\$215.41
Check Total:							\$215.41
11352	01/03/2020	1128	COMMUNITY THERAPY SERVICES	1087	10.0000.2139.314.000.130	CONSULTANTS	\$8,643.75
Check Total:							\$8,643.75
11379	01/27/2020	1140	CRISIS PREVENTION INSTITUTE INC	CUS0210287	14.0000.2210.314.000.320	STAFF DEV CO-OP WIDE	\$1,895.00
11379	01/27/2020	1140	CRISIS PREVENTION INSTITUTE INC	IUS0160454	14.0000.2210.314.000.320	STAFF DEV CO-OP WIDE	\$150.00
Check Total:							\$2,045.00
11380	01/27/2020	1140	CUSD #303	JAN CHASSE/ROWE BENF	10.0000.2310.225.000.144	INSURANCE STIPEND	\$1,442.52
Check Total:							\$1,442.52
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V108489	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,417.12
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V108489	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$379.68
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V137079	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$282.19

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11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V137079	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$12.67
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V137079	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1.23
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V188047	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$760.71
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V227197	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$543.14
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V253513	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,258.15
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V253513	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.42
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V259324	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$14,598.26
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V259324	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,295.00
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V316196	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$53.03
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V316196	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.86
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V316196	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.75
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V367424	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$216.69
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V367424	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$20.83
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V436883	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$8,574.72
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V436883	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,071.84
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V48048	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$14,577.47
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V48048	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$911.10
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V48048	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$130.15
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V496209	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$113.52

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11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V496209	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$13.44
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V65405	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,562.07
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V65405	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$209.91
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V65405	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$5.52
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V694246	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$8,289.66
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V839203	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$480.73
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V839203	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$21.09
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V839203	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.73
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V870641	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,250.40
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V943996	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$695.45
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V943996	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$59.61
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V978728	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,412.44
11353	01/15/2020	1130	CUSD #303 EMP HEALTH FUND	V987426	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,459.94
Check Total:							\$75,690.52
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V15641	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$465.64
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V15641	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$21.09
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V15641	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.73
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V181599	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$53.03
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V181599	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.86
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V181599	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$0.75

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 01/01/2020 - 01/31/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V18243	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$282.19
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V18243	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$12.67
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V18243	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1.23
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V262241	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,258.15
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V262241	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$10.42
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V290777	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,436.09
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V290777	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$209.91
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V290777	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$5.52
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V319548	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$2,412.44
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V384992	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$760.71
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V58117	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$679.95
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V58117	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$59.61
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V652572	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$3,417.12
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V652572	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$379.68
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V659875	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$8,571.83
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V659875	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,071.84
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V687109	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$6,250.40
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V689721	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$543.14
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V724556	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$216.69
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V724556	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$20.83
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V764657	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$112.97

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 01/01/2020 - 01/31/2020

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V764657	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$13.44
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V861585	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$14,577.47
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V861585	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$911.10
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V861585	17.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$130.15
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V885451	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$5,022.15
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V918534	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$14,598.26
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V918534	14.0486.0000.000.000.000	LIFE-MEDICAL-DENTAL INSURANCE	\$1,295.00
11429	01/30/2020	1141	CUSD #303 EMP HEALTH FUND	V937196	10.0486.0000.000.000.000	INSURANCE DEDUCTIONS	\$8,289.66
Check Total:							\$74,092.72
11381	01/27/2020	1140	CUSD #304	1920-101	10.0000.1200.122.000.115	SUBSTITUTES	\$2,214.19
Check Total:							\$2,214.19
11382	01/27/2020	1140	DECKER EQUIPMENT	331477A	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$64.68
11382	01/27/2020	1140	DECKER EQUIPMENT	331477A	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$37.50
Check Total:							\$102.18
11383	01/27/2020	1140	DELNOR HEALTH & FITNESS CENTER	2019.12	10.0000.1200.331.000.028	FIELD TRIPS/STUDENT TRAVEL	\$196.00
Check Total:							\$196.00
11366	01/24/2020	1139	DEPT. OF FINANCIAL & PROFESSIONAL REG.	Lic Renew 159001227	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$100.00
Check Total:							\$100.00
11384	01/27/2020	1140	DOMARACKI, MARY ANN	REIM DEC MILEAGE	10.0000.2110.332.000.110	STAFF TRAVEL	\$55.68
Check Total:							\$55.68
11385	01/27/2020	1140	FEINER SUPPLY	118265	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$32.00
11385	01/27/2020	1140	FEINER SUPPLY	118265	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$28.90
Check Total:							\$60.90
11386	01/27/2020	1140	FIRST STUDENT	120902	10.0000.1200.331.000.014	FIELD TRIPS/STUDENT TRAVEL	\$91.52

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
 Bank Account: 3445079

Date Range: 01/01/2020 - 01/31/2020
 Voucher Range: -

Sort By: Vendor
 Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names
 Exclude Voided Checks
 Exclude Manual Checks
 Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11386	01/27/2020	1140	FIRST STUDENT	120903	10.0000.1200.331.000.014	FIELD TRIPS/STUDENT TRAVEL	\$91.52
11386	01/27/2020	1140	FIRST STUDENT	127714	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$114.40
11386	01/27/2020	1140	FIRST STUDENT	131070	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$88.00
11386	01/27/2020	1140	FIRST STUDENT	131072	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$91.52
11386	01/27/2020	1140	FIRST STUDENT	131078	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$114.40
11386	01/27/2020	1140	FIRST STUDENT	131087	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$91.52
11386	01/27/2020	1140	FIRST STUDENT	131089	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$240.24
11386	01/27/2020	1140	FIRST STUDENT	131113	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$137.28
11386	01/27/2020	1140	FIRST STUDENT	131114	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$102.96
11386	01/27/2020	1140	FIRST STUDENT	131116	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$91.52
11386	01/27/2020	1140	FIRST STUDENT	131117	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$91.52
11386	01/27/2020	1140	FIRST STUDENT	143062	10.0000.1200.331.000.011	FIELD TRIPS/STUDENT TRAVEL	\$188.99
11386	01/27/2020	1140	FIRST STUDENT	145653	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$110.74
11386	01/27/2020	1140	FIRST STUDENT	145654	10.0000.1200.331.000.014	FIELD TRIPS/STUDENT TRAVEL	\$91.52
11386	01/27/2020	1140	FIRST STUDENT	145655	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$110.74

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 01/01/2020 - 01/31/2020

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11386	01/27/2020	1140	FIRST STUDENT	145656	10.0000.1200.331.000.011	FIELD TRIPS/STUDENT TRAVEL	\$160.16
11386	01/27/2020	1140	FIRST STUDENT	145657	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$202.26
11386	01/27/2020	1140	FIRST STUDENT	145658	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$209.58
11386	01/27/2020	1140	FIRST STUDENT	145666	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$145.06
11386	01/27/2020	1140	FIRST STUDENT	145667	10.0000.1200.331.000.014	FIELD TRIPS/STUDENT TRAVEL	\$91.52
11386	01/27/2020	1140	FIRST STUDENT	145668	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$102.96
Check Total:							\$2,759.93
11357	01/17/2020	1138	FOX VALLEY CHRISTIAN CHURCH	52	10.0000.1200.325.000.079	FACILITY RENTAL	\$400.00
Check Total:							\$400.00
11348	01/10/2020	1129	FOX VALLEY FITNESS	27418	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$400.00
Check Total:							\$400.00
11387	01/27/2020	1140	GATELY, AMY	REIM AUG-DEC MILEAGE	10.0000.1200.332.000.079	STAFF TRAVEL	\$884.39
11387	01/27/2020	1140	GATELY, AMY	REIM CONF 11/19/19	14.0000.2210.312.000.320	STAFF DEV PROGRAMS/ADMIN ASST	\$19.95
Check Total:							\$904.34
11388	01/27/2020	1140	GHA TECHNOLOGIES	101020633	20.0000.2540.550.000.000	TECHNOLOGY EQUIPMENT	\$1,484.96
Check Total:							\$1,484.96
11389	01/27/2020	1140	GLABINSKI, MICHAEL	REIM DEC MILEAGE	10.0000.1200.332.000.115	STAFF TRAVEL	\$344.52
Check Total:							\$344.52
11390	01/27/2020	1140	Greene, Emily	REIM MILE AUG-DEC	10.0000.1200.332.000.109	STAFF TRAVEL	\$65.70
Check Total:							\$65.70
11391	01/27/2020	1140	GSF USA, Inc.	INR055496	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$4,104.01
11391	01/27/2020	1140	GSF USA, Inc.	INR055810	20.0000.2540.322.000.000	CUSTODIAL SERVICES	\$4,104.01
Check Total:							\$8,208.02

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 01/01/2020 - 01/31/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11392	01/27/2020	1140	HAMMACK-COTE MANDY	REIM NOV-DEC MILEAGE	10.0000.2138.332.000.129	STAFF TRAVEL	\$149.18
Check Total:							\$149.18
11393	01/27/2020	1140	HEARTLAND ALLIANCE HEALTH CCIS	15927	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$57.00
11393	01/27/2020	1140	HEARTLAND ALLIANCE HEALTH CCIS	15998	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$153.07
11393	01/27/2020	1140	HEARTLAND ALLIANCE HEALTH CCIS	16071	10.0000.2640.310.000.140	PROFESSIONAL SERVICES	\$75.00
Check Total:							\$285.07
11394	01/27/2020	1140	ILLINOIS CENTRAL SCHOOL BUS	572-04391	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$1,440.00
11394	01/27/2020	1140	ILLINOIS CENTRAL SCHOOL BUS	572-04392	10.0000.1200.331.000.014	FIELD TRIPS/STUDENT TRAVEL	\$360.00
11394	01/27/2020	1140	ILLINOIS CENTRAL SCHOOL BUS	572-04393	10.0000.1200.331.000.028	FIELD TRIPS/STUDENT TRAVEL	\$1,080.00
Check Total:							\$2,880.00
NCB	01/30/2020	1143	ILLINOIS DEPT OF REVENUE	V277045	10.0487.0000.000.000.000	SIT	\$10,835.52
NCB	01/30/2020	1143	ILLINOIS DEPT OF REVENUE	V277045	14.0487.0000.000.000.000	SIT	\$651.75
NCB	01/30/2020	1143	ILLINOIS DEPT OF REVENUE	V277045	17.0487.0000.000.000.000	SIT	\$17.62
NCB	01/15/2020	1132	ILLINOIS DEPT OF REVENUE	V287558	10.0487.0000.000.000.000	SIT	\$12,437.26
NCB	01/15/2020	1132	ILLINOIS DEPT OF REVENUE	V287558	14.0487.0000.000.000.000	SIT	\$658.20
NCB	01/15/2020	1132	ILLINOIS DEPT OF REVENUE	V287558	17.0487.0000.000.000.000	SIT	\$17.62
NCB	01/30/2020	1147	IMRF	V363611	10.0485.0000.000.000.000	IMRF	\$12,087.21
NCB	01/30/2020	1147	IMRF	V363611	14.0485.0000.000.000.000	IMRF	\$143.54
NCB	01/30/2020	1147	IMRF	V366299	10.0485.0000.000.000.000	IMRF	\$508.25
NCB	01/30/2020	1147	IMRF	V366299	14.0485.0000.000.000.000	IMRF	\$37.55
NCB	01/15/2020	1136	IMRF	V631939	10.0485.0000.000.000.000	IMRF	\$519.51
NCB	01/15/2020	1136	IMRF	V631939	14.0485.0000.000.000.000	IMRF	\$37.55
NCB	01/15/2020	1136	IMRF	V856348	10.0485.0000.000.000.000	IMRF	\$12,570.06
NCB	01/15/2020	1136	IMRF	V856348	14.0485.0000.000.000.000	IMRF	\$137.70
NCB	01/30/2020	1148	ING	V779054	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$25.00

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
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Date Range: 01/01/2020 - 01/31/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
NCB	01/30/2020	1148	ING	V779054	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$25.00
NCB	01/15/2020	1137	ING	V914202	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$25.00
NCB	01/15/2020	1137	ING	V914202	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$25.00
NCB	01/30/2020	1144	Internal Revenue Service	V152675	10.0481.0000.000.000.000	FIT	\$21,026.76
NCB	01/30/2020	1144	Internal Revenue Service	V152675	14.0481.0000.000.000.000	FIT	\$1,218.63
NCB	01/30/2020	1144	Internal Revenue Service	V152675	17.0481.0000.000.000.000	FIT	\$40.16
NCB	01/30/2020	1144	Internal Revenue Service	V473988	10.0483.0000.000.000.000	MEDICARE	\$6,784.40
NCB	01/30/2020	1144	Internal Revenue Service	V473988	14.0483.0000.000.000.000	MEDICARE	\$410.48
NCB	01/30/2020	1144	Internal Revenue Service	V473988	17.0483.0000.000.000.000	MEDICARE	\$10.58
NCB	01/15/2020	1133	Internal Revenue Service	V653874	10.0483.0000.000.000.000	MEDICARE	\$7,746.06
NCB	01/15/2020	1133	Internal Revenue Service	V653874	14.0483.0000.000.000.000	MEDICARE	\$411.98
NCB	01/15/2020	1133	Internal Revenue Service	V653874	17.0483.0000.000.000.000	MEDICARE	\$10.58
NCB	01/30/2020	1144	Internal Revenue Service	V847312	10.0482.0000.000.000.000	FICA SS	\$10,422.76
NCB	01/30/2020	1144	Internal Revenue Service	V847312	14.0482.0000.000.000.000	FICA SS	\$98.46
NCB	01/15/2020	1133	Internal Revenue Service	V906760	10.0482.0000.000.000.000	FICA SS	\$10,136.48
NCB	01/15/2020	1133	Internal Revenue Service	V906760	14.0482.0000.000.000.000	FICA SS	\$93.50
NCB	01/15/2020	1133	Internal Revenue Service	V930233	10.0481.0000.000.000.000	FIT	\$27,982.67
NCB	01/15/2020	1133	Internal Revenue Service	V930233	14.0481.0000.000.000.000	FIT	\$1,346.69
NCB	01/15/2020	1133	Internal Revenue Service	V930233	17.0481.0000.000.000.000	FIT	\$40.16
Check Total:							\$138,539.69
11395	01/27/2020	1140	JACKSON, MELISSA	REIM NOV-DEC MILEAGE	10.0000.2320.332.001.140	STAFF TRAVEL	\$133.16
Check Total:							\$133.16
11396	01/27/2020	1140	JENKINS, SHARON M	REIM DEC MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$135.14
Check Total:							\$135.14
11397	01/27/2020	1140	JONES, HANNAH E	REIM COOK/MEIJER	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$57.52
Check Total:							\$57.52
11398	01/27/2020	1140	KAPLAN, MINDY	REIM AUG-DEC MILEAGE	10.0000.2150.332.000.113	STAFF TRAVEL	\$79.40
11398	01/27/2020	1140	KAPLAN, MINDY	REIM UPS CHARGE	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$12.32

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 01/01/2020 - 01/31/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
						Check Total:	\$91.72
11399	01/27/2020	1140	KELLY, BRENNAN	REIM DEC MILEAGE	10.0000.1200.332.000.131	STAFF TRAVEL	\$121.80
						Check Total:	\$121.80
11400	01/27/2020	1140	KIZIOR, REESA	REIM NOV-DEC MILEAGE	10.0000.2110.332.000.110	STAFF TRAVEL	\$118.32
						Check Total:	\$118.32
11401	01/27/2020	1140	LARSON EQUIPMENT AND FURNITURE	6961	20.0000.2540.323.000.000	REPAIR/MAINTENANCE	\$2,875.00
						Check Total:	\$2,875.00
11353	01/03/2020	1128	LINCOLN INN BANQUETS	12/18/2019 DEPOSIT	10.0000.1200.310.000.078	PROFESSIONAL SERVICES	\$500.00
						Check Total:	\$500.00
11367	01/24/2020	1139	MAXIM HEALTHCARE SERVICES	7084790366	10.0000.1200.314.000.014	CONSULTANTS	\$300.00
						Check Total:	\$300.00
NCB	01/15/2020	1137	MG TRUST COMPANY	V153097	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$197.54
NCB	01/15/2020	1137	MG TRUST COMPANY	V177580	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$600.00
NCB	01/30/2020	1148	MG TRUST COMPANY	V673742	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$197.54
NCB	01/30/2020	1148	MG TRUST COMPANY	V712156	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$600.00
						Check Total:	\$1,595.08
11354	01/15/2020	1130	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V312428	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,161.80
11354	01/15/2020	1130	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V312428	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$212.80
11354	01/15/2020	1130	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V537349	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$913.93
						Check Total:	\$3,288.53
11430	01/30/2020	1141	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V109105	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$2,155.08
11430	01/30/2020	1141	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V109105	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$219.52
11430	01/30/2020	1141	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V274638	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$913.46
11430	01/30/2020	1141	MID VALLEY SPECIAL EDUCATION ASSOCIATION	V274638	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$0.47
						Check Total:	\$3,288.53

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
 Bank Account: 3445079

Date Range: 01/01/2020 - 01/31/2020
 Voucher Range: -

Sort By: Vendor
 Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11402	01/27/2020	1140	MILLS, MELISSA	REIM DEC MILEAGE	10.0000.2210.332.000.120	STAFF TRAVEL	\$49.30
Check Total:							\$49.30
NCB	01/15/2020	1135	MVSE - DIRECT DEPOSIT	V118171	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$3,650.01
NCB	01/30/2020	1142	MVSE - DIRECT DEPOSIT	V216147	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$635.00
NCB	01/15/2020	1131	MVSE - DIRECT DEPOSIT	V390362	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$193,694.26
NCB	01/15/2020	1131	MVSE - DIRECT DEPOSIT	V390362	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$9,605.08
NCB	01/15/2020	1131	MVSE - DIRECT DEPOSIT	V390362	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$292.22
NCB	01/15/2020	1131	MVSE - DIRECT DEPOSIT	V413611	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$635.00
NCB	01/30/2020	1142	MVSE - DIRECT DEPOSIT	V652553	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$168,132.07
NCB	01/30/2020	1142	MVSE - DIRECT DEPOSIT	V652553	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$9,745.36
NCB	01/30/2020	1142	MVSE - DIRECT DEPOSIT	V652553	17.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$292.22
NCB	01/15/2020	1131	MVSE - DIRECT DEPOSIT	V823492	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$978.00
NCB	01/15/2020	1131	MVSE - DIRECT DEPOSIT	V823492	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$27.00
NCB	01/30/2020	1142	MVSE - DIRECT DEPOSIT	V950995	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$978.00
NCB	01/30/2020	1142	MVSE - DIRECT DEPOSIT	V950995	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$27.00
NCB	01/30/2020	1146	MVSE - DIRECT DEPOSIT	V953880	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$650.01
Check Total:							\$389,341.23
11403	01/27/2020	1140	NATIONAL SEATING & MOBILITY, 016-1827533 INC.		10.0000.2138.700.000.129	NONCAPITAL EQUIPMENT	\$800.00
Check Total:							\$800.00
11355	01/15/2020	1130	NCPERS - IL IMRF	V865891	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$24.00
Check Total:							\$24.00
11431	01/30/2020	1141	NCPERS - IL IMRF	V806442	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$24.00
Check Total:							\$24.00
11354	01/03/2020	1128	NICOR GAS.	11/21-12/21/19 10006	20.0000.2540.465.000.000	NATURAL GAS	\$1,860.41

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 01/01/2020 - 01/31/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
11354	01/03/2020	1128	NICOR GAS.	11/22-12/23/19 31621	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$108.06	
11354	01/03/2020	1128	NICOR GAS.	11/22-12/23/19 95247	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$88.57	
							Check Total:	\$2,057.04
11404	01/27/2020	1140	NICOR GAS.	12/23-1/24/20 270819	20.0000.2540.465.000.078	NATURAL GAS - SHELBY	\$120.85	
							Check Total:	\$120.85
11405	01/27/2020	1140	Nissen, Mackenzie	REIM COOK SUPP 10/24	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$21.00	
							Check Total:	\$21.00
11406	01/27/2020	1140	NORTHWESTERN IL ASSOC	200189	10.0000.1200.314.000.131	CONSULTANTS	\$5,562.25	
11406	01/27/2020	1140	NORTHWESTERN IL ASSOC	200189	10.0000.1200.314.000.132	CONSULTANTS	\$3,269.00	
11406	01/27/2020	1140	NORTHWESTERN IL ASSOC	200189	10.0000.2138.314.000.129	CONSULTANTS	\$151.75	
11406	01/27/2020	1140	NORTHWESTERN IL ASSOC	200189	10.0000.2139.314.000.130	CONSULTANTS	\$151.75	
							Check Total:	\$9,134.75
11407	01/27/2020	1140	OFFICE DEPOT	426463053001	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$47.09	
11407	01/27/2020	1140	OFFICE DEPOT	426463054001	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$32.60	
11407	01/27/2020	1140	OFFICE DEPOT	426463054001	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$30.08	
11407	01/27/2020	1140	OFFICE DEPOT	426694133001	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$9.76	
11407	01/27/2020	1140	OFFICE DEPOT	426694133001	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$188.80	
11407	01/27/2020	1140	OFFICE DEPOT	426694133001	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$4.89	
11407	01/27/2020	1140	OFFICE DEPOT	426694133001	10.0000.2320.410.000.140	SUPPLIES/MATERIALS	\$4.21	
							Check Total:	\$317.43
11408	01/27/2020	1140	PALESE, LISA M	REIM DEC MILEAGE	10.0000.2320.332.000.140	STAFF TRAVEL (DIRECTOR)	\$84.22	
							Check Total:	\$84.22
11355	01/03/2020	1128	PITNEY BOWES GLOBAL FINANCIAL SERVICES	3103602372	10.0000.2320.325.000.140	COPIER/POSTAGE LEASE	\$603.00	
							Check Total:	\$603.00
11409	01/27/2020	1140	POWELL, LORI	REIM DEC MILEAGE	10.0000.1200.332.000.011	STAFF TRAVEL	\$6.96	
							Check Total:	\$6.96
11410	01/27/2020	1140	Pro.Ed	2816560	10.0000.2640.410.000.140	SUPPLIES/MATERIALS	\$325.00	
							Check Total:	\$325.00
11411	01/27/2020	1140	PROSHRED	100142155	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$70.00	
							Check Total:	\$70.00
11358	01/17/2020	1138	PURCHASE POWER - PITNEY BOWES	SUPPLIES 1/10/2020	10.0000.2320.340.000.140	POSTAGE	\$148.98	

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 01/01/2020 - 01/31/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
						Check Total:	\$148.98
11412	01/27/2020	1140	PushCoin	101012335025370	10.0000.2560.315.000.220	FOOD SERVICE	\$16.25
						Check Total:	\$16.25
11356	01/03/2020	1128	RICOH USA, INC	34560167	10.0000.2320.325.000.140	COPIER/POSTAGE LEASE	\$624.72
11356	01/03/2020	1128	RICOH USA, INC	34560167	10.0000.2410.325.000.140	COPIER LEASE	\$115.60
						Check Total:	\$740.32
11349	01/10/2020	1129	RICOH USA, INC 1	5058420509	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$174.52
11349	01/10/2020	1129	RICOH USA, INC 1	5058456071	10.0000.2320.323.000.140	COPIER MAINT	\$185.83
11349	01/10/2020	1129	RICOH USA, INC 1	5058456071	10.0000.2410.323.000.140	COPIER MAINT	\$13.03
11349	01/10/2020	1129	RICOH USA, INC 1	5058456071	14.0000.1250.323.000.010	REPAIR AND MAINTENANCE	\$170.22
						Check Total:	\$543.60
11413	01/27/2020	1140	ROBBINS SCHWARTZ NICHOLAS LIFTON TAYLOR	859654,859655,859656	10.0000.2310.318.000.143	LEGAL FEES	\$1,282.96
						Check Total:	\$1,282.96
11414	01/27/2020	1140	SAWALSKI, ALTHEA	REIM COOK/CLASS SUPP	10.0000.1200.415.000.014	INSTRUCTIONAL SUPPLIES	\$151.49
						Check Total:	\$151.49
11415	01/27/2020	1140	School Nurse Supply, Inc	0770977-IN	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$68.00
11415	01/27/2020	1140	School Nurse Supply, Inc	0770977-IN	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$2.69
11415	01/27/2020	1140	School Nurse Supply, Inc	0770977-IN	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$57.00
11415	01/27/2020	1140	School Nurse Supply, Inc	0770977-IN	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$10.58
11415	01/27/2020	1140	School Nurse Supply, Inc	0770977-IN	10.0000.1200.415.000.028	INSTRUCTIONAL SUPPLIES	\$35.48
11415	01/27/2020	1140	School Nurse Supply, Inc	0771923-in	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$14.50
						Check Total:	\$188.25
11416	01/27/2020	1140	SCHOOL SPECIALITY, INC.	208124458967	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$72.14
						Check Total:	\$72.14
NCB	01/15/2020	1137	SECURITY BENEFITS	V157502	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,754.50
NCB	01/15/2020	1137	SECURITY BENEFITS	V157502	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$12.50
NCB	01/30/2020	1148	SECURITY BENEFITS	V790665	10.0489.0000.000.000.000	DIRECT DEPOSIT	\$1,754.50
NCB	01/30/2020	1148	SECURITY BENEFITS	V790665	14.0489.0000.000.000.000	OTHER VOLUNTARY DEDUCTIONS	\$12.50
						Check Total:	\$3,534.00

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK

Date Range: 01/01/2020 - 01/31/2020

Sort By: Vendor

Bank Account: 3445079

Voucher Range: -

Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount
11417	01/27/2020	1140	SMITH, YOLANDA	REIMB DEC MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$162.40
Check Total:							\$162.40
11418	01/27/2020	1140	SPARE WHEELS TRANSP	25036	10.0000.1200.331.000.028	FIELD TRIPS/STUDENT TRAVEL	\$196.38
11418	01/27/2020	1140	SPARE WHEELS TRANSP	25036	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$235.65
11418	01/27/2020	1140	SPARE WHEELS TRANSP	25036	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$235.65
Check Total:							\$667.68
11419	01/27/2020	1140	STELLATO, JENNIE	REIMB ADDL NOV MILE	10.0000.2139.332.000.130	STAFF TRAVEL	\$37.06
Check Total:							\$37.06
11357	01/03/2020	1128	STERICYCLE INC	4009043863	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$30.00
Check Total:							\$30.00
11368	01/24/2020	1139	STERICYCLE INC	4009111074	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$30.00
Check Total:							\$30.00
11420	01/27/2020	1140	STROCK, JAMIE L	REIM COOK SUPPLIES	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$5.68
Check Total:							\$5.68
11358	01/03/2020	1128	SUNBELT STAFFING	11005411	10.0000.1200.314.000.014	CONSULTANTS	\$2,117.81
11358	01/03/2020	1128	SUNBELT STAFFING	11020056	10.0000.1200.314.000.014	CONSULTANTS	\$2,117.81
Check Total:							\$4,235.62
11359	01/17/2020	1138	SUNBELT STAFFING	11064511	10.0000.1200.314.000.028	CONSULTANTS	\$2,180.56
Check Total:							\$2,180.56
11369	01/24/2020	1139	SUNBELT STAFFING	11080934	10.0000.1200.314.000.014	CONSULTANTS	\$2,117.81
Check Total:							\$2,117.81
11421	01/27/2020	1140	TeachTown, Inc.	8300	10.0000.2110.470.000.110	SOFTWARE	\$898.00
11421	01/27/2020	1140	TeachTown, Inc.	8300	10.0000.2110.470.000.110	SOFTWARE	\$449.00
Check Total:							\$1,347.00
11422	01/27/2020	1140	THERAPRO, INC.	IN484528	10.0000.1200.415.000.011	INSTRUCTIONAL SUPPLIES	\$95.00
Check Total:							\$95.00
NCB	01/30/2020	1145	TRS	V249765	10.0484.0000.000.000.000	TRS	\$133.04
NCB	01/15/2020	1134	TRS	V268720	10.0484.0000.000.000.000	TRS	\$15,572.31
NCB	01/15/2020	1134	TRS	V268720	14.0484.0000.000.000.000	TRS	\$1,358.05

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 01/01/2020 - 01/31/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names Exclude Voided Checks Exclude Manual Checks Include Non Check Batches

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
NCB	01/15/2020	1134	TRS	V268720	17.0484.0000.000.000.000	TRS	\$35.66	
NCB	01/30/2020	1145	TRS	V277688	10.0484.0000.000.000.000	TRS	\$972.38	
NCB	01/30/2020	1145	TRS	V277688	14.0484.0000.000.000.000	TRS	\$87.52	
NCB	01/30/2020	1145	TRS	V277688	17.0484.0000.000.000.000	TRS	\$2.30	
NCB	01/15/2020	1134	TRS	V304154	10.0484.0000.000.000.000	TRS	\$3,807.39	
NCB	01/15/2020	1134	TRS	V304154	14.0484.0000.000.000.000	TRS	\$325.94	
NCB	01/15/2020	1134	TRS	V304154	17.0484.0000.000.000.000	TRS	\$8.56	
NCB	01/30/2020	1145	TRS	V385771	10.0484.0000.000.000.000	TRS	\$14,243.20	
NCB	01/30/2020	1145	TRS	V385771	14.0484.0000.000.000.000	TRS	\$1,358.05	
NCB	01/30/2020	1145	TRS	V385771	17.0484.0000.000.000.000	TRS	\$35.66	
NCB	01/30/2020	1145	TRS	V436661	10.0484.0000.000.000.000	TRS	\$560.44	
NCB	01/15/2020	1134	TRS	V541565	10.0484.0000.000.000.000	TRS	\$560.44	
NCB	01/15/2020	1134	TRS	V546654	10.0484.0000.000.000.000	TRS	\$1,058.07	
NCB	01/15/2020	1134	TRS	V546654	14.0484.0000.000.000.000	TRS	\$87.52	
NCB	01/15/2020	1134	TRS	V546654	17.0484.0000.000.000.000	TRS	\$2.30	
NCB	01/15/2020	1134	TRS	V712259	10.0484.0000.000.000.000	TRS	\$133.04	
NCB	01/30/2020	1145	TRS	V891312	10.0484.0000.000.000.000	TRS	\$3,488.46	
NCB	01/30/2020	1145	TRS	V891312	14.0484.0000.000.000.000	TRS	\$325.94	
NCB	01/30/2020	1145	TRS	V891312	17.0484.0000.000.000.000	TRS	\$8.56	
							Check Total:	\$44,164.83
11423	01/27/2020	1140	UCP SEQUIN	47895	14.0000.2210.314.000.320	STAFF DEV CO-OP WIDE	\$1,705.80	
							Check Total:	\$1,705.80
11424	01/27/2020	1140	UNIQUE PRODUCTS	378476	20.0000.2540.410.000.000	SUPPLIES/MATERIALS	\$136.00	
							Check Total:	\$136.00
11350	01/10/2020	1129	VERIZON WIRELESS_4469	9845070980	10.0000.2320.341.000.140	TELEPHONE	\$1,456.65	
							Check Total:	\$1,456.65
11425	01/27/2020	1140	WALKER, JESLYNN M	REIM DEC MILEAGE	10.0000.1200.332.000.132	STAFF TRAVEL	\$218.08	
							Check Total:	\$218.08
11351	01/10/2020	1129	WASTE MANAGEMENT	3971509-2011-4	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$505.57	
							Check Total:	\$505.57
11360	01/17/2020	1138	WASTE MANAGEMENT	3320999-2011-5	20.0000.2540.321.000.000	GARBAGE/RECYCLE	\$753.90	
							Check Total:	\$753.90

MID VALLEY SPECIAL EDUCATION COOP

Disbursement Detail Listing

Bank Name: HARRIS BANK
Bank Account: 3445079

Date Range: 01/01/2020 - 01/31/2020
Voucher Range: -

Sort By: Vendor
Dollar Limit: \$0.00

Fiscal Year: 2019-2020

Print Employee Vendor Names **Exclude Voided Checks** **Exclude Manual Checks** **Include Non Check Batches**

Check Number	Date	Voucher	Payee	Invoice	Account	Description	Amount	
11426	01/27/2020	1140	WESTBERG, SARAH E	REIMB DEC MILEAGE	14.0000.2210.332.000.320	STAFF TRAVEL BEH COACH	\$54.81	
							Check Total:	\$54.81
11361	01/17/2020	1138	WEX BANK	12/31/2019 STMT	14.0000.1250.464.000.010	GASOLINE	\$103.43	
							Check Total:	\$103.43
11352	01/10/2020	1129	WILDER, JILL	PETTY CASH 10/3-1/6	10.0000.1200.331.000.078	FIELD TRIPS/STUDENT TRAVEL	\$97.00	
11352	01/10/2020	1129	WILDER, JILL	PETTY CASH 10/3-1/6	10.0000.1200.414.000.078	FOOD/COOKING SUPPLIES	\$220.98	
11352	01/10/2020	1129	WILDER, JILL	PETTY CASH 10/3-1/6	10.0000.1200.415.000.078	INSTRUCTIONAL SUPPLIES	\$22.00	
							Check Total:	\$339.98
11427	01/27/2020	1140	WILSON LANGUAGE TRAINING	1788876	10.0000.1200.415.000.080	INSTRUCTIONAL SUPPLIES	\$565.06	
							Check Total:	\$565.06
11428	01/27/2020	1140	WOLLAK, CELINA A	REIM COMM TRIP TIX	10.0000.1200.331.000.011	FIELD TRIPS/STUDENT TRAVEL	\$35.00	
							Check Total:	\$35.00
							Bank Total:	\$833,056.91

<u>Fund</u>	<u>Amount</u>
10	\$760,864.17
14	\$46,753.47
17	\$1,090.96
20	\$24,348.31
Fund Totals:	\$833,056.91

End of Report

Disbursements Grand Total: \$833,056.91

3. Approval of Payroll, January, 2020

MID VALLEY SPECIAL EDUCATION COOP

Payroll Journal Totals

Fiscal Year: 2019-2020

Pay Cycle: Pay Period: Start Date: End Date: Pay Date:

Semi-Monthly	13	12/16/2019	12/31/2019	01/15/2020
Semi-Monthly	14	01/01/2020	01/15/2020	01/30/2020

Item	Amount	Match-Amount	Wage Basis	Payee
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Bank Account: 3445079 HARRIS BANK

GROSS PAY:	559,651.92			
OVERTIME:	0.00			
American Funds	322.54	72.54	19,059.82	MG TRUST COMPANY
American Funds - Roth 403b	1,200.00	0.00	2,043.28	MG TRUST COMPANY
Axa Equitable	774.22	95.78	14,085.62	AXA EQUITABLE
BCBS CDHP Employee + Child(ren)	77.20	1,009.08	1,900.16	CUSD #303 EMP HEALTH FUND
BCBS CDHP Employee + Spouse + Child(ren)	452.44	4,372.44	7,162.58	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee	1,240.00	6,353.60	32,348.97	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Child(ren)	2,410.00	10,090.80	38,731.65	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse	0.00	1,521.42	9,578.22	CUSD #303 EMP HEALTH FUND
BCBS HMOI Employee + Spouse + Child(ren)	2,885.00	13,694.32	28,790.60	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee	2,102.36	17,187.87	90,958.25	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Child(ren)	4,205.00	27,581.52	122,955.40	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse	1,879.88	9,602.21	13,736.11	CUSD #303 EMP HEALTH FUND
BCBS PPO Employee + Spouse + Child(ren)	4,169.00	27,068.44	53,911.08	CUSD #303 EMP HEALTH FUND
Dental Family	4,511.14	917.88	219,068.30	CUSD #303 EMP HEALTH FUND
Dental Single	1,263.62	231.00	134,429.56	CUSD #303 EMP HEALTH FUND
Direct Deposit Net Pay	381,761.21	0.00	0.00	MVSE - DIRECT DEPOSIT
Direct Deposit Other Checking	1,270.00	0.00	19,429.10	MVSE - DIRECT DEPOSIT
Direct Deposit Other Savings	2,010.00	0.00	19,044.02	MVSE - DIRECT DEPOSIT
FED TAX W/H	51,655.07	0.00	509,376.09	Internal Revenue Service
FICA - SOC SEC	10,375.60	10,375.60	167,347.59	Internal Revenue Service
Flex Spending Dependent Care	475.04	0.00	9,690.57	CUSD #303 EMP HEALTH FUND
Flex Spending Medical	2,537.14	0.00	82,792.64	CUSD #303 EMP HEALTH FUND
Health Savings Account	1,300.02	3,000.00	9,213.46	MVSE - DIRECT DEPOSIT
ILLINOIS STATE TAX W/H	24,617.97	0.00	509,376.09	ILLINOIS DEPT OF REVENUE
IMRF	7,681.26	17,257.25	170,694.50	IMRF
IMRF Additional	1,102.86	0.00	10,916.04	IMRF
Ing	100.00	0.00	5,523.30	ING
Life Insurance	0.00	592.18	475,511.70	CUSD #303 EMP HEALTH FUND
Life Insurance Over \$50K	192.86	0.00	53,582.46	CUSD #303 EMP HEALTH FUND
Long Term Disability	0.00	109.28	53,582.46	CUSD #303 EMP HEALTH FUND
MEDICARE	7,687.04	7,687.04	530,144.08	Internal Revenue Service
MVSEA CERTIFIED UNION DUES	4,749.20	0.00	303,931.92	MID VALLEY SPECIAL EDUCATION ASSOCIATION
MVSEA NON-CERT UNION DUES	1,827.86	0.00	95,434.39	MID VALLEY SPECIAL EDUCATION ASSOCIATION
Security Benefits	3,534.00	0.00	37,883.40	SECURITY BENEFITS
THIS (24 Pays)	4,572.41	3,392.44	368,741.62	TRS
THIS (24 Pays) 100% Board Paid	0.00	266.08	12,318.86	TRS
TRS (24 Pays) 9% Board Paid	0.00	1,120.88	12,454.22	TRS
TRS (24 Pays)	3,622.48	28,980.45	362,254.70	TRS

Item	Amount	Match-Amount	Wage Basis	Payee
TRS Employer (24 Pays)	0.00	2,210.09	381,060.48	TRS
Vision Family	0.00	990.01	276,765.80	CUSD #303 EMP HEALTH FUND
Vision Single	0.00	253.37	123,307.22	CUSD #303 EMP HEALTH FUND
Voluntary Life Insurance	48.00	0.00	12,484.76	NCPERS - IL IMRF
Deductions Total:	538,612.42	196,033.57		
Employee Net:	21,039.50			
Bank Acct Total:	755,685.49			

Grand Total: 755,685.49

End of Report

4. Approval of the Financial Report, January, 2020



Mid-Valley Special Education Cooperative

Lisa Palese, Executive Director
1304 Ronzheimer Avenue
St. Charles, IL 60174
Phone: 331-228-4873
Fax: 331-228-4874

MEMO TO: Executive Advisory Board

FROM: Nancy Sporer
Director of Business & Human Resources

DATE: February 5, 2020

RE: **MONTHLY FINANCIAL REPORT – January 2020**

Attached for your review is the financial report for the month ending January 31, 2020.

Revenue received to date is 66.69% of the budget compared to 54.90% at this same time period last year. The report shows us trending higher in tuition this year compared to last year which has been very beneficial to our cash flow. The report also shows an increase in ALOP and state funds this year compared to last year at this time. More than half of the ALOP revenue is a lump sum received this year that is from FY19.

Currently, there are no areas of concern within the revenue budget.

Actual expenditures to date are 37.91% of budget compared to 49.46% at this same time period last year. This is mostly due to sending out less payments to the districts now that the IDEA funds are going directly to the districts and are not flowing through the cooperative. The program expenditures are also less this year than the same period last year, although the percent of the budget for programs expended and encumbered is at 95.88%.

Currently, there are no areas of concern within the expenditure budget.

Current cash balances as of January 31, 2020 are \$4,238,709.

Please feel free to call me at 331-228-4928 should you have questions or concerns.

**Mid-Valley Special Education
Financial Summary
January 31, 2020**

	PRIOR YEAR			CURRENT YEAR		
	Budgeted Amount	Received to Date	% of Actual Received	Original Budgeted Amount	Received to Date	% of Budget Received
Revenues	2018-19	2018-19	2018-19	2019-20	2019-20	2019-20
Tuition (including ESY)	9,418,923	5,802,226	61.60%	9,212,483	7,457,089	80.95%
Earnings on Investments	15,000	23,477	156.51%	15,000	19,765	131.77%
Other local/Refund of Prior Year/Food	21,500	6,513	30.29%	27,000	191,148	707.96%
State Sources	1,054,170	543,969	51.60%	1,054,170	556,588	52.80%
ALOP	400,000	56,526	14.13%	375,000	494,978	131.99%
Flow Through Sources	6,004,121	4,024,271	67.03%	0	378,029	0.00%
Fed Grant (IDEA- MV only)	115,340	48,727	42.25%	103,320	102,722	99.42%
Fed Grant (DORS & Medicaid)	105,000	66,186	63.03%	105,000	44,493	42.37%
On-Behalf TRS	2,065,000	0	0.00%	3,000,000	0	0.00%
O&M Fund	375,056	174,049	46.41%	345,518	249,652	72.25%
Total	19,574,110	10,745,944	54.90%	14,237,491	9,494,464	66.69%

	PRIOR YEAR			CURRENT YEAR					
	Budget Amount	Expended to Date	% of Actual Expended	Original Budgeted Amount	Expended to Date	% of Budget Expended	Expended & Encumbered	Budget Balance	% of Budget Expended & Encumbered
Expenditures	2018-19	2018-19	2018-19	2019-20	2019-20	2019-20%	2019-20	2019-20	2019-20%
Programs (including ESY, SafeSchools, & MV IDEA)	6,504,060	3,077,645	47.32%	6,132,778	2,972,174	48.46%	5,880,164	252,614	95.88%
Payments to Districts (MBF, Tuition refunds, IDEA)	6,973,291	4,598,146	65.94%	969,170	342,917	35.38%	342,917	626,253	35.38%
ALOP	407,314	99,275	24.37%	411,972	175,632	42.63%	363,844	48,128	88.32%
Student Support	1,385,113	643,800	46.48%	1,461,986	682,759	46.70%	1,375,565	86,421	94.09%
Instructional Support	498,107	239,342	48.05%	534,684	204,844	38.31%	361,665	173,019	67.64%
Executive & General Administration	1,177,276	585,095	49.70%	1,175,138	601,982	51.23%	1,053,028	122,110	89.61%
Board of Ed Services	168,893	159,049	94.17%	186,245	171,026	91.83%	171,026	15,219	91.83%
Contingency	20,000	0	0.00%	20,000	0	0.00%	0	20,000	0.00%
On-Behalf TRS	2,065,000	0	0.00%	3,000,000	0	0.00%	0	3,000,000	0.00%
O&M Fund	375,056	278,528	74.26%	345,518	246,193	71.25%	251,412	94,106	72.76%
Total	19,574,110	9,680,880	49.46%	14,237,491	5,397,528	37.91%	9,799,621	4,437,870	68.83%

Excess (deficiency) of rev. over exp. - 1,065,064 - 4,096,936

Beginning Fund Balance 893,559 132,186
 Current liabilities 353,814 9,587
 Ending Fund Balance 2,312,437 4,238,709

Cash Balance @ End of Month 2,312,437 4,238,709

5. Approval of the Treasurer's Report

MID VALLEY SPECIAL EDUCATION COOPERATIVE
Treasurer's Report Summary
January 31, 2020

Education Fund (10, 11, 14, 17)	
Beginning Fund Balance:	4,436,556.18
Prior Period Adjustments:	6,191.57
Current Revenues:	209,889.66
Current Expenditures:	825,868.12
Ending Fund Balance:	3,826,769.29

Operation and Maintenance Fund (20)	
Beginning Fund Balance:	426,701.03
Prior Period Adjustments:	0.00
Current Revenues:	0.00
Current Expenditures:	24,348.31
Ending Fund Balance:	402,352.72

Respectfully submitted , Director of Business & Human Resources/CSBO

Note: All deposits are being recorded in the month they are posted by the bank regardless of when the Cooperative receives notice of the revenue. If the Board report has been submitted to the Board then the revenue is reported as a "Prior Period Adjustments" on the Treasurer's report

6. Board Policy Memo

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: February 5, 2020

RE: Board Policy Updates

The Executive Director would like to provide the Executive Board Members with some information regarding the process that the Mid-Valley Special Education Cooperative follows to review recommended changes to board policy and to ask for approval of several policy updates or reviews recommended by PRESS.

Process

- Mid-Valley has a policy committee that is made up of 3 administrators and 4 staff members who volunteer their time to review recommendations from PRESS Plus.
- Recommendations are sent to the Executive Director who sends them to the committee for review 2 weeks prior to the committee meeting. The goals of the committee are to (a) review the policy and any recommended changes (b) determine if the policy as stated work within a special education cooperative (c) check to be sure if any links are noted- that they are available on our website and (d) determine if any of the policy reviews/changes need to be shared via newsletter or professional learning
- Committee members come to the policy meeting with their notes and questions prepared for the group. Together we go through the questions and ensure that the website information is accurate. This will be a more solid process as we transition to our updated website in the spring.
- The committee also makes recommendations for staff communication on changes in policy, professional development needed, or the need to remind staff of current policy.

Recommendation

The Mid-Valley Policy Committee recommends approval of the board policy updates listed on today's agenda. The majority of these policy changes were minor adjustments. Missing information and links were added to the MVSE website. Staff refreshers will be shared with staff via the weekly newsletter.

7. Approval of Board Policy 2:100: Board Member Conflict of Interest

Document Status: Draft Update

2:100 Board Member Conflict of Interest

No Advisory Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the Cooperative 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 Cooperative. 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 Cooperative'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-1015, 420/4A-105, 420/4A-1065, 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 31, 2017

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. 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.

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.

8. Approval of Board Policy 2:105: Ethics and Gift Ban

Document Status: Draft Update

2:105 Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by Cooperative employees and Advisory Board 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 Cooperative 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 Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are

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 Chairperson and Executive Director shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws.

Written complaints alleging a violation of this policy shall be filed with the Executive Director or Board Chairperson. If attempts to correct any misunderstanding or problem do not resolve the matter, the Executive Director or Board Chairperson shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member 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, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider 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 ILCS 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.
15. Participating in any recount or challenge to the outcome of any election.

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 Cooperative 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 Chairperson or Executive Director. If the report is made to the Executive Director, the Executive Director shall promptly notify the Chairperson, or if the Chairperson is the subject of the complaint, the Vice Chairperson. 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 Chairperson shall appoint a qualified outside investigator who is not a Cooperative employee or Board member to conduct an independent review of the allegations. If the allegations concern the Chairperson, or the Chairperson is a witness or otherwise conflicted, the Vice Chairperson shall make the appointment. If the allegations concern both the Chairperson and Vice Chairperson, 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 Executive Director will post this policy on the Cooperative website and/or make this policy available in the Cooperative'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)

Questions and Answers:

***Required Question 1. Would the Board like to authorize the Board Chairperson or the Executive Director 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 Chairperson (default)

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

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**

9. Approval of Board Policy 2:200: Types of Advisory Board Meetings

Document Status: Draft Update

2:200 Types of Advisory Board Meetings

General

For all meetings of the Advisory Board and its committees, the Executive Director 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 Cooperative's main office. Board policy 2:220, *Board Meeting Procedure*, governs meeting quorum requirements.

The Executive Director is designated on behalf of the Board to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Executive Director may identify other employees to receive the training.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Executive Director 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 Cooperative'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 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. ~~99-646~~101-459. [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-judicative 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 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. 5 ILCS 120/2(c)(11).
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 Chairperson 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 Cooperative'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 Cooperative Website

In addition to the other notices specified in this policy, the Executive Director or designee shall post the following on the Cooperative's 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 Meetings Act.

5 ILCS 140/, Freedom of Information Act.

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

CROSS REF.:2:220 (Board Meeting Procedure), 2:230 (Public Participation at Board Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED: February 1, 2017

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**

10. Approval of Board Policy 2:220: Board Meeting Procedure

Document Status: Draft Update

2:220 Board Meeting Procedure

Agenda

The Advisory Board Chairperson is responsible for focusing the Board meeting agendas on appropriate content. The Executive Director shall prepare agendas in consultation with the Chairperson. The Chairperson shall designate a portion of the agenda as a consent agenda for those items that usually do not require **extensive** discussion or explanation **PRESSPlus1** before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Items submitted by Board members to the Executive Director or the Chairperson shall be placed on the agenda for an upcoming meeting. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Executive Director shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Advisory Board Meetings*.

The Board Chairperson shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the Chairperson or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the Chairperson and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the Cooperative's main office, in the presence of the Secretary, the Executive Director or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the Cooperative's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Executive Director or designated administrator, or any Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the Cooperative's administrative offices or their official storage location except by vote of the Board or by court order.

The Board's open meeting minutes shall be posted on the Cooperative website within 10 days after the Board approves them; the minutes will remain posted for at least 60 days.

Verbatim Record of Closed Meetings

The Executive Director, or the Board Secretary when the Executive Director is absent, shall audio record all closed meetings. If neither is present, the Chairperson or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Executive Director shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Executive Director or designated administrator, or any appointed Board member. Access to the verbatim recordings is available at the Cooperative's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Executive Director or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the Cooperative's main office or official storage location, except by vote of the Board or by court order.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or Cooperative business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Executive Director at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Executive Director will inform the Chairperson and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

Rules of Order

Unless State law or Board-adopted rules apply, the Chairperson, as the presiding officer, will use Robert's Rules of Order, Newly Revised (14th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Executive Director at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Chairperson may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:

5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.

105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.:2:200 (Types of Advisory Board Meetings), 2:230 (Public Participation at Board Meetings and Petitions to the Board)

ADOPTED: February 1, 2017

PRESSPlus Comments

PRESSPlus 1. Updated in response to **PRESS** Advisory Board member feedback to delete ~~or explanation~~ from the text so that the policy text reflects the court's decision in Bd. of Ed. v. Springfield Sch. Dist. No. 186 v. Atty. Gen. of Ill., 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").

Note: PRESS Plus subscribers should periodically review the footnotes to sample policy 2:220, available at PRESS Online by logging in at www.iasb.com, for guidance regarding Ill. Attorney General PAC opinions. **Issue 102, October 2019**

11. Approval of Board Policy 2:260: Uniform Grievance Procedure

Document Status: Draft Update

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any Cooperative Complaint Manager if he or she believes that the Advisory Board, 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: [PRESSPlus1](#)

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. Individuals with Disabilities Education Act, 20 U.S.C. § 1400 *et seq.*
5. Title VI of the Civil Rights Act, 42 U.S.C. §2000d *et seq.*
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*
7. 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) [PRESSPlus2](#) [PRESSPlus3](#)
8. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60 ~~(P.A. 100-29, final citation pending)~~
9. Bullying, 105 ILCS 5/27-23.7
10. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
11. Curriculum, instructional materials, and/or programs
12. Victims' Economic Security and Safety Act, 820 ILCS 180
13. Illinois Equal Pay Act of 2003, 820 ILCS 112
14. Provision of services to homeless students
15. Illinois Whistleblower Act, 740 ILCS 174/
16. 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.*
17. 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 ~~the~~ [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 [PRESSPlus4](#)

The right of a person to prompt and equitable resolution of a complaint filed ~~here~~ [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 Cooperative 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 Cooperative'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 Cooperative 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.

For [any complaint alleging bullying and/or cyberbullying of students](#), the Complaint Manager shall process and review the

complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition 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 Executive Director. The Complaint Manager may request an extension of time.

The Executive Director will keep the Board informed of all complaints.

If a complaint ~~of sexual harassment~~ contains allegations involving the Executive Director 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. ~~The Executive Director will keep the Board informed of all complaints.~~

Decision and Appeal

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

Within 10 school business days after receiving the Executive Director'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 Executive Director's decision or direct the Executive Director to gather additional information. Within five school business days of the Board's decision, the Executive Director shall inform the Complainant and the accused and parent if applicable, the child's parent or guardian if under the age of 18, of the Board's action.

For complaints containing allegations involving the Executive Director or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, ^{PRESSPlus5} 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 Executive Director 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 Executive Director shall appoint a Nondiscrimination Coordinator to manage the Cooperative'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 Cooperative's District's Title IX Coordinator.

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

The Executive Director shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Nancy Sporer

1304 Ronzheimer Ave., St. Charles, IL 60174

nsporter@stcharles.k12.il.us

nancy.sporer@d303.org

331-228-4928

Complaint Managers:

Nancy Sporer

1304 Ronzheimer Ave., St. Charles, IL 60174

nancy.sporer@d303.org

331-228-4928

Timothy Stoudt

1304 Ronzheimer Ave., St. Charles, IL 60174

Timothy.Stoudt@d303.org

331-228-6034

LEGAL REF.:

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

Americans With Disabilities Act, 42 U.S.C. §12101 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 (P.A. 100-29, final citation pending), 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), 7:315 (Restrictions on Publications: High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns) PRESSPlus6

~~ADOPTED: January 31, 2018~~

PRESSPlus Comments

PRESSPlus 1. Including the phrase "guaranteed by the State or federal Constitution, State or federal statute, or Board policy" broadens the scope of this policy beyond the items listed. Consult the board attorney regarding whether to retain this phrase

and/or to otherwise limit the scope of this policy. **Issue 97, January/February 2018**

PRESSPlus 2. 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) for further information. **Issue 102, October 2019**

PRESSPlus 3. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires school districts to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. Though that date has passed, there are no penalties in the law for failing to pass the resolution by that date. The policy must include, at a minimum: (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 State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report. See policy 5:20, *Workplace Harassment Prohibited*. **Issue 97, January/February 2018**

PRESSPlus 4. The phrase "prompt and equitable resolution" comes from Title IX implementing regulation 34 C.F.R. §106.8(b) which requires schools to "adopt and publish grievance procedures providing for prompt and equitable resolution of student and employee complaints" of sex discrimination. **Issue 97, January/February 2018**

PRESSPlus 5. 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**

PRESSPlus 6. Cross References are added to policies that cross reference 2:260, note it as a mechanism to resolve a complaint, or refer to it as providing opportunities for parental involvement. **Issue 97, January/February 2018**

12. Approval of Board Policy 4:15: Identity Protection

Document Status: Draft Update

4:15 Identity Protection

The collection, storage, use, and disclosure of social security numbers by the Cooperative shall be consistent with State and federal laws. The goals for managing the Cooperative'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 Cooperative from unauthorized disclosure.

The Executive Director or designee is responsible for ensuring that the Cooperative 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 Cooperative 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 Cooperative employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Executive Director.

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

The Executive Director ensures that the Cooperative 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 Cooperative 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 Executive Director shall establish procedures for the identification, handling, storage, access, disposal and overall confidentiality of sensitive information. The Executive Director shall ensure that employees and contractors responsible for the administration of a federal or State award for the Cooperative 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 Cooperative 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.

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) 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.

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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).

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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**

13. Approval of Board Policy 4:30: Revenue and Investments

Document Status: Draft Update

4:30 Revenue and Investments

Revenue

The Executive Director or designee is responsible for making all claims for special State funds for specific programs, federal funds, and categorical grants.

Investments

The Executive Director shall appoint the Director of Business and Human Resources as the Chief Fiscal Officer. The Chief Fiscal Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Fiscal Officer and Executive Director 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 Cooperative'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 Cooperative 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 Fiscal Officer may invest any Cooperative 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 Executive Director 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 Fiscal 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 Advisory and Administrative Agent Boards 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 Cooperative 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 Cooperative 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 Cooperative 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 Cooperative may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of Cooperative deposits might have on the financial institution;
4. The financial impact to the Cooperative 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 Cooperative'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 Executive Director or designee shall keep the Advisory and Administrative Agent Boards informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the Cooperative'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 Fiscal 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 Fiscal Officer shall provide a quarterly investment report to the Advisory and Administrative Agent Boards. The report will: (1) assess whether the investment portfolio is meeting the Cooperative'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 Cooperative, 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 Advisory and Administrative Agent Boards will determine, after receiving the Executive Director's recommendation, which fund is in most need of interest income and the Executive Director 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 Advisory and Administrative Agent Boards and Cooperative 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 Cooperative employee having influence on the Cooperative's investment decisions shall:

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

LEGAL REF.:

30 ILCS 235/, Public Funds Investment Act.

30 ILCS 238/, III. Sustainable Investing Act.

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

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

ADOPTED:February 1, 2012

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 Ill. 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**

14. Approval of Board Policy 4:60: Purchases and Contracts

Document Status: Draft Update

4:60 Purchases and Contracts

The Executive Director shall manage the Cooperative's purchases and contracts in accordance with State law, the standards set forth in this policy, and other applicable Advisory Board policies.

Standards for Purchasing and Contracting

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

All purchases and contracts should support a recognized Cooperative 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 Executive Director or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Advisory and Administrative Agent Boards approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Executive Director 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 Cooperative 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 Executive Director 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 Executive Director or designee shall report this information to the Advisory and Administrative Agent Boards by completing the necessary forms that must be attached to the Cooperative'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 Cooperative 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 Cooperative 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 Cooperative'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 Cooperative after June 16, 2014, PRESSPlus1 provide the Cooperative 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 Cooperative 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 Executive Director or designee shall ensure that the Administrative Agent shall: (1) execute the reporting and website posting mandates in State law concerning Cooperative contracts, and (2) monitor the discharge of contracts, contractors'

performances, and the quality and value of services or products being provided, as may be required by law.

LEGAL REF.:

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:February 1, 2017~~

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**

15. Approval of Board Policy 4:80: Accounting and Audits

Document Status: Draft Update

4:80 Accounting and Audits

The Cooperative'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 Executive Director or designee, in addition to other assigned financial responsibilities, shall report monthly on the Cooperative'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 Executive Director shall arrange an audit of the Cooperative funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Advisory and Administrative Agent Boards 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 Executive Director. The Executive Director or designee shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Executive Director of Schools.

Annual Financial Report

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

Inventories

The Executive Director 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 Cooperative 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. PRESSPlus1 The Executive Director shall establish procedures for the management of property acquired by the Cooperative under grant awards that comply with federal and State law.

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 Cooperative Property

The Executive Director or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) Cooperative 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 Executive Director or designee may unilaterally dispose of personal property of a diminutive value. The Executive Director shall establish procedures for the disposition of property acquired by the Cooperative under grant awards that comply with federal and State law.

Taxable Fringe Benefits

The Executive Director or designee shall: (1) require that all use of Cooperative property or equipment by employees is for the Cooperative'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 Cooperative 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 Executive Director or designee 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. All expenditures from these bank accounts must be directly

related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Executive Director or designee shall include checks written to reimburse revolving funds on the Advisory or Administrative Agent Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

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

Internal Controls

The Executive Director is primarily responsible for establishing and implementing a system of internal controls for safeguarding the Cooperative'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 Executive Director or designee shall annually audit the Cooperative's financial and business operations for compliance with established internal controls and provide the results to the Advisory or Administrative Agent Board. The Advisory 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.Admin.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)

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. 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 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).

Additional ISBE guidance is available at: 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 Statement 34 on Basic Financial Statements* (p.28), both available at www.gasb.org. There are no specific requirements for such policies; however, district auditors may require or recommend a district have a more comprehensive capitalization policy 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**

16. Approval of Board Policy 4:150: Facility Management and Building Programs

Document Status: Draft Update

4:150 Facility Management and Building Programs

The Executive Director shall manage the Cooperative'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 policies. The Executive Director or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (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. [PRESSPlus1](#)

Standards for Managing Buildings and Grounds

All Cooperative buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Executive Director or designee shall provide the Advisory Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. 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 Cooperative-owned facilities, the Executive Director 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 Advisory Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Executive Director or designee shall provide the Advisory Board with projected facility needs, enrollment trends, and other data impacting facility use. Advisory and Administrative Agent Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Advisory Board will confer with members of the staff and community, the ~~Ill. Illinois~~ State Board of Education, and educational and architectural consultants, as it deems appropriate. The Advisory 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.

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, 5/10-20.6360 (P.A. 100-163, final citation pending), and 5/17-2.11.

105 ILCS 140/, Green Cleaning Schools Act.

105 ILCS 230/, School Construction Law.

410 ILCS 25/, Environmental Barriers Act.

410 ILCS 35/25. Equitable Restrooms Act. [PRESSPlus2](#)

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)

~~ADOPTED: January 31, 2018~~

PRESSPlus Comments

PRESSPlus 1. Updated for continuous improvement to incorporate the 10-year life safety survey requirement for school buildings. 105 ILCS 5/2-3.12 and 23 Ill.Admin.Code Part 180 contain the school building code and Health/Life and Safety Code for Public Schools (HLS Code), respectively. The board must hire a licensed architect or engineer to conduct a decennial inspection of its school buildings and produce a 10-year safety survey report, which is submitted to the Regional Superintendent (ROE) or Intermediate Service Center (ISC) and the State Superintendent for approval. The board must also report to the ROE or ISC annually on its completion of the report recommendations to comply with the HLS Code. See the Health Life Safety Handbook at www.isbe.net/Pages/Health-and-Life-Safety.aspx for more information about the safety survey process. **Issue 100, February/March 2019**

PRESSPlus 2. 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**

17. Approval of Board Policy 5:10: Equal Employment Opportunity and Minority Recruitment

Document Status: Draft Update

5:10 Equal Employment Opportunity and Minority Recruitment

The MVSEC 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 Executive Director shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the Cooperative's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Executive Director or a Complaint Manager for the Uniform Grievance Procedure. The Executive Director shall insert into this policy the names, addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Nancy Sporer

Name

1304 Ronzheimer Ave., St. Charles, IL 60174

Address

nancy.sporer@d303.org

Email

331-228-4928

Telephone

Complaint Managers:

Nancy Sporer

Timothy Stoudt

Name

Name

1304 Ronzheimer Ave., St. Charles, IL 60174

1304 Ronzheimer Ave., St. Charles, IL 60174

Address

Address

nancy.sporer@d303.org

Timothy.Stoudt@d303.org

Email

Email

331-228-4928

331-228-6034

Telephone

Telephone

The Executive Director shall also use reasonable measures to inform staff members and applicants that the Cooperative is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The Cooperative 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 Cooperative 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. §2000e(k), Pregnancy Discrimination Act.

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: February 1, 2017

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**

18. Approval of Board Policy 5:20: Workplace Harassment Prohibited

Document Status: Draft Update

5:20 Workplace Harassment Prohibited

The Cooperative expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. Cooperative employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or 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*.

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

Sexual Harassment Prohibited [PRESSPlus1](#)

he Cooperative shall provide a workplace environment free of ~~unwelcome sexual advances, requests for sexual favors, and other verbal, or, physical, or other~~ conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Cooperative 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, ~~or 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 ~~Enforcement~~ [PRESSPlus2](#)

~~A violation of this policy may result in discipline, up to and including discharge. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge. 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).~~

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the Cooperative pursuant to a contract with the Cooperative, including contractors and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals ~~Employees~~ may choose to report to a person of the individual ~~employee's~~ same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals ~~persons, who~~ if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

~~Employees should report claims of harassment to the Nondiscrimination Coordinator and/or use the Board policy 2:260, Uniform Grievance Procedure. Employees may choose to report to a person of the employee's same sex. There are no express time limits for initiating complaints and grievances under this policy; however, every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.~~

Whom to Contact with a Report or Complaint [PRESSPlus3](#)

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.

The Executive Director shall insert into this policy the names, addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

..

Name:

Nancy Sporer

Address:

1304 Ronzheimer Ave., St. Charles, IL
60174

Email:

nancy.sporer@d303.org

Telephone:

331-228-4928

Complaint Managers:

Name:

Nancy Sporer

Address:

1304 Ronzheimer Ave., St. Charles, IL
60174

Email:

nancy.sporer@d303.org

Telephone:

331-228-4928

Name:

Timothy Stoudt

Address:

1304 Ronzheimer Ave., St. Charles, IL
60174

Email:

Timothy.Stoudt@d303.org

Telephone:

331-228-6034

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 forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the Cooperative's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The Cooperative 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 Cooperative, i.e., vendor, parent, invitee, etc. Any employee ~~person~~ 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 [PRESSPlus4](#)

The Cooperative 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 Executive Director shall also use reasonable measures to inform staff members, ~~and~~ applicants, and nonemployees of this policy, which shall include posting on the Cooperative website and/or making this policy available in the Cooperative's administrative office, and reprinting including this policy in the appropriate handbooks. [PRESSPlus5](#)

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).

Oncale v. Sundowner Offshore Services, 523 U.S. 75 (1998).

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), 5:125 (Personal Technology and Social Media; Usage and Conduct), 7:20 (Harassment of Students Prohibited)

ADOPTED: ~~January 31, 2018~~

PRESSPlus Comments

PRESSPlus 1. The State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires school districts to adopt an ordinance or resolution establishing a policy to prohibit sexual harassment by January 15, 2018. Though that date has passed, there are no penalties in the law for failing to pass the resolution by that date. The policy must include, at a minimum: (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 State Officials and Employees Ethics Act, the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/); and (4) the consequences of a violation of the prohibition on sexual harassment and the consequences for knowingly making a false report.

For more information, please see the footnotes available by logging into PRESS Online at www.iasb.com. **Issue 97, January/February 2018**

PRESSPlus 2. School districts are not required to train employees regarding workplace harassment, including sexual harassment; however, it is best practice. For districts that wish to provide such trainings, best practices suggest annual trainings work best, including on applicable board policies and procedures, what constitutes workplace harassment, complaint and enforcement mechanisms, and employees' legal rights. **Issue 97, January/February 2018**

PRESSPlus 3. 5 ILCS 430/70-5(a), amended by P.A. 100-554, requires that a school board policy prohibiting sexual

harassment include details for reporting an allegation of sexual harassment, including options for making a confidential report to a supervisor and an ethics officer. 5 ILCS 430/20-23 defines *ethics officers* as being designated by State agencies under the jurisdiction of the Executive Ethics Commission. School districts are not State agencies (5 ILCS 430/1-5) and do not have ethics officers; thus, this sample policy substitutes Complaint Manager for ethics officer. **Issue 97, January/February 2018**

PRESSPlus 4. 5 ILCS 430/70-5(a), amended by P.A. 100-554, (how an individual can report an allegation of sexual harassment, including options for making a confidential report to the Inspector General or the Ill. Dept. of Human Rights). This sample policy does not reference the Inspector General because the Inspector General does not have jurisdiction over public school districts (5 ILCS 430/1). **Issue 97, January/February 2018**

PRESSPlus 5. 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**

19. Approval of Board Policy 5:30: Hiring Process and Criteria

Document Status: Draft Update

5:30 Hiring Process and Criteria

The Cooperative hires the most qualified personnel consistent with budget and staffing requirements and in compliance with the Advisory Board policy on equal employment opportunity and minority recruitment. The Executive Director or designee is responsible for recruiting personnel and making hiring recommendations to the Board. If the Executive Director's recommendation is rejected, the Executive Director must submit another. 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 Cooperative or Kane County application in order to be considered for employment.

Job Descriptions

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

The Executive Director shall develop and maintain a current comprehensive job description for each position or job category with input from bargaining units as indicated in their contracts.

Investigations

The Executive Director 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 executive director candidate who has been offered employment by the Board, the Board Chairperson shall ensure that these checks are completed. The Executive Director or designee, or if the applicant is a successful executive director candidate, then the Board Chairperson shall notify an applicant if the applicant is identified in either database. The School Code requires the Board Chairperson to keep a conviction record confidential and share it only with the Executive Director, Regional Superintendent, 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 Cooperative 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 Cooperative employee, then the Board must consider that person's status as a condition of employment.](#) [PRESSPlus1](#)

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

1. The Cooperative 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 Cooperative 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 Cooperative 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 Cooperative does not request or require an applicant to disclose wage or salary history as a condition of employment.](#)
5. [The Cooperative does not ask an applicant or applicant's current or previous employers about wage or salary history, including benefits or other compensation.](#) [Q1](#)
6. The Cooperative does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
7. The Cooperative 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 Cooperative 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 Cooperative.

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/Training

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Cooperative's staff will provide an orientation program for new employees to acquaint them with the Cooperative'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 Executive Director), 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 (Substitutes), 5:280 (Educational Support Personnel - Duties and Qualifications)

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 112/30(a-5), added by P.A. 101-177.

Has the Board adopted the exceptions into this policy, adding 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."?

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."

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**

20. Approval of Board Policy 5:50: Drug- and Alcohol-Free Workplace; E-Cigarettes, Tobacco, and Cannabis Prohibition

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 Cooperative workplaces are drug- and alcohol-free workplaces. [PRESSPlus1](#)

All employees are prohibited from engaging in any of the following activities while on Cooperative premises or while performing work or being on call [Q1](#) for the Cooperative: [PRESSPlus2](#)

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 Cooperative premises or while performing work for the Cooperative when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, or use, or being impaired by or under the influence of medical cannabis; being present on Cooperative premises or while performing work for the Cooperative 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. [PRESSPlus3](#) The Cooperative 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 [PRESSPlus4](#) listed in the Cannabis Regulation and Tax Act (CRTA). [PRESSPlus5](#)

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, Cooperative premises [PRESSPlus6](#) means workplace as defined in the CRTA in addition to Cooperative 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 Cooperative or member Cooperative premises or while performing work for the Cooperative or member Cooperative, no later than five [5.5](#) 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 Executive Director 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 Cooperative employees.
5. Establish a drug-free awareness program to inform employees about:

- a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the Cooperative may impose upon employees for violations of this policy.
6. Remind employees that policy 6:60, Curriculum Content, requires the Cooperative 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 Cooperative 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](#)

Cooperative 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 Cooperative 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 Executive Director shall notify the appropriate State or federal agency from which the Cooperative 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*.

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.

21 C.F.R. Parts 1100, 1140, and 1143.

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), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: November 4, 2015

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)."
-

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.

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

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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. **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 705/10-50(d), added by P.A. 101-27, include: the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results 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, 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)

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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. **Issue 102, October 2019**

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

21. Approval of Board Policy 5:90: Abused and Neglected Child Reporting

Document Status: Draft Update

5:90 Abused and Neglected Child Reporting

Any Cooperative employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, 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 Cooperative employee who believes a student is in immediate danger of harm, shall first call 911.

The report shall include, if known:

1. The name and address of the child, parent/guardian names, or other persons having custody;
2. The child's age;
3. The child's condition, including any evidence of previous injuries or disabilities; and
4. Any other information that the reporter believes may be helpful to DCFS for its investigation.

The employee shall also promptly notify the Executive Director or Building Principal that a report has been made.

Negligent failure to report occurs when a Cooperative 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 Cooperative 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/ or www.missingkids.org www.cybertipline.com. The Executive Director or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any Cooperative employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Executive Director, 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 Executive Director 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 Executive Director or designee shall provide staff development opportunities for Cooperative employees in the detection, reporting, and prevention of child abuse and neglect.

All Cooperative employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Executive Director 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 Executive Director will encourage all Cooperative 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 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 Cooperative 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 Executive Director or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the Cooperative 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 Cooperative from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with policy 7:20, *Harassment of Students Prohibited*.

Special Executive Director Responsibilities

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

The Executive Director 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 Cooperative as a result of an act that made a child an abused or neglected child. The Executive Director must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special 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 Executive Director 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 Cooperative 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 School Board), 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: January 31, 2018~~

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 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.

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**

22. Approval of Board Policy 5:100: Staff Development Program

Document Status: Draft Update

5:100 Staff Development Program

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Executive Director 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 Cooperative and School Improvement Plans so that student learning objectives meet or exceed goals established by the Cooperative 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 psycho-stimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all Cooperative 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 Cooperative 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 that, at a minimum, provides Cooperative staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for licensed school personnel and administrators who work with students in grades kindergarten through 12 to identify the warning signs of mental illness and suicidal behavior in youth along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCR), 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 12, concerning teen dating violence as recommended by the Cooperative's Nondiscrimination Coordinator, Building Principal, Coordinator, 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. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after 8-19-2014 must be certified before their position's start date.
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 an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
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.
14. For nurses, administrators, guidance counselors, teachers, persons employed by a local health department and assigned to a school, and persons who contract with the Cooperative 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](#)
15. For all Cooperative staff, annual sexual harassment prevention training. [PRESSPlus3](#)

The Executive Director 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 required 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, III. Human Rights Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 3:40 (Executive Director), 3:50 (Administrative Personnel Other Than the Executive Director), 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), 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)

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**

23. Approval of Board Policy 5:120: Employee Ethics; Conduct; and Conflict of Interest

Document Status: Draft Update

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

Professional and Appropriate Conduct

All Cooperative 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. Executive Director;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the Cooperative'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

Advisory Board policy 2:105, *Ethics and Gift Ban*, applies to all Cooperative 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 Advisory 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 Cooperative nor shall an employee act as an agent of any business in any transaction with the Cooperative. 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. §200.319(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

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Standards of Conduct

Please refer to the applicable collective bargaining agreement.

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 31, 2017

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. 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. **Issue 102, October 2019**

24. Approval of Board Policy 5:200: Terms and Conditions of Employment and Dismissal

Document Status: Draft Update

5:200 Terms and Conditions of Employment and Dismissal

The Executive Director manages the terms and conditions for the employment of professional personnel. The Executive Director shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Executive Director 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

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

Work calendars will be determined by the Executive Director or designee and approved by the Board.

Nursing Mothers

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

Duty-Free Lunch

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

Staff employed for at least four hours per day shall receive a paid duty-free lunch of 30 minutes.

Salary

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

Salaries or hourly pay rates will be determined by the Executive Director or designee and approved by the Board.

Assignments and Transfers

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Executive Director is authorized to make all assignments. In order of priority, assignments shall be made based on the Cooperative's needs and best interests, employee qualifications, and employee desires.

Evaluation

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Executive Director or designee will determine and implement an evaluation process.

On an annual basis, the Executive Director will provide the Advisory Board with a written report which outlines the results of the Cooperative's teacher evaluation system.

School Social Worker Services Outside of Cooperative Employment

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

Dismissal

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Cooperative will follow State law when dismissing any staff member.

LEGAL REF.: [PRESSPlus1](#)

105 ILCS 5/10-19, ~~5/10-19.05~~, ~~5/10-20.65~~, 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.: 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:290 (Employment Termination and Suspensions), 6:20 (Calendar and Day)

~~ADOPTED: January 31, 2018~~

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

25. Approval of Board Policy 5:220: Substitute Teachers

Document Status: Draft Update

5:220 Substitute Teachers

The Executive Director 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 Cooperative 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 Cooperative 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 Cooperative 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 Cooperative 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 Regional Superintendent has certified that a personnel shortage exists.

The Board 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 Cooperative 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 Cooperative 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 Executive Director shall notify the appropriate Regional Office of Education 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)

PRESSPlus Comments

PRESSPlus 1. The Legal References have been updated. **Issue 102, October 2019**

26. Approval of Board Policy 5:250: Leaves of Absence

Document Status: Draft Update

5:250 Leaves of Absence

Sick and Bereavement Leave

Please refer to the applicable collective bargaining agreement.

~~For employees not covered by a current applicable bargaining agreement:~~

~~The Executive Director or designee will determine sick and bereavement leaves with the approval of the Board.~~

~~As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Advisory Board or Executive Director deem necessary in other cases, the Advisory Board or Executive Director 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) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a 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.~~

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.

Paid Sick Leave for Adoption

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 Executive Director may require that the employee provide evidence that the formal adoption process is underway.

Sabbatical Leave

Sabbatical leave may be granted in accordance with the School Code.

Personal Leave

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Executive Director or designee will determine personal leave with the approval of the Board.

The use of a personal day is subject to the following conditions:

1. Except in cases of emergency or unavoidable situations, personal leave requests should be submitted to the Coordinator three days in advance of the requested date,
2. No personal leave days may be used immediately before or immediately after a holiday unless the Executive Director or designee grants prior approval,
3. Personal leave may not be used in increments of less than one-half day, and
4. Personal leave days are subject to a substitute's availability.

Parental Leaves/Child-Rearing Leave

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Advisory Board shall grant a professional staff member's request for a non-paid, child-rearing leave, not to exceed the balance of the school year plus one additional school year (but in no event shall such leave exceed three semesters), provided the request complies with this policy. Nothing in this section shall prohibit a professional staff member from using paid sick days as provided in this policy.

A staff member ~~should~~ **must** request, if possible, a child-rearing leave by notifying the Executive Director or designee in writing no later than 90 days before the requested leave's beginning date. The request should include the proposed leave dates. The leave shall end before a new school year begins or before the first day of school after winter recess.

Subject to the insurance carrier's approval, the staff member may maintain insurance benefits at his or her own expense during a child-rearing leave.

A professional staff member desiring to return before the leave's expiration will be assigned to an available vacancy for which the staff member is qualified, subject to scheduling efficiency and instruction continuity.

Other Leaves of Absence/Leave of Absence Without Pay

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

The Advisory Board may grant a leave of absence without pay to tenured staff members who have rendered satisfactory service and desire to return to employment in a similar capacity at a time determined by the Board.

Each leave of absence shall be of the shortest possible duration required to meet the leave's purpose consistent with a reasonable continuity of instruction for students.

Association Release Time, Professional Improvement Leave, Job-Sharing Leave

Please refer to the applicable collective bargaining agreement.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, 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 military service does not acquire tenure.

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.

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 Executive Director 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 Cooperative 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 unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Advisory 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 Cooperative, 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

1. 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 Cooperative, 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 Cooperative'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.~~

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/, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

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

CROSS REF.:5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED:February 1, 2017~~

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**

27. Approval of Board Policy 5:290: Employment Termination and Suspensions

Document Status: Draft Update

5:290 Employment Termination and Suspensions

Resignation

An employee is requested to provide two weeks' written notice of a resignation. A resignation notice cannot be revoked once given.

Retirement

Please refer to the applicable collective bargaining agreement.

Non-RIF Dismissal

The Cooperative 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 Executive Director is responsible for making dismissal recommendations to the Advisory 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.

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.

Administrative Absence With Pay

Please refer to the applicable collective bargaining agreement.

Suspension

Except as provided below, the Executive Director 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 Executive Director's judgment, the employee's presence is detrimental to the Cooperative. 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 Cooperative 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 Cooperative, the Board or Director 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:
 - a. A suspension with pay; or
 - b. A suspension without pay.

Any criminal conviction resulting from the investigation or allegations shall require the employee to repay to the Cooperative all compensation and the value of all benefits received by the employee during the suspension. The Executive Director 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: January 31, 2018~~

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**

28. Approval of Board Policy 5:330: Sick Days, Vacation, Holidays, and Leave

Document Status: Draft Update

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

Sick and Bereavement Leave/IMRF Service Credit Plan

Please refer to the applicable collective bargaining agreement.

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 13 paid sick leave days per year. Part-time employees will receive sick leave pay equivalent to their regular workday. Unused sick leave shall accumulate to a maximum of 180 days, including the leave of the current year. This policy is the Cooperative's written plan allowing eligible employees to convert eligible accumulated sick leave to service credit upon retirement under IMRF.

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 Executive Director and/or designee shall monitor the use of sick leave.

As a condition for paying sick leave after ~~three~~³ days absence for personal illness or 30 days for birth or as the Advisory Board or Executive Director deem necessary in other cases, the Advisory Board or Executive Director 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) an licensed advanced practice registered PRESSPlus1 nurse ~~who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice registered nurse to perform health examinations,~~ PRESSPlus2 (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.

Paid Sick Leave for Adoption

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 Executive Director may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

Vacation days will be determined by the Executive Director and approved by the Board.

Holidays

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

Holidays will be determined by the Executive Director or designee and approved by the Board.

Personal Leave

Please refer to the applicable collective bargaining agreement.

For employees not covered by a current applicable bargaining agreement:

Personal leave will be determined by the Executive Director or designee and approved by the Board.

Parental Leave and Other Leaves of Absence, Accident or Injury Leave

Please refer to the applicable collective bargaining agreement.

Non-Paid Leaves of Absence

Please refer to the applicable collective bargaining agreement.

Association Release Time

Please refer to the applicable collective bargaining agreement.

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 Advisory Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic ~~or Sexual~~ Violence, Sexual Violence, or Gender Violence. [PRESSPlus3](#)
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-~~and 180/~~, 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), 6:20 (Calendar and Day)

~~ADOPTED: February 1, 2017~~

PRESSPlus Comments

PRESSPlus 1. Updated in response to 105 ILCS 5/24-6, amended by P.A. 100-513. **Issue 100, February/March 2019**

PRESSPlus 2. 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 3. 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**

29. Approval of Board Policy 6:20: Calendar and Day

Document Status: Draft Update

6:20 Calendar and Day

The Cooperative follows as closely as possible the calendars established by member districts. Staff working in classrooms housed in member districts shall follow that district's established calendar.

Students attending Mades-Johnstone Center follow the District 303 calendar.

Commemorative Holidays

In the school operated by the Cooperative, 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.

School Day

For the school operated by the Cooperative, the Advisory Board establishes the length of the student's school days with the recommendation of the Executive Director and subject to State law requirements.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-19.05, PRESSPlus1 5/10-24.46, ~~5/18-8.05~~, PRESSPlus2 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.:5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

~~ADOPTED:February 4, 2015~~

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, for more information. See www.isbe.net/Documents/SB28Instructional-Day.pdf for ISBE's notice regarding this law. **Issue 102, October 2019**

PRESSPlus 2. Repealed by 100-582, eff. 3-23-18. **Issue 99, October/November 2018**

30. Approval of Board Policy 6:150: Home and Hospital Instruction

Document Status: Draft Update

6:150 Home and Hospital Instruction

A child qualifies for home or hospital instruction if they are absent due to a medical condition, or the child's physician, physician assistant, or advanced practice registered nurse anticipates that due to a medical condition the child will be unable to attend school, and instead must be instructed at home or in the hospital, for a period of two or more consecutive weeks or on an ongoing intermittent basis. "Ongoing intermittent basis" means that the child's medical condition is of such a nature or severity that it is anticipated that the child will be absent from school due to the medical condition for periods of at least two days at a time multiple times during the school year totaling at least 10 days or more of absences. There shall be no requirement that a child be absent from school a minimum number of days before the child qualifies for home or hospital instruction.

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.

Instruction time will be provided for a minimum of five hours per week on days when school is normally in session, unless fewer hours are certified by the attending physician.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction 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 as well as for up to three months after the child's birth or a miscarriage.

The Cooperative may from time to time contact the parent(s)/guardian(s) of the absent student with additional requests for information concerning the student's medical condition.

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)

ADOPTED: ~~January 31, 2018~~

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**

31. Approval of Board Policy 6:300: Graduation Requirements

Document Status: Draft Update

6:300 Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all Member Cooperative graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill.Admin.Code §1.440.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by the School Code, 105 ILCS 5/2-3.64a-5(c), unless the student is exempt.
6. Beginning with the 2020-2021 school year, filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

A student is exempt from this requirement if: (1) the student is unable to file a financial aid application or an ISBE waiver due to extenuating circumstances, (2) the Building Principal attests the Cooperative made a good faith effort to assist the student or the student's parent/guardian with filing a financial aid application or an ISBE waiver form, and (3) the student has met all other graduation requirements. [PRESSPlus1](#)

The Executive Director or designee is responsible for:

1. Maintaining a description of all course offerings that comply with the above graduation requirements.
2. Notifying students and their parents/guardians of graduation requirements.
3. Developing the criteria for #4 above.
4. Complying with State law requirements for students who transfer during their senior year because their parent(s)/guardian(s) are on active military duty. This includes making reasonable adjustments to ensure graduation if possible, or efforts to ensure that the original (transferor) Cooperative issues the student a diploma.
5. Taking all other actions to implement this policy.

Certificate of Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The Executive Director or designee shall provide timely written notice of this requirement to children with disabilities and their parents/guardians.

Service Member Diploma [PRESSPlus2](#)

The Cooperative will award a diploma to a service member who was killed in action while performing active military duty with the U.S. Armed Forces or an honorably discharged veteran of World War II, the Korean Conflict, or the Vietnam Conflict, provided that he or she (1) resided within an area currently within the Cooperative at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma.

LEGAL REF.:

105 ILCS 5/2-3.64a-5, 5/22-27, 5/27-3, 5/27-22, and 5/27-22.10.

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

23 Ill.Admin.Code §1.440.

CROSS REF.: 6:30 (Organization of Instruction and Curriculum Development), 6:320 (High School Credit for Proficiency), 7:50 (School Admissions and Student Transfers To and From Non-Cooperative Schools)

PRESSPlus Comments

PRESSPlus 1. 105 ILCS 5/22-85 (final citation pending), added by P.A. 101-180, eff. 6-1-20. See 6:300-E3, *Form for Exemption from Financial Aid Application Completion*, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

PRESSPlus 2. Optional. 105 ILCS 5/22-27, amended by P.A. 101-131. See 6:300-E1, *Application for a Diploma for a Service Member Killed in Action or for Veterans of WWII, the Korean Conflict, or the Vietnam Conflict*, available at PRESS Online by logging in at www.iasb.com. **Issue 102, October 2019**

32. Approval of Board Policy 7:20: Harassment of Students Prohibited

Document Status: Draft Update

7:20 Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a Cooperative 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 Cooperative 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 Cooperative 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. 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.

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](#)

The Executive Director shall insert into this policy the names, addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Nancy Sporer

1304 Ronzheimer Ave., St. Charles, IL 60174

nancy.sporer@d303org

331-228-4928

Complaint Managers:

Nancy Sporer	Timothy Stoudt
1304 Ronzheimer Ave., St. Charles, IL 60174	1304 Ronzheimer Ave., St. Charles, IL 60174
nancy.sporer@d303.org	Timothy.Stoudt@d303.org
331-228-4928	331-228-6034

The Executive Director shall use reasonable measures to inform staff members and students of this policy, ~~such as,~~ by including ~~it in the appropriate handbooks.~~ [PRESSPlus3](#)

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

Investigation Process

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 Cooperative's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

The Cooperative 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 Cooperative 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 Cooperative 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.

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), 5:125 (Personal Technology and Social Media; Usage and Conduct), 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)

PRESSPlus Comments

PRESSPlus 1. The Enforcement subsection title is moved to be with its content, below. **Issue 102, October 2019**

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.

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**

33. Approval of Board Policy 7:150: Agency and Police Interviews

Document Status: Draft Update

7:150 Agency and Police Interviews

The Executive Director shall develop procedures to manage requests by agency officials or police officers to interview students at school. Procedures will: ~~(1)~~ [PRESSPlus1](#)

1. ~~R~~ecognize individual student rights and privacy,
2. Recognize the potential impact an interview may have on an individual student. ~~(2)~~
3. ~~m~~inimize potential disruption. ~~(3)~~
4. ~~F~~oster a cooperative relationship with public agencies and law enforcement, and ~~(4)~~
5. ~~e~~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 Executive Director 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/, 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: June 1, 2016~~

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.
- 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.
- *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.

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 official as they routinely contact parents/guardians and can arrange for the presence of school personnel during an interview. See the ICSA *Guidelines* at www.iasb.com/law/ICSAGuidelinesforInterviewsofStudents.pdf for further discussion of 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**

34. Approval of Board Policy 7:180: Prevention of and Response to Bullying, Intimidation, and Harassment

Document Status: Draft Update

7:180 Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important Cooperative goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the 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, or 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 **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school Cooperative or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a Cooperative or school to staff or monitor any non-school related activity, function, or program.

Definitions from ~~Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)~~

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school Cooperative, including without limitation school and school Cooperative administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Director or designee shall develop and maintain a bullying prevention and response plan that advances the Cooperative's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of *bullying* as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this Cooperative. However, nothing in the Cooperative's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing 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. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the Cooperative named officials or any staff member. The Cooperative named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.

Nondiscrimination Coordinator:

Nancy Sporer
1304 Ronzheimer Ave., St. Charles, IL 60174
nancy.sporer@d303org
331-228-4928

Complaint Manager:

Nancy Sporer
1304 Ronzheimer Ave., St. Charles, IL 60174
nancy.sporer@d303.org
331-228-4928

4. Consistent with federal and State laws and rules governing student privacy rights, the Director or designee shall promptly inform parent(s)/guardian(s) of all students involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.
5. The Director or designee shall promptly investigate and address reports of bullying, by, among other things:
 - a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying.
 - b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
 - c. Notifying the Building Principal or school administrator or designee of the report of the incident of bullying as soon as possible after the report is received.
 - d. Consistent with federal and State laws and rules governing student privacy rights, providing parents and guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Director or designee shall investigate whether a reported act of bullying is within the permissible scope of the Cooperative's jurisdiction and shall require that the Cooperative provide the victim with information regarding services that are available within the Cooperative and community, such as counseling, support services, and other programs.

6. The Director or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.

8. A student will not be punished for reporting bullying or supplying information, even if the Cooperative's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The Cooperative's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Director or designee shall post this policy on the Cooperative's website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. The Director or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and
 - e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the Cooperative already collects for other purposes. The Director or designee must post the information developed as a result of the policy evaluation on the Cooperative's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Director or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the Cooperative's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the Cooperative's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications; Elementary Schools*, and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.
13. The Director or designee shall fully inform staff members of the Cooperative's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the Cooperative's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

405 ILCS 49/, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §§1.240 and §1.280.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Food Allergy Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

PRESSPlus Comments

PRESSPlus 1. Added for continuous improvement. **Issue 102, October 2019**

35. Approval of Board Policy 7:270: Administering Medicines to Students

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 Cooperative's procedures on dispensing medication.

No Cooperative 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 Executive Director 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 Cooperative 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 Cooperative 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.

Cooperative Supply of Undesignated Glucagon [Q1](#)

The Executive Director or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the Cooperative 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.

Administration of Medical Cannabis [PRESSPlus4](#)

The Compassionate Use of Medical Cannabis 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 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 Cooperative;
 - 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.
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. [PRESSPlus6](#)
3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator. [PRESSPlus7](#)

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.

The product may not be administered in a manner that, in the opinion of the Cooperative 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 Cooperative 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 **Cooperative Supply of Undesignated Glucagon** section of the policy is void whenever the Executive Director or designee is, for whatever reason, unable to: (1) obtain for the Cooperative a prescription for glucagon from a qualifying prescriber, [PRESSPlus8](#) or (2) fill the Cooperative's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the Cooperative reserves the right not to implement it if the Cooperative or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law ~~asthma medication, epinephrine injector, or an opioid antagonist~~, the Executive Director 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. [PRESSPlus9](#)

No one, including without limitation, parent(s)/guardian(s) of students, should rely on the Cooperative for the availability of undesignated 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, ~~and 5/22-30~~, and 5/22-33.

105 ILCS 145/, Care of Students with Diabetes Act.

410 ILCS 130/, Compassionate Use of Medical Cannabis 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 Program)

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 Director 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)
-

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. **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; the signed acknowledgment is the notice. This policy includes the liability protection information under 105 ILCS 5/10-22.21b to also inform the community.

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 regarding the administration of 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 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. The policy must be implemented 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. 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 7. 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 8. 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 9. 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, for a sample acknowledgement. **Issue 102, October 2019**

36. Approval of Board Policy 8:30: Visitors to and Conduct on School Property

Document Status: Draft Update

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - Cooperative and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a 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 Cooperative employee.

All visitors to school property are required to report to the Program Administrator'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 Executive Director or designee.

The Cooperative 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 detectible, 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 Cooperative employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other Cooperative policies or regulations, or a directive from an authorized security officer or Cooperative employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the Cooperative or a School function.

Convicted Child Sex Offender

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

1. A parent/guardian of a student attending the school and has notified the Program Administrator 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, Executive Director, or Executive Director's designee. If permission is granted, the Executive Director or Board Chairperson shall provide the details of the offender's upcoming visit to the Program Administrator.

In all cases, the Executive Director, 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

Authorized agents of an exclusive bargaining representative, upon notifying the Program Administrator's or Executive Director's office, may meet with a school employee (or group of employees) in the school building during duty-free times of such employees

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Program Administrator 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 Executive Director may refuse the person admission pending such hearing. The Executive Director 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: ^{Q1}

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: February 1, 2017

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 answer whether a board meeting qualified as a *school event* under 105 ILCS 5/24-24, but upheld the board's right to enforce conduct rules at its meetings under 105 ILCS 5/10-20.5.

Consult the board attorney before narrowing the text, especially if the 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)

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) **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**

37. Approval of Board Policy 5:20-E: Resolution to Prohibit Sexual Harassment

Document Status: Draft Update

5:20-E 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 Mid-Valley Special Education Cooperative, Kane 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 7th day of November, 2018.~~

Attested by: Board President

Attested by: Board Secretary

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**

5. Information

1. Student and Staff Enrollment, January, 2019



MID-VALLEY SPECIAL EDUCATION STAFF PROFILE
January 31, 2020

ADMINISTRATION	FTE	CERTIFIED STAFF	FTE	LICENSED STAFF	FTE	SUPPORT STAFF	FTE
Executive Director	1.00	Adapted PE	2.00	OT	3.10	1:1 Assistants	12.00
Director of Bus/HR	1.00	HI Teachers	4.00	PT	1.60	Teaching Assistants	50.00
Principal	1.00	Instructional Facilitator	1.00	Certified School Nurse	1.00	Job Coaches	5.50
Program Supervisors	2.45	Psychologist	0.60	Registered Nurses	4.00	MJC Assistant	1.00
Dir. of Prof Learning	1.00	Speech Pathologist	6.00	LPN 1:1	1.00	MV Assistants	2.50
		Teachers	31.80	CNA 1:1	1.00	HR-Payroll/PD Assistant	0.80
		Vocational Specialists	4.00	Asst.Tech Specialist	0.50		
		Social Workers	5.40	O & M Vision Specialist	1.00		
		Behavior Coach	1.00				
		Elective Teacher	1.00				
Total	6.45	Total	56.80	Total	13.20	Total	71.80
TOTAL MID-VALLEY STAFF							148.25

January 31, 2019

ADMINISTRATION	FTE	CERTIFIED STAFF	FTE	LICENSED STAFF	FTE	SUPPORT STAFF	FTE
Executive Director	1.00	Adapted PE	2.00	OT	3.10	1:1 Assistants	15.00
Director of Bus/HR	1.00	HI Teachers	4.00	PT	1.60	Vision Assistant 1:1	2.00
Principal	1.00	Instructional Coach	1.00	Certified Nurse - Contracted	0.60	Teaching Assistants	47.00
Program Supervisors	2.90	Psychologist	0.60	Registered Nurses	3.50	Job Coaches	5.10
Dir. of Prof Learning	1.00	Speech Pathologist	6.00	Asst.Tech Specialist	0.50	MJC Assistant	1.00
		Teachers	34.80			MV Assistants	2.50
		Vision Teachers	3.00			HR-Payroll/PD Assistant	0.80
		Vocational Specialists	4.00				
		Social Workers	5.40				
		Behavior Coach	2.00				
		Elective Teacher	1.00				
Total	6.90	Total	63.80	Total	9.30	Total	73.40
TOTAL MID-VALLEY STAFF							153.40

**Mid-Valley Enrollment-Staffing Profile
January 2020**

PROGRAM	LOCATION	STUDENTS	101	301	302	303	304	25	131	427	428	129	U46	NET CHANGE	REFERRALS	TEACHER	ASSIST	1-1 Asst	DISTRICT	RN
Little Hands & Voices	Fabyan	8				4	1		2		1			D304 +1		1	2			
New Pathways	Fabyan K-2	5		3			2									1	2	1	D301 1	
New Pathways	Norton Creek 3-5	6				3	3									1	2			
New Pathways	Wasco 2-4	8		2		4	2									1	3			
New Pathways	John Stewart K-3	8			8											1	3			
New Pathways	John Stewart 3-5	8		4	3	1										1	2			
New Pathways	GMS-S 6-8 (Giese)	7		3		3	1									1	2	1	D303 1	
New Pathways	GMS-S 6-8 (Asencio)	7			1	3	3									1	3			
New Pathways	GHS 9-12	8				3	5									1	3			
New Pathways	CHS 9-12	5		3	2											1	2			
ELS	Blackberry Creek K-2	7		2	2		3									1	3			
ELS	Blackberry Creek 3-5	7		4	1		2									1	1	2	D301 1 D304 1	
ELS	Prairie Knolls 6-8	6	1	4			1									1		2	D301 2	1
ELS	GHS 9-12	6	1	2	1		2									1	3			
ABLE	Mill Creek K-6	8	1		3	1	3									1	1	4	D302 2 D303 1	1
ABLE	BHS 9-12	5	1	2			2							D302 -1 D304 -1		1	2			1
New Directions	MJC K-2															1	1			
New Directions	MJC K-3	9	1		3	3				1	1					1	2			
New Directions	MJC 4-5	6		1	1	3		1						D303 -1		1	1			
New Directions	MJC 6-7	3			1	2								D304 -1 D428 -1		1	1			
New Directions	MJC 7-8	5		1	3	1										1	1			
New Directions (Denslow)	MJC 9-12	11	1		3	4	1			1	1			D428 -1		1	1			
New Directions (Barry)	MJC 9-12	11	1			7	2				1			D304 +1		1	2			
New Directions (Clark)	MJC 9-12	10	1		3	5					1					1	2			1
Safe Schools	MJC 9-12	3			1	1	1									1				
Transition	Shelby	11	3	3	1	1	3							D101 -1		1	2	2	D101 2	
Transition	12+	15	4	2	2	1	6							D101 +1		1.8				
Transition	ECC	14		5	1	8										2	2			
Transition	WCC	16	2		7		7									2	2			
Totals		223	17	41	47	58	50	1	2	2	5	0		-4	1	31.8	51	12		4

**Mid-Valley Enrollment-Staffing Profile
January 2020**

	RELATED SERVICE	STUDENT	101	301	302	303	304	25	131	427	428	129	U46	NET CHANGE	REFERRALS	TEACHER	ASSIST
	VI Students	0															
	HI Students	65	12	6	7	19	21									4	
	OT Students	115	7	29	25	24	28			1	1					3.10	
	PT Students	44	4	9	10	5	16									1.6	
	O&M Students	11			3	5	3							D302 +1		1	
Total Students with Related Services		235	23	44	45	53	68	0	0	1	1	0					
	VI Days	0															
	HI Days	323.77	54.17	22.69	20.37	98.77	127.77										
	OT Days	365.5	12	95.5	83.5	61.4	105.7			3.20	4.20						
	PT Days	151.6	17.5	28.6	36.2	10.2	59.1										
	O&M Days	22.49	0		9.02	6.99	6.48										
Total Minutes with Related Services		863.36	83.67	146.79	149.09	177.36	299.05	0.00		3.20	4.20						
	Non-IEP Students																
	VI																
	HI	15	2	2	3	8											

Student Related Services

**Mid-Valley Enrollment-Staffing Profile
January 2019**

PROGRAM	LOCATION	STUDENTS	101	301	302	303	304	25	131	427	428	129	U46	NET CHANGE	REFERRALS	TEACHER	ASSIST	1-1 Assist	DISTRICT	RN
Little Hands & Voices	Fabyan	4				1			1		2					1	1			
New Pathways	Fabyan K-1	5		2			3									1	1	1	D301 1	
New Pathways	Norton Creek 3-5	8				5	3									1	3			
New Pathways	Wasco 1-2	6		2		1	3									1	2			
New Pathways	Wasco 5	7				5	2									1	2	2	D303 1 D304 1	
New Pathways	John Stewart K-3	7		1	6											1	2			
New Pathways	John Stewart 3-5	7		3	2		2									1	2	1	D302 1	
New Pathways	GMS-S 6-8 (Gliese)	8		3	1	3	1									1	2	1	D303 1	
New Pathways	GMS-S 6-8 (Asencio)	6		2		1	3									1	2			
New Pathways	GHS 9-12	9		2	2	2	3									1	3			
ELS	Blackberry Creek K-1	5		1	1		3									1	1	1	D304 1	0.5
ELS	Blackberry Creek 2-3	5		1	1		3									1	1	1	D304 1	
ELS	John Stewart 3-5	5		1	1		3									1	1	1	D301 1	
ELS	Prairie Knolls 6-8	4	1	3												1	1	1	D301 1	
ELS	Prairie Knolls 6-8	4		3			1									1	1	1		
ELS	GHS 9-12	5	1		1		3									1	2			
ABLE	Mill Creek K-6	8	2	1	3		2									1	1	3	D302 2 D304 1	1
ABLE	BHS 9-12	6	1	2			3									1	1	1	D101 1	1
New Directions	MJC K-2	8	1		2	3				1	1				D303 +1	1	1			
New Directions	MJC 2-3	4			1	3										1	1			
New Directions	MJC 4-5	3	1			1					1				D302 -1	1	1			
New Directions	MJC 4-5	6			2	2	1			1						1	1			
New Directions	MJC 6-7	5	1	1	1	2									D428 -1	1	1			
New Directions	MJC 7-8	5			2	2					1				D428 +1	1	1			
New Directions	MJC 9-10	10		1	3	3	2			1						1	2			
New Directions	MJC 10-12	9	1		1	4	1			1	1				D304 +1 D427 +1 D303 -1	1	2			
New Directions	MJC 9-12	8		2		3				1	2				D303 +1 D428 +1	1	1			1
Safe Schools	MJC 9-12	9		1	2	4	2								D301 +1 D303 +2 D303 -4	1				
Transition	Shelby	10	4	2	1	1	2									1	2	2	D101 1 D302 1	
Transition	12+	15	5		1		9								D101 +1 D302 -1 D304 -1	1.8				
Transition	ECC	18.4		5	1	12.4									D303 -1	2	2			
Transition	WCC	15	4		6		5								D101 +1	2	2			
Vision																	2			
Totals		234.4	22	39	41	58.4	60	0	1	5	8	0		3	3	34.8	48	16		3.5

**Mid-Valley Enrollment-Staffing Profile
January 2019**

	RELATED SERVICE	STUDENT	101	301	302	303	304	25	131	427	428	129	U46	NET CHANGE	REFERRALS	TEACHER
	VI Students	20	0	5	2	13	0									3
	HI Students	76	12	10	5	28	21							D303 +1		4
	OT Students	39	7	4	8	6	8	1		2	3					3.10
	PT Students	42	6	7	9	3	17									1.6
	O&M Students	12	3	2	4		3									
Total Students with Related Services		189	28	28	28	50	49	1	0	2	3	0				
	VI Days	97.73	0	31.71	16.67	49.35	0									
	HI Days	355.2	48.6	26.85	8.8	145.49	125.46									
	OT Days	121.12	20.74	14.3	25.6	9.02	32.4	2.70		6.66	9.70					
	PT Days	162.3	22.6	35.6	34.7	4.6	64.8									
	O&M Days	129.21	0	9.3	56.01	11.1	52.8									
Total Minutes with Related Services		865.56	91.94	117.76	141.78	219.56	275.46	2.70		6.66	9.70					
	Non-IEP Students															
	VI															
	HI															

Student Related Services

2. Administrative Liaison Meeting Minutes, January 27, 2020

MidValley Liaison Meeting		
In attendance: Lisa Palese, Melissa Jackson, Tim Stoudt, Tanner Seal, Chris Payton, Patti Palagi, Anne Giarrante, Kari Ruh, Fran Eggleston, Mike Potsic, Aubree Schuett		
Time: 1:00pm		
Location: MidValley Cooperative		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
Set Note-taker and Norms Monitor	Kari - Notetaker, Norms Monitor - Fran	
Celebrations/Initiations/Updates from All	Special Olympics starts tonight! Kaneland: Building based teams are rallying around each other to support each other during high needs times across the district. Tanner: All of the CSNs across MVSE have been great partners to be sure students are met during the transition. Batavia: Elyssa's mission across the district has been a great addition to meeting the SEL needs of students. Burlington: The team met this morning and had a lot of celebrations and recognized how many great things are being done across the district, great way to keep the momentum going. St Charles: Construction at Haines is underway and construction is happening to be ready to start next year.	
Staffing Changes & Updates/Lisa	NIA Needs Assessment- OT/PT Staffing Proposal NIA Needs Assessment Data	
	The MVSE asked NIA to review the workload for OT and PT to be sure that the student needs are being met. NIA shared a minimal recommendation is a .5 OT increase and a .2 PT in staffing to meet the needs of the students in the Cooperative. Ideally, the increase would happen this year so that we can begin gathering data on how much relief this provides for our AT needs. Lisa had a draft proposal to the liaisons (linked). The discussion was to move forward with the OT/PT position discussion and then gather some additional information on the level of AT Specialist need to have a better understanding of the needs for this FTE. Lisa encouraged Central & Kaneland to consider asking for an AT eval as a trial this year once the OT relief is available.	
	O&M Discussion	

MidValley Liaison Meeting		
In attendance: Lisa Palese, Melissa Jackson, Tim Stoudt, Tanner Seal, Chris Payton, Patti Palagi, Anne Giarrante, Kari Ruh, Fran Eggleston, Mike Potsic, Aubree Schuett		
Time: 1:00pm		
Location: MidValley Cooperative		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
Quality IEP Updates/Leadership Team	Feedback from Liaisons on the quality/timeliness of paperwork? Efficiency & Quality of IEP meetings? What ways can we continue to improve? MJC is working with the staff to work on IEP compliance and consistency, and be sure the time is effective and efficient to meet the student needs and be sure the parents have the quality of data in a timely manner. MJC asked for clarification on if there is a conflict at the table, who steps in and leads the discussion on how to best meet the student needs. The ongoing communication will continue if an advocate attends to be sure a district rep is attending to support the district perspective and MJC staff role. Liasons will check-in with districts to see if we are seeing quality IEP paperwork	
Upcoming Events/Leadership Team	A few PD Options to discuss.... 1) February Institute Day - super excited about what our Professional Learning Team has planned for the Mid-Valley Staff! Not quite ready to open up this option to ALL, but if you have some teachers in Specialized Programs who need some specialized training- we'd be happy to have them join us! Registration will be open in early February. Also- OT/PT Staff are planning a "Book Study" where each team member brings in different techniques or practices they've learned to share with others. Open to all. 2) OG Training- we have some staff members that would really benefit from OG Training and are happy to host if others are interested. It is expensive though- \$795 per person for a 3-day training. Each staff who participate get the materials to bring back to the district. Dates are tentative to June 2020. At this time, there is not a cap on the number of staff MVSE will send. 3) Carla would love to host a facilitated IEP training this summer. Waiting to hear back from her on details. Any interest from the districts? Could be a great thing for MJC staff. The second day of training has been redone, and it is much more focused to meet the needs staff have shared about the training.	Institute Day Flier

MidValley Liaison Meeting		
In attendance: Lisa Palese, Melissa Jackson, Tim Stoudt, Tanner Seal, Chris Payton, Patti Palagi, Anne Giarrante, Kari Ruh, Fran Eggleston, Mike Potsic, Aubree Schuett		
Time: 1:00pm		
Location: MidValley Cooperative		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
ESY Nurse	<p>Feedback from Liaisons on hourly rate for ESY Nurses? D304 nurse mentioned that ESY nurses once were paid \$40 per hour, Batavia ESY nurses were paid the same hourly rate as they made during school year, others?</p> <p>Current contract has the following for rates for ESY: Teachers and Therapists: \$42/hr Support Staff: \$17.20</p> <p>Note: Pay for RNs has not been consistent over the years which has led us to hire contract nurses at \$70.00 per hour. Therefore, we will offer RNs \$35.00 per hour to support ESY, and pay the CSN \$42.00 per hour since she is a Certified Staff member.</p>	ESY rates for nurses last summer were:
	Here is the link to the contract with pay information	
Room Use Updates	Room Use Updates are due to MVSE on 3/1/20. What we know so far: ABLE program currently at Mill Creek Geneva will be moving to John Steward Kaneland. New Pathways Norton Creek staying one more year. To discuss today: New Pathways Wasco possibly going to Fabyan. Deaf & Hard of Hearing Fabyan going to Fox Ridge.	Discuss Pay Rates with HR- Lisa P.
Youth Voices	Please have schools RSVP. Currently, Dundee Crowne, Burlington, Dream Academy, Batavia, and Geneva are attending. There is limited space and outside providers who are not directly involved in the event cannot be accommodated. 2/21/20 from 9-1PM. Please RSVP if you plan on attending.	Lisa will let Mental Health Partnership team know of this change.

MidValley Liaison Meeting		
In attendance: Lisa Palese, Melissa Jackson, Tim Stoudt, Tanner Seal, Chris Payton, Patti Palagi, Anne Giarrante, Kari Ruh, Fran Eggleston, Mike Potsic, Aubree Schuett		
Time: 1:00pm		
Location: MidValley Cooperative		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
Health Histories - Google Doc	At this time, any student who is up for a re-evaluation will be listed on a google doc. Once the MVSE nurse is hired full time, the nurse and serving team will make a determination at the INA if a health history is warranted for the student.	Coordinators: Only add students to doc if the team feels a health history is needed, consult with Mid-Valley or District nurses when making this determination at the Domain meeting.
AAC Support Group	Understanding the group and time commitments for staff. From Lisa: Our staff as well as Sabina reached out because they know we have done Networks in the past and asked if we'd consider hosting an AAC Network. Limited time commitment from staff. My thought is 2:30- 4:00 every other month on a Thursday. Key Audience: AT Specialists or SLPs who work directly with AAC devices on a regular basis. A few regular agenda items would be: Celebrations, Problems of Practice, Professional Development Sharing for District Staff, Process/Guidance with AT evaluations for AAC specifically. Infinitec Updates, Opportunities for students beyond 12th grade, but most of all just the opportunity to have each other's contact information similar to Mental Health Partnership when they need support/guidance when making a decision to support a student.	Lisa: Invite sent to recommended staff Kari: Follow-up with BPS AAC Team
Needs Assessment	MVSE will develop a 15 question survey (allowing district to add in 5) to support specific needs to develop the IDEA grant to meet specific district needs. This will then be a long window so each district can develop a timeline to share with staff that works with other district surveys to not overwhelm staff.	
CAPD Testing Through NIA	The liaisons discussed that CAPD is not recognized as a disability under IDEA. The school is a place where we provide direct intervention to access the general education setting. CAPD clinical treatment is not recognized under school based treatment.	

MidValley Liaison Meeting		
In attendance: Lisa Palese, Melissa Jackson, Tim Stoudt, Tanner Seal, Chris Payton, Patti Palagi, Anne Giarrante, Kari Ruh, Fran Eggleston, Mike Potsic, Aubree Schuett		
Time: 1:00pm		
Location: MidValley Cooperative		
Agenda Item/Facilitator	Notes	Action Step/Person Responsible
Students Involved with Law Enforcement	Liasons will reach out to the district administration if there is a SPED student involved in legal / incarceration - to reach out to the Director. If MVSE / MJC will contact directors to be sure that we are able to directly intervene and support.	
Embrace & Medicaid	At this time, the liasons agree to continue to use MyServiceTracker / Steve Koruna as our direct support.	Lisa: Reach out to Embrace for questions about MTSS paperwork- 5% of student body vs. every building.

3. February 2020 Institute Day

<p align="center">Session 1</p> <p align="center">9-10:30am</p>	<p align="center">Session 2</p> <p align="center">10:40am-12:10pm</p>	<p align="center">Session 3</p> <p align="center">1:15-2:45pm</p>
<p>1-A: The Eyes Have It- Rona Henne</p> <p>This will primarily be a working session for ABLE staff to discuss their students' current eye gaze skills and how to help them progress to higher levels of proficiency. New software/apps to use for practicing these skills will be discussed. There will be time for staff less familiar with how to operate an eye gaze device to practice. If you work outside of ABLE you may find this session helpful if you have a student whose visual attention to salient information is hard to assess.</p>	<p>2-A: Top 10 Apps for New Pathways & ELS Students- Rona Henne</p> <p>Ten great apps for New Pathways and ELS K-12 students will be discussed. iPads with apps loaded will be available for hands-on exploration.</p>	<p>3-A: Intro to AAC Use in the Classroom- Mindy Kaplan, Jessica Antoniou, Jodi Sell</p> <p>This session provides an overview of AAC use in the classroom, along with hands-on practice and ideas for incorporating AAC into everyday classroom activities. The session will include the definition of AAC, who uses AAC, the different types of AAC use/supports in the classroom, the "do's and don'ts" of AAC, the functions of communication, and the link between communication and behavior. Hands-on activities and use of AAC devices will be incorporated as much as possible depending on the size of the group.</p>
<p>1-B: Positive Classroom Culture- Magen McCarthy and Rudy Via</p> <p>This focuses on sharing strategies to develop a positive classroom culture that empowers students to take ownership of their goals and behaviors in order to avoid power struggles. Strategies include reflective practices and consistent SEL vocabulary focused on positive peer culture. It will also include creative, student generated incentives. All these skills are different pieces to create a classroom based on rapport building, humor, and reducing power struggles between students and staff and among the classroom team.</p>	<p>2-B: Google 101- Magen McCarthy and Rudy Via</p> <p>This will cover the essential google skills listed on D303's checklist. Checklist will not include youtube or google drawings unless people have a specific need.</p>	<p>3-B: Integrating SEL Throughout the Day -Alicia Frantzen</p> <p>This session will focus on utilizing SEL approaches throughout the school day in regards to academic instruction, problem solving, and everyday interactions. Participants will be taking tangible tools from research based curriculum and combining professional experience for a whole child approach</p>
<p>1-C: Behaviorama- Raven Stromek</p> <p>This session will introduce participants to 7 effective behavior strategies using a set of infographics ready to be printed and posted in your classroom. Participants will learn about behavior specific praise, functions of behavior, visual supports, pairing, positive phrasing, reinforcement vs. bribery, and offering controlled choices. Following each strategy overview, participants will be given time and support to collaborate and brainstorm application of the strategy into their</p>	<p>2-C: Independent Work Systems 102- Melissa Mills and Bethany Akers</p> <p>If you already have a functional independent work system in place in your classroom and want to learn how to take it to the next level, or want to learn new ways to implement independent academic tasks into your classroom, then this one is for you! Make and Take included!</p>	<p>3-C: (EMBRACE)ing IEPs- Tanner Seal</p> <p>This is a brief overview in writing solid IEPs, the big picture of the IEP process, and running clear and concise IEP meetings.</p>

<p align="center">Session 1</p> <p align="center">9-10:30am</p>	<p align="center">Session 2</p> <p align="center">10:40am-12:10pm</p>	<p align="center">Session 3</p> <p align="center">1:15-2:45pm</p>
<p>1-D: Compliance and Special Ed Law- Lisa Palese</p> <p>This is a great opportunity for staff to refresh their knowledge of special education law, learn about some case studies and how to work together to ensure that your team is prepared for even the most challenging advocate or parent!</p>	<p>2-D: Sensory Processing: How to Support Student's Sensory Needs-</p> <p>Jennie Stellato</p> <p>This is an overview of sensory processing and sensory disorders and how these impact participation in the academic environment. Strategies on how teachers and staff can support students with sensory needs will be shared.</p>	<p>3-D: Google 102- Magen McCarthy</p> <p>This will be a more advanced training on how to use the different google programs in order to collect and analyze data, use google forms, create graphs, create worksheets and visuals on google slides, eliminating hard copies, google classroom.</p>
<p>1-E: Transition Planning- Kim Garcia (BPS101)</p> <p>This session will highlight the critical components of the transition planning process and the new requirements for transition plans.</p>	<p>2-E: Infinitec- Lisa Palese & Maureen Joy</p> <p>Lisa will be joining Maureen Joy to provide a brief introduction to Infinitec. Infinitec has some amazing Professional Learning webinars available to ALL staff- some that could even lead to college credits and/or salary advancement. Together we'll learn all about the Infinitec site and then have time to choose a webinar that would be beneficial to your particular role!</p>	<p>3-E: Mythbusters: Deaf and Hard of Hearing Students- Sharon Jenkins and Raven Stromek</p> <p>Across the Mid-Valley member districts the hearing team provides a continuum of services, directly supporting almost 90 deaf and/or hard of hearing students and indirectly supporting several hundred more. While hearing loss is considered a low incidence disability, there is a high prevalence of hearing loss co-occurring with various other disabilities. Mid-Valley educates deaf and hard of hearing students in our programs from early childhood through transition programs. The presentation will debunk common myths about the deaf and hard of hearing population as well as explain the range of hearing loss, Deaf culture, modes of communication and supports, hearing technology, continuum of services, and the prevalence of hearing loss with additional disabilities. The audience will learn to differentiate between behaviors characteristic of a typical deaf and hard of hearing student versus characteristics/ behaviors seen in deaf and hard of hearing students because of additional disabilities. The strategies, supports, and techniques will apply to students across the continuum.</p>
<p>1-F: Independent Work Systems 101- Melissa Mills and Bethany Akers</p> <p>Participants will learn about the philosophy behind independent work systems and how to effectively implement them into their classrooms. Includes Make and Take: each participant will have the opportunity to create a job box for their classroom during the session.</p>	<p>2-F: Writing a Social Story: A How To Guide- Melissa Jackson</p> <p>This is an introductory-level session on the purpose behind Social Stories, their uses, and how to write them.</p>	<p>3-F: Visual Systems and Supports- Angel Asencio, Jennifer Giese, Melissa Jackson</p> <p>This session will highlight the benefits of using visuals and how to implement visual systems and supports in the classroom environment. We will also have a "make and take" activity.</p>



Mid-Valley Special Education Cooperative

Lisa Palese, Executive Director
1304 Ronzheimer Avenue
St. Charles, IL 60174
Phone: 331-228-4873
Fax: 331-228-4874

MID-VALLEY ACTION DAY PLANNING

This form is designed for teams who would like to work together on Institute Day (February 28, 2020) to improve or enhance their programs. Teams must have clear goals/objectives and an agenda designed to accomplish them.

Please share completed forms with Melissa Mills (melissa.mills@d303.org) and Sarah Westberg (sarah.westberg@d303.org). The forms will be reviewed by the Professional Development Committee (Melissa Mills, Sarah Westberg, Magen McCarthy, Althea Sawalski, Rudy Via, Mandy Hammock-Cote, and Rona Henne). Program Coordinators will provide final approval of the plans.

The deadline for sharing completed forms is January 31, 2020.

Program:

Team Members:

Timeframe: AM _____

PM _____

AM and PM _____

Goals and/or Objectives (What do you want to accomplish?):

Agenda (How will you accomplish your objectives?)

Resources or Supports (What will you need to accomplish your objectives?)

Evidence of Completion (How will you know you have accomplished your objectives?)

4. Youth Voices Forum on Mental Health

The Kane County System of Care presents:

YOUTH VOICES

FORUM ON MENTAL HEALTH

FEATURING STATE REP

KARINA VILLA



Who: Kane County High School Students whose lives have been touched by mental health challenges and the school and mental health staff who support them.

- Former school social worker and current State Rep for the 49th district, Karina Villa, will talk about the importance of advocating for mental health awareness.
- Students will feel empowered to raise their voices for youth mental health in their schools and communities.
- Students will be able to share their opinions about existing services and their dreams about what is needed.

Friday, February 21st, 2020
9am-1pm;
Geneva High School;
Lunch Served

**Social workers, teachers,
counselors, therapists, and staff!**

**Interested in bringing students from
your school or agency:**

**For more information or to
register please contact:
mccormackkatherine@co.kane.il.us**



REGIONAL OFFICE OF EDUCATION
KANE COUNTY

**\$20 gift card
incentive for
students!**

**LUNCH
SERVED!**

5. Room Use Deadline, March 1st 2020



Mid-Valley Special Education Cooperative

Lisa Palese, Executive Director
1304 Ronzheimer Avenue
St. Charles, IL 60174
Phone: 331-228-4873
Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: February 5, 2020

RE: Room Usage

The Executive Director would like the Executive Advisory Board to be aware of the Room Usage Deadline of March 1, 2020. Each year, we work closely with our district partners to ensure that all of our programs have a wonderful space for learning and growing. While our goal is to keep our programs in one location long-term, there are times when we have to move programs due to space issues throughout the 5 member districts.

Thankfully, our Superintendents, Liaisons and Building Principals always come through to welcome us to their buildings each and every year. The table below represents the changes that will take place for the 2020-21 school year.

Program	Location for 2019-20 School Year	Location for 2020-21 School Year
Preschool Deaf & Hard of Hearing Program	Fabyan Elementary School, Geneva	Fox Ridge Early Childhood Center, St. Charles
K-5 ABLE Program	Millcreek Elementary School, Geneva	John Stewart Elementary School, Kaneland
New Pathways Elementary Program	Wasco Elementary School, St. Charles 303	Fabyan Elementary School, Geneva

6. Discussion
7. For Action
 1. Approval of the Personnel Report, January, 2020

Mid Valley Special Education Cooperative
Regular Meeting Wednesday, February 5, 2020

SUBJECT: Personnel Report

Classified Staff

A. Classified Staff Resignations, Retirements and/or Terminations for School Year 2019-2020.				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Reason</i>	<i>Effective Date</i>
Frank, Peggy	Teaching Assistant	Batavia High School – ABLE	Resignation	12/20/2019

B. Classified Staff Recommended for Employment for School Year 2019-2020.				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Salary</i>	<i>Effective Date</i>
Taulbee, Patricia	Teaching Assistant	Batavia HS - ABLE	\$14.56/Hour	01/24/2020
McLellan, Patricia	Teaching Assistant	Geneva HS – ELS & New Pathways	\$17.80/Hour	02/10/2020

C. Classified Staff Transfer in Assignment for School Year 2019-2020.			
<i>Name</i>	<i>From</i>	<i>To</i>	<i>Effective Date</i>
Angone, Rachel	Batavia High School - ABLE	Prairie Knolls Middle School – ELS	1/6/2020
Therriault, Mary	Job Coach – PT - Various	Teaching Assistant - Mades Johnstone – New Directions	1/7/2020

D. Classified Staff Request for Personal or Parental Leave of Absence for School Year 2019-2020.			
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Effective Dates</i>
Fisher, Carol	Teaching Assistant	Fabyan Elementary – New Pathways	02/24/2020-05/20/2020
Molina, Chelsea	Teaching Assistant	John Stewart – New Pathways	04/06/2020-05/20/2020

E. Classified Staff Professional Growth Salary Increase Effective for 1st Semester for School Year 2019-2020.					
<i>Name</i>	<i>Position</i>	<i>From</i>	<i>To</i>	<i>Step</i>	<i>Amount Increase</i>
Jorns, Lindsay	Physical Therapist	MA+24	PHD/EDD	11	\$6,180

Licensed Staff

F. Licensed Staff Resignations, Retirements and/or Terminations for School Year 2019-2020.				
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Reason</i>	<i>Effective Date</i>

G. Licensed Certified Staff Request for Personal or Parental Leave of Absence for School Year 2019-2020.			
<i>Name</i>	<i>Position</i>	<i>Location</i>	<i>Effective Dates</i>
Barry, Rachel	Teacher	Mades Johnstone Center	01/06/2020-3/13/2020

H. Licensed Educator Professional Growth Salary Increase Effective for 1st Semester for School Year 2019-2020.					
<i>Name</i>	<i>Position/Program</i>	<i>From</i>	<i>To</i>	<i>Step</i>	<i>Amount Increase w/ TRS</i>
Mate, Terri	Teacher/ABLE	BA+24	MA	3	\$2,000
McCarthy, Magen	Teacher/New Directions	BA+8	BA+16	5	\$1,650

RECOMMENDATION: Approval.

2. Approval of the OT/PT Staff Increase



Mid-Valley Special Education Cooperative

Lisa Palese, Executive Director
1304 Ronzheimer Avenue
St. Charles, IL 60174
Phone: 331-228-4873
Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: February 5, 2020

RE: OT/PT Staff

Background Information

Last year, the Mid-Valley Executive Director and Coordinator recommended an increase in OT services in order to provide additional time for our current Occupational Therapist/AT Specialist to service our students with AT needs. At that time, the Liaisons and the Executive Board did not recommend that increase due to the fact that the AT Specialist was also responsible for a great deal of IT services. In addition, there was not sufficient data to warrant an increase in staffing at that time.

Updates

- In order to make a more data-based decision about this need, the Mid-Valley Leadership team met with Matt Smith, Executive Director of Technology and his team to analyze the workload of our current AT Specialist and move all Instructional Technology responsibilities to D303. Matt and his team were able to accomplish this without any additional cost to the Mid-Valley Cooperative. Our staff now follows the same process as all D303 staff members to access support in this area.
- In addition to those changes, our Leadership Team also worked with NIA to complete a comprehensive needs assessment of our current OT/PT caseloads and workloads. Since most of our district utilize NIA for OT/PT services, we wanted to see what their team would recommend for staffing. They use a specific matrix and follow the ISBE guidelines closely when making staffing recommendations. Overall, the NIA team recommends the following...
 - Increase OT FTE from 3.1 to 3.6
 - Increase PT FTE from 1.6 to 1.8 - noting that this could go as high as 2.0 with current workload information. However, our full-time OT feels confident that she can maintain her current caseload/workload without additional support.

Options Presented to Liaisons

- **Option 1:** Increase OT FTE from 3.1 to 3.6 and keep AT Services at 0.5 FTE, Increase PT Services from 1.6 to 1.8. This would provide work-relief to our staff, and would ensure that all of our students needs are being met.
- **Option 2:** Increase PT FTE from 1.6 to 1.8 and OT FTE from 3.1 to 4.1 and transition to a full-time AT Specialist who could assist districts with AT Evaluations and Professional Learning Opportunities. Currently several of our district partners are contracting this service. Districts would be direct-billed. This would also allow for much needed embedded coaching and support to our staff and students.

Recommendation

After careful consideration, the Mid-Valley Leadership Team and the Liaisons are recommending Option 1. We believe it is necessary to increase the OT FTE by 0.5 and the PT FTE by 0.2 in order to meet the immediate needs of our students. We would like to collect more data on the need for more AT support after seeing how Option 1 affects the workload of our OT/AT Specialist. Meanwhile, we have encouraged our Kaneland and Central team to consider utilizing Mid-Valley for any upcoming AT evaluations once our additional OT support is in place.

3. Approval of the Shelby Contract



Mid-Valley Special Education Cooperative
 Lisa Palese, Executive Director
 1304 Ronzheimer Avenue
 St. Charles, IL 60174
 Phone: 331-228-4873
 Fax: 331-228-4874

MEMORANDUM

TO: Mid-Valley Special Education Cooperative Executive Advisory Board

FROM: Lisa Palese, Executive Director

DATE: February 5, 2020

RE: Shelby Lease

The Executive Director would like the Executive Advisory Board to approve the 5-year lease for Shelby Center in St. Charles. Our current space has a kitchen, 2 classrooms, a small staff workroom and conference room. There is currently no space for staff offices, individual or small group meetings with students or a sensory room. The SAIL students from Waubensee & Elgin Community College (ECC) rotate into Shelby to share the space. Next year, the needs of our incoming students will require 2 full-time classrooms at Shelby and one less classroom at ECC. The new space would include 3 large classrooms, a sensory room, office space for staff and space to meet with small or individual groups of students while still accommodating student who require wheel-chairs on the 1st floor.

We are recommending that we keep our current space and lease an additional space at Shelby Center beginning in March of 2020. This would allow us to prepare both spaces for the summer program and the fall. Below is a summary of the additional costs associated with leasing both spaces. Rent will be paid using Medicaid Funds.

<i>Current Space</i>			<i>Current Space with 2nd Office</i>	
	Sq. Footage	Monthly Rent	Sq. Footage	Monthly Rent
Includes Tax, CAM, Insurance & Utilities	2870 Sq. Ft.	\$3,522.90	3788 Sq. Ft.	\$ 5,536.00
				Difference: \$2,014.00
Base Rent Only		\$ 2,257.73		\$ 3,476.00

Included the rent, are the following renovations...

- Removal of walls, patch, paint and rework electric in both units in order to build a new classroom in the current space & sensory room in the new space
- Remove carpet, pad and tack strip in 2 classrooms and polish/clean wood floors (if damage is more extensive, we would pay for that separately)
- Add Vinyl Plank tile in vestibule area
- Remove and dispose of all material



January 21, 2020

Tim Stoudt
Program Coordinator
SAIL Transition Program
Mid-Valley Special Education Cooperative
timothy.stoudt@d303.org
331.228.6034

Sent Via E-Mail: timothy.stoudt@d303.org

RE: Lease Renewal Proposal and Expansion

Dear Tim:

I have been authorized by BEI Properties to submit the following proposal for office space at 210 South Fifth St., Suite 100 St. Charles IL. 60174.

Proposed Premises:	Unit 100, 2,870 Rentable SF (Existing) Unit 107, 918 Rentable SF (Expansion – Office Space)
Use:	Office space and /or school.
Commencement Date:	March 1, 2020
Term:	Five (5) years
Net Rent:	\$ 3,476.00 Year 1 \$ 3,580.25 Year 2 \$ 3,687.75 Year 3 \$ 3,798.50 Year 4 \$ 3,912.45 Year 5

Batavia Enterprises Inc.

140 First Street
Batavia, Illinois 60510

P: (630) 879-3680

E: info@bataviaenterprises.com

W: <http://www.bataviaenterprises.com>



Operating Expenses & RE Taxes

Tenant is responsible for their proportionate share of RE Taxes, CAM and Insurance. Current budget estimate for 2020 is \$5.83/psf. Year 1 estimated equivalent is \$ 1,840.00 per month.

Option to Renew:

Tenant will have Two (2) Three (3) Year options to renew the lease by giving a 90 day written notice to Landlord. The escalation will be 3% per year to the Net rental rate.

Tenant Improvements:

Landlord, at its sole cost, shall deliver the premises in a “Turn Key” condition with the tenant improvements listed below.

- **In Unit 100, Remove wall between conference room and office. Remove and infill doorway, drywall and paint. Patch in wood trim on back wall and vinyl base. Rework electric in rooms.**
- **In Unit 107, Remove wall between offices and two wing partition walls in suite and infill one door. Drywall tape and paint, move removed door into left opening, patch vinyl base and rewire lighting. Remove two walls of partition and paint room where needed.**
- **Replace Carpeting in copier room (quiet room) and on stairway.**
- **Remove carpet, pad and tack strip in two classrooms.**
- **Add Vinyl Plank tile in vestibule area.**
- **Remove all materials and pay for dumpster.**

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NON-BINDING CLAUSE:

This proposal is intended solely as a preliminary expression of general intentions and is to be used for discussion purposes only. The parties intend that neither shall have any contractual obligations to the other with respect to the matters referred herein unless and until a definitive agreement has been fully executed and delivered by the parties. The parties agree that this letter/proposal is not intended to create any agreement or obligation by either party to negotiate a definitive lease/purchase and sale agreement and imposes no duty whatsoever on either party to continue negotiations, including without limitation any obligation to negotiate in good faith or in any way other than at arm's length. Prior to delivery of a definitive executed agreement, and without any liability to the other party, either party may (1) propose different terms from those summarized herein, (2) enter into negotiations with other parties and/or (3) unilaterally terminate all negotiations with the other party hereto.

This proposal is submitted subject to prior leasing and/or sales, errors and omissions, final building ownership approval, financial statement review, and acceptance on or before February 15, 2020.

Tenant Signature for Lease Proposal

Date

We look forward to continuing to have Mid-Valley Special Education Cooperative as a valued Tenant. Please contact me should you have any questions or comments regarding the above. I look forward to speaking with you soon.

Sincerely,

**Brad Schreiner
Director of Leasing and Sales
Brad Schreiner
(630) 650-0966**

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8. New Business
9. Adjournment